

Add Vehicle Documentation

Last Modified on 18/01/2023 3:20 pm GMT

Breakdown
Cover

Insurance

MOT


Service

Tax














Permissions

You will require the following permissions:

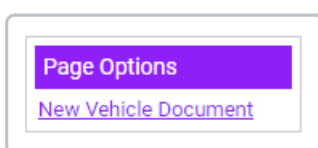
- The relevant item role that allows you to claim these expense types.

Note: To edit vehicle documentation, navigate from the **Home** Page to **My Details | My Duty of Care Documents | My Vehicle Documents**. On the required document, click  and input your new information. When you are satisfied, click **Save**.

1. Navigate from the **Home** Page to **My Details | My Duty of Care Documents | My Vehicle Documents**. This will display a list of documents for each of your vehicles registered within Assure Expenses.

My Vehicle Documents						
Vehicle Document						
My Vehicle Documents						
	(Vehicle) Registration Number ▲	(Vehicle) Make	(Vehicle) Model	Document type	Expiry date	Status
	BP570GH	PEUGEOT	307	Tax	31/05/2021	Automatic Lookup
	BP570GH	PEUGEOT	307	MOT	10/10/2020	Automatic Lookup
	BP570GH	PEUGEOT	307	Tax	31/05/2021	Automatic Lookup
	BP570GH	PEUGEOT	307	MOT	10/10/2020	Automatic Lookup
	BP570GH	PEUGEOT	307	Tax	31/05/2021	Automatic Lookup
	BP570GH	PEUGEOT	307	MOT	10/10/2020	Automatic Lookup
	BP570GH	PEUGEOT	307	Tax	31/05/2021	Automatic Lookup
	BP570GH	PEUGEOT	307	MOT	10/10/2020	Automatic Lookup
	YF10EJC	NISSAN	QASHQAI	Tax	28/02/2022	Reviewed-OK
	YF10EJC	NISSAN	QASHQAI	MOT	04/06/2021	Reviewed-OK
	YX06XCS	VAUXHALL	ASTRA	Tax	31/07/2021	Automatic Lookup
	YX06XCS	VAUXHALL	ASTRA	MOT	04/03/2021	Automatic Lookup

2. Click **New Vehicle Documents** in the **Page Options** menu. This will display a drop-down list allowing you to select the vehicle document type.



3. Select the **Breakdown Cover** vehicle document type from the drop-down list.

Form Selection

Document type

save cancel

Breakdown Cover
 Breakdown Cover
 Insurance
 MOT
 Service
 Tax

4. Click **Save**. This will direct you to the Claimant Breakdown Cover Form.

New Vehicle Document
Claimant Breakdown Cover Form

General Details

Vehicle

Vehicle* [None] Vehicle Engine Type ?
 Make ? Model ?

Overview

Please provide the information required in the boxes below and attach a copy of your supporting documentation.

Start date* [] 12 Expiry date* [] 12
 Provider []
 Document [browse ...]

Review

Reviewer notes []

5. Use the **Vehicle** drop-down list to select the vehicle that the new document is related to. The vehicle details will automatically populate.

6. Complete the following fields:

Feature	Description
Start date*	The start date of the vehicle breakdown cover.
Expiry date*	The end date of the vehicle breakdown cover.
Provider	Enter the company who provides the cover.
Document	Click browse to locate the breakdown cover document you wish to upload.

7. Click **Save**.

Note: If you receive the following error when saving, 'Selected file type is not currently supported', the file type of the uploaded document has not been configured by your organisation. You will have to change the format of your file and try again in order to upload your documentation.

Your administrator determines which file types can be uploaded within Assure Expenses. If you want to find out which file types are allowed, contact your administrator.

Note: If an approver fails one of your pending Duty of Care documents, you will receive a system generated email prompting you to take action.

Additional Information: If you edit and then save one of your duty of care documents after it has already been approved, the current document review is invalidated and an email is sent to your approver requesting a new review. You will be unable to claim mileage until the review has been completed and marked as "Reviewed - OK".
