



**INCIDENTAL EXPENSE WAIVER FORM**  
*[NCAA Bylaw 16.12.1.1]*

**NCAA Bylaw 16.12.1.1:** Specific incidental expenses that have been previously approved on a routine basis by the Management Council, or a committee designated by the Management Council, may be processed by an institution or conference. Documentation of each approval shall be kept on file at the conference office.

**Process Overview:** Incidental Expense Waivers (IEWs) that are listed on this form or in the NCAA Legislative Services Interpretations Database (LSDBi) may be processed by the institution. Institutions shall subsequently submit this prescribed form to the Conference office within ten days of processing the waiver. If a specific waiver does not appear on this form or in LSDBi, it will be necessary for the institution to submit a waiver request to the NCAA for review by a designated committee.

**Guidelines for Completing the Form:**

- ◆ **Section I:** Complete background information.
- ◆ **Section II:** Check the appropriate previously approved IEW.
- ◆ **Section III:** Provide additional information on the requested IEW, if necessary.
- ◆ **Section IV:** If the previously approved waiver does not appear on this form, please list the applicable IEW case number from LSDBi in the space provided. *[NOTE: Waivers that do not appear on this form or in LSDBi have not been previously approved and must be submitted to the NCAA for approval]*
- ◆ **Section V:** Institutional Approval.

**SECTION I: Background Information**

<b>Institution</b>	
<b>Student-Athlete</b>	
<b>Sport</b>	
<b>Preparer</b>	

**SECTION II: Previously Approved Waiver. (Please check one)**

<b>TRANSPORTATION EXPENSES</b>	
<input type="checkbox"/>	Expenses to attend the Apple Conference.
<input type="checkbox"/>	Expenses to the NCAA Woman of the Year dinner for the parents or legal guardians of an exhausted-eligibility student-athlete who is a finalist for the award.
<input type="checkbox"/>	Expense to travel to and attend an in-patient drug and alcohol rehabilitation program at an off campus facility.
<input type="checkbox"/>	Expense for tolls and mileage for student-athlete who is on the search committee for a new head coach.
<input type="checkbox"/>	Expenses for an undergraduate assistant coach to travel and attend a banquet that honored his former university's head coach.
<input type="checkbox"/>	Expenses to return to campus after traveling home.
<input type="checkbox"/>	Expenses to pay airline change fees when a student-athlete had purchased a ticket home, but the institution was subsequently invited to participate in a particular contest/tournament (e.g. NIT) or postseason event (e.g. NCAA Championship), and the student-athlete was then required to remain at the institution.
<input type="checkbox"/>	Expenses to pay airline change fees when the institution changes the date of its first practice after the student-athlete had already purchased a ticket.
<input type="checkbox"/>	Expenses to pay travel costs for student-athletes who had purchased nonrefundable plane tickets home for spring break, but subsequently had to remain at the institution to rehabilitate an injury.
<input type="checkbox"/>	Expenses for travel and meals to a student-athlete who serves as the color commentator for a different sport at an away-from-home contest. The student-athlete is pursuing a career in broadcasting.
<input type="checkbox"/>	Expenses for student-athletes to travel to another institution to provide insight and assist in the implementation of a sexual assault and crime victims program.



