

User Guide – Claiming for Travel & Expenses

Log in to SelfServe4You and click on section 'Travel & Expenses'.

To create a new claim ensure the Post against which you are claiming is selected and click on [Create New Claim]

The screenshot shows the 'Selfserve4you' HR portal interface. At the top left is the logo and 'Medway Council HR portal'. On the right, there's a 'Directory' section with a search bar and 'advanced search' link. Further right, a user is logged in as 'Emily' with links for 'home', 'view your details', 'change password', and 'update profile'. Below this is a 'GO TO:' dropdown menu set to 'Expenses' and a 'sign out' button. The main content area is titled 'Expense Claims [You have 0 claims]' and contains instructions: 'To create a new claim select the correct post title below and click on "Create New Claim". (if you have more than one job a separate form must be completed for each post)'. It also states that claims should be updated and saved as expenses occur and submitted to the line manager for authorization by the last day of each month. A note specifies that only claims authorized and with receipts received by the 8th of each month are guaranteed for payment. A bold instruction says: 'Receipts must be submitted in an envelope addressed to Expenses Claims, HR Services, Gun Wharf clearly marked in the top left hand corner with your full name and claim reference number which will be allocated when the form is saved.' At the bottom right, there are links for '[Back]', a dropdown menu showing 'STEWARD', and a 'Create New Claim' button. An arrow points from the text above to the 'Create New Claim' button.

The claim form is separated into the following sections:

- Business mileage
- Costs associated with business journey: Parking / Toll fees
- Fares: Public transport
- Subsistence: Accommodation / Meals / Beverages.

Travel & subsistence claims are strictly for **personal** expenditure incurred whilst undertaking your duties. Under no circumstances should equipment and/or food purchased to undertake your duties on behalf of the Authority (i.e. meetings / training) be claimed back via an expenses claim. These should be claimed via creditors or petty cash.

On-line notes are available for each section:

Click on [help] on the right hand side of the form to expand. Click on [help] again to collapse.

Please read to ensure you are following procedures correctly and reduce the risk of your form being rejected.

Enter a meaningful description for the claim form (i.e. 'Travel & Expenses - April 2011')

Claiming for Business Mileage

Position **SYSTEMS ADMINISTRATOR**
Description

Business Mileage [help]

Section Help for Business Mileage
Enter the journey date. The vehicle registration field will automatically populate - use the drop down box to select if necessary. If your vehicle is not listed please contact Payroll. Tick that you are submitting a VAT fuel receipt. Enter the 'actual miles travelled' and if applicable enter your normal home to work mileage. The 'Mileage' field will now be populated with the number of miles that will be paid. Enter a brief description and reason for journey.
If you need to enter more than one line of mileage please click on the [+] symbol.

Date	Vehicle	Journey	Mileage	VAT receipt	
<input type="text" value="01/04/2011"/>	<input type="text" value="GJ06KCV"/>	<input type="text" value="- Select -"/>	<input type="text" value="20"/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>
Actual mileage travelled	Private Miles	Description		Override Cost Centre	
<input type="text" value="20"/>	<input type="text" value=""/>	<input type="text" value="Gun Wharf to Gravesend (return) Attend Payroll meeting LGPS"/>		<input type="text" value=""/>	<input type="button" value="[Search]"/>

To add another journey, click on [+]

Date	Vehicle	Journey	Mileage	VAT receipt	
<input type="text" value="05/04/2011"/>	<input type="text" value="GJ06KCV"/>	<input type="text" value="- Select -"/>	<input type="text" value="40"/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>
Actual mileage travelled	Private Miles	Description		Override Cost Centre	
<input type="text" value="50"/>	<input type="text" value="10"/>	<input type="text" value="Attend Course Tunbridge Wells"/>		<input type="text" value=""/>	<input type="button" value="[Search]"/>

Private miles:

If your journey starts and/or ends at home, enter your home to work base mileage in the field 'Private Miles'. The number of paid miles in the 'Mileage' field will automatically adjust, and the number of 'Private Miles' will be used to calculate the tax under AMAP rules. (for more information on AMAP see <http://connections.medway.gov.uk/index/yourcouncil/businesssupport/personnel/29008/29010/30377.htm>)

Should you need to delete a line of entry simply click [-] against the appropriate journey date.

Costs Associated with Journey

From the drop down box, select the appropriate item. The form will expand for further information to be entered.

All receipts should be numbered. The number entered on the e-form in the 'Receipt' field should be written clearly on the corresponding receipt / ticket.

