



# Claiming expenses for ECB ACO Appointed Matches on WTU

Issue 1.0 April 2015

## 1. Introduction

This guide explains how to submit a claim form for officials' expenses using WTU. The screen layouts shown will alter slightly as we improve them for clarity etc. There is a minor error, on a couple of the screens shown, that I have not had time to correct – a further version, with this sorted out and the improved screen layouts will be available shortly, but we know a lot of you want to understand how the process will work.

The ECB has decided to move towards the elimination of cash payments on the day for the vast majority of games played in the various competitions it is directly responsible for. It will achieve this by taking over the payment of such expenses centrally, through the ECB ACO, who is already responsible for arranging the appointments of officials to these matches.

The ECB ACO has a policy of wanting all appointments, of all officials, in all matches, to be made and managed through the on line system WTU ([www.whotheumpire.com](http://www.whotheumpire.com)) . In addition to appointments, WTU can be used for post match reporting and expenses management.

If you are offered an appointment in any of the matches in the competitions listed in Appendix 1, you will be required to claim your expenses from the ECB ACO (via WTU) and will not be paid on the day.

## 2. When to make a claim

There will be three claim windows;

18th May onwards – for games played prior to this date

15<sup>th</sup> June onwards – for games played prior to this date

15<sup>th</sup> Sept onwards – for all games

The final cut-off date for submitting expenses is 1<sup>st</sup> December.

We would encourage umpires to make one claim, covering all of their matches in a season, if they can manage this.

Please note you can record your claim information against your appointment on WTU as soon as you wish after the appointment has taken place, it is the actual claim itself that can only be submitted during the above time windows.

### 3. How to make a claim

#### 3.1 Log on to WTU

3.2 Click on appointments on the Left Hand navigation menu. In the date boxes on the filter enter the dates for the period you are claiming for and if the option is available, choose yourself as the official. In the screen copied below you will see that the umpire had three appointments, a two day U17 County Championship, a Royal London Championship and Women's County Division 1 match

3.1 In the right hand column is the word Edit. You have to click this to enable you to view or edit the expenses you will be claiming for each game. You can also see that until you do this, the amount is Zero. When games are cancelled without you travelling to them, you are not entitled to claim any fees/travel costs. WTU will not usually show these matches. But in the event it does, please simply leave the game set at zero.

The screenshot shows the 'Appointments - View' interface. On the left is a navigation menu with options: InEx, Help!, Contacts, Fixtures, Appointments, Events, Competitions, Clubs, Teams, Documents, Submit Expenses, and Logout. The main area has a red filter bar with the following fields: From date: 19-04-2015, Team: All teams, Month: All months, Show others: [checkbox], Show events: [checkbox], To date: 18-05-2015, Competition: All competitions, Type: All contact types, Organisation: Select organisation..., Find, and Reset buttons. Below the filter is a table with 10 columns: Date, Action, Time, Level, Competition/Event, Home team, Away team, Official/Contact type, Status, Reports, and Expenses. The table contains three rows of appointment data.

Date	Action	Time	Level	Competition/Event	Home team	Away team	Official/Contact type	Status	Reports	Expenses
<a href="#">19-04-2015 (2D)</a>		11:00	5 Ex	<a href="#">ECB U17 County Championship</a>	<a href="#">Wiltshire U17</a> (Venue: <a href="#">Warminster</a> )	<a href="#">Dorset U17</a>	<a href="#">UMPIRE_test</a> (Umpire)	✓		£0.00 <a href="#">Edit</a>
<a href="#">21-04-2015</a>		13:00	5 Ex	<a href="#">ECB National Club Championship</a>	<a href="#">T B A 1</a> (Venue: <a href="#">Devizes</a> )	<a href="#">T B A 3</a>	<a href="#">UMPIRE_test</a> (Umpire)	✓		£0.00 <a href="#">Edit</a>
<a href="#">23-04-2015</a>		11:05	5 Ex	<a href="#">ECB Womens County Champ Div 1</a>	<a href="#">Berkshire Women</a> (Venue: <a href="#">Reading</a> )	<a href="#">Devon Women</a>	<a href="#">UMPIRE_test</a> (Umpire)	✓		£0.00 <a href="#">Edit</a>

Number of rows output 3

### 4 Confirming the expenses for each match

4.1 Clicking Edit opens up a new screen – to begin with let us look at the 2 day U17 county championship game. The screen you get is below

test umpire [\[Logout\]](#) Print Clear cookies Go to archive:  Play  Beta

☰

- Home
- InEx
- Help!
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- Fixtures
- Appointments
- Events
- Competitions
- Clubs
- Teams
- Documents
- Submit Expenses
- Logout