<input type="checkbox"/>	Expense for a student-athlete's child to ride on the team bus from a competition to the institution.
<input type="checkbox"/>	Expenses for a student-athlete's spouse and child to fly home from the student-athlete's postseason competition. The child was left at the competition site with the student-athlete's parents because the flight was full. The expense occurred when the spouse of the student-athlete had to fly to pick up their child and their return flight home.
<input type="checkbox"/>	Expenses for meals and bus transportation for a team to travel to the funeral of a 10 year-old fan that was diagnosed with cancer at an early age.
<input type="checkbox"/>	Expenses to travel to get fitted for abnormally sized shoes, if such expenses are not available through the NCAA Special Assistance Fund.
<input type="checkbox"/>	Automobile and meal expenses for student-athletes to attend a Young Woman's Christian Association banquet honoring their coach.
<input type="checkbox"/>	Transportation expenses to serve as witnesses in a lawsuit filed by a former student-athlete against the institution and head coach.
<input type="checkbox"/>	Expenses (traveling, fee) to obtain a visa, provided such expenses are not available through the NCAA Special Assistance Fund.
<input type="checkbox"/>	Expenses to an international student-athlete to take a citizenship examination in conjunction with the student-athlete's travel to an away-from-home contest.
<input type="checkbox"/>	Expenses to return home for the birth of student-athlete's baby.
<input type="checkbox"/>	Expenses to return home to attend a ceremony in honor of the student-athlete's deceased parent.
<input type="checkbox"/>	Expenses to return home (on one occasion) to visit a close, ailing family member (for example, parents, siblings, grandparents, aunt or uncle who helped raise the student-athlete, cousin who lived in the same household as the student-athlete).
<input type="checkbox"/>	Expenses for immediate family members to visit a hospitalized or a recuperating student-athlete when the student-athlete is injured during the course of practice or competition
<input type="checkbox"/>	Expenses to visit an ailing teammate.
<input type="checkbox"/>	Expenses for team members to attend the funeral of a teammate's immediate family member outside of a 100-mile radius of the institution. The teammates must have an established relationship with the deceased and the student-athlete.
<input type="checkbox"/>	Expenses to attend a memorial service of a student-athlete from another institution within the Conference.
<input type="checkbox"/>	Expenses to transport a student-athlete home to attend the funeral of an immediate family member.
<input type="checkbox"/>	Expenses to attend the funeral of a member of the student-athlete's former coach's immediate family.
<input type="checkbox"/>	Transportation expenses to student-athlete to visit dying grandmother-in-law.
<input type="checkbox"/>	Expenses to attend the funeral of a family member, teammate, former teammate, coach or former coach.
<input type="checkbox"/>	Expenses to travel to a benefit in honor of a teammate who was seriously injured in an automobile accident. The institution was limited to supplying transportation, not the tickets to the benefit.
<b>MISFORTUNATE EXPENSES</b>	
<input type="checkbox"/>	Assisted living expenses for the remainder of the year in which a student-athlete suffers complications following athletically-related surgery.
<input type="checkbox"/>	Expenses on an outstanding payment by a student-athlete's mother who bought banquet tickets and subsequently passed away.
<input type="checkbox"/>	Purchase a temporary handicapped parking pass for an injured student-athlete.
<input type="checkbox"/>	Surgical expenses for a student-athlete who sustained the same injury on two occasions: once after he signed his National Letter of Intent but prior to his enrollment at the institution and once during preseason practice subsequent to his enrollment at the institution.
<input type="checkbox"/>	Lodging expenses for the remainder of the semester after the SA withdrew because of her father's death.
<input type="checkbox"/>	Expenses to pay for grief counseling for student-athletes who are in connection with a tragic team accident.
<input type="checkbox"/>	Expenses for the institution to transport the body of a deceased student-athlete to their hometown.
<input type="checkbox"/>	Expenses to replace lost or stolen items (for example, jewelry, clothing, money) that were stolen while the student was participating in intercollegiate athletics (police report required).
<input type="checkbox"/>	Expenses to replace stolen essential items (for example, dorm or apartment key, identification cards, textbooks), regardless of athletics participation (police report required).
<input type="checkbox"/>	Expenses to replace items belonging to a student-athlete that were lost in a disaster (for example, fire, hurricane).
<input type="checkbox"/>	Expenses to provide lodging for student-athletes who were displaced by a disaster (for example, fire, hurricane).
<input type="checkbox"/>	Institutional donation to a fund-raiser conducted by a charitable organization for a student-athlete's ailing family member.
<input type="checkbox"/>	Actual and necessary expenses for a student-athlete's family members to care for an ailing student-athlete.



