



**WEST
HOCKEY**

GMS How to Guide

Claim Expenses.

Log on to GMS.

Make sure that you have entered the appropriate mileages for each of the matches for which you wish to claim.

Click "Submit Expenses" and choose "England Hockey – West", then "Submit".

Simon Milford Logout Clear Cookies Archive England Hockey - South Central Submit

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Check that the entries are correct (go back and edit them if they aren't) then click "Submit"

Date	Name	Area	Setback	Quotest	Fuel	Other	Total	Not claiming	Claiming
02-09-2021	Wycombe 1	Army HA (Under 25) 1	53.2	0.000	£17.02	£0.00	£17.02	£0.00	<input checked="" type="checkbox"/>
04-09-2021	Wycombe 1	Eastcote 1	53.2	0.000	£17.02	£0.00	£17.02	£0.00	<input checked="" type="checkbox"/>
07-09-2021	Maidenhead 1	Reading 2	32.0	0.000	£31.20	£0.00	£31.20	£0.00	<input checked="" type="checkbox"/>
11-09-2021	Southampton 1	Goldfrod 1	109.2	0.000	£30.32	£0.00	£30.32	£0.00	<input checked="" type="checkbox"/>
16-09-2021	Marlow 2	Wycombe 1	41.0	0.000	£14.36	£0.00	£14.36	£0.00	<input checked="" type="checkbox"/>
18-09-2021	Soaring 1	Harnay 1	39.8	0.000	£13.93	£0.00	£13.93	£0.00	<input checked="" type="checkbox"/>
25-09-2021	Amanham & Chalfont 1	Winchester 1	31.0	50.00	£10.85	£0.00	£10.85	£0.00	<input checked="" type="checkbox"/>
25-09-2021	Marlow 1	Maidenhead 1	31.0	0.000	£10.85	£0.00	£10.85	£0.00	<input checked="" type="checkbox"/>
Other expenses: Total mileage for 2 games was 62 miles - split into 31 for each game									
09-09-2021	Bye	TBC 1 Female	60.0	0.000	£0.00	£0.00	£0.00	£0.00	<input checked="" type="checkbox"/>
17-09-2021	Cherwell College Girls	Charterhouse School Girls U18	30.0	0.000	£31.50	£0.00	£31.50	£0.00	<input checked="" type="checkbox"/>
19-09-2021	Banbury 2	Banbury 1	44.0	0.000	£15.40	£0.00	£15.40	£0.00	<input checked="" type="checkbox"/>

By submitting this claim I am confirming that this is a true record of my expenses incurred in attending the above games and that I am entitled to make such a claim.

Submit

Developed in association with South Central Hockey