



From mountain to sea

User Guidance

Covid-19 Mileage & Expense Claims

Wherever possible, Covid-19 related expenditure should be separated from regular service expenditure. To facilitate this, four service-specific ESS claim forms have been created with the relevant Covid-19 cost centre and subjective pre-populated.

To submit a mileage or expense claim through ESS, please visit the [self-service askHR portal](#) and follow the links to 'Claim: My Travel and Subsistence'. A quick start guide is also available from this [link](#).

To Submit a claim through Covid-19 Claim form:

1. Enter the start date as the 1st of the claim month, e.g. a March claim would be 01/03/2020
2. Select the relevant job from the drop-down list
3. Click to expand the Claim template drop-down list
4. Click to expand the Claim template drop-down list
5. Select the relevant Covid-19 template
6. Click 'New' to open a blank claim form

Please refer to the [quick start guide](#) for instructions on how to complete the claim form.