



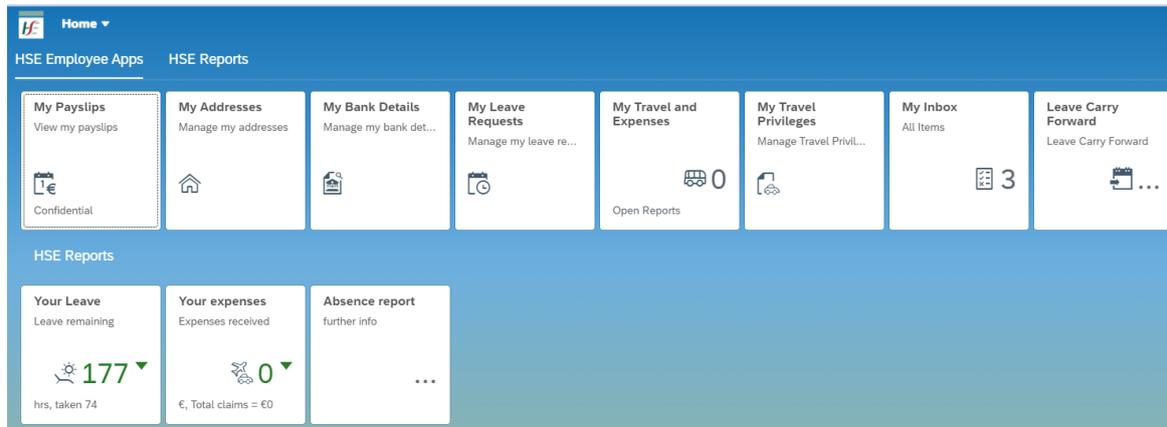
## My Travel Privileges

### 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 and your vehicle (Type, Class or Registration) is not changing click [here](#) to go the “Upload Documents only” process
- If you change your vehicle during the year or this is your 1<sup>st</sup> 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:  Vehicle  YES  NO

Vehicle Type:

Vehicle Class:

Vehicle License Plate:

History Submit Edit

**Note: It is also possible to view the History of the Travel Privileges record held against your record by selecting the History button at the end of screen.** For further details please click [here](#).

**Valid From:-** Date defaults to 1<sup>st</sup> next month – Change to appropriate month. Options available are

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

**Vehicle:-** Vehicle Type –Select Car or Motorcycle as necessary

Vehicle Class – Select the appropriate Vehicle Class

Vehicle Licensing Plate- Enter License Plate number

Vehicle Type	Car	Motorcycle
Vehicle Class	1-1200 ccm/Electric motor. 1201 - 1500 ccm motor cap 1501and above motor cap. .....	Motorcycle up to 150cc Motorcycle 151-250cc Motorcycle 251-600cc Motorcycle over 600cc .....
Vehicle Licensing Plate	Enter Vehicle Registration	

3. Once the Vehicle details have been populated – choose the  tab to upload relevant documentation

**Documents:-**

Where Travel & Expenses are to be claimed it is necessary to upload the following documents for managers' approval:-

- a) Employee Declaration
- b) Vehicle Licensing Certificate
- c) Vehicle Insurance Certificate
- d) Letter of Indemnity
- e) Passenger Indemnity (optional, as required)

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

- b) Upload Document
- c) Enter the Valid to date – Ensure this matches the date on the document
- d) Continue until all documents are uploaded

## Insurance Certificate

Status: Draft

Filename: 20190916\_142851.jpg

Upload New document:

20190916\_142851.jpg

Browse...

