



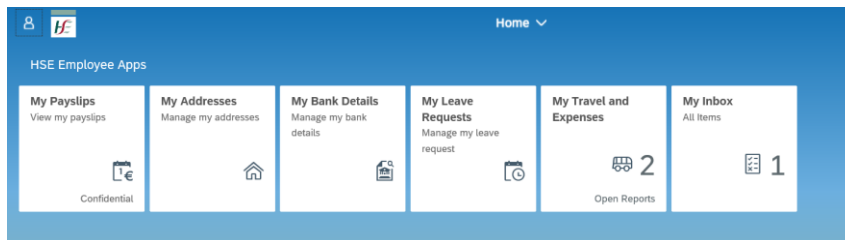
Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



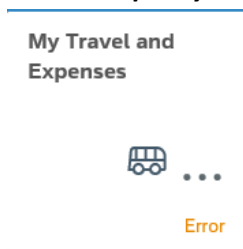
**HBS** Health  
Business  
Services  
The business division of the HSE


## My Travel & Expenses

1. Enter Username and Password and click log on.
2. Click the “My Travel & Expenses” tile.



**Note: If there is an Error showing on My Travel and Expenses this indicates that Travel Privileges have yet to be set up on your record. It will be necessary to have these updated before a travel claim is created.**



3. To create a new travel claim select  at the end of screen (previous claims can be seen on the left of the screen).

**Report Details**

From: 14.05.2019, 08:00  
To: 14.05.2019, 17:00  
Destination: Mobile attachment test, Ireland  
14.05.2019, 08:00

Attachments (0)

No files found.  
Drop files to upload, or use the "+" button.

**Expenses**

Expense Type	Amount (EUR)
<b>Total Reimbursement</b>	<b>130.00</b>
Exam Fees (14.05.2019 - 14.05.2019)	123.00
Flights (14.05.2019 - 14.05.2019)	7.00

4. The Create New Travel Expense screen opens (it defaults to the current date);

5. Select the "From" Date by picking , choose appropriate date and press OK.

\*From: 10.05.2019, 08:00 

The "To" date updates to the same date as "From" (if it should be changed, it can be updated in the same way as the "From" date).

\*From: 10.05.2019, 08:00   
To: 10.05.2019, 17:00 


6. Select Destination and record the "Location" field enter where you travelled to;

\*Destination: Ireland  
18.05.2019, 08:00 >

#### Address (Main Destination)

 Select Address  
Location:   
Country: Ireland 



7. Select “” at the top of the screen to exit this screen.

\*Destination: Naas, Ireland  
10.05.2019, 08:00

*The date updates to the date of claim when details are entered and screen is exited.*

8. You can add additional destinations if relevant by selecting the “Add Additional Destination” button (this can be used if you attend more than one location on a day).

+ Add Additional Destination

MY Travel and Expenses

### Select Address

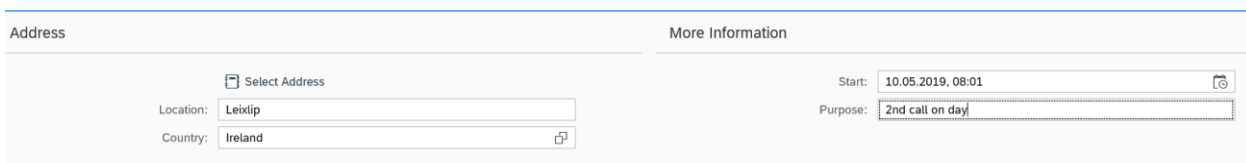
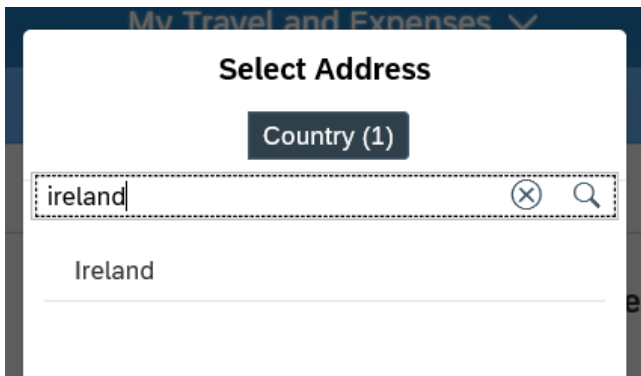
Country (206)


