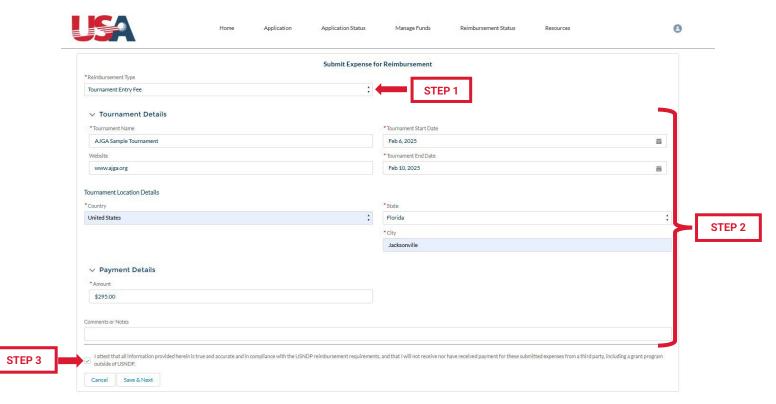# Submit a Tournament Entry Fee Reimbursement Request

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 Tournament Entry Fee Reimbursement Request

STEP 1: Select Reimbursement Type

From the 'Reimbursement Type' drop down menu, select 'Tournament Entry Fee'

STEP 2: Enter Tournament & Expense Details

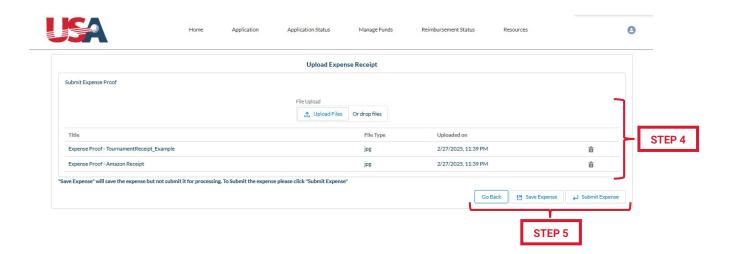Submit one (1) Tournament Entry Fee Reimbursement Request per tournament.

Enter the following information:

- Tournament Name
- Tournament Start & End Date
- Website
- Tournament Location Details
    - Country
    - State
    - City
- Amount
    - ***Tournament Entry Fee Limit***
        - The maximum reimbursement amount for tournament entry fees is $300 per event
        - A tournament entry fee reimbursement request that exceeds the $1500 threshold will receive a payment disbursement up to the category limit, with the exclusion of the excess amount

STEP 3: Attestation

After entering the 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

All Information collected will be used in accordance with our Privacy Policy: USGA Privacy Policy

FOR THE GOOD OF THE GAME.

STEP 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)
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

- [Check Reimbursement Request Status](#)
- [Check USNDP Funding Source Balance](#)