



Submit an Equipment Reimbursement Request

Before you begin:

- To start a new reimbursement request, follow the [Start a Reimbursement Request Guide](#) first
- To edit an existing reimbursement request, follow the [Edit 'Saved', 'Returned' and 'Submitted' Reimbursement Requests Guide](#)
- Then continue with the steps below to complete your Equipment Reimbursement Request

The screenshot shows the 'Submit Expense for Reimbursement' form. A red box labeled 'STEP 1' points to the 'Reimbursement Type' dropdown menu, which is set to 'Equipment'. A red box labeled 'STEP 2' points to the 'Expense Details' and 'Payment Details' sections. A red box labeled 'STEP 3' points to the 'Comments or Notes' section and the 'I attest that all information provided herein is true and accurate...' checkbox.

Submit Expense for Reimbursement

*Reimbursement Type
Equipment

EXPENSE DETAILS

*Expense Report Name
FootJoy Shoes

*Description
Purchase footjoy shoes

PAYMENT DETAILS

*Amount
\$125.00

Comments or Notes

☒ I attest that all information provided herein is true and accurate and in compliance with the USNDP reimbursement requirements, and that I will not receive nor have received payment for these submitted expenses from a third party, including a grant program outside of USNDP.

Cancel Save & Next

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**
 - 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

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FOR THE GOOD OF THE GAME.



- 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:
 - 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

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Upload Expense Receipt

Submit Expense Proof

File Upload

Upload Files Or drop files

Title	File Type	Uploaded on
Expense Proof - TournamentReceipt_Example	jpg	2/27/2025, 11:39 PM
Expense Proof - Amazon Receipt	jpg	2/27/2025, 11:39 PM

"Save Expense" will save the expense but not submit it for processing. To Submit the expense please click "Submit Expense"

Go Back Save Expense Submit Expense

STEP 4

STEP 5

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'
 - **'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](#)

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