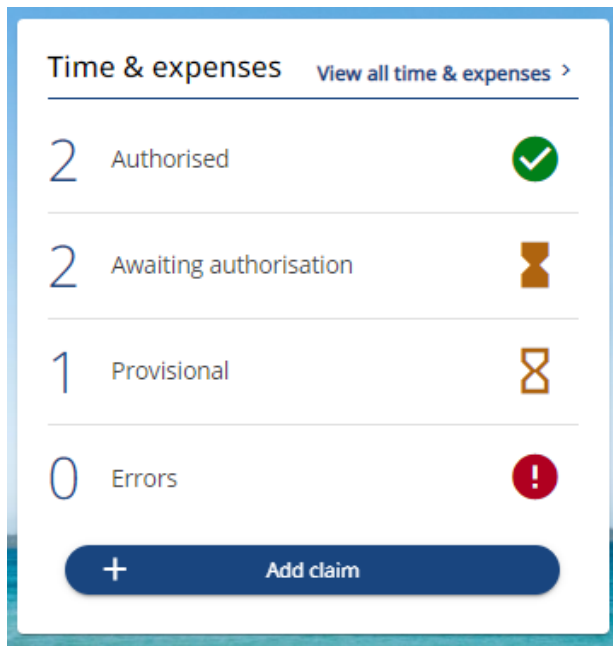


# How do I submit a mileage claim in PiP?

**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.** Within **Page 1** of your claim form, enter your mileage details – the date, mileage, passengers, journey details and reason for journey. To add to your claim click on the **+** icon

There are two ways to record your mileage in this claim:

1. You can choose your journey from the **Journey drop down list** which will automatically populate the mileage for you. You can add the date, any passengers and the reason for travel, or
2. You can utilise the **grey free-text fields** and manually enter the details of your journey. This is useful if you are claiming round or return trips and saves you having to list your journeys individually

#### Example of selected journey:

Vehicle	Scheme	Cost Code Override			
MANX 100	IoMG Business Mileage Scheme				
Journey	Date	Business Miles claimed	Passengers	Journey From & Journey To	Reason for Journey
Douglas to Peel	01/03/2022	11	1	Douglas to Peel	Meeting

#### Example of use of free text fields:

Vehicle	Scheme	Cost Code Override			
MANX 100	IoMG Business Mileage Scheme				
Journey	Date	Business Miles claimed	Passengers	Journey From & Journey To	Reason for Journey
	01/03/2022	22		Douglas to Peel, via I	Meetings

#### Journey From & Journey To Reason for Journey

Douglas to Peel, via Kirk Michael, back to Douglas	+ -
<input type="button" value="Update"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>	30

**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**.

<input type="button" value="Save draft"/> <input type="button" value="Submit"/>
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**Step 6.** If you click Submit you will be taken to a **Declaration** page where you can 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

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)

