



NPUA Expenses Policy with effect from 1st January 2025

This policy covers the expenses that can be claimed for all appointments made by NPUA, including to the England Hockey League (outdoor & indoor), BUCS fixtures, national final events and England junior & senior international appointments. This includes umpires, umpire support and regional reserve appointments.

The guiding principle of this policy is that our volunteers should not be 'out of pocket' as a result of fulfilling appointments, and we want members to feel that they can make the most suitable travel decisions for their performance and wellbeing needs, particularly when travelling long distances or completing appointments with early starts or late finishes. However, we all accept that officiating at national level is not a hobby that will make us rich! In most cases, NPUA receives a fixed fee per appointment from England Hockey, rather than a direct reimbursement of costs, therefore we request that members consider the most cost-effective options where possible.

Travel Expenses

If driving to/from an appointment, full mileage is claimable, including the distance to additional venues such as the host club's clubhouse, or a hotel if funded by England Hockey or NPUA. The mileage rate is 30p per mile, regardless of vehicle fuel type, which is automatically calculated by GMS when the distance is entered.

Additional costs such as toll roads are claimable, however we request that where these costs are significant such as low emission zones, that alternative routes or travel options are considered to limit costs.

If you provide a lift for an NPUA colleague appointed to the same or a nearby appointment for all or part of your journey, additional passenger mileage of 10p per mile is also claimable. The value of this should be calculated manually and added to the '*Other expenses*' field, with the passenger's name and additional distance provided in the 'Comments' field.

If travelling to fixtures via public transport, the cost can be claimed in full via the '*Other expenses*' field in GMS. Where possible, we request that tickets are purchased in advance to minimise cost. NPUA retains the right to ask for a receipt for all public transport claims.

If an appointment is subsequently postponed or cancelled, any costs that have been incurred may be claimed. Note that the fixture may be removed from GMS if it is not completed, so this can be added to an alternative fixture via the 'Other costs' field, with suitable commentary provided, or by emailing treasurer@npua.co.uk

Hotel Allowance

The wellbeing of our members is of utmost importance to NPUA, as is the ability to perform at the high level expected of national level officials. Therefore where travel distances are significant and/or the start finish times of appointments are extreme, hotel costs of up to £100 are claimable. Note that pre-approval must be sought from the NPUA Treasurer for all hotel stays, and NPUA requires a receipt for all hotel claims as these are occasionally requested by England Hockey.

The cost of hotels for domestic tournaments, including indoor events, is covered directly by England Hockey. Any member wishing to have a single room may request so, however you will be liable for the cost of the single room supplement at the quoted price.



Meal Allowances

Meal allowances are claimable for England Hockey event appointments, such as indoor tournaments and national finals, at the rate of £5 for lunch and £12 for dinner. Breakfast cannot be claimed. Meal allowances cannot be claimed for England Hockey League or international appointments, even when staying in a hotel. Where lunch is provided by England Hockey at an event, an additional claim should not be submitted.

BUCS Fixtures

As many BUCS teams are unable to provide the level of hospitality that is expected during EHL fixtures, a contribution of £5 can be claimed towards subsistence. Note this is for BUCS Premier League fixtures only.

International Expenses (England Hockey only)

For England Hockey performance appointments in England, such as junior internationals or senior squad matches, expenses may be claimed via GMS in line with the travel expenses section above.

For EuroHockey and FIH event appointments completed abroad, England Hockey is responsible for the cost of travel expenses to/from the airport in England. This is also the case for EuroHockey appointments where flight costs are not covered by EuroHockey or the host nation. When your appointment is confirmed, please email treasurer@npua.co.uk so that an event can be set up on GMS for your expense claim. Once the event is created on GMS, you also need to 'confirm' your attendance at the event on GMS.

For EuroHockey development initiatives, such as UDP/U4E, or where NPUA members represent England on EuroHockey or FIH committees, England Hockey is responsible for the cost of travel expenses. When your event is confirmed, please email treasurer@npua.co.uk so that an event can be set up on GMS for your expense claim.

For appointments made by Great Britain Hockey, Hockey Wales or Scottish Hockey, NPUA is unable to support with expense claims. These must be agreed directly with the appropriate governing body.

Submitting expense claims

Any expense items not specifically listed within this policy cannot be claimed without prior approval from the NPUA Chair or NPUA Treasurer.

Once an expense claim has been submitted, the NPUA Treasurer will add the payment to the next payment run. Note that your NPUA membership subscription will be deducted from your first expense claim of the season, along with any other outstanding monies such as conference costs, if applicable.

If you have not been paid by NPUA previously, please email treasurer@npua.co.uk with your bank details to ensure there is no delay to payment.

Any NPUA member that has individual financial challenges affecting their availability or willingness to complete appointments is encouraged to contact the NPUA Chair or Treasurer; we can discuss appropriate support with you confidentially to ensure you are able to represent NPUA.