

Lead Employer Trust Self Service Expenses Guide

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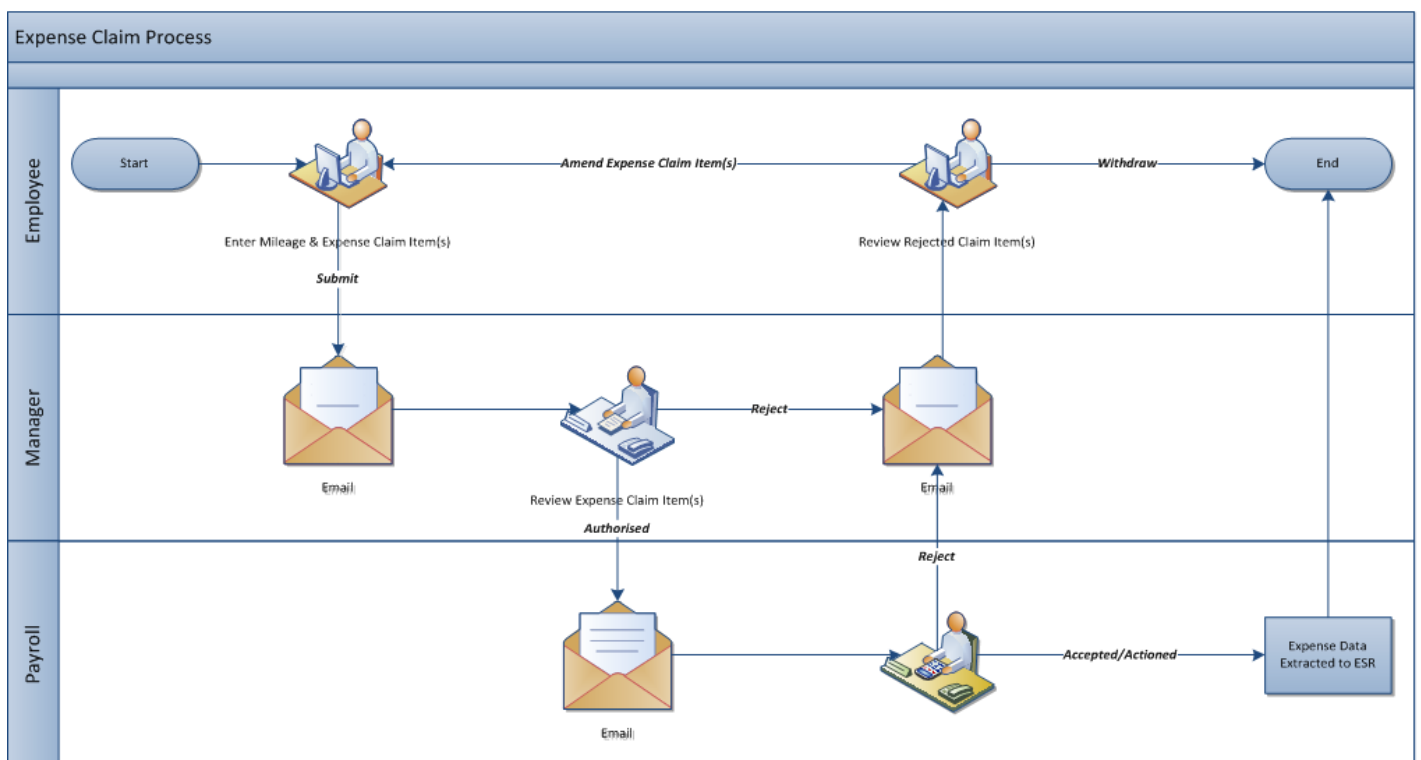
What to expect

By the end of this guide you will be able to:

