

## SPORT CLUB REIMBURSEMENT PROCESS

### Reimbursement Under \$300

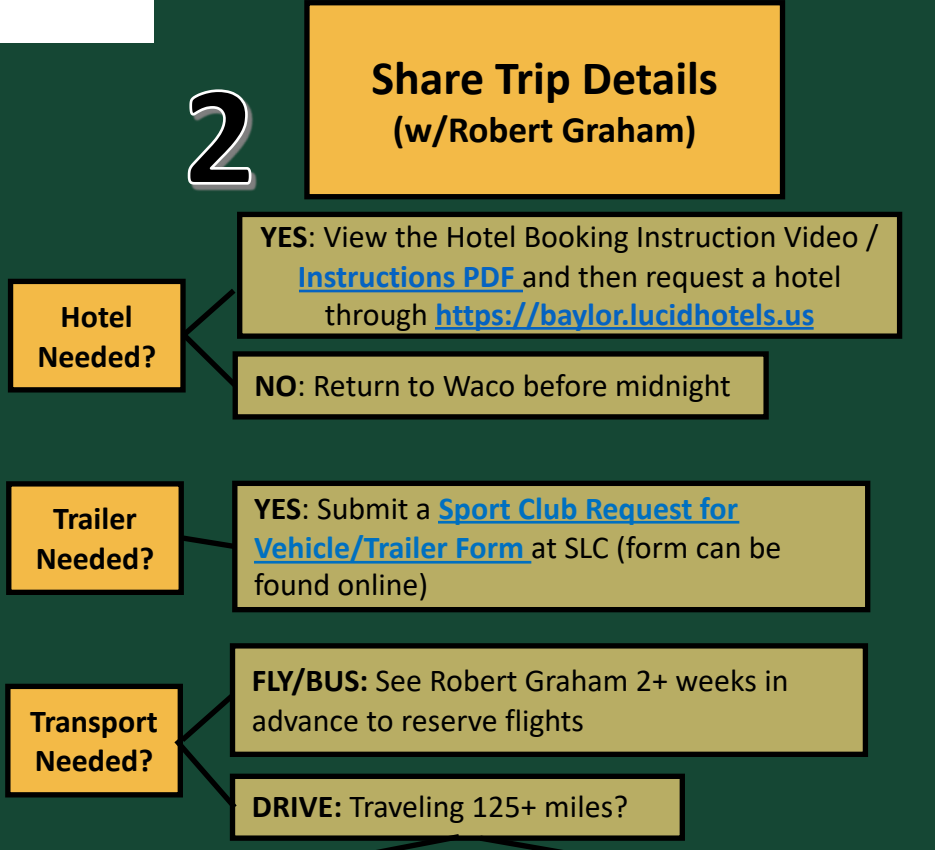
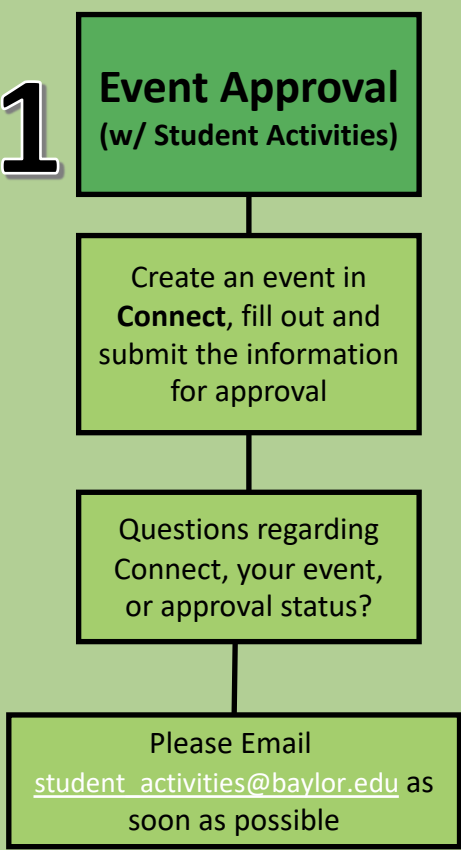
- You must register with Zelle® using this link ([Zelle® enrolment instructions](#)).
- **Zelle® Reimbursement** fillable pdf form can be found in this link ([Zelle® Payment Form](#))
- Make sure the Zelle Payment Form lists what the trip was for and what was purchased.
- **Itemized receipts** and **form** must be emailed to [BUClubSports@baylor.edu](mailto:BUClubSports@baylor.edu) or brought to CRec office **WITHIN 2 WEEKS** of incurred cost.
- The **last 4 numbers** from credit or debit card must be listed on the receipt. If the last 4 numbers are not listed, you must send proof of payment – this can be a screen shot from your credit or debit card account.
- **Accountability** - Club members must CC Club officer (or other member if no other officer in club) when emailing forms in.
- Allow 4 business days for reimbursements to be completed.

