



**AJGA TRAVEL STIPEND REQUEST FORM
2022 JACK BURKE JR. INVITATIONAL**



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: Matt Emmi
1980 Sports Club Dr.
Braselton, GA 30517
memmi@ajga.org

Are you a current ACE Grant recipient? Yes No

<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 gas)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Rental Car	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Lodging	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Total expenses (Max \$200)	=====		=====	

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 Google Maps is required to substantiate mileage. 2022 mileage reimbursement is \$0.625/mile which covers gas plus devaluation/depreciation costs of the vehicle.
- 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 travel to/from the event (flight, mileage or gas, if driving) for the junior only. Parents' expenses are not eligible for reimbursement. Airline receipts must show juniors name.
- Reimbursement for multi-leg flights (traveling to more than one destination) will be determined based on a percentage of the total cost of all the flights. This method complies with the United States Golf Association's Rules of Amateur Status guidelines.
- Travel stipend requests must be submitted to Tournament Director, Matt Emmi, by **September 16, 2022**. Any requests received after this date will only be honored in the form of a charitable donation to the AJGA 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 contact Matt Emmi for the International Wire Transfer Form. PLEASE BE ADVISED: a \$10 fee will be deducted from your stipend to cover the cost of this service.