How to Use Restricted for Gas/Tolls/Parking

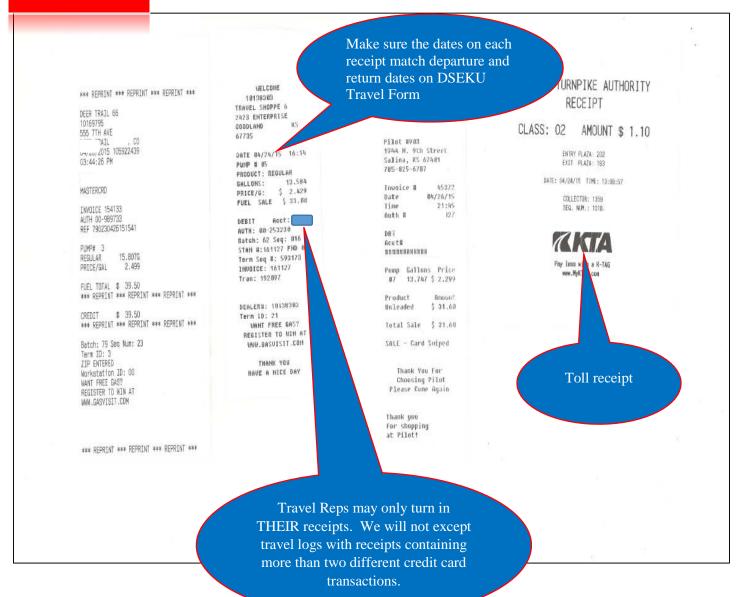
ALL EXPENSES PAID FOR WITH RESTRICTED MUST BE UNDER A TRAVEL REP'S NAME!!! ANY NON-TRAVEL REP THAT PAYS WILL NOT BE REIMBURSED THROUGH RESTRICTED.

REMINDERS:

Submit all receipts and a travel receipt log within 3 days of your club's return. Each travel rep that wants reimbursement will have to fill out a travel receipt log and turn in receipts!

Example:

Gas and toll receipts – turn in receipts along with travel receipt log.





Travel receipt log – found at http://recreation.ku.edu/sport-clubs-resources



KU Sport Clubs

Travel Receipt Log

Directions:

- Each Travel Representative wishing to receive reimbursement must turn in a Travel Re Log.
- Submit <u>all travel receipts</u> with this document within 5 Business Days of Return. (Gas, Tol Hotel, Entry Fees)
- Receipts will only be accepted if legible, within the travel dates on the corresponding ITT, and contain only travel purchases (no food, drink, or non-travel-related purchases will be reimbursed).

Sport Club:	Womens	Ultimeric	Date Sub	omitted:	5/1	/	15	
Destination	Denow, a	olorado	Travel Dates:	1124	115-	4	124	11

Travel Representative: Jordan Alonzo

Make sure these match the receipts and then add them up

	1)	\$39.50	\$
	2)	\$ 32.60	\$
_	3)	\$ 33.00	\$
	4)	\$	\$
	5)	\$	\$
	6)	\$	\$
	7)	\$	\$
	8)	\$	\$
	9)	\$	\$
	10)	\$	\$
	Т	otal Gas Cost:	\$ 109.1

Gas Receipts

Toll Receipts			
1)	\$	1.10	
2)	\$		
3)	\$		
4)	\$		
5)	\$		
6)	\$		
7)	\$		
8)	\$		
9)	\$		
10)	\$		
Total:	\$	1.10	

Use the same dates found on the DoSportsEasyKu

Travel Form

TOTAL RECEIPTS: \$_	105.2

By signing this, I confirm that I have turned in the aforementioned receipts:

Signature: ______ Date: 4/30/15

Program Manager Approval: _____ Sport Club Coordinator Approval: _____



Parking Receipt (from a hotel parking garage) – Turn this in with any other receipts and the receipt log.

6/24/2015

Make sure this is in a Travel Rep. Name

Screen+Shot+2013-04-01+at+3.30.10+PM.prg (782×626)



03-01-13 Apollo Nida Folio No. Room No. : 0723 Po Box A/R Number Arriva! : 10-24-12 Atlanta Ga Group Code Departure : 10-25-12 Atlanta GA 31126 Company Conf. No. : 61713328 US Membership No. : PC Rate Code: IGCOR Invoice No. Page No. : 1 of 1

Date	Description		Charges	Credits
10-24-12	Parking: Self		18.00	
10-24-12	Room Accommodations		104.00	
10-24-12	Sales Tax - 8%		8.32	
10-24-12	Occupancy Tax - 8%		8.32	
10-25-12	Américan Express XXXXXXXXXX			138.64
Thank you for staying at the Holiday Inn Select Atlanta Capitol nee Center. Qualifying points for this stay will automatically be credited to your account. To make additional		138.64	138.64	
reservations online, update your account information or view your statement please visit www. priorityclub.com. We look forward to welcoming you back soon. Raiance			0.00	

Guest Signature:

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not warved and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or this full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardiolider's agreement with the issuer.