



## USGA OPEN CHAMPIONSHIPS

### EXPENSE REIMBURSEMENT GUIDELINES FOR AMATEUR GOLFERS

As an amateur golfer who is exempt or has advanced through qualifying for a USGA Open Championship, the USGA is pleased to provide you with the opportunity to request reimbursement for expenses incurred to compete in the championship proper. Below are questions to guide you in this process.

To request reimbursement from the USGA, you must complete and submit the online Amateur Golf Reimbursement form: [https://usgaforms.formstack.com/forms/am\\_reimbursement](https://usgaforms.formstack.com/forms/am_reimbursement).

#### **1. What is the required process to be reimbursed?**

You are responsible for completing and submitting the required documentation, including the appropriate forms and receipts.

#### **2. What types of expenses are reimbursable under these guidelines?**

The USGA will reimburse expenses incurred by you (the player) or your parent(s), legal guardian(s), sibling(s) or other appropriate people who need to accompany you. Expenses eligible for reimbursement include airfare, rental car, hotel, food and beverage, caddie fees, and any other expenses incurred to play in the championship proper (this does not include expenses incurred for qualifying), though the maximum amount of reimbursement is limited to **\$2,000 USD**.

Any expenses incurred by a parent/guardian/sibling of an accompanied golfer are included in the maximum reimbursement amount each player may receive.

Additionally, any expenses incurred by these individuals that are incidental to your expenses (such as a shared hotel room) are reimbursable.

#### **3. Can I request reimbursement for expenses incurred by my caddie?**

Yes. Caddie fees are considered competition expenses. Any reasonable expenses that are incurred by the caddie are reimbursable. Such reimbursement will be made directly to you.

#### **4. Can I request reimbursement for expenses incurred by anyone else, such as my swing coach or college coach?**

No, unless that person is serving as your caddie or is accompanying you. If either of these situations exists, any expenses incurred by that individual will be reimbursed.

#### **5. Can I request reimbursement for mileage if I drive to the championship?**

Yes, and the USGA would provide reimbursement in accordance with IRS regulations.

**6. Will expenses be limited to certain days of the championship?**

Expenses will be covered based on reasonable and appropriate arrival and departure dates for the championship. For example, arrival on the weekend prior to the championship would be considered reasonable. If you have made arrangements to depart after the completion of the championship, but miss the cut, you may request reimbursement for expenses incurred until your original departure date.

**7. Will there be a maximum reimbursement amount the player can receive to cover expenses?**

The USGA will reimburse expenses up to **\$2,000 USD**. However, you may also be reimbursed by another outside source, such as your National Federation (see Question 9). For example, if your expenses total \$4,000, you may accept the \$2,000 from the USGA, as well as an additional \$2,000 from another outside source.

**8. Can I receive subsidy from another outside source, such as my National Federation?**

If you receive expenses from your National Federation, family member(s), or another outside source, you are not prohibited from applying for additional reimbursement of expenses from the USGA (see Question 8). You may receive any combination of reimbursement, but the same maximum reimbursement amount provided by the USGA applies, and you may not be reimbursed more than once for any particular expense.

**9. What type of documentation must I provide for an expense?**

In order to adhere to its internal accounting and auditing standards, the USGA requires that appropriate documentation accompany a request for reimbursement. Appropriate documentation includes a detailed receipt that indicates the type of expense, cost, date(s), times and location. Tips and tolls do not require documentation but must be detailed in a hand-written note or the like when reporting.

**10. What is the deadline to request reimbursement?**

Please submit your request for reimbursement as soon as possible, but no later than 30 days after the completion of the championship.

**11. How long will it take to receive reimbursement?**

Reimbursements typically take approximately thirty (30) days to go from submission to payment, assuming there are no informational issues that may create delays. Some of these potential delays that could occur are usually related to returned checks, incorrect addresses, wrong banking information, incomplete personal profile information submitted, etc. Please ensure the documentation you provide is accurate and complete, as failure to do so may result in a delay in reimbursement.

Please note, reimbursement via ACH is strongly preferred. This payment method typically allows the smoothest payment process, including issue resolution.