



OFFICIAL ITA AMATEUR REIMBURSEMENT FORM

Reviewed by the NAIA to Ensure Compliance with NAIA Regulations on Amateurism
(updated 7.1.13)



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) for actual travel, meal and lodging 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. Travel, meal and lodging expenses must be itemized and properly documented.		
ITEM	PLAYER EXPENSES	RECEIPTS ATTACHED (Y/N)
Transportation To & From Tournament (Air, Bus, Rail)		
Local Ground Transportation		
Actual food & lodging permissible. A straight per diem is not permissible.		
	TOTAL:	
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 NAIA 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 NAIA, NJCAA, 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. 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 itemized and properly documented.
3. The Tournament Director may reimburse the student-athlete directly for actual travel, meal and lodging 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.
4. An amateur cannot accept reimbursement from a sponsor.
5. 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
6. A student will be charged a season of competition, regardless of expense reimbursement, for participating in "elite-level" competition on or after the first day of the 13th month following high school graduation or the equivalent.

Details on the NAIA Competitive Experience Rule and information on how to determine "elite-level" competition is available at www.playNAIA.org.
7. A student is charged a season of competition if, on or after the first day of the 13th month following high school graduation or the equivalent, the student participates in a Women's Tennis Association (WTA) or Association of Tennis Players (ATP) tournament, USTA leagues rated 5.0 thru 7.0, USTA Pro Circuit Events, ITF leagues #4 thru #1 and other contests meeting the NAIA criteria for "elite-level" competition.

EXCEPTION: While enrolled as a full-time collegiate student, a student is not charged a season of competition if the student:

 1. Completes the ITA amateur form prior to participation in the tournament;
 2. Does not accept any prize money or reimbursement in excess of actual expenses; and
 3. Meets the NAIA definition of an unattached athlete.