

Employee Self Service

Submit a Mileage Claim

NOTE Guidance for submitting 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/>

- Please ensure your supervisor is correct on the system before submitting a claim. **DO NOT** submit claims to an incorrect supervisor.
- You can update your supervisor by contacting the EA One Helpdesk at eaonehelpdesk@eani.org.uk. You will require confirmation from your Head of Service for this to be amended on the system.
- **Claims over 3 months' old must be approved by an Assistant Director. Approval can be received by email from your relevant AD and then attached to the claim.**

Please key individual days when making a mileage claim on the system.

In cases where this is not feasible (such as when you have a large volume of individual journeys over a claim period), please key one **summary claim** for the total mileage of the claim period. To support this, **you must attach your approved Mileage Form** detailing out all the journeys taken.

A copy of this form is available here for corporate users:

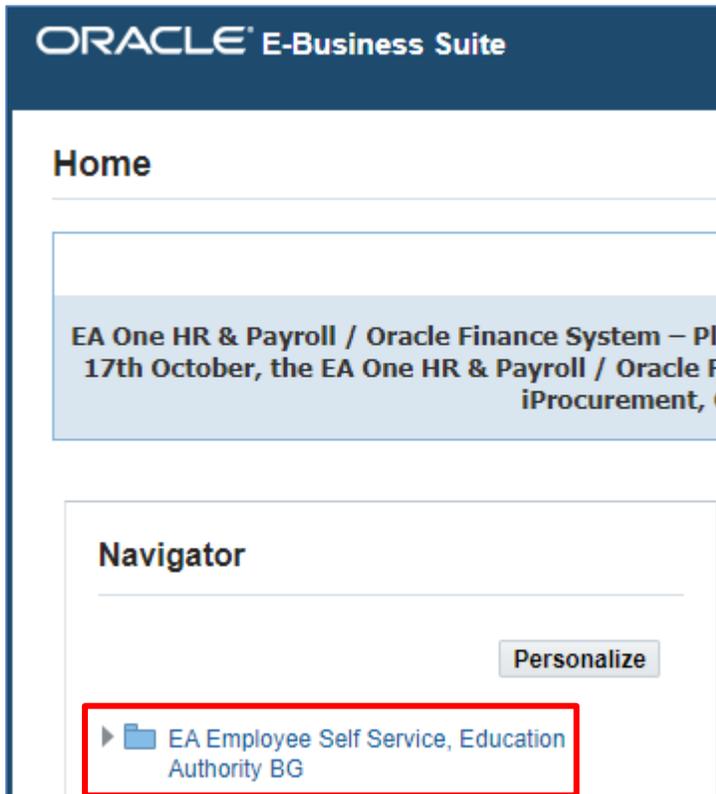
<https://sharepoint.eani.org.uk/forstaff/travel/Pages/default.aspx>

For school staff, this form is also available on the C2K intranet.

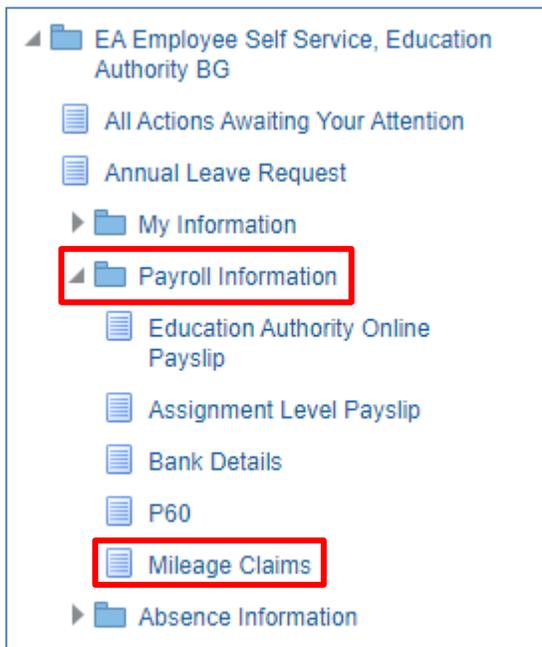
Please follow the below steps as required, with the following additional points:

- For keying multiple days in a single transaction, guidance is on **Step 14**.
- For keying a summary claim, follow the core process but **put through the total mileage of the claim period in one form (e.g. the total miles of journeys taken in a month)**. Then when you go to submit, attach the Mileage Form with the claim. This is detailed in **Steps 17 & 18**.

- 1 On the Oracle homepage, select the **EA Employee Self Service, Education Authority BG** responsibility.



- 2 After selecting the responsibility you can now view the drop-down menu. Select **Payroll Information** and then **Mileage Claims**.



3

The Mileage Claims window will be displayed. Please read the Terms and Conditions in red carefully. To start a new claim, click **Mileage Claims**.

1. The vehicle which I used to make the journey(s) claimed for is insured:

The policy –

(a) allows me to use the vehicle on my employer's business.

