

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.

CAR ALLOWANCE

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.

Expense Report Auditing

Expense

View Reimbursement Rates

Expense Type Personal Car Mileage - Car Allowance

Transaction Date 01/10/2023

Country UNITED KINGDOM

Purpose of the Trip Test

From Location The Old Gaol, Market St, Ely CB7 4L

To Location Gemards Cross, UK

Payment type Cash

Distance: Amount 197 : 68.95 GBP

Approved Amount 68.95

Reviewed No

Receipt Status No Receipt

Cost Centre (99850) FSS

Personal Car Mileage Policy Reminder

Entering 'home' to 'home' is not enough detail.

Name of Passenger(s) John Smith, Joe Bloggs

VAT Tax

VAT Amount in GBP 5.58

Tax Rate Diesel: 1601cc to 2000cc

Reclaim Amount in GBP 5.58

VAT Tax Code 856457250

VAT Tax Reclaim Code

Vehicle ID tanderson

Number of Passengers 2

Distance to Date: 497

Fuel Receipt Date

Fuel Receipt Type

Save Attach Receipt

Next Claim >>

EXPENSE TYPE

NUMBER OF PASSENGERS

NAME OF PASSENGER(S)

Expense

Map showing route from London to Norwich

Amount £37.80 GBP

Route Details

Distance* 108

Passengers 2

Distance To Date 0

Expense Type* Personal Car Mileage - Car Allowance

Expense

Amount* 37.80

Amount Approved* 37.80

Reviewed* no

Receipt Status* No Receipt

Cost Centre* FSS

Comment 0

Personal Car Mileage Policy Reminder

Entering 'home' to 'home' is not enough detail.

Name of Passenger(s) John Smith

Fuel Receipt Date

Fuel Receipt Type



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 your Line Manager who can pick this up with HR.