



Match Officials Development

Expense Claim Policies

Updated November 2019
(Supersedes all previous copies)

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General Information

- Original receipts are still required for any claims. Please ensure your name and the event/clinic # is on the receipt. The only program that does not require original receipts is OUA.
- The receipt provided must be the actual itemized receipt. We cannot accept the signature or debit/credit receipt or bank/credit card statements.
- If you use a card (e.g.: Tim Hortons) please get a receipt for the actual purchase, not for the cost of the gift card.
- You must provide either a Social Insurance Number, or an invoice under a company name in order to be paid.
- Expenses must be claimed within the first two weeks following the last day of the event date.

IMPORTANT: Expenses must be submitted within 45 days of the event.

Claiming Expenses on RefCentre

Instructors

All Small Sided and Entry Level Clinic expenses and honorarium shall be claimed directly on RefCentre. When required, receipts can be submitted by mail.

To claim expenses click on “Expense Form” under “Instructor” tab in your RefCentre Account and follow the easy steps.

OPDL/League1 Ontario/OASL/OUA Game Match Officials

Please visit the new [payment protocol documentation online](#) outlining the expense policy these leagues.

Claiming Expenses via Mail or Email

Forms must be fully completed with:

- Information of the person claiming the expense, including social insurance number
- Date of the event
- Details of expense (location, game/course number)
- Account code (automatically populated by form)
- Amount claimed (automatically calculated by form)
- Receipts when required
- Account code of the program (listed under each program name in this document).

Claim forms must be sent by mail or email. Please ensure to use the current master copy of the Expense Claim Form found under the Finance Documents of the Match Official Forms. Additionally, all forms must be signed and dated. **Failing to complete the form in its entirety can result in delay of payment.**



Accreditation & Re-Accreditation Programs

Small Sided AR Course – 3 Hours

The chart below outlines all the particulars regarding instructor and co-instructor expense claim parameters for Small Sided AR Clinics. All instructors must be accredited. Co-Instructors are required to attend the entire duration of the clinic.

	Lead Instructor	Co- Instructor
Account Code	#15015	#15015
Honorarium	\$100.00/instructor	\$50.00/instructor
Mileage	Mileage less than 100km round trip is included in honorarium and cannot be claimed. If over 100km (based on Google Maps most direct route) then the mileage over 100km can be claimed at \$0.45 per km	Mileage less than 100km round trip is included in honorarium and cannot be claimed. If over 100km (based on Google Maps most direct route) then the mileage over 100km can be claimed at \$0.45 per km
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided

Small Sided Game Course – 6 Hours

The chart below outlines all the particulars regarding instructor and co-instructor expense claim parameters for Small Sided Clinics. All instructors must be accredited. Co-Instructors are required to attend the entire duration of the clinic.

	Lead Instructor	Co-Instructor
Account Code	#15010	#15010
Honorarium	\$210.00/instructor	\$100.00/instructor
Mileage	Mileage less than 100km round trip is included in honorarium and cannot be claimed. If over 100km (based on Google Maps most direct route) then the mileage over 100km can be claimed at \$0.45 per km	Mileage less than 100km round trip is included in honorarium and cannot be claimed. If over 100km (based on Google Maps most direct route) then the mileage over 100km can be claimed at \$0.45 per km. none if less than 200km round trip
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided



Entry Level Course – 16 Hours

The chart below outlines all the particulars regarding instructor and co-instructor expense claim parameters for Entry Level Clinics. All instructors must be accredited. Co-Instructors are required to attend the entire duration of the clinic.

	Lead Instructor	Co-Instructor
Account Code	#15000	#15000
Honorarium	\$600.00/ District or Provincial Instructor \$750.00/ National Instructor	\$350.00/instructor
Mileage	Mileage less than 200km is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45/km	Mileage less than 200km is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45 per km. none if less than 200km round trip
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided

Futsal Entry Level Course – 16 Hours

The chart below outlines all the particulars regarding instructor and co-instructor expense claim parameters for Futsal Entry Level Clinics. All instructors must be accredited. Co-Instructors are required to attend the entire duration of the clinic.

