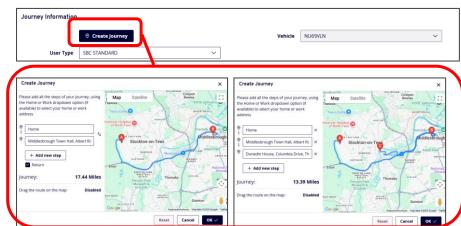
Car Mileage: Entering a New Claim







Create Ex	pense Claim			
October Trav	rel Officer - Systems			
Claim Information				
Date of Claim	01/10/2025	Group	Car Mileage	v (i)
Description	Meeting at Town Hall			
	1980 characters remaining			<i>A</i>



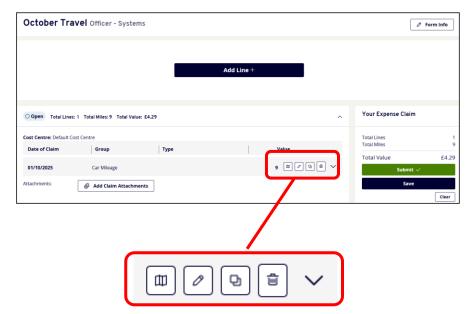
- · Click My Travel Expenses, on the lefthand Menu
- Position: If contracted to multiple posts, select the appropriate post from the drop down
- Description : Add a description for Claim
 - You can add multiple journeys to the same claim
- Click Add Line

- Date of Claim : Enter date of journey
- Group : Select Car Mileage
- Description : add reason for journey
- Click Create Journey
- Google Maps pop-up will appear
- Enter the Start and End points of the journey
 - o For a return journey, tick "Return"
 - If the journey contains multiple stops, click "Add New Step"
- Click OK to continue

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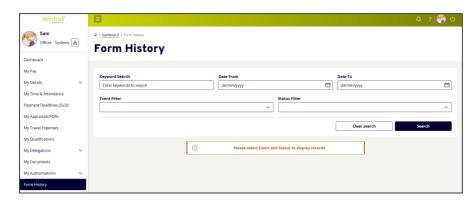




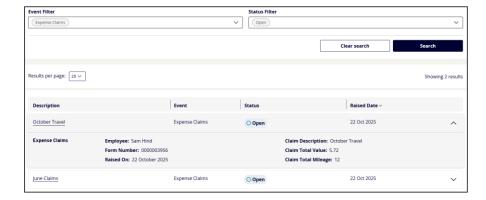


- Calculate Private Miles: If starting point is "Home", private miles
 will automatically be deducted from the claim. This is the distance
 from Home to Work (normal commute)
- Vehicle: will display all vehicles registered to user
- User Type: This is derived from the Vehicle selected. Do not change.
- Journey Costs: This is an estimate only and not an exact cash value. Exact calculations will be made during payroll processing.
- Vehicle Safety Check: Answer Yes or No in Vehicle Safety check if the mileage was done by Car, if the mileage was done by Bicycle, please answer N/A. (use the information button to understand what this is asking.)
- Click OK to continue
- Click "Add Line" to enter another journey to this claim form
- Click "Save" to return to the form later
- Click "Submit" if the form is complete and ready to be authorised
- Icons on the claim form represent (highlighted red):
 - o Number of miles in journey
 - o Edit
 - Copy Journey
 - Delete Journey
 - Expand Journey to see details

Car Mileage: Returning to a Saved Claim



Form History									
Keyword Search Enter keywords to search	Date From dd/mm/yyyy	Ö	Date To dd/mm/yyyy						
Event Filter Expense Claims	~	Status Filter Open	Clear search	∨ Search					
Results per page: 20 V				Showing 1 result					
Description	Event	Status	Raised Date ~						
June Claims	Expense Claims	○ Open	22 Oct 2025	~					



