

Claiming your Members' Expenses Online

April 2021

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Setting up Chrome as your Default Internet Browser

Before you start – you need only do this section one time:

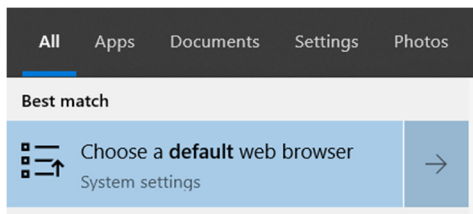
To gain access to your expense claim form, you must be using “**Google Chrome**”

If this isn't your default browser; you can set this up very easily, as follows:-

Click on the search button on your task bar at the very bottom left corner of your screen:

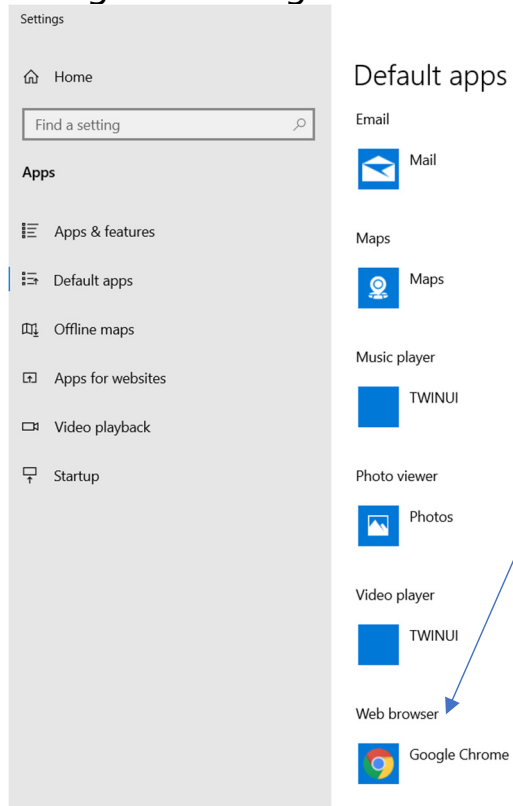


Start typing the word “Default” and click on the system settings icon that pops up:- “Choose a default web browser”

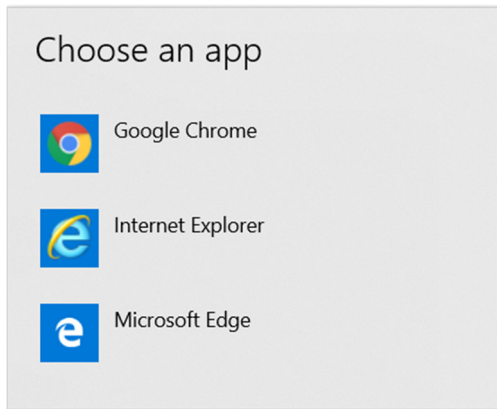


You should now be seeing this page – please note: you will only ever need to do Step One once.

Scroll down the bottom and you'll see "Web browser" Click on it even if it says Internet Explorer, etc...as we're going to change it to Google Chrome.



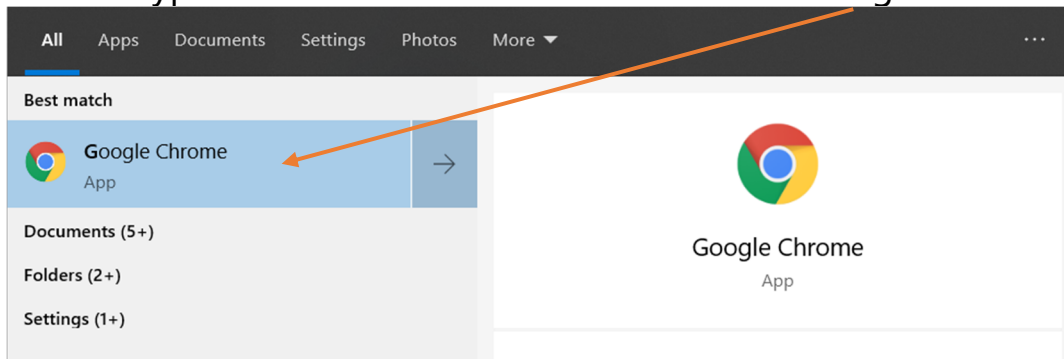
This pop up will appear - It will ask you to "Choose an app" – simply click on Google Chrome then click the X at the top right of the screen.



Click into the window icon this time



Start to type in the letter G > then click on Google Chrome, here.

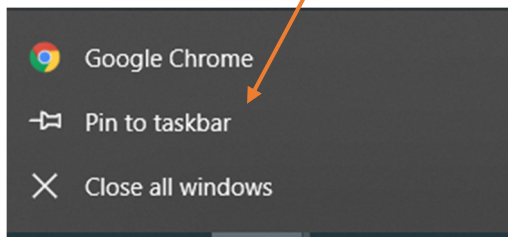


Once it opens, you will see Google Chrome on your Taskbar.

- Hover over the top of the Google Chrome icon on your Taskbar



- Right click on it with your mouse, this pop-up screen will appear
- Select "Pin to taskbar" - you now have it there to use to open Google Chrome each time.



Logging in

Step One:

You will find the MyView login on your Members' intranet site > under Members' portal (see below).
Where you will also find Guidance Notes and a Video link to assist you.

