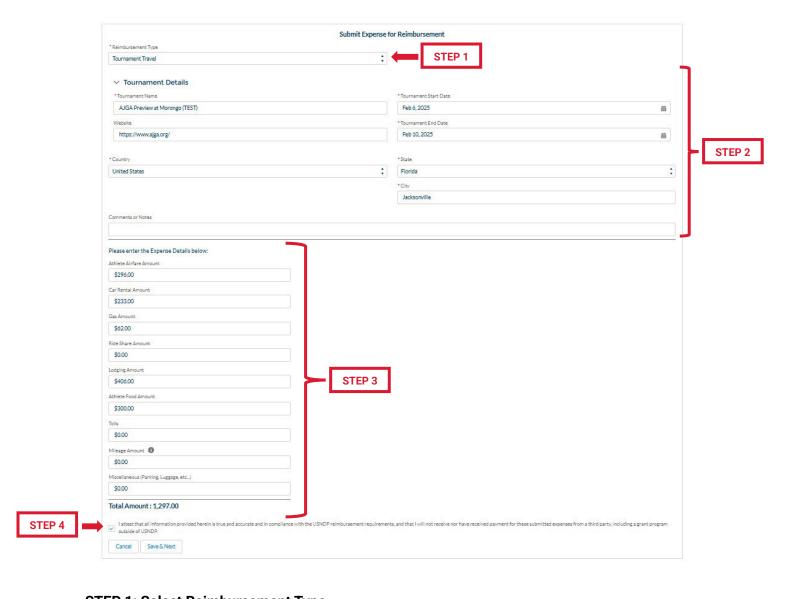


Submit a Tournament Travel Reimbursement Request

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 Tournament Travel Reimbursement Request



STEP 1: Select Reimbursement Type

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

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





STEP 2: Enter Tournament Details

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

Enter the following information:

- Tournament Name
- Tournament Start & End Date
- Website
- Tournament Location Details
 - Country
 - o 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)
- o 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

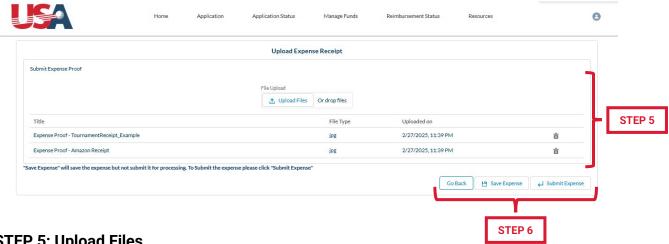




STEP 4: Attestation

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



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
- 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
- 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'
 - 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

- Check Reimbursement Request Status
- Check USNDP Funding Source Balance