	Lead Instructor	Co-Instructor
Account Code	#15040	#15040
Honorarium	\$600.00/ District or Provincial Instructor \$750.00/ National Instructor	\$21.88/hr per instructor up to max. of \$350.00
Mileage	Mileage less than 200km is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45 per km	Mileage less than 200km is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45 per km. none if less than 200km round trip
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided



Mentor Course – 3 Hours

The chart below outlines all the particulars regarding instructor expense claim parameters for the Mentor Clinic. All instructors must be accredited.

	Lead Instructor
Account Code	#15415
Honorarium	\$100.00/instructor
Mileage	Mileage less than 100km round trip is included in honorarium and cannot be claimed. If over 100km (based on Google Maps most direct route) then the mileage over 100km can be claimed at \$0.45 per km
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided

Instructor/Assessor Accreditation Courses – 16 Hours

The chart below outlines all the particulars regarding instructor and co-instructor expense claim parameters for Instructor and Assessor Clinics. Instructor and Assessor Accreditation courses will be led by a National Level Instructor where available. Co-Instructor(s) must be Provincial level instructor.

	Lead National Instructor	Lead Provincial	Co-Instructor
Account Code	#15070 / #15080	#15070 / #15080	#15070 / #15080
Honorarium	\$750.00	\$600.00	\$21.88/hr per instructor up to max. of \$350.00
Mileage	Mileage less than 200km is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45 per km	Mileage less than 200km is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45 per km	Mileage less than 200km is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45 per km. none if less than 200km round trip
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided



Instructor/Assessor Re-Accreditation Courses – 8 Hours

The chart below outlines all the particulars regarding instructor and co-instructor expense claim parameters for Instructor and Assessor Re-Accreditation Clinics. Instructor and Assessor Re-Accreditation courses will be led by a National Level Instructor with Assessor status. Co-Instructor must be Provincial level instructor

	Lead National Instructor	Lead Provincial	Co-Instructor
Account Code	#15070 / #15080	#15070 / #15080	#15070 / #15080
Honorarium	\$375.00	\$300.00	\$175.00
Mileage	Mileage less than 100km round trip is included in honorarium and cannot be claimed. If over 100km (based on Google Maps most direct route) then the mileage over 100km can be claimed at \$0.45 per km	Mileage less than 100km round trip is included in honorarium and cannot be claimed. If over 100km (based on Google Maps most direct route) then the mileage over 100km can be claimed at \$0.45 per km	Mileage less than 100km round trip is included in honorarium and cannot be claimed. If over 100km (based on Google Maps most direct route) then the mileage over 100km can be claimed at \$0.45 per km. none if less than 200km round trip
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided

LTOD Instructor

The chart below outlines all the particulars regarding instructor and co-instructor expense claim parameters for Small Sided Clinics. All instructors must be accredited. . Co-Instructors are required to attend the entire duration of the clinic.

	Lead Instructor
Account Code	#15395
Honorarium	\$100.00/instructor
Mileage	Mileage can be claimed at \$0.45/km
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided



Other Programs

Regional & Provincial Upgrading Program (RUG/PUG)

The chart below outlines all the particulars regarding instructor and co-instructor expense claim parameters for the RUG Program. Professional development opportunities – mileage only (\$0.45 per km) and lunch provided

	National Instructor	Provincial Instructor	Co-Instructor
Account Code	#15020 / #15030	#15020 / #15030	#15020 / #15030
Honorarium	\$750.00	\$600.00	\$21.88/hr per instructor up to max. of \$350.00
Mileage	Mileage less than 200km (total for the weekend) is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45 per km	Mileage less than 200km (total for the weekend) is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45 per km	Mileage less than 200km (total for the weekend) is included in honorarium and cannot be claimed. If over 200km (based on Google Maps most direct route) then the mileage over 200km can be claimed at \$0.45 per km none if less than 200km round trip
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided
Additional	Honorarium per individual session – classroom or practical up to a maximum of 2 hours at \$35.00/hour (to a maximum of \$105.00 per day)		

Assessment Program

The following charts below outline all the particulars regarding assessment expense claim parameters for the all assessment programs. Please note this document does not apply to district assigned assessments.

