Travel Reimbursements

For all club travel, you will indicate on your request whether or not you are choosing to receive a reimbursement. If you decide not to get a reimbursement, you should say "No Reimbursement" or if you choose to get reimbursed, you will need to lay out the estimate costs for each area you are being reimbursed. Prior to your trip, regardless of whether or not you are receiving a reimbursement, you will receive an email from ChromeRiver (the University's travel expense site) through the email address: expense-noreply@chromefile.com, which will look like the following:

If you are not receiving a reimbursement, your total expenses will say $1.00. All you need to do is click the green accept button, an email will pop up, and send the email. You do not need to add any comments.

If you are receiving a reimbursement, the total amount of your estimates will show next to total expenses. You should double check to make sure that amount if correct. Prior to the trip, the Competitive Sports office has to input your estimates for each category to ensure that money will be available to you once you come back. If there is an issues with travel dates or the expenses amount, you can select return, an email will pop up, and you can add comments to the error and send the email. Once the error is corrected, you will get another email. If there are no issues, select accept, an email will pop up, and send the email.

Reimbursement Expenses

You can use your on-campus budget to reimburse the following expenses related to travel:

- Fuel
- Hotels
- Entry Fees - can also be paid in advance through credit card or check
- Airfare
- Bus Rental - can also be paid in advance through a purchase order
- Car Rental

In order to be reimbursed for any of the above, you should estimate costs for the trip for your travel request and pre-approval.
**Fuel Estimate**

For fuel, we recommend using an online calculator, or a formula similar to the following:

\[
\text{Fuel Estimate} = \frac{\text{(mileage from UNCW to destination x 2)}}{25} \times \text{number of cars traveling} \times \text{average price per gallon}
\]

If you were traveling to Duke with 3 cars the equation would look like:

\[
\frac{(154 \times 2)}{25} \times 3 \times \$2.40 = \$88.70
\]

In this case you could round up to $90 for a fuel estimate.

**Rental Cars**

You can get a rental vehicle through Enterprise and use a gas card which will charge your on-campus account directly. If you plan to go this route, you will need to notify us well in advance to ensure the gas card is available. Additionally, you will need to ensure that you follow the University guidelines for the gas card in order to not lose the privilege.

For Rental cars, the University will reimburse the rental charge only. They will not reimburse the costs of additional insurances or fees.

**Frequently Asked Questions**

Following all the rules of a reimbursement can be tricky, and our goal is to make the process as smooth as we can on you. But, we need your help to ensure everyone gets what they need to get reimbursed. Here are some common questions, but if you have other questions, you need to ask. We are fortunate to have a great business manager and other University resources who want to help you get your money.

**What if the gas pump doesn't issue a receipt or it comes out damaged?**

You should go into the gas station to request a receipt from your purchase. In very limited cases, you can take a picture of the pump display which shows the total cost and the amount of gallons purchased. If this is combined with the location of the gas station, and a credit card statement, we may be able to work to get your reimbursement. The picture method is a rare exception.

**What if the gas purchased goes over the estimate?**

You can still submit all the receipts. We will have to enter a new preapproval which your club president will need to approve. If you notice you underestimated, keep this in mind for future trips and adjust the formula if you need - maybe just expand your estimate to be more inclusive.
What happens if I overestimate my expenses?

For example, if you anticipated $100 for fuel expenses, but only used $80. Once the reimbursement is submitted and checks are mailed, the remaining $20 will go back into your on-campus club account. We would advise that you overestimate with accuracy. So try to get the number as close to what you think, but leave a little extra room to play with just in case you have to travel out of the original route or gas goes up.

How long does a reimbursement take to receive?

For most reimbursements, as long as everything is done correctly, it will take less than two weeks for the checks to be mailed to those receiving reimbursements. If it has been a couple weeks and people still have not received checks, reach out to the Competitive Sports office and we can track where it is in the process.

What happens if I forgot to get an itemized or zeroed out receipt from the hotel?

Give them a call. They typically can get that receipt for you and send it through email or fax. Most hotels will be able to help you out quickly. If there are issues, let us know. Our best advice is make sure you get it before you leave, but sometimes things happen. Sometimes if you used a third-party site, like Expedia or Hotels.com, they will require you to get the receipt through their website or contacting customer service.

Can you Venmo a club with on-campus money for an entry fee?

Depends. We cannot Venmo money directly to a user. However, if the Venmo is set up like an Invoice with a link, we can pay with credit card in advance.