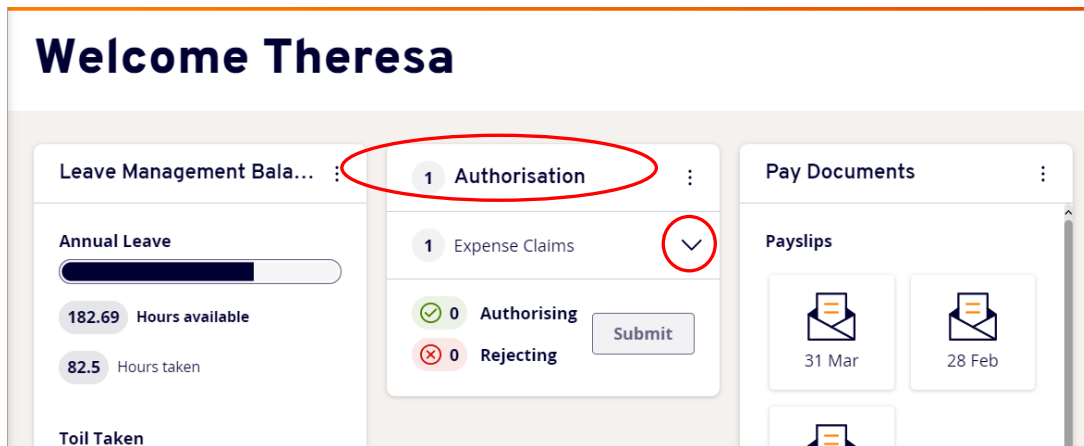


## How to Authorise/Reject a MyView Car Mileage/Expenses Claim

- Once an employee has submitted a claim through MyView, you will be notified by email and advised to view the full claim details through the Authorisation box on your MyView Dashboard.
- Go to **Expenses Claim** and click on the downward triangle icon. This will expand a list of all the claims awaiting your approval.



- Click on the employee's name to view the full details of their claim.

Number 0000097769  
Position PKC Manager  
Description Car Mileage & Expenses Claim

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Car Mileage [ help ]

Journey

Date	Start Time	End Time	Vehicle	Journey	Mileage	Taxable Mileage receipt	VAT
08/05/2023	10:00	12:00	TESTREG01		56	<input type="checkbox"/>	<input type="checkbox"/>

Actual mileage travelled 56  
HQ/Base to place visited and Return 89  
Description Meeting at Crieff High School  
Type Casual All Users-Petrol, Hybrid

Journey

- Please ensure the claim complies with Council's Travel and Subsistence Policy.
- If there are errors or warnings showing on the form as shown below, the claimant may have breached Council policy.

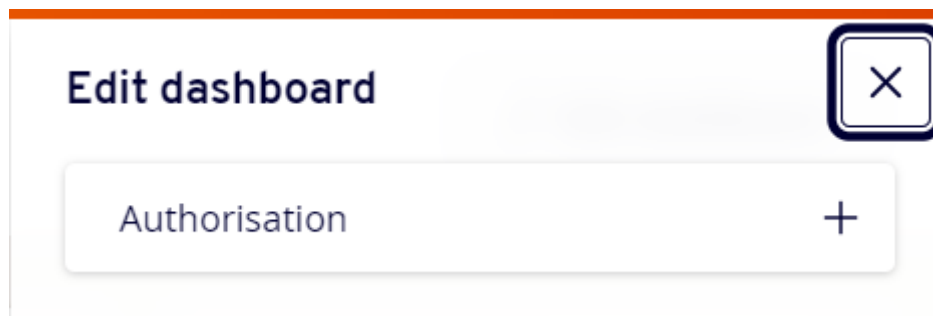
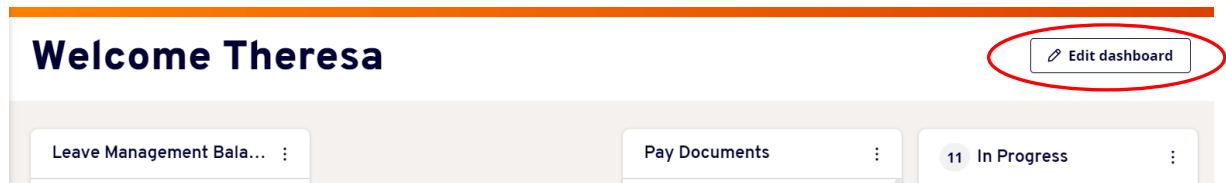
**WARNING!** - This claim has exceeded the maximum limit as defined by the expenses policy.  
Maximum value for this item is £ 7.64

- Select **Reject** or **Authorise** to process the claim. If you reject the claim, you should include a reason for rejection in the Authorisation/Rejection Notes. The employee will be notified by e-mail and advised to contact you to discuss what needs to be removed/changed so they can resubmit if necessary.

Authorisation/Rejection Notes

[Reject](#) [Authorise](#) [Back](#)

Please note the Authorisation box will be removed from your MyView Dashboard while the payrolls are being processed. Once the payrolls are complete, the Authorisation box will be activated again however users will have to go to their Dashboard and click on **Edit Dashboard** and select Authorisation to make the box appear again.



***For updates on the Authorisation box, please see the News & Announcements section on the MyView login page.***