



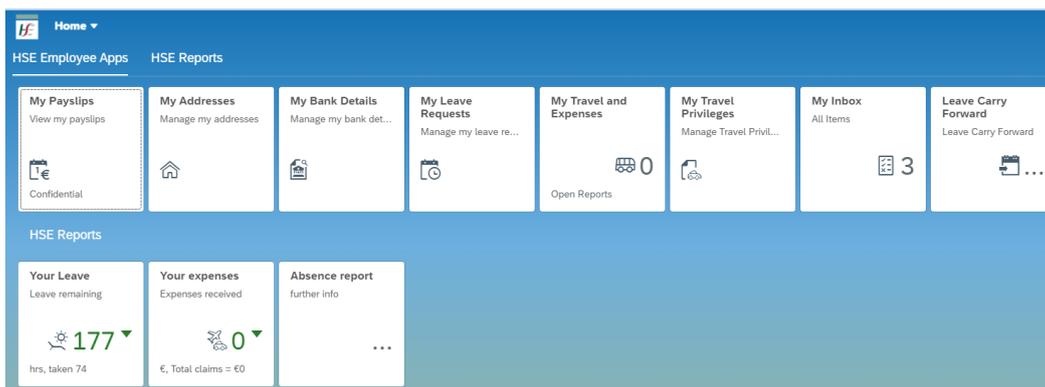
Travel Privileges – No Vehicle

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 [here](#) 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 [here](#) to go to the “Create New Travel Privileges” process

Create New Travel Privileges

1. Click the “My Travel Privileges” tile



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

All expense requests require a Travel Privilege record and an approved, valid Employee Declaration document.
Mileage claims also require Vehicle Type, Class & License and approved, valid supporting documentation.

Vehicle Documents

Create or Edit Your Travel Privilege

Use the Documents Tab to Review & Add documents - ONLY use the Edit button to record NEW VEHICLE DETAILS

Valid From: 1st Jul 2020

Vehicle

YES

Vehicle Type: Car

Vehicle Class: 1-1200 ccm/Electric motor.

Vehicle License Plate:

History Submit Edit

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.

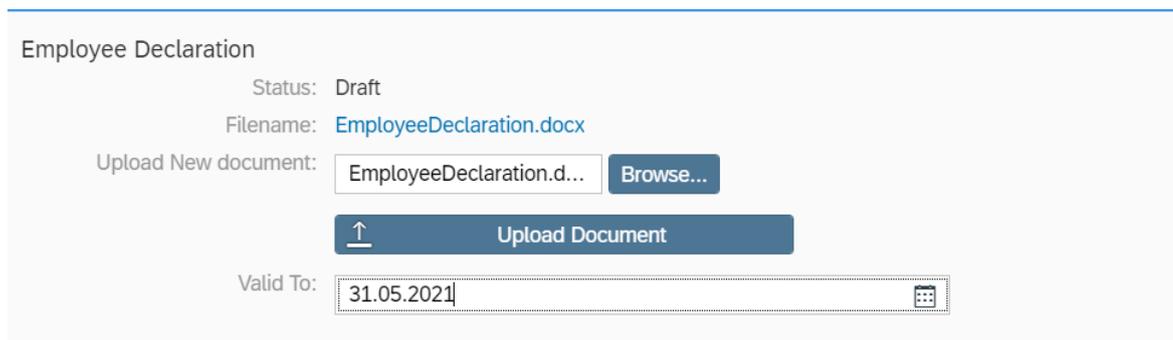
Vehicle:- Vehicle - select the button under Vehicle to slide to “No”

Documents: - Upload your Employee Declaration document

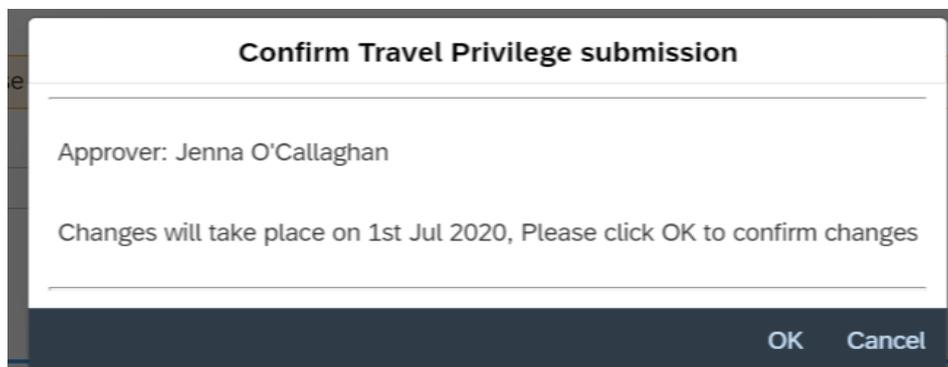
To Upload document:- a) Browse for the document you are going to upload and select