(b) allows me to accept the mileage allowance that I am claiming.

(c) will meet the cost of any claims made against the Education Authority by third parties.

(d) will be produced for inspection, by the Education Authority, if requested.

2. The journeys claimed for were made on Education Authority business and do not include any home to base travel.

3. The stated mileage is correct.

By submitting this claim I confirm that I agree to the conditions specified above.

Mileage Claims

✓ TIP Claims for the previous tax year i.e. before 6th April must be made before 31st December. If you have a claim before this date please contact your Payroll Office.

✓ TIP Please enter the exact cc of your vehicle you can check using the link provided Website:

<https://vehicleenquiry.service.gov.uk>

If you have any previous claims on the system, the claim history will display on this page also:

Future and Ongoing Transactions

Effective	End Date	Type	Option	Value	Units	Occurrences	Status	Update/View	Delete/Discontinue
As soon as possible		Mileage	Car Mileage		GBP	One	Awaiting Approval		
01.05.2023		Mileage	Car Mileage		GBP	One	Processed		
01.05.2023		Mileage	Car Mileage		GBP	One	Processed		

4 Again, read the Terms and Conditions in red on the window that opens. Set the claim type to **Mileage**. Then select the type of vehicle you are claiming mileage for in the **Mileage Type** field.

1. The vehicle which I used to make the journey(s) claimed for is insured:

The policy –

(a) allows me to use the vehicle on my employer's business.

(b) allows me to accept the mileage allowance that I am claiming.

(c) will meet the cost of any claims made against the Education Authority by third parties.

(d) will be produced for inspection, by the Education Authority, if requested.

2. The journeys claimed for were made on Education Authority business and do not include any home to base travel.

3. The stated mileage is correct.

By submitting this claim I confirm that I agree to the conditions specified above.

Select a Type

* Claim Type	Mileage ▼
Mileage Type	Car Mileage ▼

5 Once you've done this, a form will open below. Begin to fill out the form as required. **Starred fields are mandatory.**

Select **Casual or Essential user** in rate type field according to your contract. If you are an essential user, this will be stated in your employment contract.

For **Location from, Location To and Via** fields the name of the location and Post Code are acceptable to use.

Rates will be applied based on **Claimed Mileage**. **Claimed Mileage** is the shortest route. **Actual Mileage** is the mileage which you have actually travelled but may not be the shortest route.

When you get to the **Purpose** field, click the **Search** button (indicated below).

Details

TIP Engine Capacity needs to be numeric e.g. 2000
Currency = GBP unless otherwise noted.

* Rate Type

* Claim Start Date

* Claim End Date

* Claimed Mileage

Actual Mileage

* Location From

* Location To

Via

* Purpose 

* Vehicle Reg Number

* Engine Capacity

No of Passengers

* Fuel Type

* Purpose of Journey or Comments

Cost Allocation 
Cost Centre.Resource.Function.Project

6 Click Go.

Search and Select: Purpose

Search

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By

Results

Quick Select	Purpose
No search conducted.	

7 Select the appropriate option from the list and click **Select**.

Search and Select: Purpose Cancel **Select**

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Purpose Go

Results

Select	Quick Select	Purpose
<input type="radio"/>		Home to Permanent Place of Work
<input type="radio"/>		Home to Temporary Place of Work
<input type="radio"/>		Home to Training Course
<input checked="" type="radio"/>		Office to Office
<input type="radio"/>		Office to Training Course
<input type="radio"/>		Other
<input type="radio"/>		School to School

8 Continue to fill out the form with the required information. If you need to cost the claim to a different budget to your regular place of work, click the **magnifying glass icon (circled below)**. If you don't need to do this, skip ahead to **Step 12**.

NOTE - Please use exact CC (do not round) in the engine capacity field for correct calculation of rates.

* Rate Type

* Claim Start Date

* Claim End Date

* Claimed Mileage

Actual Mileage

* Location From

* Location To

Via

* Purpose

* Vehicle Reg Number

* Engine Capacity

No of Passengers

* Fuel Type

* Purpose of Journey or Comments

Cost Allocation

Cost Centre.Resource.Function.Project

- 9 This will open a new window. You can look up the appropriate costing information by clicking on the magnifying glass and using the same logic as **Step 6 and Step 7**.

This information is non mandatory and if it is left blank costing will be defaulted from Payroll information.

Search and Select: Cost Allocation

Search

Cost Centre

Resource

Function

Project

Results

Select	Code Combination
<input type="checkbox"/>	No search conducted.

- 10 Once you've inputted the any amended costing information, click **Create**. This will generate the cost code for your claim.