### Reimbursement Over \$300

- You must register as a supplier with BU using this link ([Supplier Registration Form](#)).
- BU Sport Club Reimbursement pdf fillable form can be found in this link ([BU Sport Club Reimbursement Form](#)).
- Direct Deposit Form can be found in this link ([Direct Deposit Form](#))
- Itemized receipts and form must be emailed to [BUClubSports@baylor.edu](mailto:BUClubSports@baylor.edu) or brought to CRec office **WITHIN 2 WEEKS** of incurred cost. .
- This process CAN take up to 6-8 weeks to be completed.

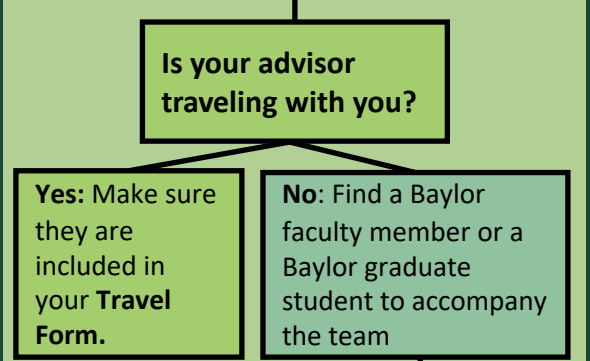
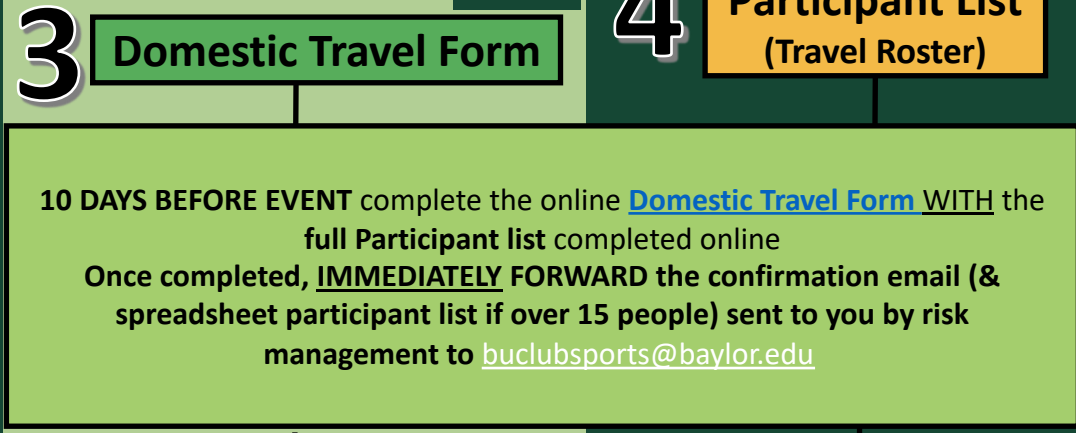
\*ITEMIZED RECEIPT: a receipt that has every item purchased from that location listed

# SPORT CLUB TRAVEL APPROVAL PROCESS



**YES:** Submit a [Sport Club Request for Vehicle/Trailer Form](#) at SLC. All drivers must be a [Baylor approved driver](#). Request a gas card. If you are traveling to San Marcos or Huntsville, submit an **Exception to Event Request Guidelines** form under files in **Connect**.

**NO:** If your competition is less than 125 miles from campus, you may use personal vehicles for travel (you assume all liability for your own vehicle) Request a gas card. Use the [Sport Club Request for Vehicle/Trailer Form](#) to request a gas card.



Submit an **exception to policy request** on your event request in **Connect**

Have the faculty member or graduate assistant email [student\\_activities@baylor.edu](mailto:student_activities@baylor.edu) to set up a Risk Management meeting

Once approved, have the faculty member or grad included in the **Travel Form** and submit.



Please make sure all participants on the roster have been added to your **Connect Roster & Fusion Club Roster**. If this has not been done by 3pm the Friday before competition, incomplete players will not be able to travel or compete with the team.

**IMPORTANT**

Both **Domestic Travel Form** and **Participant List** should be completed online together. These need to be submitted to Risk Management **10 DAYS** before travel. Your trip is not fully approved until the confirmation email (and participant list) is forwarded to [buclubsports@baylor.edu](mailto:buclubsports@baylor.edu)