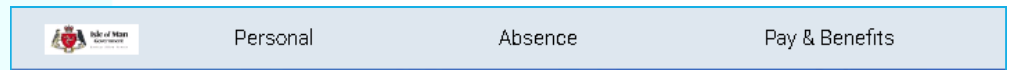


# How do I...

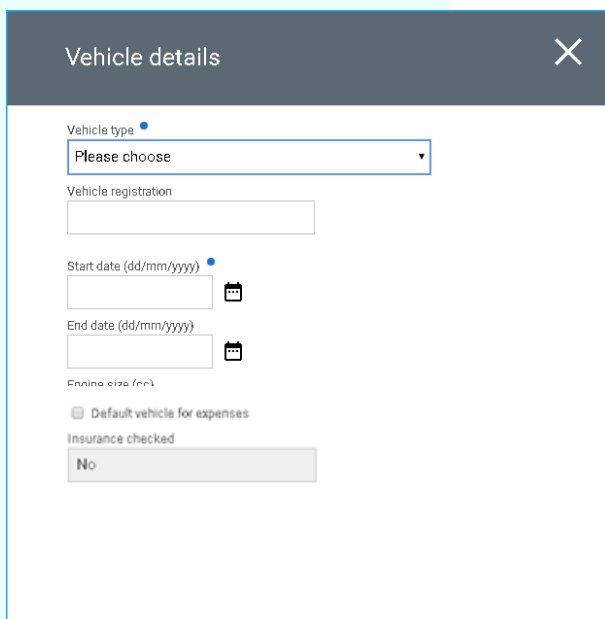
## ...Add a vehicle for mileage claims?

**NOTE:** if you do not add a vehicle on **PiP For Me** you will not be able to complete and submit a mileage claim

**STEP ONE:** Log onto **PiP For Me** and from the menu at the top of the screen click on **Personal**



**STEP TWO:** Under **Private vehicles** click on **Add vehicle**



**STEP THREE:** Complete the details of your vehicle in the pop-up window

**NOTE:** If this is the vehicle you normally claim mileage for then tick the **Default vehicle for expenses** box:

 Default vehicle for expenses

**STEP FOUR:** Click **Save**

**NOTE:** You should also provide your manager with a copy of your current vehicle insurance policy to show that you are covered for using your vehicle for business purposes

**STEP FIVE:** Log off **PiP For Me** now if you are finished with the system

**WARNING:** Be aware of keeping your information confidential, especially if you are using **PiP For Me** in an open or public place

### **PiP Contact details:**

Payroll Team, Tel: 686300 email: [payroll@gov.im](mailto:payroll@gov.im)