



AJGA TRAVEL STIPEND REQUEST FORM

Canon Cup



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: Andrew Greenfield
 1980 Sports Club Dr.
 Braselton, GA 30517
 Fax: (678) 425-1614
 agreenfield@ajga.org

	<u>Option 1</u>	<u>Option 2 *</u>
<u>Stipend Categories</u>	Amt. to be Reimbursed Receipts (<input checked="" type="checkbox"/>)	Amt. considered Charitable contrib. Receipts(<input checked="" type="checkbox"/>)
Travel to/from event (airfare; mileage; or rental w/ gas)	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
Total expenses (Max. \$400)	_____ _____	_____ _____

Stipend Guidelines

1. * - Expenses up to the amount of the eligible stipend may be donated to the AJGA, which is a 501 (c) (3) nonprofit 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 Mapquest printout (www.mapquest.com) is required to substantiate mileage.
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 rental car with gas) or rental car expenses (if the AJGA/tournament does not provide airport transportation) for the junior only. Parents' expenses are not eligible for reimbursement.
5. All travel stipend requests must be submitted to Tournament Director, Andrew Greenfield by **September 14**. Any requests received after this date will only be honored in the form of a charitable donation to the Association as outlined in option 1 above.
6. The Tournament Stipend committee reserves the right to approve/deny any reimbursement of stipend expenses.