

ADAPTIVE SPORTS PROGRAM POLICY & PROCEDURE

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The Adaptive Sports Program encourages members to participate in athletic activities by helping offset associated costs.

Eligibility

- **Life Members Granted PVA-WI Membership BEFORE 8/25/26 or any In-State Life Member:** Eligible - see detailed requirements below.
- **Out-of-State Life Members Granted PVA-WI Membership ON OR AFTER 8/25/26:** Not eligible
- **Associate Members:** Eligible - see detailed requirements below.

Reimbursement Amounts & Limits

Life Members

- **Life Members** - Up to **5** events per fiscal year (October 1–September 30); maximum reimbursement per event: **\$1,500 in eligible expenses.**
 - **Certified Caregiver Stipend** - Up to **\$500** for medically-necessary assistance. Eligible events include the National Veterans Wheelchair Games (NVWG), National Veterans Golden Age Games (GAG), Winter/Summer Sports Clinic, and other PVA-WI-approved multi-day events.

Associate Members

- **Associate Members:** Up to **3 PVA, PVA-WI or National VA** events per fiscal year (October 1–September 30); maximum reimbursement per event: **Up to \$500 in eligible expenses.**
 - **Certified Caregiver Stipend** - Up to **\$200** for medically-necessary assistance.

Eligible Expenses

Reimbursable expenses include, but are not limited to:

- Registration or entry fees
- Event-related banquet/award ceremony fees
- Annual membership fees required by the governing/sponsoring organization
- Additional travel-related expenses as outlined in the PVA-WI Travel Policy(see pages 9-10).
- Personal training sessions may be authorized, subject to availability, prior approval, and at the sole discretion of the Board of Directors (WI residents only).

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Request for Funding & Reimbursement Procedure

1. Pre-Approval Requirement

To be eligible for reimbursement, participants must submit an online financial request form at least **30 days before the event** or making any purchases or commitments. Request submitted after this deadline will not be approved.

- **Financial Request Form:** <https://wisconsinpva.org/financial-request-form>.
- Applicants will receive an approval decision via email within **2 weeks** of submission.
- Applicants receiving approval for physical training reimbursement will be sent a memorandum of understanding to sign and return. Once that is complete you will then be put in contact with your physical trainer to schedule your sessions.

2. Expense Report Submission

Once approval is received and the event has concluded, participants must submit an online **expense report** within **30 days** of the event's conclusion.

- **Expense Report:** <https://wisconsinpva.org/expense-report>.
- Expense report must include:
 - Itemized purchase receipts
 - ACH information for direct deposit
 - A brief event summary
 - Photos of participation
 - Please see further details below

Documentation Requirements

- Acceptable documentation of purchases includes itemized, legible receipts, credit card statements, and invoices. Meal and gas receipts are not required.
- ACH information (voided check, or screenshot of account/routing numbers) is required for direct deposit reimbursement.
- Once expense reports are submitted, participants may not amend or add additional expenditures.
- Only expenses personally paid by the participant are eligible. Costs paid by another individual, organization, sponsor, or third party are not reimbursable.

Photographs & Event Report Requirements

As a condition of reimbursement, participants must also provide:

- Photographs of themselves at the event as a condition of receiving reimbursement.
 - For team events, a team leader will coordinate a mutually convenient time for a team photo; all team members are expected to participate.
- A brief written summary of the event.
 - For team events, one designated participant may submit the report on behalf of the group.

Reimbursement Processing

- After your expense report is submitted with all required documentation, please allow up to **30 days** for the funds to become available in your account.
- All payments are issued ACH transfer (direct deposit).

Partial Advance Reimbursement (Financial Hardship)

Participants who demonstrate financial hardship may request a partial advance. If approved, PVA-WI will pay **75% before travel** and the remaining **25% after the expense report is submitted**.

To request a partial advance, the participant must:

- Provide proof of financial hardship.
- Indicate on the financial request form that they are requesting a partial advance.
- Email receipts and other expense documentation within **2 weeks of receiving approval**.