<input type="checkbox"/>	Provide a fruit basket (restricted to \$50 or less) to a student-athlete's family whose house burned down.
<input type="checkbox"/>	Expenses to cover typing expenses for an injured student-athlete.
<input type="checkbox"/>	Expenses to cover a software program that assists a student-athlete that needs assistance typing because of an athletically-related injury.
<input type="checkbox"/>	Expenses to cover the cost of repairs to a student-athlete's automobile damaged by an institutional vehicle.
<input type="checkbox"/>	Expenses to retrieve student-athlete's car for tickets and towing charges incurred while the student-athlete was at an away from home competition.
<input type="checkbox"/>	Expenses to repair student-athlete's automobile, which was vandalized during an away-from-home contest when the automobile was parked in a lot used by student-athletes when they travel.
<input type="checkbox"/>	Provide student-athletes with an inexpensive memento (for example, stickpin) in memory of a teammate who passed away.
<input type="checkbox"/>	Expense to replace missing luggage and its contents on a team trip.
<input type="checkbox"/>	Reimburse a student-athlete for stolen/lost institutionally issued meal money while on a road trip for an away-from-home contest or competition.
<input type="checkbox"/>	Expenses to replace meal tickets stolen from a student-athlete's vehicle, as long as insurance does not cover the theft and the student-athlete does not receive duplicate benefits if the lost tickets are located.
<input type="checkbox"/>	Institutional donation to a fund to assist a former student-athlete who sustained a loss in the former student-athlete's home.
<b>CELABRATORY EXPENSES</b>	
<input type="checkbox"/>	Expenses for student-athlete's parents to attend an award ceremony honoring their child.
<input type="checkbox"/>	Expenses for student-athletes, who are not on a meal plan, to attend a retirement dinner of a departmental secretary.
<input type="checkbox"/>	Expenses to provide a meal in conjunction with individual award ceremonies. The ceremony paid for transportation, lodging and a banquet ticket but not for the student-athlete's meals.
<input type="checkbox"/>	Expenses to a professional baseball game in which the student-athlete was being honored for their achievements by throwing the first pitch.
<input type="checkbox"/>	Expenses to participate in summer commencement provided the student-athlete could not make the spring commencement due to his or her participation in athletics.
<input type="checkbox"/>	Expenses for a team to attend a banquet honoring the institution's past athletics accomplishments.
<input type="checkbox"/>	Expenses to provide a meal in conjunction with a team or institutional celebration (for example, new athletics facility or ceremony honoring 25 years of athletics).
<input type="checkbox"/>	Payment for formal wear (for example, tuxedo, evening gown) rental expenses for student-athletes who are working at institutional promotional events or are being honored at an awards event.
<input type="checkbox"/>	Expenses for student-athlete to attend awards ceremonies where he or she is being honored.
<input type="checkbox"/>	Expenses for student-athletes to attend banquets honoring a retiring coach.
<input type="checkbox"/>	Expenses for flowers or other similar mementos to the parents or individuals representing the student-athlete's parents during senior day or night.
<input type="checkbox"/>	Complimentary admissions to the family members of student-athletes to attend a home athletics contest that follows a celebratory event (for example, awards dinner or brunch for scholar student-athletes).
<input type="checkbox"/>	Automobile and meal expenses to attend a banquet honoring their coach.
<input type="checkbox"/>	Purchase of gifts (valued at less than \$25) by institution's coaching staff for one of their pregnant team members.
<b>MISCELLANEOUS EXPENSES</b>	
<input type="checkbox"/>	Meal expenses for student-athlete committees that meet during meal hours.
<input type="checkbox"/>	Expense for medical tests that are required by the institution for all international students.
<input type="checkbox"/>	Expenses for a light meal or snack for student-athletes attending two orientations after they reported for the fall semester.
<input type="checkbox"/>	Expenses for a student-athlete's membership in a Reading for the Blind and Dyslexic class.
<input type="checkbox"/>	Expenses for audio tapes and cassette players that assists student-athletes with reading disabilities.
<input type="checkbox"/>	Lodging expenses during the summer for a student-athlete who needs to rehabilitate an injury.
<input type="checkbox"/>	Expenses for a student-athlete and spouse to stay in a hotel because their apartment was not ready when they arrived on campus.



