



AJGA TRAVEL STIPEND REQUEST FORM
2021 KPMG Stacy Lewis Junior All-Star
Invitational



Player Reimbursement Information

Player Name: _____

Make payable to: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Member ID #: _____

Are you a current ACE Grant recipient? Yes No

Please return form and receipts to:
 American Junior Golf Association
 Attn: Melanie Sands
 1980 Sports Club Dr.
 Braselton, GA 30517
 Fax: (678) 425-1715
 msands@ajga.org

<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, rental or gas ONLY)	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Lodging	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
Total expenses (MAX \$300)	=====		=====	

Stipend Guidelines:

1. *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.
2. Receipts **MUST** be enclosed for all expenses - for either a reimbursement check or a charitable donation. A Google Maps is required to substantiate mileage. 2021 mileage reimbursement is \$0.56 per mile (based on 2021 IRS Tax Mileage Rate) which covers gas plus devaluation/depreciation costs of the vehicle.
3. 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).
4. Reimbursable expenses include accommodations (up to the host hotel rate plus tax), travel to/from the event (flight, mileage or gas, if driving) or rental car expenses including gas (if the AJGA does not provide airport transportation) for the junior only. Parents' expenses are not eligible for reimbursement. Airline receipts must show junior's name.
5. 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.
6. Travel stipend requests must be submitted to Tournament Director, Melanie Sands, by **July 29, 2021**. 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.
7. The Tournament Stipend committee reserves the right to approve/deny any reimbursement of stipend expenses.
8. ACE Grant Members must submit this stipend reimbursement along with their ACE Grant Reimbursement Worksheet. Attention to: ACE Grant (not to the Tournament Director).
9. If you are an international competitor and would like to receive your travel stipend via wire transfer, please contact Melanie Sands 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.