UNIVERSITY OF EXETER

ON-LINE EXPENSES – MILEAGE CLAIMS

To complete a mileage claim, follow the steps set out in the Claim Submission guide and select the item Mileage.

Mileage is the specific expense item for claiming business miles in your own vehicle. Note that there is a separate item for overseas mileage claims as these do not use post code validation.

1. Adding a vehicle

Before you can make a claim for mileage you must register your vehicle on the system. Vehicles include cards, motorbikes and bicycles.

If your vehicle has not already been entered ie the **Car** box lower down is not displayed or the vehicle displayed is not the one you are using, then click on **Add a new car** and complete the details requested for the vehicle. For bicycles enter Bicycle as the make, Bike as the model and BIKE as the registration number. Select Petrol for fuel and enter 0 for engine size.

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Please ensure that you select the appropriate vehicle journey rate – this is used in the automatic calculation of mileage x applicable rate. The current rates prevailing are set out in the Expenses and Purchasing Card Policy, which can be accessed through the system from the top right of the screen under Company Policy.

A lease car is one obtained through the University's lease car scheme.

When all the details are correct click SAVE and your vehicle will appear on screen.

2. Entering journey steps

All journeys in your own vehicle must be entered using postcode validation. Instructions for completion where post code validation is not possible are set out at the end of this section.

The **From** and **To** boxes can be used in a number of ways and effectively take you into search functionality.

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Post code entry – if you know the post code, type it in and if you hover just below the box you will see a list of address names entered previously with this post code.. If you select any of these and hover over the binoculars to the right you will see the full address it relates to. Note that if it is another employee's home address the details will not be displayed.

If the address you are looking for has not been entered by anyone yet, hovering over the binoculars will show **No address selected.** If this is the case click on the binoculars and you will be taken to the **Add New Address screen**. The address name will be populated with the post code.

Copy this into the post code field and press tab. This will bring up the full address details. Overtype the address name with an appropriate name and click **SAVE.**

The address name will now appear in the address box in your claim and you can continue to enter the destination address.

Address name entry – this works in the same way as post code entry. Type an address name and any existing options will appear below the box. If there are none shown, click on the binoculars and enter the post code. Tab to fill the address details and click SAVE.

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If there are existing addresses on the system with the same post code you will be given the option to select one of these are continue to create a new address.

Add New Address

Similar addresses exist, please select the relevant address if listed or click here to continue.

» **Streatham Campus**, The Queen's Drive, Exeter, EX4 4QJ
» **PL341Office**, The Queen's Drive, Exeter, EX4 4QJ
» **CJ342Office**, The Queen's Drive, Exeter, EX4 4QJ
» **IT343Office**, The Queen's Drive, Exeter, EX4 4QJ

close
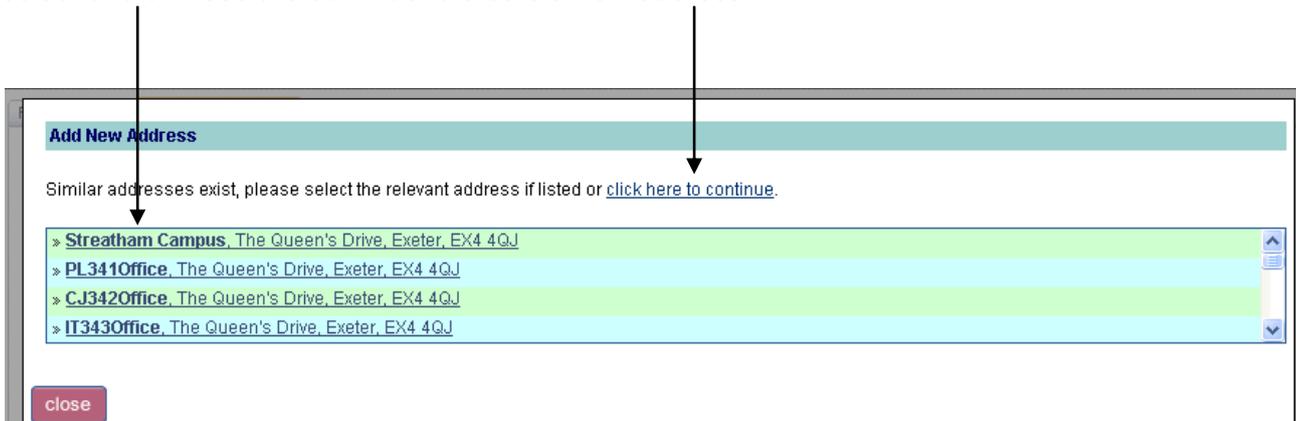
Using previous addresses visited – as you make more mileage claims you will build up a bank of addresses you use. An alternative way to enter an address is to go straight to click on the binoculars and switch to the **Most Visited Addresses** or **Last Visited Addresses**. This will give you the option to go straight to the address you want.

| Find Address | Add New Address | Most Visited Addresses | Last Visited Addresses |

Below is a list of your most visited addresses.

» **Exeter St Davids**, Cowley Bridge Road, Exeter, EX4 4NU
» **AS33Home**
» **Streatham Campus**, The Queen's Drive, Exeter, EX4 4QJ
» **Cornwall Campus**, Trelievier Road, Penryn, TR10 9EZ

close

Note the following address names should be used for the three campuses:

Streatham Campus
Cornwall Campus
St Luke's Campus

Home Address – the system holds your home address – check this under **My Details** on the Home page. If the address is incorrect email expensesonline@exeter.ac.uk. When you need to enter your home address as the from or to address, simply type **Home** and the system will automatically pick up your home address.

Office Address – the system also holds office address. Just type **Office** to retrieve this.

Note that the system automatically calculates the shorter of office to destination and home to destination if you start at your home address.

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3. Calculation of mileage

When you have entered the from and to addresses and pressed tab, the post code validated **shortest** mileage will be displayed as both the distance travelled and the recommended distance. We expect the recommended distance to be used in the majority of cases.

From	To	Distance Travelled	Recommended Distance	Number of Passengers:
e.g. Company Name or Postcode	e.g. Company Name or Postcode			
Streatham Campus	University of Plymouth	44.7	44.7	

Press the green cross to add another step to your journey. ✚
Press the red cross to delete a step in your journey. ✖

You can check the route used by the system by clicking on the **View the recommended route** link just below the post code entry boxes.

Map & Route:	View the recommended route
Return to start address:	☐
Car:	Mercedes Benz CLK220 CDI (SJ57YVT)

This takes you to the relevant map. Select **close** to return to the add item screen.

If you actually travelled further due to taking an alternative route, you may overtype the distance travelled with the mileage taken from your odometer. **You must then complete the additional miles box below by selecting from the drop down list.**

You also have the option to enter the number of passengers you carried in order to claim the additional passenger allowance.

To add further steps to your journey completed on the same day for the same reason, click on the green cross and a new line will be created for completion in the same way, pre-filled with the starting point.

If you completed a return journey, tick the Return to start address box below and the final step will be calculated automatically. Note that the steps will not appear on screen but will be added to the claim.

You will see the total calculated for the mileage entered when you have saved your claim.

No post code available or not appropriate

In the case of non-direct journeys, such as field trips on Dartmoor, where there is no defined start and end destination for periods of the journey, you should enter the start and end post code of the main journey, or stage of the journey and overtype the total number of miles travelled in the **Distance travelled field** using the mileage recorded on your odometer.

This also applies to confidentiality in relation to places or individuals visited.

Remember to select the appropriate reason for overtyping the mileage.

Complete the narrative and Aptos account code boxes as for other expense items.

Proceed with your claim as set out in the Claim Submission guide.