

MyPay – Mileage Claim Requests

Modified on Tue, 10 Dec, 2024 at 1:26 PM

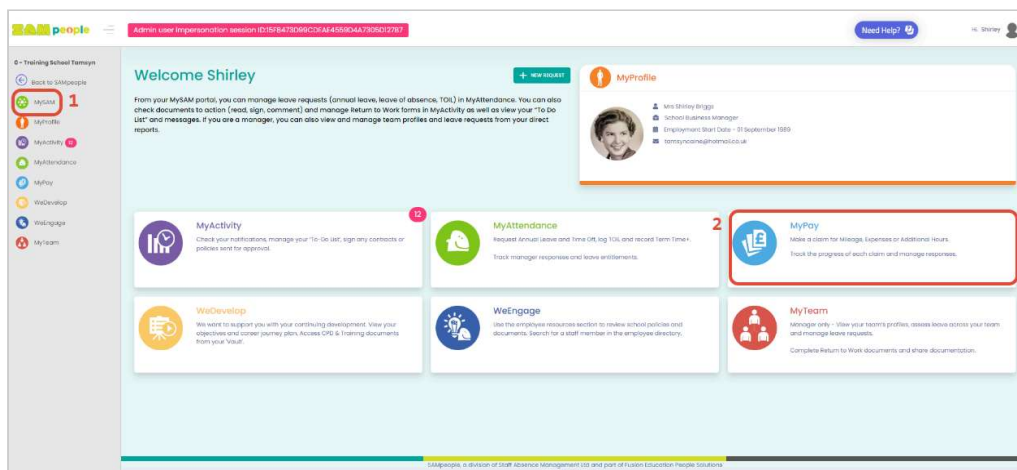


Within the **MyPay** section you can make a claim request for **Mileage** and track the progress of these claims and the approvers responses.

1. Log in to **SAMpeople**. If you are a SAMpeople user you will need to click on the **MySAM** button in the left hand menu.

If you are not a SAMpeople user, you will go directly to your **MySAM Portal**.

2. To access **MyPay** click on the tile or the left hand menu option.

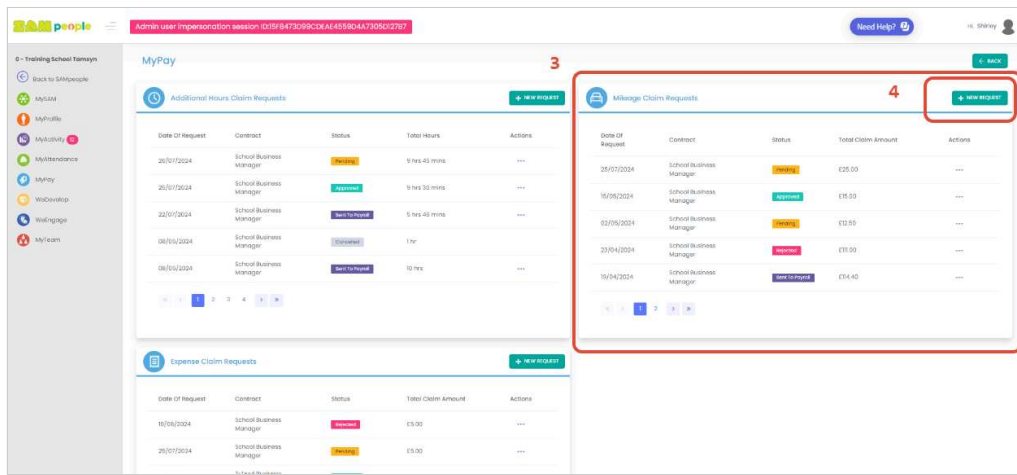


MyPay Dashboard Summary:

3. The **Mileage Claim Requests** shows a list of any requests, including date of the request, the current status and total claim amount.

4. To submit a new request click **+NEW REQUEST**

A **Request Form** will populate.