Assessments Assigned by Ontario Soccer

Account Code	#15340	Honorarium	\$90.00
Mileage	Mileage less than 50km is included in honorarium and cannot be claimed. If over 50km (based on Google Maps most direct route) then the mileage over 50km can be claimed at \$0.45 per km		
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.		
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided.		



Assessor Mentors

Account Code	#15340	Honorarium	\$50.00/mentored full game assessment
Mileage	Mileage can be claimed at \$0.45 per km		
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved		
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided		
Additional	Mentor report must be completed and filled with Ontario Soccer prior to expense being approved		

Assessor Evaluators

Account Code	#15340
Honorarium	\$20.00/written evaluation if submitted within time frame requested

Assessor at Futsal Cup

Account Code	#15340	Honorarium	\$50.00/assessment to a max. of \$200.00/day
Mileage	Mileage can be claimed at \$0.45 per km		
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved		
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided		
Additional	Carpooling is mandatory. Failing to comply will result in partial or non-coverage of the expense		

Ontario Soccer Special Education Programming & In-Service Training

These expenses relate to special education days prior to an event. For example: training day prior to Ontario Summer Games, Ontario Cup Finals and Canada Soccer events.

	National Lead Instructor	Provincial Lead Instructor
Account Code	Based on program	Based on program
Honorarium	\$375.00 (8 hour session) \$45.00/hr (hourly session)	\$300.00 (8 hour session) \$35.00/hr (hourly session)
Mileage	Mileage can be claimed at \$0.45/km	Mileage can be claimed at \$0.45/km
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved.



Accommodations	Accommodations may be provided if traveling over 200kms one way to a location with prior written approval from Ontario Soccer	Accommodations may be provided if traveling over 200kms one way to a location with prior written approval from Ontario Soccer
Additional	Carpooling is mandatory. Failing to comply will result in partial or non-coverage of the expense.	Carpooling is mandatory. Failing to comply will result in partial or non-coverage of the expense.

Professional Development instruction opportunities – mileage only

Other Non-Accreditation Instruction

(E.g. Coaches Pre-B and B License, Guest Instruction, etc.)

	National Lead Instructor	Provincial Lead Instructor
Account Code	Based on program	Based on program
Honorarium	\$45.00/hr	\$35.00/hr
Mileage	Mileage can be claimed at \$0.45/km	Mileage can be claimed at \$0.45/km
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved
Accommodations	Accommodations may be provided if traveling over 200kms one way to a location with prior written approval from Ontario Soccer	Accommodations may be provided if traveling over 200kms one way to a location with prior written approval from Ontario Soccer
Additional	Hours must be signed off by host prior to claiming expense. Instructors will expense Ontario Soccer and Ontario Soccer will invoice host, unless otherwise arranged	Hours must be signed off by host prior to claiming expense. Instructors will expense Ontario Soccer and Ontario Soccer will invoice host, unless otherwise arranged

Instructor Evaluators On-Site

Account Code	#7100-15060	Honorarium	\$20.00/hr – must evaluate between 2-4 hours.
Mileage	Mileage can be claimed at \$0.45 per km		
Meal Allowance	Meal allowance is included in your honorarium unless overnight or extensive travel is required and preapproved		
Additional	Written report is required		

Online Education Preparation & Facilitation

Account Code	#7100-15070	Honorarium	\$75.00/session
Additional	Prior approval from Ontario Soccer Required		



Provincial Appointments

Ontario Soccer reserves the right to refuse mileage and/or game fee payments, as listed below, if a match official does not arrive at the time required by the competition.

League1 Ontario & Reserves

Position	League	Game Fees
Lead Referee	League 1	\$125.00
Assistant Referees	League 1	\$65.00
Fourth Official	League 1	\$65.00
Lead Referee	League 1 Reserves	\$85.00
Assistant Referees	League 1 Reserves	\$55.00

The travel allowances apply to one vehicle per team of officials. All officials should travel together unless other arrangements are pre-sanctioned by Ontario Soccer or the Director of Officials.

