MyView User Guide

Expenses Module

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Expenses Module

All staff are expected to travel in the most economical manner appropriate to the discharge of their duties.

Basis of a claim:

• The normal starting and finishing place for official journeys will be the location where you are based.

• If you start a journey from a location other than your base or end a journey at a location other than your base, the mileage claimed should be limited to the "Additional Mileage" incurred as a result of your official duties.

• The Additional Mileage Principle recognises the saving to you in not travelling to or from the base and reduces the amount that can be claimed accordingly whilst ensuring that you are fully compensated for any additional mileage undertaken in connection with your official duties.

The Expenses Module enables staff to submit their Business Mileage and Expense Claims (reimbursement of money whilst fulfilling your role). Copies of previously submitted and approved claims entered through the Self Service Module can also be viewed in My Forms.

Before you make a claim please check the guidance and its examples for claiming expenses on the intranet. A link to the guidance and travel policy is provided below.

http://intranet/our-people/hr/pay-benefits/expenses/

Creating a New Claim Form

To create a claim, click on **Expenses** on the left of the Dashboard then **Create/View Expenses**:

	^		
Dashboard	۶		-0
Personal Details	~	★ Holiday	Pay Documents
Other Absence	~		Payslips
Holidays	~	Days Available 1 18 Taken	\Rightarrow \Rightarrow
Expenses	^	Request	27Feb 27 Jan 24 Dec
Create/View/Edit Expenses			
Irregular Claims	~	Authorisation	
Historic Pay Docs		You have nothing to authorise	
Delegation & Responsibility	~		
Sickness			
Training			
Self Certification Form	~		
			© 2011-2020 Zellis UK Limited. All rights reserved. No unauthoris

Any Open, Submitted or Authorised Claims will be displayed on screen, there are also links to an Online Guidance Document and the Current Travelling Rates in the top right hand corner of the screen.





To open a new claim, select the appropriate post from the drop down menu and then click on the Create New Claim button at the bottom of the screen, which will open a blank claim form:

Travelling Expenses

Please note: this page needs to be regularly saved as it will time out after 30 minutes.

Databased 2 Creater/ViewrEdit Expenses								Welcome, EMMA	Count 🗸	එ Sign
I certify that: a) Milesges daimed have been necessarily incurred solve normal outly and represents actual expenditure. b) Where substance accents are enclosed in respect of this claim meets all legal requirements in respect of readouthines. c) The while is covered by the appropriate level of inscriptional expenditure has been incurred above normal outly and represents actual expenditure. c) The while is covered by the appropriate level of inscription which permits busines suc. The while has a valid MoT certificate. The while has valid road fund licence. e) The while is covered by the appropriate level of inscription expect of readouthines. e) Intervent data the inspect of relocation expects the this claim. f) understand that by failding any information provide in respect of bit claim. f) intervent data the inspect of relocation expects the the Taxable Mileager box needs to be ticked it claims are bring former Project Officer (HR) copies for the Claim Pate Start Time End Time Vehicle Cleanter Standard Journey Mileage Taxable VAT Mileage VAT Milea	Dashboard > Create/	View/Edit Expenses								
I certify that: a Mileages daimed have been necessarily incurred solely in connection with County Council business: b) Where subsistence expenses are claimed; additional expenditure has been incurred above normal above normal above normal social and the prevention incurred above normal above normal above normal social and the prevention incurred above normal above normal above normal social and the prevention incurred above normal above norma	mplovee Expenses	s							Trav	el Rates
cription New Claim reling Expenses (help) reling Expenses (help) reling Expenses Lat Time End Time Vehicle Standard Journey Mileage Taxable VAT Mileage receipt No. of Passengers Non-Standard Journey Override Cost Centre Search Date Start Time End Time Value	I certify that: a) Mileages claimed ha b) Where subsistence e c) The vehicle used in r d) The vehicle used in r d) The vehicle is covere e) I have a valid driving f) I understand that by Please Note If claims are being mac tion Graduate Train	we been necessarily incurrec expenses are claimed, additi respect of this claim meets a ed by the appropriate level of jlicence that legally permits falsifying any information p de in respect of relocation es nee Project Officer (HR)	d solely in connection v onal expenditure has b II legal requirements ir of insurance which perr me to drive the vehici rovided in respect of th spenses then the 'Taxal	with County Council busines ieen incurred above normal r respect of roadworthiness, mits business use. The vehice in respect of this claim, he claim, it may subject me ble Mileage' box needs to b	s. outlay and represents a le has a valid MoT certif to the Council's disciplir e ticked	ctual expenditure. icate. The vehicle has valid road fund li ary precedures.	cence.		Policy Do	scument
Imme Start Time End Time Vehicle Standard Journey Mileage Taxable VAT Mileage receipt Image: Taxable Image: Taxable VAT Mileage Image: Texable	cription New Claim									[help]
enses Date Start Time End Time Value	No. of Passengers	Start Time	End Time	Vehicle -Select- Override Cost Centre	Select	Standard Journey	V	Mileage Tax Mil	xable VAT leage receipt	•
	enses		Date	Start Time	End Time	Value				

