

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 be dated, include the total amount paid, school year for which it is for, 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....