



Match Officials Development

Expense Claim Policies

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Contents

- General Information** 3
- Claiming Expenses on RefCentre** 3
- Claiming Expenses via Email** 3
- Mileage** 4
- Travel Expenses** 4
- Meal Allowance** 4
- Accommodation** 4
- Accreditation & Re-Accreditation Programs** 5
- Small Sided Game Course 5
- Entry Level Course 5
- Assessment Program** 6
- Assessor / Instructor Accreditation Courses 6
- Assessor / Instructor Re-Accreditation Courses 6
- Assessments Assigned by Ontario Soccer 7
- Assessor Mentors 7
- Assessor Evaluators 7
- Assessor at Futsal Cup 7
- Instructor Program** 8
- Instruction for Regional Upgrading Program (RUG) & Provincial Upgrading Program (PUG) 8
- Long Term Officials Development Event 8
- Fitness Test Programs** 9
- FIFA HI-Test 9
- District Fitness Test 9
- Special Education & In-Service Training** 10
- Ontario Soccer Match Official Development Meetings** 10
- District Referee Coordinators (Workshop) 10



General Information

- Original receipts are required for any claims. Please ensure your name and the event/clinic # is on the receipt. OUA & OCAA do not require original receipts for per diems, but they do require receipts for parking claims.
- The receipt provided must be the actual itemized receipt. We cannot accept signature or debit/credit receipts or bank/credit card statements.
- If you use a gift 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.
- Invoices submitted with an HST number will not be allowed the HST component.

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 honorariums shall be claimed directly on RefCentre. When required, receipts can be submitted by email (matchofficials@ontariosoccer.net).

To claim expenses, click on “Expense Form” under the “Instructor” tab in your RefCentre Account.

Claiming Expenses via 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)
- Amount claimed (automatically calculated by form)
- Receipts when required

Claim forms must be sent by email. Please ensure to use the current master copy of the Payment Requisition Form found under the Finance Documents header of the [Match Official Forms webpage](#). All forms must be signed and dated. If you have elected to be paid through the Invoice Method, you will need to submit an invoice instead.

Failing to complete the form in its entirety can result in delay of payment.



Mileage

Unless otherwise stated, all mileage will follow the below.

Mileage less than 50km round trip is included in the honorarium and cannot be claimed. If over 50km (most direct route based on Google Maps), then the mileage over 50km can be claimed at \$0.55 per km.

No 407 ETR travel reimbursement will be approved, without prior approval from Manager, Match Officials Development.

Carpooling is mandatory. Failing to comply will result in partial or non-coverage of the expense.

Travel Expenses

Traveling by air, bus, or rail, fare will be economy (must be booked by Ontario Soccer Staff unless otherwise approved by Manager, Match Officials Development).

Meal Allowance

Unless otherwise stated, all meal allowances will follow the below.

Meal allowance is included in your honorarium unless overnight or extensive travel is required and pre-approved.

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

Type	Meal Allowance
Breakfast	\$12.50
Lunch	\$17.50
Dinner	\$30.00

Accommodation

Accommodations will only be reimbursed with prior approval from the Manager, Match Officials Development in writing. The receipt must be provided.



Accreditation & Re-Accreditation Programs

Small Sided Game Course

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.

Length: 7 Hours

	Provincial Development Officer	Lead Instructor	Co-Instructor
Honorarium	\$305.00	\$305.00	\$260.00
Mileage	Please review Mileage		
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development		
Accommodations	Please review Accommodation		

Entry Level Course

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.

Length: 8 Hours

	Provincial Development Officer	Lead Instructor	Co-Instructor
Honorarium	\$350.00	\$350.00	\$300.00
Mileage	Please review Mileage		
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development		
Accommodations	Please review Accommodation		



Assessment Program

The charts below outline all the particulars regarding the assessment expense claim.

Please note this document does not apply to District-assigned assessments.

Assessor / Instructor Accreditation Courses

Length: 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. The Co-Instructor(s) must be a Provincial Level Instructor.

