



Submit a Tournament Travel 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 Travel Reimbursement Request

Submit Expense for Reimbursement

* Reimbursement Type
Tournament Travel **STEP 1**

✓ **Tournament Details**

* Tournament Name
AJGA Preview at Morongo (TEST)

* Tournament Start Date
Feb 6, 2025

Website
https://www.ajga.org/

* Tournament End Date
Feb 10, 2025 **STEP 2**

* Country
United States

* State
Florida

* City
Jacksonville

Comments or Notes

Please enter the Expense Details below:

Athlete Airfare Amount
\$296.00

Car Rental Amount
\$233.00

Gas Amount
\$62.00

Ride Share Amount
\$0.00

Lodging Amount
\$406.00 **STEP 3**

Athlete Food Amount
\$300.00

Tolls
\$0.00

Mileage Amount ⓘ
\$0.00

Miscellaneous (Parking, Luggage, etc.)
\$0.00

Total Amount : 1,297.00

STEP 4 ☒ I attest that all information provided herein is true and accurate and in compliance with the USNDP reimbursement requirements, and that I will not receive nor have received payment for these submitted expenses from a third party, including a grant program outside of USNDP.

Cancel Save & Next

STEP 1: Select Reimbursement Type

From the 'Reimbursement Type' drop down menu, select 'Tournament Travel'

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STEP 2: Enter Tournament Details

Submit all related expenses for one (1) Tournament Travel Reimbursement Request per completed tournament.

Enter the following information:

- Tournament Name
- Tournament Start & End Date
- Website
- Tournament Location Details
 - Country
 - State
 - City

STEP 3: Enter Tournament Expense Details

- Enter the sum of all receipts for each respective expense category listed
- Enter a number in every field (use zero if no expense in that category) for the “Total Amount” to calculate correctly
- **Per Diem**
 - Please calculate your total per diem amount as follows:
 - Count the number of travel days (first and last days of trip): ____ days x \$65 = \$____
 - Count the number of tournament days (non-travel days): ____ days x \$85 = \$____
 - Add the amounts together to total your per diem \$____
 - The single amount should be entered in the ‘Athlete Food Amount’ field
- **Mileage Amount**
 - When using a personal vehicle for tournament travel, calculate your mileage amount as follows:
 - Reimbursement rate \$0.70 per mile
 - Multiply your total mileage by \$0.70
 - Enter the amount in the ‘Mileage Amount’ field
 - Mileage reimbursement is available for up to 1,000 miles total (round trip)
 - If claiming mileage reimbursement, you are not eligible to claim:
 - Rental car expenses
 - Flight costs
 - Rideshare services (Uber/Lyft)
 - Fuel/gas expenses
- **Tournament Travel Limit**
 - The maximum reimbursable amount for tournament travel is \$1500 per event
 - A tournament travel reimbursement request that exceeds the \$1500 threshold will receive a payment disbursement up to the category limit with the exclusion of the excess amount

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STEP 4: 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

USA

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Upload Expense Receipt

Submit Expense Proof

File Upload

Upload Files Or drop files

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

"Save Expense" will save the expense but not submit it for processing. To Submit the expense please click "Submit Expense"

Go Back Save Expense Submit Expense

STEP 5

STEP 6

STEP 5: Upload Files

At least one upload is required for every reimbursement request.

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
5. Repeat steps 1-4 to upload additional files if needed

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
6. Repeat steps 1-5 to upload additional files if needed

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STEP 6: '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](#)

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