

Car Mileage : Entering a New Claim

- You will need to ensure your vehicle is registered on MyHR prior to creating a claim. [Vehicle Registration](#)
- 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

Calculate Private Miles

Actual Mileage: 17
Private Miles: 8

Mileage: 9
Vehicle: NUB9VLN

User Type: Petrol (incl Hybrid Petrol) - Personal

Journey Costs

Est. Claim Value: £4.29

Other Information

Vehicle Safety Check:

Attachments

October Travel Officer - Systems

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:

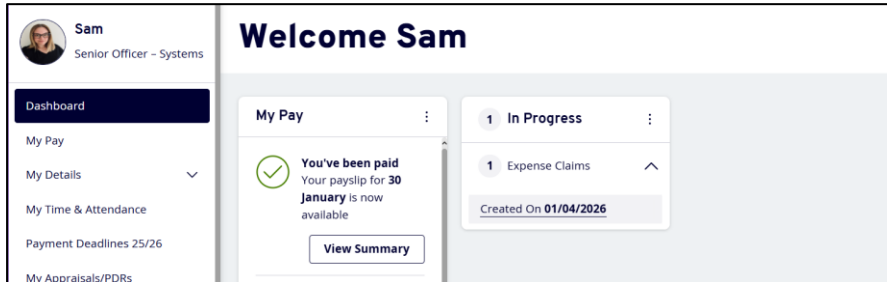
Your Expense Claim

Total Lines: 1
Total Miles: 9
Total Value: £4.29



- Calculate Private Miles : If start or end point is “Home”, private miles will automatically be deducted from the claim. *This is the distance from Home to Work (normal commute), do not untick unless authorised to do so.*
- Vehicle : will display all vehicles registered to user
- User Type : Select the user type that is relevant to your vehicle.
- 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



- Navigate to the “In Progress” widget on your Dashboard
- Expand the Expense Claims section
- If you have multiple saved claims, they will be listed here
- Click the required claim to open the form

The screenshot shows a form titled 'October Travel Officer - Systems'. At the top is a 'Form info' button. Below is a large 'Add Line +' button. A summary bar shows 'Open Total Lines: 1 Total Miles: 12 Total Value: £5.72'. Below this is a table with columns 'Date of Claim', 'Group', 'Type', and 'Value'. The table contains one row: '01/10/2025 Car Mileage' with a value of '12'. Below the table is an 'Attachments' section with an 'Add Claim Attachments' button. On the right side, there is a 'Your Expense Claim' summary with 'Total Lines: 1', 'Total Miles: 12', and 'Total Value: £5.72'. At the bottom right are buttons for 'Submit', 'Save', 'Delete', and '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 Lines: 1
Total Miles: 12
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 Claim: 01/10/2025
Group: Car Parking
Type: Car Parking
Description: Parking at Town Hall (230 characters remaining)

Costs and Receipts

Value: 5.00

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 Lines: 2
Total Miles: 12
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 Saved / Completed Claim Forms

The screenshot shows the 'Form History' page in the Xentral system. The left-hand menu is visible, with 'Form History' selected. The main content area has a search bar with the following fields: 'Keyword Search' (placeholder: 'Enter keywords to search'), 'Date From' (placeholder: 'dd/mm/yyyy'), and 'Date To' (placeholder: 'dd/mm/yyyy'). Below these are 'Event Filter' and 'Status Filter' dropdown menus. A 'Clear search' button and a 'Search' button are at the bottom of the search area. A message box in the center says '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 'Expense Claims' with the status filter set to 'Open'. The table displays the following data:

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: (Authorized) (Open) (Rejected) (Submitted) (Withdrawn)

Clear search Search

Results per page: 20 Showing 5 results

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

June Claims Officer - Systems Form Info

Rejected Total Lines: 1 Total 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 Lines: 1
Total Miles: 9

Reopen
Delete

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

- 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

Rejected Total Lines: 1 Total Miles: 12

Authorisation Progress

Cost Centre: Default Cost Centre

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

Rejection Notes
Claim not valid

[Delete](#) [Reopen](#)

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

Authorisation Progress

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
20/10/2025	Car Mileage		28

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