

HOW TO CLAIM OPDL EXPENSES

REFCENTRE

1. Log in to your RefCentre account **WITHIN 30 DAYS** OF YOUR OPDL MATCH. (Please note the sooner you submit your expense claim the sooner you will receive payment and thus it is in your best interest to submit your claim immediately following game)
2. From your home screen select "PAYMENT" followed by "EXPENSES"
3. From the "Expenses" screen select the game you wish to submit expense for by clicking "VIEW"
4. Fill in all the appropriate boxes. See next section on how to properly fill in the boxes.

HOW TO CLAIM YOUR FEES

Game Fee

This section will automatically be filled in for you. You do not need to take any action with this box.

Mileage

YOU **CANNOT** CLAIM THE FIRST **50 KM travelled**. Mileage may only be claimed once if officiating more than game per day In order to claim the appropriate mileage please follow these steps.

1. Visit http://www.theopdl.com/Games_Venues.aspx and select the field at which you officiated.
2. Input your starting address (must be your home address on RefCentre)
3. Click "Get Driving Directions"
4. Directions from your house to the field will be produced in a new window through google maps. An example is provided below.
5. From the "Route Options" select to "Avoid" "Tolls". Toll routes such as the 407 are not considered for the purposes of determining mileage.
6. Of the available routes select the shortest route.
7. Multiply this distance by two to calculate the total distance that you would have traveled. FOR EXAMPLE if the distance between your address and the field is 64.2 km then the total distance traveled would be 128.4km
8. If this distance totals **50km OR LESS** you CANNOT CLAIM THE MILEAGE. If the mileage is greater than **50km** then you may claim all mileage over 50km. Input the mileage you are going to claim into the appropriate box on RefCentre. For example if the total distance traveled is 128.4km then you may claim 78.4km (128.4 – 50 = 78.4). Input this amount in the field titled "The amount of Km's to be claimed".



Parking

You may claim parking if you submit a receipt. You may email a scanned copy of the receipt to kdiperna@ontariosoccer.net with the DATE, NAME and GAME # included in the email. Retain the original receipt until you have been paid. Input the amount in the "OTHER" box.

Submit

Once you have completed filling in all the appropriate boxes simply click "SUBMIT".

TIMELINES

Payment can take between 4 to 6 weeks from the time your claim is processed. If you have direct deposit with Ontario Soccer you will receive payment more quickly. If you do not have direct deposit set up then a cheque will be mailed to your address on RefCentre which will take longer.

If you wish to set up direct deposit with Ontario Soccer fill out the Direct Deposit Form and submit it along with a void cheque to finance@ontariosoccer.net.

PROCESSING

Please allow 30 days for payment processing.

Thanks for following these steps and have a great season.



Play. Inspire. Unite.

