



PGA HOPE Program Reimbursement Checklist

1. Lead PGA Professional Documentation:
 - a. Hours
 - b. MSR numbers
 - c. Rates
2. Programmatic Documentation:
 - a. All invoices/receipts
 - b. Course/Range Fees
 - c. Veteran Gifts/Swag
 - d. Course Fees / Range Fees
3. Have you taken all of that information and filled out the proper documentation to submit for reimbursement?
 - a. Fill out the [PGA Professional Honorariums Time Sheet](#) form (this is the only form that will be accepted for honorariums)
 - b. Fill out the [Payment Request Form](#) (this is the only form that will be accepted for payment requests). Please ensure that the Instructor Honorariums are added into the total on the Payment Request Form
 - c. Use all documentation to fill out and submit the [Post Program Summary Report](#)
 - i. This **must** include:
 1. PGA Professional Honorariums Time Sheet
 2. Payment Request Form
 3. All Invoices submitted to you from the Lead PGA Professional

Reminders:

- The PGA Professional should not submit the reimbursement request.
- Reimbursement requests will be paid to the section only - NOT the professional.
- Submitted reimbursements are subject to all PGA of America National reimbursement guidelines and can be returned or denied for any breach in those guidelines
- All expenses must have documentation: no matter the size of the expense
- Include a line item for honorarium totals on the Payment Request form
- Reimbursements occur quicker when all necessary documentation is included correctly.
- If all necessary documentation is not submitted, a member of the PGA REACH team will reach out to you directly requesting all missing or incorrect documentation. Nothing can be submitted for reimbursement until all proper documentation is provided

- All forms/reports can be found on the [PGA HOPE Hub](#)