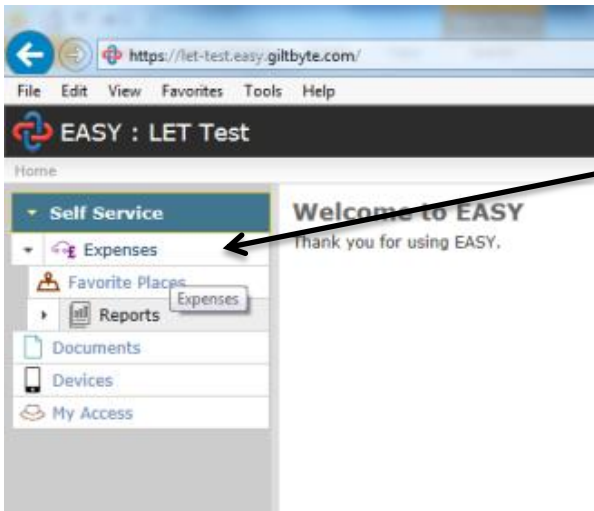
- Understand the process your claims undergo
- Make an Expenses claim
- Track the status of your submitted claims
- Respond to the rejection of your claims

The claiming process – Where do my claims go?

When you complete and submit your expenses, they undergo a process that will result in the authorisation and payment, or the rejection for further information/editing to be done by yourself. Please see the diagram below, which shows the process of where your claims go after you have submitted them. The basic paper based system is very similar, in that your manager will authorise before they come into Payroll for acceptance/rejection from us.

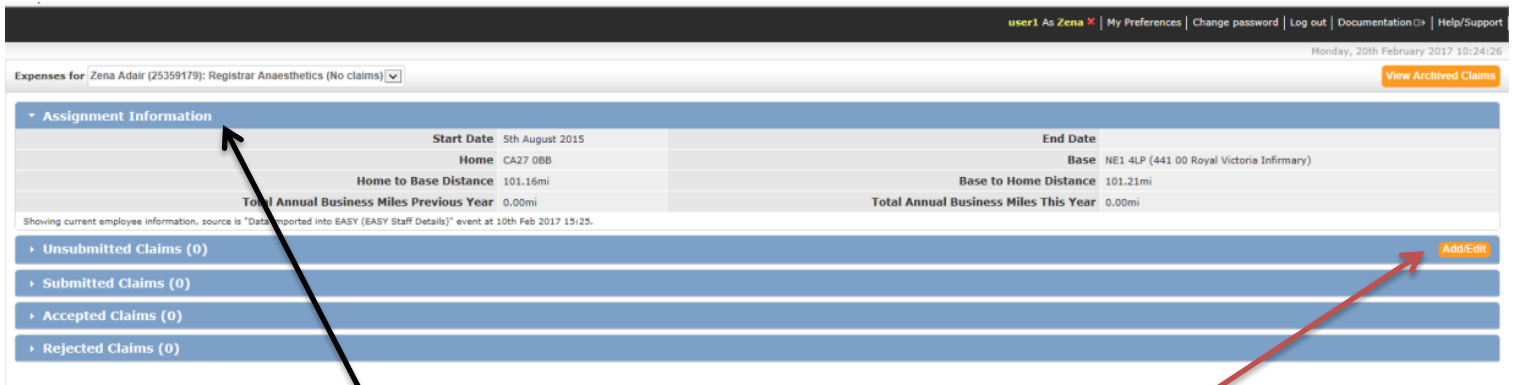


Making an Expense Claim



When you sign onto the system you will be taken to the Easy home page. Click on **Expenses** under the **Self Service** tab.

Clicking on this will bring you to the page below. Clicking on each of the sections header will allow you to expand/collapse each section in order to focus on the entries you wish to view.



Assignment information

This section provides you with details of the information we hold on your assignment. ***It is essential that you check this information is correct. Any errors on this you should contact Payroll for investigation.**

Unsubmitted Claims

Clicking on **Add/Edit** will allow you to start making a New Claim. This will bring two sections (which includes both **Mileage Claims** and **Other Claims** which are covered in the next section.

Mileage Claims

Expense Type & Vehicle

You will need to select the correct expense type depending on the journey you are undertaking. This is covered in the **Expense type & Journey reason** section.

