



Aug-2022 WTR

Claiming Expenses Process for Exchanged Fixtures

Set out below is the process claiming expenses for a fixture which has been exchanged with another organisation.

Claim Process

All officials will have claimed expenses in the past, the process remains the same but they will now have an option to select the Paying organisation, which may not be their home organisation.

Go to appointments and select the appointment you wish to process for payment and click on the edit link to open the record as normal.

The main change now is the official will have a drop down "Claim From" menu showing all the orgs for which they have membership, they must now select the correct org to process the payment.

The screenshot shows a form for claiming expenses. At the top, there is a checkbox for 'Not claiming' which is currently unchecked. Below this are two input fields: 'Total distance claimed' with the value '0.0' and 'Other expenses £' with the value '0.00'. The 'Claim from' dropdown menu is open, showing a list of organisations: 'Regional 1 MOT South West', 'Glos' (which is selected and highlighted in blue), 'Devon', and 'RFU South West Group'. An arrow points to the 'Glos' option. Below the dropdown is a 'Total claim £' field showing '0.00'. At the bottom of the form is a text area for 'Other expenses/notes' and three buttons: 'Save' (green), 'Reset' (grey), and 'Discard' (red).

If you have been reimbursed by the club or are not claiming then tick 'not claiming'.....shown just above the Claim From dropdown menu.

Failure to select the correct paying organisation could, at best, significantly delay the payment of expenses and may also incur a small admin fee as WTR will be required to unlock the incorrect claim.

CONFIDENTIAL: This document must not be copied, distributed, shared or reproduced in whole or in part without prior written permission from Officials-for-sport.com Limited. Copyright June 2009 - August 2022.

Officials-for-Sport.com Limited, 17-19 St George's Street, Norwich, NR3 1AB, UK. Registered Company no 07646852.
www.WhosTheRef.com | www.WhosTheUmpire.com