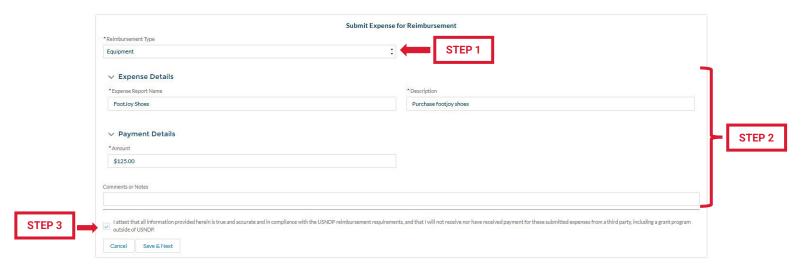


Submit an Equipment Reimbursement Request

Before you begin:

- To start a new reimbursement request, follow the <u>Start a Reimbursement Request Guide</u> first
- To edit an existing reimbursement request, follow the <u>Edit 'Saved', 'Returned' and</u> 'Submitted' <u>Reimbursement Requests Guide</u>
- Then continue with the steps below to complete your Equipment Reimbursement Request



STEP 1: Select Reimbursement Type

From the 'Reimbursement Type' drop down menu, select 'Equipment'

STEP 2: Enter Expense Details

Enter the following information:

- Expense Report Name
 - Give your expense report a descriptive name (e.g., May 1st Equipment Purchase or August 7th Golf Bag Purchase)
 - This name will appear on your reimbursement request list, so choose something that helps you identify the purchase later
- Description
 - o Briefly summarize your purchase (e.g., Purchased 3 golf gloves and 1 Driver)
- Amount
 - Equipment Limit
 - The maximum reimbursement amount for equipment for your 2025 grant period is \$2,500

All Information collected will be used in accordance with our Privacy Policy: <u>USGA Privacy Policy</u>



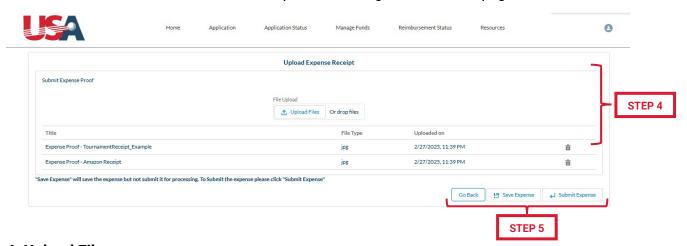


 If a submission causes your total equipment reimbursement to exceed \$2,500 threshold, you will receive payment up to the \$2,500 limit, with the exclusion of the excess amount

STEP 3: Attestation

After entering expense details:

- Check the attestation box that confirms:
 - o All information is true and accurate
 - Expenses comply with USNDP reimbursement requirements
 - No double payment (you haven't and won't receive payment for these expenses from another source)
- Checking this box will make the 'Cancel' and 'Save & Next' buttons appear
- Click on 'Save & Next' to access the 'File Upload' window to upload receipt(s)
- Click on 'Cancel' to return to the respective funding source details page



4: Upload Files

At least one upload is required for every reimbursement request. An unlimited number of files can be uploaded for each submission.

Method 1: Select 'Upload File'

- 1. Select file and then open
- 2. Wait for the 'blue progress line' to complete and a green circle with a white checkmark to appear
- 3. Close the 'Upload Files' box by selecting 'X' in the top right-hand corner
- 4. Verify the file name appears in the field

Method 2: Drop Files

- 1. Select the file that you would like to upload
- 2. Drag the selected file to the 'File Upload' area (the outline will turn blue when ready to drop)

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- 3. Wait for the 'blue progress line' to complete and a green circle with a white checkmark to appear
- 4. Close the 'Upload Files' box by selecting 'X' in the top right-hand corner
- 5. Verify the file name appears in the field

STEP 5: 'Go Back', 'Save Expense', or 'Submit Expense'

After completing the uploading process:

- Click on either 'Go Back', 'Save Expense', or 'Submit Expense'
 - o 'Go Back' Returns to the expense details page if you need to make changes
 - 'Save Expense' Saves the reimbursement request without submitting for processing (you can return to it later)
 - 'Submit Expense' Submits the reimbursement request for processing (you will receive a confirmation email)

Please allow 7-10 business days for the reimbursement request to be reviewed by the USNDP Grants Team.

Related Resources

- Check Reimbursement Request Status
- Check USNDP Funding Source Balance

