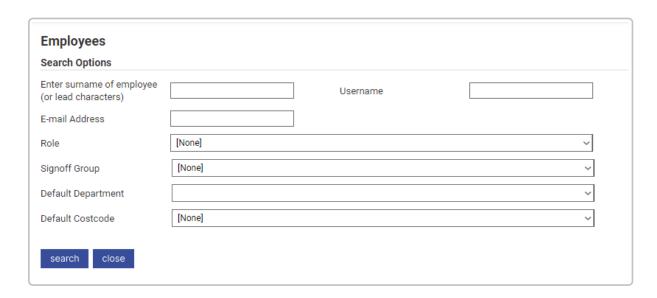# Starting Mileage

Permissions

You will require an Access Role with the following permissions:

- (User Management) Employees

Starting mileage is used to calculate any mileage claimed part way through a financial cycle. This helps organisations to keep track of the mileage claimed by an individual in any one given financial cycle. An example is given below.
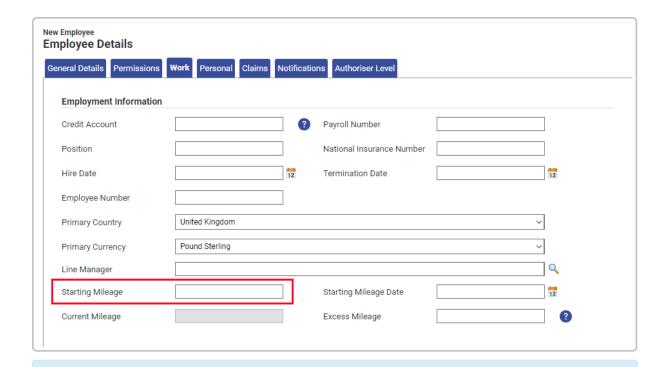
Adding a Starting Mileage Value

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

2. Search for the employee that you want to add a starting mileage to.

3. Under the 'Work' tab click into the 'Starting Mileage' field to enter a mileage amount.

New Employee
Employee Details

General Details | Permissions | **Work** | Personal | Claims | Notifications | Authoriser Level

Employment Information

Credit Account		Payroll Number	
Position		National Insurance Number	
Hire Date		Termination Date	
Employee Number			
Primary Country	United Kingdom		
Primary Currency	Pound Sterling		
Line Manager			
Starting Mileage		Starting Mileage Date	
Current Mileage		Excess Mileage	

Note: The mileage will default to the measurement applied on your system. In the photo above it is set to miles (instead of kilometres).

As soon as any mileage is claimed, the starting mileage field will be greyed out and cannot be changed.

4. Click **Save** at the bottom of the page.

Example

The financial year is set from April to March. A new employee joins the company in August having claimed 3000 miles from their previous employment at 35p per mile. The threshold for claiming 35p per mile is 5000 miles, meaning in 2000 miles their rate will drop to 25p per mile.

Setting a starting mileage means they will not receive another 5000 miles at a rate of 35p per mile (on top of their already claimed 3000 miles).

Instead of claiming 4500 miles at 35p per mile within the 5000 mile threshold, the claimant is only able to claim 2000 miles at 35p per mile due to the 3000 miles they have already done (from April to August).

Note: It is important to note that the starting mileage amount will reset to 0 in the next financial cycle (in this case, the following April).

April   March

5000 mile threshold

Old
Claim   3000 miles
          Starting Mileage

New
Claim   2000 miles   2500 miles

35p per mile   25p per mile