



U.S. NATIONAL DEVELOPMENT PROGRAM

USNDP Grant Reimbursement Guidelines

1. All reimbursement requests must comply with the terms and conditions set forth in the Coverage Overview and the USNDP Grant Reimbursement Guidelines, including those relating to Covered Expenses and are non-negotiable.
2. All reimbursement requests and expense proof documents must be uploaded to the USNDP Grant Management Center portal.
3. All reimbursement documentation is the responsibility of the grant recipient. The USNDP Grant staff does not supply reimbursement request documentation.
4. Submit one (1) reimbursement request per event when expensing 'Tournament Travel' and 'Tournament Entry Fees'.
5. Submit 'Tournament Travel' expenses after the conclusion of the event and after the event scores have been posted online.
6. Payments should be made by:
 - Personal Check
 - Credit Card
 - Debit Card
 - Cash
 - Digital Payment Vehicle (i.e. Paypal, Venmo, Cash App, Zelle, etc)
7. Goods or services purchased with gift cards, airline miles, personal unused ticketed credits, credit card points, or similar non-monetary credits are not eligible for reimbursement.
8. When combining approved payment methods with gift cards, airline miles, unused ticket credits, credit card points, or similar credits, reimbursement will only cover the portion paid through approved payment methods.
9. For airline ticket changes: If the original ticket was purchased during the Grant Period (January 1 - December 31), include documentation of the original ticket purchase to receive reimbursement for change fees.
10. All receipts must be itemized. **NO EXCEPTIONS.** For clarity, statements of any kind including credit card and/or bank card statements and credit card transaction receipts without itemization of purchase will NOT be accepted.
 - Itemized receipts must:
 - i. Provide purchase date
 - ii. Provide details of purchase items this includes but is not limited to:
 1. Lodging costs per day including dates of the lodging stay
 2. Rental charges per day along with the rental days.
 - iii. Show that the final payment was completed



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- iv. Show the form of payment
 - v. Provided by vendor with a unique identifying number
 - vi. Generated through a receipt software system
11. Submit 'Coach Fee' reimbursement requests after sessions have concluded.
 12. All 'Coach Fee' reimbursement requests must include:
 - A copy of a receipt following the itemized receipt guidelines **OR** a copy of a receipt from digital payment vehicles such as Venmo, Paypal, CashApp, etc.
 - **AND** a completed USNDP Grant Coach Fee Reimbursement Form, signed by the instructor, coach, or practitioner.
 13. Receipts under review by the USNDP Grant staff may cause a delay in payment or nonpayment of reimbursement request.
 14. All receipts must be for costs incurred on behalf of the Athlete only. A receipt that includes costs incurred for persons other than the Athlete will not be accepted unless clearly marked on the receipt which costs were incurred by or for the Athlete. If it is not clearly marked on the receipt which costs applied to the Athlete, the reimbursement amount will be at the USNDP Grant Committee's discretion.
 15. Scanned copies of itemized receipts are accepted.
 16. If competing in both an eligible Qualifier and its subsequent Tournament, please submit two separate 'Tournament Travel' reimbursements, so we can reimburse appropriately.
 17. When seeking reimbursement for a Covered Expenses, the USGA will reimburse for expenses incurred for the Athlete, up to the maximum amounts allowed per type of expense.

General Tips:

- Be sure to ask for an itemized receipt at the time of purchase or request that an itemized receipt be created for proof of purchase.
- When possible, keep the Athlete's food/beverage expenses on a separate check. This will avoid follow up inquiries and make it faster to process the reimbursement.
- Bring an envelope to the event to keep track of your expenses and reduce the chances of losing receipts, or when possible, opt to receive the electronic receipts via text message or email for your digital records.

Questions: Should you have any questions about the USNDP Portal, the reimbursement process outlined above, or any other difficulties please email USNDPGrants@usga.org.