	National Instructor	Provincial Instructor
Honorarium	\$750.00	\$600.00
Mileage	Please review Mileage	
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development	
Accommodations	Please review Accommodation	

Assessor / Instructor Re-Accreditation Courses

Length: 8 Hours

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

	National Instructor	Provincial Instructor
Honorarium	\$375.00	\$300.00
Mileage	Please review Mileage	
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development	
Accommodations	Please review Accommodation	



Assessments Assigned by Ontario Soccer

Honorarium	\$100.00
Mileage	Please review Mileage
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development
Accommodations	Please review Accommodation

Assessor Mentors

Honorarium	\$60.00/mentored full game assessment
Mileage	Please review Mileage
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development
Accommodations	Please review Accommodation
Additional	Mentor report must be completed and filed with Ontario Soccer before expense is approved

Assessor Evaluators

Honorarium	\$20.00/written evaluation if submitted within time frame requested
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Assessor at Futsal Cup

Honorarium	\$55.00/assessment to a max. of \$220.00/day
Mileage	Please review Mileage
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development
Accommodations	Please review Accommodation



Instructor Program

Instruction for Regional Upgrading Program (RUG) & Provincial Upgrading Program (PUG)

The chart below outlines all the particulars regarding Instructor and Co-Instructor expense claim parameters for the RUG Program.

	National Instructor	Provincial/Regional Instructor	Co-Instructor
Honorarium	\$750.00	\$600.00	\$500.00
Mileage	Please review Mileage		
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development		
Accommodations	Please review Accommodation		
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)		

Long Term Officials Development Event

Length: 4 Hours

The chart below outlines all the particulars regarding Instructor and Co-Instructor expense claim parameters for LTOD. All Instructors must be accredited. Co-Instructors are required to attend the entire duration of the clinic.

	Provincial Development Officer	Lead Instructor	Co-Instructor
Honorarium	\$200.00	\$200.00	\$150.00
Mileage	Please review Mileage		
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development		
Accommodations	Please review Accommodation		



Fitness Test Programs

FIFA HI-Test

Honorarium	See chart listed below
Mileage	Please review Mileage

Number of Participants	Lead Supervisor	Assistant Supervisor
15 or less	\$175.00	N/A
16 - 30	\$225.00	\$100.00
31 +	\$275.00	\$150.00

District Fitness Test

Honorarium	\$85.00/District test supervised
Mileage	Please review Mileage
Additional	Ontario Soccer will pay for maximum number of tests per District per season based on participant numbers. The supervisor is responsible for recruiting additional assistants and volunteers, or if out of home district, contacting DRC for assistance.



Special Education & In-Service Training

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

	National Instructor	Provincial Instructor
Honorarium	\$375.00 (8 hour session) \$45.00/hr (hourly session)	\$300.00 (8 hour session) \$35.00/hr (hourly session)
Mileage	Please review Mileage	
Meal Allowance	Please review Meal Allowance ; meals will only be accepted with approval from the Manager, Match Officials Development	
Accommodations	Please review Accommodation	

Assignors Provincial Appointments

Honorarium	See chart listed below
Additional	No other expenses paid, all covered under the scheduling fee

Type	Honorarium
OUA & OCAA	\$7.00/game scheduled
OPDL / Ontario Cup	\$7.00/game scheduled
Ontario Indoor Cup (1 Official)	\$4.00/game scheduled
Ontario Futsal Cup (2 Officials)	\$6.00/game scheduled
Assessors	\$4.00/assessments assigned

Ontario Soccer Match Official Development Meetings

District Referee Coordinators (Workshop)

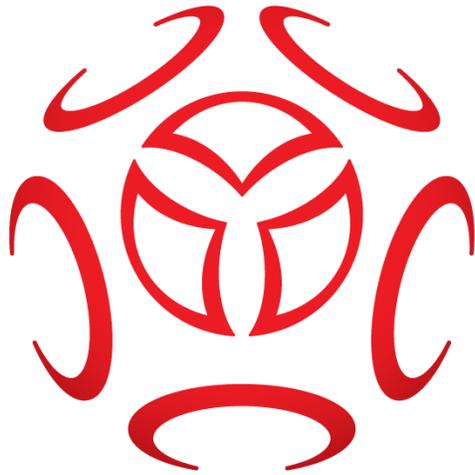
Mileage	Travel to and from the event – District Responsibility
Meal Allowance	Meals - Lunch and breaks provided at workshop.
Additional	Other meals – individual or District Responsibility



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