The Highland Council - Members' intranet

Members Development	Protocols and guidance	Council website
Service contacts	Members' contact details	About the council
Briefings and bulletins	Reporting on council performance	Minutes and agendas
Staff intranet	Members' enquiry	Members' portal
Briefing Notes & Notebooks	Wellbeing	ICT Toolkit



Please note: This site is secure for your protection, so, it's worth noting that if you leave a claim halfway through, the system will log you out and you'll have to start that claim again.

To login – the top box will always be Your Payroll number.

The second box is your password for MyView (the same one you use for viewing your payslips, etc)...once you have logged in once, this site will ask you if you want to Save your Login Details – Click SAVE. The system will then remember your login details each time you go in you will only have to click Log In.



Welcome.

Please enter your login details:

Your Payroll ID

Your Password

Log in

[Forgotten your password?](#)

If you don't remember your password, please click on **Forgotten your password**, enter your payroll number and you will receive an email to reset you – follow the guidance notes on the email.
(Show Slide 1 – HGTEST Database Welcome to MyView)

Forgotten Password - how to reset

Ignore this page if you know your password – this is for when a password reset is required

Once you have clicked "Forgotten your password" > you will receive an email through from rlportal@highland.gov.uk > Open that email and follow the guidance contained. You will see your temporary password here:

From: rlportal@highland.gov.uk <rlportal@highland.gov.uk>
Sent: 17 March 2021 08:51
To: Tricia MacDonald <Tricia.MacDonald@highland.gov.uk>
Subject: **HGTEST Database** Welcome to MyView

To access MyView Dashboard you will need both your employee number (Payroll ID) and your new 7 digit password **08Nne%M**

Step 1 - Open MyView - [MyView Dashboard](#)

Step 2 - Enter your Employee Number

Step 3 - Copy & Paste, or enter your email generated password: **08Nne%M**

Step 4 - Click the Sign In button and follow the instructions shown on screen.

Please note the above password is only valid for 30 minutes. If you have not reset your password within 30 minutes, you will need to click on the "forgotten your password?" link and request another one.

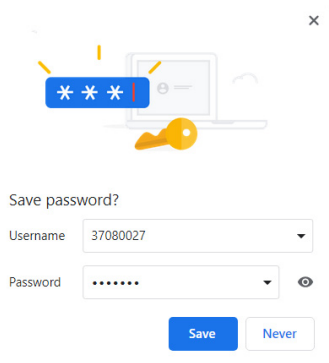
This is a system generated email, so please do not reply as the email will not be delivered.

If you require further assistance, please contact the [Business Support \(HR\) Hub](#) for your Service.

Thank you
HR Portal

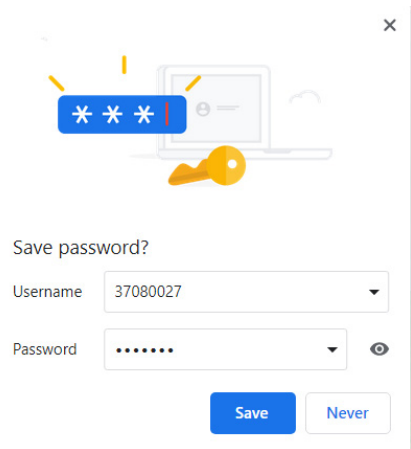
Ignore this page if you know your password – this is for when a password reset is required

Whilst going through a Password reset - you will see this screen pop up twice, the first time you should click on the cross at the top right-hand corner to shut it.



The screenshot shows a dialog box titled "Save password?". It contains a "Username" field with the value "37080027" and a "Password" field with masked characters "*****". There are two buttons: "Save" and "Never". A green arrow points to a small "x" icon in the top right corner of the dialog box, indicating it should be closed.

It will re-appear for a second time after you have done this next step of changing your password to your own personal one – then you should click "Save". (See next step on next page)



This is a second screenshot of the same "Save password?" dialog box. It shows the "Username" field with "37080027" and the "Password" field with "*****". The "Save" and "Never" buttons are visible at the bottom.

Ignore this page if you know your password – this is for when a password reset is required



Change your password

If you just received a password via email and are now being prompted to change it, please enter the email generated password in the Current password field. Otherwise, just enter your current password.

Please note your new password must be at least 7 characters long and must contain at least 3 of the following types of characters:

- Upper case letters
- Lower case letters
- Numbers
- Special characters (e.g. ! \$ % &)

Please be advised that old passwords cannot be used when creating a new password. For support in the use of the system, please contact your relevant Business Support (HR) Hub.