Costs associated with journey [help]

Section Help for Costs associated with journey
Unless receipts and/or tickets are provided for parking costs you will not be reimbursed for this expenditure.
Please note no receipts are required for tolls.

Car Parking Fees	Date	Value	Receipt	Override Cost Centre	
	<input type="text" value="05/04/2011"/>	<input type="text" value="5.00"/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="button" value="[Search]"/> <input type="button" value="[-]"/>
		Description			
		<input type="text" value="Parking - Tunbridge Wells"/>			
		<input type="text" value="- Select -"/>			

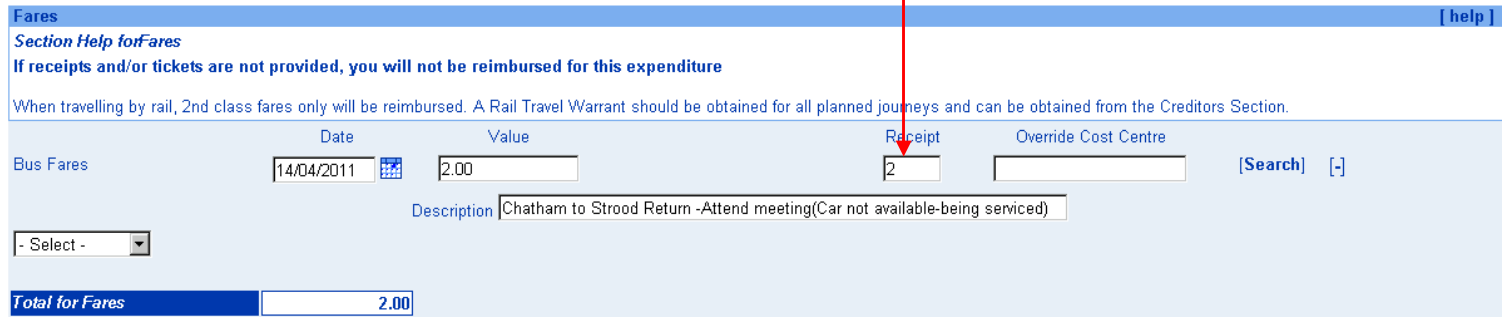
Total for Costs associated with journey

If you add further entries under the same section, the total costs will be automatically totalled.

Fares

From the drop down box, select the appropriate method of travel. The form will expand for further information to be entered.

The number entered on the e-form in the 'Receipt' field should be written clearly on the corresponding receipt / ticket.



The screenshot shows the 'Fares' section of a form. At the top, there is a blue header with the text 'Fares' and a '[help]' link. Below this is a sub-section 'Section Help for Fares' with the warning: 'If receipts and/or tickets are not provided, you will not be reimbursed for this expenditure'. A note states: 'When travelling by rail, 2nd class fares only will be reimbursed. A Rail Travel Warrant should be obtained for all planned journeys and can be obtained from the Creditors Section.' The main form area has a table with columns: Date, Value, Receipt, and Override Cost Centre. A row is filled with: Date '14/04/2011', Value '2.00', Receipt '2', and an empty Override Cost Centre field. A description field contains 'Chatham to Strood Return -Attend meeting(Car not available-being serviced)'. There is a dropdown menu on the left with '- Select -' and a '[Search] [-]' button. At the bottom, a 'Total for Fares' field shows '2.00'. A red arrow points from the text above to the 'Receipt' field.

