



# OFFICIAL ITA AMATEUR REIMBURSEMENT FORM

## PROSPECTIVE STUDENT ATHLETE FORM (Division I)

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 |

**EXPENSES:** The Tournament Director or nonprofessional sponsor of an open athletics event may reimburse the amateur player (prospective student-athlete) directly for actual and necessary expenses. Further, a prospective student-athlete (i.e., an individual who has not triggered initial full-time enrollment at a collegiate institution), may accept up to \$10,000 per calendar year in prize money based on his or her place finish or performance in athletics events. Such prize money may be provided only by the sponsor of an event in which the individual participates. Once the individual has accepted \$10,000 in prize money in a particular year, he or she may receive additional prize money on a per-event basis, provided such prize money does not exceed the individual's actual and necessary expenses for participation in 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 Details on Opposite Side 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<br>(Food & Lodging)<br>(#      /days x \$      /day) |                 |                            |
| <b>SUB TOTAL:</b>   |                 | <b>TOTAL:</b>              |

|                                       |   |
|---------------------------------------|---|
| Number of Days You Were in Tournament | 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 declare that I have participated in this event as an amateur and have received reimbursement according to NCAA and USTA rules and regulations on amateurism.***

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 a prospective 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). Further, a prospective student-athlete (i.e., an individual who has not triggered initial full-time enrollment at a collegiate institution), may accept up to \$10,000 per calendar year in prize money based on his or her place finish or performance in athletics events. Such prize money may be provided only by the sponsor of an event in which the individual participates. Once the individual has accepted \$10,000 in prize money in a particular year, he or she may receive additional prize money on a per-event basis, provided such prize money does not exceed the individual's actual and necessary expenses for participation in 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 must 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. Student-athletes are strongly encouraged to keep all such documentation as it may be needed during the NCAA Eligibility Amateurism Certification process in order to support the information on which the amateur status is based.)*

**4. An Amateur cannot accept reimbursement for an expense if the expense has already been paid or provided through another source (e.g., outside sponsor).**

**5. A prospective student-athlete or enrolled student-athlete may have a coach or parent in attendance at an athletics 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.)*

(Revised 8/11/13)