Your Payroll ID

Current password

New password

Confirm password

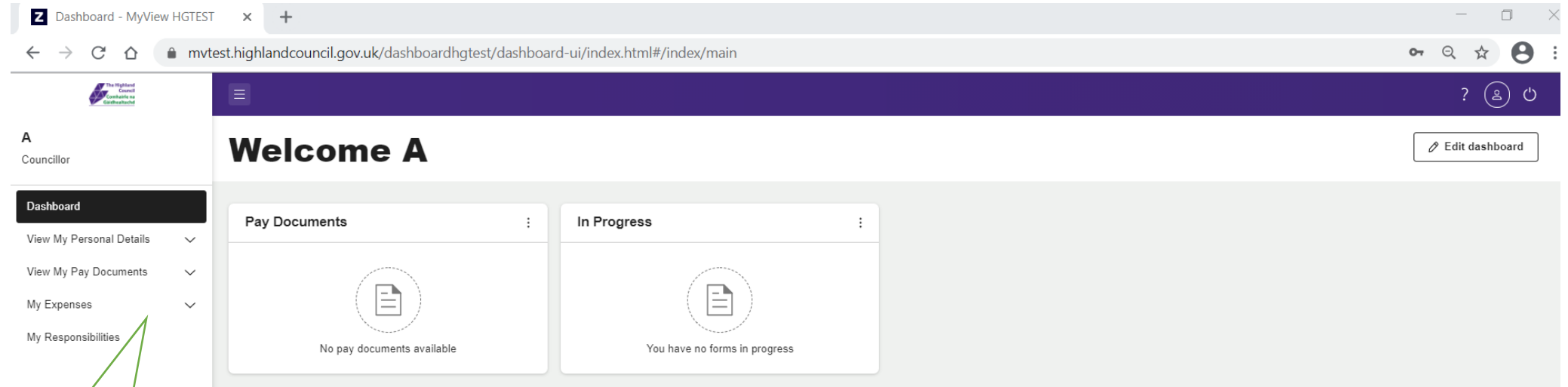
This current Password request is looking for the one you received in the email from RL Portal@highland.gov.uk

Modal window for saving password. It features a blue header with three asterisks and a yellow key icon. Below the header, there is a 'Save password?' section with a dropdown menu for 'Username' (value: 37080027) and a dropdown menu for 'Password' (value:). At the bottom, there are two buttons: 'Save' and 'Never'.

You should Save Password this time - you need to click "Save"

Starting a Monthly Claim (mileage)

Once you are logged into MyView, you will see this screen:



Click on "My Expenses"





A

Councillor

Dashboard

View My Personal Details

View My Pay Documents

My Expenses

Create an Expense Claim

Saved and Historical Claims

My Responsibilities

This drop-down list will appear
> Click on "Create an Expense Claim".

Once you have started or completed one or more claims, you will be able to access them in "Saved and Historical Claims" and add to them before submitting.



For the purpose of this training session we will be using two types of claims to demonstrate; a Mileage Claim, and a Subsistence claim.

On this screen you will see that it has pre-populated with your Position:

The screenshot shows a web application interface for creating an expense claim. On the left is a sidebar menu with the following items: 'Councillor', 'Dashboard', 'View My Personal Details', 'View My Pay Documents', 'My Expenses', 'Create an Expense Claim' (highlighted), 'Saved and Historical Claims', and 'My Responsibilities'. The main content area has a purple header with a hamburger menu, a user icon, and a power icon. Below the header is a breadcrumb trail: 'Dashboard / Create an Expense Claim'. The main heading is 'Create Expense Claim'. Below this is a 'New Claim' section with the instruction 'Enter your claim form information here'. There are three input fields: 'Position' (a dropdown menu with 'Councillor' selected), 'Description' (an empty text box), and 'Reason for Claim' (a larger text area with a '2000 characters remaining' indicator). A green 'Done' button with a checkmark is located at the bottom right of the form.

The screens themselves are laid out in such a way as to assist you eg. "Description" of your claim first followed by "reason for claim" where you have 2000 characters to use, if you need to.

(The "Description" box should be used for entering the month and the year – ie. March 2021 and "Reason for Claim" boxes should be used to expand on the description above.

By choosing a recognisable description helps you to save and add to the claim throughout that month)

You can now start to enter the details of your claim.

Simply type in the **Description** box "March 2021" (or whatever month or year you are currently claiming for).

In the **Reason for Claim** box type in as much detail as you can – Expenses claim for March 2021.

Please note: If you need to check mileage or subsistence allowances you can access these through the chain icon, here.
This is available all through the form on every screen.

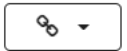
The screenshot shows a web application interface for creating an expense claim. The page title is "Create Expense Claim". The breadcrumb trail is "Dashboard / Create an Expense Claim". The main heading is "Create Expense Claim". Below this is a section titled "New Claim" with the instruction "Enter your claim form information here". The form contains three input fields: "Position" (a dropdown menu with "Councillor" selected), "Description" (a text box containing "March 2021"), and "Reason for Claim" (a large text area containing "Expenses Claim for March 2021"). Below the "Reason for Claim" field, it says "1971 characters remaining". At the bottom right of the form is a green "Done" button with a checkmark. A sidebar on the left lists navigation options: "Councillor", "Dashboard", "View My Personal Details", "View My Pay Documents", "My Expenses", "Create an Expense Claim" (highlighted), "Saved and Historical Claims", and "My Responsibilities". In the top right corner of the form, there is a help icon, a user profile icon, and a "Chain" icon. A green arrow points from the text above to the "Chain" icon. Another green arrow points from the text above to the "Done" button. A blue arrow points downwards from the text below.

Click **Done** when happy with this screen.



This screen will open:

Create Expense Claim



User Guides can be accessed by clicking on the chain icon on the top right hand corner of the screen

Travel and Subsistence claims where possible should be accompanied by a relevant VAT receipt. If you do not have anything showing in vehicle type please contact Lynsey Graham by emailing lynsey.graham@highland.gov.uk or phoning 01463 702425 prior to the submission of claim

When claiming mileage, you should choose Dummy for vehicle type unless you have a lease car. Receipts should be uploaded by clicking on the (Add Link Attachments) button.

To attach a receipt, you should scan to your email address and save to your desktop. If you have more than one receipt, please scan them as a single document. This can also be done by taking a picture with your phone and saving to your desktop.