<input type="checkbox"/>	Expenses to attend a meeting in the summer with the athletics director to discuss the future of a coach, when the original meeting was postponed due to a death in the athletics director's family.
<input type="checkbox"/>	Expenses provided by the institution to fund a life-skills program involving the planning and organization of a student- athlete social.
<input type="checkbox"/>	Expense for a foreign student-athlete's parents to stay with a retired professor when they visited the institution.
<input type="checkbox"/>	Expenses (meals and lodging) for a foreign student-athlete to stay on campus or at a staff member's home during a holiday break.
<input type="checkbox"/>	Expenses for student-athletes' children to receive a present from Santa after a Christmas dinner held in conjunction with a bowl game, when the institution also purchased presents for the coaching staff's children.
<input type="checkbox"/>	Expenses to receive off-campus speech therapy for a speech impediment when an institution does not offer on-campus speech therapy services.
<input type="checkbox"/>	Expenses for meals and lodging because the student-athlete cannot get an available flight until the next day.
<input type="checkbox"/>	Expenses to provide flowers to an injured student-athlete.
<input type="checkbox"/>	Expenses to provide flowers to an injured, ailing or deceased member of a student-athlete's immediate family.
<input type="checkbox"/>	Expenses for a student-athlete to receive psychological counseling.
<input type="checkbox"/>	Difference in required freshman testing fee expenses (between a computerized test and regular test) when the regular test is administered during competition.
<input type="checkbox"/>	Expenses to take entrance exams required for admittance to an institution's college or program.
<input type="checkbox"/>	Reimbursement for an exam fee that was forfeited when the student-athletes could not take the exam due to competition.
<input type="checkbox"/>	Expenses (for example, admission cost, meals) to attend on-campus leadership development/life-skills programs/seminars.
<input type="checkbox"/>	Meal expenses to student-athletes who are enrolled in a life-skills program geared toward cooking and nutrition.
<input type="checkbox"/>	Housing expenses (for example, rent costs, utility bills) for the rest of the semester to a student-athlete when his/her roommate dies.
<input type="checkbox"/>	Provide a hearing aid for a student-athlete.
<input type="checkbox"/>	Member Conference providing t-shirts as mementos for conference student-athlete advisory committee.
<input type="checkbox"/>	Provide t-shirts to student-athlete involved in life-skills programs and seminars.
<input type="checkbox"/>	Meal expenses to attend a dinner auction for an endowment fund in memory of a student-athlete who recently died.
<input type="checkbox"/>	Meal expenses to have a meal with the winner of a kids' club contest.
<input type="checkbox"/>	Long-distance calling expenses when student-athlete is participating in institutional priority registration while they are at an away-from-home contest or competition.

**SECTION III: Additional Information, If Necessary:**



**SECTION IV: NCAA Previously Approved IEWs Not Appearing on this Form.**

*[NOTE: This section applies to previously approved IEWs that do not appear on the Conference form, but were accessed through LSDBi]*

<b>DATE ISSUED</b>	
<b>FACTS</b>	

**SECTION V: Institutional Approval.**

<b>Approved By</b> <i>(please print):</i>	<b>Title</b> <i>(please print):</i>
<b>Signature:</b>	<b>Date:</b>

For any situation that is not set forth in the precedent list above, expenses may not be provided automatically by the institution. These waivers requests must be submitted directly to the NCAA for review and approval.

cc: Director of Athletics  
Faculty Athletics Representative  
MAC Conference Office (Brad Wachler)