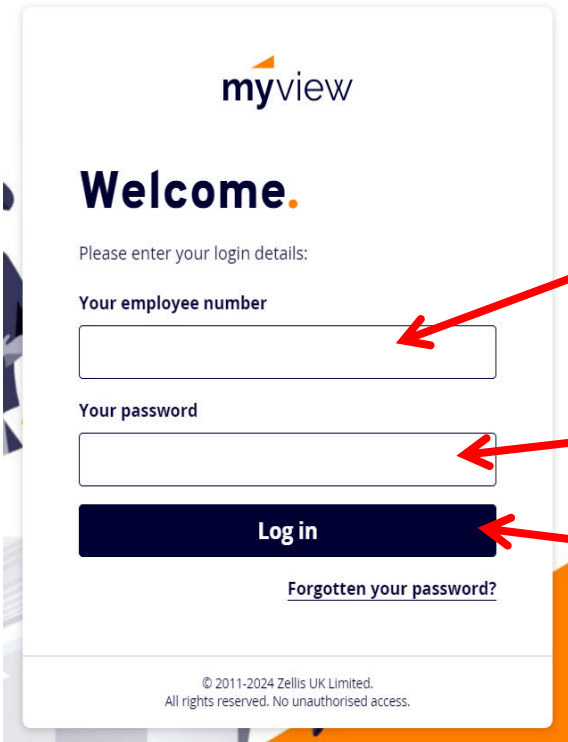


Expenses and Mileage: Submitting Mileage Claims

Note: You need to have registered your vehicle on MyEmployment before you can make any mileage claims. Please see the “My Vehicle Module” guide for instructions on how to do this.

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

Log in to MyEmployment.

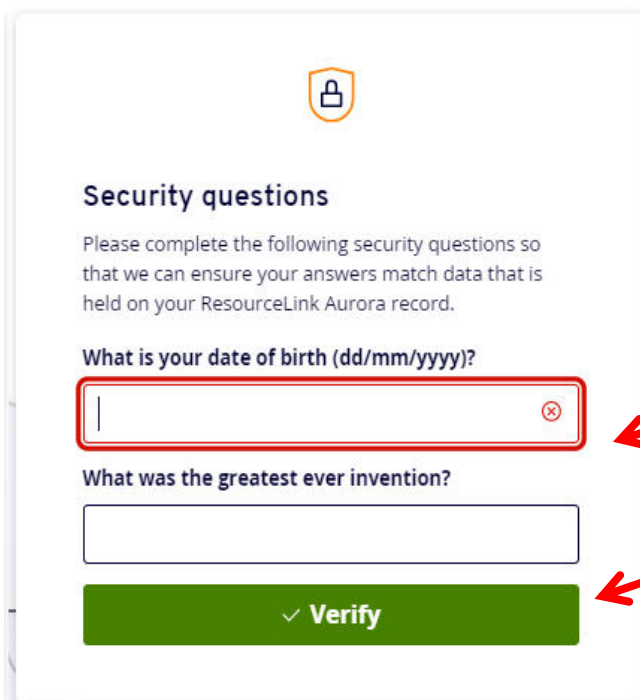


The login screen for MyView. At the top is the 'myview' logo. Below it is the heading 'Welcome.' followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. Below these is a dark blue 'Log in' button and a link for 'Forgotten your password?'. At the bottom, there is a copyright notice: '© 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. It features a lock icon at the top. The heading is 'Security questions' with 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. Below the input fields is a green 'Verify' button with a checkmark icon.

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

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

myview

Name
Employee number & Job title

Welcome Name

Edit dashboard

Dashboard

My Pay Documents

My Details

My Pay Documents (old)

My Irregular Claims

My Expenses/Mileage

My Training

My Sickness

My Delegations

Employee Benefits

My Forms History

Help Guides

Payroll Schedule & Deadlines

Privacy Statements

My Pay

May 31 Your next pay date is in 24 days

View Summary

In Progress

You have no forms in progress

View All Pay Documents

Payslip

30 Apr

5 Unopened

My Expenses/Mileage

Create New Expenses Claim

Expenses Module

Create New Vehicle

My Vehicle Module

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

Reason For Claim

Enter a description and a reason for the claim.

Mileage Claims (Car Bicycle Motorbike)

Journey

Enter **Date** of travel, TAB across to select **Vehicle** used

Date

Vehicle

Journey

No. of Passengers

Actual mileage travelled

Private Miles

Enter number of passengers (this can only be other Council employees)

Enter total miles travelled.

Enter your normal 'commuting' miles

Mileage

Description

Tick this & send scanned receipts to expensereceipts@coventry.gov.uk with your manager CC'ed in.

VAT receipt

☐

Enter details of journey

Click to add additional claims of the same type



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.

