MyHR – Travel & Expense claim form

What should I use this form for?

This form should be used for all Mileage and Subsistence claims by everyone in the Council for claims other than Additional Travel Scheme claims.

How often should I fill the form in?

You should submit no more than 1 form per month. Use the 1st of the month as a start date for the form and submit at the beginning of the following month. This will give your manager plenty of time to authorise before the cut off date of the 15th.

How do I fill the form in?

When you have filled in your start date and selected the *Travel & Expenses claim* form and clicked on the button **New**, you will see one page where you can enter all your Mileage and Subsistence information.

There are 3 sections.

Section 1 is for common journeys which have the mileage calculated. Use the drop down to select the appropriate journey. These include one way and return trips. It doesn't matter which is your start point, so if you are going Workington to Barrow (One way) you would select *Barrow <-> Workington or vice versa (One way)*.

Barrow <-> Whitehaven or vice versa (One Way)
Barrow <-> Whitehaven or vice versa (Return)
Barrow <-> Workington or vice versa (One Way)
Barrow <-> Workington or vice versa (Return)

To add another line use the **+** sign at the end of the line. If the journey you select is more than 100 miles the **Miles claimed** will be 100 and you will need to use the *Car Hire Equivalent form* to enter the extra miles.

You may also set up journeys you do frequently and they will appear on the drop down. See below.

Section 2 is for adhoc journeys. Enter the **From** and **To** and **Reason for Travel** fields. Again use the **+** at the end of the line to add extra lines. If your journey is over 100 miles enter 100 in the **Miles claimed** and **Total Miles** and you will need to use the *Car Hire Equivalent form* to enter the extra miles.

Section 3 is for Expenses. Use the drop down to select the type of expense. Use the **+** at the end of the line to add extra lines. Do not enter a £ sign in the **Cost** field as this will cause it revert to zero with no warning.

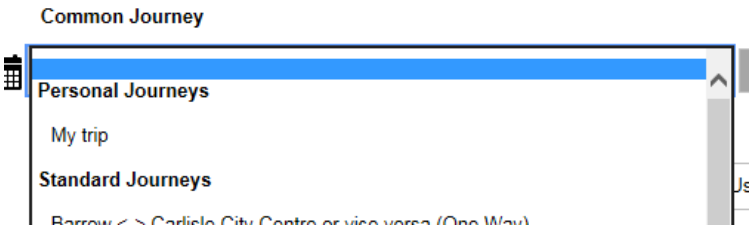
How do I set up my own journeys?

On the Pay & Benefits screen you will see a heading 'Saved journeys' and a button

Click on this and add the details of the journey you would like available.
Ensure that you tick the **Active** box. Enter the Reason for Travel in Comments 1 box. Save the details.

This journey will now appear under Saved journeys. You can have up to 20 active journeys.

When you select the drop down in Section 1 (see above), this journey will be available to select.



I no longer use a Saved journey. What do I do.

You can either go into the Saved journey and delete it or take the **Active** tick off. If you do this you won't see the journey on the front screen. To reactive it use the button and then select **Include Inactive** or **Only Inactive** from the drop down and **Search.**
You will be able to select the journey and tick the **Active** box.