



Intramural Reimbursement Process 2022/2023

This package contains all the information required to request for Intramural Funding. Along with the forms mentioned, you must also include a copy of the original receipt. All additional questions can be emailed to sports@macengsociety.ca.

The MES will fund the cost of registration up to \$300, matching the percentage of MES members* on the team - i.e., if the team is composed of 80% MES members, then the MES will fund up to $\$300 \times 0.8 = \240 . Note that you must have 80% or higher MES members on your team to qualify for reimbursement.

Your team is required to complete the following items in order to qualify for intramurals funding:

- Submit a full list of your team's playoff roster (including programs of study and student numbers for each player) signed by each member of the team. The percentage of MES members from this list should also be shown. Email this to the MES Sport Coordinators (sports@macengsociety.ca).
 - Wait for confirmation of team approval for MES funding by the MES Sports Coordinators. Either Jess or Inder will respond with confirmation that you were approved!
- After completing payment of any registration fees, submit a standard expense report (<https://docs.google.com/forms>) indicating the value of funding for which you have been approved, and attach any related receipts and/or invoices.

You will receive reimbursement for registration fees up to your funding cap once the MES VP Finance processes your expense report. The funding pool is limited and may be exhausted before all team applications are received. The VP Finance shall decide whether requests are acceptable and within the limits of the MES Budget.

**MES members* are students under the Faculty of Engineering that have paid their student fees to the MES (people who have not opted out of paying their MES fees). If you did not actively opt out of your fees, then you paid your fees. We will be able to check who has opted out as we have a list of students who have paid MES fees and those who have not.



Team Roster

Team Name: _____

Sport: _____

Captain: _____

Captain's Email: _____

	Name	Student Number	Department	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

% of MES Players: _____