



## Club Sports Expense Request Form

Club Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Submitter Name: \_\_\_\_\_

Submitter Phone: \_\_\_\_\_ Submitter Email: \_\_\_\_\_

Preferred Date to be Completed (not guaranteed): \_\_\_\_\_

Expense Account Type: ☐ Credit Union ☐ RCC ☐ Gift

Account Number: \_\_\_\_\_ Total Dollar Amount: \_\_\_\_\_

Splitting between accounts? ☐ Yes (Secondary account number: \_\_\_\_\_)

Expense Type (mark only one):

Credit Union: ☐ Reimbursement ☐ Pay Ahead

RCC or Gift: ☐ Reimbursement ☐ Purchase Order ☐ Internal Requisition

Short Title: \_\_\_\_\_

Expense Purpose and Summary (who, what, where, when, why, any comments):

\_\_\_\_\_  
\_\_\_\_\_

Payable To: \_\_\_\_\_

Is the above entity a: ☐ Student (ID: \_\_\_\_\_) ☐ Company / Organization

☐ Family Member of Student (Student Name: \_\_\_\_\_ Relationship: \_\_\_\_\_)

☐ Coach ☐ Other: \_\_\_\_\_

Mailing Address (Street Address, Apt/Ste #, City, State, Zip Code):

\_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

If RCC or Gift Reimbursement, pick up check? ☐ No ☐ Yes\* ☐ N/A

\*Please only mark yes if check cannot be sent to mailing address above

-----  
Please visit the club sports website for help with attaching proper supporting documents

### BUSINESS USE ONLY BELOW THIS LINE

Initial Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Requisition / Purchase Order #: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Union Check #: \_\_\_\_\_ Date: \_\_\_\_\_



## Reimbursement Tally

To get reimbursed, you need:

1. Receipt
2. Corresponding bank statement
3. Supporting documentation (visit club sports website for help)

Please group documents by purchase (e.g. receipt #1, bank statement #1, receipt #2, bank statement #2, additional document #2, receipt #3, etc...)

Don't forget USC Travel or Non-Travel Form if reimbursing from RCC or Gift

Receipt Number	Description	Date of Purchase	Total Receipt Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Reimbursement Amount:			