Some journey's you undergo require your vehicles information. Select the correct vehicle for this.

Mileage

The mileage column shows two fields – the top is Calculated Mileage from Google Maps for the journey you have selected.

The bottom shows Claimed Mileage. You can amend this figure should the distance travelled be slightly higher or lower.

Zena Adair (25359179): Registrar Anaesthetics Save Reset

Mileage Claims

Date	Expense Type Vehicle	Ward/Department Alternate Base	Journey			Mileage	No. of Pass.	Heavy Equip.
			Reason	Start	End			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Date

This is the date that the journey occurred on. You can either use the calendar to select a date, or enter the date in any of the following formats:
dd/mm/yy; dd-mm-yy;
dd.mm.yy.

Reason

You will list the reason for the journey that you have carried out here. The journey reasons will be covered in the **Expense type & Journey reason** section.


No. of Pass

Here you will enter the amount of other members of an NHS organisation that were in the same vehicle for the journey carried out.

Journey start & End

This section will allow you to select one of the following from a drop down box – each is explained below:

Base – Selecting this will add your current placement location into the field.

Location – If you wish to select a location such as a hospital or clinic covered by your job. The  icon will appear on selection, clicking this will allow you to search hospital and clinic locations already stored on the system.



Post Code – Selecting this will allow you to enter a UK post code, you can type this in the field that will appear to the right of your selection.

Home – This selection will display your home postcode.

Favourite places – You can select one of your saved favourite locations. See further on for more information on this.


Icons





At the end of a mileage claim row there are a number of icons that perform the following actions:

-  Add Row – by selecting this icon a blank row is added above the current row to enable you to enter the details of a new journey.
-  Additional Information – when you select this icon a text box appears to enable you to provide additional information in support of your claim, e.g. the additional mileage claimed may be the result of a road closure, or details of the passenger(s) being claimed for.



A screenshot of a text input field titled "Additional Information:". The field contains the text "Roadworks". The window has a blue header bar with a close button (X) in the top right corner.

The  icon is used to indicate that you have provided additional information in support of this claim.

-  Continue Journey – using this icon pre-fills a new row with most of the values from the current row so that it can be used as a continuation of the current journey, e.g. where you are returning to base or travelling on to another location.
-  View Map – selecting this icon will obtain the journey's route using Google Maps.
-  Return Journey – selecting this icon completes a new row with the return journey details.
-  Clear this Row - This just clears the entries on this row.

Expenses Type & Journey Reasons

Expense Types

Placement Mileage – This expense type should be selected if you are travelling from your Home to your current placement and back **when you are NOT carrying out clinical duties elsewhere that day.**

Mandatory Training Mileage – This expense type should be used when attending teachings, inductions, training, meetings or carrying out admin duties.

Business Mileage – This should be selected when carrying out clinical duties anywhere that is **NOT** your current placement. For example, home visit, clinic, theatre, patient visit etc.

Home to Base & Base to Home – this expense type should **ONLY** be selected when you are travelling from Home to your current place of work, **but then go on to do a Business Mileage journey on the same day.**

Pedal Cycle Business Mileage – When carrying out a journey on a Pedal Bike, rather than a vehicle then this option should be selected.

Journey Reasons

Alongside each expense type, you will be given a drop down list to select the reason for the journey. Please see below which journey reasons apply to each expense type:

Placement Mileage – Daily Commuting

Mandatory Training Mileage – Attend Teaching; Attend Training; Attend Meeting; Induction; Admin

Business Mileage – Home visit; Clinic; Emergency Call Out; Court Visit; Prison Clinic; Theatre; Patient Visit; Out of Hours

Home to Base & Base to Home – Reason Journey cannot be selected for this as the expense type can only be used in one situation (explained above in Expense Types section)

Pedal Cycle Business Mileage - No journey reason needed for this expense type.

Other Claims

The Other Claims section enables you to claim for expenses such as accommodation, bus tickets, parking tickets etc. Please see below for examples.

