

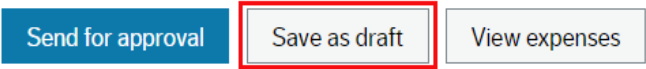
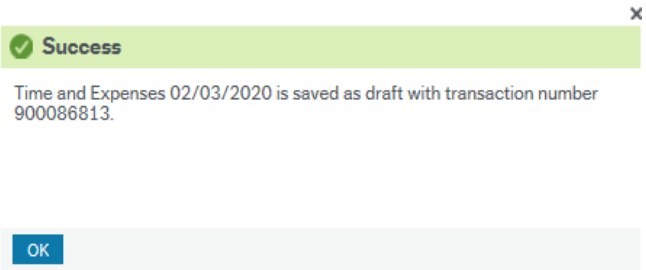
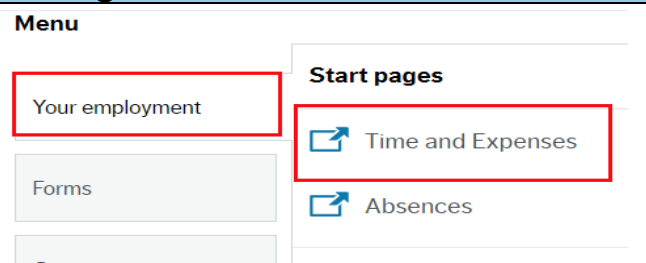
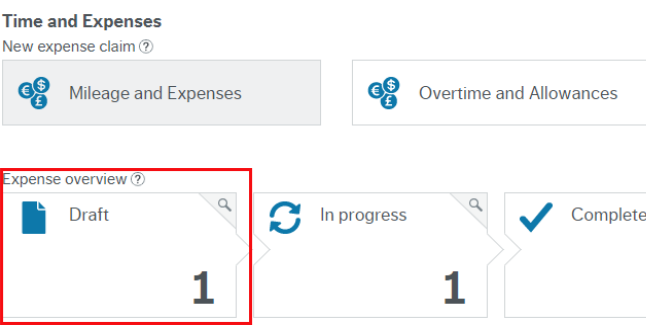
Mileage & Expenses – Hints & Tips

This guidance will provide some hints & tips on how to use the mileage & expenses screens in Business world. There is information on:

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Draft Claims

Saving claims as 'Draft'		
1	 <p>Send for approval Save as draft View expenses</p>	<p>You can save your claim as a draft and keep adding to this until your payroll cut off. Click on the 'save as draft' button on the overtime/allowance window.</p>
2		<p>When you save your claim as a draft you will see a pop-up box with 'Success' with a unique transaction reference number.</p> <p>This success message confirms that the transaction has been saved in draft form.</p>
Accessing 'Draft' claims		
1	 <p>Menu</p> <p>Your employment Start pages</p> <p>Forms Time and Expenses</p> <p> Absences</p>	<p>To access your draft claim, navigate to Your employment > Time and Expenses.</p>
2	 <p>Time and Expenses</p> <p>New expense claim ?</p> <p>Mileage and Expenses Overtime and Allowances</p> <p>Expense overview ?</p> <p>Draft In progress Completed</p> <p>1 1</p>	<p>The draft claim can then be accessed again by clicking on the draft box then selecting the claim you want to open.</p> <p>You can then add additional lines to your claim & either save as draft again to add more lines in future or send for approval.</p>

Mileage & Expenses – Hints & Tips

Copying lines of a claim

You can quickly copy any lines you have already created by ticking the check box for the line of the claim you want to copy and then clicking on the **'Copy expense'** button.

What did you spend?

<input type="checkbox"/>	Category	Expense date	Description	Quantity	Amount
<input checked="" type="checkbox"/>	Mileage (Car/Van)	12/01/2021	Mileage from HQ to Castle Semple & back for repairs inspection	22.00	9.90
<input type="checkbox"/>	Mileage (Car/Van)	13/01/2021	Mileage from HQ to Johnstone Town Hall & back for repairs inspectio	10.00	4.50

Mileagetype: Business Miles (BUSINESS) | Rate per mile (pence): 45.00 | No. of Passengers (Max 4): 0.00 | First Passenger Rate: 12.00 | Subsequent Passenger Rate: 6.00

Mileage Type: 1.00

Cost categories: Position: TEST ERP Support | Cost centre*: Business World Suj | POSNO PD analysis GL*: TEST ERP Support | Employee Type*: Local government

Add expense **Copy expense** Delete expense Total expenses: £ 14.40

This is a faster way of entering multiple lines for the same type of expense e.g. claiming for travel to the same location. However, it is important to note that this function copies the selected line exactly, therefore you should remember to update the dates as appropriate.

Deleting lines of a claim

To delete any lines in your claim, click on the small box at the left-hand side of the row you want to delete then click the **'delete'** button shown below.

What did you spend?

<input type="checkbox"/>	Category	Expense date	Description	Quantity	Amount
<input checked="" type="checkbox"/>	Mileage (Car/Van)	12/01/2021	Mileage from HQ to Castle Semple & back for repairs inspection	22.00	9.90
<input type="checkbox"/>	Mileage (Car/Van)	13/01/2021	Mileage from HQ to Johnstone Town Hall & back for repairs inspectio	10.00	4.50

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Add expense Copy expense **Delete expense** Total expenses: £ 14.40