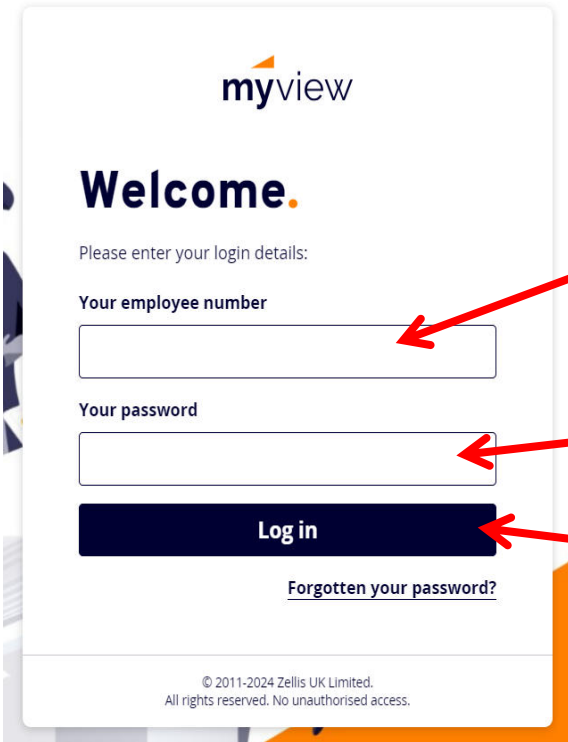


Claiming Back Other Expenses

Follow this link to access the log in screen: <https://myemployment.coventry.gov.uk>

Log in to MyEmployment.

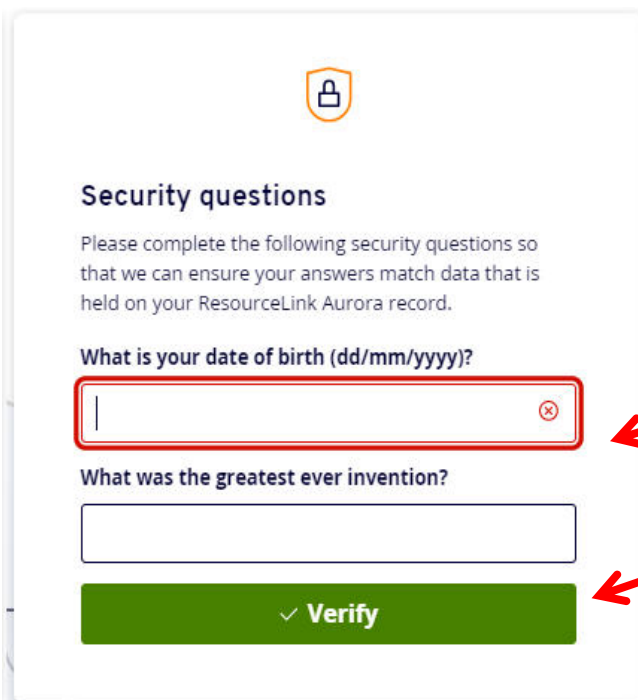


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located below the 'Log in' button. At the bottom, a copyright notice reads '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

Enter **Employee Number** (6 digit payroll number).

Enter **Password**.

