



AJGA TRAVEL STIPEND REQUEST FORM ANNIKA Invitational



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: Courtney Jones
1980 Sports Club Dr.
Braselton, GA 30517
Fax: (678) 425-1608
E-mail: cjones@ajga.org

<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>
Travel to/from event (airfare; mileage; or rental w/ gas)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Rental Car (if airport transport. isn't provided)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Lodging	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Total expenses (Max. \$300)	=====		=====	
An additional \$200 will be reimbursed with an international flight receipt				

Stipend Guidelines

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.
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 accommodations (up to the host hotel rate plus tax), travel to/from the event (flight, mileage, or rental car with gas) or rental car expenses (if the AJGA/tournament does not provide airport transportation) for the junior only. Parents' expenses are not eligible for reimbursement. Airline receipts must show juniors name.
5. Travel stipend requests must be submitted to Tournament Director, Courtney Jones, by **Monday, March 29, 2010**. Any requests received after this date will only be honored in the form of a charitable donation to the Association as outlined in #1 above.
6. The Tournament Stipend committee reserves the right to approve/deny any reimbursement of stipend expenses.
7. ACE Grant Members must submit this stipend reimbursement along with their ACE Grant Reimbursement Worksheet.
Attention to: ACE Grant (not to the Tournament Director)
8. If you are an international competitor and would like to receive your travel stipend via wire transfer, please download and return the [International Wire Transfer form](#). PLEASE BE ADVISED: a \$30 fee will be deducted from your stipend to cover the cost of this service.