



# AJGA TRAVEL STIPEND REQUEST FORM

## Polo Golf Junior Classic



### 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) 425-1614  
 agreenfield@ajga.org

<u>Stipend Categories</u>	<u>Option 1</u>	<u>Option 2 *</u>
	Amt. to be Reimbursed      Receipts (☑)	Amt. considered Charitable contrib.      Receipts(☑)
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. \$100)</b>	_____	_____

### 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](http://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, Andrew Greenfield, by **December 11, 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.
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.