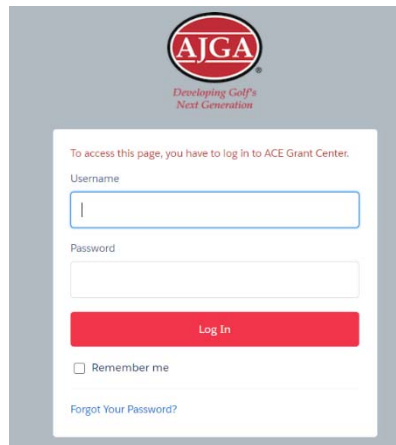


HOW TO DO REIMBURSEMENTS

(January 2024)

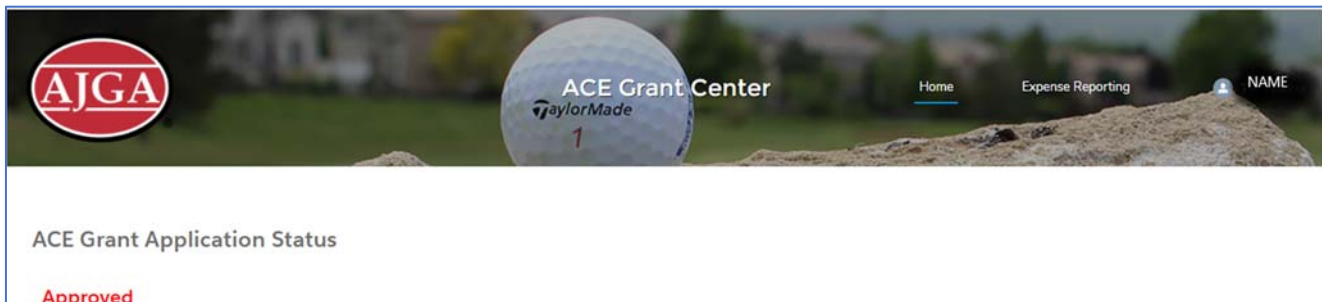
CONGRATULATIONS on receiving the 2024 LIBERTY NATIONAL ACE GRANT. To begin your reimbursement process, you will need to log in to your Liberty National ACE GRANT Center. The Liberty National ACE GRANT Center is where you will do ALL OF YOUR GRANT work: status of grant funds, reimbursements, and payment 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

The image shows a login form for the AJGA ACE Grant Center. At the top is the AJGA logo with the tagline "Developing Golf's Next Generation". Below the logo, a message states: "To access this page, you have to log in to ACE Grant Center." The form includes a "Username" field, a "Password" field, and a red "Log In" button. There is a checkbox for "Remember me" and a link for "Forgot Your Password?".

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

- The **USER NAME** is the player's email address (or main email 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 main 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 NATONAL 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

AJGA

Select an event to submit expenses:

06/29/2023 Polo Golf Junior Classic

Tournament or Qualifier?

Tournament

Enter Expense Amounts by category

Expense Amount Player Comments

Airfare

Car Rental

Gas

Other

Travel

Entry Fee

Housing

Food

Practice Round Fees

Parent Flight Cost

Total

Misc Notes

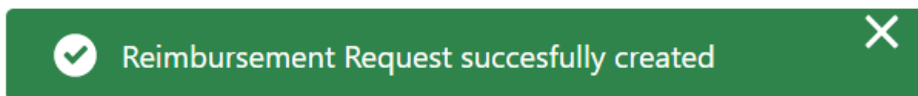
- Select the **EVENT TYPE** (AJGA or NON-AJGA)
 - The AJGA Events your player participated in will populate.
 - YOU CAN ONLY SUBMIT ONE TIME FOR EACH TOURNAMENT.** If you make a mistake, please let us know via email to FOUNDATION@ajga.org
 - Choose **Qualifier** or **Tournament**

- For **Non-AJGA events** you will have a pulldown menu [USGA Qualifier, Championship, PGA Sectional, and some State Championships). If you start to type the event, some will populate. Please note not all events are reimbursable just because you get PBE. Only a select number of championships are available for reimbursement. Please contact us at foundation@ajga.org for an approved list for your state. The maximum allotted for reimbursement is 5 NON-AJGA events. 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 RECIEPT 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
 - Practice round for qualifiers or where a practice round is not provided by AJGA. 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 RECIEPTS]**

- 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.



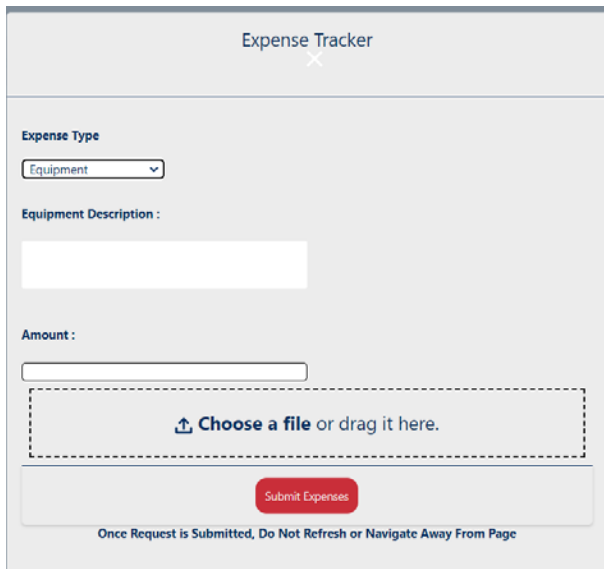
- You will need to attach related receipts. The best method is to scan all your receipts into ONE PDF. This is the most accurate and efficient way.
 - You can upload one receipt at a time to your expense reporting. It is easy to drag them from your computer or location they are stored. Please name the 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



The image shows a web form titled "Expense Tracker" with a close button (X). The form has three main sections: "Expense Type" with a dropdown menu currently set to "Equipment"; "Equipment Description" with a text input field; and "Amount" with a text input field. Below these is a dashed box containing a file upload icon and the text "Choose a file or drag it here.". At the bottom is a red "Submit Expenses" button. A footer note states: "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
 - 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.