

# SPORTS OFFICIALS EXPENSE VOUCHER

## FAQs

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, and/or email correspondence will prompt automatic denial of a voucher for that school year.

### **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.
- 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 and non-Section VI / MM games 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.

### **EXPENSES & RECEIPTS**

- **ALL** items listed under expense claims on the voucher must be accompanied by a full, valid receipt.
- Receipts **MUST** list the item(s) purchased with amount, total paid, date with YEAR purchased (must be within the 3 years of eligibility), vendor name/logo, and billed-to and/or payment status
- Credit card statement and packing slips are not valid receipts.
- Illegible or chopped up screen shots will be returned as incomplete submissions.
- 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, state 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.

### SPORTS OFFICIAL ELIGIBILITY

- Returning officials are ineligible regardless of circumstances.
- An existing official who begins a ***new sport*** may be eligible for reimbursement. Differing sports are separated on the expense voucher required minimum number of contests worked chart.