

This document is an overview for approvers dealing with mileage claims

OVERVIEW

There are two changes to the way Greene King are allowing employees to record mileage that you will need to be aware of as an approver.

Firstly, we are adding an Expense Type to allow employees who receive a Car Allowance to correctly claim their mileage at a lower rate than standard personal mileage.

Secondly, we are aiming to encourage car sharing where possible to reduce carbon emissions by allowing employees to claim an extra mileage rate for up to 3 passengers per journey. The rate is ± 0.05 per passenger per mile.

Both these additions will require you as an approver to check that employees are using these processes correctly.

(AR ALLOWAN(E

To check this is used correctly, you will need to be aware of those employees under your management, who receives a Car Allowance.

The employees will have their vehicle set up specifically as a 'Personal Car - Car Allowance' and this will in turn only allow them to use the 'Personal Car - Car Allowance' expense type. Please see the next page for where you will be able to see the expense type they have chosen.



It is very important that you carry this check out as the employee could claim mileage with a Personal Vehicle under the Personal Mileage rate and this would enable them to receive a higher mileage rate, which they are not eligible for. Any employee who receives a Car Allowance is NOT permitted to claim mileage under the normal 'Personal Mileage' Expense type.

PASSENGERS

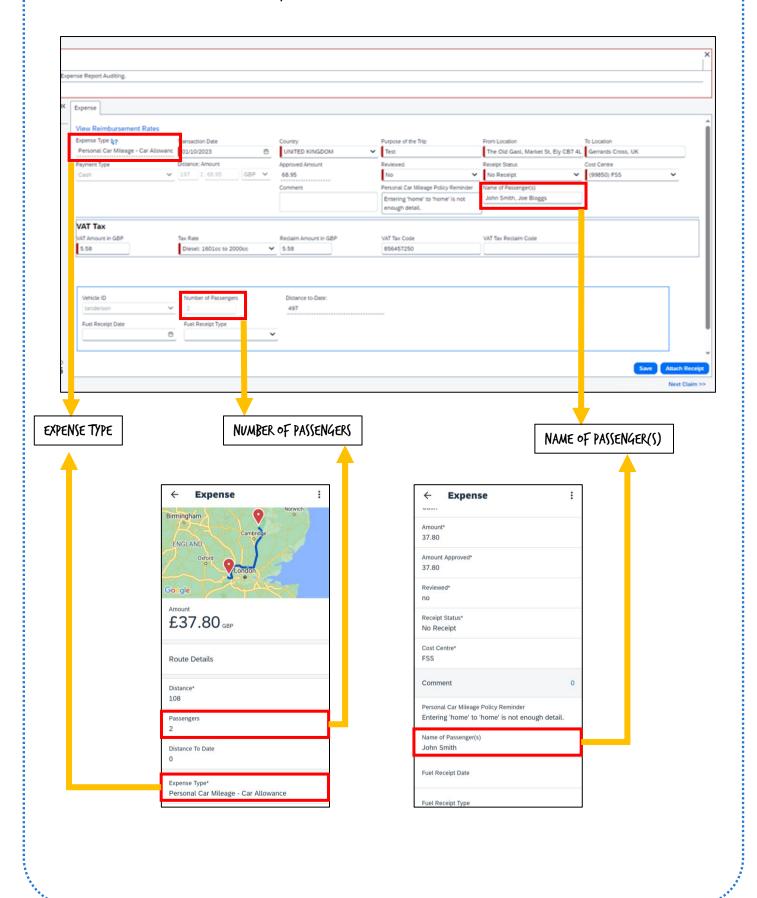
There is validation in place to ensure that users can only claim for 3 passengers or less but what you will need to check is that any passengers added are legitimate. Please see the next page for where you will be able to see the name and number of passengers.

This needs checking as people could include passengers who did not travel with them and gain an extra £0.05 per passenger per mile that they are not eligible for.

WHERE TO FIND WHAT

Please see below where to find the 'Expense Type', 'Number of Passengers' and 'Name of Passenger(s)'

The web version is shown in the top screenshot and the mobile in the bottom two.





For training issues and support with the system please contact Concur Support...



PHONE NUMBERS 01284 843300



EMAIL ADDRESSES

Concur@greeneking.co.uk

The Concur Support team do not set the expense policy, please treat them with respect and show 'We Care'.

Line Managers are unable to override limits that are set out in the policy. Any feedback on policy points should be directed to you Line Manager who can pick this up with HR.