Date	Value	Receipt	Override Cost Centre
14/04/2011	2.00	2	

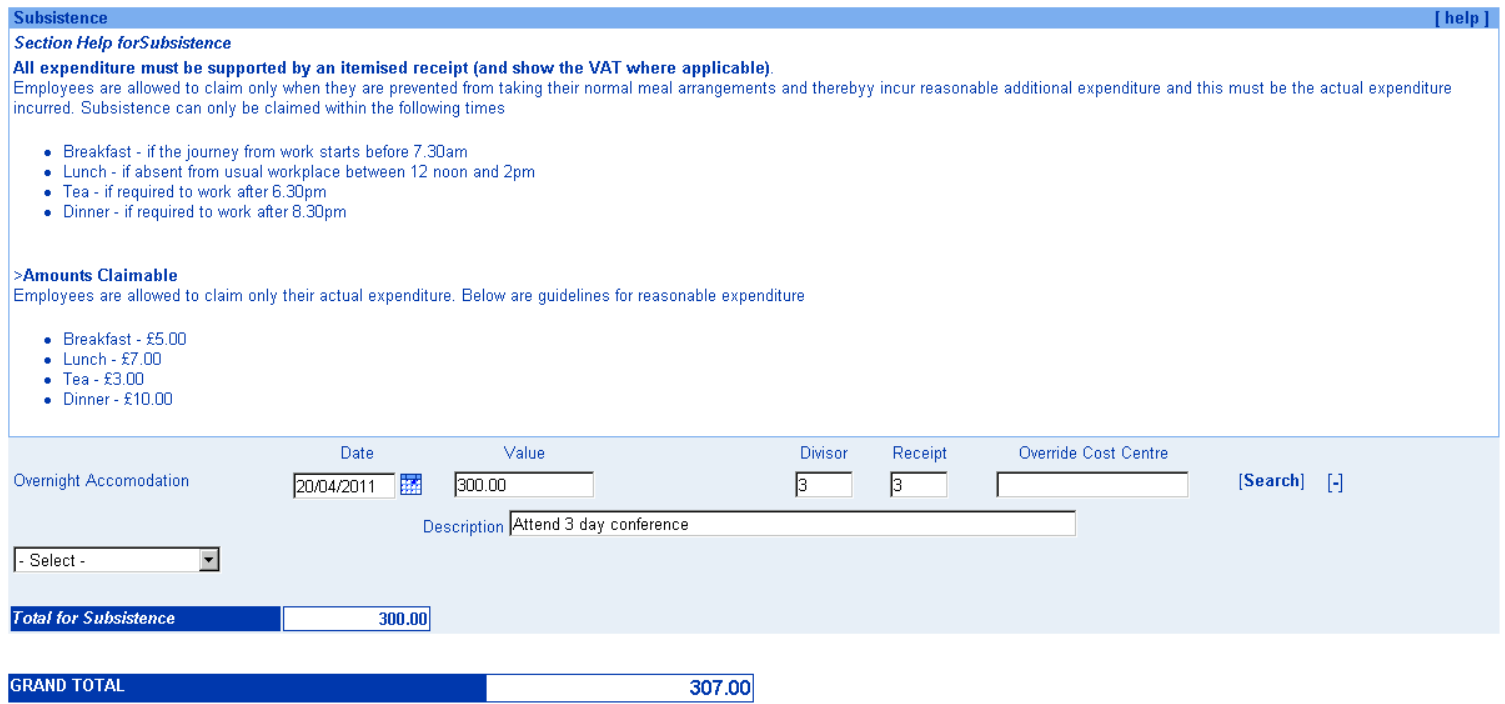
Description: Chatham to Strood Return -Attend meeting(Car not available-being serviced)

Total for Fares: 2.00

Subsistence

From the drop down box, select the appropriate item. The form will expand for further information to be entered.

If claiming for overnight accommodation, enter the number of nights claimed in the 'Divisor' field.



The screenshot shows the 'Subsistence' section of a form. At the top, there is a blue header with the text 'Subsistence' and a '[help]' link. Below this is a sub-section 'Section Help for Subsistence' with the warning: 'All expenditure must be supported by an itemised receipt (and show the VAT where applicable)'. A note states: 'Employees are allowed to claim only when they are prevented from taking their normal meal arrangements and thereby incur reasonable additional expenditure and this must be the actual expenditure incurred. Subsistence can only be claimed within the following times'. A list of items is provided: Breakfast - if the journey from work starts before 7.30am, Lunch - if absent from usual workplace between 12 noon and 2pm, Tea - if required to work after 6.30pm, and Dinner - if required to work after 8.30pm. Below this is a section '>Amounts Claimable' with the text: 'Employees are allowed to claim only their actual expenditure. Below are guidelines for reasonable expenditure'. A list of amounts is provided: Breakfast - £5.00, Lunch - £7.00, Tea - £3.00, and Dinner - £10.00. The main form area has a table with columns: Date, Value, Divisor, Receipt, and Override Cost Centre. A row is filled with: Date '20/04/2011', Value '300.00', Divisor '3', Receipt '3', and an empty Override Cost Centre field. A description field contains 'Attend 3 day conference'. There is a dropdown menu on the left with '- Select -' and a '[Search] [-]' button. At the bottom, a 'Total for Subsistence' field shows '300.00'. Below this, a 'GRAND TOTAL' field shows '307.00'.

Date	Value	Divisor	Receipt	Override Cost Centre
20/04/2011	300.00	3	3	

Description: Attend 3 day conference

Total for Subsistence: 300.00

GRAND TOTAL: 307.00

The 'Grand Total' of all sections claimed (not including mileage) is shown at the bottom of the form.

The form can be saved and re-opened as many times as required before submission.
For example: If you use your car on a regular basis, you can save the form and add journeys as and when, so your form is ready to submit to your Manager promptly at the end of the calendar month.

