



**INCIDENTAL EXPENSE WAIVER AUTHORIZATION**  
**(NCAA Bylaw 16.13.1.1)**



**FORM 30**

Revised July 2002

**Institution:** \_\_\_\_\_

**Sport:** \_\_\_\_\_

**Student-Athlete(s):** \_\_\_\_\_

**Date of Activity:** \_\_\_\_\_

(if necessary, attach list of student-athlete's names)

**Please check the appropriate box (check only one):**

**Transportation expenses for student-athletes**

Expenses to attend the funeral of a family member, teammate, former teammate, coach, former coach or member of their former coach's immediate family.

Expenses to return home (on one occasion) to visit a close ailing family member (e.g., parents, siblings, grandparents, aunt or uncle who helped raise the student-athlete, cousin who lived in the same household as the student-athlete).

Expenses to return home for the birth of student-athlete's baby.

Expenses for a student-athlete who is being honored at an awards ceremony.

Expenses to attend the Apple Conference.

Transportation expenses for team members to attend the funeral of a member of a teammate's immediate family outside of a 100-mile radius of the institution. The teammates must have an established relationship with the deceased and the student-athlete.

Transportation expenses for student-athletes to visit an ailing teammate.

Expenses for a student-athlete to transport another student-athlete home to attend the funeral of an immediate family member.

Transportation expenses for immediate family members to visit a hospitalized student-athlete when the student-athlete was injured during the course of practice or competition.

Transportation expenses for student-athletes to obtain a visa, provided such expenses are not available through the NCAA Special Assistance Fund.

Transportation expenses for student-athletes to serve as witnesses in a lawsuit filed by a former student-athlete against the institution and/or a coaching staff member.

Travel expenses to an international student-athlete to take a citizenship examination in conjunction with the student-athlete's travel to an away-from-home contest or competition.

**Misfortune expenses for student-athletes**

Expenses to replace lost or stolen items (e.g., jewelry, clothing, money) that were stolen while student was engaged in participation of intercollegiate athletics.

Expenses to replace stolen essential items (e.g., dorm or apartment key, identification cards, textbooks), regardless of athletics participation. (Police report required).

Expenses to replace items belonging to a student-athlete that were lost in a disaster (e.g., fire, hurricane).

Expenses to provide lodging for student-athletes who were displaced by a disaster (e.g., fire, hurricane).

Donation of funds to a fund-raiser conducted by a charitable organization for a student-athlete's ailing family member.

Actual and necessary expenses for a student-athlete's family member to care for an ailing student-athlete.

**Celebratory expenses for student-athletes**

Expense to provide a meal in conjunction with a team or institutional celebration (e.g., new athletics facility, ceremony honoring 25 years of athletics).

Expenses to provide tuxedo rentals to student-athletes who are required to attend formal affairs at which they are being honored.

Expenses for student-athletes to attend banquets honoring a retiring coach.

**Miscellaneous expenses for student-athletes**

Expenses to provide flowers to an injured student-athlete or to the family of a student-athlete whose immediate family member passed away.

Expenses for a student-athlete to receive psychological counseling.

Expenses for a student-athlete to obtain a visa to travel for athletics competition.

Parking expenses (e.g., permit) for a student-athlete who is injured as a result of athletics participation.

Additional information, if necessary: \_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For any situation that is not set forth exactly as listed in the precedent list above, expenses may not be provided automatically by the institution. Such waiver requests must be submitted directly (or through Conference office) to Jill Ward at the NCAA for review and approval.

**A copy of this form must be submitted to Beth Chapman at the  
Conference Office within 30 days of institutional approval.**