

## London Area – A Guide to Claiming Officials' Expenses

The current GMS screen is shown below. The arrowed text is to help you determine which components of your claim go into which box and the format/s to use which result in less 'audit' checks and more readily paid claims!

### Appointments - Amend



Save

Reset

Discard

Fixture	[Redacted]
Fixture id	[Redacted]
Competition	[Redacted]
Official	[Redacted]
Not claiming	<input type="checkbox"/>
Total distance claimed	<input type="text" value="0.0"/>
Claim from	<input type="text" value="England Hockey - London"/>
Fuel	£0.00
Other expenses £	<input type="text" value="0.00"/>
Maximum other expenses £	100
Total claim £ 0.00	
Other expenses/notes	<input type="text"/>

Save

Reset

Discard

We prefer you to claim and donate your expenses rather than tick this box

ONLY enter car mileage here – usually the route from home/origin to venue and back (delete / change as needed any system generated value)

Enter sum of the other expenses/notes entered for this trip (the notes should add to the total entered!)

Example entries in text box:

- [National Rail Station A – Station B \(return/single\) £x.yy](#)
- Oyster Travelcard / PAYG Zones / Stations £x.yy
- Car share: who, how far @5p = £x.yy
- Two wheels: mileage @20p = £x.yy
- Coffee / Drink – up to £2.50
- Food if not provided – up to £5.00
- Kit & Clothing £3.00
- Other – ULEZ, Hire, Parking (see following table for more) £x.yy

When you submit a claim (say at Xmas), at the bottom of all your entered fixture claims, there is an option to enter some or all as a donation to the Area. The amount received will reduce accordingly

Multiple appointments on same day: divide the total costs appropriately but rather than repeat notes – cross reference to first Fixture id or Fixture (but enter relevant values in mileage and other expenses!)

For example: 2 appointments: total mileage 60, other costs £14. Make 1 set of notes in the first fixture, enter 30 and £7 for EACH appointment and enter cross-reference to first fixture in second notes box (the notes will NOT sum to the amount in the box in this case)

[The examples in blue need receipts or statements kept / uploaded / retained for audit \(e.g. mobile phone photo\)](#)

Description	Details	Receipt/ Verification Requirements	Rate
Travel mileage	Car (whether owned, rented, hired, e.g. Car Club)	Mileage to be entered based on online Maps info	30p
	Car Share – per passenger	Add named sharer/s	5p
	MotorBike, Scooter (whether owned, rented or hired)	Hire costs: By exception, (e.g. own vehicle unavailable), Hire receipts to be scanned and uploaded	20p
	Bicycle (whether owned, rented or hired)		20p
Public Transport	National Rail, Transport for London, Oyster, Travelcard or similar	Scan and Upload National Rail tickets	As incurred but expected to be not more than £13.90
	Note: an off-peak TfL Day Travelcard for Zones 1-6 is £13.90 currently	Detail zones or start and end stations/ points for Travelcard	
Travel Costs Not Paid	Speeding, Parking or Other Motoring or Driving Fines		Not Paid
	Parking Zone Charges – if unavoidable and Club cannot organise free parking	Scan and upload receipt or take copy of SMS (e.g. RingGo)	By Exception
Other London Travel Expenses	Congestion Charging Zone & ULEZ – (summarise reasons in notes)	Scan and Upload charge / statement (may be used to cover multiple journeys in one upload)	Exceptional circumstances
	Dart Charge		Not paid (covered in mileage)
Food & Drink	A fixed allowance for pre or post-match drinks or refreshments	No receipt required	Up to £2.50
	Food: claimable at the official's option and where club hospitality is unavailable or impractical	Scan and Upload relevant receipt / charge	Up to £5
Kit & Clothing	To cover clothing, radios and umpiring equipment	No receipt required	£3