The screenshot shows the 'Other Claims' form with the following fields and callouts:


- Date:** Callout box explains that the start and end dates are required and provides formats: dd/mm/yy; dd-mm-yy;.
- Expense Type:** Callout box explains that a list of expense types is shown in a drop-down menu, including categories like 'Accom. in Lieu of Xs Travel' and 'Bus Fare'.
- Amount:** Callout box explains that this is the cash amount of the expense being claimed.
- Receipt:** Callout box explains that some expense types require receipts, which can be attached as a file. An example shows a file named 'Hotel Bill.pdf' attached.

Icons

At the end of other claim row there are a number of icons that perform the following actions:



Additional Information – when you select this icon a text box appears to enable you to provide additional information in support of your claim.

The  icon is used to indicate that you have provided additional information in support of this claim.



Add Row – by selecting this icon a blank row is added above the current row to enable you to enter the details of a new journey.



Repeat Claim – using this icon pre-fills a new row with most of the values from the current row. By using the current row as a template for the next claim item it is hoped that the number of keystrokes will be kept to a minimum. For example, if you incurred car park charges on two separate occasions you could use the fill down but may only need to amend the date or amount.




Clear this Row - This just clears the entries on this row.


Entering Claims

As you start to enter claims you will become familiar with what each field and icon does.

You will notice that when you select items from lists the full description is not visible; this is due to the limited space available on the screen. However, when you hover over the field with the mouse pointer the full text of the field appears below the pointer.

Mileage Claims									
Date	Expense Type Vehicle	Ward/Department Alternate Base	Journey			Mileage	No. of Pass.	Heavy Equip.	
			Reason	Start	End				
01 Feb 2017	Placement Mileage NL15ZPY: VAUXI		Daily Commuting	Base 441 00 Royal Victoria Infi	Home CA27 0BB	101.21 112.00		<input type="checkbox"/>	
01 Feb 2017	Placement Mileage NL15ZPY: VAUXI		Daily Commuting	Home CA27 0BB	Base 441 00 Royal Victoria Infi	101.16 200.00		<input type="checkbox"/>	

You may even encounter some new icons, and one of these is shown on the sample screen above. The exclamation  icon indicates that a warning condition has been triggered, which in this case means that the number of miles claimed (or amount claimed) is considered to be higher than would be expected even though it is still below the maximum allowable. This can be saved, but an explanation should be provided and once saved this will change to T.B.D (To Be Determined) in the payable column. See Below.

There may be occasions when an error  icon appears. This indicates that the value claimed exceeds the maximum allowed by the Organisation. Whenever this type of icon appears you must correct the amount claimed before the system will allow you to save the screen. If you hover over the icon it will indicate the maximum allowable. Note that you cannot save this screen until you correct this amount.

When you are finished entering all the claim items, you can use the **Save** button at the top right-hand side of the screen to save what you have done and add more items later. Alternatively, you

can submit your claim to your designated approver for authorisation by clicking on the **Submit** button that is at the top right-hand side of the screen. For Internet Explorer users, the **Submit** button will not be available where a receipt has been attached to a claim.

Editing a Claim

Once you have saved a claim (not submitted) it remains available for editing.

Unsubmitted Claims (6)										Add/Edit	Withdraw	Submit
<input type="checkbox"/>	Date	Expense Type	Journey	Official	Claimed	Payable	No. of Pass.	Heavy Equip.	Receipt			
<input checked="" type="checkbox"/>	Wed 1st Feb 2017	Placement Mileage	Home (CA27 0BB) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Daily Commuting	101.16mi	101.16mi	T.B.D.						
<input type="checkbox"/>	Wed 1st Feb 2017	Placement Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB) Daily Commuting	101.21mi	101.21mi	T.B.D.						
<input type="checkbox"/>	Thu 2nd Feb 2017	Home to Base Mileage	Home (CA27 0BB) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP)	101.16mi	101.16mi							

You can select the item you wish to edit by clicking in the box at the left of the item then clicking the Add/Edit Button.

