HR and Payroll Self Service
My Travel Privileges
FAQS

If you do not find the solution to your issue below you can also view the My Travel Privileges tutorial **here.**

When and how do I submit my travel documentation on HR and Payroll Self Service?

In line with the HSE National Financial Regulations (NFRB4), employees must have written authorisation to travel. These authorisations must be approved annually and updated as necessary. Whenever you change/update your vehicle or insurance, you should upload updated documents. The following four documents must be approved by your manager so that you can claim Travel and Expenses:

1. Vehicle Registration Certificate (VRC)
2. Current Insurance Policy
3. Letter of Indemnity re HSE If the indemnity cover is included on the insurance certificate you should also upload the insurance certificate to the Letter of indemnity field.
4. Employee Declaration (for the use of their own motor vehicle that has to be approved in advance by your manager – signed and scanned)

Please log on to the Travel Privilege tile on HR and Payroll Self Service to upload documentation.

I recently uploaded travel documents and I am now receiving a message telling me that My Travel Privileges documents have expired?

All Travel documents must have a valid end date under the Documents tab within your Travel Privileges record. After you upload each travel document you must ensure that the Expiry of Document box contains a "valid to" (=end date) for the document uploaded.

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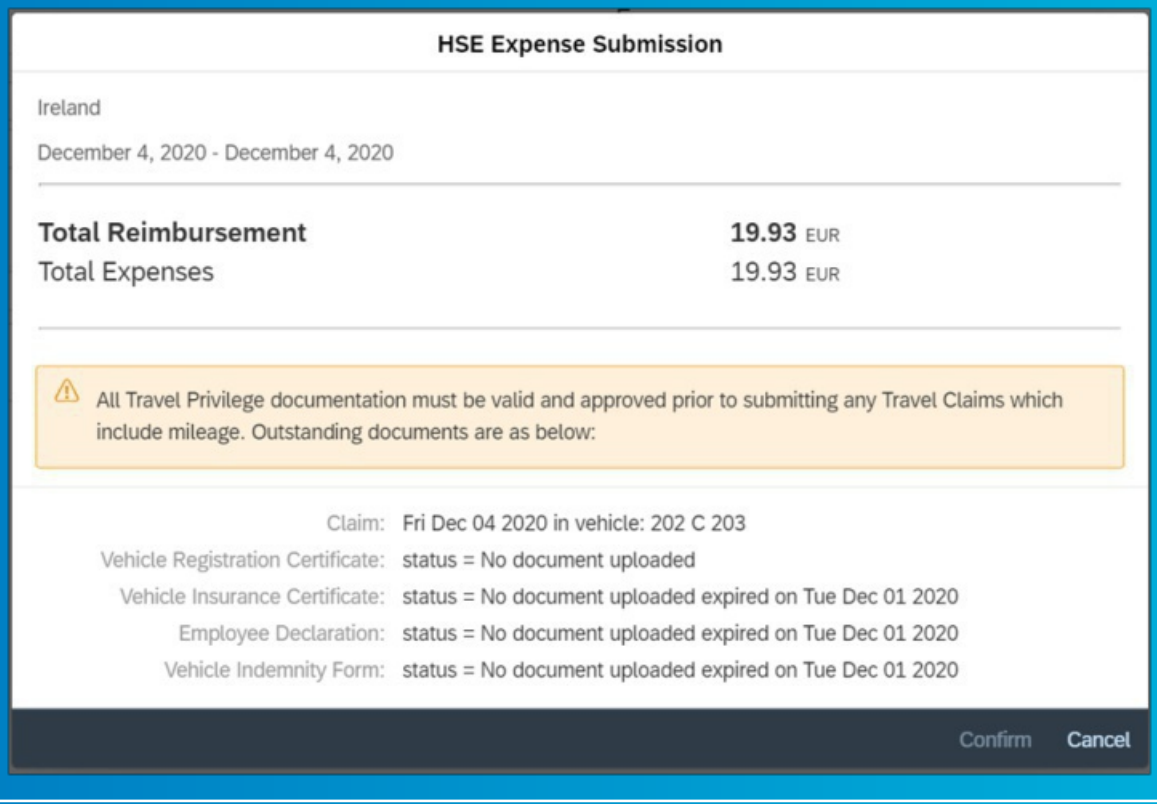
An error is appearing on My Travel and Expenses?

An error will appear on My Travel and Expenses if you do not have a travel privileges record set up. The screenshot below outlines the messages you will receive when records are out of date.



I did not get a new vehicle but I need to update my travel documents?

Click on My Travel Privileges and then select the tab *Documents*. Do not click on edit on the Vehicle tab as this will overwrite the current travel privileges.
Upload your travel documents by selecting the upload button and upload the required travel document. Change the Expiry of Document date to the same date in the uploaded document and then click Save. If your insurance is due for renewal on 17.11.2021 then your Expiry of Document date, your 'valid to' date is 17.11.2021.

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I have a new vehicle - what do I need to do?

When you change your vehicle you will need to update the *Vehicle* tab under your Travel Privileges record with your new vehicle details. To do so you need to click on your Travel Privileges tile and select the Edit button. You will then be asked Does your Vehicle Type/Class/License Plate require an update? Click on OK to change your vehicle details.
Enter the valid from date for your new vehicle , enter vehicle details.

Continue to upload Employee declaration, Vehicle Licensing Cert, Insurance Certificate, Letter of Indemnity, Letter of Indemnity Passengers (Optional) with a valid Expiry of Document date, then click *Submit.*

I don't have a vehicle, how do I receive authorisation to claim expenses?

You can do this through the My Travel Privileges tile on HR and Payroll Self Service. Click Edit and slide the button to No beside "Have a Vehicle?" Select "valid from date" from the drop down. Download a blank Employee Declaration form by clicking on "blank form for download". Complete the form, ensure to write "use public transport" in the section documenting the vehicle type. Upload and submit for approval.

I have uploaded my travel documents under the Travel Privilege tile. What happens now?

Once you upload your travel documents under the Documents tab in your Travel Privileges record, this is all that is required from you. Your line manager will now receive the items that you have uploaded to their Manager's Inbox for review. Once they are satisfied with the uploaded supporting documentation they will then approve these douments. Once approved you can proceed to submit your travel claims.

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