The **Description** field should be completed with the period of the claim e.g. September 2016, 01/09/2016 or a Date Range 01 - 30 September 2016. This will make the claim easily identifiable to both you and your manager if there are any queries to be addressed.



In the **Travelling Expenses** section of the claim form each individual **Journey** <u>must</u> be completed with:

- **Date** the start date of the Journey, you can enter the date directly into the field in the format **ddmmyyyy** or you can click on the calendar button next to the field and select the appropriate date.
- Start Time & End Time fields are mandatory and must be completed in the 24 hour format hhmm e.g. Start 0845 End 1645. The system will automatically populate a colon between the hours and minutes for you.
- A generic **Vehicle** will automatically be populated with the users default vehicle e.g. <u>C1450</u>, <u>C1199</u> etc.

Note: If this field is blank please email the ResourceLink inbox requesting your vehicle details to be added, please include your employee number in this email.

<u>Lease Car</u> holders will have the actual Car Registration recorded.



• Standard Journey :You choose standard journey if you are claiming for a predefined journey which has been set up between the main Administrative Offices. These journeys have been created with a set mileage (AA rates). Click on the drop down arrow on the right hand side of the field and scroll through the list to select the appropriate journey. Once a journey is selected the Mileage field will be automatically populated with the appropriate number of miles (this is the return journey mileage).

Note: When you use the Standard Journey option you must give the reason for your journey in the Nonstandard Journey field.

Please Note If claims are being made in respect of relocation	expenses then the 'Tax	able Mileage' box needs to be	ticked			
Position Graduate Trainee Project Officer (HR) Description New Claim						
ravelling Expenses						[help]
Date Start Time	End Time	Vehicle	Standard Journey	Mileage	Taxable VAT Mileage receipt	
[14/02/2020] III [11:45] No. of Passengers Non-Standard Journey	12:40	C1450 🗹 Override Cost Centre	Select- Arman Valley Lesiure Centre to Llandovery Leisure Centre Arman Valley Lesiure Centre to Newcastle Emlyn Leisure Centre Arman Valley Lesiure Centre to St. Clears Leisure Centre Arman Valley Lesiure Centre to Darc Myrddin, Carmanthen Arman Valley Lesiure Centre to Dar Myrddin Indoor Bowls Arman Valley Lesiure Centre to Danelli Leisure Centre Arman Valley Lesiure Centre to Carmathen Leisure Centre			
penses Select	Date	Start Time	Amman Valley Lesiure Centre to Parc Y Scafets Amman Valley Lesiure Centre to Town HallTY Elwyn, Llanelli Beacon to Town HallTY Elwyn, Llanelli En Beacon to County HallSylainan 3t, Carmarthen Beacon to Parc Amanwy Ammanford Beacon to Parc Amanwy Ammanford Beacon to Parc Dewl Sant, Carmarthen Beacon to Parc Dewl Sant, Carmarthen Beacon to Milenium Coastal Park			
NAND TOTAL			Beacon to Jetia Lakes, Lanelli Beacon to Felinfoel Community Centre Bryngwyn School to Parc Dewi Sant, Carmarthen Bryngwyn School to County Hall/Splinan St, Carmarthen Coleshill Community Crit to Felinfoel Community Centre	0.00 0 Miles		
			Coleshill Community Ctri D Parc Devis Sant, Carmanthan Coleshill Community Ctri D County Hall/Spinnan St, Carmanthen Coleshill Community Ctr to Parc Amanwy, Ammanford County Hall/Spinnan St, Carmarthen to Canoffan Griffith Jones, St Clears County Hall/Spinnan St, Carmarthen to Piborhvgd, Carmarthen County Hall/Spinnan St, Carmarthen to Piborhvgd, Armanhord	Bac	k Reset Save	Submit

