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) |
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