

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.

8 😥	Home 🗸				
HSE Employee Apps					
My Payslips View my payslips	My Addresses Manage my addresses	My Bank Details Manage my bank details	My Leave Requests Manage my leave	My Travel and Expenses	My Inbox All Items
L1€ Confidential	俞	Ê	request	₩ 2	⊠ 1

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;

8 <	ଛ <u>⊮</u>	My Travel and I	Expenses 🗸		٩
		New Expens	e Report		
Report Details			Expenses		
*From: To:	03.07.2020, 08:00 Co 03.07.2020, 17:00 Co		Total Reimbursement Total Expenses	0.00 EUR	
*Destination:	Ireland 03.07.2020, 08:00	>	+ Add Expense	No data	
Purpose: Comment:					
					Save Submit Can

From: 03.07.202	0, 08:00		Ō		
To: 03.07.202	0, 17:00		Ö		
. Select Destinatio	n and record the "	'Location" field enter	where you travell	ed to;	
Destination: Ire	land				
03	.07.2020, 08:00				>
Date updates once y	ou enter the Destin	nation Details			I
Address (Main Des	stination)				
	📑 Se	lect Address			
	Location:				
	Country: Ireland				
. Select " " at . The reason for tr (on the main scre	t the top of the scro avelling should be een).	een to exit this scree populated in the "Pu	n. rpose″ field and "(Comments" may	v also be ad
 Select " " at The reason for tr (on the main screen of the scr	t the top of the scro avelling should be een). ings with Staff	een to exit this scree populated in the "Pu	n. rpose" field and "(Comments" may	v also be ad
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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 Expen	ise			
	Assign Ne	ew			
Search			Q		
🗌 Mileage					
Accommodation Abroad					
Canteen>5					
Conference Rates					
Cont. Medical Ed. (Consultant)					
Continuing Education - Other					
Exam Fees					
Flights					
Incremental Insurance Costs					
Local Subsis	tence Rates		~		
		ок	Cancel		

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

Expenses		
Total Reimbursement Total Expenses	 EUR	
Mileage 단 03.07.2020 - 03.07.2020		(J) (S)
Tolls Receipt not checked	0.00 EUR	F ×
Summary of 10 hr rate Receipt not checked	36.97 EUR	[∋] ⊗
+ Add Expense		