Mileage	Mileage less than 100km cannot be claimed. If over 100km (based on Google Maps most direct route) then the mileage over 100km can be claimed at \$0.45 per km
Accommodations	Accommodations only with prior approval from Ontario Soccer staff in writing. Receipt must be provided. Each case will be handled on an individual basis

OUA Games

Position	Game Fees
Lead Referee	\$100.00
Assistant Referees	\$65.00
Fourth Official	\$65.00

Account Code	#15320
Mileage	Mileage can be claimed at \$0.41 per km. Distance will be calculated from the official's home address on RefCentre to the host university's soccer stadium
Parking	Parking expenses will be paid for all OUA non-conference and exhibition, regular season and playoff games, parking receipts are required.
Accommodations	Accommodations for games requiring overnight stays (i.e. Ottawa, Windsor, Sudbury, North Bay, and Sault Ste. Marie) are to be approved and booked by OUA upon request of the Ontario Soccer Match Official Development Department, Ontario Soccer Assigner or Designate. Match Officials must contact Luis Paredes, lparedes@ontariosoccer.net for hotel requests immediately upon accepting the game assignment.
Additional	Carpooling is mandatory



Meals Per Diems	For officials requiring overnight accommodations (i.e. Ottawa, Windsor, Sudbury, North Bay and Sault Ste. Marie) a per diem locked into the standard OUA rate will be paid. Per diems shall only be paid for OUA regular season and playoff games.
Daytime Game (e.g. 1:00 pm)	\$23 dinner + \$45 (\$10 breakfast, \$12 Lunch, \$23 dinner) = \$68
Evening Game (e.g. 7:00 pm)	- \$45 (\$10 breakfast, \$12 Lunch, \$23 dinner) + \$10 breakfast = \$55
Additional	Receipts are not required for this Per Diem. This amount is claimable automatically when you are assigned to a game that requires accommodation. Please ensure you enter this amount under FOOD on the online OUA Expense Form (RefCentre). If you are travelling over 200km one way to a game, with no accommodations, you may claim the appropriate meal.

Ontario Cup

2019 Qualifying Rounds

Age Group	Lead Referee	Assistant Referees
13	\$45.00	\$30.00
U14	\$55.00	\$40.00
U15	\$55.00	\$40.00
U16	\$55.00	\$40.00
U17	\$65.00	\$45.00
U18	\$65.00	\$45.00
U21	\$70.00	\$45.00
Senior M/F	\$70.00	\$50.00
Classics/Masters	\$70.00	\$45.00

2019 Semis & Finals

Age Group	Lead Referee	Assistant Referees
U13	\$45.00	\$30.00
U14	\$55.00	\$40.00
U15	\$55.00	\$40.00
U16	\$60.00	\$45.00
U17	\$65.00	\$45.00
U18	\$70.00	\$50.00
U21	\$85.00	\$55.00
Senior M/F	\$85.00	\$55.00
Classics/Masters	\$70.00	\$50.00

Account Code	#15370
Mileage	Game officials assigned to Ontario Cup Semi Final or Final games will receive mileage reimbursement of \$0.45/ km. For all other games there will be no mileage reimbursement.
Meal Allowance	Meal allowance is included in honorarium if travelling under 250kms round trip. Match officials travelling over 200kms one way shall be entitled to meal allowance as follows: Breakfast - \$10.00 / Lunch - \$12.00 / Dinner \$23.00. Alcohol cannot be expensed and detailed receipts must be provided.
Accommodations	Accommodation may be provided if traveling over 200km one way to a location, and game times require such (with prior written approval from the Ontario Soccer)
Additional	Carpooling is mandatory and will be strictly enforced. Failing to comply will result in partial or non-coverage of the expense.



Ontario Indoor Cup & Ontario Futsal Cup

Type	Game Fees
Ontario Indoor Cup	\$30.00 (One referee per game)
Ontario Futsal Cup	\$50.00 (Two referees per game)

Account Code	#7100-15370
Expenses	Expenses will be covered in accordance with Ontario Indoor Cup Competition Rules and Ontario Futsal Cup Competition Rules.

