



## **Umpire Travel and Subsistence Guidance**

It is important that members are vigilant when planning their journeys to and from matches to allow the association to manage financial resources.

Members may be specifically paired so that they can travel together. Should a member be appointed out of province, they should consult the list of appointments for that week and make the necessary travel arrangements with another member or members.

The following steps should be taken to ensure that all travel claims out of province meet the criteria for payment:

1. Members must contact suitable travel partners no later than three days prior to their match – i.e. if the game is on Saturday, contact must be made no later than Wednesday.
2. If any member is travelling on their own out of province, they must inform and get approval from their respective Appointment Co-ordinator. If approval is not sought or given, it is likely that the expense claim will not be paid.

### **HI Cup Competitions and HI International Friendlies**

All expenses for these appointments must be completed on the umpire expenses claim form on the website. Expenses will be paid for all Irish cup competitions regardless of the location of the location of these matches.

### **EY Irish Hockey League**

**All expenses must be completed and submitted through your personal area on the website (irishhua.com).**

If members have mileage to claim, the distance should be entered (km) onto the system, which will automatically calculate the amount due (@ €0.32 per km). If members have no mileage to claim, simply enter 0 (zero).

Members also will be required to add on their total subsistence and toll expenses into the 'other costs' section and take care to accurately calculate the final total. An explanation for other costs must be included such as **depart time** and **return time** and any toll costs which are applicable.

It is anticipated that the majority of matches within province will fall into the 5-10 hours subsistence category (€14) and out of province are likely to be >10 hours (€33).

Where overnight accommodation is essential, the member must obtain written agreement from the IHUA Appointments Co-ordinator prior to the match. Where overnight accommodation is arranged by IHUA or Hockey Ireland, members will normally expect to share twin rooms. If any person makes different arrangements with the hotel, any additional charges from the hotel will



be passed on to that person. Please be aware that this may mean an additional cost of two single rooms versus one twin room. Such arrangements must be agreed with the Umpire Manager at the event (if there is one).

## **Expenses**

### **Completing your expenses**

A worked example of how to complete your expenses, including the detail of the information required, has been included below: -

Three Rock Rovers v Cork Church of Ireland

*Total Return Distance* - 398 km = €127.36 (calculated automatically)

*Other Costs* = €41.25 (manual input)

*Explanation of Other Costs* -

Depart: 10.30am Return: 8.55pm (Passenger: 'Name of member(s)', if applicable) = €33.00

Tolls = €8.25

### **Bank Details**

**The only method of payment for all expense claims is by direct funds transfer into your bank account.**

Members resident in the Republic of Ireland will be paid in euro. Members resident in Northern Ireland will be paid in pound sterling but can be paid in euro through arrangement with the Treasurer.

### **Claiming your expenses**

Once you have completed a number of appointments you should claim your expenses for those appointments. There is an area to do this in your personal page. You click on '**claim your expenses**' and select the appointment for which you need to claim expenses for.

You can also choose to donate all or part of your claim to the IHUA. If you choose to donate some of your expenses to IHUA, the money will be 'ring-fenced' to fund umpire development initiatives within the Association.

When you submit your claim, it will be handled by the IHUA Treasurer. All members should recognise that as the payment of expenses is done by a volunteer within the Association and this is time consuming. While individual members will have different needs, members are requested to claim only as frequently as they need the expenses to be paid.

The IHUA Treasurer will attempt to pay claims within a suitable period of the claim being made. But please remember it costs us every time we pay a claim, so where possible try to claim in batches.

Members can see, via their personal area of the website, when the claim has been settled by the Treasurer and the total amount for the current season or past seasons.