- **Mileage** can be completed with the actual number of miles being claimed for a non-standard journey.
- **Taxable Mileage** should only be ticked if the mileage claimed is taxable i.e. relocation expenses only.
- **VAT receipt** should be ticked to confirm that receipt is available for the fuel purchased to cover the travel period.
- Non-Standard Journey is a mandatory field and must be completed when claiming both Non-Standard and Standard Journeys. When you select a Non-Standard Journey the field must be completed with the reason the journey was undertaken and the routes taken.
- **Override Cost Centre** can be left blank it will automatically pick up the costcode attached to your post. If the journey you are claiming for is to be charged to another cost code other than the one attached to your post e.g. journeys claimed which are subject to grant claims, coronavirus etc. You will need to enter the appropriate costcode for the work you carried out.

Note: Cost Codes are either 11 or 17 digits in length. If you are unsure about the costcode please ask your line manager or the manager of the costcode you need to use.



A > Dashboard > Create/View/Edit Expenses			
e) I have a valid driving licence that legally permits () I understand that by falsifying any information pr Please Note If claims are being made in respect of relocation ex- lif claims are being made in respect of relocation ex-	me to drive the vehicle in respect of this claim rovided in respect of the claim, it may subject spenses then the 'Taxable Mileage' box needs	n. .me to the Council's disciplinary precedures. .to be ticked	
Position Graduate Trainee Project Officer (HR) Description New Claim			
Travelling Expenses			[help]
Journey Date Start Time	End Time Vehicle	Standard Journey	Mileage Taxable VAT Mileage receipt
14/02/2020 III 11:45 No. of Passengers Non-Standard Journey	12:40 C1450 Verride Cost Centre	Select	
laesllewellyn (return trip)		Search	
Expenses			
-Select-	Date Start Time	End Time Value	
SRAND TOTAL otal for Travelling Expenses			0.00 0 Miles
			Back Reset Save Submit

If additional journeys are to be entered then the user should click on the [+] button at the right hand side of the journey row to open and additional line.

Do not copy and paste details into the Non-Standard Journey field, this function can add special characters to this field which will prevent your expenses from being submitted.

To delete a row the user should click on the [-] button to the right of the row to be deleted.

	Welcome, EMMA	Account ~	එ Sign Out
A > Dashboard > Create/View/Edit Expenses			
If claims are being made in respect of relocation expenses then the "faxable Mileage" box needs to be ticked			^
Position Graduate Trainee Project Officer (HR) Description New Claim			
Travelling Expenses			(help]
Journey Date Start Time End Time Vehicle Standard Journey	Mileage	Taxable VAT Milaaga receipt	
14/02/2020 ₩ 11:45 12:40 C1450 VSelect V	36		
No. of Passengers Non-Standard Journey Override Cost Centre ResourceLink Rollout tra			
Journey Date Start Time End Time Vehicle Standard Journey	Mileage Taxah	ie is	
-Select-IV -Select-IV	Milea	ge receipt	•
No. of Passengers Non-Standard Journey Override Cost Centre Search			
Expenses			
Date Start Time End Time Value			
GRAND TOTAL	0.00		~



				Welcome	e, EMMA	Account ~	ບໍ Sign Out
A > Dashboard > Create/View/Edit Expenses							
Journey Date Start Time 14/02/2020 11:45 No. of Passengers Non-Standard Journey	End Time Vehicle 12:40 C1450 Override Cost of	entre	Standard Journey) (1)	vileage	Taxable VAT Mileage receipt	-
Journey Date Start Time No. of Passengers Non-Standard Journey	End Time Vehicle	Select	Standard Journey	Mileage	Taxable Mileage	e VAT e receipt	
Expenses	Date Start Ti	ne End Time	Value				
GRAND TOTAL Total for Travelling Expenses				0.00 36 Miles			
				l	Back R	eset Save S	Submit

If it is possible that you will be claiming more Expenses during the month then you can click the **Save** button in the bottom right hand corner of the screen. A confirmation message will appear to show your claim has been successfully saved.

