



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). At the top right, there is a 'Choose organisation:' dropdown menu set to 'England Hockey - South Central' and a 'Submit' button. A green arrow points from the text 'Click “Submit Expenses”' to the 'Submit expenses' button, and another green arrow points from 'choose “England Hockey – South Central”' to the dropdown menu.

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

The screenshot shows the GMS expense claim entry form. It features a table with the following columns: Date, Venue, Away, Outings, Quicker, Rate, Fuel, Other, Not Claiming, and Claiming. The table contains several rows of expense entries, including dates like 02-09-2021, 04-09-2021, 07-09-2021, 11-09-2021, 16-09-2021, 18-09-2021, 25-09-2021, and 25-09-2021, with various venues and amounts. A 'Submit' button is located at the bottom of the form.

Date	Venue	Away	Outings	Quicker	Rate	Fuel	Other	Not Claiming	Claiming
02-09-2021	Wycombe 1	Army HQ, Oxford 25) 1	51.2	0.000	£17.52	£0.00	£17.52	£0.00	£0.00
04-09-2021	Wycombe 1	Eastcote 1	51.2	0.000	£17.52	£0.00	£17.52	£0.00	£0.00
07-09-2021	Maldenhead 1	Reading 2	32.0	0.000	£11.20	£0.00	£11.20	£0.00	£0.00
11-09-2021	Southampton 1	Guildford 1	199.2	0.000	£38.22	£0.00	£38.22	£0.00	£0.00
16-09-2021	Marlow 2	Wycombe 1	41.0	0.000	£14.35	£0.00	£14.35	£0.00	£0.00
18-09-2021	Swindon 1	Marlow 1	39.0	0.000	£13.53	£0.00	£13.53	£0.00	£0.00
25-09-2021	Amersham & Chalfont 1	Winchester 1	31.0	50.00	£10.85	£0.00	£10.85	£0.00	£0.00
Other expenses: Total mileage for 2 games was 62 miles - split into 31 for each game									
25-09-2021	Marlow 1	Maldenhead 1	31.0	0.000	£10.85	£0.00	£10.85	£0.00	£0.00
Other expenses: Total mileage for 2 games was 62 miles - split into 31 for each game									
04-09-2021	Haye	StC 1 Female	60.0	0.000	£0.00	£0.00	£0.00	£0.00	£0.00
1-10-2021	Churchers College Girls	Charterhouse School Girls U18	90.0	0.000	£31.50	£0.00	£31.50	£0.00	£0.00
1-10-2021	Basingstoke 2	Banbury 1	44.0	0.000	£15.40	£0.00	£15.40	£0.00	£0.00