When you are finished entering all the claim items, you can use the **Save** button at the top right-hand side of the screen to save what you have done and add more items later. Alternatively, you can submit your claim to your designated approver for authorisation by clicking on the **Submit** button that is at the top right-hand side of the screen.

The **Reset** button will remove any items that have been entered since the screen was last saved.

For now we will assume that you have saved the screen, and that you are back on the Self Service Expenses screen.

Unsubmitted Expense Claims

Once you have saved the items that you entered on the Claims screen you will be returned to the Self Service Expenses screen. You will see that the claim items that you saved now appear in the Unsubmitted Claims section.

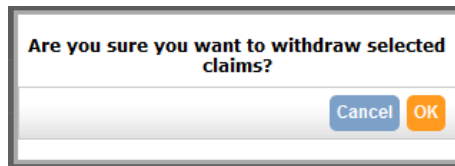
Unsubmitted Claims (6)										Add/Edit	Withdraw	Submit
<input type="checkbox"/>	Date	Expense Type	Journey	Official	Claimed	Payable	No. of Pass.	Heavy Equip.	Receipt			
<input type="checkbox"/>	Wed 1st Feb 2017	Placement Mileage	Home (CA27 0BB) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Daily Commuting	101.16mi	101.16mi	T.B.D.						
<input type="checkbox"/>	Wed 1st Feb 2017	Placement Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB) Daily Commuting	101.21mi	101.21mi	T.B.D.						
<input type="checkbox"/>	Thu 2nd Feb 2017	Home to Base Mileage	Home (CA27 0BB) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP)	101.16mi	101.16mi							
<input type="checkbox"/>	Thu 2nd Feb 2017	Business Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> 441 00 Freeman Hospital (NE7 7DN) Clinic	2.86mi	2.86mi	T.B.D.						
<input type="checkbox"/>	Thu 2nd Feb 2017	Business Mileage	441 00 Freeman Hospital (NE7 7DN) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Clinic	2.82mi	2.82mi	T.B.D.						
<input type="checkbox"/>	Thu 2nd Feb 2017	Base to Home Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB)	101.21mi	101.21mi							
Totals						410.42mi	410.42mi					

Some claims may need adjustments made to them. In this case you will see T.B.D. in the Payable column. Once submitted you will be able to view the adjustment reason. (See below under submitted claims).

At the top right-hand side of the Unsubmitted Claims there are three buttons. The **Add/Edit** button takes you the Claims screen where you add new claims or change any of the items that you have entered previously.

The **Withdraw** and **Submit** buttons are used in conjunction with tick boxes on the left of the claim item row. If you select the **Withdraw** button, you are in effect removing the claim items

marked with a tick from the claims process altogether. To verify that you are certain that you wish to withdraw the claim items marked, the following message will be displayed.



The process of submitting your expense claims here follows the same process if you had selected the **Submit** button on the Claims screen. As part of the submission process you are required to verify your claim by completing the Expenses Declaration which appear as shown below.

A request to **submit 6 claims (410.42mi)** has been made.

This action requires that you authenticate your identity by providing a sample of characters from your security word. If you do not wish to proceed or did not initiate this request please click Cancel.

Declaration

I hereby agree to the following terms regarding claiming of travel expenses.

1. Late submission and lack of receipts where applicable could delay payment, all claims must be submitted by the 5th of the month to guarantee payment in that month. All travel claims received after this date will be processed in the following month.
2. Travel claim forms over 3 months old will not be paid unless; a letter is attached by the authorised signatory from the host training trust approving the claims.
3. The authority can accept no responsibility for claims submitted so late that appropriate authorised signatories are unable to satisfy themselves that the journeys and duties described were actually completed.
4. Journeys outside the Northern Deanery will only be paid at Public Transport Rate (PTR).
5. The more expensive forms of transport (air fares/taxis/hire cares/etc.), will only be reimbursed in full where the authorised signatory is satisfied that the extra expense was justified by the overall economies obtained or by the lack of practicable alternatives.
6. I certify that this to be true record of journeys and duties completed by me on the date(s) stated on

Please affirm the declaration and enter the the following characters from your security word:

Character 1	Character 3	Character 4
.	.	.

