



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 VACATION PERIOD ONLY

*Reviewed by the NCAA to Ensure Compliance with NCAA Regulations on Amateurism
(Updated in December 2012)*

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 sponsor of an open athletics event (an event that is not invitation only) may reimburse the amateur player (enrolled Division I student-athlete) directly for actual and necessary expenses. Outside of the student-athlete's playing and practice season and during the summer vacation period 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 athletics event. Actual and necessary expenses are limited to the entry fee, transportation to and from the open athletics event, and a "reasonable" per diem allowance (based upon prevailing costs at tournament locale) while competing in an open athletics 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 enrolled student-athletes starting 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 amateurism rules permit an enrolled student-athlete participating as an amateur player in an open athletics event (an event that is not invitation only) 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 vacation period ONLY. Actual and necessary expenses must come directly from the sponsor of the open athletics event.

Actual and necessary expenses are limited to the entry fee, transportation to and from the open athletics event, and a "reasonable" per diem allowance (based upon prevailing costs at tournament locale) while competing in an open athletics event to cover lodging and meals. Note: "While competing in an open athletics event" would normally mean that reimbursement would begin once the participant arrives on-site and registers for the open athletics 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 (e.g., 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 open athletics event but cannot 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 provided such reimbursement is not based on the participant's place finish in the open athletics event.

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