

Car Mileage: Authorising a Claim

Manager Responsibilities:

- Ensure all claims are submitted in accordance with the policy before approving them.
 - Verify that all **car parking claims** include a valid receipt. This may be a photograph or screenshot of the parking ticket. If no receipt is attached, the claim should be rejected.
 - Confirm that employees have answered **"Yes" to the vehicle safety check** declaration. Managers are responsible for reviewing supporting documentation regularly to ensure vehicles remain roadworthy and that mileage claims comply with policy requirements.
 - Check that the **user type** selected on each claim matches the employee's vehicle details. For example, an employee driving an electric vehicle must have the Electric Vehicle user type selected. Claims with an incorrect user type should be queried or rejected until corrected
- Click My Authorisations (left hand menu)
 - Event Type: Expense Claims
 - Employee: Default is Select All, Use drop down to filter to specific employee
 - Click "Description" link to view claim

The screenshot displays the Xentrall system interface. On the left, the 'My Authorisations' menu item is highlighted. The main area shows a list of claims with columns for Description, Event, Time Remaining, Submitted Date, and Employee. A red box highlights the 'Event Type' dropdown set to 'Expense Claims' and the 'Employee' dropdown set to 'Leah Dawson'. Another red box highlights a claim entry: 'New Claim Claim Value: 21.94, Claim Miles: 46'. A red arrow points from this claim to a modal window titled 'Authorise Expense Claim'.

The 'Authorise Expense Claim' modal shows a 'New Claim' for Leah Dawson. It includes a table for 'Cost Centre: Default Cost Centre' with columns for Date of Claim, Group, Type, and Value. The table shows two entries for 03/07/2025: Car Mileage (27) and Car Parking (£5.06). The modal also displays 'Total Lines: 2', 'Total Miles: 27', and 'Total Value: £17.98'. On the right, a 'Your Expense Claim' summary shows 'Total Lines: 2', 'Total Miles: 27', and 'Total Value: £17.98'. At the bottom, there are buttons for 'Approve All', 'Reject All', and 'Cancel'.

- Each claim will have a separate line for each journey travelled
- Using the drop-down arrows, open up the details of each claim line to view journey
- Review claim details to ensure they align with policy
- Add an Authorisation or Rejection note as required
- Click Authorise All or Reject All for the whole claim

Partial Approval

- You can approve or reject individual lines of the claim
- For each line expand the drop down to view the details
- Use the Authorise / Reject buttons on each claim line (highlighted red) to respond to each line individually
- Add Authorisation or Rejection notes as required
- Click Submit when complete

The screenshot shows the 'New Claim' form. At the top, it says 'Total Lines: 2 Total Miles: 27 Total Value: £17.88'. Below this is a table with columns: Date of Claim, Group, Type, and Value. The first row is for '03/07/2025' with 'Car Mileage' and a value of '27'. The second row is for '03/07/2025' with 'Car Parking' and a value of '£5.00'. To the right of the table, there are icons for expanding the details (a square with a plus sign), approving (a green checkmark), rejecting (a red X), and a dropdown arrow. A red box highlights the '27' and '£5.00' rows, and a red line connects this box to a larger, more detailed view of the same rows shown below.

Date of Claim	Group	Type	Value
03/07/2025	Car Mileage		27
03/07/2025	Car Parking	Car Parking	£5.00

- The employee will receive an email to advise that the claim has been reviewed with details of any approval/rejection.
- For rejected claims employee can resubmit claim after reviewing and making the changes required.

This is a detailed view of the claim line controls, showing the line number '27', a document icon, a green checkmark, a red X, and a dropdown arrow. Below this, the value '£5.00' is shown with a green checkmark, a red X, and a dropdown arrow. A red box highlights these controls.