

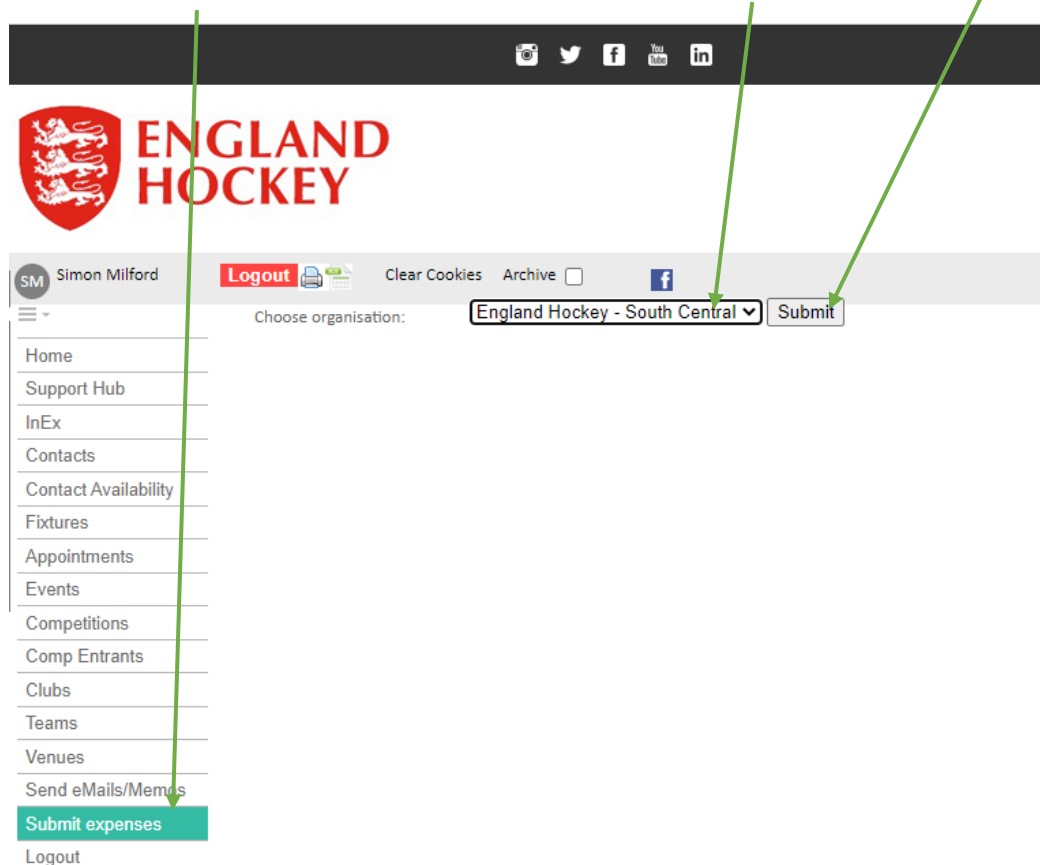
## GMS How to Guide

### Claim Expenses.

Log on to GMS.

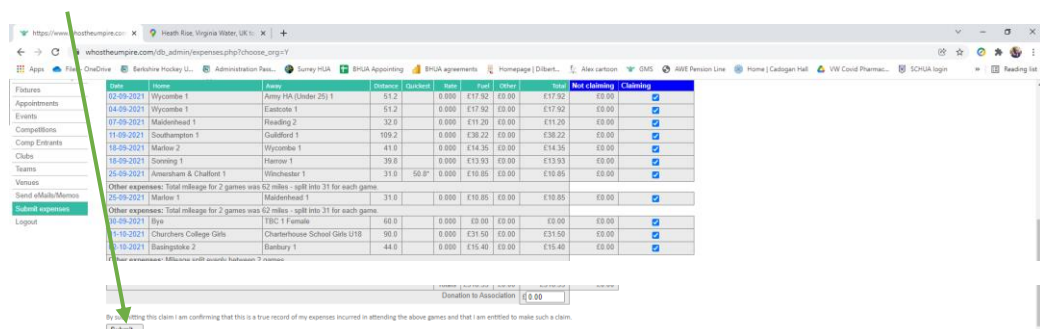
Make sure that you have entered the appropriate mileages for each of the matches for which you wish to claim.

Click “Submit Expenses” and choose “England Hockey – South Central”, then “Submit”.



The screenshot shows the England Hockey website interface. On the left, a navigation menu includes 'Submit expenses' (highlighted in green). On the right, the 'Choose organisation:' dropdown menu is set to 'England Hockey - South Central', with a 'Submit' button next to it. Green arrows point from the text instructions to these specific elements.

Check that the entries are correct (go back and edit them if they aren't) then click “Submit”



The screenshot shows the expense claim form with a table of expenses. The table has columns for Date, Name, Venue, Distance, Rate, Fuel, Other, Total, Not claiming, and Claiming. The 'Submit' button is at the bottom right.

Date	Name	Venue	Distance	Rate	Fuel	Other	Total	Not claiming	Claiming
03-09-2021	Wycombe 1	Amey 14 (Under 21) 1	51.2	0.000	£17.52	£0.00	£17.52	<input type="checkbox"/>	<input checked="" type="checkbox"/>
04-09-2021	Wycombe 1	Eastcote 1	51.2	0.000	£17.52	£0.00	£17.52	<input type="checkbox"/>	<input checked="" type="checkbox"/>
07-09-2021	Maidenhead 1	Reading 2	32.0	0.000	£11.20	£0.00	£11.20	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11-09-2021	Southampton 1	Guildford 1	199.2	0.000	£38.22	£0.00	£38.22	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16-09-2021	Marlow 2	Wycombe 1	41.0	0.000	£14.35	£0.00	£14.35	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18-09-2021	Swearing 1	Henlow 1	39.0	0.000	£13.53	£0.00	£13.53	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25-09-2021	Amersham & Chalfont 1	Winchester 1	31.0	50.00	£10.85	£0.00	£10.85	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other expenses: Total mileage for 2 games was 62 miles - split into 31 for each game									
25-09-2021	Marlow 1	Maidenhead 1	31.0	0.000	£10.85	£0.00	£10.85	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other expenses: Total mileage for 2 games was 62 miles - split into 31 for each game									
06-09-2021	Ray	THC 1 Female	60.0	0.000	£0.00	£0.00	£0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1-10-2021	Churchers College Girls	Charterhouse School Girls U18	90.0	0.000	£31.50	£0.00	£31.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15-10-2021	Basingstoke 2	Barnbury 1	44.0	0.000	£15.40	£0.00	£15.40	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other expenses: Mileage with second Barnbury 1 game									
Duration to Association £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.									
<b>Submit</b>									