If you have any queries about completing the claim form or attaching receipts please contact Lynsey Graham by emailing lynsey.graham@highland.gov.uk or phoning 01463 702425.

March 2021 Councillor

Form Info

Claim Information

Date of Claim

Add Line +

Cancel

OK

Click on **Add Line +** to proceed.



These boxes will then appear for you to fill in.

March 2021 Councillor

 Form Info

Claim Information

Date of Claim

dd/mm/yyyy



Group

-- Select Group --



Cancel

OK ✓

Click on the Calendar icon in the **Date of Claim** field, and you will see this **calendar** open up.

March 2021 Councillor

 Form Info

Claim Information

Date of Claim

dd/mm/yyyy



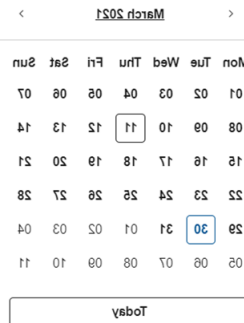
Group

-- Select Group --



Cancel

OK ✓



A calendar for March 2021. The header shows 'March 2021' with navigation arrows. The days of the week are listed as 'nu Sat Su Fri Th Wed Tu Mo'. The dates are arranged in a grid. The date '11' is highlighted with a blue border. Below the calendar is a 'Today' button.

nu	Sat	Su	Fri	Th	Wed	Tu	Mo
01	02	03	04	05	06	07	08
09	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	



Click on the date for your claim - in this case you should click on the date you travelled to your meeting (eg. 11/03/2021). All claims should be submitted following the event.

March 2021 Councillor Form Info

Claim Information

Date of Claim

Group

- Select Group --
- Members Mileage
- Members Subsistence

Cancel OK



Next Click on **Group** drop-down arrow and these choices will appear – for this example, as it's a mileage claim we would click on Members Mileage.



The screen will open further, to show these boxes.

Fill in the **Description** box detailing what the journey was for, etc...any passengers you took you should enter their NAME & POSITION here as well. This description is the one that the approver and authoriser will see so please be as detailed as you can here.

March 2021 Councillor Form Info

Claim Information

Date of Claim Group

Description 2000 characters remaining

Mileage Information

Actual Mileage HQ/Base to Destination

Mileage Vehicle

User Type No. of Passengers

Mileage Costs

Est. Claim Value Cost Centre

Attachments

Next fill in the Actual Mileage box with the return journey miles.

Fill in the same mileage for HQ/Base to destination.
You'll see that the Mileage box has self-populated to the same as Actual Mileage.



Vehicle Type has been set as your own car ("DUMMY" by default) - if you are using something other than your own car please contact Lynsey.Graham@highland.gov.uk as you will need to have this changed.
The alternatives available are: MTRBIKE, BICYCLE, DUMMY.

March 2021 Councillor Form Info

Claim Information

Date of Claim: 11/03/2021 Group: Members Mileage

Description: Mileage from home to HQ for Full Council Meeting
1952 characters remaining

Mileage Information

Actual Mileage: 130 HQ/Base to Destination: 130

Mileage: 130 Vehicle: DUMMY



The next box – User Type – you will see has 4 choices in the drop-down arrow.

You should choose whichever one is applicable to you for the journey you are claiming for.

(The agreed/standard mileage rate for all Councillors is 45p per mile; however, there is an opportunity for those who wish to opt for the 40p rate to do so)

March 2021 Councillor Form Info

Claim Information

Date of Claim: 11/03/2021 Group: Members Mileage

Description: Mileage from home to HQ for Full Council Meeting
1952 characters remaining

Mileage Information

Actual Mileage: 130 HQ/Base to Destination: 130

Mileage: 130 Vehicle: DUMMY

User Type:

- Standard Mileage 45p per mile
- Bicycle Mileage 40p per mile
- Motorcycle User
- Standard Mileage 45p per mile**

No. of Passengers:

Mileage Costs

Est. Claim Value: £58.50 Cost Centre: Default Search

Attachments

Add Attachments

Cancel OK ✓



The next box is **No. of Passengers**. If you are travelling with one or more passengers to your meeting, please enter the number of passengers here. If you have no passengers, then simply leave blank (do not enter 0).

(If you have taken passengers – As per HC guidance, if a passenger is collected from a different location then a separate journey must be entered for each stage of the journey that they are present for)

Any passenger names and their positions should be entered in the Description box at the top of this screen.

March 2021 Councillor Form Info

Claim Information

Date of Claim: 11/03/2021 Group: Members Mileage

Description: Mileage from home to HQ for Full Council Meeting
1952 characters remaining

Mileage Information

Actual Mileage: 130 HQ/Base to Destination: 130

Mileage: 130 Vehicle: DUMMY

User Type: Standard Mileage 45p per mile No. of Passengers:

Mileage Costs

Est. Claim Value: £58.50 Cost Centre: Default

Attachments

You will notice that the Mileage Costs – Est. Claim Value has now self-populated with the total (mileage x user type chosen)



The Cost Centre box will always state "Default", as your individual cost centre is already set for you in here.

