

# 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](mailto: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.

### ELIGIBLE CONTESTS

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

### EXPENSES & RECEIPTS

- **ALL** items listed under expense claims on the voucher must be accompanied by a receipt.
- 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, 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 amount, school year, item description, and their signature.
- Itemized expenses and grand totals should **not** be rounded up to the nearest dollar on the claim form

### SPORTS OFFICIAL ELIGIBILITY

- Has never provided officiating services to Section VI at any point prior to the 1<sup>st</sup> 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 minimum number of contests worked. For example, baseball/softball is considered one sport, Girls Basketball and Boys Basketball are considered one sport...