

2016 EXPENSE FORM GUIDELINES - UMPIRES

PLEASE READ THIS BEFORE COMPLETING YOUR EXPENSES' CLAIM FORM

The daily allowance value is set on an annual basis by Verohallinto (Finnish Tax Administration FTA), **NOT** by the FCA

This is an official **FTA** document and must be completed **correctly**, or no payment will be made.

Correctly means **claimant's** full name, Finnish ID number (henkilötunnus - HETU) bank IBAN and correct Match and team references must all be completed. This includes date of the match you umpired **as well** as the starting and ending times of your trip to umpire (from/back to your home for example). To claim the full daily allowance, your trip **must** have taken at least 10 hours, as shown on your claim form; between 6 and 10 hours justifies a half-day allowance (as shown on the form itself).

The **claimant** must be an **individual** person, not an organisation - we must have personal forms and not "club collective" forms as each one needs to be reported by FCA to the **FTA** under each individual HETU (though you can decide to pay to your club bank account if you so wish, but still your personal details are a must).

The **claimant's** personal VALO licence number must be completed in cell M10 (this is the number you receive when you registered your personal license in April); and again it must be an **individual's** number not a collective team licence.

Forms for each calendar year's league games must be submitted by **latest** 31st October of the same year; late claims will not be accepted. Travel compensation is **always** the equivalent value of the cheapest form of public transport (see VR/HSL references for ticket prices), even if you decide to travel by car.

Incomplete or unsigned forms will be ignored from 2013 onwards, as we do not have the resources to return and chase discrepancies when in excess of 250 forms each year!

Umpire payments will be made in one collective batch during the last 2 months of the calendar year in order to minimise administration time and costs.

Not submitting an expenses' claim form will not result in any penalty to the individual or club, but it is a case of "**no form, no payment**"

The excel form should be **completed electronically – not by hand**.

If you have a scanned signature, once you have completed the form it can be emailed [HERE](#) or posted to the FCA Pasila office with travel receipts if outside of the Helsinki Metropolitan & Kerava areas. Alternatively, print it off, sign and scan and email/post it.