

# 2019 Reimbursement Guidelines

## The ACE Grant Mission

The Achieving Competitive Excellence (ACE) Grant provides financial assistance to young men and women who aspire to earn a college golf scholarship through competitive junior golf.

While the AJGA is very proud to provide this grant, there are specific rules that must be followed:

### Events covered:

- AJGA events
- USGA Junior Amateur/Girls' Junior Qualifier
- USGA Junior Amateur/Girls' Junior Championship
- State Championship (not high school)

### Reimbursement limits: (These guidelines are not negotiable)

The ACE Grant will reimburse up to a **maximum** of:

- \$165 – AJGA membership
- \$530 – AJGA Qualifier A (includes \$110 entry fee, player is not in coinciding tournament)
- \$210 – AJGA Qualifier B (includes \$110 entry fee, player is in coinciding tournament)
- \$350 – U.S. Junior Amateur Championship Qualifier (includes \$75 entry fee)
- \$350 – U.S. Girls' Junior Championship Qualifier (includes \$75 entry fee)
- \$250 – State Junior Boys' / Girls' Championships
- \$800 – Junior Golf Hub Preview Series (includes \$230 entry fee)
- \$1,000 – ACDS Junior All-Star Series (includes \$295 entry fee)
- \$1,000 – AJGA Open (includes \$295 entry fee)
- \$1,000 – U.S. Junior Amateur Championship
- \$1,000 – U.S. Girls' Junior Championship
- \$940 – AJGA Invitational (includes \$375 entry fee)

### ACE Grant Conditions:

1. The total number of grants will be determined by the total number of qualified candidates and availability of funds.
2. All ACE Grant funds are awarded on a rolling basis throughout the current season.
3. Credit card debt will not be considered in the evaluation, but costs related to healthcare, education, loans and medicare will be taken into consideration.
4. Acceptance into the ACE Grant program does not guarantee entry into any AJGA events.
5. If your application is declined and you do not apply for entry into any AJGA events, you may request a full refund of your AJGA Membership fee.



## Expenses Covered by the ACE Grant

- Costs incurred when traveling to and from an AJGA event. This may include gas, airfare/baggage fees (member only), airport transportation, rental cars, cabs and tolls. No mileage is covered.
- Food and beverage costs (member only) incurred while traveling to and attending an AJGA event.
- Housing costs incurred while traveling to and attending an AJGA event. The AJGA strongly encourages all families to utilize private housing when available.
- A portion of the AJGA membership fee (\$165), will be reimbursed upon acceptance.
- Tournament and qualifier entry fees without exceeding the maximum ACE Grant value.
- Gratuity up to 10 percent of the total on approved food and beverage expenses.
- Cost incurred by ONE PARENT OR GUARDIAN to cover airfare in the amount up to and not to exceed \$250 per AJGA Tournament. (Qualifiers, Junior Previews, All-Star Series, Opens, Invitationals, and USG Championships)

## Expenses NOT covered by the ACE Grant

- The AJGA will not reimburse any expenses for parents/guardians. The exception is to cover the airfare of one accompanying Parent/Guardian in the amount up to and not to exceed \$250 per AJGA Tournament. (Qualifiers, Junior Previews, All-Star Series, Opens, Invitationals, and USG Championships)
- The AJGA will not reimburse maintenance/repair costs for a vehicle used to travel to and from an event.
- The AJGA will not reimburse travel costs incurred at an event when the AJGA is providing transportation (i.e. shuttles, staff rides, vouchers, etc.).
- The AJGA will not reimburse housing costs incurred at an event when the AJGA is providing complimentary rooms.
- The AJGA will not reimburse hotel expenses that exceed the room rate of the host hotel. If the cost exceeds that of the host hotel, you will receive reimbursement up to the host hotel's room rate.
- The AJGA will not reimburse hotel/travel costs incurred at an event reimbursed via travel stipend. Please send your travel stipend to Debbie Keplin, not the Tournament Director.
- The AJGA will not reimburse costs for alcoholic beverages.
- For reimbursements, due to a withdrawal, refer to the AJGA Withdrawal policy.
- The AJGA will not reimburse any expenses incurred while attending an event, including entry fees, when the member "no shows" or is disqualified under the AJGA's Code of Conduct.
- The AJGA will not reimburse incidental charges made through hotel room service or at the hotel gift shop. This also extends to miscellaneous charges for equipment or golf attire.
- The AJGA will not reimburse practice round fees when the AJGA offers a free practice round.
- The AJGA will not reimburse a receipt that only shows the total amount charged; all receipts must be itemized.



- The AJGA will not reimburse a receipt that includes costs incurred for people other than the member. If it is not clearly marked on the receipt which costs are for the member, the reimbursement amount will be at the AJGA ACE Grant Committee's discretion.
- The AJGA will not reimburse any expenses where a credit card statement is submitted in place of an original receipt.

## Reimbursement Levels

In addition to the recipient's total grant value, the AJGA has established specific reimbursement limits per event. These limits are designated to provide a cap on the maximum reimbursement allowed per event. ACE Grant recipients should spend under the designated reimbursement limit. Recipients may exceed the designated reimbursement limit, but will not be reimbursed for expenses above that limit. Under special circumstances, prior approval for additional reimbursements will be granted by the ACE Grant Committee only when accompanied with a valid reason or unavoidable situation.

Ultimately, the reimbursement limits are a means to maximize use of the ACE Grant funds. By establishing a firm budget, recipients can protect themselves from overspending and allow themselves to play in events they otherwise may have been unable to afford.

The following guidelines will apply when seeking reimbursement from the AJGA.

## Reimbursement Guidelines

1. All reimbursements must be emailed to [Foundation@ajga.org](mailto:Foundation@ajga.org).
2. We will only accept original *itemized* receipts; no credit card or bank card statements will be accepted.
3. You must submit two separate event reimbursement worksheets when attending both a qualifier and its subsequent tournament.
4. When seeking reimbursement for attending an event, the AJGA will reimburse expenses up to the maximum amounts per event.
5. When possible, keep the junior's food/beverage expenses on a separate check. This will make it faster to process the event reimbursement.
6. Bring an envelope and an event reimbursement worksheet to each event to keep track of your expenses and reduce the chances of losing receipts.
7. All reimbursement worksheets must be received no later than January 25, 2020.

