



Travel Assistance Program Guidelines

Technical Specifications & Program Documentation

Program Sponsors:

Congruity HR | Competitive Softball Program Support sponsored by EventPipe



1. Program Overview:

The **Travel Assistance Program** provides financial reimbursement support to qualified youth athletes competing at the **state, regional, or national level**, where participation requires either qualification or a qualifying invitation issued by the national governing body.

Funding is intended to reduce financial barriers related **exclusively to participant travel costs** and is administered as a reimbursement program.

2. Funding Structure & Limits:

2.1 Maximum Award Amounts

- **Multiple-team organizations:**
 - Up to **\$3,000 per team**, per season
 - Limited to **one award per team**, per season
- **Single-team organizations:**
 - Up to **\$250 per child**, per season

2.2 Award Scope Rules

- Awards may be issued to support **either a team or an individual**, but **not both** for the same event or season.
- Funds are issued only as a **reimbursement to the organization**, not directly to families or individuals.

3. Eligibility Criteria:

3.1 Participant Eligibility

Eligible applicants must meet **all** of the following conditions:

- Be a **youth athlete** competing at the state, regional, or national level
- Require formal **qualification or invitation** from a national governing body to participate in the event
- Be listed on the **original team roster** submitted for the event (individual awards only)

3.2 Matching Requirement

The following individuals are **explicitly ineligible** for funding:

Coaches

Parents

Siblings

Any non-participant adults

All associated costs for ineligible individuals **must be removed from funding requests.**

4. Eligible Expenses (Reimbursement Only):

The program supports **reimbursable travel expenses only**. No advance payments or stipends are permitted.

4.1 Approved Expense Categories

Eligible expense types include:

- Airfare
- Lodging (hotel or Airbnb)
- Group rental vehicles

4.2 Shared Expense Proration

For lodging and rental vehicles, **only the portion directly attributable to the eligible participant(s)** may be reimbursed.

Example (as defined in program guidance): If a hotel room costs **\$700** for a stay with **5 people**, and **2 of those occupants are eligible players**, each player may claim **1/5 of the total room cost**, or **\$140 per player**.

5. Application & Submission Process:

5.1 Pre-Event Submission

- Applications **may be submitted prior to the event** for **conditional approval**, allowing organizations to confirm eligibility in advance of travel.

5.2 Matching Funds Requirement

- Applicants must provide **evidence of matching fundraising** that is **specific to the travel event** before final approval is granted.

6. Reimbursement & Documentation Requirements:

6.1 Required Documentation

To release funds, organizations must submit:

1. **Paid receipts** clearly showing eligible travel expenses
2. A completed **CFY Travel Ledger**
3. Proof that expenses were paid by the organization or family on behalf of the player

6.2 Reimbursement Conditions

- Reimbursements are issued **only after documentation review** and verification
- Funds are reimbursed **to the organization**, not to families or participants directly

7. Individual vs. Team Awards:

7.1 Team Awards

- Distributed at the team level
- Subject to per-team seasonal caps
- One award per team per season

7.1 Individual Awards

- Limited to participants listed on the **original roster**

8. Compliance & Audit Considerations:

Organizations must ensure:

- All submitted costs are allowable and accurately allocated
- Ineligible participants are excluded from expense calculations
- Receipt documentation matches ledger totals

Failure to comply may result in **denial or claw back of funds**.