



Claiming Expenses

The HHUA website works on a database system. You have to enter your Match Feedback after every appointed game you umpire. If you did not umpire an appointed game DO NOT enter your match feedback and contact the appointments secretary.

Mileage

HHUA will pay mileage expenses at the approved HMRC rate (currently 25p per mile) plus an additional 5p per mile for a passenger and for undertaking double appointments. This avoids any tax liabilities. Mileage claimed should be based on the google maps mileage from your home postcode to the ground (or actual journey if less) which is shown when you input your feedback. It is expected that your claim will be close to that figure! Additional mileage can be added to go to a different location for refreshments or because of road closures/accidents etc, in which case please add a note in the expense claim box to explain. Any significant variation in the claim may be 'disputed' by the Treasurer and an explanation requested. Failure to respond will result in the google mileage being applied.

'Claiming' Expenses:

In order for the Treasurer to process the expense claim you need to physically 'claim' the amount you have earlier notified. You do this by clicking the 'Claim Expenses' button on your page in your personal area. This takes you to a page titled:

Expenses Claim Input form for (name)

For example:

Date(s)	Event	Return Mileage	Mileage Claim	Other Costs	Total Claim	Date Entered	Date Claimed	Date Paid
16 to 17/08/08	Club Friendlies - No Availability (Men) - Southampton v @ Southampton Sports Centre	0	0.00	0.00	0.00	17/08/08	05/12/08	11/12/08
20/09/08	Club Friendlies (Men) - Andover v Salisbury @ John Hanson School	120	27.60	0.00	27.60	25/09/08	05/12/08	11/12/08
06/10/08	Hampshire Indoor Umpires (Mixed) @ Fleming Park	14	3.22	0.00	3.22	07/10/08	05/12/08	11/12/08
08/10/08	Schools (Men) - Peter Symond's College v Havant College @ Southampton Sports Centre	20	4.60	0.00	4.60	13/10/08	05/12/08	11/12/08
15/10/08	British Universities (Men) - University of Portsmouth v St. George's Hospital Medical School @ University of Portsmouth	62	14.26	0.00	14.26	17/10/08	05/12/08	11/12/08
20/10/08	Hampshire Indoor Umpires (Mixed) @ Fleming Park	14	3.22	0.00	3.22	21/10/08	05/12/08	11/12/08
22/10/08	British Universities (Men) - Bournemouth University v Southampton University 2 @ Chapel Gate (Near Airport)	70	16.10	0.00	16.10	23/10/08	05/12/08	11/12/08
27/10/08	Hampshire Indoor Umpires (Mixed) @ Fleming Park	14	3.22	0.00	3.22	29/10/08	05/12/08	11/12/08
05/11/08	British Universities (Men) - Southampton Solent University v University of Plymouth 2 @ Trojans Club	14	3.22	0.00	3.22	08/11/08	05/12/08	11/12/08
09/11/08	English Hockey Competitions (Women) - Aldershot and Farnham v Maidenhead @ Heath End School	90	20.70	0.00	20.70	09/11/08	05/12/08	11/12/08
10/11/08	Hampshire Indoor Umpires (Mixed) @ Fleming Park	14	3.22	0.00	3.22	12/11/08	05/12/08	11/12/08
12/11/08	British Universities (Women) - University of Portsmouth v Chichester University @ University of Portsmouth	31	8.68	0.00	8.68	12/11/08	05/12/08	11/12/08
12/11/08	British Universities (Men) - University of Portsmouth v Kent University @ University of Portsmouth	31	8.68	0.00	8.68	12/11/08	05/12/08	11/12/08
14/11/08	Hampshire S&Y U18 Girls Tournament (Women) @ Fleming Park	14	3.22	0.00	3.22	16/11/08	05/12/08	11/12/08
17/11/08	Hampshire Indoor Umpires (Mixed) @ Fleming Park	14	3.22	0.00	3.22	17/11/08	05/12/08	11/12/08
21/11/08	Hampshire S&Y U16 Girls Tournament (Women) @ Fleming Park	0	0.00	0.00	0.00	21/11/08	05/12/08	11/12/08
23/11/08	Junior County (Men) @ Wellington Sports Ground	14	3.22	0.00	3.22	23/11/08	05/12/08	11/12/08
26/11/08	British Universities (Women) - Southampton University v University of West of England @ Wide Lane	10	2.80	0.00	2.80	27/11/08	05/12/08	11/12/08
26/11/08	British Universities (Men) - Southampton University v UWIC @ Wide Lane	10	2.80	0.00	2.80	27/11/08	05/12/08	11/12/08
01/12/08	Hampshire Indoor Umpires (Mixed) @ Fleming Park	14	3.22	0.00	3.22	02/12/08	05/12/08	11/12/08
02/12/08	English Hockey Competitions (Men) - Peter Symond's College Under 18 v Worcester College @ Southampton Sports Centre	20	4.60	0.00	4.60	02/12/08	05/12/08	11/12/08

03/12/08	British Universities (Women) - University of Portsmouth v Brunel University @ University of Portsmouth	62	14.26	0.00	14.26	03/12/08	05/12/08	11/12/08
08/12/08	Hampshire Indoor Umpires (Mixed) @ Fleming Park	14	3.22	0.00	3.22	08/12/08		
15/12/08	Hampshire Indoor Umpires (Mixed) @ Fleming Park	14	3.22	0.00	3.22	21/12/08		
					160.50			
					Amount Outstanding			6.44

This shows all the matches and events umpired so far this season and the expenses incurred. As you can see, most have already been claimed. The outstanding amount shows what has not yet been claimed. This table also shows when claims have been made and the date that they have been paid to you.

At the bottom of the page is where you can claim your outstanding expenses.

All members are reminded that it costs the Association money as well as time and effort each time an expense claim is paid. Each member is different in terms of personal circumstances, but please only claim as frequently as you need the expenses to be reimbursed.

Amount of Claim	6.44
Donations to HHUA	0
Donations to Claire Wilkinson Trust Fund	0
Donations to McIlldowie Fund	0

Claim Outstanding Expenses

WARNING: You will be unable to make a claim if you have outstanding Match Feedbacks'!

The system will also automatically pay your Subscription for the next season if you haven't already done so and will deduct any amounts owing for clothing and other shop items. Any other amounts entered in the relevant boxes are deducted from your expense claim.

Once you are happy with the amounts to be claimed and donated you confirm your instructions by clicking on the 'Claim Outstanding Expenses' button and your claim will be displayed on the web page.

You may claim whenever you need, normally mid-season and season end, but not too often please.

Settling the Claim:

The Treasurer will now be in a position to settle the claim. If you click on the 'View Expenses' button you will be able to see when the claim has been paid.

You must make your final claim for the season asap after your last appointment in order that the Treasurer can complete the accounts for the Financial Year End so that the Treasurer knows what expenses are due prior to the AGM.