



May 25, 2017

Dear U.S Open Player:

It is hard to believe that the 2017 U.S. Open Championship is only two weeks away. For the first time in history, the USGA is looking forward to heading to Wisconsin and Erin Hills.

Beginning in 2017, the USGA is excited to offer financial assistance to all amateurs competing in USGA Open Championships. Accordingly, we wanted to take a moment to let you know more about the opportunity to receive reimbursement for your competition expenses at the U.S. Open.

In order to receive funding, you'll need to complete and return the Application to Receive Expenses form, including a detailed list of expenses you incurred, as well as receipts for those expenses. For your reference, we've created a list of Expense Reimbursement Guidelines, intended to provide the necessary information to assist you with the process.

Should you have any specific questions, please contact Rob Ockenfuss, Manager, Amateur Status & Rules of Golf by calling (908) 326-1919 or sending an email to rockenfuss@usga.org.

On behalf of the USGA, we look forward to seeing you at Erin Hills in June for the 2017 U.S. Open Championship.

Sincerely,

A handwritten signature in black ink that reads "Robbie Zalneck".

Robbie Zalneck
Director, U.S. Open Player Services

Enclosures:

- Expense Reimbursement Guidelines
- Application to Receive Expenses



USGA OPEN CHAMPIONSHIPS EXPENSE REIMBURSEMENT GUIDELINES

As an amateur golfer who is exempt or has advanced through qualifying for a USGA Open Championship, the USGA is pleased to provide you with the opportunity to seek reimbursement for some of your expenses incurred to compete in the championship proper. Below are questions to guide you in this process.

In order to seek reimbursement from the USGA, you must complete and submit the Application to Receive Expenses.

Should you have any questions, please contact Rob Ockenfuss, Manager, Amateur Status & Rules of Golf by calling (908) 326-1919 or sending an email to rockenfuss@usga.org.

1. What is the required process to be reimbursed?

You are responsible for completing and submitting the required documentation, including the appropriate forms and receipts, per Rule 4-2c(i).

If the USGA is not your Governing Body/National Federation, you will also need to complete an additional section in the documentation pertaining to the approval of your national union or association to have expenses paid by the USGA, per Rule 4-2c(ii).

2. How can I submit a reimbursement request?

You should submit a hard copy of the required documentation, including receipts. As an additional option, you may choose to email this documentation; for example, submit photographs of the documents and receipts and return to the USGA via email. Contact information for mail and e-mail are included in the reimbursement form.

3. If I live in the United States, do my expenses need to be approved by my state or regional association?

No. If the USGA is your Governing Body/National Federation, you may receive expenses directly from the USGA, per Rule 4-2c(i).

4. What types of expenses are reimbursable?

The USGA will reimburse only reasonable expenses incurred by you (i.e., the player). Reasonable expenses eligible for reimbursement include airfare, rental car, hotel, food and beverage, caddie fees, and any other reasonable expenses incurred as a result of playing in the championship proper (this does not include expenses incurred for qualifying), though the maximum amount of reimbursement is limited to a fixed amount of **\$3,000**.

5. What is considered a “reasonable” expense?

As an amateur golfer, you are only eligible to receive reasonable expenses, which is determined on a case-by-case basis and it is not practical to define reasonable in all circumstances. If you have any questions as to whether your planned expenses are reasonable, please reach out for additional guidance.

6. Can I request reimbursement for mileage if I drive to the championship?

Yes, you would be reimbursed in accordance with IRS regulations.

7. Will expenses be limited to certain days of the championship?

Expenses will be covered based on reasonable and appropriate arrival and departure dates for the championship. For example, arrival on the weekend prior to the championship would be considered reasonable. If you have made

arrangements to depart after the completion of the championship, but miss the cut, you may request reimbursement for expenses incurred until departure.

8. Will there be a maximum reimbursement amount the player can receive to cover expenses?

The USGA will reimburse expenses up to but not exceeding **\$3,000**. However, you may also be reimbursed by another outside source, such as your National Federation or university (see Question 12), if your expenses exceed the USGA reimbursement limit. For example, if your expenses total \$4,000, you may accept the \$3,000 from the USGA, as well as an additional \$1,000 from another outside source.

9. Can I request reimbursement for expenses incurred by members of my family?

In certain circumstances (e.g., a junior golfer), expenses for parent(s), legal guardian(s), sibling(s) or other appropriate people who need to accompany you may be reimbursed, per Decision 4-2b/2. Any expenses incurred by a parent/guardian/sibling of an accompanied golfer are included in the maximum reimbursement amount each player may receive.

Otherwise, any expenses incurred by these individuals that are incidental to your expenses (e.g., shared hotel room) are reimbursable.

10. Can I request reimbursement for expenses incurred by my caddie?

Caddie fees are considered competition expenses. Any reasonable expenses that are incurred by the caddie are reimbursable. Such reimbursement will be made directly to you.

11. Can I request reimbursement for expenses incurred by other parties, such as my swing coach or college coach?

No, unless such an individual is serving as your caddie or is considered to be accompanying you (Decision 4-2b/2). If either of these situations exists, any expenses incurred by that individual will be reimbursed.

12. Can I receive subsidy from another outside source, such as my National Federation or university?

If you receive expenses from your National Federation, university, family member(s), or another outside source, you are not prohibited from applying for additional reimbursement of expenses from the USGA (see Question 8). You may receive any combination of reimbursement permitted by the Rules, but this arrangement is not meant to afford you any more than reasonable and actual expenses incurred. The same maximum reimbursement amount provided by the USGA applies, but you may not be reimbursed more than once for any particular expense.

13. What type of documentation must I provide for an expense?

In order to adhere to its internal accounting and auditing standards, the USGA requires that appropriate documentation accompany a request for reimbursement. Appropriate documentation includes a detailed receipt that indicates the type of expense, cost, date(s), times and location. Tips and tolls do not require documentation, but must be detailed in a hand-written note or the like when reporting.

14. What is the deadline to request reimbursement?

The request for reimbursement should be submitted as soon as possible, but no later than 60 days after the completion of the championship.

15. How long will it take to receive reimbursement?

A reimbursement check will be mailed to you within two weeks of the receipt of the required documentation. Please ensure the documentation you provide is accurate and complete, as failure to do so may result in a delay in reimbursement.



USGA OPEN CHAMPIONSHIPS
APPLICATION TO RECEIVE EXPENSES

Please complete the following application in order to receive funds from the USGA to assist in covering competition expenses incurred as a result of competing in a USGA Open Championship.

NOTE FOR INTERNATIONAL PLAYERS: Your national federation **MUST** approve the receipt of these expenses. (see below)

Applicant's Name:

Address:

Address (*continued*):

City

Country

Name of Championship:

Declaration by Player Receiving Expenses: I hereby certify that all information provided in this application is true.

Print Name

Signature

Date

International Players ONLY

Please provide the name of the appropriate representative of your National Federation who has approved the receipt of expenses.

Print Name

Title

Contact Information

Date