## Appointments - amend

**Fixture:** 19-04-2015 2D Wiltshire U17, Dorset U17  
**Contact:** test umpire as Umpire  
**Not claiming:**   
**Days to claim:** 2 ▼  
**Daily match fee:** 40.00  
**Quickest route:** 44.2 (Return route from [SN11 0NH](#) to [BA12 8LU](#)) [Route](#)  
**Distance claimed:** 88.4  
**Fuel Claim £:** 26.52  
**Other expenses £:** 0  
**Total claim £:** 106.52  
**Other expenses/notes:**

The fee for U17 Championship games is set at £40 +30p per mile per day. This is the agreed rate by the ECB.

So the claim is automatically set at £40 per day times 2 = £80. However in the case that the weather was so poor, the 2nd day was cancelled on day one, you can amend the number of days you are claiming for. To do this, click the arrow besides the number 2 in the days to claim box and amend it to 1. [If you do this, WTU will also change the mileage amount for one day's travel].

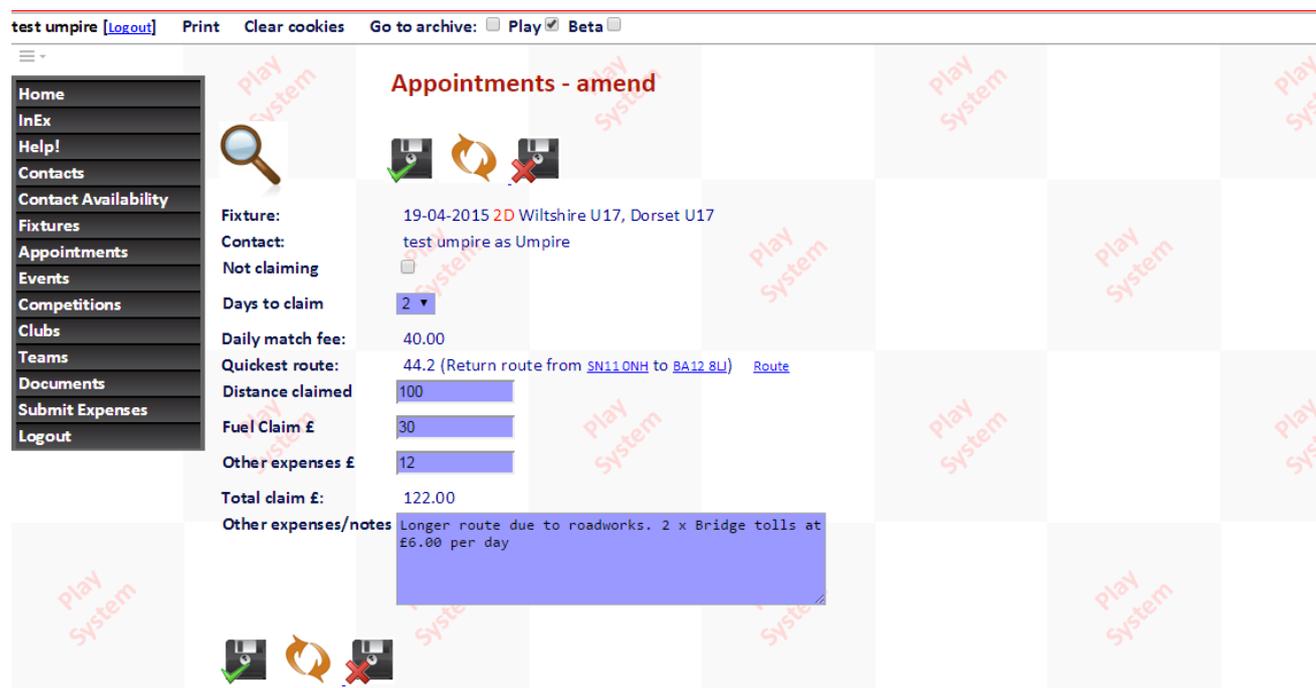
WTU has also calculated your mileage – 44.2m per day in this case, which at 30p is £26.52 for the two days. In order to work this out, WTU uses a commercial software package to do the estimation. You can check the route it thinks is “quickest” if you click the word route (in blue after the two post codes). This option shows the Google calculation which may from time to time vary slightly from the WTU calculation). Your actual mileage may be less than this due, to the route you elected to travel, or it may be more. You can amend the number of miles you wish to claim for, by simply overwriting the number of miles in the “distance claimed box”.

