

# MY VEHICLE FOR MANAGERS & EMPLOYEES

## OVERVIEW

Before making a claim for business mileage incurred when travelling for business purposes, staff will be required to have a vehicle registered on **MyView**. More than one vehicle can be listed. If a vehicle is disposed of it can be removed from MyView.

This screen displays the current vehicle details.

Vehicle Entry

Used to review your current vehicle details which are used when making any claims for mileage incurred when travelling for business purposes.

To add an additional vehicle or adjust any details, please use the relevant form within the My Forms section

**DO NOT** use the **close** button or try to amend your vehicle from this screen - attempting to do so with result in you being exited from the system.

Please Note that we do not use some fields available in this module so you will find that default values have been inserted. THESE DO NOT NEED UPDATING  
 i.e. First Registered Date = 01/04/1999, CO2 Value = 999, P11D Detail = Blank / 0, Road Fund Band = Blank

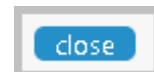
Vehicles

Start Date	End Date	Default	Registration	Description
01/04/2012	<a href="#">close</a>	<a href="#">set as default</a>	XX11XXX	AUDI A4 2.0 Diesel

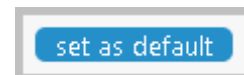
## NOTE:

- This screen is for **VIEW only** and cannot be updated.
- If you require changes / additional vehicles please use the relevant **My Form** available:
  - ✓ New Vehicle Update
  - ✓ Vehicle Certificate Update (i.e. Tax, Insurance MOT data)

- **Do NOT use the close button as this will exit you from the system**



- **Do NOT try and change your vehicle Default from this screen as this will exit you from the system**



## DETAILS PROVIDED

Click on the vehicle registration to view the details available. Not all fields are used on the screens so some may be completed with a standard default value – these can be ignored i.e.

**First Registered** = 01/01/1940

**CO2 Value** = 999

**P11D Detail Screen** – Not used

**Road Fund Band** – Not used

However, other information on this screen will be collected and populated via the **My Form** process i.e.

**Road Fund Due Date, Insurance Due Date & MOT Due Date.** These documents need to be verified by your line manager to ensure that the employer is reducing its liability in accordance with the corporate manslaughter law 2008.