OASL

Age Group	Lead Referee	Assistant Referees
U9	\$30.00	N/A
U10	\$30.00	N/A
U11	\$35.00	\$20.00
U12	\$35.00	\$20.00
U13	\$45.00	\$30.00
U14	\$50.00	\$40.00
U15	\$55.00	\$40.00
U16	\$60.00	\$45.00

Expenses	Mileage over 50km round trip (based on Google Maps most direct route) can be claimed at \$0.45 per km to a maximum of \$50.00
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OPDL

Age Group	Lead Referee	Assistant Referees	4 th Official
U13	\$50.00	\$35.00	N/A
U14	\$55.00	\$35.00	N/A
U15	\$60.00	\$40.00	N/A
U17	\$65.00	\$45.00	\$45.00

Mileage	Mileage over 50km round trip (based on Google Maps most direct route) can be claimed at \$0.45 per km
Additional	Mentor assignors - \$2.00 per game assigned

OPDL Mentors & Scouts

Mileage	Mileage over 50km round trip (based on Google Maps most direct route) can be claimed at \$0.45 per km
Honorarium	Same as referee fees per game up to a maximum of \$50.00
Additional	Must complete Mentor report within 1 week



Fitness Test Program

FIFA HI-Test

Account Code	#7100-15330
Honorarium	See chart listed below
Mileage	Mileage can be claimed at \$0.45 per km
Additional	Carpooling is mandatory and will be strictly enforced. Failing to comply will result in partial or non-coverage of the expense

Number of Participants	Lead Supervisor	Assistant Supervisor
15 or less	\$150.00	N/A
16 - 30	\$200.00	\$75.00
31 +	\$250.00	\$125.00

District Fitness Test

Account Code	#7100-15330
Honorarium	\$75.00/district test supervised
Mileage	Mileage can be claimed at \$0.45 per km
Additional	Ontario Soccer will pay for maximum number of tests per district per season based on participant numbers. Supervisor is responsible for recruiting additional assistants and volunteers, or if out of home district, contacting DRC for assistance.

Fitness Leaders

Honorarium	\$35.00 per hour
Mileage	Mileage should be claimed at \$0.45 per km
Additional	Fitness Leaders will invoice their expenses to the party that has requested their services (ex. If a District requests their services, the Fitness Leader will invoice the District directly).

Assignors - Provincial Appointments

Account Code	#7100-15370
Honorarium	See chart listed below
Additional	No other expenses paid, all covered under scheduling fee

Type	Honorarium
OUA / OASL	\$5.50/game scheduled
OPDL / Ontario Cup	\$5.50/game scheduled
Ontario Indoor Cup (1 Official)	\$3.00/game scheduled



Ontario Futsal Cup (2 Officials)	\$4.00/game scheduled
Ontario Men's Futsal Cup (2 Officials)	\$5.00/game scheduled
Assessors	\$2.00/assessments assigned

Ontario Soccer Match Officials Development Committees & Sub-Committees

District Referee Coordinators (Workshop)

Account Code	#7100-15300
Mileage	Travel to and from event – District Responsibility
Meal Allowance	Meals - Lunch and breaks provided at workshop
Accommodations	Accommodations provided based on single occupancy by Ontario Soccer
Additional	Other meals – individual or District Responsibility

General Ontario Soccer Expense Policies

Meal Expenses

Please note that alcoholic beverages cannot be included in your expense. All claims must include the detailed copy of the receipt outlining the items purchased to be provided with reimbursement.

Type	Meal Allowance
Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$23.00

Travel Expenses

- No 407 ETR travel reimbursement without prior approval from Manager, Match Officials Development
- Traveling by air, bus or rail fare, cost economy (must be booked by Ontario Soccer Staff unless otherwise approved by Manager of Match Officials Development)
- Carpooling is mandatory. Failing to comply will result on partial or non-coverage of the expense



ONTARIO SOCCER
7601 Martin Grove Road, Vaughan ON L4L 9E4
905.264.9390 • ontariosoccer.net

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