Aberdeenshire COUNCIL

From mountain to sea

Online Travel and Subsistence Claiming
Quick Start Guide September 2023

Step 1: Adding a private vehicle

From the ESS home page, go to:

- Personal
- Scroll down to 'Private vehicles'
- Click 'Add vehicle'
- Complete the fields
- Click Save

You can find your vehicle's engine capacity and CO_2 emissions rating by clicking here.

Ensure that the 'start date' you enter is **before** the first date you are claiming for so the vehicle will be available to select.

For full guidance please refer to the Adding a Private Vehicle guidance document.

Step 2: Inputting the claim

From the ESS home page, go to:

- Pay & Benefits
- Scroll down to 'Time & Expenses'
- Click 'Add claim'
- Follow the on-screen instructions

You can save a partially completed claim form by clicking on 'Save draft'. When you are ready to submit your claim for payment, click on 'Submit'.

You can revisit a draft claim by returning to the 'Time & Expenses' section within the Pay & Benefits screen.

For full guidance please refer to the Inputting a Claim guidance document.

Step 3: Attaching receipts

Fuel and expense receipts **must** be attached to all claim forms. The Council will accept a clear digital image of the receipt, e.g. a picture from a smartphone or a scan from a printing/scanning device. To attach a receipt at the point of submission:

After clicking 'Submit' you will be taken to a final submission screen where a receipt can be attached.

- Click on the '+' icon next to **Receipt attachments** at the bottom of the screen
- Click on 'Browse' to select the file
- Click on the paperclip icon to attach the file.

You will know that the file has been attached successfully as it will appear below '**Receipt attachments'.** You can attach multiple files to a claim.

For full guidance on attaching receipts to a draft claim, or retrospectively to an authorised claim please refer to the Attaching Receipts guidance document.

Viewing Authorised Claims

Authorised claims are automatically archived and removed from view. **For guidance on how to view archived claims please refer to the Viewing Authorised Claims guidance document**.

Further Information

An ESS ALDO course has been created which includes video tutorials on submitting T&S claims. Follow this link to be taken directly to the ESS course once you log in to ALDO.