



Intramural Reimbursement Process 2023/2024

This package contains all the information required to request Intramural Funding. All additional questions can be emailed to sports@macengsociety.ca.

The MES is excited to support intramural sports teams primarily consisting of MES members, with a minimum requirement of 80% MES participation. We are committed to covering the registration expenses, providing funding of up to \$300, correlating directly with the MES membership percentage within the team. For instance, if the team comprises 80% MES members, the MES will contribute up to \$240 toward the registration costs.

In order to qualify for intramural funding your team is required to follow the below process.

1. Submission of Team Information:

Your team must email the Sports Coordinators with the following essential details:

- a. A list of your team's playoff roster, including each member's programs of study, student numbers, and individual signatures. This document should also clearly indicate the percentage of MES members on your team and specify the requested funding amount. (A form template is provided on the next page.)
- b. A copy of the receipt or your game schedule as evidence of registration.

2. Await Confirmation from MES Sports Coordinators:

- a. Subsequently, await confirmation of your team's eligibility for MES funding from the MES Sports Coordinators. One of our coordinators, Travis, Hannah, or Samantha, will respond to you with confirmation once your team's approval status has been determined.

3. Payment and Expense Report Submission:

- a. Once you've received confirmation of approval and completed the payment of any registration fees, proceed to submit a standard expense report using the provided form (<https://docs.google.com/forms>). In this report, indicate the approved funding value you are entitled to.

The Sports Coordinators will assess funding requests to ensure they align with all established criteria. Subsequently, they will forward expense reports and accompanying receipts to the MES VP Finance for further processing. Your reimbursement for registration fees, within the designated funding cap, will be disbursed once the VPF has completed the review of your expense report.

It is important to note that the funding pool has finite resources and may become depleted before all team applications are received. The VPF holds the responsibility of determining the acceptability of requests and ensuring they adhere to the confines of the MES Budget.



Team Roster Template

Team Name	
Sport	
Captains Name	
Captains Email	

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

% of MES Players: _____

Funding Amount: _____