Submit **Cancel**

You will need to put a tick in the box that is part of the Declaration by Claimant, and enter the required characters from your **security word**. When you select the **Submit** button, an email will be sent to your designated approver and the submitted claims will now appear in the Submitted Claims section on the Self Service Expenses screen.

Submitted Expense Claims

Often there is a time lag between you submitting your expense claims and your designated approver processing these claims. During that period, you have the opportunity of amending claim items or withdrawing them from the claims process.

Submitted Claims (6)											Unsubmit	Withdraw
<input type="checkbox"/>	Date	Expense Type	Journey	Official	Claimed	Payable	No. of Pass.	Heavy Equip.	Receipt	Status		
<input type="checkbox"/>	Wed 1st Feb 2017	Placement Mileage	Home (CA27 0BB) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Daily Commuting	101.16mi	101.16mi	0.00mi				Submitted		
<input type="checkbox"/>	Wed 1st Feb 2017	Placement Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB) Daily Commuting	101.21mi	101.21mi	0.00mi				Submitted		
<input type="checkbox"/>	Thu 2nd Feb 2017	Home to Base Mileage	Home (CA27 0BB) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP)	101.16mi	101.16mi	101.16mi				Submitted		
<input type="checkbox"/>	Thu 2nd Feb 2017	Business Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> 441 00 Freeman Hospital (NE7 7DN)	2.86mi	2.86mi	2.86mi				Submitted		
<input type="checkbox"/>	Thu 2nd Feb 2017	Business Mileage	441 00 Freeman Hospital (NE7 7DN) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Clinic	2.82mi	2.82mi	2.82mi				Submitted		
<input type="checkbox"/>	Thu 2nd Feb 2017	Base to Home Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB)	101.21mi	101.21mi	101.21mi				Submitted		
Totals					410.42mi	208.05mi						

To amend claim items, you must put a tick in the box at the left of the claim item row and select the **Unsubmit** button. This will move the claim item(s) back into the Unsubmitted Claims section using the **Add/Edit** button to take you to the Claims screen.

You can view the actual amount that is payable net of any adjustments and also the reason for the adjustment by clicking on the adjustment tab.

Submitted Claims (6)							Adjustment Details	
	Date	Expense Type	Journey	Official	Claimed	Payable		
<input type="checkbox"/>	Wed 1st Feb 2017	Placement Mileage	Home (CA27 0BB) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Daily Commuting	101.16mi	101.16mi	0.00mi	Adjustment: -101.16mi Reason: Excess mileage, less than the 0.00mi excess allowed for old home to base (NE1 4PG to NE1 4LP) in respect to old base (NE1 4LP)	
<input type="checkbox"/>	Wed 1st Feb 2017	Placement Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB) Daily Commuting	101.21mi	101.21mi	0.00mi		
<input type="checkbox"/>	Thu 2nd Feb 2017	Home to Base Mileage	Home (CA27 0BB) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP)	101.16mi	101.16mi	101.16mi		
<input type="checkbox"/>	Thu 2nd Feb 2017	Business Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> 441 00 Freeman Hospital (NE7 7DN) Clinic	2.86mi	2.86mi	2.86mi		
<input type="checkbox"/>	Thu 2nd Feb 2017	Business Mileage	441 00 Freeman Hospital (NE7 7DN) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Clinic	2.82mi	2.82mi	2.82mi		
<input type="checkbox"/>	Thu 2nd Feb 2017	Base to Home Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB)	101.21mi	101.21mi	101.21mi		
Totals					410.42mi	208.05mi		

Accepted Expense Claims

Claims will first need authorised by a designated approver at your host training organisation before coming to Payroll. Once in Payroll these will be checked over again before being accepted. If claims are rejected – they will be supported with a message explaining why. Once expense claim(s) have been accepted they are moved from the Submitted Claims Section to the Accepted Claims section, which ensures that you are aware of their current status.

