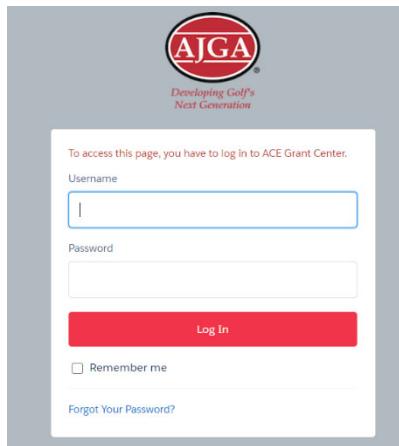


HOW TO DO REIMBURSEMENTS

(January 2026)

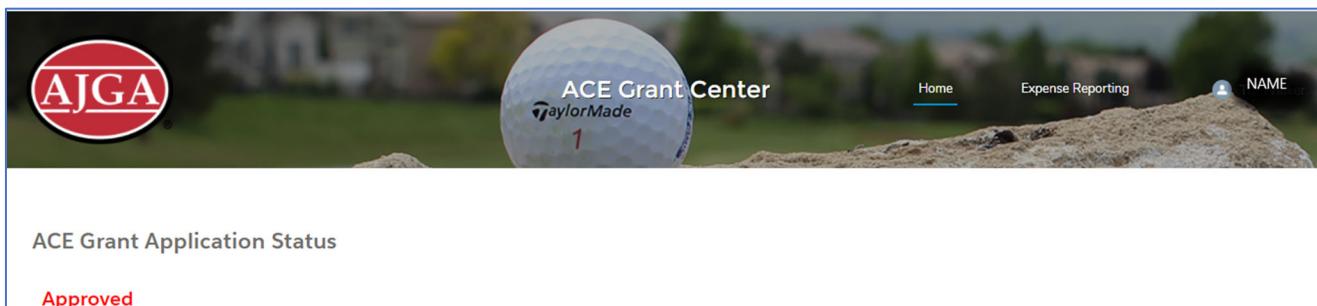
CONGRATULATIONS on receiving the 2026 LIBERTY NATIONAL ACE GRANT. To begin the reimbursement process, you will need to log in to your Liberty National ACE GRANT Center. The Liberty National ACE GRANT Center is where you will do ALL OF YOUR GRANT work: status of grant funds, reimbursements, and payment tracking. Everything is online here in the center! Please be sure to bookmark or save the URL as you will be returning here frequently. The LIBERTY NATIONAL ACE GRANT Center is completely separate from your Player Center.

- Log in to your LIBERTY NATIONAL ACE GRANT Center



If you have not saved the link previous, please use this <https://ajgagolf.my.site.com/membership>

- The **USER NAME** is the player's primary email address associated with the player account)
- **PASSWORD** – you choose – due to security measures, we can no longer reset your password for you. If you forget your password or want to change it, you will need to request a password reset at login – the link will be sent to the primary email associated with account and is only active for 24 hours.
- Upper right corner you will see you HOME, EXPENSE REPORTING, and players NAME.



- Click **Expense Reporting** to submit for reimbursements for tournaments or equipment. As a reminder, you do not need to request Membership Reimbursement – that is done automatically when your Liberty National ACE Grant is approved.
- You will be able to see your Current LIBERTY NATIONAL ACE GRANT Summary – this shows the grant year, total amount awarded, total expenses, grant amount remaining.

Current Ace Grant Summary

Grant Year	Grant Amount	Total Expenses	Amount Remaining	Membership Fee
2022	\$2000	\$845.00	\$1155.00	\$0

Submit New Expenses**Awaiting Approval**

Event	Entry Fee	Travel	Housing	Food	Misc	Total	Submitted Date
Sean Foley Performance Junior Championship	\$1.00	\$1.00	\$1.00	\$1.00	\$0.00	\$4.00	01/14/2022

Payment in Progress

Event	Entry Fee	Travel	Housing	Food	Misc	Total	Submitted Date
Vaughn Taylor Championship	\$150.00	\$100.00	\$200.00	\$150.00	\$0	\$600.00	01/05/2022

Reimbursed

Event	Total Submitted	Total Reimbursed	Submitted Date	Reimbursement Method
PING Heather Farr Classic	\$400.00	\$325.00	01/05/2022	Check

- You can see what you have submitted thus far – **Awaiting Approval**
- When the reimbursement has been reviewed, processed, and sent to our Finance Department it will move to – **Payment in Progress**
- When the reimbursement is released through BILL.com – **Reimbursed**. You can hover over to see the transaction number and date.
- Click **SUBMIT NEW EXPENSES** to enter a new reimbursement for a tournament on the Expense Tracker.

Expense Tracker

Event

Event Type

Select an event to submit expenses:

06/29/2023 Polo Golf Junior Classic

Tournament or Qualifier?

Enter Expense Amounts by category

Expense	Amount	Player Comments
Airfare	<input type="text"/>	
Car Rental	<input type="text"/>	
Gas	<input type="text"/>	
Other	<input type="text"/>	
Travel	<input type="text"/>	Misc Notes <input type="text"/>
Entry Fee	<input type="text"/>	
Housing	<input type="text"/>	
Food	<input type="text"/>	
Practice Round Fees	<input type="text"/>	
Parent Flight Cost	<input type="text"/>	
Total	<input type="text"/>	