Search and Select: Cost Allocation

Search

Cost Centre
C2K

Resource
Non Delegated

Function
C2K

Project
Default

Results

Select Code Combination

53102.N.53102.0000

11 Now click **Select** to confirm.

Search and Select: Cost Allocation

Cancel Select

Search

Cost Centre 53102 C2K

Resource N Non Delegated

Function 53102 C2K

Project 0000 Default

Search Clear

Results

Create

Select Code Combination

53102.N.53102.0000

12 In Effective Date field please tick **As Soon As Possible** only.

Effective Date

This Transaction Occurs Once.

Effective From * [] [] As Soon As Possible

13 Once you've completed the form, click **Apply** (located in the bottom right of the screen).

Apply Cancel

14 This will enter the mileage claim on your record.

1. The vehicle which I used to make the journey(s) claimed for is insured:
The policy –
(a) allows me to use the vehicle on my employer's business.
(b) allows me to accept the mileage allowance that I am claiming.
(c) will meet the cost of any claims made against the Education Authority by third parties.
(d) will be produced for inspection, by the Education Authority, if requested.

2. The journeys claimed for were made on Education Authority business and do not include any home to base travel.

3. The stated mileage is correct.

By submitting this claim I confirm that I agree to the conditions specified above.

Mileage Claims

TIP Claims for the previous tax year i.e. before 6th April must be made before 31st December. If you have a claim before this date please contact your Payroll Office.
 TIP Please enter the exact cc of your vehicle you can check using the link provided Website:
<https://vehicleenquiry.service.gov.uk>

Future and Ongoing Transactions

Effective	End Date	Type	Option	Value	Units	Occurrences	Status	Update/View	Delete/Discontinue
As soon as possible		Mileage	Car Mileage	GBP	One		New		

TIP Transactions with status of Awaiting Approval and Suspended can not be updated or deleted.

To add another day to the same claim, click **Mileage Claims** again and repeat the previous process from **Steps 4-12**.

15 All unsubmitted claims will display like the lines in the picture below.

Mileage Claims

TIP Claims for the previous tax year i.e. before 6th April must be made before 31st December. If you have a claim before this date please contact your
 TIP Please enter the exact cc of your vehicle you can check using the link provided Website:
<https://vehicleenquiry.service.gov.uk>

Future and Ongoing Transactions

Effective	End Date	Type	Option	Value	Units	Occurrences	Status	Update/View	Delete/Discontinue
As soon as possible		Mileage	Car Mileage	GBP	One		New		
As soon as possible		Mileage	Car Mileage	GBP	One		New		
As soon as possible		Mileage	Car Mileage	GBP	One		New		
As soon as possible		Mileage	Car Mileage	GBP	One		New		

To submit the claim to your line manager for approval, click **Next**.

16 This will provide you with a summary of your claim. Review this information to make sure it's correct.

You'll see one of these for each day you've entered.

	Proposed
Type	Car Mileage
Rate Type	Essential
Claim Start Date	01.09.2022
Claim End Date	01.09.2022
Claimed Mileage	40
Location From	EA Office 1, 123 EA street, BT1 1AB
Location To	EA Headquarters 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

If you're entering a summary claim, you'll see one summary of the total miles you entered for the claim period like below.

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	1
Fuel Type	Petrol
Purpose of Journey or Comments	Attending Meetings at EA HQ
Occurrences	One

- 17 If you need to attach a Mileage Form to your claim, such as when making a summary claim for the month, click the **Green Plus** button under attachments.

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.



- 18 Give your attachment a name to make it clear what it is, e.g. “Mileage Form April 2023” and click **Choose File** to upload the document from your computer.

Once you’ve done this, click **Apply**. This will return you to the submit page.

Add Attachment Cancel Add Another Apply

Add Desktop File/ Text/ URL

Attachment Summary Information

Title Summary of Journeys - April 2023

Description

Category Miscellaneous

Define Attachment

Type File URL Short Text

Choose File | journeys042023.xlsx

- 19 Your supervisor (Approver) will be listed below. If the supervisor appearing is incorrect, contact eaonehelpdesk@eani.org.uk to **correct it before making the submission**. You will need Head of Service approval to change your supervisor in the system.

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	Smith, John	HR People	1	Approver		

▶ Add Adhoc Approver

Comments to Approver

For attending meetings in Dundonald.

Cancel Printable Page Save For Later Back Submit

20 You can also leave a comment for the approver if required. Once you're ready to send the claim for approval, click **Submit**.

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	1	Smith, John	HR People	1	Approver		

▶ Add Adhoc Approver

Comments to Approver

For attending meetings in Dundonald.

Cancel Printable Page Save For Later Back **Submit**

21 You will receive a notification to confirm that your mileage claim has been successfully sent to your line manager for approval.

Confirmation

Your changes have been submitted for manager approval.

22 Once a decision has been made on your claim, a notification will appear on your Oracle homepage as shown below.

Worklist

Full List (1)

From	Type	Subject	Sent	Due
SYSADMIN	HR	Individual Compensation Distribution for Test, Paul has been approved.	17.01.2023	