



# Start a Reimbursement Request

## STEP 1: Navigate to Fund Management

From the USNDP Grant Management Center Home Page:

- Click 'Manage Funds' in the top navigation bar
- This will take you to the landing page

## STEP 2: View Active Funding

On the landing page:

- Locate the list view dropdown menu
- Click the small downward arrow icon (▼) next to the list view name
- Select ' Portal Active USNDP Funding' from the available options

To submit a reimbursement, please click the on the grant name field to open the grant page and then click on "Submit Reimbursement" button. You can also upload documents to a Saved or Submitted Reimbursement using the "Submit Reimbursement" button.

Portal Active USNDP Funding ▼ **STEP 2**

LIST VIEWS	Funding...	Remaini...	Start Date ↓	End Date
✓ Portal Active USNDP Funding				
Portal Inactive USNDP Funding				
Recently Viewed				
Recently Viewed USNDP Funding				

	Funding...	Remaini...	Start Date ↓	End Date
go (TEST)	\$10,000.00	\$10,000.00	2/27/2025, 12:00 PM	4/30/2025, 11:45 PM
	\$10,000.00	\$10,000.00	1/1/2024, 12:00 PM	1/31/2025, 11:45 PM
	\$10,000.00	\$10,000.00	1/1/2024, 12:00 PM	1/31/2025, 11:45 PM

## STEP 3: Select Your Funding Source for Reimbursement Request

### IMPORTANT: Funding Source Selection

Each funding source is like a separate account set aside for specific purposes

- Review the list of available funding sources
- Click the name of the funding source that matches your reimbursement purpose

Please note: Incorrect funding source selection may result in:

- Denied reimbursement
- Funds being deducted from the wrong funding source
- Potential forfeiture of intended funding source funds

If you are uncertain of which funding source to select, please contact the USNDP Grants Team for guidance.

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Active USNDP Funding ▾

2 Items • Sorted by Name • Filtered by All usndp funding - Status



Name ↑	Athlete	Awarded Amount	Remaining Award A...	Start Date	End Date
1 2025 USNDP Grant for Athlete Example	Athlete Example	\$10,000.00	\$10,000.00	2/6/2025, 12:00 AM	3/28/2025, 4:00 PM
2 2025 USNDP Grant for Golfer Example	Golfer Example	\$10,000.00	\$10,000.00	2/6/2025, 12:00 AM	3/21/2025, 4:00 PM

**STEP 3**

### STEP 4: Access the Reimbursement Request Form

On the funding source's details page:

- Click the blue 'Create/Edit Reimbursement Request' button.



Create/Edit Reimbursement Request

**STEP 4**

Name  
2025 USNDP Grant for Golfer Example

Award Number  
00000185

Decision Date  
2/3/2025, 12:00 PM

Start Date  
1/1/2025, 12:00 AM

End Date  
9/30/2025, 11:45 PM

Status  
Active

Awarded Amount  
\$10,000.00

Total Expenses Submitted  
\$0.00

Total Expenses Approved/Processing  
\$0.00

Total Expenses Paid  
\$0.00

Remaining Award Amount  
\$10,000.00

Total Coach Fees  
\$0.00

Total Equipment Fee  
\$0.00

Total Practice Greens Fees  
\$0.00

Total Tournament Travel  
\$0.00

Total Tournament Fees  
\$0.00

▾ Awardee Information

Application Name  
IA-0000000672

Athlete Name  
Golfer Example

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## STEP 5: Create/Edit Reimbursement Request

Your view will depend on your reimbursement history:

### Image 1: Users without Editable Requests

- You will see the 'Submit Expense for Reimbursement' form immediately

### Image 2: Users with Editable Requests

- You will see list of 'Saved', 'Submitted', or 'Returned' reimbursement requests that can be modified
- Options available:
  - Create a New Request:** Click 'Create New Reimbursement' to access the submission form (Option 1)
  - Update 'Saved', 'Submitted', or 'Returned' Request:**
    - Select the checkbox
    - Click the 'Update Selected Reimbursement' button (Option 2)

USA Home Application Application Status Manage Funds Reimbursement Status Resources

### Submit Expense for Reimbursement

\* Reimbursement Type  
--None--

Expense Details

\* Expense Report Name \* Description

Payment Details

\* Amount

Comments or Notes

I attest that all information provided herein is true and accurate and in compliance with the USNDP reimbursement requirements, and that I will not receive nor have received payment for these submitted expenses from a third party, including a grant program outside of USNDP.  
**Please read and agree to statement above to continue submission and upload your receipts.**

Name Awarded Amount

USA Home Application Application Status Manage Funds Reimbursement Status Resources

### Create Reimbursements

Saved/Submitted/Returned Reimbursements

5 of 5 items • 1 item selected

Reimbursement Type	Expense Report Name	Amount	Status	Reason	Created Date	Last Modified Date	
<input checked="" type="checkbox"/>	Practice/Green fees	Driving Range 5 large buckets	\$60.00	Submitted		2/23/2025, 03:59 PM	2/23/2025, 03:59 PM
<input type="checkbox"/>	Equipment	FootJoy Shoes	\$125.00	Saved		2/23/2025, 03:55 PM	2/23/2025, 03:55 PM
<input type="checkbox"/>	Equipment	PGA SuperStore Regrip	\$675.00	Submitted		2/23/2025, 03:54 PM	2/23/2025, 03:54 PM
<input type="checkbox"/>	Tournament Travel	USNDP Tournament Example Invitational	\$1,128.00	Submitted		2/23/2025, 03:39 PM	2/23/2025, 03:52 PM
<input type="checkbox"/>	Tournament Entry Fee	First Tee Championship Tournament	\$300.00	Submitted		2/23/2025, 03:31 PM	2/23/2025, 03:34 PM

Cancel + Create New Reimbursement Update Selected Reimbursement

OPTION 1 OPTION 2

Name Awarded Amount

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