

## **Guidelines for reimbursements**

### **General**

- The guidelines for expenses as notated by the HKSI must be followed; any amounts over these figures will not be reimbursed. (Refer to Appendix of Eligible Items of Expenditure)
- Players should inform the HKTA at least 7 days in advance for any changes to the tournament arrangement.

### **Eligible items for reimbursement**

Transport to overseas country, overseas internal transport, accommodation, meals, tournament entry fee of the player.

### **Supported Tournaments**

Expenses incurred to the tournaments listed below are eligible for reimbursement.

- a) Eddie Herr International Junior Championships (consist of 12U, 14U and 16U age groups)
- b) ITF Men's and Women's Tour Events
- c) ITF Junior Events
- d) Les Petits 14U
- e) Orange Bowl and Junior Orange Bowl (consist of 12U, 14U and 16U age groups)

Incentives for ITF J2 to J5 events only applies to certain age group. Players aged 14 and under are eligible for performance incentives of ITF J5 events. However, players aged 15 or above are not eligible to any incentives for playing in ITF J5 events.

### **Documents Required For Reimbursement**

- Duly completed claim form
- Tournament fact sheet (Print on double sides)
- Draw sheet (both Singles and Doubles) and please highlight the results
- Receipt of exchange rate
- Original receipts
- a) If the receipts are not in Chinese / English, please translate it. Any unknown expenses will not be reimbursed.
- b) Reimbursement can only be claimed if original receipts are presented, invoices will not be accepted even it is mentioned C.O.D on terms.
- c) Receipts should have the chop of the company & signature of issued person with his/her title.
- d) For online transaction, credit card/bank statement with order form including details of transacted items, will be accepted if no receipt was issued.
- e) Please stick all receipts on A4 size paper according to categories, (e.g. Accommodation, Meals, Transportation, Entry Fee, etc.)

### Submission

Please submit the claim form to the HKTA office within 1 month upon completion of trip, late submission & forms without full set of required documents will not be handled.

HKTA Office Address:

HKTA Tennis Centre, Kowloon Tsai Park, 13 Inverness Road, Kowloon City  
(Please write down "Incentive Scheme" on the envelop)

### Appendix

	Eligible Item	Maximum Eligible Amount/Remarks
1.	Accommodation	Rate set by organizer or at reasonable rate
2.	Overseas internal transport	At reasonable rate
3.	Transport to overseas country (by air, train or ferry as appropriate)	Limited to economy class only
4.	Meal Allowance	Europe Countries – max. \$450/day China and other countries – max. \$350/day
5.	Entry fees for participation in overseas events	At the rate set by the organizer