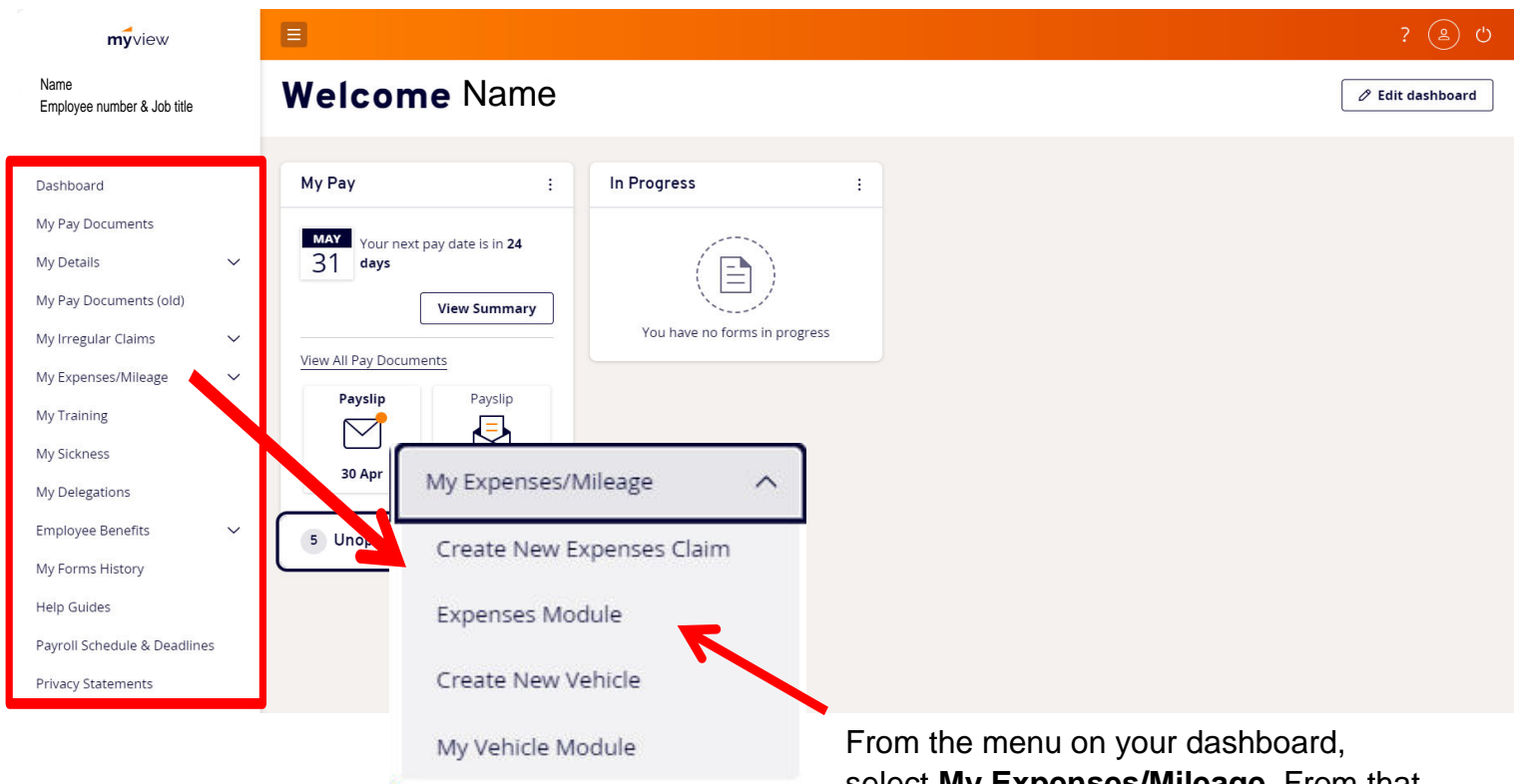
Click.



The security questions screen has a lock icon at the top. It is titled 'Security questions' and includes the instruction 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Each question has a corresponding input field. A green 'Verify' button with a checkmark icon is at the bottom.

Enter the answers to your two **Security Questions**.

Click **Verify**.
This will now log you into MyView



From the menu on your dashboard, select **My Expenses/Mileage**. From that menu select **Expenses Module**.

Expense Claims [You have 2 claims]

[Mileage Calculator](#)

Before you create a car mileage and/or other expense claim, you must have already setup your vehicle information

Open				
Date	Form	Description		Value
30/05/2024	0001061974	New Claim		6.20

Authorised				
Date	Form	Description		Value
06/02/2023	0000979234	Desk Chair claim		100.00

1036789 Payroll & Pensions Assistant

Create New Claim

Click to **Create New Claim**

Expenses and Mileage Claim Form

Mileage Calculator

Please ensure that separate claim forms are submitted for mileage and other expense types, this will ensure your claims are processed in a prompt manner. Upon submitting your claim you will now need to Email your scanned receipts to expensereceipts@coventry.gov.uk

Passenger miles should only be claimed when transporting another Council employee who is also travelling on a business journey

Position 1036789 Payroll & Pensions Assistant

Description New Claim

Reason For Claim

Enter a description and a reason for the claim.

The following guidelines apply to all types of expense claim **except** mileage expenses.

Accommodation & Subsistence

--Select--

--Select--

Breakfast (training)

Breakfast (work related)

Dinner (training)

Dinner (work related)

Lunch (training)

Lunch (work related)

Tea (training)

Tea (work related)

Hotel room outside London (training)

Hotel room outside London (work related)

Hotel room inside London (training)

Hotel room inside London (work related)

Select options from menu.

Accommodation & Subsistence

Select date and enter the amount spent.

	Date	Value
Breakfast (work related)	<input type="text"/>	<input type="text"/>
	<input type="text"/>	
--Select--		
Total for Accommodation & Subsistence		0.00

Add description

If the **Divisor** box is present, enter the number of people the cost was incurred for (incl. you), e.g. hotel for 3.

Divisor

Receipt

Type Y to confirm you have a VAT receipt.
Scan the receipts and send to expensereceipts@coventry.gov.uk with your manager CC'd in.

Click to remove 'claim row'

Submit

Save

Reset

Back

Click **Save** to complete later, **Back** to exit, **Reset** to clear all claims, or **Submit** to send for processing.

Once you click **Submit**, click **OK** on the pop-up and **Continue** on the confirmation page.

saastest.zellis.com says

Are you sure you want to submit this claim for processing?

OK

Cancel