

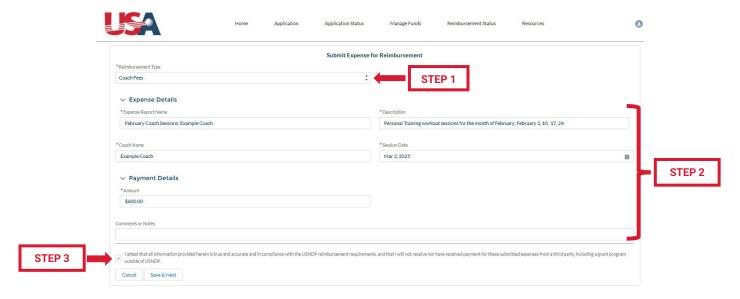
# Submit a Coach Fees Reimbursement Request

## Before you begin:

- To start a new reimbursement request, follow the <u>Start a Reimbursement Request Guide</u> first
- To edit an existing reimbursement request, follow the <u>Edit 'Saved', 'Returned' and</u> 'Submitted' Reimbursement Requests Guide
- Then continue with the steps below to complete your Coach Fees Reimbursement Request

## REQUIRED FILE UPLOADS FOR COACH FEE REIMBURSEMENT REQUESTS

- Copy of an itemized receipt <u>OR</u> copy of an itemized receipt from digital payment vehicles such as Venmo, PayPal, CashApp, etc.
- <u>AND</u> a completed <u>USNDP Grant Coach Fee Reimbursement Form</u>, by the instructor, coach, or practitioner.



# **STEP 1: Select Reimbursement Type**

From the 'Reimbursement Type' drop down menu, select 'Coach Fees'

## STEP 2: Enter Expense Details

Enter the following information:

- Expense Report Name
  - Give your expense report a descriptive name (e.g., February Coach Sessions: Example Coach)

All Information collected will be used in accordance with our Privacy Policy: <u>USGA Privacy Policy</u>





 This name will appear on your reimbursement request list, so choose something that helps you identify the purchase later

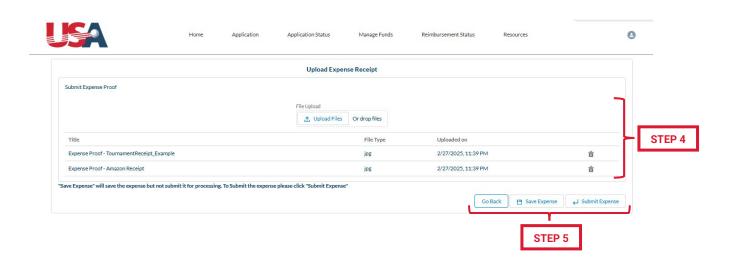
## Description

- Briefly summarize your purchase (e.g., Personal training workout sessions for the month of February; Feb 3, 10, 17, 24)
- Coach Name
- Session Start Date
- Amount
  - Coach Fee Limit
    - The maximum reimbursement amount for coach fees for your 2025 grant period is \$4,000
    - A coach reimbursement request submission that exceeds the \$150 per hour or \$75 per half hour submission threshold, will receive a payment disbursement up to the category limit with the exclusion of the excess amount.
    - If a submission causes your total coach fee reimbursement to exceed \$4,000 threshold, you will receive payment up to the \$4,000 limit, with the exclusion of the excess amount

#### STEP 3: Attestation

After entering expense details:

- Check the attestation box that confirms:
  - All information is true and accurate
  - o Expenses comply with USNDP reimbursement requirements
  - No double payment (you haven't and won't receive payment for these expenses from another source)
- Checking this box will make the 'Cancel' and 'Save & Next' buttons appear
- Click on 'Save & Next' to access the 'File Upload' window to upload receipt(s)
- Click on 'Cancel' to return to the respective funding source details page



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# 4: Upload Files

At least one upload is required for every reimbursement request. An unlimited number of files can be uploaded for each submission.

# Method 1: Select 'Upload File'

- 1. Select file and then open
- 2. Wait for the 'blue progress line' to complete and a green circle with a white checkmark to appear
- 3. Close the 'Upload Files' box by selecting 'X' in the top right-hand corner
- 4. Verify the file name appears in the field

## Method 2: Drop Files

- 1. Select the file that you would like to upload
- 2. Drag the selected file to the 'File Upload' area (the outline will turn blue when ready to drop)
- 3. Wait for the 'blue progress line' to complete and a green circle with a white checkmark to appear
- 4. Close the 'Upload Files' box by selecting 'X' in the top right-hand corner
- 5. Verify the file name appears in the field

# STEP 5: 'Go Back', 'Save Expense', or 'Submit Expense'

After completing the uploading process:

- Click on either 'Go Back', 'Save Expense', or 'Submit Expense'
  - o 'Go Back' Returns to the expense details page if you need to make changes
  - 'Save Expense' Saves the reimbursement request without submitting for processing (you can return to it later)
  - 'Submit Expense' Submits the reimbursement request for processing (you will receive a confirmation email)

Please allow 7-10 business days for the reimbursement request to be reviewed by the USNDP Grants Team.

#### **Related Resources**

- PDF: USNDP Grant Coach Fee Reimbursement Form
- How to Complete Coach Fee Reimbursement Form
- Check Reimbursement Request Status
- Check USNDP Funding Source Balance



FOR THE GOOD OF THE GAME.