



# OFFICIAL ITA AMATEUR REIMBURSEMENT FORM

*Reviewed by the NAIA to Ensure Compliance with NAIA Regulations on Amateurism  
(updated 1.20.09)*



Name		Date	
Address		Home Phone Area Code (      )	
City, State, Zip Code			
Name & Relationship (Coach, Parent, etc.) of Individual Accompanying Amateur			
Name of Tournament		Dates	Location
Player's School & Expected Date of Graduation			Player's School Coach
EXPENSES: The Tournament Director may reimburse the amateur player (student-athlete) for actual travel, meal and lodging expenses only if funds remain available from the prize monies allocated but not awarded for the event and such reimbursement is not based on the student-athlete's place finish. Travel, meal and lodging expenses must be itemized and properly documented.			
ITEM	PLAYER EXPENSES		RECEIPTS ATTACHED (Yes/No)
Transportation To & From Tournament (Air, Bus, Rail)			
Local Ground Transportation			
Actual food & lodging permissible. A straight per diem is not permissible.			
	<b>TOTAL:</b>		
Number of Days You Were in Tournament:	Total Amount Received By Student-Athlete:		
<p>Note: A copy of this form, along with documentation (receipts) of expenses and reimbursements should be retained by the student-athlete to be presented upon request to the NAIA as evidence of participation as an amateur in a prize money event.</p> <p>I declare that I have participated in this event as an amateur and have received reimbursement according to NAIA, NJCAA, and USTA rules and regulations on amateurism.</p> <p>VERIFIED BY: _____ <b>Signature of Student-Athlete</b></p> <p>_____ <b>Date</b></p> <p>_____ <b>Signature of Tournament Director</b></p> <p>_____ <b>Print Name of Tournament Director</b></p> <p>_____ <b>Date</b></p>			

# ALLOWABLE AMATEUR EXPENSES

1. A player (student-athlete) starting play in a tournament as an Amateur remains an Amateur for the purposes of that tournament.
2. All expenses claimed must be itemized and properly documented.
3. The Tournament Director may reimburse the student-athlete directly for actual travel, meal and lodging expenses only if funds remain available from the prize monies allocated, but not awarded for the event, and such reimbursement is not based on the student-athlete's place finish.
4. An Amateur cannot accept reimbursement from a sponsor.
5. Travel expenses are allowable for travel to the tournament from home or previous tournament (if in fact travel was from previous tournament). Travel expenses are also allowable for actual return to the Amateur's home from the tournament. Reimbursement shall be limited to the following:
  - A. Air, rail and/or bus fare at coach rate
  - B. Local transportation
  - C. Automobile expenses (at the prevailing mileage reimbursement as established by the U.S. Government IRS tax code) per vehicle, plus tolls
6. Receipt of expense reimbursement, while permissible under NAIA amateurism rules, may cause an athlete to be charged a season of competition under the NAIA "Competitive Experience" rules.

Any student who receives permissible reimbursement for expenses in a tournament after September 1 of the year of high school graduation or equivalent (US or Canada high school graduate), or after the start of the next academic term in the United States (graduate of high school in other countries), the student is charged a season of competition by the NAIA.
7. A student is charged a season of competition if, after high school graduation, the student participates in the main draw of a Women's Tennis Association (WTA) or Association of Tennis Players (ATP) tournament.

EXCEPTION # 1: The student is not charged a season of competition for participation in a WTA or ATP main draw if the student provides written confirmation from the tournament that the student was awarded a wild card into the main draw.

EXCEPTION # 2: While enrolled as a full-time collegiate student, a student is not charged a season of competition if the student:

1. Completes the ITA amateur form prior to participation in the tournament;
2. Does not accept expense reimbursement (including reimbursement permitted by other NAIA regulations); and
3. Does not accept any prize money