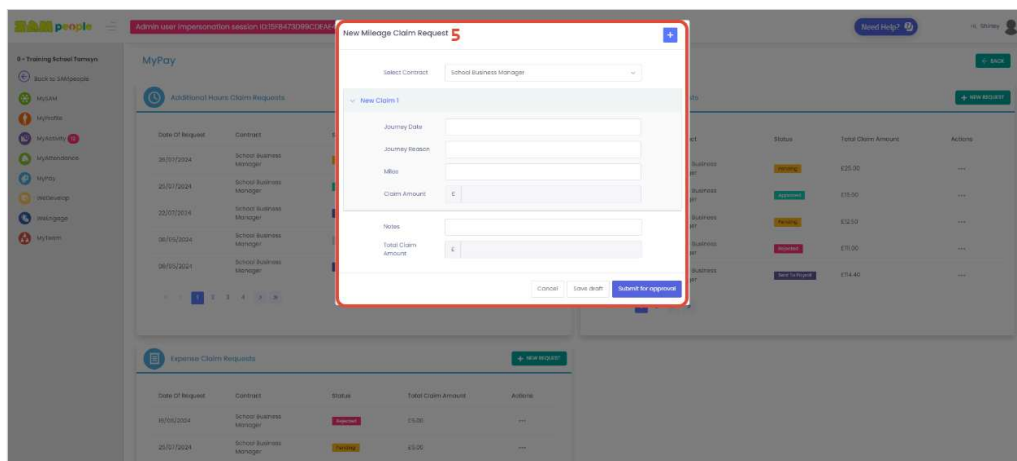


5. Complete the fields on the request tab.

- Select the **Contract** the request is against
- Add the **Journey Date**
- Add the **Journey Reason**
- Add the Number of **Miles**
- Add the **Claim Amount**
- Add any **Notes** for the claim request
- Click the **+** to add another journey claim, *you can add up to 5 lines to the claim.

Claims can not be submitted for future dates.

Click **Save draft** to save as a draft or **Submit for Approval** to submit.



6. **Draft Requests** can be edited by clicking the **three action dots** and selecting **Edit** or **Delete**.

MyPay

Admin User Impersonation session: 035f8473b99c0e4a556044705003767

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Additional Hours Claim Requests + New Request

Date Of Request	Contract	Status	Total Hours	Actions
26/07/2024	School Business Manager	Pending	8 hrs 45 mins	...
26/07/2024	School Business Manager	Approved	8 hrs 30 mins	...
22/07/2024	School Business Manager	Pending	8 hrs 48 mins	...
08/06/2024	School Business Manager	Completed	1 hr	...
08/06/2024	School Business Manager	Pending	10 hrs	...

1 2 3 4 5

Mileage Claim Requests + New Request

Date Of Request	Contract	Status	Total Claim Amount	Actions
26/07/2024	School Business Manager	Pending	£29.00	...
10/05/2024	School Business Manager	Approved	£19.00	...
02/05/2024	School Business Manager	Pending	£12.00	...
22/04/2024	School Business Manager	Pending	£19.00	...
10/04/2024	School Business Manager	Pending	£14.40	...

1 2 3 4 5

Expense Claim Requests + New Request

Date Of Request	Contract	Status	Total Claim Amount	Actions
19/06/2024	School Business Manager	Pending	£5.00	...
26/07/2024	School Business Manager	Pending	£5.00	...

7. Once submitted the **Mileage Claim Request** will show on the **MyPay** dashboard.

You can review the following information:

- The **Date** submitted
- The current **Status** of the claim
- **Total Claim** amount

8. Click the **three action dots** to **View** or **Print** the request, you can also **Cancel** any pending requests.

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1 2 3 4 5

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26/07/2024	School Business Manager	Pending	£5.00	...

When Viewing your **Mileage Claim Request**.

9. You can click **Approval Status** to check the status of your claim.

Once you have completed and submitted your mileage claim for approval, it is sent to the approval manager and once it has been approved / rejected the claim the status will be updated on your MyPay dashboard.

people

Admin User (Impersonation session ID:593478189C214)

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Additional Hours Claim Requests

Date Of Request	Contract
25/07/2024	School Business Manager
26/07/2024	School Business Manager
22/07/2024	School Business Manager
26/07/2024	School Business Manager
06/03/2024	School Business Manager

123456

Expense Claim Requests

Date Of Request	Contract
10/06/2024	School Business Manager
25/07/2024	School Business Manager

View Mileage Claim Request - Shirley Briggs

Contract: School Business Manager

Submitted Date: 25/07/2024

Status: Pending

View

Journey Date: 03/07/2024

Journey Reason: Visit

Miles: 50.00

Passengers: 0

Claim Amount: £ 25.00

Notes:

Approver Notes:

Total Claim Amount: £ 35.00

Approval Status

Manager Approval - Shirley Briggs

25/07/2024

25/07/2024 16:16

Manager Approval - Shirley Briggs

Current Pending

Close

Need Help?

Help

View Request

Date	Status	Total Claim Amount	Actions
03/07/2024	Approved	£25.00	...
03/07/2024	Approved	£15.00	...
03/07/2024	Approved	£12.50	...
03/07/2024	Approved	£30.00	...
03/07/2024	Approved	£14.40	...

Video - MyPay Mileage Requests