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.

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
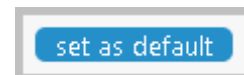   - ✓ Vehicle Certificate Update (i.e. Tax, Insurance MOT data)

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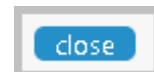
- Do **NOT** try and change your vehicle Default from this screen as this will exit you from the system

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.