	Welcome, EMMA	Osign Out
A Deckberry & Courte Blow (Edb Environme		
Dashboard > Create/View/Lait Expenses		
Confirmation Message !		
Your claim has been saved as claim number 0000208883		
	Con	ntinue
	© 2011-2020 Zellis LIK Limited All rights researed No upputb	porised access

Click continue and you will return to the Create/View/Edit Expense Claims screen where you can create another claim or re-open your saved claims. Your saved claims will be displayed in the section titled **Open**.



✤ > Dashboard > Create/View/Edit Expenses	
Expense Claims [You have one claim]	Travel Rates Policy Document
Open	Θ
Date Form Description 26/02/2020 0000208883 New Claim	<u>Value</u> 0.00
	Graduate Trainee Project Officer (HR) Create New Claim

Any Open claims will also appear on your Dashboard in the **In Progress** box and in your **Forms History** screen.

To Re-Open a Saved Claim Form

To re-open a claim, you can click on the bold writing in your In Progress box under the sub heading Expenses on your Dashboard or you can access your Claim Forms from the left hand menu and click on the bold blue form number. Or, you can go to your Form History in the left hand menu and click on the <u>blue</u> <u>underlined</u> writing against the claim. An Open claim can have additional items/adjustments made to it prior to submission.





Error messages will highlight any problems within the claim form, in the example below the Non-Standard Journey field has not been completed, therefore the row in error has an error box above and below it.

	Welcome, EMMA	Account ~	එ Sign Out
♣ > Dashboard > Create/View/Edit Expenses			
If claims are being made in respect of relocation expenses then the 'Taxable Mileage' box needs to be ticked			•
There are errors in this claim! Please review this claim correcting any errors. The errors may be caused by an incomplete line or mandatory fields being incorrectly completed. You will not be able to submit this claim unless all error	rs are removed.		
Number 0000208883 Position Graduate Tra nee Project Officer (HR) Description February 202			
Travelling Expenses Journey			[help]
Image: Complete ine This line in the set register the set re	Mileag	e Taxable VAT Mileage receipt	
14/02/2020 14/45 12:40 C1450	36		
ERROR! - Incomplete line This line is incomplete. Please review this line ensuing that you complete all fields.			
Expenses			
Date Start Time End Time Value			
GRAND TOTAL	0.00		~
© 2011-2	20 Zellis UK Limited. All	rights reserved. No una	uthorised access.

To remove the errors, complete the appropriate fields and then either click on the [+] button to create a new row or click [Save].

Note: Claims which contain errors cannot be submitted.

Please ensure that the dates entered in your claim form are formatted correctly. If they appear incorrectly after you have clicked on the calendar date then the language settings in your browser maybe set to English-US rather than English UK. This must be corrected before submitting your claim form for processing. Please contact either the IT Helpdesk or ResourceLink Team for further guidance on how to correct this issue.



Expenses Section

The Expenses Section allows you to claim for the allowable expenses in the drop down menu. Click on the expense to be claimed:

						count ~ O sign C
Dashboard > Create/View/Edit Expenses						
If claims are being made in respect of relocation	expenses then the 'Taxabl	e Mileage' box needs to b	e ticked			
osition Graduate Trainee Project Officer (HR)						
escription February 2020						
avelling Expenses						[help]
ourney						_
Date Start Time	End Time	Vehicle		Standard Journey	Mileage Taxable VA Mileage rece	T
14/02/2020	12:40	C1450 🗸	Select		→ 36 □ □	1 +
No. of Passengers Non-Standard Journey	c	verride Cost Centre				
Resource Link Rollout jo				Search		
penses						
O alla a	Date	Start Time	End Time	Value		
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ea vening Meal						
ridge Tolls elephone Rental elephone Calle					0.00	
uel Element iscellaneous Expenses						
rofessional Fees ares etc					36 Miles	
ostades						
a County Lunch						
County Lunch Ivernight Allowance o/s London Ivernight Allowance London arr Parking Fees					Back Reset S	ave Submit
i County Lunch Vernight Allowance o/s London Vernight Allowance London ar Parking Fees BS Subscription urchases Relimbursement					Back Reset S	ave Submit

The following fields are **mandatory** and must be completed in order for your claim to be submitted:

- **Date** should be completed with the start date for the expense. You can either enter the date directly into the field in the format **ddmmyyyy** or click on the calendar button below the date field to select the appropriate date.
- **Start Time** and **End Time** fields should be completed with the appropriate times in the format **hhmm** and 24 hour clock.