Being realistic, if the number you claim is broadly in line with the number WTU has calculated, it is probable (but not guaranteed) that when the expense claim is submitted, those approving it will accept your alteration. You may choose to explain the difference in the “other expenses/notes” area where you can type free form text. Certainly if your claim is

significantly greater than WTU has calculated, it is **strongly recommended** you explain why, to prevent the claim being returned to you for such an explanation.

Finally there is the possibility to claim for any extra expenses you think you are entitled to. If you do, it is **essential** you explain why you think you are entitled to make the claim.

For the purposes of this guide, I have made some changes so you can see how the process works; but this is not to say the things I have done are acceptable as valid expense claims



Once you have finished editing the record click the green tick. You will receive a confirmation screen – you can make further changes if this is wrong by clicking on the word edit

test umpire [Logout] Print Clear cookies Go to archive:  Play  Beta

Appointments - view

From date: (clear) 19-04-2015 Team: All teams Month: All months Official: (all) UMPIRE , test Show others:

To date: (clear) 18-05-2015 Competition: All competitions Type: All contact types Organisation: Select organisation...

 Record successfully updated.

Fixture: [19-04-2015 Sun 2D 11:00 ECB U17 County Championship](#)

Match: [Wiltshire U17 vs Dorset U17](#) [Directions](#)

Match fee: 2 days at £40.00 = £80.00 [Edit](#)

Expenses: 100.0 miles = £30.00 + Other expenses £12.00 [Edit](#)

Official: [UMPIRE , test](#) as Umpire

Appointer: [CLEMENSON , Les](#)

Notes:

If you are happy with this match, click find in the filter box at the top to return to the screen;

Appointments - View Beta

From date: (clear) 19-04-2015 Team: All teams Month: All months Show others:  Show events:

To date: (clear) 18-05-2015 Competition: All competitions Type: All contact types Organisation: Select organisation... Find Reset

Date	Action	Time	Level	Competition/Event	Home team	Away team	Official/Contact type	Status	Reports	Expenses
<a href="#">19-04-2015 (2D)</a>		11:00	5 Ex	<a href="#">ECB U17 County Championship</a>	<a href="#">Wiltshire U17</a> (Venue: <a href="#">Warminster</a> )	<a href="#">Dorset U17</a>	<a href="#">UMPIRE , test</a> (Umpire)			£110.00 <a href="#">Edit</a>
<a href="#">21-04-2015</a>		13:00	5 Ex	<a href="#">ECB National Club Championship</a>	<a href="#">T.R.A. 1</a> (Venue: <a href="#">Devizes</a> )	<a href="#">T.R.A. 3</a>	<a href="#">UMPIRE , test</a> (Umpire)			£0.00 <a href="#">Edit</a>
<a href="#">23-04-2015</a>		11:05	5 Ex	<a href="#">ECB Womens County Champt Div 1</a>	<a href="#">Berkshire Women</a> (Venue: <a href="#">Reading</a> )	<a href="#">Devon Women</a>	<a href="#">UMPIRE , test</a> (Umpire)			£0.00 <a href="#">Edit</a>

Number of rows output 3

As you can see, the first game is now showing a claim amount of £110 (Note there is an error here, it should be £122 as we prepared above and the correct amount will be shown when we come to make the claim. When you do your matches, the proper amount will appear!)

Next you need to edit the second game – the national club championship. Click edit on this line.

**Appointments - Amend**

**Fixture:** 21-04-2015 T B A 1, T B A 3

**Contact:** UMPIRE , test as Umpire

**Not claiming**

**Match fee:** 30.00 **Quickest route:** 12.4 (Return route from [SN11 0NH](#) to [SN10 2DL](#)) [Route](#)

**Distance claimed**

**Fuel Claim £**

**Other expenses £**

**Total claim £:** 33.72

**Other expenses/notes**

Bottom navigation icons:

This is basically the same as we saw before. This is a one day competition. The agreed rate is £30 + 30p per mile. You can amend the mileage and claim any extras you think you may be entitled to. Once completed, click the green tick and you can repeat the process for the third game.

