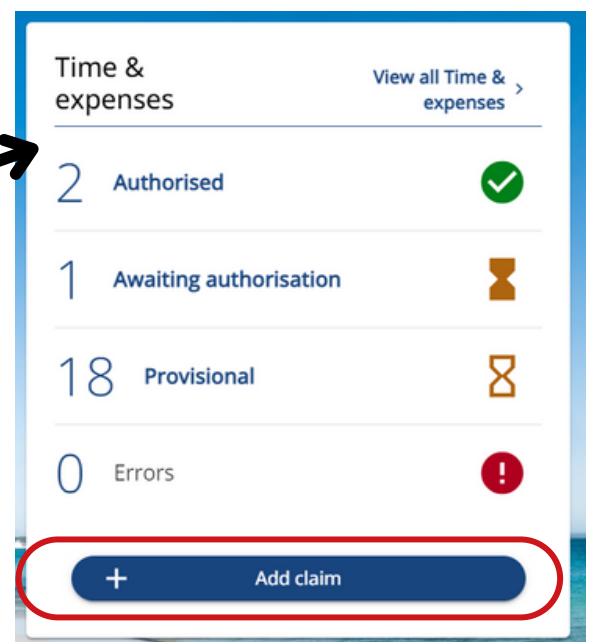


How to Claim Mileage on mySelf

This document provides a guide on how to claim mileage on mySelf with step by step instructions

Login to your mySelf account

Locate the 'Time and Expenses' tile on your dashboard and click 'Add Claim'



Use the calendar icon to select the date

Select your job title

Use the drop down menu to select the claim template

Select Employee Travel and Subsistence - then your service

Time & expenses claim entry: New

Start date (required)

01/06/2023



Job title (required)

Advisor - Workforce Engagement

Claim template (required)

Please choose

- NLC - Employee Travel and Subsistence (Chief Executives Office) v2
- NLC - Employee Travel and Subsistence (Enterprise & Housing Resources) v2
- NLC - Employee Travel and Subsistence (Former CLNL Employees)
- NLC - Employee Travel and Subsistence (Health & Social Care) v2
- NLC - Employee Travel and Subsistence (Infrastructure) v2
- NLC - Employee Travel and Subsistence (NL Properties)
- NLC - Employee Travel and Subsistence (Non - Teaching Staff) V2
- NLC - Employee Travel and Subsistence (Teaching Staff) V2

Use the calendar icon to select the date the journey took place

'Miles Claimed' - Enter amount of miles to be paid

'Qualifying Miles' - Enter total number of miles travelled for each journey

Enter number of passengers excluding the driver

Enter details of the start and end of each call you make during your journey and why.

Vehicle	Scheme	Taxable & Niable	Cost Code
Error - you have no default vehicle	NLC - Designated User <input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Date	Miles claimed	Qualifying miles	Passengers	Details of Journey
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> + -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> + -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> + -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> + -

Select your authorising manager to approve your claim

The details will change depending on your service


Authorising role

- HR Transformation & Engagement Manager - Mrs Yvonne Doyle
- Payroll & Pensions Manager (ESC) - Mrs Lorraine M Buttery
- Systems Admin & Business Intelligence Manager (ESC) - Mr William Cunningham
- Team Lead - HR Compliance & Audit - Mrs Shona Shirkie
- Team Lead - HR Transformation (1) - Ms Janet Jones
- Team Lead - People Operations - Mrs Caroline Weldon
- Team Lead - Workforce Resourcing - Ms Elaine McGinn
- Workforce Resourcing Manager - Mrs Anne A McNally

Upload your fuel receipt

Receipt attachments

Attach receipt

Choose File No file chosen 

'Submit' to be sent to your line manager for authorisation

'Save draft' to be saved and edited in future



To edit your claim, in the 'Time and Expenses' title, select 'Provisional'

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Provisional



This will show all your provisional claims.

Claim name	Start date	Reference	Cut off date	Status
NLC - Overtime Claim Form (Infrastructure) v2	23 May 2023	MILNT00003516		Provisional Summary
NLC - Overtime Claim Form (Infrastructure) v2	19 May 2023	MILNT00003514		Provisional Summary

To check the status of a claim, select 'View all Time & Expenses'

Time & expenses

View all Time & expenses

This will display all your claims and their status

Claim name	Start date	Reference	Cut off date	Status
NLC - Overtime Claim Form (Chief Executives Office) V2	14 Jun 2023	MILNT00003992		Awaiting authorisation Summary
NLC - Employee Travel and Subsistence (Chief...	02 Jun 2023	MILNT00000738		Errors Summary