



Match Officials Development

Expense Claim Policies

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(Supersedes all previous copies)

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General Information

- Original receipts are required for any claims. Please ensure your name and the event/clinic # is on the receipt. OUA does not require original receipts for per diems, but it does require receipts for parking claims.
- The receipt provided must be the itemized receipt. We cannot accept signature or debit/credit receipt 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

OPDL/I-Model C1/Ontario Cup Semis & Finals/OUA/OCAA Game Match Officials

Please visit the new Payment Protocol outlining the expense claim process for these leagues. It can be found under the Finance Documents of the [Match Official Forms webpage](#).

Claiming Expenses not on RefCentre

Forms must be fully completed with:

- Information of the person claiming the expense
- Date of the event
- Details of expense (location, game/course number)
- Amount claimed (automatically calculated by form)
- Receipts when required

Claim forms must be completed through Jotform. The Payment Requisition Jotform is located under the Finance Documents header of the [Match Official Forms webpage](#). 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. Please note, the GL Code section is to be left blank for Ontario Soccer staff to fill.

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 \$0.60 per km.

No 407 ETR travel reimbursement will be approved, without prior approval from Manager, Officiating.

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, cost economy (must be booked by Ontario Soccer Staff unless otherwise approved by Manager, Officiating)

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	\$15.00
Lunch	\$20.00
Dinner	\$35.00

Accommodation

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

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.

OUA Games

Position	Game Fees
Referee	\$120.00
Assistant Referee	\$85.00
Fourth Official	\$85.00

Mileage	Mileage is payable to the on-field referee and can be claimed at \$0.50 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 (send to matchofficials@ontariosoccer.net).
Accommodations	Accommodations for games requiring overnight stays (i.e. 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 Assignor or Designate. Match Officials must contact the Ontario Soccer Match Officials Team, matchofficials@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. 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)	\$26 dinner + \$50 (\$11 breakfast, \$13 Lunch, \$26 dinner) = \$76
Evening Game (e.g. 7:00 pm)	\$50 (\$11 breakfast, \$13 Lunch, \$26 dinner) + \$11 breakfast = \$61
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.

OCAA Games

Position	Game Fees
Referee	\$120.00
Assistant Referee	\$85.00
Fourth Official	\$85.00

Mileage	Please review Mileage
Parking	Parking expenses will be paid for all OCAA regular season and playoff games, parking receipts are required (send to matchofficials@ontariosoccer.net).
Accommodations	Accommodations for games requiring overnight stays are to be approved and booked by OCAA upon request of the Ontario Soccer Match Official Development Department, Ontario Soccer Assigner or Designate. Match Officials must contact the Ontario Soccer Match Officials Team, matchofficials@ontariosoccer.net for hotel requests immediately upon accepting the game assignment.
Additional	Carpooling is mandatory
Daytime Game (e.g. 1:00 pm)	\$23 dinner + \$45 (\$10 breakfast, \$12 Lunch, \$23 dinner) = \$68.00
Evening Game (e.g. 7:00 pm)	\$45 (\$10 breakfast, \$12 Lunch, \$23 dinner) + \$10 breakfast = \$55.00
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 OCAA 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 Semi-Finals & Finals

Age Group	Referee	Assistant Referees
U13 & U14	\$65.00	\$50.00
U15	\$70.00	\$55.00
U16	\$75.00	\$60.00
U17 & U18	\$80.00	\$65.00
U21, Senior M/F	\$100.00	\$70.00
Classics/Masters	\$85.00	\$65.00

Mileage	Game officials assigned to Ontario Cup Semi-Final or Final , please review Mileage For all other games, there will be no mileage reimbursement.
Meal Allowance	Meal allowance is included in the honorarium if traveling under 200km round trip. Match Officials traveling over 200km one way shall be entitled to a meal allowance of \$17.50. 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 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 (One Referee Per Game)	U13, 14 & 16: \$30.00 per game U18: \$35.00 per game
Ontario Futsal Cup (Two Referees Per Game)	U13, 14 & 16: \$30.00 per game U18: \$35.00 per game Men & Women: \$40.00 per game

Mileage	Game officials assigned to Ontario Cup Semi-Final or Final , please review Mileage For all other games, there will be no mileage reimbursement.
Meal Allowance	Meal allowance is included in the honorarium if traveling under 200km round trip. Match Officials travelling over 200km one way shall be entitled to meal allowance of \$15.00. Alcohol cannot be expensed and detailed receipts must be provided.

OPDL

Age Group	Referee	Assistant Referee / 4th Official
U13	\$65.00	\$50.00
U14	\$70.00	\$55.00
U15	\$70.00	\$55.00
U16	\$75.00	\$60.00
U17	\$80.00	\$65.00

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

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