Expenses Online – Raising A Mileage Claim Video Transcript

Expenses online

The core feature of Expenses Online is raising expense and mileage claims, in the example we will look at raising a mileage claim. All the user needs to do is enter the journey information, first of all we select the date, and then we are going to select the journey type, so for our first journey we are going to select miles – and what that means is that the expense value for this journey will be the sum of the cost per mile in this users mileage band and the total number of miles for this journey. After we select the journey type we enter a brief description of the journey such as start and end points, and the total number of miles – as mentioned a moment ago, each claim user will have a predefined mileage band assigned to them. The mileage band also determines the number of unpaid miles before the user may claim.

After entering the number of miles for the journey, the user then selects the departmental code which will control who the mileage claim is approved by – claim users may add multiple journeys onto a single mileage claim, all of which may use different departmental codes.

Let's add another journey to this claim, but this time we are going to select fixed cost. This means that the value entered into this field is a set amount that the user intends to claim for and is not respective of the user's mileage band. As we can see here, we can have both journey types in a single mileage claim.

Now the claim is ready to be sent for approval, after the claim has been successfully approved it will be processed by finance and the total number of miles will be automatically calculated against the cost per individual mile and number of unpaid miles in the user's mileage band to provide the monetary value for which the claim user will be reimbursed for their journey.