Selima Expenses Guide

The Selima Expenses module is for everyone to claim for mileage and subsistence expenses incurred with travelling for work purposes. It is not for reimbursement for any other items e.g. stationery or equipment for school or work purposes ±such items must be purchased using the school credit card ±please see your office manager.

Getting ready to make a claim

1. , W ¶ V U H D O O \ L P S R U W D Q W W K D W H D F K F O D L P D Q W L V V H W X S claims ± L I W K L V L V Q ¶ W G R Q H D Q \ F O D L P R V U S K R U W L E O \ Z U R Q J Before you start, you will need scanned copies of the following:

   - Your current, valid driving licence
   - Your insurance document, showing you are covered for business mileage
   - Your current MOT certificate (if relevant)
   - You must also need to notify your school administrator of your usual home to office mileage, so they can add it to your personal record.

2. Go to your Self Service page on Selima - https://live.selima.co.uk/EborAcademyTrustSecure/# S H O H F W µ ([S H Q V H V ¶

3. Go to the box F D O O H G µ 9 H K L F O H V ¶ F O L F N R Q µ D G G ¶ D Q G F R P S O H including your driving licence. At the bottom there are other tabs called µ $ G G 0 2 7 ¶ D Q G µ $ G G L Q V X U D Q F H ¶ & R P S O H W H E R W K R I W K H P D Q G X S O R D G Please note that if you use more than one car, you can set both of them up on the system. PLEASE NOTE THAT YOU MUST BE INSURED FOR BUSINESS MILEAGE TO BE ABLE TO MAKE A CLAIM, NOT JUST COMMUTING TO AND FROM YOUR PLACE OF WORK.

4. When finished, click on the gre H Q µ V D Y H ¶ E X W W R Q : K H Q \ R X G R W K L V D S S H D U L Q W K H P L G G O H R I W K H V F U H H Q H Q W L W O H G µ 9 H K L F \ R X U O L Q H P D Q D J H U L Q W K H P L G G O H , I , t h e n a n e m a i l will be sent to your line manager, requesting them to approve your details. You should not start claiming any mileage or expenses until your information has been approved. You may want to let your line manager know that you have added this information and ask them to approv e it so you can get started with your claim.

Making a Mileage Claim

Once all of your information has been approved, you are ready to start claiming.