



UREC SPORT CLUB EXPENSE FORM

Date Prepared

Sport Club Name

For Office Use Only

Sport Club Officer Name

Budget Available: _____

Sport Club Subcode

Total Predicted Expenses: _____

Predicted Travel Expenses

Departure Date

Return Date

Destination

Reason for Travel

Airfare

Number of tickets

Total Airfare

Tournament Entry Fee

Vendor

Hotel - duration of stay

Hotel - cost per night

[Per Diem Website](#)

Hotel - per diem amount

Number of rooms

If cost is over per diem, explain

Total Hotel Cost

Rental Vehicle

Rental Vehicle Cost

What is UREC paying for?

What is the club seeking reimbursement for? (Must have a current COVA W-9 on file)

Information to Attach for Travel

Roster

Tournament Information

Airline Information

Hotel Info

Other Sport Club Expenses

League Fees

Vendor

Equipment

Vendor

Information to Attach for Other Expenses

Invoice - for League Fees

Quote - for equipment

Signatures

Sport Club Officer

Date

Sport Club Admin Assistant

Date

Asst Dir for Budget & Finance

Date

Director of UREC

Date