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

Total Reimbursement: Total Distance: Date: From/Start Time: To/End Time: Description:	0 1 03.07.2020 e.g. Dublin, 07:30 e.g. Kildare, 14:15	КМ		Vehicle					
Total Reimbursement: Total Distance: Date: From/Start Time: To/End Time: Description:	0 1 03.07.2020 e.g. Dublin, 07:30 e.g. Kildare, 14:15	KM							
Total Distance: 0 Date: 0 From/Start Time: e To/End Time: e Description:	0 1 03.07.2020 e.g. Dublin, 07:30 e.g. Kildare, 14:15	KM			Vehicle Type: Car				
Date: 0 From/Start Time: e To/End Time: e Description:	03.07.2020 e.g. Dublin, 07:30 e.g. Kildare, 14:15				Vehicle Class: 1201	- 1500 ccm motor of	ар		
From/Start Time: To/End Time: Description:	e.g. Dublin, 07:30 e.g. Kildare, 14:15			Vehicle	e License Plate:		Ge	et Registration	
To/End Time: ε Description:	e.g. Kildare, 14:15			Tot	al km this year: total	km			
Description:									
				Mileage Rates					
				From	To kr	n i	Rate/km	Total €	
Mileage Ra	Get R ates (shown	below).	bu	tton to popu Mileage	ulate the V	ehicle De	etails, Tot	tal KM this	year
B. Accumulated mileage banse Details Total Reimbursem Total Distar	Get R ates (shown assed on paid expenses only nent: 0	Cegistration below).	laim could change at	tton to popu Mileage	Vehicle License Plate	ehicle De	n motor cap	tal KM this	year
Mileage Ra B. Accumulated mileage ba Inse Details Total Reimbursem Total Distar	Get R ates (shown ased on paid expenses only nent: 0 0 0.01.02020	Pegistration below).	aim could change at unt	tton to popu	Ulate the V Vehicle Type Vehicle Class Vehicle License Plate Total km this year	ehicle De : Car : 1201 - 1500 cci : 191CE132 : 0	m motor cap	tal KM this	year
B. Accumulated mileage ba Inse Details Total Reimbursem Total Distar Di From/Start Ti Total Ti	Get R ates (shown assed on paid expenses only nent: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Registration below).	Laim could change at	tton to popu	Vehicle Type Vehicle Type Vehicle Class Vehicle License Plate Total km this year	ehicle De 	m motor cap	tal KM this	year
Mileage Ra B. Accumulated mileage ba Inse Details Total Reimburserm Total Distar From/Start Tin To/End Tin Descripti	Get R ates (shown ased on paid expenses only nent: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Registration below).	aim could change at	tton to popu	Vehicle Type Vehicle Type Vehicle Class Vehicle License Plate Total km this year	ehicle De : Car : 1201 - 1500 ccc : 191CE132 : 0	m motor cap	Get Registratic	year
Mileage Ra B. Accumulated mileage ba ense Details Total Reimbursem Total Distar Distar From/Start Ti Tor/End Ti Descripti	Get R ates (shown assed on paid expenses only nent: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Registration below).	aim could change at unt	tton to population to populati	Vehicle Type Vehicle Type Vehicle Class Vehicle License Plate Total km this year	ehicle De : Car : 1201 - 1500 cci : 191CE132 : 0	m motor cap	Cal KM this	year
Mileage Ra B. Accumulated mileage ba nse Details Total Reimbursem Total Distar D From/Start Ti Descript	Get R ates (shown ased on paid expenses only nent: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Pegistration below).	aim could change at	tton to popu	Ulate the V Vehicle Type Vehicle Class Vehicle License Plate Total km this year	Car 201-1500 cct 191CE132 0 km	m motor cap	CGet Registratic	year
Mileage Ra B. Accumulated mileage ba ense Details Total Reimbursem Total Distar Di From/Start Ti To/End Ti Descript	Get R ates (shown ased on paid expenses only nent: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Registration below).	laim could change at	tton to popu	Ulate the V Uter the V Vehicle Type Vehicle Class Vehicle Class Vehicle License Plate Total km this year Rates To a 1500	ehicle De Car 1201 - 1500 cci 191CE132 0 km 0	etails, Tot	Get Registration	year
Accumulated mileage ba Accumulated mileage ba nse Details Total Reimbursema Total Distar D From/Start Ti To/End Ti Descript	Get R ates (shown ased on paid expenses only nent: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Registration below).	aim could change at unt	tton to population to populati	Ulate the V Vehicle Type Vehicle Class Vehicle License Plate Total km this year Rates I To 1500 5500	ehicle De Car 1201-1500 cci 191CE132 0 km 0 0 0	etails, Tot	tal KM this	year
B. Accumulated mileage base Details Total Reimbursem Total Distar Drow/Start Ti Tor/End Ti Descripti	Get R ates (shown ased on paid expenses only nent: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Registration below).	aim could change at	tton to popu Milcege payment Vehicle Mileage R From 0 1501 5501	Ulate the V Vehicle Type Vehicle Class Vehicle License Plate Total km this year Rates I To I 500 I 5500 I 5500 I 5500 I 1500 I 150 I 15	ehicle De Car 1201 - 1500 cc 191CE132 0 km 0 0 0 0 0 0 0	etails, Tot	tal KM this	year

14. Press Save (bottom right of screen)

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

<		Tol	ls	$\nabla \Delta$
Expense Details			Attachments	
Amount: Expense Date: Description:	0.00 EUR V 03.07.2020		Number of Attachments (0) No files found. Drop files to upload, or use the "+" button.	+

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

<			īolls	Δ ∇
Expense Details			Attachments	
Amount: Expense Date:	8.00 EUR V		Number of Attachments (1)	+
Description:	w/ lotts		03.07.2020 , E30037604	8
		21/0		

- 17. Press Save (bottom right of screen)
- 18. To update the next expense type, choose from the list Summary of 10 hr rate.

Expense Details					
Amount:	36.97	EUR	\sim		
Expense Date:	03.07.2020				
Description:					
19. The amount defaults, a description can be added (optional).					
20. Press Save (bottom right of s	screen) Save				

21. The	Canteen>5	ve a aefault value:	as per HSE Travel i	rates)	
臣	Meal > 24				
臣	Meal Provided>10				
E	Summary of 10 hr rate				
5	Summary of 24 hr rate				
E	Summary of 5 hr rate				
					C

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.

