

2025/2026 Athletics Reimbursement & Budgeting Guidelines

Eligibility for Reimbursement

1. LAPRAAC Teams and Individual LAPRAAC Members competing in non-LAPRAAC hosted sporting events are eligible for reimbursement as outlined in this policy.
2. Any LAPRAAC Member who is on a LAPRAAC team competing with the team in the declared sport of the team is eligible to be reimbursed.
3. Any LAPRAAC Member who is on a LAPRAAC team competing in the declared sport of their team when their team is not participating is eligible to be reimbursed.
4. Any LAPRAAC Member who is not allowed to participate with their team due to roster limitations imposed by the event may join a non-LAPRAAC team. This option must be pre-approved by the LAPRAAC Athletic Office.
5. Any LAPRAAC Member that competes on a non-LAPRAAC team will be eligible to receive a reduced reimbursement. See #2 under "Budgeting Caps".
6. LAPRAAC Members not competing in a team event can be reimbursed without being on a team roster.

LAPRAAC Teams

1. Each fiscal year LAPRAAC will open the LAPRAAC Team budgeting process during springtime.
2. Any LAPRAAC Member may submit a budget request to create a LAPRAAC Team during the budgeting period.
3. LAPRAAC Team Budget request documents can be found on the LAPRAAC.org website at <https://lapraac.org/athletics/departments-teams/>.
4. LAPRAAC Teams must consist of at least 5 LAPRAAC Members.
5. Upon approval, LAPRAAC Teams receive a budgeted amount for the following fiscal year July – June.
 - a. Only members on a LAPRAAC Team roster may be reimbursed for team events.
 - b. LAPRAAC teams must consist of only LAPRAAC Members.

Budgeting Caps

1. Each LAPRAAC Member is eligible to receive up to \$500 reimbursement per fiscal year as defined by the overall budgeting guidelines.
2. LAPRAAC Members participating on a non-LAPRAAC team can only receive a onetime reimbursement of up to \$250 per fiscal year.
3. Once the total annual approved athletic budget has been exhausted, no further reimbursements will be allowed.
4. Quarterly reimbursement caps will be designated so that annual budgets are not exhausted prior to the 4th Quarter.
 - a. For Example - An annual budget for individual reimbursements is set at \$250,000.

- b. The Athletic Committee reviews historic reimbursement activity by quarter and considers any unique or one-time events that may be a factor (US Games, World Games or others).
 - c. Committee divides annual budget into quarters. (For example only - 1s qtr. \$80,000, 2nd qtr. \$30,000, 3rd qtr. \$50,000 & 4th qtr. \$90,000.)
 - d. If in the event the funds allotted to a quarter are exhausted, the Athletic Office will hold on to the reimbursement until the next quarter. Any available funds in a quarter not used will be rolled over into the next quarter. If at the end of the fiscal year there are no funds available, a reimbursement will not be issued.
5. Reimbursements requests containing all of the proper supporting documentation shall be submitted within 30 days of the event.
6. Individuals not on a team seeking uniform reimbursements will be taken on a case by case basis and will need approval by the Athletic Committee in advance before purchase.
7. Team Budgets – An additional budget of \$1,000 per team will be held in reserve under a contingency account for Team Entry Fees, Team Travel, Team Lodging and Team Uniforms. This money is not to be used for equipment. Teams requesting uniforms would need to do so in advance of their purchase and will be reviewed by the Athletic Committee for approval.

Costs Eligible for Reimbursement

Teams will be eligible to be reimbursed for any of the below items using their team budget. Generally, individuals will only be able to request reimbursement for items 1 through 3.

1. Entry Fee
2. Travel
3. Lodging
4. Uniforms – Limited to Shirts, Hats or Jersey's (not equipment).

Documents Needed for Reimbursement

1. Reimbursement form.
2. Receipt showing payment in full and/or valid proof of payment.
3. Proof of participation - Results, standings, scoring, etc. (Proof of registration is not proof of participation.)