

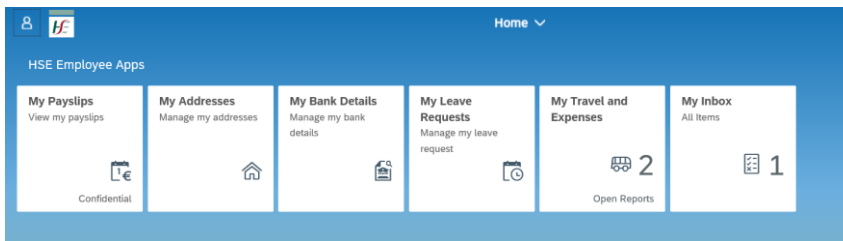


## My Travel & Expenses


- To make a claim for one day only please click [here](#)
- To create a duplicate of an regular trip/journey please click [here](#)
- For an explanation of Errors and Warnings in My Travel & Expenses please click [here](#)

### Submitting a Claim for One Day only

1. Enter Username and Password and click log on.
2. Click the “My Travel & Expenses” tile.



**Note: If there is an “Error” showing on My Travel and Expenses this indicates that Travel Privileges need to be set up and approved before you can make a claim.**

3. To create a new travel claim select  at the end of screen – the Create New Travel Expense screen opens and defaults to current date;

**Report Details**

\*From: 03.07.2020, 08:00  
To: 03.07.2020, 17:00  
\*Destination: Ireland  
Purpose:  
Comment:

**Expenses**

Total Reimbursement  
Total Expenses 0.00 EUR  
No data  
+ Add Expense

Save Submit Cancel

4. Select the “From” and “To” Dates by picking  , choose appropriate date and press OK.

\*From: 03.07.2020, 08:00 

To: 03.07.2020, 17:00 

5. Select Destination and record the “Location” field enter where you travelled to;


\*Destination: Ireland  
03.07.2020, 08:00 >

*\*Date updates once you enter the Destination Details*


Address (Main Destination)

Select Address

Location:

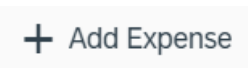
Country: Ireland 



6. Select “” at the top of the screen to exit this screen.
7. The reason for travelling should be populated in the “Purpose” field and “Comments” may also be added (on the main screen).

Purpose: Meetings with Staff

Comment: Re: New Buildings

8. To add expenses select  to the right of the screen.

Expenses

Total Reimbursement	---
Total Expenses	--- EUR

No data

+ Add Expense

9. This presents a list of all expense types – scroll through the list selecting the relevant expenses by ticking the box next to the expense type you wish to choose;

Add Expense

Assign

New

Search

☐ Mileage

☐ Accommodation Abroad

☐ Canteen>5

☐ Conference Rates

☐ Cont. Medical Ed. (Consultant)

☐ Continuing Education - Other

☐ Exam Fees

☐ Flights










☐ Incremental Insurance Costs

☐ Local Subsistence Rates

OK

Cancel

10. The expenses selected are presented in a list for update;

Expenses			
Total Reimbursement		-.--	
Total Expenses		-.--	EUR
	Mileage 03.07.2020 - 03.07.2020	-.--	 
	Tolls Receipt not checked	0.00 EUR	 
	Summary of 10 hr rate Receipt not checked	36.97 EUR	 
<div><div>+</div>Add Expense</div>			

11. To enter Mileage: Click on Mileage from the list – the following screen presents;

N.B. Accumulated mileage based on paid expenses only - hence the value of this claim could change at payment

**Expense Details**

Total Reimbursement:

Total Distance:  KM

Date:

From/Start Time:

To/End Time:

Description:

**Vehicle**

Vehicle Type:


Vehicle Class:

Vehicle License Plate:

Total km this year:

**Mileage Rates**

From	To	km	Rate/km	Total €

12. Select the  button to populate the Vehicle Details, Total KM this year and the Mileage Rates (shown below).

N.B. Accumulated mileage based on paid expenses only - hence the value of this claim could change at payment

**Expense Details**

Total Reimbursement:

Total Distance:  KM

Date:

From/Start Time:

To/End Time:

Description:

**Vehicle**

Vehicle Type:

Vehicle Class:

Vehicle License Plate:

Total km this year:


**Mileage Rates**


From	To	km	Rate/km	Total €
0	1500	0	39.86	0.00
1501	5500	0	73.21	0.00
5501	25000	0	29.03	0.00
25001	99999	0	22.23	0.00

13. Enter the number of kilometres travelled in the Total Distance field and select “Calculate Amount”, populate the From/Start Time, To/End Time and Description.

14. Press Save (bottom right of screen) .


15. To update the next expense type, choose from the list – Tolls.

16. Enter the amount of the tolls/description (optional) and choose the  under Attachments to add receipt.







17. Press Save (bottom right of screen) .


18. To update the next expense type, choose from the list – Summary of 10 hr rate.

19. The amount defaults, a description can be added (optional).

20. Press Save (bottom right of screen) .

21. The following expenses have a default value: (as per HSE Travel Rates)

-  Canteen>5
-  Meal > 24
-  Meal Provided>10
-  Summary of 10 hr rate
-  Summary of 24 hr rate
-  Summary of 5 hr rate

22. If any expenses have been added in error they can be deleted by selecting  from the list.

23. To save the claim select “Save” at the bottom of the main screen.

**NB. Your claim has not been submitted to your manager for approval until the Submit icon is clicked.**

Meetings with Staff ( 1700000037 )

