

Car Mileage : Entering a New Claim

Create Expense Claim

New Claim

Enter your claim form information here

Position: Officer - Systems

Description: October Travel

Done

Create Expense Claim

July Travel Officer - Systems

Add Line +

Create Expense Claim

October Travel Officer - Systems

Form Info

Claim Information

Date of Claim: 01/10/2025

Group: Car Mileage

Description: Meeting at Town Hall

1980 characters remaining

Journey Information

Create Journey

Vehicle: NU69VLN

User Type: SBC STANDARD

Create Journey

Please add all the steps of your journey, using the Home or Work dropdown option (if available) to select your home or work address.

Home

Middlesbrough Town Hall, Albert Rd

+ Add new step

Return

Journey: 17.44 Miles

Drag the route on the map: Disabled

Reset Cancel OK

Create Journey

Please add all the steps of your journey, using the Home or Work dropdown option (if available) to select your home or work address.

Home

Middlesbrough Town Hall, Albert Rd

Dunedin House, Columbia Drive, Th

+ Add new step

Journey: 13.39 Miles

Drag the route on the map: Disabled

Reset Cancel OK

- 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
 - For a return journey, tick "Return"
 - If the journey contains multiple stops, click "Add New Step"
- Click OK to continue

Journey Information

Start: Home

End: Middlesbrough Town Hall, Albert Road, Middlesbrough, UK

☒ Return

Edit Journey

Actual Mileage17

Private Miles8

Mileage9

VehicleNU69VLN

User TypeSBC STANDARD

Journey Costs

Est. Claim Value£4.29

Other Information

Vehicle Safety Check

Attachments

Add Attachments

Cancel

OK

October Travel Officer - Systems

Form Info

Add Line +

Open

Total Lines: 1

Total Miles: 9

Total Value: £4.29

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
01/10/2025	Car Mileage		9

Attachments

Add Claim Attachments

Your Expense Claim

Total Lines1

Total Miles9

Total Value£4.29

Submit

Save

Clear



- 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):
 - Number of miles in journey
 - Edit
 - Copy Journey
 - Delete Journey
 - Expand Journey to see details

Car Mileage : Returning to a Saved Claim

Sam

Officer - Systems

Dashboard

My Pay

My Details

My Time & Attendance

Payment Deadlines 25/26

My Appraisals/PDRs

My Travel Expenses

My Qualifications

My Delegations

My Documents

My Authorisations

Form History

Dashboard / Form History

Form History

Keyword Search

Enter keywords to search

Date From

dd/mm/yyyy

Date To

dd/mm/yyyy

Event Filter

Status Filter

Clear search

Search

Please select Event and Status to display records

- Click “Form History” on the lefthand menu
- Event filter : Expense Claims
- Status filter : open
- Click Search

Form History

Keyword Search

Enter keywords to search

Date From

dd/mm/yyyy

Date To

dd/mm/yyyy

Event Filter

Expense Claims

Status Filter

Open

Clear search

Search

Results per page: 20

Showing 1 result

Description	Event	Status	Raised Date
June Claims	Expense Claims	Open	22 Oct 2025

- Selected forms will be displayed

Event Filter

Expense Claims

Status Filter

Open

Clear search

Search

Results per page: 20

Showing 2 results

Description	Event	Status	Raised Date
October Travel	Expense Claims	Open	22 Oct 2025
<div><div>Expense Claims</div><div><div>Employee: Sam Hind</div><div>Form Number: 0000003956</div><div>Raised On: 22 October 2025</div></div><div><div>Claim Description: October Travel</div><div>Claim Total Value: 5.72</div><div>Claim Total Mileage: 12</div></div></div>			
June Claims	Expense Claims	Open	22 Oct 2025

- Click “Description” to open (*“October Travel” in example*)

October Travel

Officer - Systems

Form info

Add Line +

Open

Total Lines: 1

Total Miles: 12

Total Value: £5.72

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
01/10/2025	Car Mileage		12

Attachments:

Add Claim Attachments

Your Expense Claim

Total Lines1

Total Miles12

Total Value£5.72

Submit

Save

Delete

Clear

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

Car Mileage : Car Parking

October Travel

Officer - Systems

Form info

Add Line +

Open

Total Lines: 1

Total Miles: 12

Total Value: £5.72

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
01/10/2025	Car Mileage		12

Attachments:

Add Claim Attachments

Your Expense Claim

Total Lines1

Total Miles12

Total Value£5.72

Submit

Save

Delete

Clear

- To an Existing Claim
- Click Add Line

October Travel

Officer - Systems

Form info

Claim Information

Date of Claim01/10/2025

TypeCar Parking

GroupCar Parking

DescriptionParking at Town Hall

Costs and Receipts

Value5.00

Attachments

Add Attachments

Cancel

OK

- 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

Open

Total Lines: 2

Total Miles: 12

Total Value: £10.72

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
01/10/2025	Car Parking	Car Parking	£5.00
01/10/2025	Car Mileage		12

Attachments:

Add Claim Attachments

Your Expense Claim

Total Lines2

Total Miles12

Total Value£10.72

Submit

Save

Delete

Clear

- 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

The screenshot shows the 'Form History' page in the Xentral system. The sidebar on the left lists various menu items, with 'Form History' at the bottom. The main content area has a header 'Form History' and a search section with fields for 'Keyword Search', 'Date From', 'Date To', 'Event Filter', and 'Status Filter'. Below these fields are 'Clear search' and 'Search' buttons. A message box in the center states: 'Please select Event and Status to display records'.

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

The screenshot shows the search results for 'Form History'. The 'Event Filter' is set to 'Expense Claims' and the 'Status Filter' is set to 'Open'. The table displays 5 results with columns: Description, Event, Status, and Raised Date.

Description	Event	Status	Raised Date
October Travel	Expense Claims	Open	22 Oct 2025
June Claims	Expense Claims	Submitted	22 Oct 2025
Testing	Expense Claims	Authorised	21 Oct 2025

- 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

Event Filter

Expense Claims

Status Filter

AuthorisedOpenRejectedSubmittedWithdrawn

Clear searchSearch

Results per page: 20Showing 5 results

Description	Event	Status	Raised Date
October Travel	Expense Claims	Open	22 Oct 2025
June Claims	Expense Claims	Rejected	22 Oct 2025

- Navigate to Form History
- Event filter : Expense Claims
- Status filter : Select All
- Click Search
- Open the rejected claim

June Claims Officer - Systems

Form Info

RejectedTotal Lines: 1Total Miles: 9

Authorisation Progress

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
01/10/2025	Car Mileage		9

Rejection Notes

Wrong address entered. Please resubmit for Darlington Town Hall.

Your Expense Claim

Total Lines1Total Miles9

ReopenDelete

- Review rejection notes from Manager
- Click “Reopen” to amend and resubmit the claim
- Click “Delete” to withdraw the claim

Description	Event	Status	Raised Date
October Travel	Expense Claims	Mixed	22 Oct 2025
June Claims	Expense Claims	Open	22 Oct 2025
Testing	Expense Claims	Authorised	21 Oct 2025

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

⊖ Rejected

Total Lines: 1 Total Miles: 12

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Authorisation Progress

Ⓜ—————Ⓜ

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
01/10/2025	Car Mileage		12 <div>Ⓜ</div> <div>⌵</div>

Rejection Notes

Claim not valid

Delete

Reopen

⊕ Authorised

Total Lines: 1 Total Miles: 28 Total Value: £13.36

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Authorisation Progress

Ⓜ—————Ⓜ

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
20/10/2025	Car Mileage		28 <div>Ⓜ</div> <div>⌵</div>

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