

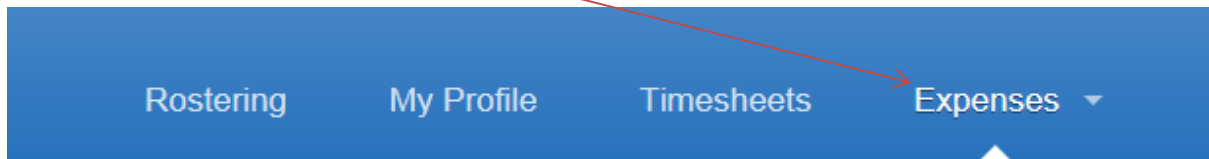
How to claim expenses - Mileage

Step 1:

Log on to your Employee Online account, this can be navigated to via the intranet -> Internal Systems -> Non-clinical IT systems -> eRostering – Employee Online.

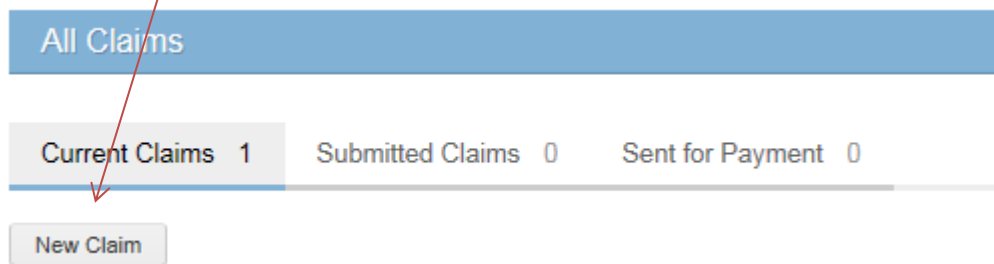
<https://mfteol.allocate-cloud.com/EmployeeOnlineHealth/MFTLIVE/Login>

Select the expenses tab as seen below:



Step 2:

Select 'New Claim' and you will be able to begin entering the details for your expense



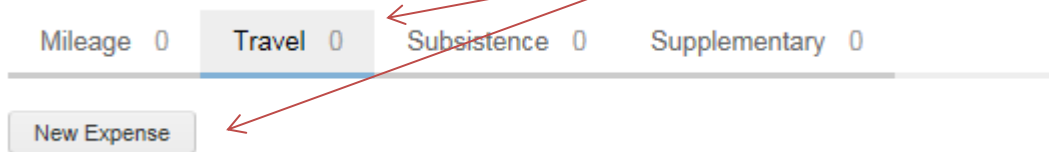
Step 3:

On the next page you must ensure you are claiming for your expense on the correct Posting and Approving Unit – Please select 'Medical Education Services' as the approving unit.

A screenshot of a 'New Claim' form. The form has a blue header with the text 'New Claim'. Below the header are three rows of form fields. The first row is 'Claim description' with a text input field containing 'Claim for Jun-2017'. The second row is 'Posting' with a dropdown menu showing 'HealthRoster Team (Agenda For Chang' and a downward arrow. The third row is 'Approving unit' with a dropdown menu showing 'HealthRoster Team' and a downward arrow. Two red arrows point from the text above to the 'Posting' and 'Approving unit' dropdown menus.

Step 4:

Once you have created the 'claim' you can start adding in the expenses. For travel ensure you have selected the corresponding tab and then select 'New Expense.'



Step 5:

You must now enter all the corresponding information for your claim, ensure all of the orange highlighted areas are complete.

The screenshot shows the 'Travel Expense' form. At the top, it says 'Claim Details — Ref. : 25793793-914'. Below that, 'Travel Expense — Enter description / notes'. The form has several input fields: 'Expense Type' (a dropdown menu with 'Please select one...' and a downward arrow), 'Incurred On' (a date picker), 'Amount (£)' (a text box), 'From' (a text box), 'To' (a text box), and a checkbox for 'Receipt Available'. On the right side, there is a section for uploading images, showing '0' images and an 'Add Images' button. Below this is a cloud icon with an upward arrow and the text 'Upload images to support your claim'. At the bottom, there are three buttons: 'Cancel', 'Save', and 'Save and New'. Orange highlights are present on the 'Expense Type' dropdown, the 'Incurred On' date picker, the 'Amount (£)' text box, the 'From' and 'To' text boxes, and the 'Add Images' button. A red arrow points from the text above to the 'Add Images' button.

You must upload evidence of your receipt, click onto 'Add Images' and you will be able to load your image in. PDF files will not upload; they must be saved as JPEG.

If you try saving the scanned or uploaded image into Paint or Word, this should allow the image to be saved as a JPEG file and then uploaded into the expense.