



# AJGA TRAVEL STIPEND REQUEST FORM HP BOYS JUNIOR CHAMPIONSHIP



## 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: Jeremy Freyman  
1980 Sports Club Dr.  
Braselton, GA 30517  
Fax: (678) 425-1610  
jfreyman@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	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Lodging	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
<b>Total expenses (Max. \$250)</b>	=====		=====	

## Stipend Guidelines

- \* - 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.
- Receipts **MUST** be enclosed for all expenses - for either a reimbursement check or a charitable donation. A Mapquest printout ([www.mapquest.com](http://www.mapquest.com)) is required to substantiate mileage.
- 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).
- 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.
- Travel stipend requests must be submitted to Tournament Director, Jeremy Freyman, by **August 29, 2008**. 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.
- The Tournament Stipend committee reserves the right to approve/deny any reimbursement of stipend expenses.
- ACE Grant Members must submit this stipend reimbursement along with their ACE Grant Reimbursement Worksheet. Attention to: ACE Grant (not to the Tournament Director)
- 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.