

## Claiming Expenses

### General

NLDRFURS has increased the rate per mile for fixture travel expenses to 45p/mile. Travel to Training events is set at 22.5p/mile. These are in line with the current RFU Rates.

All expenses are associated with either an appointment to a fixture or to an event which you have attended.

When linked to an Event, the organiser of that event determines whether or not expenses can be claimed for attendance, and you can only claim if the organiser records your attendance on WTR. If you have attended an event but are unable to claim for it, **please contact the organiser** to mark your attendance.

The system automatically calculates the quickest distance between your home address (or point of entry for out of area refs) and the venue. You can adjust this but if you do please add an explanatory note.

### Claim details

The processing of Expenses is in two distinct stages:

- Record your expenses details against the Appointment/Event record
- Submit the details of claims that have not previously been submitted

If you are choosing NOT to make an expense claim for a particular Appointment, then you should still edit the Appointment record and tick the Not Claiming box to indicate to the Treasurer that you will not be claiming.

You would do this for example if you have been picked up by a colleague or you have two appointments on the same day at the same venue, or maybe you simply do not wish to claim the funds from NLDRFURS.

You may also choose to make a donation to NLDRFURS, to do this you should process the claim in the normal way but when submitting the claim you can input the amount you wish to donate.

Expenses can be claimed from the 1<sup>st</sup> of the month and can include any unclaimed expenses for the preceding 3 months.

## Fixture expenses

To process each fixture expense use the Appointments filter to get a list of your appointments.

### Appointments - View

From date: (clear) 26-06-2018 Team: All teams Month: All months Contact: (All/Me) JOHNSON, Chris Show others: Show events:

To date: Competition: All competitions Contact type: All contact types Organisation: (All) Notts Lincs Derby Grade: All grades

[Reset](#) [Find](#)



Date	Action	Time	Level	Competition/Event	Home Team	Away Team	Official/Contact Type	Status	Reports	Expenses
23-08-2018		19:30	7	NLD Friendly	<a href="#">Chesterfield Panthers I</a>	<a href="#">Dronfield I</a>	JOHNSON, Chris (Referee)	✓		2.61 <a href="#">Edit</a>
26-08-2018		14:00	5	NLD Friendly	<a href="#">Nottingham RFC Academy</a>	<a href="#">Leicester Tigers U19</a>	JOHNSON, Chris (AR 1)	✓		26.46 <a href="#">Edit</a>
01-09-2018		15:00	8	NLD Colts	<a href="#">Ashbourne U18/Colts</a>	<a href="#">Coalville U18/Colts</a>	JOHNSON, Chris (Referee)	✓		20.61 <a href="#">Edit</a>
08-09-2018		14:15	6	NLD Schools	<a href="#">Trent College I</a>	<a href="#">Bishop Vesev's GS I</a>	JOHNSON, Chris (Referee)	✓		27.18 <a href="#">Edit</a>
15-09-2018		15:00	6	Midlands 1 East	<a href="#">West Bridgford I</a>	<a href="#">Leighton Buzzard 1st</a>	JOHNSON, Chris (Referee)	✓		29.43 <a href="#">Edit</a>
16-09-2018		15:30	10	NLD Youth	<a href="#">Buxton U17</a>	<a href="#">Sheffield U17</a>	JOHNSON, Chris (Referee)	✓		20.43 <a href="#">Edit</a>
22-09-2018		11:00	7	NLD Schools	<a href="#">Mount St Mary's College I</a>	<a href="#">Hymers College</a>	JOHNSON, Chris (Referee)	✓		13.50 <a href="#">Edit</a>
06-10-2018		14:30	9	NLD Schools	<a href="#">Worksoo College U17</a>	<a href="#">Trent College II</a>	JOHNSON, Chris (Referee)	✓		
13-10-2018		14:00	7	NLD Friendly	<a href="#">Derby II</a>	<a href="#">Leicester Lions 2</a>	JOHNSON, Chris (Referee)	✓		
14-10-2018		14:00	10	NLD Youth	<a href="#">Buxton U17</a>	<a href="#">Ashbourne U17</a>	JOHNSON, Chris (Referee)	✓		
27-10-2018		15:00	7	Midlands 2 East (North)	<a href="#">Lincoln I</a>	<a href="#">Ashby I</a>	JOHNSON, Chris (Referee)	✓		
28-10-2018		13:00	7	NLD Colts	<a href="#">Scunthorpe Colts</a>	<a href="#">Spalding U18/Colts</a>	JOHNSON, Chris (Referee)	✓		
04-11-2018		13:00	7	Yorkshire Colts League	<a href="#">Scunthorpe Colts</a>	<a href="#">Sheffield U19</a>	JOHNSON, Chris (Referee)	✓		

Number of rows output 13

For each appointment that expenses are claimable you can click the 'edit' link on the right.