To save the form, click on [Save]

GRAND TOTAL 307.00

[Back] [Reset] [Save] [Submit]

When your form is saved, a confirmation message will be displayed quoting a form number



Directory

Surname:

advanced search [search]

Welcome Emily

[home] [view your details]
[change password] [update profile]

GO TO: Expenses

sign out



Confirmation Message !
Your claim has been saved as claim number 000000495

[continue]

The form will now be in your 'Open' claims section on the 'Expenses Claims' page.



Directory

Surname:

advanced search [search]

Welcome Emily

[home] [view your details]
[change password] [update profile]

GO TO: Expenses



Expense Claims [You have one claim]

To create a new claim select the correct post title below and click on "Create New Claim". (if you have more than one job a separate form must be completed for each post)

Claims should be updated and saved as expenses occur and submitted to the line manager for authorisation by the last day of each month.

Only claims that have been *BOTH* authorised and receipts received in HR Services by the 8th of each month are guaranteed for payment in that month.

Receipts must be submitted in an envelope addressed to Expenses Claims, HR Services, Gun Wharf clearly marked in the top left hand corner with your full name and claim reference number which will be allocated when the form is saved.

Expenses intranet page

Open

Date	Form	Description	Value
27/04/2011	000000495	Claim for April 2011	307.00

To re-open the form, click on the form number

Once you have completed the form for all items you are claiming for, whilst the form is open, click on [Submit]. Acknowledge message displayed by clicking on 'OK'

Message from webpage

Are you sure you want to submit this claim for processing?

OK Cancel

A summary of the claim submitted will now be displayed.

Please ensure you send all of your receipts appropriately numbered in an envelope addressed to: Expenses Claims, HR Services, Gun Wharf - clearly marking the envelope on the top left corner with your name and claim number shown below.

Employee Number
Employee Name
Claim Number 0000000495
Claim Date 27/04/2011

Claim for the following:

EXPENSES SUMMARY

All figures in this claim are in Sterling

COSTS ASSOCIATED WITH JOURNEY 5.00
FARES 2.00
SUBSISTENCE 300.00

TOTAL VALUE OF CLAIM:

MILEAGE SUMMARY

Date 01/04/2011 20
Description
Date 05/04/2011 40
Description

TOTAL MILEAGE:

Your designated line manager will be sent an e-mail to advise a claim has been submitted for authorisation.

Your claim form is now shown in the 'Submitted' section on the Expenses Claim page.



Expense Claims [You have one claim]

Expenses intranet

To create a new claim select the correct post title below and click on "Create New Claim". (if you have more than one job a separate form must be completed for each post)

Claims should be updated and saved as expenses occur and submitted to the line manager for authorisation by the last day of each month.

Only claims that have been *BOTH* authorised and receipts received in HR Services by the 8th of each month are guaranteed for payment in that month.

Receipts must be submitted in an envelope addressed to Expenses Claims, HR Services, Gun Wharf clearly marked in the top left hand corner with your full name and claim reference number which will be allocated when the form is saved.

Submitted

Date	Form	Description	Value
27/04/2011	0000000495	Claim for April 2011	307.00

The form can no longer be amended, but viewed. Should you wish to amend, this is permitted **providing it has not been authorised by your Manager.**

Should you wish to amend, open the 'Submitted' form and click on [Withdraw] and 'OK'

00.00 3 3

Message from webpage

Are you sure you want to withdraw this claim from processing?

OK Cancel

307.00

[Back] [Show Summary] [Withdraw]

Your claim will now be in the 'Withdrawn' section on the Expenses Claim page.

Withdrawn			
Date	Form	Description	Value
27/04/2011	000000495	Claim for April 2011	307.00

To amend:

- Click on the form number
- Scroll to the bottom of the open form
- Click on [Re-Open]

Your form will now be in the 'Open' section of the Expenses Claim page.

Make changes as appropriate and re-submit for authorisation.

Submission of receipts

Please Note: Your manager will need to see your receipts to check the claim for accuracy before authorising.. Please pass to them in an envelope (see below) and they will, once the claim has been authorised, forward to HR Services on your behalf.

Receipts for both petrol (if mileage claimed) and / or expenses incurred should be sent to HR Services at Gun Wharf in a sealed envelope marked as follows:

Joe Bloggs
Emp No: 0000111
Claim No: 000000495

Travel & Expenses Claim
HR Services
Gun Wharf

Claims will **not** be paid until your envelope is received by HR Services with the appropriate receipts enclosed.