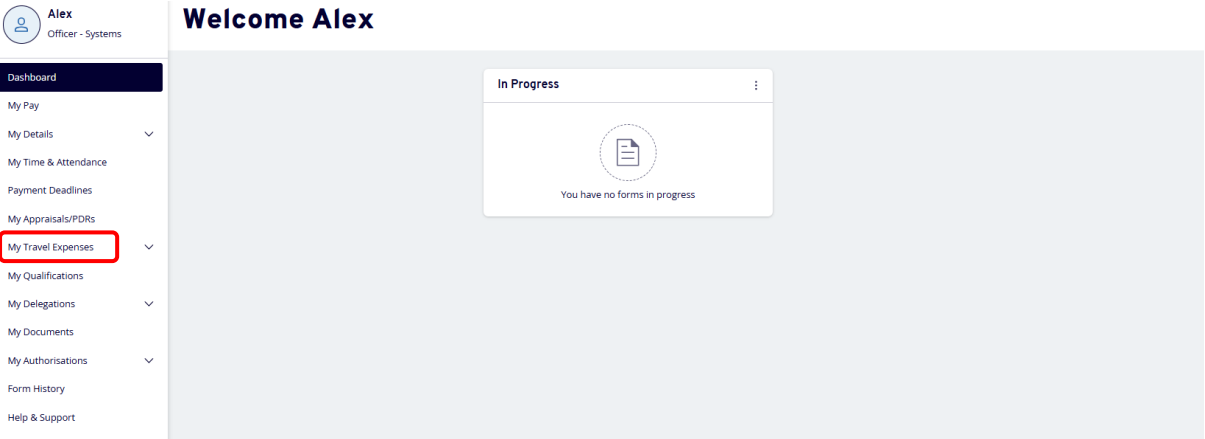


Car Mileage: Adding and Removing a Vehicle

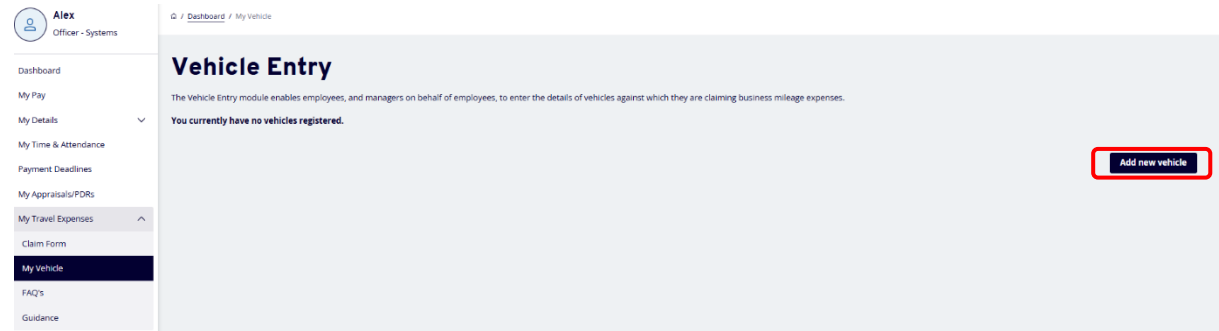
Mandatory information to prepare before adding vehicle:

- Registration number
- Make and model of vehicle
- Fuel type (petrol/diesel etc.)
- Engine size

If you are adding a first or new vehicle:



- Click My Travel Expenses on the lefthand menu to expand the list
- Select 'My Vehicle'



- Click Add New Vehicle

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

New vehicle registration Page 1 of 5

Vehicle Search

Car Registration*

* denotes a mandatory field

Cancel << Prev **Next >>** Save Submit

- Enter your registration number and click next

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

New vehicle registration

Page 2 of 5

Vehicle holding

Effective Date* 01/06/2026

End Date

Vehicle replacing --Select--

Is your previous vehicle still available to you? ☐

Is this your default vehicle? ☒

* denotes a mandatory field

Cancel << Prev **Next >>** Save Submit

- Enter the effective date you are going to be using your vehicle from, then click next
 - ***You cannot enter claims prior to your vehicle effective date so please ensure that you enter the correct date***

If you are adding an additional vehicle:

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

New vehicle registration

Page 2 of 5

Vehicle holding

Effective Date* 11/06/2026

End Date

Vehicle replacing --Select--

Is your previous vehicle still available to you? ☒

Is this your default vehicle? ☒

* denotes a mandatory field

Cancel << Prev **Next >>** Save Submit

- Enter the effective date you are going to be using your vehicle from
- You can have multiple vehicles available to be used in your claim forms
 - When adding a vehicle, use the tick boxes to show whether your old vehicle will still be used for claims and whether the new vehicle should be set as the default for claims
- Then click next

If you are adding a new vehicle and your old one needs removing:

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

New vehicle registration

Page 2 of 5

Vehicle holding

Effective Date*

End Date

Vehicle replacing

Is your previous vehicle still available to you? ☐

Is this your default vehicle? ☐

* denotes a mandatory field

Cancel << Prev **Next >>** Save Submit

- Enter the effective date you are going to be using your vehicle from
- Select the vehicle you are replacing from the drop-down menu
- Then click next

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

New vehicle registration

Page 3 of 5

Vehicle Detail

Car Registration BD74KTP

First Registered*

Make*

Model*

Ownership*

Fuel Type*

Engine Size*

CO2 Value*

Electric Range

* denotes a mandatory field

Cancel << Prev **Next >>** Save Submit

- Complete the form, entering the information for your vehicle, click next once complete
 - If the date first registered if not known, please enter an approximate date
 - If you do not know the CO2 value for your vehicle, please enter 999 in the box
 - When completing Ownership details, please select Private. **Do Not Use Company option**
 - If you have a salary sacrifice vehicle (e.g. NHS Fleet) **Do not use this form to add your vehicle.** Payroll will continue to add your vehicle to the system. Once it has been added then you will be able to submit claims against that vehicle.

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

New vehicle registration

Page 4 of 5

PI1D Detail

Vehicle Type*
Car

Transmission*
Manual

List Price*
1

Accessories Value (New)
0

Accessories Value (After New)
0

* denotes a mandatory field

Cancel

<< Prev

Next >>

Save

Submit

- Enter the Vehicle type information
 - Please enter “1” in the List Price box

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

New vehicle registration

Page 5 of 5

Ownership

Road Fund Band
--Select--

Road Fund Due Date

Insurance Due Date

MOT Due Date

Cancel

<< Prev

Next >>

Save

Submit

- These are optional fields that can be completed to keep track of your tax, MOT and insurance details. It can also allow your manager to check your vehicle is roadworthy and legal before authorising your claim
 - You will need to ensure that this is kept up to date

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

Vehicles

Start Date	End Date	Default	Registration	Description
01/06/2026	close	Y	BD74KTP	FORD Puma 1.9 Petrol

Add new vehicle

- Once you have added your vehicle, you can see this in the ‘Add New Vehicle’ menu and also change which is your default vehicle if you have multiple vehicles on your record

It is important to ensure that your vehicle is kept up to date, removing any vehicles that you no longer have access to. You can do this by following the instructions below:

Removing a Vehicle

- Click My Travel Expenses on the lefthand menu to expand the list
- Select ‘My Vehicle’

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

Vehicles

Start Date	End Date	Default	Registration	Description
11/06/2026	close	set as default	DP68AFH	VAUXHA Corsa 1.9 Petrol
01/06/2026	close	Y	BD74KTP	FORD Puma 1.9 Petrol

Add new vehicle

- Choose which vehicle you want to end and click Close

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

Close vehicle holding

Page 1 of 1

Vehicle Details

Car Registration BD74KTP

Make/Model FORD Puma

Closing Date*

* denotes a mandatory field

Cancel

<< Prev

Next >>

Save

Submit

- Enter a closing date and then click Submit
 - Once you have closed a vehicle you will no longer be able to submit claims against it

Vehicle Entry

The Vehicle Entry module enables employees, and managers on behalf of employees, to enter the details of vehicles against which they are claiming business mileage expenses.

Vehicles

11/06/2026	close	Y	DP68AFH	VAUXHA Corsa 1.9 Petrol
01/06/2026	11/06/2026	Y	BD74KTP	FORD Puma 1.9 Petrol
11/05/2026	close	set as default	S75RXN	AUDI A3 1.9 Petrol

Add new vehicle

- After you have closed a vehicle, if you have multiple, you will have the option to set a new vehicle as your default using the ‘Set as default’ button