Search

- Afghanistan
- Albania
- Algeria
- Andorra
- Angola
- Antarctic
- Antigua/Barbuda
- Argentina
- Armenia
- Aruba
- Australia
- Austria
- Azerbaijan
- Bahamas
- Bahrain
- Bangladesh
- Barbados

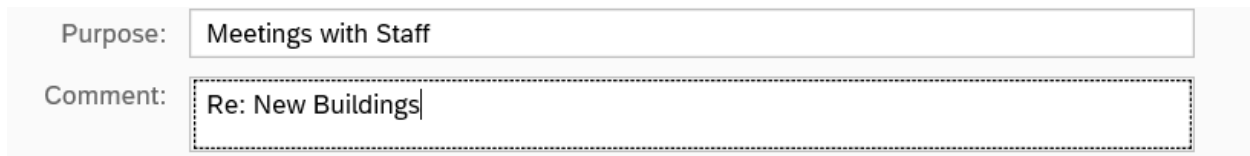
Cancel

9. Select appropriate country from the list – you can search for “Ireland” in the Search box (shown below).

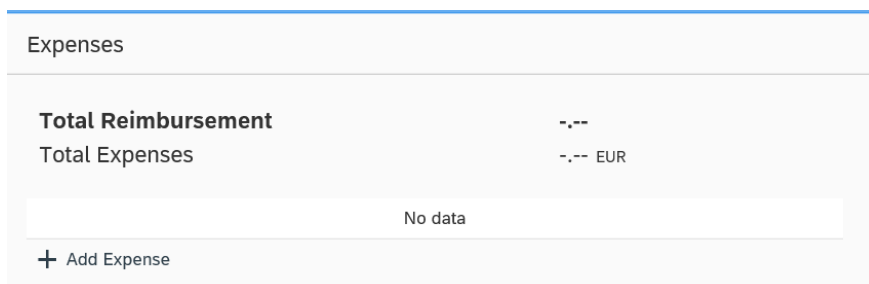


10. Select “” at the top of the screen to exit this screen.

11. The reason for travelling should be populated in the “Purpose” field and “Comments” may also be added (on the main screen).



12. To add expenses select “Add Expense” to the right of the screen.



Expenses	
<b>Total Reimbursement</b>	-.-
Total Expenses	-.- EUR

No data

+ Add Expense

13. This presents a list of all expense types – scroll through the list selecting the relevant expenses by ticking the box next to the expense type you wish to choose;

**Add Expense**










Assign New

Search

- Mileage
- Accommodation Abroad
- Canteen>5
- Conference Rates
- Cont. Medical Ed. (Consultant)
- Continuing Education - Other
- Exam Fees
- Flights
- Incremental Insurance Costs
- Local Subsistence Rates

OK Cancel

14. The expenses selected are presented in a list for update;

<b>Total Reimbursement</b>		↻ Calculate Amount	
 <b>Mileage</b> 10.05.2019 - 10.05.2019	--- EUR		
 <b>Tolls</b> Receipt not checked	0.00 EUR		
 <b>Summary of 10 hr rate</b> 10.05.2019 - 10.05.2019	33.61 EUR		
<b>+ Add Expense</b>			

15. To enter Mileage: Click on Mileage from the list – the following screen presents;

The screenshot shows the 'Mileage' entry screen. On the left, under 'Expense Details', there are fields for 'Total Reimbursement', 'Total Distance' (set to 0 KM), 'Date' (10.05.2019), 'From', and 'To'. On the right, under 'Vehicle', there are fields for 'Vehicle Type' (Car), 'Vehicle Class' (Up to 1200 ccm motor cap.), 'Vehicle License Plate' (empty), and 'Total km this year' (total km). A 'Get Registration' button is visible next to the license plate field. Below the vehicle information is a table for 'Mileage Rates' with columns: From, To, km, Rate/km, and Total €.

