
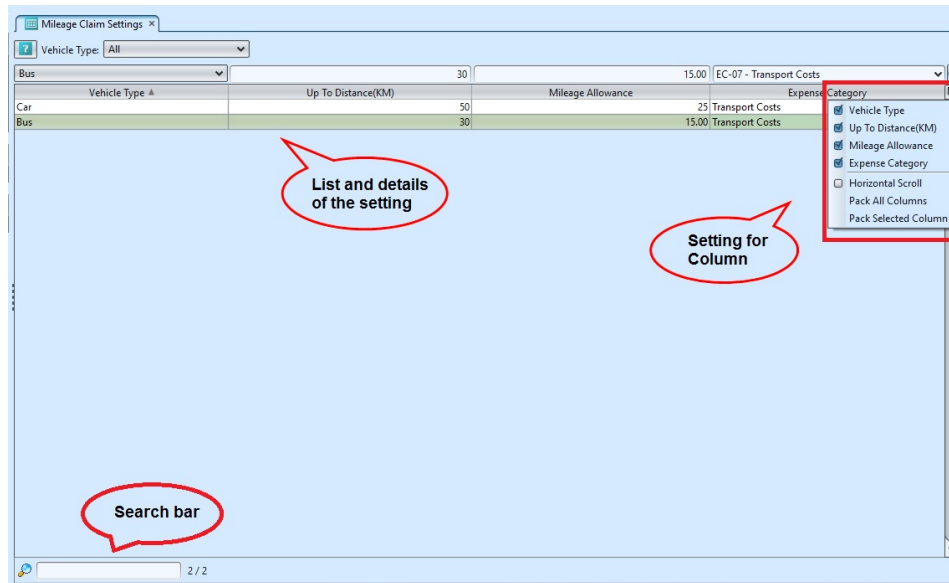


Mileage Claim Setting


Set distance limit and mileage allowance for different vehicle types for transport expense claim purpose. Below are available actions for **“Mileage Claim Settings”**:

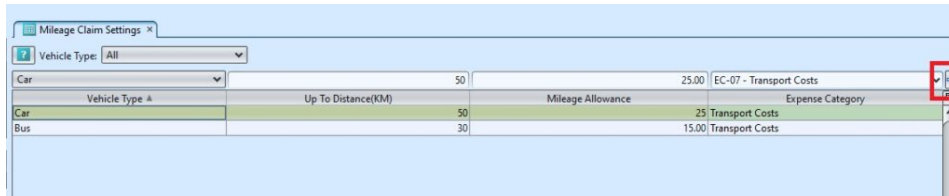
 Create new mileage claim settings, modify and delete



Field Name	Description	Mandatory Information
Vehicle Type	Type of vehicle	Y
Up to Distance (KM)	Maximum distance (in KM) claimable for the vehicle type	Y
Mileage Allowance	Allowance for the mileage (per KM)	Y
Expense Category	Category of expense	Y

Create New Mileage Claim Settings:


1. Click on “” at the top right corner of the screen to create the new mileage claim.



Vehicle Type	Up To Distance(KM)	Mileage Allowance	Expense Category
Car	50	25.00	EC-07 - Transport Costs
Bus	30	15.00	Transport Costs

2. Select the Vehicle below the ***“Vehicle Type”*** tab.

3. Fill up the information.

4. Click on “” or ***“Enter”*** to save the new settings.

Modify the Mileage Claim Settings:

1. Select the mileage claim settings to modify in the settings list

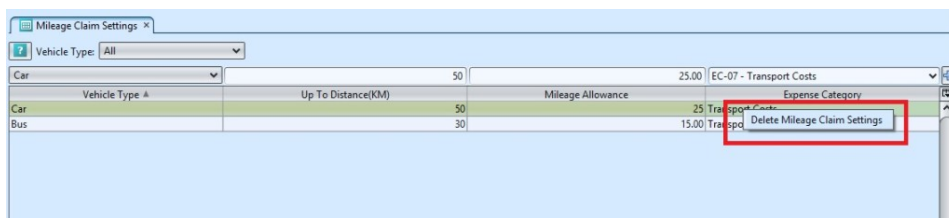
2. Update the information required

3. Click on “” or ***“Enter”*** to save the changes

Delete the Mileage Claim Settings:

1. Select the mileage claim settings to delete in the setting list.

2. Right click on the selected setting



Vehicle Type	Up To Distance(KM)	Mileage Allowance	Expense Category
Car	50	25.00	EC-07 - Transport Costs
Bus	30	15.00	Transport Costs

3. Click ***“Yes”*** to confirm delete the document.

Mileage Claim Settings

Vehicle Type: All

Car	Up To Distance(KM)	50	Mileage Allowance	25.00	EC-07 - Transport Costs
Car		50		25	Transport Costs
Bus		30		15.00	Transport Costs

Deleting record?

Do you really wish to delete this record?

Yes

No