(However, should you incur expenses for Valuation Joint Board simply click on Search and select Valuation Joint Board)

Mileage Information

Actual Mileage	<input type="text" value="130"/>
Mileage	<input type="text" value="130"/>
User Type	<input type="text" value="Regular Mileage 45p per mile"/>

HQ/Base to Destination	<input type="text" value="130"/>
Vehicle	<input type="text" value="DUMMY"/>
No. of Passengers	<input type="text"/>

Mileage Costs

Est. Claim Value	<input type="text" value="£58.50"/>
------------------	-------------------------------------

Cost Centre	<input type="text" value="Default"/>	<input type="button" value="Search"/>
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All that is left to do now on the page is to Attach Receipt(s)

For mileage claims, as you know, receipts are not compulsory; however, to enable the Council to reclaim VAT, a receipt should accompany each claim.

If you have a receipt you can attach it by clicking the "Add Attachments" button.

To attach a receipt for the item you are claiming, you should scan to your email address and save to your desktop.

This can also be done by taking a picture with your phone, emailing it to yourself at your work email account and saving to your desktop as it's easier to attach from desktop. If you require any assistance at this point, please get in touch with Lynsey.Graham@highland.gov.uk



When you attach your receipt, you will see it here.

March 2021 Councillor

Form Info

Claim Information

Date of Claim

Group

Description
1952 characters remaining

Mileage Information

Actual Mileage

HQ/Base to Destination

Mileage

Vehicle

User Type

No. of Passengers

Mileage Costs

Est. Claim Value

Cost Centre

Attachments

Add Attachments

3. Petrol... (514.1 KB)

Cancel

OK

Then simply click OK.



You will then see this screen with the details you have just entered, and you MUST press **“Save”** .

If you do not click Save, you will lose the information you have input.

By clicking Save you can hold a few claims until you are ready to send them in together.

It is recommended that you submit only one claim per month.

March 2021 Councillor Form Info

Claim Information

Date of Claim Group

Add Line +

Open Total Lines: 1 Total Miles: 130 Total Value: £58.50

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
11/03/2021	Members Mileage		130

Attachments:

Your Expense Claim

Total Lines 1
Total Miles 130
Total Value £58.50

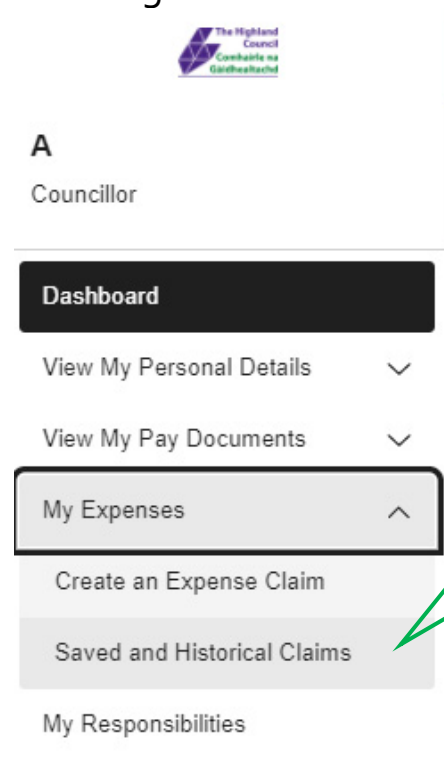
At this time to add another claim for March 2021, simply click on **Add Line +** again and repeat the above steps.

Accessing and Adding to Saved and Historical Claims

For the purposes of this guidance document - we will be using a Broadband claim and adding to your monthly claim as though at a later date:

Once you are logged into MyView, and on the Dashboard screen; as you have already started and saved a claim for March 2021 you would click on "My Expenses"

Once Saved, you can access your previous claim(s) again at any time through the My Expenses drop-down arrow and choosing **Saved and Historical Claims**:



To access all your previous claim(s) at any time please click on the My Expenses drop-down arrow and choose Saved and Historical Claims:

You will see that the screen below has your previous claim here

The screenshot shows a web application interface for 'The Highland Council' with a sidebar on the left containing navigation options like 'Dashboard', 'View My Personal Details', 'View My Pay Documents', 'My Expenses', 'Create an Expense Claim', 'Saved and Historical Claims', and 'My Responsibilities'. The main content area is titled 'Form History' and includes search and filter fields. The search fields include 'Keyword Search', 'Date From', and 'Date To'. The filter fields include 'Event Filter' (set to 'Expense Claims') and 'Status Filter' (set to 'Open'). A 'Search' button is present. Below the filters, there is a 'Results per page' dropdown set to '20' and a 'Showing 8 results' indicator. A table displays the search results:

Description	Event	Status	Raised Date
March 2021	Expense Claims	Open	30 Mar 2021

If you click on the down arrow on the right of each claim, it slightly expands to show details of that claim, as below:
If you click on the same arrow again it will go back to view the one line.
Although the icon in the middle says Open – that is the Status of that Claim – it doesn't open the claim.

You need to click on the underlined wording under the Description header to fully open the claim.