Note: When the item claimed is not date driven then the Start Time should be completed with 00:00 and the End Time completed with 00:01 e.g. postages

- Value must be completed with the amount being claimed for the expense item Note: A. decimal point must be entered between the pounds and pence.
- **Receipt** should be completed with a **Y** for certain expense claims e.g. Car Parking, Bridge Tolls, Taxi, Bus & Train Fares, Telephone Rental and Calls, Overnight Stays. A copy of the receipt must be submitted to the authorising officer once the claim is submitted.
- **Description** should be completed with the purpose/reason for the claim



Expenses						
	Date	Start Time	End Time	Value	Receipt	Override Cost Centre
Car Parking Fees	01/09/2016	10:00	12:00	1.60	у	
						
	Description (Car Park Charge	s whist attendi	ng Training Session		

To add more than one expense item to the claim click on the expense drop down to select the additional item.

Dashboard > Create/View/Edit Exp	enses										
osition Graduate Trainee Project Offi escription February 2020	cer (HR)										
avelling Expenses											[help]
Date Start T [14/02/2020] [11:45]	ime End Time	Vehicle C1450		Select	Standard Journey		Y	Mileage	Taxable Mileage	VAT receipt	•
Resource Lini	Rollout joi	Overnide Cost Cent	re		Search						
penses											
ening Meal	Date	Start Time	End Time	Value		Receipt	Override C	ost Centre	Search		
Select-		capton									
AND TOTAL							C	.00			
tal for Travelling Expenses							36 M	iles			
								Bac	k Reset	Save	Submit

Overnight Stays: in order to simplify claims for overnight stays only one entry is required for each stay e.g. an officer attends a conference in London over three days. The Start Date should be completed with the first date of the conference and a detailed description then entered into the Description field e.g.

Expenses							
	Date	Start Time	End Time	Value		Receipt	Override Cost Centre
Overnight Allowance London	19/09/2016	13:00	19:30	184.51		у	
	Description T	ax Conference	20-21st Sept >	(2 Overnicht stavs + tea. R	l'turned 21st Sept		



Submission of Claim for Payment

Once all items have been added to the claim and you have checked everything is correct, **click** on the **[Submit]** button in the bottom right hand comer of the screen.

Click OK to proceed to send the claim to the designated Authorising Officer

A > Dashboard > Create/View/Edit Expenses				
If claims are being made in respect of relocation	xpenses then the 'Taxable Mileage' box needs to be ticked			^
Number 0000208883 Position Graduate Trainee Project Officer (HR) Description February 2020				
Travelling Expenses			[help)
Journey Date Start Time 14/02/2020 III 11:45	End Time Vehicle Interstate Vehicle Interstate Message from webpage X	Standard Journey	Mileage Taxable VAT Mileage receipt 36	
No. of Passengers Non-standard Journey Resource Link Rollout jou	Are you sure you want to submit this claim for processing?	Search		
Expenses	OK Cancel]		
Select	Date Start Time End Time Valu	e		
GRAND TOTAL			0.00	
Total for Travelling Expenses		3	86 Miles	
			Back Reset Save Submit	
				>

Note: The Expense Claim Summary Report is displayed on screen and <u>must</u> be printed in order to attach all relevant receipts, including fuel VAT receipts to pass onto the Authorising Officer.

Click **Print** in the bottom right of the screen, **check** you have printed the sheet successfully, then **select Continue**.

				Welcome, EMMA	Account ~	ப் Sign Out
A > Dashboard > Create/View/Edit Expenses						
Expense Claims Claim Form Summary					Tra Policy D	vel Rates ocument
	Employee Number	0011237				
	Employee Name Claim Number	EMMA HUGHES 0000208883				
	Claim Date	26/02/2020				
	Claim for the follow	ing:				
	MILEAGE SUMMAR	(
	Date 14/02/2020 Non-Standard Journe	y Resource Link Rollout journey from St Davids to Maesllewellyn round	36			
			26			
	TOTAL MILEAGE:		30			
					Print C	ontinue



The Expense Claim now appears in the Submitted Section on the Expense Claims screen.

