



USGA OPEN CHAMPIONSHIPS

EXPENSE REIMBURSEMENT GUIDELINES FOR AMATEUR GOLFERS

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 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 may submit the required documentation, including receipts, to the USGA via email at expenses@usga.org (for example, by submitting actual receipts or photographs of the documents and receipts). Please make sure such documents and receipts are clear and readable.

As an additional option, you may choose to mail this documentation. Address information is included on the second page of the Application.

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

No. Since the USGA is your Governing Body, you may receive expenses directly from the USGA, per [Rule 4-2c\(i\)](#).

4. What types of expenses are reimbursable under these guidelines?

The USGA will reimburse only reasonable expenses incurred by you (i.e., the player). 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 USD**.

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. 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, and the USGA would provide reimbursement 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 your original departure date.

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 USD**. 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 reimbursement amount provided by the USGA. 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, subject to [Rule 4-2](#).

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 such an accompanied golfer are included in the maximum reimbursement amount each player may receive.

Additionally, 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?

Yes. 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 more than the 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?

Please submit your request for reimbursement as soon as possible, but no later than 30 days after the completion of the championship. Reimbursement requests for 2019 Open Championships will be fulfilled in batches, according to the following schedule:

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| First Batch Deadline | Monday, May 27th at 5 p.m. ET |
| Second Batch Deadline | Monday, June 10th at 5 p.m. ET |
| Third Batch Deadline | Monday, June 24th at 5 p.m. ET |
| Fourth Batch Deadline | Monday, July 15th at 5 p.m. ET |
| Fifth Batch Deadline | Monday, July 30th at 5 p.m. ET |

Example: A request submitted on June 11th will not be processed until after the next deadline on June 24th.

15. How long will it take to receive reimbursement?

Reimbursements will be processed in batches according to the schedule above. You should expect to be reimbursed within approximately 10 business days of the deadline. Please ensure the documentation you provide is accurate and complete, as failure to do so may result in a delay in reimbursement.

Please note, as an additional option, you may elect to be reimbursed via ACH or wire transfer. You may indicate this choice on the Application to Receive Expenses.