Report Details Expenses * From: 10.05.2019, 0.00:0 CB 10.05.2019, 17:00 CB * Doscination: Nass, Ireland 10.05.2019, 0.00:0 CB Leixlip, Ireland 10.05.2019, 0.00:0 CB + Add Additional Destination CB Meinge with Staff SB.01 UR Purpose: Meinge with Staff Re: New Buildings Add Additional Destination		Me	etings with	Staff(1700000037)			
*From: 10.05 2019, 08:00 C 10.05 2019, 17:00 C Total Reimbursement 113.31 EUR *Destination Nass, Ireland Solution Solution<	Report Details			Expenses			
10.05.2019, 17:00 Image: 10.05.2019, 17:00 Image: 10.05.2019, 10:00 Image: 10.05.2019, 10:00, 10:00, 10:00, 10:00, 10:00, 10:00, 10:00, 10:00, 10:00, 10:00, 1	*From:	10.05.2019, 08:00		Total Reimbursement	113.31 EUR		
Leixlip, reland > Tolls 3.80 EuR 0.91 2 S + Add Additional Destination > Summary of 10 hr rate 33.61 EuR 2 S Purpose: Meetings with Staff 10.05.2019 - 10.05.2019 33.61 EuR 2 S Comment: Re: New Buildings + Add Expense + Add Expense + Add Expense	To: *Destination:	10.05.2019, 17:00		Mileage 10.05.2019 - 10.05.2019	75.90 EUR	Ğ ⊗	
+ Add Additional Destination Summary of 10 hr rate 10.05.2019 - 10.05.2019 33.61 EUR 33.61 EUR Purpose: Meetings with Staff + Add Expense		Leixlip, Ireland		Tolls 10.05.2019 - 10.05.2019	3.80 EUR	@1 3 🛞	
Purpose: Meetings with Staff Comment: Re: New Buildings		+ Add Additional Destination		Summary of 10 hr rate	33.61 EUR	∍ ⊗	
Comment: Re: New Buildings + Add Expense	Purpose:	Meetings with Staff					
Attachments (0)	Attachments ((Re: New Buildings		Т или сирензе			
					1	Save Submit Cance	

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

HSE E	Expense Submission
Staff Meetings	
Limerick, Ireland	
July 3, 2020 - July 3, 2020	
Total Reimbursement	124.69 EUR
Total Expenses	124.69 EUR
Abhover 206 Broßs	
□ I certify that (a) the allowances claimed in this a expenses charged have been actually and necess engaged, and (c) the particulars furnished herein a	account are in strict accordance with the scales sanctioned; (b) the sarily disbursed solely in relation to the public service on which I am re in all respects true.
	Confirm 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		
Total Reimbursement	70.35 EUR	
Total Expenses	70.35 EUR	
include mileage. Outstanding do	cuments are as below:	
include mileage. Outstanding do	Eri, Jul 03 2020 in vehicle: 1921 1266	
include mileage. Outstanding do Claim: Vehicle Registration Certificate:	cuments are as below: Fri Jul 03 2020 in vehicle: 192L1266 status = No document uploaded	
include mileage. Outstanding do Claim: Vehicle Registration Certificate: Vehicle Insurance Certificate:	Fri Jul 03 2020 in vehicle: 192L1266 status = No document uploaded status = No document uploaded	
include mileage. Outstanding do Claim: Vehicle Registration Certificate: Vehicle Insurance Certificate: Employee Declaration:	cuments are as below: Fri Jul 03 2020 in vehicle: 192L1266 status = No document uploaded status = No document uploaded expired on Wed Jul 01 2020 status = No document uploaded expired on Wed Jul 01 2020	
include mileage. Outstanding do Claim: Vehicle Registration Certificate: Vehicle Insurance Certificate: Employee Declaration: Vehicle Indemnity Form:	Fri Jul 03 2020 in vehicle: 192L1266 status = No document uploaded status = No document uploaded expired on Wed Jul 01 2020 status = No document uploaded expired on Wed Jul 01 2020 status = No document uploaded expired on Wed Jul 01 2020	

	HSE Expense Submission
Ireland	
July 8, 2020 - July 8, 2020	
Total Reimbursement	5.92 EUR
Total Expenses	5.92 EUR
Employee Declaration mu below:	ist be valid and approved prior to submitting any Travel Claims. Document status as
	Claim: Wed Jul 08 2020
Employee Decla	ration: status = No document uploaded expired on Wed Jul 01 2020

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;

nation:			
\Lambda Warning			
This expense has been reimbursed. Any changes MUST be submitted to your manager for approval. Click OK to continue editing.			
OF		Cancel	

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.