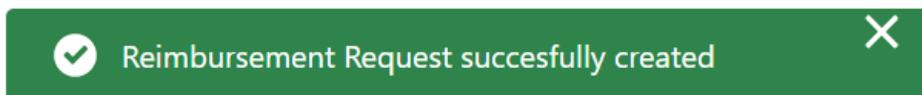
- Select the **EVENT TYPE** (AJGA or NON-AJGA)
 - The AJGA Events your player participated in will populate.
 - **YOU CAN ONLY SUBMIT ONE TIME FOR EACH TOURNAMENT. If you make a mistake, please let us know via email to FOUNDATION@ajga.org**
 - Choose **Qualifier or Tournament**

- For **Non-AJGA events** you can find items in the pulldown menu. [USGA Qualifier, Championship, PGA Sectional, and some State Championships). Please note not all events are reimbursable just because you get PBE. Only a select number of championship are available for reimbursement. Please contact us at foundation@ajga.org for an approved list for your state. Should you have questions, please contact us at foundation@ajga.org.
- Enter the expense amounts. Please group your expenses and enter the **TOTAL** for that category as follows. This is important for the accuracy and speed of your reimbursement. Receipts are required for payment. If you do not include a receipt the item will not be reimbursed.
 - **Travel:**
 - Airfare for **PLAYER ONLY**
 - Parent airfare is listed below in PARENT Flight Cost and reimbursable up to \$500 per event
 - Car rental, Uber, or taxi
 - Gas
 - Other (including baggage fees, parking, or tolls)
 - **Entry Fee:** if an AJGA event – no receipt needed – NON AJGA events **NEED A RECEIPT for entry fee & information showing website and how they finished the event.**
 - **Housing:**
 - Hotel stay only. In order to properly track our players expenses, please do not include food purchased at the hotel in this total. Items from the hotel store or restaurant, room service, etc can be accounted for in the FOOD category.
 - Airbnb and VRBO's are acceptable lodging options but a receipt must be presented for reimbursement.
 - **Food:**
 - Food for the **PLAYER** should be **separated when possible**. If you have multiple meals on a receipt, please mark appropriately the player's portion. If it is not clear the amount for the player, it will be divided by number in party.
 - Example: \$100 at Chili's is not acceptable amount for player to have eaten. This will be divided by number in party/or meals shown on receipt, most likely 4.
 - Snacks/Water for event play
 - Reasonable snacks and drinks for the player during the event.
 - **Practice Round:**
 - A practice round is only paid for when player is in an AJGA Qualifier. It is part of the tournament fee for an AJGA Open, Preview, and Senior Event. Receipt is required
 - Driving range balls are not reimbursable.
 - **Parent Flight:**
 - **PARENT AIRFARE** reimbursable up to \$500 per event. A receipt with parent name is required.
 - **Player Comment:**
 - Special notes regarding expenses such as 'split meal with John'; 'shared hotel with Kim'; 'airfare included hotel and car'.
 - NON-AJGA Events please include the event information here so we can reimburse at the appropriate level.
- **CHOOSE A FILE [ADDING THE RECEIPTS]**
 - Please, to make the process simpler, you will need to have files saved in PDF or Jpeg. We recommend using an app such as **GENIUS SCAN** to get receipts in a .PDF format. It is FREE, EASY to use, and will give you great quality scans.



- You will need to attach related receipts. The best method is to scan all your receipts into ONE PDF. This is the most accurate and efficient way.
- You can upload one receipt at a time to your expense reporting. It is easy to drag them from your computer or location they are stored. Please name the file appropriately.
 - Example: Hotel 1, Food, Car, Gas, etc.
- Receipts should be saved in a .PDF or .JPEG format. Please ensure the receipt is legible.
- If you are using an emailed receipt from the rental company or hotel, please download or save in a .PDF format.
- If we cannot read the receipts, there will be a delay in the processing of the reimbursement.

- Once all the files are attached click **SUBMIT EXPENSES**. You will not be able to go back and edit an expense report. If you make a mistake, please contact us at foundation@ajga.org. Please do not try to re-submit.
- Once you hit **SUBMIT**, do not refresh. You will get a green bar at the top of your screen thanking you for submittal.



- You will need to email foundation@ajga.org for assistance should an error occur.
- Once the reimbursement is submitted, you will be able to see the status in **EXPENSE REPORT**.
- Each time you need to submit for reimbursement, you will go through this process. Use **Submit New Expenses** when you are ready for additional reimbursements. **YOU WILL ONLY BE ABLE TO DO ONE REIMBURSEMENT PER TOURNAMENT.**

EQUIPMENT REIMBURSEMENT

- Follow the same instructions, choose **Equipment** for the expense type.
- Enter the Equipment Description
- Enter the amount
- Choose a file

A screenshot of a web-based "Expense Tracker" form. The form has a light gray background and a white input area. At the top, it says "Expense Tracker" with a close button "X".

The input area has the following fields:

- Expense Type:** A dropdown menu showing "Equipment".
- Equipment Description:** A text input field.
- Amount:** A text input field.
- File Upload:** A dashed rectangular area with the text "Choose a file or drag it here." and a small "Upload" icon.

At the bottom of the form is a red "Submit Expenses" button and a note: "Once Request is Submitted, Do Not Refresh or Navigate Away From Page".

- You can put more than one equipment reimbursement together if necessary.
- Your EQUIPMENT REIMBURSEMENT Grant will not show up until you have played in and requested reimbursement for an AJGA Event in the current calendar year.
- Items which are reimbursable include:
 - Golf balls
 - Golf bags / Travel bags
 - Golf shoes
 - Golf gloves
 - Rangefinders
- Items NOT ALLOWED are:
 - Clothing of any type
 - Rain gear (which is clothing)
 - Umbrellas
 - Yardage books
 - Tees
 - Putting greens

We are excited to be providing you the Liberty National ACE Grant. We are looking forward to working with you and your family this golf season. If you have additional questions, please contact us at foundation@ajga.org.