**My Inbox – Approving Travel Privileges**

Note:-
- *If an employee wishes to claim Mileage and/or Expenses, it is essential that a Travel Privileges record exists*

- *If an employee changes his/her vehicle during the year, this will necessitate entering new travel privileges record – select a valid from date, attach a new licensing cert, vehicle insurance and indemnity. Include Passenger Indemnity where necessary – This document must be approved by a Manager.*

- *For an employee who claims expenses only they are required to submit an Employee Declaration for approval.*

- *If an employees' car does not change, they are required to submit updated vehicle insurance, indemnity, employee declaration (passenger indemnity if required) as these documents expire.*

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1. Logon as MXXXXXXXX

2. Click the "My Inbox" tile
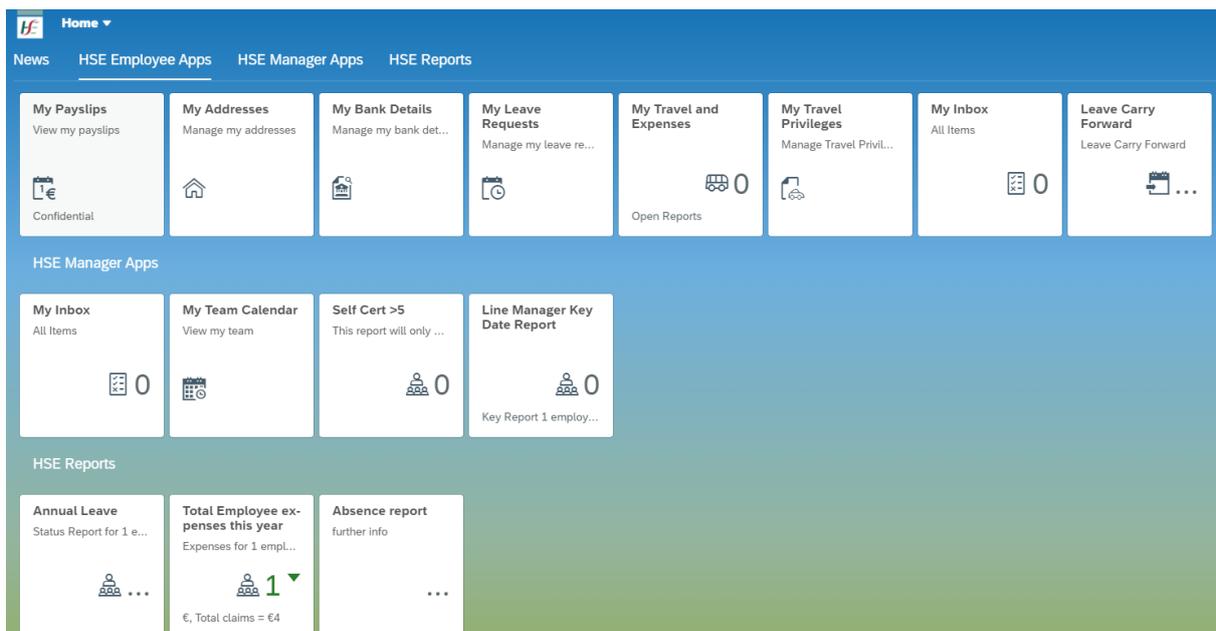
Note: -Click on the filter icon – on the left hand side of the Inbox at the bottom.   Select Approve document and click on OK to view the Travel Documents.
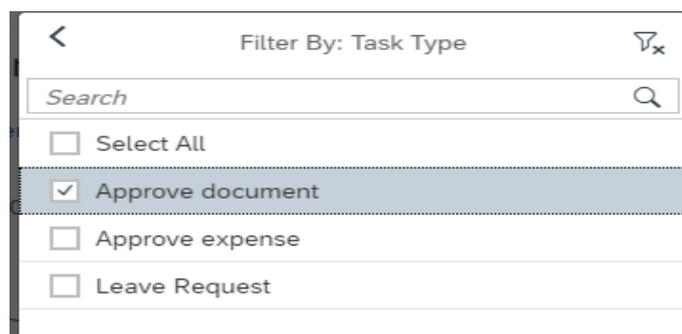
3. Select the document for approval. For Example, Approve Vehicle licensing Certificate. Select

   Show document to view the document.   This opens on the bottom left of your screen.

4. Ensure that the information listed matches what is on the document.
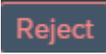
   Valid from date: 01.10.2019

   Vehicle type: Car

   Vehicle class: 1501and above motor cap.

   Vehicle registration: 192SO192

5. To Approve the travel document select the **Approve** button at end of screen – the following pop up box presents. Do not enter comment as approval comments are not visible to the employee.

6. To Reject the travel documents select the **Reject** button at end of the screen – the following pop up box presents

Submit Decision

You selected "Reject".

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Submit   Cancel

Reason for decision must be populated to inform the employee of the reason for rejection of the attached document.

7. Continue this process until all documents have been Approved/ Rejected.

The following documents require manager approval and must be approved and valid (in date) for Mileage to the claimed:-

a) Employee Declaration- required when setting up travel privileges or when previous document expires

b) Vehicle Licensing Certificate – Uploaded by employee when car details have changed

c) Vehicle Insurance Certificate - Uploaded by employee when insurance is renewed or vehicle has changed

d) Letter of Indemnity - Uploaded by employee when insurance is renewed or vehicle has changed

e) Passenger Indemnity (where necessary) – Uploaded by employee when insurance is renewed or vehicle has changed

Once items are approved or rejected they will be removed from the Manager's Inbox

Items listed from Employee who do not report to you

1. If a Manager finds leave/travel requests or documents that relate to an employee that does not report to them there is an option to forward the item to the OM Admin person in their specific area. The OM Administrator will move the requests for approval to relevant manager and will amend the relationship to the correct manager to ensure that this is rectified going forward.

Click on Forward and input OM Admin in the search and select accordingly.

2. To exit My Inbox choose the Back arrow or Home Button .