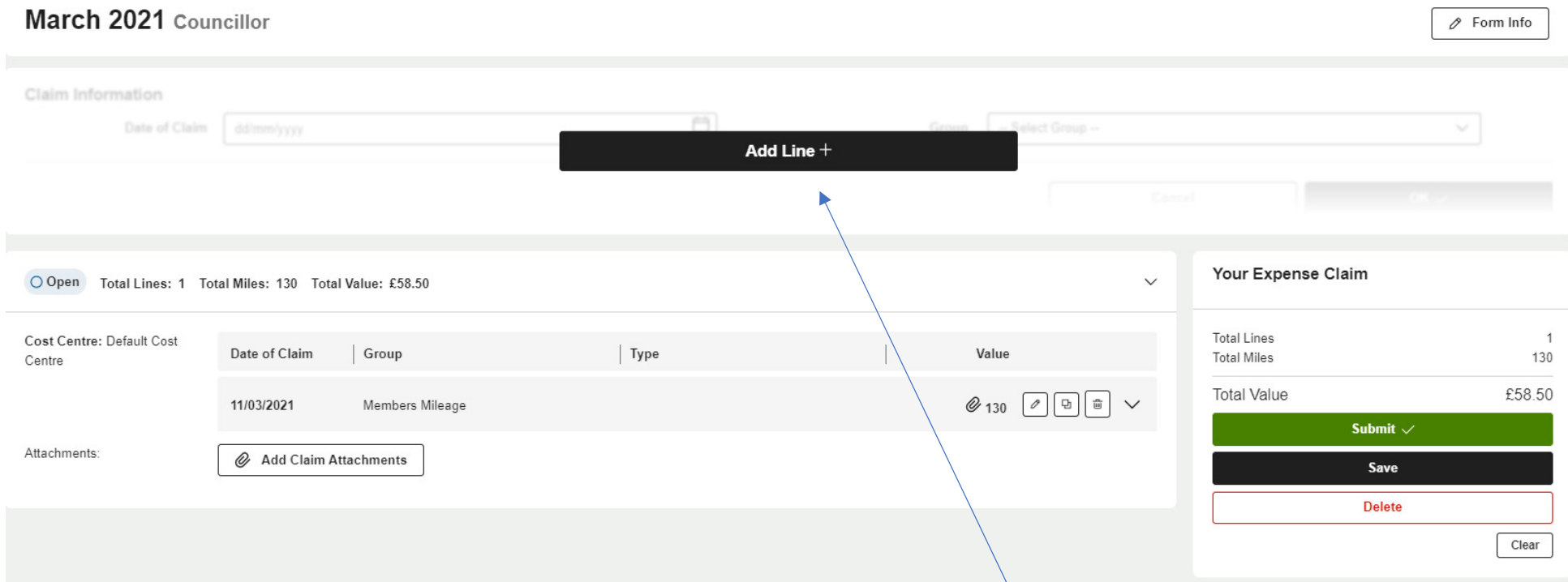


Description	Event	Status	Raised Date
<u>March 2021</u>	Expense Claims	Open	30 Mar 2021

So we will click on March 2021, [here](#).

It will open as below:

You will see your header has stayed as **March 2021**



March 2021 Councillor Form Info

Claim Information

Date of Claim: dd/mm/yyyy Group: Select Group

Add Line +

Open Total Lines: 1 Total Miles: 130 Total Value: £58.50

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
11/03/2021	Members Mileage		£ 130

Attachments: Add Claim Attachments

Your Expense Claim

Total Lines: 1
Total Miles: 130
Total Value: £58.50

Submit ✓
Save
Delete
Clear

To add another claim in this instance a Subsistence Claim click on the **Add Line +**

An additional line will open as below: continue as before filling in the boxes as they appear.

March 2021 Councillor Form Info

Claim Information

Date of Claim Group

Open Total Lines: 1 Total Miles: 130 Total Value: £58.50

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
11/03/2021	Members Mileage		130 <input type="button" value="edit"/> <input type="button" value="copy"/> <input type="button" value="delete"/>

Attachments:

Your Expense Claim

Total Lines: 1
Total Miles: 130
Total Value: £58.50



March 2021 Councillor

Claim Information

Date of Claim

Type

Members Subsistence

250 characters remaining

Cancel OK ✓

Click on the Calendar icon in the **Date of Claim** field, and you will see this calendar open up.

Click on the Date of Claim - in this case - you should enter the date on your Broadband bill – **All items you are claiming for must have taken place or be in the past – ie. a previous bill (not a future one).**



Click on **Group** down-arrow now and choose Members Subsistence

Group


-- Select Group --

Members Mileage

Members Subsistence

You will see screen once this is done, two more fields open underneath - "Type" and "Description"

March 2021 Councillor

 Form Info

Claim Information


Date of Claim

Type

Group

Description
250 characters remaining

Cancel

OK 



Click on the down arrow in the "Type" field.

You will see these drop-down choices appear.

Please Note: In this list there are Allowances for Bed & Breakfast, Breakfast, Lunch, Dinner and Line rental/Broadband all with or without VAT.

These should be chosen as appropriate, according to if there is VAT on your receipt or not.

If there is VAT mentioned on your receipt, then you would choose the one with VAT in the title.

March 2021 Councillor

Claim Information

Date of Claim

Type

- Select Type --
- Dinner Allowance £25 max (VAT)
- Lunch Allowance £12.00 max (VAT)
- Bed & Breakfast London £131 max
- Bed & Breakfast £110 max
- Bed & Breakfast £110 max (VAT)
- Bed & Brek London max £131 .00 (VAT)
- Breakfast Allowance £8.00 max (VAT)
- Breakfast Allowance £8.00 max
- Dinner Allowance £25 max
- Family and Friends £25
- Line rental/Broadband
- Line rental/Broadband (VAT)
- Lunch Allowance £12.00 max
- Meals deduction £4.70
- Miscellaneous
- Postage
- Public Transport
- Telephone calls (non tax)

Total Lines: 2 Total

Cost Centre: Default Cost Centre

As this is for Home Broadband – you should click “Line rental/Broadband (VAT)” if your bill has VAT.



Once you have chosen a "Type" field you should fill in the Description box with further details.