Accept or modify the calculated distance to be claimed, it is processed at 45p per mile. If you need to claim additional expenses (e.g. Dunham Bridge Toll) please add the amount in the Other expenses box and add an explanatory note

### Appointments - Amend



Fixture:	16-09-2018 Buxton U17, Sheffield U17
Contact:	Chris Johnson (NLD) as Referee
Not claiming	<input type="checkbox"/>
Quickest route:	45.4 (Return route from <a href="#">S40 1HJ</a> to <a href="#">SK17 9PX</a> ) <a href="#">Route</a>
Distance claimed	<input type="text" value="45.4"/>
Fuel Claim £	<input type="text" value="20.43"/>
Other expenses £	<input type="text" value="0.00"/>
<b>Total claim £:</b>	20.43
Other expenses/notes	<input type="text"/>



Remember to save the expense record!

## Event Expenses

To claim expenses for an event such as a training meeting, again use the 'Appointments' filter and additionally check the 'Show Events' box then 'Find'

### Appointments - View

From date: (clear) 26-06-2018 Team: All teams Month: All months Contact: (All) (Me) JOHNSON, Chris Show others:  Show events:   
To date: Competition: All competitions Contact type: All contact types Organisation: (All) Notts Lincs Derby Grade: All grades  
[Reset](#) [Find](#)

Date	Action	Time	Level	Competition/Event	Venue	Postcode	Official/Contact Type	Status	Reports	Expenses
26-06-2018		19:00	Notts Lincs Derby	<a href="#">June 2018 Committee Meeti...</a>	Mansfield	NG18 3EY (15.4m)	JOHNSON, Chris ( )	✓		0.00
10-07-2018		19:00	Notts Lincs Derby	<a href="#">Who's the Ref (WTR) - Clu...</a>	Mansfield	0	JOHNSON, Chris ( )	✓		0.00
19-08-2018		10:00	Notts Lincs Derby	<a href="#">Pre Season Referee Traini...</a>	Southwell	0	JOHNSON, Chris ( )	✓		0.00
23-08-2018		19:00	Notts Lincs Derby	<a href="#">Assessor Training Session...</a>		0	JOHNSON, Chris ( )	✗		
29-08-2018		19:00	Notts Lincs Derby	<a href="#">Using the new RFU referee...</a>	Mellish	0	JOHNSON, Chris ( )	✗		

The edit link does not appear – you need to click the date link instead.

Date:	26-06-2018
From time:	19:00
To time:	21:00
Subject:	<a href="#">June 2018 Committee Meeting</a>
Venue:	Mansfield / <a href="#">NG18 3EY</a>
Official notified:	✓
Confirmed:	✓
Declined:	✗
Attended:	✓
Expenses:	0.0 miles (0.00) <a href="#">Edit</a>

Then click the 'edit' link.

For training meetings please adjust the distance claimed to represent one way travel – resulting in an equivalent rate of 22.5p per mile for these events. This has changed this year to bring NLDRFURS in line with RFU Rates.

### Appointments - Amend



Event:	26-06-2018 June 2018 Committee Meeting
Contact:	Chris Johnson (NLD)
Not claiming:	<input type="checkbox"/>
Quickest route:	30.8 (Return route from <a href="#">S40 1H</a> to <a href="#">NG18 3EY</a> ) <a href="#">Route</a>
Distance claimed:	<input type="text" value="30.8"/>
Fuel Claim £:	<input type="text" value="13.86"/>
Other expenses £:	<input type="text" value="0.00"/>
Total claim £:	13.86
Other expenses/notes:	<input type="text"/>

And finally remember to save!

## Submitting your expenses

You need to submit your expenses once they are all added. Use the 'Submit Expenses' form.

Expense submissions will be permitted for fixtures/events up to the end of the previous month, for any unclaimed expenses less than 3 months old. They need to be submitted before the cut-off date announced each month. Late submissions will be paid the following month.

Choose organisation:

### EXPENSES CLAIM

[Show all potential claims](#)

[Show all past claims](#)

All unclaimed appointments (if any) for Notts Lincs Derby up to 31-08-2018 are shown below. Please check carefully to ensure they are accurate as changes cannot be made after submission. If you only wish to claim up to a specific date, then you may do so using the date below.

Restrict claim up to  
date:

Official: JOHNSON, Chris. 2 appointments on this Expenses Claim from 23-08-2018 to 26-08-2018.

Date	Home	Away	Distance	Q'est	Rate	Fuel	Other	Total	Not claiming	Claiming
<a href="#">23-Aug-18</a>	Chesterfield Panthers I	Dronfield I	5.8	5.8	0.450	£2.61	£0.00	£2.61	£0.00	<input checked="" type="checkbox"/>
<a href="#">26-Aug-18</a>	Nottingham RFC Academy	Leicester Tigers U19	58.8	58.8	0.450	£26.46	£0.00	£26.46	£0.00	<input checked="" type="checkbox"/>
						Totals	£29.07	£0.00	£29.07	£0.00
								Donation to society	<input type="text" value="£0.00"/>	

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.

**Remember - Once your claim is submitted, it is final! Please check all details very carefully before clicking the Submit button.**