



Submit a Coach Fees Reimbursement Request

Before you begin:

- To start a new reimbursement request, follow the [Start a Reimbursement Request Guide](#) first
- To edit an existing reimbursement request, follow the [Edit 'Saved', 'Returned' and '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 **OR** copy of an itemized receipt from digital payment vehicles such as Venmo, PayPal, CashApp, etc.
- **AND** a completed [USNDP Grant Coach Fee Reimbursement Form](#), by the instructor, coach, or practitioner.

The screenshot shows the 'Submit Expense for Reimbursement' form. The form is titled 'Submit Expense for Reimbursement' and has a navigation bar with links: Home, Application, Application Status, Manage Funds, Reimbursement Status, and Resources. The form is divided into several sections: 'Reimbursement Type' (with a dropdown menu set to 'Coach Fees'), 'Expense Details' (with fields for 'Expense Report Name' and 'Description'), 'Coach Name' (with a field for 'Coach Name'), 'Session Date' (with a field for 'Session Date'), 'Payment Details' (with a field for 'Amount'), and 'Comments or Notes' (with a text area). A red box labeled 'STEP 1' points to the 'Reimbursement Type' dropdown. A red box labeled 'STEP 2' points to the 'Expense Report Name' and 'Description' fields. A red box labeled 'STEP 3' points to the 'I attest that all information provided herein is true and accurate...' checkbox. The form also includes 'Cancel' and 'Save & Next' buttons.

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)

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- 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
 - 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

The screenshot shows the 'Upload Expense Receipt' interface. At the top, there is a navigation bar with links: Home, Application, Application Status, Manage Funds, Reimbursement Status, and Resources. The main content area is titled 'Upload Expense Receipt' and contains a 'Submit Expense Proof' section. This section includes a 'File Upload' area with 'Upload Files' and 'Or drop files' buttons. Below this is a table with columns: Title, File Type, and Uploaded on. The table contains two rows: 'Expense Proof - TournamentReceipt_Example' and 'Expense Proof - Amazon Receipt', both with a file type of 'jpg' and an upload time of '2/27/2025, 11:39 PM'. To the right of the table, a red bracket labeled 'STEP 4' points to the table. Below the table, there is a note: '"Save Expense" will save the expense but not submit it for processing. To Submit the expense please click "Submit Expense"'. At the bottom right, there are three buttons: 'Go Back', 'Save Expense', and 'Submit Expense'. A red bracket labeled 'STEP 5' points to these buttons.

Title	File Type	Uploaded on
Expense Proof - TournamentReceipt_Example	jpg	2/27/2025, 11:39 PM
Expense Proof - Amazon Receipt	jpg	2/27/2025, 11:39 PM

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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'
 - **'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](#)

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