

Club Sports Reimbursement Preapproval Request

Reimbursement Preapproval Request

1. Confirm that the *Club Sport* and *Preparer's contact info* is filled out.
2. *Category* should include funding category (i.e. Equipment, Facility Rental, League Dues, Entry/Registration Fees)
3. *SABS ACCT#* should include the team's SABS Bank Account Number.

	REIMBURSEMENT PREAPPROVAL CLUB SPORTS
CLUB SPORT: _____	PROGRAM: Club Sports - Club Support
PREPARER: _____	PAYEE: Student Org Fund #19540-0
EMAIL: _____	CATEGORY: _____
PHONE: _____	SABS ACCT#: _____

4. Confirm that there are no discrepancies between the Reimbursement Preapproval Request (description, quantity and price) and supporting documents.

DESCRIPTION	QUANTITY	PRICE	TOTAL
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTAL			\$ -

5. Review team's justification for needing the request.

- Review team's justification for needing the reimbursement. Reimbursements MUST be approved in advance. Reimbursements will only be approved if payment cannot be made by UConn Recreation and reimbursement is made to the team's SABS bank account. Only exception to reimbursing team's SABS bank account is if team did not have sufficient funds to cover expense.

JUSTIFICATION OF REQUEST:
JUSTIFICATION OF REIMBURSEMENT:

- Confirm that the team's president or treasurer signed Reimbursement Preapproval Request.

CLUB SPORTS TEAM PRESIDENT/CFO SIGNATURE	UCONN CLUB SPORTS USE ONLY
	Received by: _____ Date: _____
<i>Signature</i> _____ <i>Date</i> _____	Logged by: _____ Date: _____
COMP SPORTS COORDINATOR PRE-APPROVAL	UCONN RECREATION BUSINESS OFFICE USE ONLY
	DATE RECEIVED: _____ ORDERED: _____
<i>Signature</i> _____ <i>Date</i> _____	VENDOR ID#: _____ PO#: _____
ASSOCIATE DIRECTOR PRE-APPROVAL	INVOICE#: _____ BLANKET PO#: _____
	ACCOUNT #: _____ <input type="checkbox"/> Requisition <input type="checkbox"/> DV
<i>Signature</i> _____ <i>Date</i> _____	OBJECT CODE: _____ <input type="checkbox"/> Blanket PO <input type="checkbox"/> DI
ASSOCIATE DIRECTOR FINAL APPROVAL	SUB ACCOUNT: _____ <input type="checkbox"/> Procard <input type="checkbox"/> IB
	eDOC#: _____ <input type="checkbox"/> Online <input type="checkbox"/> Phone
<i>Signature</i> _____ <i>Date</i> _____	

Supporting Documents for Pre-Approval

Confirm the following information is included for each category:

Equipment

- Quote - a pdf showing vendor, item description, quantity of each item, price of each item and total cost including shipping charges.
- Who will be paying for the equipment. If being paid by an individual, team must reimburse individual from team's SABS bank account before submitting Reimbursement Document Form. Only exception to reimbursing team's SABS bank account is if team did not have sufficient funds to cover expense.
- A pdf of current team roster from myRec.

Facility Rental

1. Quote - a pdf of an itemized quote from vendor which includes dates, total amount of hours for each practice, cost per practice and total cost.
2. Who will be paying for facility rental. If being paid by an individual, encourage team to reimburse individual from team's SABS bank account before submitting Reimbursement Document Form. Only exception to reimbursing team's SABS bank account is if team did not have sufficient funds to cover expense.
3. Team Roster - a pdf of current team roster from myRec.

League Dues

1. Invoice - a pdf with a screenshot of league website or an email outlining the league dues (cost per person or team) and payment deadline.
2. Who will be paying for league dues. If being paid by an individual, encourage team to reimburse individual from team's SABS bank account before submitting Reimbursement Document Form. Only exception to reimbursing team's SABS bank account is if team did not have sufficient funds to cover expense.
3. Team Roster - a pdf of current team roster from myRec.

Entry/Registration Fees

1. Invoice - a pdf with a screenshot of event website or an email outlining the registration information showing the following cost per person or group and payment deadline (i.e. early bird and regular).
2. Event confirmation - the event confirmation can include fliers, screenshot of website and/or agenda including event dates and locations.
3. Who will be paying for entry/registration fees. If being paid by an individual, encourage team to reimburse individual from team's SABS bank account before submitting Reimbursement Document Form. Only exception to reimbursing team's SABS bank account is if team did not have sufficient funds to cover expense.
4. Team Roster - a pdf of current team roster from myRec.