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## LCTA Stipend Reimbursement Procedure

Senior Flight Coordinators identify LCTA teams that will advance to USTA South Carolina State Championships, Southern Sectional Championships or USTA National Championships.

Flight Coordinators notify advancing Captains of LCTA Stipend Policy and confirm they will be competing in the event. The Captains submit to the Coordinators a screenshot of the players registered to play in USTA Championships, along with his or her mailing address.

Flight Coordinators relay Captains' information, team name, age group, flight, # of players, captain's name, mailing address, etc. to Senior Coordinators and Adult Local League Director. Adult Local League Director compiles all information and relays to Accounts Payable Coordinator who adds to the Payables Ledger.

Accounts Payable Coordinator forwards to the Treasurer, to issue Stipend checks after the appropriate Championship.