

SPORTS OFFICIALS EXPENSE VOUCHER

FREQUENTLY ASKED QUESTIONS

The Officials Recruitment and Retention Expense Voucher Program is outlined on page 7 of the Officials contract. <https://www.section6.e1b.org/cms/lib/NY19000854/Centricity/domain/35/officials%20contract/OfficialsContract2022-2027.pdf>

SUBMISSION VERIFICATION

- Any falsification of receipts/organization leadership signatures or email correspondence will prompt automatic denial.

ANNUAL DEADLINE & SUBMISSIONS

- ALL vouchers and receipts **must** be emailed **ONLY** to bfadeley@e1b.org no later than June 1 of the same fiscal year for which the contests were worked. There are NO exceptions.
- Submissions will **ONLY** be accepted via email. There are no exceptions.
- Officials should only submit one voucher per sport, per year. No piecemealing of expenses for the same sport on separate vouchers.

ACCEPTABLE SUBMISSIONS

- Vouchers must be filled out and signed.
- Correct vouchers must be used. Voucher forms are updated with each new school year. Vouchers are found and can be printed from the Section VI website.
- If a claim is returned for insufficient documentation, it is the **sports official's responsibility** to resubmit with the required documentation **PRIOR to the JUNE 1 DEADLINE**

ELIGIBLE CONTESTS

- Contests must be worked within the school year for which the voucher is submitted. Games that are canceled, rained out, postponed, etc. do not apply.
- Scrimmages do NOT count towards the minimum number of contests required for reimbursement eligibility
- Track and XC – Boys and Girls are reflected by 2 game records in Arbiter, but are run as 1 meet and are considered 1 contest.
- Intramurals do NOT count towards the minimum number of contests required for reimbursement eligibility

EXPENSES & RECEIPTS

- **ALL** items listed under expense claims on the voucher must be accompanied by a receipt.
- Receipts **MUST** include the item(s), amount, total paid, date with YEAR purchased, vendor name/logo, and some indication of the official who paid for it (name, shipping address, etc.)
- Items such as fingerprinting, classes, membership dues, etc. must be claimed in the same school year for which they are applied.
- Receipts for dues, classes, training, organization membership, uniforms purchased by the officials organization etc. must be produced and signed by a member of the organization who holds leadership status (ie. treasurer, president, etc.). The “receipt” must include the total amount paid, school year, item description w/ price, official’s name, and the signature of the person who issued it.
- Itemized expenses and grand totals should **not** be rounded up to the nearest dollar on the claim form.
- Receipts submitted for reimbursement must not be issued to/have anyone else’s name on them other than the name of the official requesting reimbursement

SPORTS OFFICIAL ELIGIBILITY

- Has never provided officiating services to Section VI at any point prior to the 1st year of the consecutive 3-year “new official” expense claim eligibility. For example, a basketball official is ineligible if they provided officiating services from 2012-2015, resigned/took a leave of absence, etc., and then returned to officiating basketball in the 2023-2024 school year.
- An existing official who begins a ***new sport*** may be eligible for reimbursement. Please note: differing sports are separated on the expense voucher chart for the minimum number of contests worked. For example, baseball/softball is considered one sport, Girls Basketball and Boys Basketball are considered one sport....