



KRIKETTILIITON VIRALLINEN YHTEISTYÖKUMPPANI
OFFICIAL PARTNER OF CRICKET FINLAND



2017 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. *For 2017 the tax-free volunteer full daily allowance is 41€ and half-day 19€.* The claim form is an official **FTA** document and must be completed **correctly**, or no payment can be made.

Correctly means **claimant's** full name, Finnish ID number (henkilötunnus - HETU) bank IBAN and correct SM-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 as well as the route taken to/from the match (from/back to your home address 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 (this is also 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 still decide to pay to your club bank account if you so wish, but still your personal details must be entered).

Travel compensation is **always** the equivalent value of the cheapest form of public transport (see VR/HSL/Onnibus references for ticket prices). **Please note, if you decide to travel by car, then there is never any compensation for personal petrol invoices or KM-allowances.** For bus or train tickets relating to travel outside of the Greater Helsinki/Kerava region, you must attach ticket receipts with your claim forms (**this is another FTA requirement, so no receipt=no payment**); to save cost with all intercity travel, please try to travel in the first instance using ONNIBUS, as these usually have the cheapest tickets. Or better still, catch a ride with one of the teams travelling!

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. **It has been standard practice since 2013 that incomplete or unsigned forms have been ignored**, as we do not have the resources to return and chase discrepancies when we receive a huge volume of forms each year! So if in doubt, then please ask in advance of sending.

Umpire payments will be made in one collective batch during the last month 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 2017 excel form must be **completed electronically – not by hand. Forms from previous years will not be accepted!** The correct expense form is available to download from the FCA website here: <http://www.cricketfinland.com/umpiring.html>

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 or post it.

28.2.2017

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