



AJGA TRAVEL STIPEND REQUEST FORM

Wyndham Cup



Player Reimbursement Information

Player Name: _____

Make payable to: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Member ID #: _____

Please return form and receipts to:

American Junior Golf Association
Attn: Andrew Greenfield
1980 Sports Club Dr.
Braselton, GA 30517
Fax: (678) 425-1602
Email: agreenfield@ajga.org

Are you a current ACE Grant recipient? Yes ☐ No ☐

<u>Stipend Categories</u>	<u>Option 1</u>		<u>Option 2 *</u>	
	<u>Amt. to be Reimbursed</u>	<u>Receipts (☑)</u>	<u>Amt. considered Charitable contrib.</u>	<u>Receipts (☑)</u>
Airfare to/from event	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Driving to/from event (Mileage or gas only, no rental car)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

Total Maximum Stipend Each Way (Will Reimburse Trip To and From Event)

- \$150 – Traveling to/from Eastern Standard Time
- \$175 – Traveling to/from Central Standard Time
- \$200 – Traveling to/from Mountain Standard Time
- \$250 – Traveling to/from Pacific Standard Time
- \$300 – Traveling to/from Hawaii

*** Expenses will be reimbursed based on where the player travels from/travels to immediately prior to and following Wyndham Cup (i.e. player travels from Atlanta, GA to Wyndham Cup and travels from Wyndham Cup to Los Angeles, CA receives \$400 (\$150+\$250)*

Stipend Guidelines

1. * - Expenses up to the amount of the eligible stipend may be donated to the AJGA, which is a 501 (c) (3) organization. Once the form AND receipts are received, a charitable contribution receipt letter will be sent to you for your tax records.
2. Receipts **MUST** be enclosed for all expenses - for either a reimbursement check or a charitable donation. A Mapquest printout (www.mapquest.com) is required to substantiate mileage. 2019 mileage reimbursement is \$0.58/mile which covers gas plus devaluation/depreciation costs of the vehicle.
3. The AJGA is not permitted to provide reimbursement for items bought with frequent flier miles or point rewards programs (per United States Golf Association guidelines).
4. Reimbursable expenses include travel to/from the event (flight, mileage or gas, if driving) for the junior only. **The AJGA will provide airport transportation so rental car expenses will not be reimbursed.** Parents' expenses are not eligible for reimbursement. Airline receipts must show juniors name.
5. Reimbursement for multi-leg flights (traveling to more than one destination) will be determined based on a percentage of the total cost of all the flights. This method complies with the United States Golf Association's Rules of Amateur Status guidelines.
6. Travel stipend requests must be submitted to Tournament Director, Andrew Greenfield, by **August 14, 2019**. Any requests received after this date will only be honored in the form of a charitable donation to the AJGA as outlined in #1 above.
7. The Tournament Stipend committee reserves the right to approve/deny any reimbursement of stipend expenses.
8. ACE Grant Members must submit this stipend reimbursement along with their ACE Grant Reimbursement Worksheet. Attention to: ACE Grant (not to the Tournament Director)