**Appointments - Amend**

**Fixture:** 23-04-2015 Berkshire Women, Devon Women

**Contact:** UMPIRE , test as Umpire

**Not claiming**

**Match fee:** 30.00 **Quickest route:** 121.6 (Return route from [SN11 0NH](#) to [RG4 6ST](#)) [Route](#)

**Distance claimed**

**Fuel Claim £**

**Other expenses £**

**Total claim £:** 66.48

**Other expenses/notes**

The Women's County Championship is also one day and the agreed rate is £30 +30p per mile. The process is just the same as it was before, make any changes/amendments and then click the green tick

You keep doing this until you have set up the amount you wish to claim for all of your matches.

The screenshot shows the 'Appointments - View' interface. On the left is a navigation menu with options: InEx, Help!, Contacts, Fixtures, Appointments, Events, Competitions, Clubs, Teams, Documents, Submit Expenses, and Logout. The main area displays a search filter for 'Appointments - View' with fields for 'From date' (19-04-2015), 'To date' (18-05-2015), 'Team' (All teams), 'Competition' (All competitions), 'Month' (All months), 'Type' (All contact types), and 'Organisation' (Select organisation...). Below the filters is a table with the following data:

Date	Action	Time	Level	Competition/Event	Home team	Away team	Official/Contact type	Status	Reports	Expenses
19-04-2015 [20]		11:00	5 Ex	ECB U17 County Championship	Wiltshire U17 (Venue: Warminster)	Dorset U17	UMPIRE_test (Umpire)	✓		£110.00 <a href="#">Edit</a>
21-04-2015		13:00	5 Ex	ECB National Club Championship	T B A 1 (Venue: Devizes)	T B A 3	UMPIRE_test (Umpire)	✓		£33.72 <a href="#">Edit</a>
23-04-2015		11:05	5 Ex	ECB Womens County Champ Div 1	Berkshire Women (Venue: Reading)	Devon Women	UMPIRE_test (Umpire)	✓		£66.48 <a href="#">Edit</a>

Number of rows output 3

If you are happy with this (you can revisit any game by clicking edit again) you are now ready to submit your claim.

## 5 Submitting the claim

On the screen above, towards the bottom of the black Left Hand navigation menu is a tab "Submit Expenses" – click this.

**Please remember** – you will only be able to make a claim for matches played prior to the 18th May after the 18th May. For matches played from 19th May to 15th June you will be able to claim after the 15th June and so onwards.

If you click "submit expenses" before the 18<sup>th</sup> May, WTU will not display anything.

For now the only organisation using WTU for this type of expense submission is the ECB ACO, so you will be taken to the screen below. Over time, more organisations will follow suite, in which case the next screen you receive will allow you to select which of those organisations you belong to, you wish to submit expenses to.

But for now you will go straight to

- Home
- InEx
- Help!
- Contacts
- Contact Availability
- Fixtures
- Appointments
- Events
- Competitions
- Clubs
- Teams
- Documents
- Submit Expenses
- Logout

**EXPENSES CLAIM**

All unclaimed appointments (if any) for ECB ACO up to 27-04-2015 are shown below. Please check carefully to ensure they are accurate as changes cannot be made after submission.

Official: UMPIRE , test. 3 appointments on this Expenses Claim from 19-04-2015 to 23-04-2015.

Date	Home	Away	Distance	Q'est	Rate	Fuel	Other	Match fee	Total	Not claiming	Claiming
19-Apr-15	Wiltshire U17	Dorset U17	100.0	44.2*	0.00	£30.00	£12.00	£80.00	£122.00	£0.00	<input checked="" type="checkbox"/>
Other expenses: Longer route due to roadworks. 2 x Bridge tolls at £6.00 per day											
21-Apr-15	T B A 1	T B A 3	12.4	12.4	0.00	£3.72	£0.00	£30.00	£33.72	£0.00	<input checked="" type="checkbox"/>
23-Apr-15	Berkshire Women	Devon Women	121.6	121.6	0.00	£36.48	£0.00	£30.00	£66.48	£0.00	<input checked="" type="checkbox"/>
					Totals	£70.20	£12.00	£140.00	£222.20	£0.00	

Bank name:

Bank sort code:

Bank account:

Bank account name:

**IMPORTANT NOTE: Officials-for-sport.com Ltd do not store your account details. They are securely transmitted to your organisation, then immediately deleted from our systems.**

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. **Please Note If Self Employed** For the purposes of performing my duties for the ECB, I am self-employed and accept the responsibility for accounting for Income Tax and National Insurance. Expenses paid to me by the ECB and I have instructed the ECB to make all payments to me gross of Income Tax and National Insurance.

