

Travel Privileges – No Vehicle

Note:-

- If you claim Travel and Expenses it is essential that you have a Travel Privileges Record, and that it is valid from the start of the month (or earlier) that you wish to apply for travel and expenses, with valid, approved documents.
- If you have an existing Travel Privileges Record click <u>here</u> to go to the "Upload Employee Declaration" process
- If you this is your 1st time creating Travel Privileges, you will need a new travel privileges record Click <u>here</u> to go to the "Create New Travel Privileges" process

Create New Travel Privileges

1. Click the "My Travel Privileges" tile

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	HSE Employee Apps	HSE Reports						
	My Payslips View my payslips	My Addresses Manage my addresses	My Bank Details Manage my bank det	My Leave Requests Manage my leave re	My Travel and Expenses	My Travel Privileges Manage Travel Privil	My Inbox All Items	Leave Carry Forward Leave Carry Forward
	Confidential	â	Ŵ	6	Open Reports	6	₿ 3	#]
	HSE Reports							
	Your Leave Leave remaining	Your expenses Expenses received	Absence report further info					
	,	€, Total claims = €0						

2. Choose Edit at the bottom of screen to create your Travel Privileges record

Miteage claims also require vehicle	Type, Class & License and	approved, valid supporting doc	umentation.				
Create or Edit Your Travel Privile	ge						
▲ Use the Documents Tab to Re	view & Add documents - ON	ILY use the Edit button to recor	d NEW VEHICLE	E DETAILS			
Valid From: 1st	Jul 2020		Vehicle				
			YES O				
				Vehicle Type:	Car		
				Vehicle Class:	1-1200 ccm/Electric motor.		
			Vehic	le License Plate:			
						History Sub	amit E

Valid From: - Date defaults to 1st next month – Change to appropriate month. Options available are

- Current Month
- Next Month (defaults)
- 3 months previous to current month.

Vehicle:- Vehicle - select the button under Vehicle to slide to "No"

Documents: - Upload your Employee Declaration document

<u>To Upload document</u>:- a) Browse for the document you are going to upload and select

- b) Upload Document
- c) Enter the Valid to date

	Employee Declaration						
	Status: Draft						
	Filename: EmployeeDeclaration.docx						
	Upload New document: EmployeeDeclaration.d Browse						
	Valid To: 31.05.2021						
	3. Click on Submit to Submit these changes to the Manager for approval. Confirm Travel Privilege submission						
	Approver: Jenna O'Callaghan						
	Changes will take place on 1st Jul 2020, Please click OK to confirm changes						
	OK Cancel						
E	Submit to Submit these changes to the Manager for approval. Confirm Travel Privilege submission Approver: Jenna O'Callaghan Changes will take place on 1st Jul 2020, Please click OK to confirm changes OK						

4. Check to ensure that the approver is correct and press OK

Status Explained:-

Action	Status		
Uploaded documents prior to submission	Draft		
Submitted documents prior to approval	Pending Approval		
Documents Approved by manager	Approved		
Documents Rejected by manager	Rejected – reason given also displayed		

Your Travel Privileges have now been submitted to your manager for approval.

Note: -It is necessary for Employee Declaration to be valid and approved in order to claim expenses, without same you will not be able to submit a claim.

Uploading Employee Declaration

1. Click the "My Travel Privileges" tile

H	<mark>⊮ Home ▼</mark> ISE Employee Apps	HSE Reports						
	My Payslips View my payslips	My Addresses Manage my addresses	My Bank Details Manage my bank det	My Leave Requests Manage my leave re	My Travel and Expenses	My Travel Privileges Manage Travel Privil	My Inbox All Items	Leave Carry Forward Leave Carry Forward
	Le Confidential	â		Ō	Open Reports	í.	⊞ 3	÷
	HSE Reports							
	Your Leave Leave remaining	Your expenses Expenses received	Absence report further info					
	hrs, taken 74	€, Total claims = €0						

2. Scroll down to the Employee Declaration to upload

To Upload document:-

- a) Browse for the document you are going to upload and select
- b) Upload Document
- c) Enter the Valid to date

Employee Declaration			
Status:	Draft		
Filename:		- 1	
Upload New document:	EmployeeDeclaration.d Browse		
	<u>↑</u> Upload Document		
Valid To:	30.06.2021		
	History Sa	ive documents	Edit

3. Click on Seve documents to Submit these changes to the Manager for approval.

Confirm Travel Privilege submission	
Approver: Jenna O'Callaghan	
Changes will take place on 1st Jul 2020, Please click OK to confirm cl	hanges
ОК	Cancel

4. Check to ensure that the approver is correct and press OK.

Your Travel Privileges have now been submitted to your manager for approval.

Note: -It is necessary for Employee Declaration to be valid and approved in order to claim expenses, without same you will not be able to submit a claim.