

Spending Your Money

Step 1: Expense Request Form

Anytime you are trying to spend money, the first page of your paperwork must always be the [Expense Request Form](#).

Step 2: Determine the account you would like to use

Credit Union and RCC/Gift Account transactions differ the type of allowable transactions and the process for using that money. RCC and Gift Account Expenses are processed the same way with the only difference being where the money is coming from.

Allowable Expenses for Credit Union Account:

- Coaching Payments
- League Dues
- Tournament Fees
- Hotel & Travel Reimbursements
- Officiating Fees
- Paying ahead of time to a vendor
- Other club related expenses

Allowable Expenses for RCC/Gift Account:

- Internal Requisitions (payments to other USC departments)
- Purchase Orders (must be to approved USC vendors)
- Hotel & Travel Expenses (paid through a purchase order through Crown Travel)
- Hotel & Travel Reimbursements
- Other club related expenses to be reimbursed

Step 3: Gather Supporting Documents

Credit Union Reimbursements

All credit union reimbursements must include the following supporting documents:

- Receipt of purchase or invoice of each purchase
- Bank or credit card statement showing each purchase
 - Purchases must not be pending according to statement

Hotel & Travel Reimbursements must also include:

- Printed list of all attendees with room and vehicle assignments for each person
- Proof of event information (tournament flyer, league schedule, etc.)

- For flights, ALL PASSENGERS must submit a copy of their boarding pass (screenshots of mobile boarding pass are acceptable)

Equipment or Apparel Purchases or Reimbursements must also include:

- Color pictures of all items and logos/trademarks (if using any USC logos or trademarks)
- Approved USC Trademarks and Licensing Services agreement

Food and Restaurant Reimbursements must also include:

- List of all attendees
- Itemized receipts of all food purchases
 - Alcohol, Tobacco and Drugs are NOT allowed to be reimbursed through any account.

RCC/Gift Account Reimbursements

- Supporting documents are the same as a credit union reimbursement
- Reimbursee must also complete either the [Travel Expense Form](#) or [Non-Travel Expense Report](#)
 - This must be signed by the individual being reimbursed

When to use Travel Expense Form:

- Reimbursing Hotel, Flights, Car Rentals and Gas
 - Gas reimbursements for personal vehicles must be by the IRS Standard Mileage Rate. Rental car gas must be for the amount purchased.

When to use Non-Travel Expense Form:

- Reimbursing anything that does not pertain to travel expenses
 - Tournament/League registration fees
 - Club equipment and supplies
 - Food and restaurant purchases

Paying Ahead

If possible, the RCC recommend clubs purchasing good and services ahead of time to avoid waiting several weeks for reimbursements to process. There are 4 ways to do this:

RCC Credit Card/Amazon Purchases

If your club is purchasing items online through Amazon or any other reputable website, you may request to use the RCC Credit Card. Once the requests have been reviewed, you will schedule a time to meet with a Rec Sports administrator to purchase your necessary items. This type of transaction will come out of either your RCC or gift account

Credit Union

A "Pay Ahead" check may be written to vendors that accept checks. An invoice for any good or services must be submitted for approval. Officials fees for competitions can also be considered as a "pay ahead" check.

- Note: Coaching payments are also considered "pay ahead" checks. A coach must be approved by the Club Sports Coordinator and must have completed a background check and coaching agreement. Coaching agreements will be referenced when clubs submit expense request forms for coaching payments

Purchase Orders (PO)

Purchase orders are agreements to purchase goods or services at a specific price from external suppliers through your RCC or Gift account. Purchase orders can only be made to **approved USC vendors**. You must provide a quote (not invoice) from an approved vendor and attach it to the [Expense Request Form](#).

Hotel & Travel Expenses, including flights, hotel & car rentals, can only be paid ahead of time through a purchase order to Crown International Travel, Inc. To schedule and pay for travel ahead of your trip, please contact Ginny Boyce at [ginny.boyce@altour.com](mailto:gabby.boyce@altour.com) or 310-475-5661. Hotel & Travel Expenses will not be reimbursed until after the date of occurrence.

Note: If you are unsure if a vendor is approved, please reach out the RCC at rccexec@usc.edu prior to submitting a purchase order request.

Internal Requisition (IR)

Internal Requisitions are used to pay for good and services for USC auxiliaries through your RCC or Gift account. You must provide an invoice from the USC auxiliary for any goods or services and attach it to the [Expense Request Form](#)

Examples of IR requests:

- USC Bookstore
- Trojan Event Services
- USC Hospitality
- USC FMS
- USC Transportation.

Step 4: Submit Request

Submit expense request form and all supporting documentation via online form (Found in Forms and Links Tab).

[Anticipated timeline and flow of processing](#)