

SPORT CLUB REIMBURSEMENT PROCESS

Reimbursement <u>Under \$300</u>

- •You must register with **Zelle**® using this link (<u>Zelle</u>® enrolment instructions).
- •Zelle® Reimbursement fillable pdf form can be found in this link (Zelles Permana)
- •Make sure the Zelle Payment Form form lists what the trip was for and what was purchased.
- •Itemized receipts and form must be emailed to •BUClubSports@baylonedu 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 (<u>BU Sport Club</u> <u>Reimbursement Form</u>).
- Direct Deposit Form can be found in this link (<u>Direct Deposit Form</u>)
- Itemized receipts and form must be emailed to <u>BUClubSports@baylor.edu</u> 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



4

Participant List
(Travel Roster)

Event Approval (w/ Student Activities)

Create an event in

Connect, fill out and
submit the information
for approval

Questions regarding Connect, your event, or approval status?

Please Email student activities@baylor.edu as soon as possible

Share Trip Details
(w/Robert Graham)

YES: View the Hotel Booking Instruction Video /
Instructions PDF and then request a hotel
through https://baylor.lucidhotels.us

NO: Return to Waco before midnight

Trailer Needed?

Hotel

Needed?

YES: Submit a Sport Club Request for Vehicle/Trailer Form at SLC (form can be found online)

Transport Needed?

FLY/BUS: See Robert Graham 2+ weeks in advance to reserve flights

DRIVE: Traveling 125+ miles?

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.

3 Domestic Travel Form

10 DAYS BEFORE EVENT complete the online Domestic Travel Form WITH the full Participant list completed online
Once completed, IMMEDIATELY FORWARD the confirmation email (& spreadsheet participant list if over 15 people) sent to you by risk

management to buclubsports@baylor.edu

Is your advisor traveling with you?

Yes: Make sure they are included in your Travel Form. **No**: Find a Baylor faculty member or a Baylor graduate student to accompany the team

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

Have the faculty member or graduate assistant email 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