



OFFICIAL ITA AMATEUR REIMBURSEMENT FORM



CURRENTLY ENROLLED STUDENT-ATHLETES (NCAA Division I only)

FOR COMPETITION TAKING PLACE OUTSIDE OF YOUR INSTITUTION'S DECLARED PLAYING & PRACTICE SEASON AND DURING SUMMER MONTHS ONLY

Reviewed by the NCAA to Ensure Compliance with NCAA Regulations on Amateurism

(Revised on July 28, 2009)

Name		Date	
Address		Home Phone: Area Code ()	
City, State, Zip Code:			
Name of Tournament		Dates	Location
Player's School & Expected Date of Graduation			Player's School Coach
EXPENSES: The Tournament Director or event sponsor may reimburse the amateur player (enrolled student-athlete) directly for actual and necessary expenses. Outside of the student-athlete's playing and practice season and during the summer months ONLY, enrolled student-athletes may accept prize money up to actual and necessary expenses . The prize money may only come from the "sponsor" of an open event. Actual and necessary expenses are limited to the entry fee, transportation to and from the event, and a "reasonable" per diem allowance (based upon prevailing costs at tournament locale) while competing in an event. See Opposite Side for more details and for reimbursement policy of parents and coaches.			
ITEM	PLAYER EXPENSES		RECEIPTS ATTACHED (Yes/No)
Entry Fee			
Transportation To & From Tournament (Air, Bus, Rail)			
Local Ground Transportation			
Per Diem (Food & Lodging) (# /days x \$ /day)			
	SUB TOTAL:		TOTAL:
Number of Days You Competed in Tournament (see opposite side for more details):		Total Amount Received By Student-Athlete:	
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 NCAA as evidence of participation as an amateur in a prize money event. <i>I declare that I have participated in this event as an amateur and have received reimbursement according to NCAA rules and regulations on amateurism.</i> VERIFIED BY: _____ Signature of Student-Athlete _____ Date _____ Signature of Tournament Director _____ Print Name of Tournament Director _____ Date			

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.

(NCAA clarification: Each institution is responsible to verify all information used in certifying a student-athlete's eligibility.)

2. Expenses: NCAA amateurism rules permit an enrolled student-athlete participating as an amateur player in an "open event" to receive prize money to be used for actual and necessary expenses when the institution is outside of the declared playing and practice season and during the summer months ONLY. Actual and necessary expenses must come directly from the sponsor.

Actual and necessary expenses are limited to the entry fee, transportation to and from the event, and a "reasonable" per diem allowance (based upon prevailing costs at tournament locale) while competing in an event to cover lodging and meals. Note: "While competing in an event" would normally mean that reimbursement would begin once the participant arrives on-site and registers for the event and would include the day(s) of competition, day(s) in between competition, as well as a day prior to and after the competition for traveling purposes.

(This wording has been provided by the NCAA for clarification.)

3. Where practical, expenses should be supported by receipts or other evidence of payment.

(NCAA clarification: Although receipts are not required per NCAA regulations, an institution is responsible for ensuring that appropriate documentation exists.)

4. An Amateur cannot accept reimbursement for an expense if someone else (for example, Sponsor) has paid such expense, unless the Amateur actually returns such payment to the Sponsor.

(This wording has been provided by the NCAA for clarification.)

5. An enrolled student-athlete may have a coach or parent in attendance at an event but can not accept the actual and necessary expenses on behalf of their coach or parent or include the expenses of the coach or parent in the participant's own reimbursement for actual and necessary expenses. NCAA amateurism regulations do not permit the calculation of actual and necessary expenses of the participating prospective student-athlete or enrolled student-athlete to include the expenses or fees of anyone other than the participant (e.g. coach's fees or expenses, parent's expenses).

Finally, please note that a tournament sponsor, at its discretion, may provide actual and necessary expenses directly to a coach or any other individual

(This wording has been provided by the NCAA for clarification.)