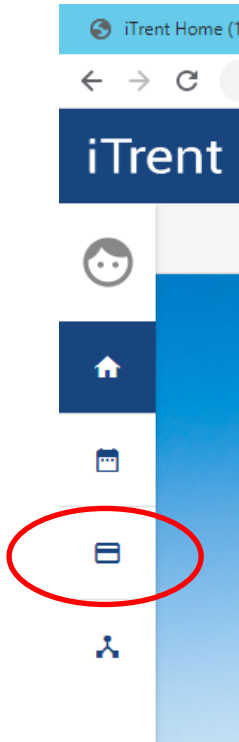


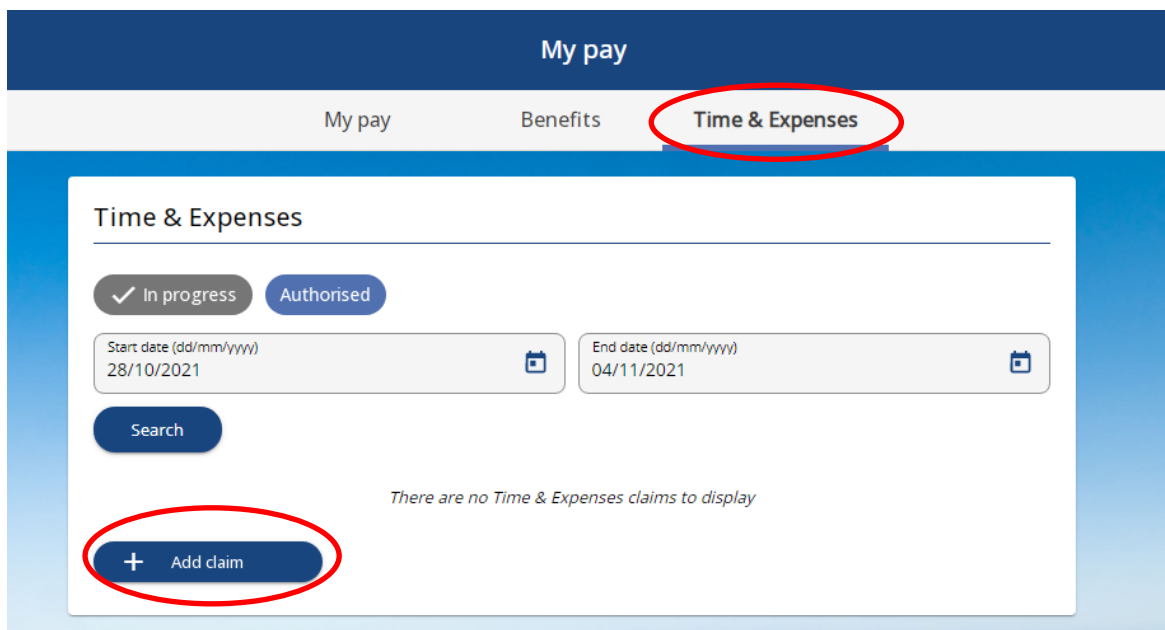
Making a mileage and expense claims - iTrent guide

Expense claims include parking and public transport costs.

1. Log into iTrent
2. Click on the “My Pay” icon along the bar on the left hand side of the home page.



3. At the top of the page, click “Time & Expenses” and then “add claim”.



4. Enter the start date of the period that you wish to make a claim for.
For job title, drop down and select the role (if you have two or more roles then make sure this is against the correct role for which the mileage or expenses are associated with).
For Claim template, select 'Employee Mileage and Expenses' and then select "new".

My pay

Time & Expenses claim entry: New

Start date

Job title

Claim template

New

5. You will then see the below screen.
The first page will be titled "Employee mileage and Expenses Claim Form".
Use this page for parking, public transport and subsistence.

Time and expenses

Time & Expenses claim entry: (New)

Job title: HR Admin Officer
Employee: Ms Amber C Patel

Page 1 | Page 2

Employee Mileage and Expenses Claim Form

Element	Date	Detail of Expense	Amount
			0.00

- To enter a claim for one of the above, choose the relevant option from the drop down list under “element”, select the date, enter the reason for the expense and then the amount in the relevant fields

Element	Date	Detail of Expense	Amount
Parking	10/02/2020	Parking	3.50
			3.50

+ -

- To add more than one claim for any of the options just click the plus sign at the end of the row, or to delete any rows click the minus sign
- To move onto submitting mileage click “page 2” (just above the title of the page)

Page 1 | Page 2

Mileage Claim Form

Page 1 - Expenses
Page 2 - Mileage

- This will bring up the form to enter mileage. You will need to select your vehicle type (car/van/motorcycle/bicycle) and input fuel type and engine. You will also need to select the relevant mileage scheme if you have more than one (for example, you could have casual mileage and post entry training mileage). You then need to add in the journey date, number of miles you are claiming, number of passengers, where the journey was from and to and the reason for the journey.

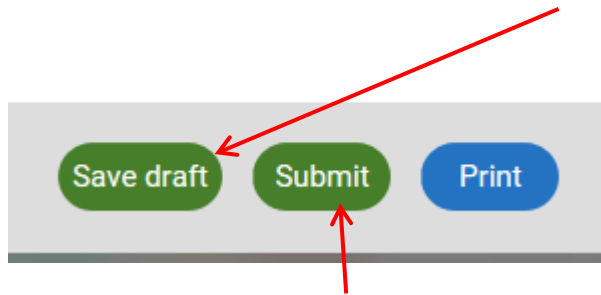
Vehicle type	Fuel type	Engine (cc)	Scheme
Car	Diesel	1.4	Casual Mileage Scheme

Journey Date	Miles claimed	Passengers	Journey From	Journey To	Reason for Journey

+ -

To add more than one claim just click the plus sign at the end of the row, or to delete any rows click the minus sign.

10. You can enter mileage or expenses daily and save this before submission to a manager for approval. Just click “save draft” in the bottom right corner.



11. To submit click “submit” in the bottom right corner

12. When you submit the claim it will take you to the below screen to certify the information is correct, you will need to enter your ESS password then click submit. You do not need to add receipts here and should save them as current practice.

A screenshot of a web application interface for submitting time and expenses. At the top, a dark grey bar contains the text 'Time and expenses' and a close icon. Below this is a light blue notification bar with an information icon and the text 'Changes have been saved.'. The main content area is titled 'Time & Expenses claim submission:' and contains the following details: Claim template: Additional Payments and Overtime; Job title: HR Admin Officer; Time and expenses claim reference: ADD000000003; Payroll: Test Valley Borough Council; Start date: 16/03/2020; Comments: I certify that the information that I have provided is a true record of time that I have worked in the course of my official duties.; Password: [redacted]; + Receipt attachments. At the bottom right, there is a green 'Submit' button circled in red.

13. You will then receive an email to confirm your claim has successfully been sent to your manager for approval.



Dear Amber,

Your expense claim EXP0000000003 has been forwarded to your Manager for approval.