

Mileage

- The employee must attach a receipt unless it is an Electric Vehicle (EV).
- The manager must see sight of driving licence and insurance certificate to ensure suitable insurance is in place.
- Managers must check the accuracy of the miles claimed.

How to record sight of insurance certificates

LINKS

> Personal Details > Employment > Employee Annual Leave > Employee Sickness Absence

> Employee Other Absence/Flexi Leave > Employee Maternity/Paternity/Adoption Absence

Vehicle Info & Mileage, OT & Expenses Claims

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🔗 Mileage Guidance 🔗 myTeam Guidance for Overtime ... 1. View Mileage & Expense claim de...

2. View Employee private vehicle de... 3. View Employee driving licence de... 4. View Employee vehicle insurance ...

Miscellaneous details

Vehicle insurance

Valid until 📅

Date verified

Save

The valid until (expiry date) would need to be completed and the date verified is the date the manager has viewed the certificate.