You can see the three matches as we saw before. *(This time, with the right amount for the first game!)*

**NOTE:** Once you have submitted a claim, you will not be able to further amend it, so this is your last chance to check it. If you need to make further changes before submitting, go back to appointments and work from there.

In the table in the middle, you can see the three games. You can decide not to claim for a game and you can untick the box in the right hand column if you want.

Please enter the bank details you want the expenses paid into.

**NOTE;** WTU does not retain any record of your bank details. These are merely added to the expense claim form and emailed to the ECB ACO. Whilst a copy of the expense claim form is stored on WTU, the bank information is deleted once the email is despatched. Emails that leave WTU are sent encrypted.

- Home
- InEx
- Help!
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**EXPENSES CLAIM**

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Official: UMPIRE , test. 3 appointments on this Expenses Claim from 19-04-2015 to 23-04-2015.

Date	Home	Away	Distance	Q'est	Rate	Fuel	Other	Match fee	Total	Not claiming	Claiming
19-Apr-15	Wiltshire U17	Dorset U17	100.0	44.2*	0.00	£30.00	£12.00	£80.00	£122.00	£0.00	<input checked="" type="checkbox"/>
Other expenses: Longer route due to roadworks. 2 x Bridge tolls at £6.00 per day											
21-Apr-15	T B A 1	T B A 3	12.4	12.4	0.00	£3.72	£0.00	£30.00	£33.72	£0.00	<input checked="" type="checkbox"/>
23-Apr-15	Berkshire Women	Devon Women	121.6	121.6	0.00	£36.48	£0.00	£30.00	£66.48	£0.00	<input checked="" type="checkbox"/>
					Totals	£70.20	£12.00	£140.00	£222.20	£0.00	

Bank name:

Bank sort code:

Bank account:

Bank account name:

**IMPORTANT NOTE: Officials-for-sport.com Ltd do not store your account details. They are securely transmitted to your organisation, then immediately deleted from our systems.**

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. **Please Note If Self Employed** For the purposes of performing my duties for the ECB, I am self-employed and accept the responsibility for accounting for Income Tax and National Insurance. Expenses paid to me by the ECB and I have instructed the ECB to make all payments to me gross of Income Tax and National Insurance.

Once you have entered the bank details you are ready to submit the claim. Please read the words above the submit box prior to sending.

Click submit and you receive the final screen, a copy of which is also emailed to you

test umpire [Logout](#) Print Clear cookies Go to archive:  Play  Beta

**Home**  
InEx  
Help!  
Contacts  
Contact Availability  
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Competitions  
Clubs  
Teams  
Documents  
Submit Expenses  
Logout

The claim information below has been emailed to your Treasurer. A copy of this email has also been sent to you.

Claim number: 2, dated 27-04-2015.

To:

From: test UMPIRE, SN11 0NH.

There are 3 appointments on this claim from 19-04-2015 to 23-04-2015.

There are 3 appointments on this claim from 19-04-2015 to 19-04-2015.

Date	Home	Away	Distance	Qk est	Rate	Fuel	Other	Match fee	Total	No claim
19-Apr-15	Wiltshire U17	Dorset U17	100.0	44.2*	0.00	£30.00	£12.00	£80.00	£122.00	£0.00
Venue: Warminster Other expenses: Longer route due to roadworks. 2 x Bridge tolls at £6.00 per day										
21-Apr-15	T B A 1	T B A 3	12.4	12.4	0.00	£3.72	£0.00	£30.00	£33.72	£0.00
Venue: Devizes										
23-Apr-15	Berkshire Women	Devon Women	121.6	121.6	0.00	£36.48	£0.00	£30.00	£66.48	£0.00
Venue: Reading										
			Totals:	234.0	178.2	£70.20	£12.00	£100.00	£182.20	£0.00

Total for this claim: **£182.20.**

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.

## **Appendix 1**

Expenses to be paid by the ECB ACO for the following competitions

- National Club Championship (all rounds)
- National Club T20 (Area Finals onwards)
- Indoor National Club Championship (Regional Finals onwards)
- U13 National Club Championship (Regional Finals onwards)
- U15 National Club Championship (Regional Finals onwards)
- Boys U17 County Championship (all matches)
- Boys U17 County Cup (all matches)
- Boys U15 County Cup (Finals)
- 50+ County Championship (knockout rounds only)
- Women's County Championship (Divisions 1 & 2 all matches)
- Women's County T20 (Divisions 1 & 2 all matches)
- Girls U13, U15, U17 County Cup (Finals)