



OFFICIAL ITA AMATEUR REIMBURSEMENT FORM FOR CURRENTLY ENROLLED STUDENT-ATHLETES



*Reviewed by the NCAA to Ensure Compliance with NCAA Regulations on Amateurism
(Updated in August 2013)*

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
<p>EXPENSES: The Tournament Director or nonprofessional sponsor of an athletics competition may reimburse the amateur player (enrolled student-athlete) directly for actual and necessary expenses. Further, an enrolled student-athlete may accept prize money based on his or her place finish or performance in an athletics event, provided such prize money does not exceed the individual's actual and necessary expenses and is provided only by the nonprofessional sponsor of the event. The value of such expenses must be commensurate with the fair market value of similar goods and services in the locality in which the expenses are provided and must not be excessive in nature. Actual and necessary expenses shall not include the expenses or fees of anyone other than the individual who is competing in the event. See Opposite Side for more details and for reimbursement policy of parents and coaches.</p>			
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:	
<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 NCAA as evidence of participation as an amateur in a prize money event.</p>			
<p><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></p>			
VERIFIED BY: _____		Signature of Student-Athlete	
_____		Date	
_____		Signature of Tournament Director	
_____		Print Name of Tournament Director	
_____		Date	

ALLOWABLE AMATEUR EXPENSES

1. An individual who starts play in a tournament as an amateur remains an amateur for the purposes of that tournament.

(NCAA member institutions are responsible for verifying all information used in certifying a student-athlete's eligibility.)

2. Expenses: NCAA legislation permits an enrolled student-athlete to receive actual and necessary expenses for competition and practice held in preparation for such competition (i.e., practice directly related to the competition and conducted during a continuous time period preceding the competition, or to receive prize money based on his or her place finish or performance in an athletics event, provided such prize money does not exceed the individual's actual and necessary expenses and is provided only by the nonprofessional sponsor of the event.

Actual and necessary expenses may include entry fees, transportation, meals and lodging, which may be provided in the form of a reasonable per diem allowance (commensurate with the fair market value of such goods in the tournament locale), while competing in the event. Note: "While competing in the event" would normally mean that reimbursement may 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.)

An amateur cannot accept reimbursement for an expense if the expense has already been paid or provided through another source (e.g., outside 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 may not accept reimbursement of expenses on behalf of a coach, parent or any other individual or include the expenses of anyone other than the participant (e.g., coach's fees or expenses, parent's expenses) in the calculation of actual and necessary expenses

A tournament sponsor, at its discretion, may provide actual and necessary expenses directly to a coach, provided such reimbursement is not based on the participant's place finish in the event.

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