16. Select the **Get Registration** button to populate the Vehicle License Plate, Total KM this year and the Mileage Rates (shown below).

The screenshot shows the 'Mileage' entry screen after clicking the 'Get Registration' button. The 'Vehicle License Plate' field is now populated with '191D191'. The 'Total km this year' field is now '0'. The 'Mileage Rates' table is populated with the following data:

From	To	km	Rate/km	Total €
0	1500	0	37.95	0.00
1501	5500	0	70	0.00
5501	25000	0	27.55	0.00
25001	99999	0	21.36	0.00

17. Enter the number of kilometres travelled in the Total Distance field and select "Calculate Amount".

The screenshot shows the 'Mileage' entry screen after entering '200' in the 'Total Distance' field and clicking the 'Calculate Amount' button. The 'Total Reimbursement' field is now populated with 'EUR 75.90'. The 'Total km this year' field is still '0'. The 'Mileage Rates' table is updated with the following data:


From	To	km	Rate/km	Total €
0	1500	200	37.95	75.90
1501	5500	0	70	0.00
5501	25000	0	27.55	0.00
25001	99999	0	21.36	0.00

A dark blue notification box at the bottom center says 'Vehicle details returned successfully'. At the bottom right, there are 'Save' and 'Remove' buttons.

Save

18. Press Save (bottom right of screen)

19. To update the next expense type, choose from the list – Tolls.







20. Enter the amount of the tolls/description (optional) and choose the  under Attachments to add receipt.

21. Press Save (bottom right of screen).


22. To update the next expense type, choose from the list – Summary of 10 hr rate.

23. The amount defaults, a description can be added (optional).

24. The following expenses have a default value:

 Canteen>5	5.92 EUR
 Meal > 24	132.99 EUR
 Meal Provided>10	19.60 EUR
 Summary of 10 hr rate	33.61 EUR
 Summary of 24 hr rate	147.00 EUR
 Summary of 5 hr rate	14.01 EUR

25. Press Save (bottom right of screen).

26. If any expenses have been added in error they can be deleted by selecting  from the list.

27. To save the claim select Save at the bottom of the main screen.

**NB. Your claim has not been submitted to your manager for approval until the Submit icon is clicked.**

Meetings with Staff (1700000037)

Report Details

\*From: 10.05.2019, 08:00

To: 10.05.2019, 17:00

\*Destination: Naas, Ireland  
10.05.2019, 08:00

Leixlip, Ireland  
10.05.2019, 08:01

+ Add Additional Destination

Purpose: Meetings with Staff

Comment: Re: New Buildings

Expenses

Total Reimbursement 113.31 EUR

Mileage	10.05.2019 - 10.05.2019	75.90 EUR	[icon]	[icon]
Tolls	10.05.2019 - 10.05.2019	3.80 EUR	[icon]	[icon]
Summary of 10 hr rate	10.05.2019 - 10.05.2019	33.61 EUR	[icon]	[icon]

+ Add Expense

Attachments (0)

Save Submit Cancel Duplicate

28. Press the "Submit" button to send your claim to manager for approval and the following dialog box presents;

HSE Expense Submission

Meetings with Staff

Naas, Ireland

May 10, 2019 - May 10, 2019

Total Reimbursement	113.31 EUR
Total Expenses	113.31 EUR

Approver Joe Bloggs

Approver

I certify that (a) the allowances claimed in this account are in strict accordance with the scales sanctioned; (b) the expenses charged have been actually and necessarily disbursed solely in relation to the public service on which I am engaged, and (c) the particulars furnished herein are in all respects true.

Confirm Cancel

29. Tick the box and select "Confirm"

30. Your Travel & Expenses have now been submitted to your manager for approval.





**Info:** *The Travel and Expense Claims will have the following status:-*

**Open:** Saved Only

**Submitted:** Submitted for approval to Manager

**Approved:** Approved by Manager

**Reimbursed:** Paid

31. To exit Travel and Expenses choose the Back arrow  or Home Button .