Add a Claimant's Vehicle

Before an employee can make a claim for mileage, their vehicle details need to be registered and activated within Assure Expenses.

1. Navigate from the **Home** page to **Administrative Settings | User Management | Employees**.

2. Using the available search filters, search for the required employee and click 📝.

3. From the Page Options menu, click **Vehicles**. A list of any existing vehicles will be displayed.

		Vehicle Type ▲	Make	Model	Registration Number	Vehicle Start Date	Vehicle End Date	Vehicle Status
✎	✖	Car	VAUXHALL	ASTRA	YX06XCS	09/03/2020		☑

Note: An existing vehicle can be deleted by clicking ✖.

4. Click **New Vehicle**. The General Details tab will be displayed.

5. In the **Previous Vehicle** section, select whether or not this vehicle replaces a previous vehicle.

   ○ If you select Yes, a new drop-down list will display that allows you to select the previous vehicle to replace.

   ○ If you select No, no further fields will display.

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

Field	Description
Registration Number	Enter the registration number of the vehicle and click to 🔍 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 travelled. Additionally, please make sure you enter the Engine Size in cubic centimetres (cc); for example 1198 instead of 1.2.

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

Field	Description
Unit of Measure	Select a Unit of Measure from the drop-down list. **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.
Vehicle is Active	Select the check box to make the vehicle active, allowing the employee to claim mileage.
Exempt from 'Home to Location' Mileage	Select the check box to prevent the employee from claiming 'Home to Location' Mileage.

Field	Description
Start Date	Add the start date of vehicle usage and scroll down to select the Vehicle Journey Rate.
End Date	Select the end date of vehicle usage.

8. If required, select the appropriate **Vehicle Journey Rate Category**. This will determine the rate of reimbursement that the employee will receive for journeys in this vehicle.

9. If required, click the **Odometer Readings** tab to configure the Odometer Readings section:

Field	Description
Odometer Reading Required	Select the check box to enforce the submission of an odometer reading when a claim is submitted.
Start Odometer Reading	Enter a start odometer reading for the vehicle.
End Odometer Reading	Enter an end odometer reading for the vehicle.

10. Click **Save** to store the vehicle information.

> **Note:** If Duty of Care is enabled for your organisation, after you have saved, a message may appear indicating which additional duty of care documentation is required by your company. This could include the Tax, MOT, Insurance, Service or Breakdown Cover information. When adding these records, a scanned copy of the documentation will need

to be uploaded.

Note: Vehicle Tax/MOT documents will be recorded automatically and will not appear on the list below if:

- The 'Enable Automatic Document Lookup' Duty of Care general option is enabled.
- Tax/MOT are set as required documents by your organisation.