March 2021 Councillor

Form Info

Claim Information

Date of Claim

Type

Group

Description
217 characters remaining

Costs and Receipts

Value

Attach valid bill

Attachments

Add Attachments

Cancel

OK

The next row appears – "Costs and Receipts"

The Value box has opened and can be typed into accordingly with the amount you are claiming for. (NB. The "Value" field only accepts numbers and decimal points – no £ signs should be used).

Just Tab past the attach valid bill box.

March 2021 Councillor Form Info

Claim Information

Date of Claim	<input type="text" value="28/02/2021"/>	Group	<input type="text" value="Members Subsistence"/>
Type	<input type="text" value="Line rental/Broadband (taxable)"/>	Description	<input type="text" value="Broadband bill for February 2021."/>

217 characters remaining

Costs and Receipts

Value	<input type="text" value="27.52"/>	Attach valid bill	<input type="text"/>
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Attachments



Lastly for this section – you must attach your Receipt.

NB. The majority of receipts in 'Members Subsistence' are mandatory – (with only the two exceptions being "Meals Deduction" and "Friends & Family Stays")

For "A Stay with Friends & Family" a name and address must be recorded in the Description box, as receipts are not available.

For Meals Deduction you must enter the 4.70 as normal, the system will know what to do with this. Do not enter a negative sign.

A receipt should then be attached by clicking the "Add Attachments" button.

To attach a receipt for the item you are claiming, you should scan to your email address and save to your desktop.

This can also be done by taking a picture with your phone, emailing it to yourself at your work email account and saving to your desktop as it's easier to attach from desktop. If you require any assistance at this point, please get in touch with Lynsey.Graham@highland.gov.uk



Then click OK.



You will then see this screen with the details you have just entered, and you can simply click "Save"

Claim Information

Date of Claim: 15/03/2021

Group: Select Group --

Add Line +

Open Total Lines: 1 Total Value: £27.52

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
15/03/2021	Members Subsistence	Line rental/Broadband (taxable)	£27.52

Attachments: Add Claim Attachments

Your Expense Claim

Total Lines: 1

Total Value: £27.52

Submit ✓

Save

Clear

You can amend anything in the claim by clicking on the Pencil Icon to edit.

March 2021 Councillor Form Info









Claim Information

Date of Claim Group

Add Line +

Open Total Lines: 2 Total Miles: 130 Total Value: £86.02

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value	
11/03/2021	Members Mileage		130	   
28/02/2021	Members Subsistence	Line rental/Broadband (taxable)	£27.52	   

Attachments:

Your Expense Claim

Total Lines 2
Total Miles 130

Total Value £86.02



If you do the same or similar again that month, you can simply copy this claim by clicking on the Copy Icon and adjust accordingly.



March 2021 Councillor

Form Info

Claim Information

Date of Claim

Group

Select Group --

Add Line +

Cancel

OK

Open Total Lines: 2 Total Miles: 130 Total Value: £86.02

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value	
11/03/2021	Members Mileage		130	
28/02/2021	Members Subsistence	Line rental/Broadband (taxable)	£27.52	

Attachments:

Add Claim Attachments

Your Expense Claim

Total Lines 2
Total Miles 130

Total Value £86.02

Submit ✓

Save

Delete

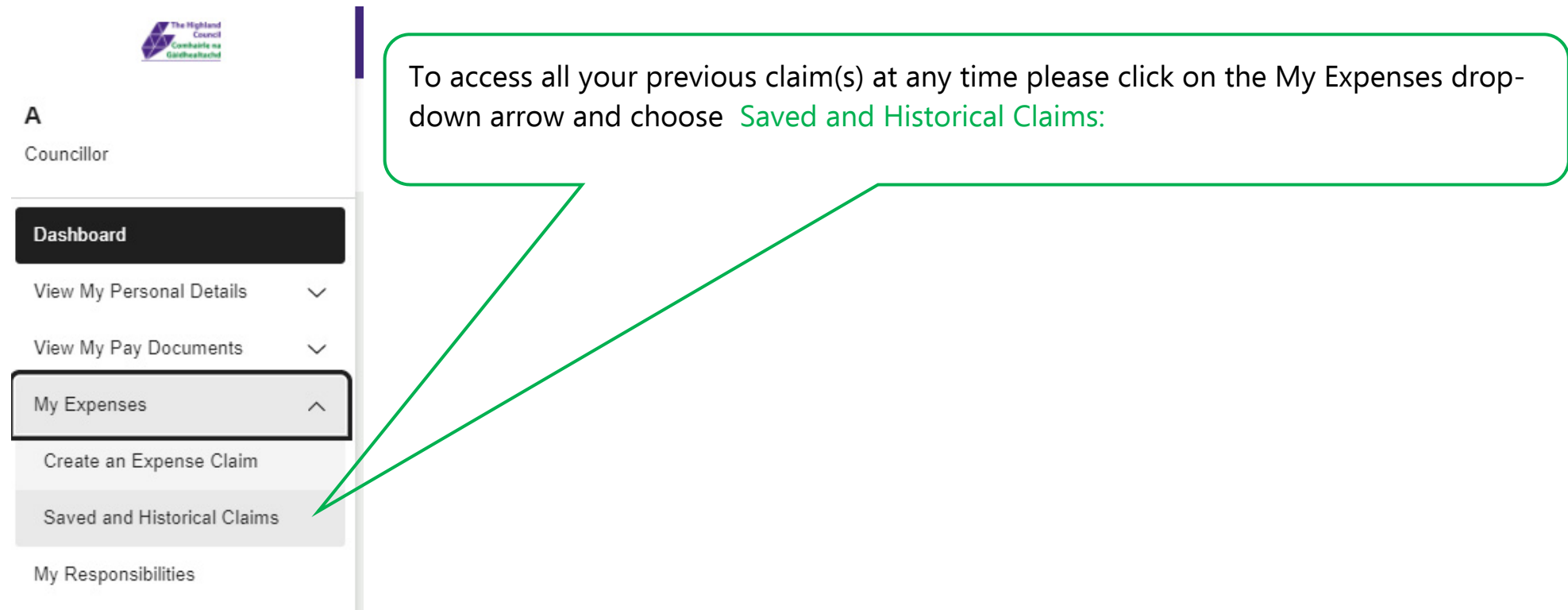
Clear

Also, if for any reason, you wish to delete this claim simply click the Bin Icon.



Submitting your Claim for the Month

Once you are logged into MyView, and on the Dashboard screen; as you have already started and saved a claim for March 2021 you would click on "My Expenses"



The screenshot shows the MyView dashboard interface. At the top left is the Highland Council logo. Below it, the user is identified as 'A Councillor'. The main navigation menu is on the left, with 'Dashboard' highlighted. Other menu items include 'View My Personal Details', 'View My Pay Documents', 'My Expenses' (which is expanded to show 'Create an Expense Claim' and 'Saved and Historical Claims'), and 'My Responsibilities'. A green callout box with a pointer to the 'Saved and Historical Claims' option contains the text: 'To access all your previous claim(s) at any time please click on the My Expenses drop-down arrow and choose **Saved and Historical Claims:**'.

Click on **Saved and Historical Claims:**

You need to click on the underlined wording under the Description header to fully open the claim.

So we will click on March 2021, here.

This screen will open:

Claim Information

Date of Claim dd/mm/yyyy

Group

Select Group

Add Line +

Open Total Lines: 2 Total Miles: 130 Total Value: £86.02

Cost Centre: Default Cost Centre

Date of Claim	Group	Type	Value
11/03/2021	Members Mileage		130
28/02/2021	Members Subsistence	Line rental/Broadband (taxable)	£27.52

Attachments:

Add Claim Attachments

Your Expense Claim

Total Lines 2
Total Miles 130

Total Value £86.02

Submit ✓

Save

Delete

Clear

When you click on **Submit** you will receive this note on screen:

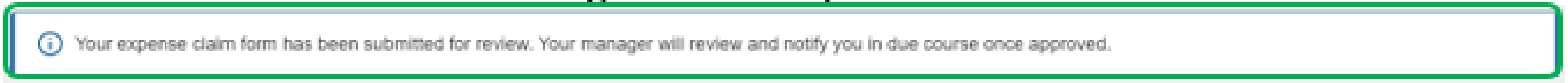
Please note:

There will be a cut-off date set each month for you to have your expenses submitted by; and this will be notified to you in advance as usual.

Submit Claim ✕

Are you sure you want to submit this claim?

Once you click Yes, you will receive an **onscreen acceptance note**



Once your claim has been approved – you will receive this automated email from rlportal@highland.gov.uk informing you of the approval.



Authorisation Progress Bar

The screenshot displays an expense claim interface. At the top, it shows a status of 'Submitted' with a total of 1 line and a value of £27.52. Below this is an 'Authorisation Progress' bar with three stages: 'Submitted' (active), 'Pending', and 'Approval'. A table below the progress bar lists the claim details:

Date of Claim	Group	Type	Value
28/02/2021	Members Subsistence	Line rental/Broadband (taxable)	£27.52

On the right side, there is a 'Your Expense Claim' summary box with a 'Withdraw' button and a 'Print Summary' button. Two orange arrows point from the text below to the 'Submitted' stage of the progress bar and the 'Withdraw' button.

You will see above that there is an **Authorisation Progress bar** – which shows you that you the Councillor have Submitted your form and it is Pending.

You will see that if you need to **Withdraw** your claim for any reason – there is a button for this (this button will only be there until it has passed the Approval stage when that option will no longer be available)

You'll see that there is a print option as well.


Once your claim has been authorised you will receive this automated email informing you (SLIDE 6)

HGTEST Database Web Subsistence Expense - App 0000106895



rlportal@highland.gov.uk

To ● Tricia MacDonald

 You forwarded this message on 17/03/2021 17:27.

Please be advised that your expense claim has been approved:

Claim Number: 0000106895

Claim Date: 17/03/2021

Claim Description: Home Broadband

This message was system generated (please do not reply).

Helpful Information

Deadline for submitting

There will be a cut-off date set each month for you to have your expenses submitted by; and this will be notified to you in advance as usual.

The system allows for a 90 days warning.

Claims will be rejected if they are older than 90 days, this is to allow for approval to be granted by the Corporate Resources Committee as per Highland Council agreement. Once a claim has been approved by Corporate Resources Committee, on these occasions you would go into Historical Claims and resubmit the claim.

Closing note:

If you require any further support in the use of MyView to submit expenses claims or have any queries around the process in general, please contact Lynsey.Graham@highland.gov.uk in the first instance.

If you are experiencing any technical difficulties when trying to submit expense claims using MyView e.g. experiencing error messages or having problems logging in, please contact FinanceSystemsAdministrationTeam@highland.gov.uk