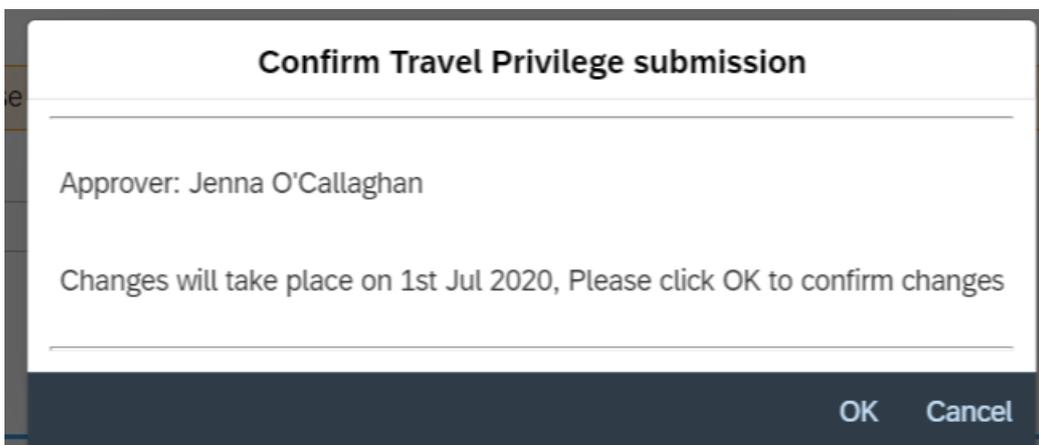
 Upload Document

Valid To:

31.01.2020



4. Click on  to Submit these changes to the Manager for approval.



5. Check to ensure approver is correct and Click OK

### Status' Explained

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

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

**Note:** - It is necessary for all documents to be valid and approved in order to claim travel & expenses, without same you will not be able to submit a claim.

## My Travel Privileges – Upload Documents Only (No Change to Vehicle Class/Type/Registration)

### Note:-

- If you have an existing Travel Privileges Record and your vehicle (Type, Class or Registration) is not changing you can upload new documents by selecting “Documents” Tab.

### 1. Click the “My Travel Privileges” tile

The screenshot shows the HSE Employee Apps dashboard. The top navigation bar includes 'Home' and 'HSE Reports'. Below this, there are several tiles for different services: 'My Payslips', 'My Addresses', 'My Bank Details', 'My Leave Requests', 'My Travel and Expenses', 'My Travel Privileges', 'My Inbox', and 'Leave Carry Forward'. The 'My Travel Privileges' tile is highlighted, showing 'Manage Travel Priv...' and a '0' icon. Below the main tiles, there are 'HSE Reports' for 'Your Leave' (177 hrs taken), 'Your expenses' (€0), and 'Absence report'.

### 2. Choose the “Documents” tab

The screenshot shows the 'Documents' tab in the 'My Travel Privileges' section. At the top, there is a warning message: '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.' Below this, there are two tabs: 'Vehicle' and 'Documents', with 'Documents' selected. The main content area shows 'Your Travel Privilege is valid from 01.12.2019' and a warning: 'Use the Documents Tab to Review & Add documents - ONLY use the Edit button to record NEW VEHICLE DETAILS'. There is a table for 'Approval Status' and a 'Vehicle' section.

Approval Status:	Document name	End	Status
	Vehicle Licensing Certificate		<input checked="" type="checkbox"/>
	Insurance Certificate	01.05.2020	<input type="checkbox"/>
	Letter of Indemnity	01.05.2020	<input type="checkbox"/>

Vehicle:  YES

Vehicle Type:

Vehicle Class:

Vehicle License Plate:

History Save documents Edit

**Note: It is also possible to view the History of the Travel Privileges record held against your record by selecting the History button at the end of screen.** For further details please click [here](#).