♣ > Dashboard > Create/View/Edit Expenses		
Expense Claims [You have one claim]		Travel Rates Policy Document
	Submitted	Θ
Date Form Description 26/02/2020 0000208883 February 2020		<u>Value</u> 0.00
		Graduate Trainee Project Officer (HR) V Create New Claim
		© 2011-2020 Zellis IIK1 imited All rights reserved Ny <u>unauthorised arrass</u>

Withdrawing Submitted Claims

If you submit a claim in error then it can be **Withdrawn** prior to Authorisation:

Click on the **Form Number** of the claim to be withdrawn in the Submitted Section, or the <u>blue underlined</u> writing in your **Form History** screen to view the claim.

Expense Claims [You have one claim] Twe takes Submitted Image: Claims (You have one claim) Submitted Value Support from the submitted Out Support from the submitted Claim (Have one claim) Support from the submitted Out Support from the submitted Claim (Have one claim)	A > Dashboard > Create/View/Edit Expenses	
Subitid Subitid Date Date 2002222222222222222222222222222222222	Expense Claims [You have one claim]	Travel Rates Policy Document
Image: Secretion of the secretion of the secret of the	Submitted	Θ
Graduate Trainee Project Officer (HR) V Create New Claim	Date Form Description 26/02/2020 0000208883 rebruary 2020	<u>Value</u> 0.00
	Graduate Trainee Project O	Diffeer (HR) V Create New Claim

Click on [Withdraw] in the bottom right hand corner of the screen.



						1000	1
> Dashboard > Create/View/Edit B	Expenses						
Fiease Note If claims are being made in respec	t of relocation expenses then the 'Taxable Mil	age' box needs to be ticked					
Number 000020802							
Position Graduate Trainee Project (Officer (HR)						
Description February 2020							
Travelling Expenses							[help]
Journey							
Date	Start Time	End Time	Vehicle	Standard Journey	Mileage	Taxable VAT Mileage receipt	
14/02/2020	11:45	12:40	C1450		36		
No. of Passengers	Non-Standard Journey Resource Link Rollout iou		Override Cost Centre				
Expenses							
	Date Start Time	End Time	Value				
CRAND TOTAL			0.00				
			0.00				
Total for Travelling Expenses			36 Miles				
					_		
					Back	Show Summary With	draw
							\checkmark

Please Note If claims are being made in respect o	of relocation expenses then the 'Taxable Mileage' box needs to be ticked			
Number 0000208883 Position Graduate Trainee Project Off Description <mark>February 2020</mark>	licer (HR)			
Travelling Expenses				[help]
Journey Date 14/02/2020 No. of Passengers Depenses	Start Time End Time Vehicle I11.45 Non-Standard Journey Resource Link Rollout jou Date Start Time End Time Value	Standard Journey	Mileage Taxab Milea 36	le VAT ge receipt
RAND TOTAL	0.00			
otal for Travelling Expenses	36 Miles			
			Back Show Sumr	nany Withdraw

Click OK



You will then receive a confirmation screen confirming withdrawal of the claim.



The Withdrawn claim is then displayed in the Withdrawn Section of the Expense Claim screen:

pense Claims [You have one claim]		Travel Rat Policy Docume
	Withdrawn	(
te Form Description 02/2020 0000208883 February 2020		<u>Value</u> 0.00
		Graduate Trainee Project Officer (HR)

To make adjustments to this claim, click on the bold blue form number or the <u>blue underlined</u> writing in the **Form History** screen, then click **Re-Open** in the bottom right hand corner of the screen.



Fiease Note If claims are being made in respect o	f relocation expenses then the 'Taxable Mile	age' box needs to be ticked				
umber 0000208883 isition Graduate Trainee Project Offi escription <mark>February 2020</mark>	icer (HR)					
avelling Expenses						[help]
Date 14/02/2020 No. of Passengers	Start Time [11:45 Non-Standard Journey Resource Link Rollout jog	End Time 12:40	Vehicle C1450 Override Cost Centre	Standard Journey	Mileage 36	Taxable VAT Mileage receipt
penses	Date Start Time	End Time	Value			
AND TOTAL tal for Travelling Expenses			0.00 36 Miles			
						Back Re-open

The Claim Form will then be moved back to the Open Section/In Progress box on your dashboard where it can be opened and any necessary adjustments made prior to submitting it again.

Should you need further assistance, please contact us at resourcelink@carmarthenshire.gov.uk