Accepted Claims (8)											Archive
	Date	Expense Type	Journey	Official	Claimed	Payable	No. of Pass.	Heavy Equip.	Receipt	Status	
<input type="checkbox"/>	Thu 2nd Feb 2017	Business Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> 441 00 Freeman Hospital (NE7 7DN) Clinic	2.86mi	2.86mi	2.86mi				Accepted	
<input type="checkbox"/>	Thu 2nd Feb 2017	Business Mileage	441 00 Freeman Hospital (NE7 7DN) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Clinic	2.82mi	2.82mi	2.82mi				Accepted	
<input type="checkbox"/>	Thu 2nd Feb 2017	Base to Home Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB)	101.21mi	101.21mi	101.21mi				Accepted	
<input type="checkbox"/>	Wed 22nd Feb 2017	Mandatory Training Mileage (OC)	Home (CA27 0BB) >> NE7 7XA Attend Teaching	103.94mi	103.94mi	103.94mi				Accepted	
<input type="checkbox"/>	Wed 22nd Feb 2017	Mandatory Training Mileage (OC)	NE7 7XA >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Attend Teaching	3.52mi	3.52mi	3.52mi				Accepted	
<input type="checkbox"/>	Wed 22nd Feb 2017	Business Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> NE16 4LL Home Visit	7.70mi	7.70mi	7.70mi				Accepted	
<input type="checkbox"/>	Wed 22nd Feb 2017	Business Mileage	NE16 4LL >> Base (441 00 Royal Victoria Infirmary, NE1 4LP) Home Visit	7.71mi	7.71mi	7.71mi				Accepted	
<input type="checkbox"/>	Wed 22nd Feb 2017	Base to Home Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB)	101.21mi	101.21mi	101.21mi				Accepted	
Totals					330.97mi	330.97mi					

The accepted claims can be stored in your own expense claim archive by selecting the **Archive** button on the top right-hand side of the Accepted Claims section. If you need to refer back to an expense claim, you can do so by selecting the **View Archived Claims** button at the top right-hand side of the screen.


Once an expense claim has been accepted it goes into a queue waiting to be extracted in the next payment run.

Rejected Expense Claims

If for some reason your manager or the Payroll has rejected an expense claim, you will receive an email and the rejected claims will appear in the Rejected Claims section.

Rejected Claims (1)								Unsubmit	Withdraw
	Date	Expense Type	Journey	No. of Pass.	Mileage	Amount	Receipt		
<input checked="" type="checkbox"/>	Mon 2nd Aug 2010	Business Miles	796 Ellen Badger Hospital >> Base (796 Bramcote Hospital)		46.00mi				
Totals					46.00mi				

Mark All | Unmark All

To view the reason why the claim was rejected you will need to click on the exclamation  icon on the right of the claim item row. You can then elect to unsubmit the claim item, which will give you the opportunity of making a change or adding a comment to the claim before resubmitting the claim (Edit). Alternatively, you can withdraw the claim items that are marked with a tick by selecting the **Withdraw** button. This deletes the item.

Archived Expense Claims

As mentioned earlier, you can archive expense claims that have been accepted. To view the Claims History screen, you would select the **View Archived Claims** button at the top right-hand side of the Self Service Expense screen.

