

Manage My Vehicles

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Add a Vehicle

Manage a Vehicle -
FAQs

Before you can make a claim for mileage, your vehicle details need to be registered and your vehicle activated within Assure Expenses. In most cases, your vehicle details will be completed by your administrator, however, depending on your organisation's configuration of Assure Expenses, you may be able to register the vehicle yourself.

Note: If you are not permitted to add or change your own vehicle details, you will need to contact your administrator. For information on how to find your administrator's details, view [Contact your Local Administrator](#).


1. Navigate from the homepage to **My Details | Add Vehicle**.
2. In the 'Previous Vehicle' section, select whether or not this vehicle replaces a previous vehicle.
 - o If you select **Yes**, a new drop-down list will display that allows you to select the previous vehicle to replace.

Note: If you are replacing a vehicle and you are using the same registration number (a private registration number), it can take up to 28 days for DVLA to update the vehicle details. If you are still having trouble updating your vehicle details, contact your local administrator.

- o If you select **No**, no further fields will display.


3. Complete the **Vehicle Details** section:


| Vehicle Details | | | |
|----------------------|--------------------------------------|--------------|-------------------------------------|
| Registration Number* | <input type="text" value="BP570GH"/> | | |
| Make* | <input type="text" value="PEUGEOT"/> | Model* | <input type="text" value="307"/> |
| Vehicle Type* | <input type="text" value="Car"/> | Engine Type* | <input type="text" value="Petrol"/> |
| Engine Size (cc)* | <input type="text" value="1360"/> | | |

| Field | Description |
|---------------------|---|
| Registration Number | Enter the registration number of the vehicle and click  to perform a vehicle lookup and retrieve the Make, Model, Vehicle Type, Engine Type and Engine Size where possible. All fields can still be modified if required. Note: In some instances, the Make and Model may not be found and will need to be entered manually. |
| Make | Enter the make of your vehicle. For example, Ford or BMW. |
| Model | Enter the model of your vehicle. For example Fiesta or 320d. |
| Vehicle Type | Select the type of vehicle from the list. |
| Engine Type | Select the vehicle's engine type. For example, Petrol or Diesel. |
| Engine Size | Enter the vehicle's engine size. Note: It is important you select the correct Unit of Measure and Engine Type as this will ensure correct reimbursement for the distanced traveled. Additionally, please make sure you enter the Engine Size in cubic centimeters (cc); for example 1198 instead of 1.2. |

4. Complete the **General Details** section:

General Details

Unit of Measure 

Start Date 

| Field | Description |
|-----------------|--|
| Unit of Measure | Select a Unit of Measure. Note: It is important you select the correct Unit of Measure and Engine Type as this will ensure correct reimbursement for the distanced travelled. Additionally, please make sure you enter the Engine Size in cubic centimetres (cc); for example 1198 instead of 1.2. |
| Start Date | Add the Start Date of vehicle usage. |

5. If required, select the appropriate **Vehicle Journey Rate**. This will determine the rate of reimbursement you will receive for journeys in this vehicle.

6. Click **Save** to store your vehicle information.

Note: After you have saved, a message will appear indicating which additional duty of care documentation is required by your company. This would include your Tax, MOT, Insurance, Service or Breakdown Cover information. When adding these records you will also be required to upload a scanned copy of the documentation.

Note: Vehicle Tax/MOT documents will be recorded automatically and will not appear on the list below if Vehicle Check is enabled for your organisation. Contact your administrator for more information.

