

For Managers

Approve an Employee's Mileage Claim

NOTE Guidance for approving Mileage Claims on Oracle – please read before proceeding

To access Oracle, click here: <https://ebs.int.erp-sop.co.uk>.

If you are accessing Oracle outside of the EANI Network, please use: <https://ebs.erp-sop.co.uk/>

- Claims over 3 months' old must be approved by an Assistant Director. Approval can be received by email from the relevant AD and then attached to the claim.
- Claims for a monthly period MUST include the approved Mileage and Expenses form attached to the claim itself.
- As a manager, it is your responsibility to check these attachments are present where required. Do not make a decision on the claim without conducting these checks.

- 1 If an employee has made a mileage claim, this will appear in your **Worklist** on the Oracle homepage. Click on the entry.

Worklist				
From	Type	Subject	Sent	Due
Demo, Harry	HR	Individual Compensation Distribution for Demo, Harry	02.05.2023	01.05.2024
Demo, Jonny	HR	EA Self Certificate Request for Demo, Jonny	28.04.2023	27.04.2024

2 The details of the employee's mileage claim will be displayed. Review the mileage claim.

	Proposed
Type	Car Mileage
Rate Type	Essential
Claim Start Date	01.09.2022
Claim End Date	30.09.2022
Claimed Mileage	300
Actual Mileage	300
Location From	1 Test Street Belfast, BT1 1AB
Location To	EA Head Quarters Dundonald
Purpose	Office to Office
Vehicle Reg Number	ABC 1234D
Engine Capacity	1199
No of Passengers	0
Fuel Type	Petrol
Purpose of Journey or Comments	Attending Meetings at EA HQ
Occurrences	One

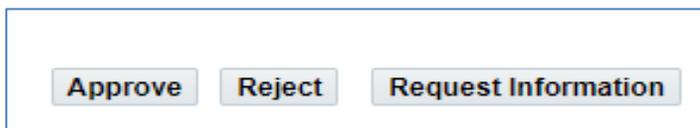
3 Please follow the below checks before you make a decision on the claim:

As the Authorising Officer, I have made the following checks prior to approving the claim:

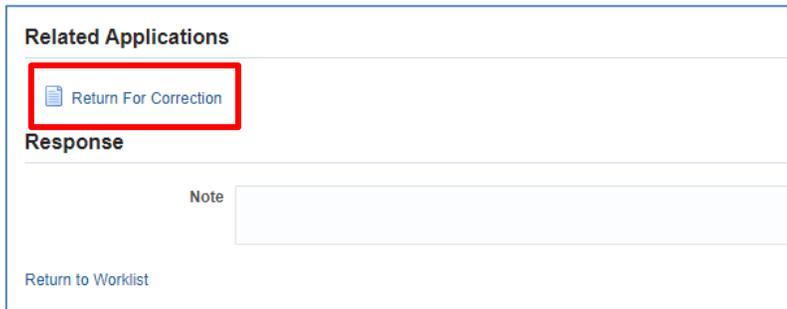
1. *Ensured the claimant's vehicle insurance includes business insurance.*
2. *Ensured that the business journey has been approved prior to being undertaken.*
3. *Ensured that the shortest route has been claimed for by checking the journey on [Google Maps](#) shortest route.*
4. *Ensured the engine capacity is correct i.e., not rounded. This can be checked on <https://vehicleenquiry.service.gov.uk/> by inserting registration number.*
5. *Confirmed the claimant is entitled to claim the mileage and the mileage has not been previously claimed for.*

After verifying the claim, if it is correct and you have checked the above mentioned points you can click **Approve** in the top-right or bottom-right corner of the screen to approve it.

You can also **Reject** or **Request Information** as required. The employee will get a notification informing them of the outcome once you've made a decision.