Report Details

\*From: 10.05.2019, 08:00

To: 10.05.2019, 17:00

\*Destination: Naas, Ireland  
10.05.2019, 08:00

Leixlip, Ireland  
10.05.2019, 08:01

+ Add Additional Destination

Purpose: Meetings with Staff

Comment: Re: New Buildings

Attachments (0)

Expenses

Total Reimbursement 113.31 EUR

Mileage  
10.05.2019 - 10.05.2019 75.90 EUR

Tolls  
10.05.2019 - 10.05.2019 3.80 EUR

Summary of 10 hr rate  
10.05.2019 - 10.05.2019 33.61 EUR

+ Add Expense

Save Submit Cancel Duplicate

24. Press the” Submit” button to send your claim to manager for approval and the following dialog box presents;

HSE Expense Submission

Staff Meetings

Limerick, Ireland

July 3, 2020 - July 3, 2020

Total Reimbursement 124.69 EUR

Total Expenses 124.69 EUR

Approver: Joe Bloggs

☐

I certify that (a) the allowances claimed in this account are in strict accordance with the scales sanctioned; (b) the expenses charged have been actually and necessarily disbursed solely in relation to the public service on which I am engaged, and (c) the particulars furnished herein are in all respects true.

Confirm Cancel

25. Check that your approver is correct, tick the box and select “Confirm”

26. Your Travel & Expenses have now been submitted to your manager for approval.

**Info:** *The Travel and Expense Claims will have the following status:-*

**Open:** Saved Only (this has NOT been submitted to your Manager)

**Submitted:** Submitted for approval to Manager

**Approved:** Approved by Manager

**Reimbursed:** Paid

27. To exit Travel and Expenses choose the Back arrow  or Home Button .

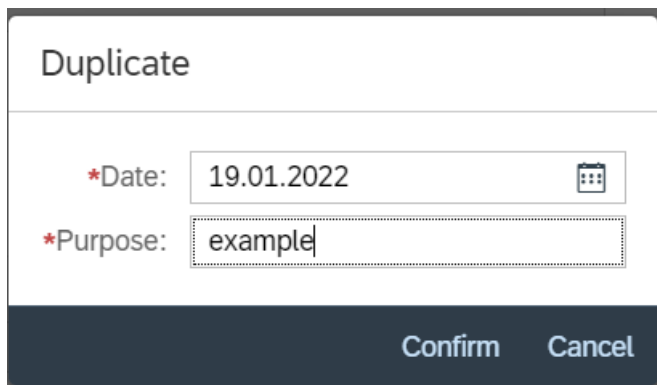
### Duplicate Existing Trip

Where a trip/journey is a regular occurrence – it is possible to duplicate this trip and update it with new dates.

Click on the relevant trip on the panel on the left and click on .

A screen will pop up with the current date.

Amend the date to the necessary trip date, update the Purpose and click on Confirm.



The screenshot shows a modal dialog box titled "Duplicate". It contains two input fields: "\*Date:" with the value "19.01.2022" and a calendar icon to its right, and "\*Purpose:" with the value "example". At the bottom of the dialog, there are two buttons: "Confirm" and "Cancel".

Review your Travel Claim/Trip and ensure that all necessary fields are updated, save and submit for approval.

**Info:** The Travel and Expense Claims will have the following status:-

**Open:** Saved Only (this has NOT been submitted to your Manager)

**Submitted:** Submitted for approval to Manager


**Approved:** Approved by Manager

**Reimbursed:** Paid


**Errors/Warning which may appear while inputting My Travel & Expenses**

**1. Trying to submit a claim without the relevant approved documents in My Travel Privileges**

A pop message will present details of the required documents - No Vehicle requires Employee Declaration only, Vehicle requires the following Vehicle Registration, Insurance, Employee Declaration and Indemnity

HSE Expense Submission	
Cork, Ireland	
July 3, 2020 - July 3, 2020	
<b>Total Reimbursement</b>	<b>70.35 EUR</b>
<b>Total Expenses</b>	<b>70.35 EUR</b>
<div> All Travel Privilege documentation must be valid and approved prior to submitting any Travel Claims which include mileage. Outstanding documents are as below:</div>	
Claim: Fri Jul 03 2020 in vehicle: 192L1266	
Vehicle Registration Certificate: status = No document uploaded	
Vehicle Insurance Certificate: status = No document uploaded expired on Wed Jul 01 2020	
Employee Declaration: status = No document uploaded expired on Wed Jul 01 2020	
Vehicle Indemnity Form: status = No document uploaded expired on Wed Jul 01 2020	
<div>ConfirmCancel</div>	




HSE Expense Submission	
Ireland	
July 8, 2020 - July 8, 2020	
<b>Total Reimbursement</b>	<b>5.92</b> EUR
<b>Total Expenses</b>	<b>5.92</b> EUR
<div style="border: 1px solid orange; padding: 5px; margin: 10px 0;">  Employee Declaration must be valid and approved prior to submitting any Travel Claims. Document status as below: </div>	
<p style="text-align: center;">Claim: Wed Jul 08 2020</p> <p style="text-align: center;">Employee Declaration: status = No document uploaded expired on Wed Jul 01 2020</p>	
<a href="#">Confirm</a> <a href="#">Cancel</a>	

You cannot submit a claim until these documents are updated and approved by your Manager. You can save your travel claim and come back to it when Travel Privileges is corrected.

## 2. Editing a Claim which has already been Reimbursed

When you choose Edit and a Claim has already been Reimbursed/Paid the following warning presents;

Information:

 **Warning**

This expense has been reimbursed. Any changes MUST be submitted to your manager for approval. Click OK to continue editing.

Claims should only be Edited if updates are necessary and if updates are made the claim must be Re-submitted to your Manager for review/approval.