

OFFICIAL ITA AMATEUR REIMBURSEMENT FORM

*Reviewed by the NJCAA to Ensure Compliance with NJCAA 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) and parent/coach directly for actual and necessary 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. Actual and necessary expenses would include transportation to and from the event, and a "reasonable" per diem allowance (based upon prevailing costs at tournament locale) for each day of participation in the event. See Details on Opposite Side.			
ITEM	PLAYER EXPENSES	PARENT/COACH EXPENSES	RECEIPTS ATTACHED (Yes/No)
Entry Fee			
Transportation To & From Tournament (Air, Bus, Rail)			
Local Ground Transportation			
Per Diem (Food & Lodging) (# /days x \$ /day)			
Miscellaneous			
	SUB TOTAL:	SUBTOTAL:	TOTAL:
TOTAL			
Number of Days You Were in Tournament		Total Amount Received By Student-Athlete: Total Amount Received By Parent/Coach:	
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 NJCAA as evidence of participation as an amateur in a prize money event. I declare that I have participated in this event as an amateur and have received reimbursement according to NJCAA, and USTA rules and regulations on amateurism. VERIFIED BY: _____ Signature of Student-Athlete _____ Signature of Parent/Coach (if applicable) _____ 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.

2. All expenses claimed must be reasonable and actually incurred.

Although no specific formula exists for this calculation, it is suggested that the expense be commensurate with the cost of the specific expense per the tournament's geographic location and they may not be excessive.)

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

4. The Tournament Director may reimburse the student-athlete directly for actual and necessary expenses (including a per diem for food and lodging, travel, and certain miscellaneous—i.e., stringing, laundry, etc.) 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.

5. 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.

6. 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

7. Entry fee is an allowable expense.

8. Expenses for a parent, coach, chaperone, or non-playing spouse are allowable in accordance with these rules. Expenses of a coach shall be related to practice for and participation in the tournament at the tournament sites. Payments to coaches/parents of all amateurs may be available and payable directly to the coaches/parents toward actual, allowable expenses. It is understood that such expense reimbursement must be made available to the parent/coach of all participants in the competition.

It is suggested that: A) A coaching fee must be related solely to practice and participation in the tournament. This fee should be commensurate with the going rate for like teaching/coaching ability. B) There is no requirement that reimbursed expenses for a parent, coach, chaperone, or non-playing spouse be paid directly to those individuals but, it may be most appropriate to do so for monitoring purposes. C) Parent/Legal guardians may receive actual and necessary travel, room and board expenses and any entertainment expenses, provided such expenses are made available to the parents/legal guardians of all participants in the competition. These expenses must be actual and reasonable)