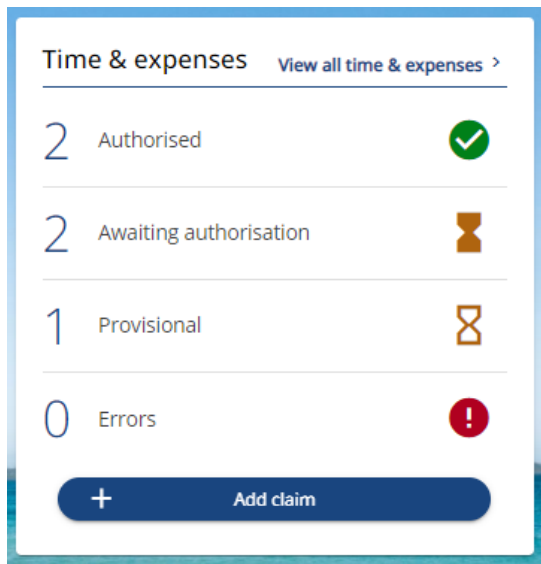


# How do I submit a non-receipted expenses claim in PiP?

**Step 1.** Log in to **PiP For Me** and you will be taken to your home screen dashboard. Here you have a **Time and expenses** section



In this section you can:

- ✓ View all your mileage and expense claims
- ✓ View at a glance the number of claims you have had authorised, are awaiting authorisation, are provisional (saved as a draft) or have errors
- ✓ Submit a new claim

**Step 2.** Click on **+Add claim**

Time & Expenses claim entry: New

Start date (required)

Job title (required)

Claim template (required)

**Step 3.**

Enter the **start date** for the claim.

Select your **role** (if more than one)

Choose the claim template  
**Mileage and Expense Claims**

Click **New**

By clicking **New** you will be brought to the screen below.

**Step 4.** Click into **Page 3** of your claim which is non-receipted expenses (daily allowances, subsistence etc).

Page 1 | Page 2 | **Page 3**

## Non-Receipted Expenses

This page is for IoMG non-receipted expenses only.  
Click here to view the IoMG expenses policy.  
Please submit your weekly expenses to your manager for approval.

Element	Date	Cost Code Override	Allowance Value (Non-Receipted)	Number of (non-receipted) allowances claimed
Expenses & Subsistence			Commonwealth Parliamentary Association	<input type="text"/>
Meal Allowance			Meal Allowance (Civil Servants)	<input type="text" value="0.00"/>



### Step 5. Simply:

- enter the **date** of the expense, subsistence or meal allowance you are claiming
- select the type of expense you are claiming from the **Allowance Value** drop down list
- enter the **Number of (non-receipted) allowances** you are claiming. **Please note that these allowances have pre-set amounts assigned to them** so all you need to enter in this field is the **number or units** you are claiming i.e. 1, 2, 3

To add another line to your claim click on the + icon.

### Step 6.

If you wish to save the claim as a draft click **Save draft**. This way you can return at any time to populate the claim until you are ready to submit.

If you wish to submit the claim to your line manager, click **Submit**.

Save draft Submit

**Step 7.** If you click Submit you will be taken to a **Declaration** page where you can enter your **PiP password**. Click **Submit** to submit your claim to your manager.

#### Time & Expenses claim submission:

Claim template

Mileage & Expense Claims

Job title

Administrative Officer

Time and expenses claim reference

ME0010220

Payroll

Monthly

Start date

01/03/2022

Cut off date

07/04/2022 - This claim will normally be paid on 25/04/2022.

Comments

I certify that my claim for expenses is a correct statement and that the claim is in accordance with the Time & Expenses policy and procedures, and were incurred wholly, exclusively and necessarily in the course of company business.

Password

|.....

+ Receipt attachments

Submit

**Note:** Mileage and expenses claims which have been submitted and authorised by the **7th** of the month, will be **paid that same month**. Any claims submitted after the 7th will be paid the following month.

**Step 8.** 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.

### Require further assistance?

Please contact the Payroll Team on Tel: 685595 or email: [payroll@gov.im](mailto:payroll@gov.im)

