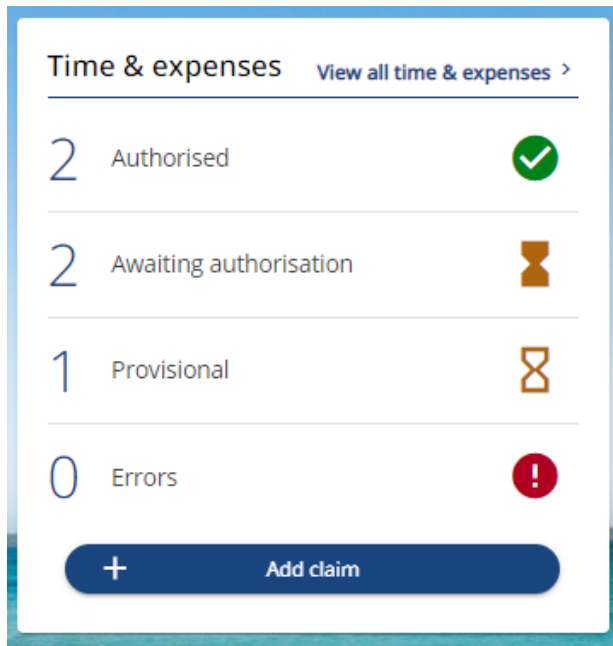


How do I submit a receipted expenses claim in PiP?

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 2** of your claim and simply fill in the fields with the details of what you are claiming. To add to your claim click on the **+** icon

Job title: Administrative Officer
Employee: Ben Test

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

Received Expenses

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

Element	Date	Details of receipted expenses	Cost Code Override	Value of receipted expenses	
Expenses ▾	01/03/2022	 DBS enhanced check		40.00	+ -
				<input type="text" value="40.00"/>	

Step 5. 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 6. If you click Submit you will be taken to a **Declaration** page where you can attach evidence of your **receipt**, enter your **PiP password** and submit your claim to your manager.

Step 7. To submit your mileage claim, please enter your **PiP password** and click **Submit**.

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

Attach your receipts here

[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