3. In the Documents tab you can upload;

- Vehicle Licensing Certificate (only required if you have not uploaded before **OR** if you change your car)
- Insurance Certificate
- Letter of Indemnity
- Indemnity for Carrying Passengers (optional)
- Employee Declaration

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

b) Upload Document

c) Enter the Valid to date (not required for Vehicle Licensing Cert)



#### Vehicle Licensing Certificate

Status: Draft

Filename: [VehicleLicensingCertificate.docx](#)

Upload New document:  [Browse...](#)

 [Upload Document](#)

#### Insurance Certificate

Status: Draft

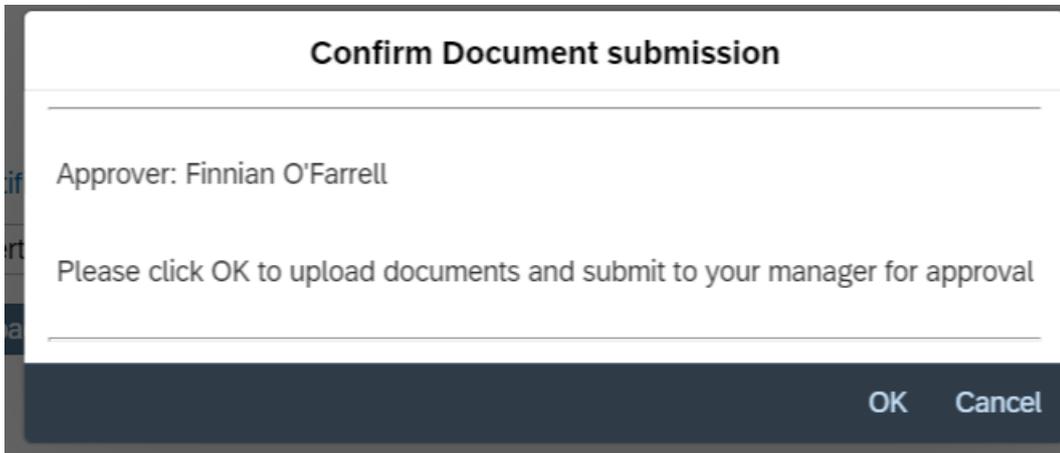
Filename: [InsuranceCert.docx](#)

Upload New document:  [Browse...](#)

 [Upload Document](#)

Valid To:  

4. Click on [Save documents](#) to Submit these changes to the Manager for approval.



5. Check to ensure approver is correct and Click OK

### Status' Explained

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

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

**Note:** - It is necessary for all documents to be valid and approved in order to claim travel & expenses, without same you will not be able to submit a claim.

### Expenses

- *If an employee claims any of the below listed expenses only -- there is no requirement to attach any documentation in travel privileges. Where one of these expenses is claimed with any other expense the normal ruling applies.*
  - *0302 Exam Fees*
  - *0305 Mobile Phone Costs*
  - *0090 Posts Refunds*
  - *0140 Relocation*
  - *0303 Social Activities*
  - *0200 Telephone & Fax*
  - *0220 Training Course Fee*

## Viewing Travel Privilege History

It is also possible to view the History of the Travel Privileges record held against your record by selecting the History button at the end of screen. It presents as follows;

Travel Privilege history									
Start date	End date	Registration							
01.07.2020	31.12.9999	192L1266	N	N	N	N	N	1	>
01.06.2020	30.06.2020	181D1979	A	N	N	A	A	2	>
01.05.2020	31.05.2020	181D1968	N	N	N	N	A	3	>
01.04.2020	30.04.2020	161D19615	R	A	R	N	P	4	>
01.03.2020	31.03.2020	161D19614	A	A	A	N	P	5	>
01.01.2019	29.02.2020	161D19614	A	A	A	A	A	6	>

Cancel

You can click into a line to view further details;

### Detail for Travel Privilege

**Overview**

From/To:

Type/Class:

Vehicle License Plate:

**Vehicle Licensing Certificate**

Status: Approved  
Filename: [VehicleLicensingCertificate.docx](#)

**Insurance Certificate**

Status: No document uploaded  
Filename: [InsuranceCert.docx](#)  
Valid To:

**Employee Declaration**

Status: Approved  
Filename: [EmployeeDeclaration.docx](#)  
Valid To:

Cancel