b) Upload Document

c) Enter the Valid to date



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



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

Status Explained:-

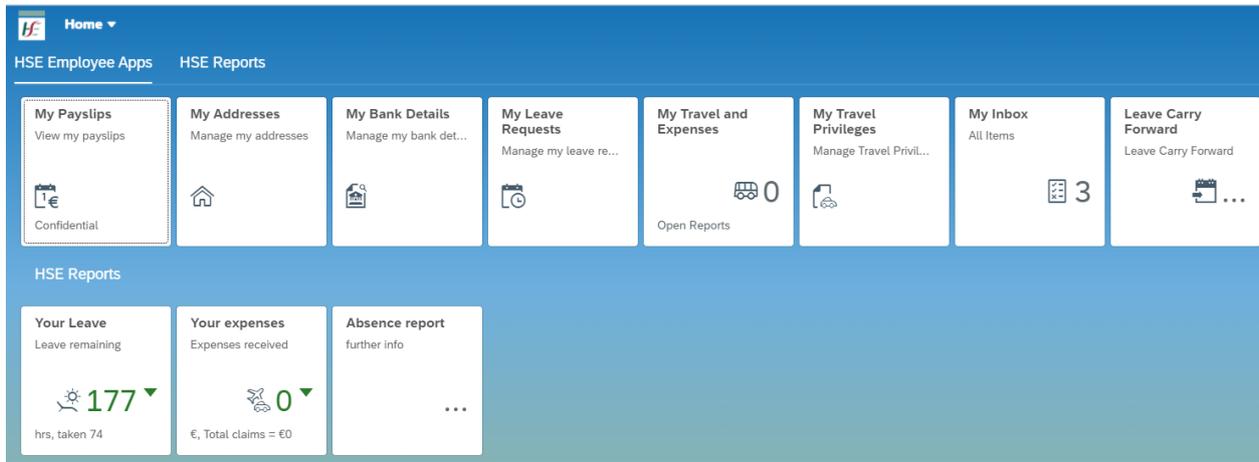
Action	Status
Uploaded documents prior to submission	Draft
Submitted documents prior to approval	Pending Approval
Documents Approved by manager	Approved
Documents Rejected by manager	Rejected – reason given also displayed

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

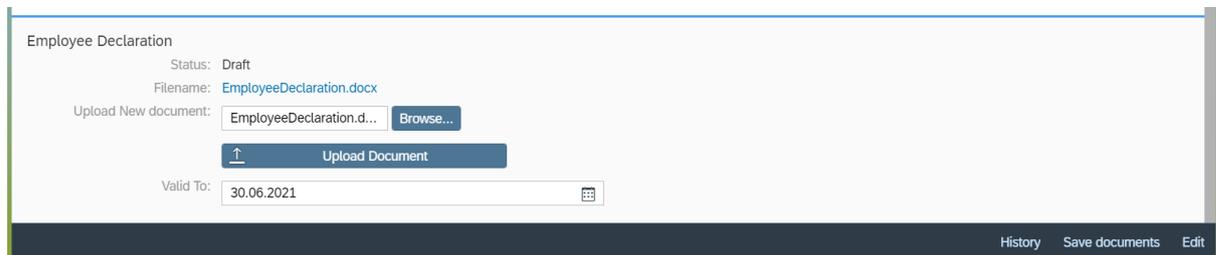
1. Click the “My Travel Privileges” tile



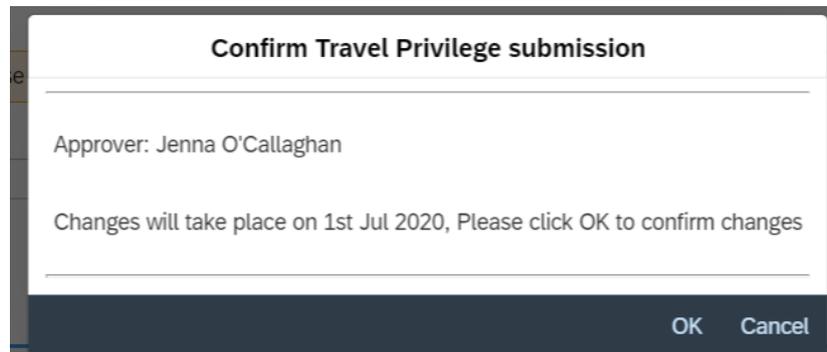
2. Scroll down to the Employee Declaration to upload

To Upload document:-

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



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



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.