



Expenses Policy

Revision 2.5

August 2019

Expenses Policy



This policy applies to anyone who is appointed by the WHUA Executive Committee (WHUA), European Hockey Federation (EHF), or the International Hockey Federation (FIH) to an event. It covers those appointed as umpire / official / coach or mentor and includes those running training events except for Level 1 courses (see note 1 below)

1. Domestic Appointments (See Note 2 below)
 - a. Any umpire, official or coach who has been appointed by the WHUA to a tournament or match within Wales may claim the following:
 - i. Petrol @ 25p per mile
 - ii. Additional 2p per official traveller per mile
 - iii. Accommodation expenses up to a maximum of £70 per night. This must be pre-approved by the executive.
 - iv. If fulfilment of the appointment takes over 6 hours, then up to £10* per day sustenance may be claimed.
 - b. Claim is made from leaving place of residence to the tournament / match venue and may include any tolls incurred along the way.
 - c. Claims for events must be made within 4 weeks of the event, otherwise may not be paid.

*Note – in the event where some of the daily food costs are covered by the organising body this may vary.

2. International Appointments
 - a. Any umpire or official who has been appointed by the EHF / FIH to a tournament at a level where their expenses are not covered by the hosting body can claim the following:
 - i. Travel to Airport
 1. Petrol @ 25p per mile
 2. Additional 2p per official traveller or travellers per mile
 3. Entire standard class Bus / train fare
 - ii. International Travel (inc. flights, airport parking, Visas etc) :
 1. 50% of total costs
 2. If internal flight (e.g. within UK) then 100% can be claimed
 - b. It is expected that appointed umpires / officials book their own travel arrangements and claim back after the event has been completed.
 - c. It is expected that appointed umpires / officials will make the most economic bookings available to them.
 - d. Travel insurance cannot be claimed, members needing travel insurance should arrange their own.
 - e. For games that are not played as part of a tournament e.g. U16, U18, U21 games in England, WHUA would cover all the costs of travel, including reasonable accommodation expenses and subsistence as outlined in point 1.

3. Executive committee members can claim as per point 1 for attending executive meetings or other-directed business.

4. Claims must be made on the official form (available on the Hockey Wales Website) and will only be paid if accompanied by any relevant receipts.

Expenses Policy



5. Regional Appointments - Any umpire / official who is appointed through either the North or South Region must claim through that region.
6. Expenses will only be paid to members of the WHUA listed on the Hockey Wales Database.
7. All Expenses not covered under 1C must be claimed by 31st March each year, any claims after this will not be accepted.

Note 1:

Level 1 course costs for tutors and assessors are supported by Hockey Wales. Mentoring costs from trainee umpires are support by Regional WHUA committees and therefore regional policies will apply and may vary.

Note 2:

Current tournaments / Events covered by National WHUA appointments:

Internationals (at any level outside those appointed by EHF/FIH), National youth and adult finals including Masters, Indoor and youth clubs and schools, National adults semi-finals plus any other event that the WHUA would deem a suitable development opportunity.

The Regional Committees are responsible for appointments to any event not listed above.