



Official Recruiting Visit Request for Reimbursement

PUR-121

Section A - REQUESTOR				
Request Date			Sport	
Coach		Phone	E-Mail	
OV# (From top of form PUR-120)				

Section B - PAYEE INFORMATION				
Vendor ID #				
Prospect Name				
Dates and times of Travel	Start		End	
Travel Start Location				

Section C - ITEMIZED REIMBURSABLE EXPENSES				
Original itemized receipts for all claimed expenses must be attached for reimbursement. Only include items directly paid by the individual.				
Expense	Quantity		Amount	
Airfare				
Mileage* @ \$ ____ (current state rate)		Miles		*Digital map showing miles traveled MUST be attached.
Lodging** @ \$ ____/day				**This line is for room charges only, not food/incidentals. Do not include amounts directly paid by the University to the lodging facility.
Meals*** (Mark the number of each meals for reimbursement.)	Number of Meals Breakfast _____ Lunch _____ Dinner _____			***List of attendees MUST be attached.
Entertainment****				**** Explanation of each claimed expense is required to be clearly outlined and attached.
Misc. Itemized Expenses *****				*****Attach additional page for itemization.
Less Cash Advanced	TA # _____			
Total Reimbursement				

Section D - ACCOUNTING					
Fund	Org	Account	Program	Activity	Amount

Section E - APPROVALS		<i>I certify that the expenses claimed for reimbursement on this request were paid with personal funds and incurred while on University business.</i>		
Department	Signature	Printed Name	Date	
Head Coach				
Athletics Compliance				
Assistant AD for Business				
Director of Athletics or Designee				
Comptroller				
President				
Director of Purchasing				
Vice President of Administration & Finance				