• Click "Form History" on the lefthand menu

Event filter : Expense Claims

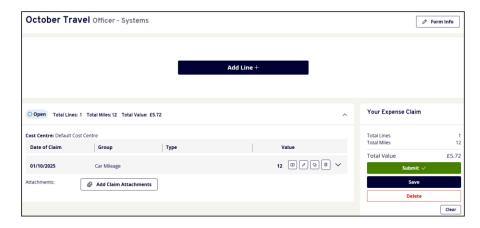
Status filter : open

Click Search

• Selected forms will be displayed

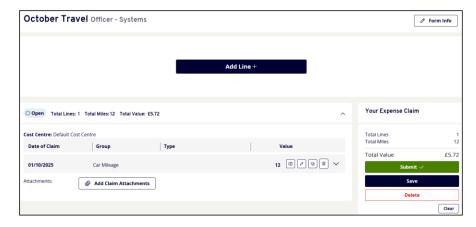
• Click "Description" to open ("October Travel" in example)

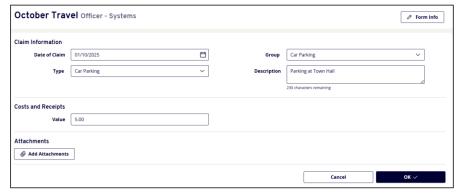
This document was classified as: OFFICIAL

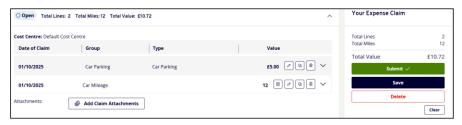


- Click "Add Line" to add additional journeys
- Click "Submit to complete the form
- Click "Delete" to withdraw the claim

Car Mileage: Car Parking



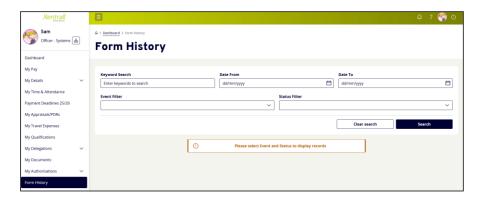




- To an Existing Claim
- Click Add Line

- Date of Claim: Enter date of journey
- Group : Select Car Parking
- Type : Select Car Parking
- Description : Add description
- Value: Enter amount paid for parking
- Add Attachments: Add a copy of the parking receipt, this is mandatory (Screenshot from the paying app or photo of the ticket)
- Click OK to add to claim
- Click "Add Line" to add to the claim
- Click "Submit to complete the form
- Click "Delete" to withdraw the claim

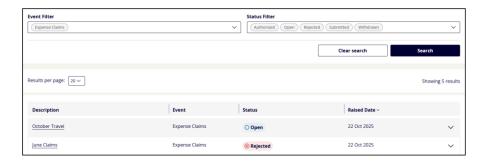
Car Mileage: View Open / Completed Claim Forms



- Click "Form History" on the lefthand menu
- Event filter : Expense Claims
- Status filter : Select All
- Click Search

- Selected forms will be displayed
- Open Forms : Waiting to be submit, can be edited
- Submitted Forms : Waiting for Manager approval, can only be withdrawn
- Authorised : Sent to Payroll. Can not be edited / deleted

Car Mileage: Rejected Claims



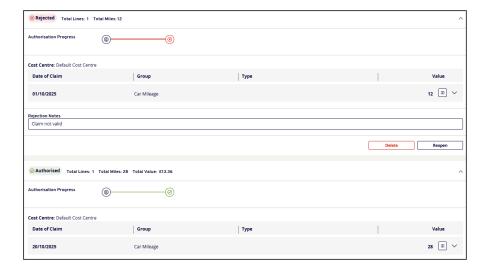




- Navigate to Form History
- Event filter : Expense Claims
- Status filter : Select All
- Click Search
- Open the rejected claim
- Review rejection notes from Manager
- Click "Reopen" to amend and resubmit the claim
- Click "Delete" to withdraw the claim

- If a claim had multiple journeys and one or more journeys were rejected, the claim will display as Mixed
- Open the Mixed claim

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- Review the rejected portion of the claim
- Click "Reopen" to amend and resubmit the claim
- Click "Delete" to withdraw the claim