RECREATIONAL SPORTS UNT

TRAVEL REIMBURSEMENT FORM

**THIS FORM MUST BE COMPLETED AND TURNED IN WITH ALL TRAVEL REIMBURSEMENTS WITH THE RECEIPTS WITHIN 2 DAYS OF RETURNING FROM THE TRIP.

**THIS FORM MUST BE SIGNED BY THE PERSON BEING REIMBURSED AND RETURNED TO THE REC. SPORTS OFFICE.

Club: _____ Student Leader:_____

Name of Event: _____

Dates Traveled: _____ Destination: _____

Student's Name	**Amount**	**Item** (mileage, entry fee, lodging)	**Student Signature** (AFTER reimbursement)