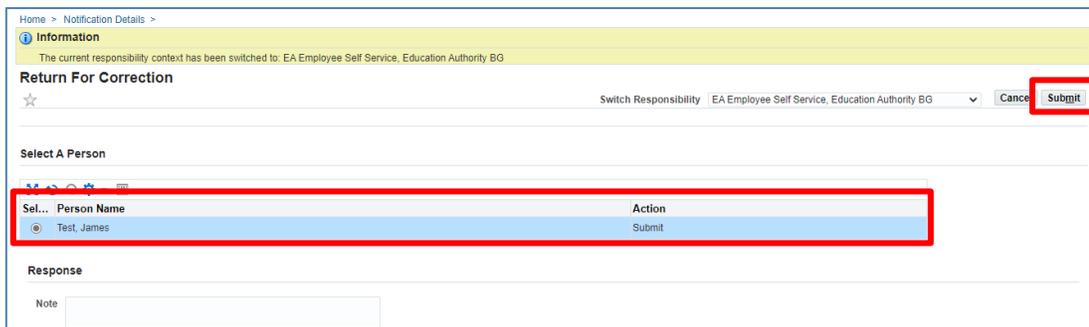


- 4 If you spot something incorrect in the claim that needs amendment, you can also return this to the claimant to correct with comments. This is located above the approve/reject/request information buttons as shown below.



The screenshot shows a form titled "Return For Correction" with a "Response" section. A red box highlights the "Return For Correction" button. Below it is a "Note" field and a "Return to Worklist" link.

- 5 Once you click this, tick the person's name as shown below and then click **Submit**. You can also add a response here before doing so.



The screenshot shows the "Return For Correction" form. A red box highlights the "Submit" button. Below it is a table for selecting a person:

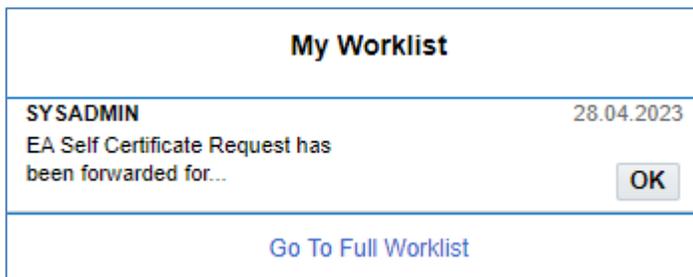
Sel...	Person Name	Action
<input checked="" type="radio"/>	Test, James	Submit

6 **Additional information – viewing claim history**

To view a history of claims assigned to you, click the **Notifications** logo (a bell), which is at the top of your screen.



- 7 Click **Go To Full Worklist**.

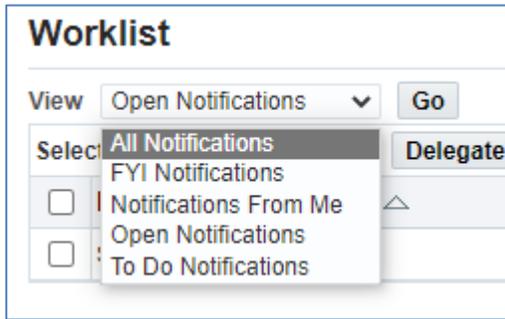


The screenshot shows a notification card titled "My Worklist". It contains the following text:

SYSADMIN 28.04.2023
EA Self Certificate Request has been forwarded for...

At the bottom of the card is a blue link: [Go To Full Worklist](#)

- 8 On your worklist, click the **View** dropdown menu.
Set this to **All Notifications** and click **Go**.



- 9 This will show you a history of all mileage and expense claims assigned to you for approval, as well as whether these have been closed or not.
You can click on these individually to review the details of them.



The screenshot shows the 'Worklist' interface with a table of notifications. The table has columns for 'From', 'Type', 'Subject', 'Sent', 'Due', and 'Status'. There are three rows of data.

<input type="checkbox"/>	From ^	Type ^	Subject ^	Sent v	Due ^	Status ^
<input type="checkbox"/>	Test, James	HR	Individual Compensation Distribution for Test, James	15.05.2023	14.05.2024	Closed
<input type="checkbox"/>	Test, James	HR	Individual Compensation Distribution for Test, James	15.05.2023	14.05.2024	Closed
<input type="checkbox"/>	Test, James	Expenses	Expense EA21005 for Test, James (15.99 GBP)	12.05.2023	17.05.2023	Closed