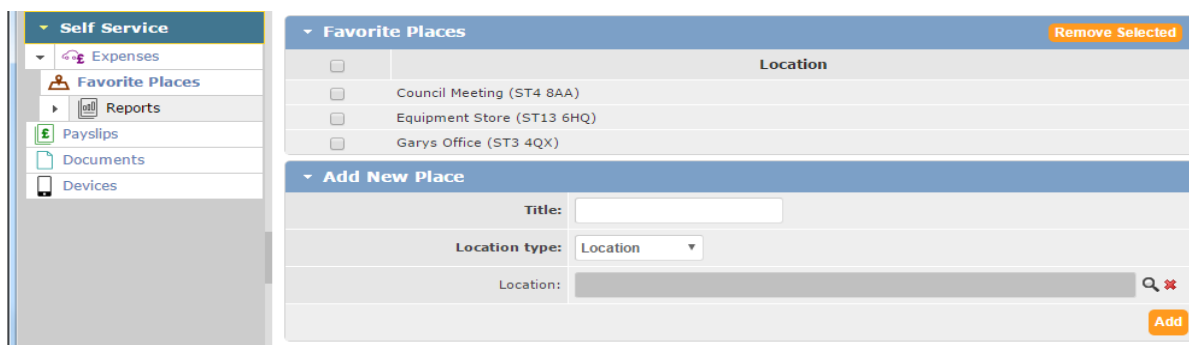
Historical claims for Zena Adair (25359179) between 01 Feb 2017 and 24 Feb 2017 [Refresh](#) [View Active Claims](#)

February 2017										
Date	Expense Type	Journey	Official	Claimed	Payable	No. of Pass.	Heavy Equip.	Receipt	Status	Extraction
Wed 1st Feb 2017	Home to Base Mileage	Home (CA27 0BB) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP)	101.16mi	101.16mi	101.16mi				Accepted	Pending
Wed 1st Feb 2017	Base to Home Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB)	101.21mi	101.21mi	101.21mi				Accepted	Pending
Thu 2nd Feb 2017	Business Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> 441 00 Freeman Hospital (NE7 7DN)	2.86mi	2.86mi	2.86mi				Accepted	Pending
Thu 2nd Feb 2017	Business Mileage	441 00 Freeman Hospital (NE7 7DN) >> Base (441 00 Royal Victoria Infirmary, NE1 4LP)	2.82mi	2.82mi	2.82mi				Accepted	Pending
Thu 2nd Feb 2017	Base to Home Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB)	101.21mi	101.21mi	101.21mi				Accepted	Pending
Wed 22nd Feb 2017	Mandatory Training Mileage (OC)	Home (CA27 0BB) >> NE7 7XA	103.94mi	103.94mi	103.94mi				Accepted	Pending
Wed 22nd Feb 2017	Mandatory Training Mileage (OC)	NE7 7XA >> Base (441 00 Royal Victoria Infirmary, NE1 4LP)	3.52mi	3.52mi	3.52mi				Accepted	Pending
Wed 22nd Feb 2017	Business Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> NE16 4LL	7.70mi	7.70mi	7.70mi				Accepted	Pending
Wed 22nd Feb 2017	Business Mileage	NE16 4LL >> Base (441 00 Royal Victoria Infirmary, NE1 4LP)	7.71mi	7.71mi	7.71mi				Accepted	Pending
Wed 22nd Feb 2017	Base to Home Mileage	Base (441 00 Royal Victoria Infirmary, NE1 4LP) >> Home (CA27 0BB)	101.21mi	101.21mi	101.21mi				Accepted	Pending
Totals					533.34mi	533.34mi				
				£None	£None					

The expense claims are grouped according to the month and year to which they relate. You can expand and collapse those groups by clicking on the group header.

Favourite Places

There are often a number of places that you visit regularly such as to attend meetings, and you may find it easier to store these under a more familiar name, which is where the favourite places are useful. By selecting this option from the main Self Service menu you can set up a favourite location using either an organisations location (site) or by postcode.



Once you have entered a place, click **ADD** to save it to your lists.

When making entries to Mileage you will be able to select these by choosing the Start or End point by Favourite Places rather than the other options.

Mileage Claims									
Date	Expense Type Vehicle	Ward/Department Alternate Base	Journey			Mileage	No. of Pass.	Heavy Equip.	
			Reason	Start	End				
<input type="text"/>	----- -----	<input type="text"/>	-----	Favorite Place	-----	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
<div style="border: 1px solid black; padding: 2px;"> Council Meeting (ST4 8AA) Equipment Store (ST13 6HQ) Garys Office (ST3 4QX) </div>									
Other Claims									
Date	Expense Type		Ward/Department		Amount	Receipt			
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>			