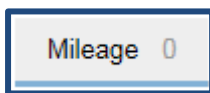


Understanding Claiming Categories – Employee Online (EOL)

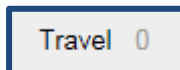
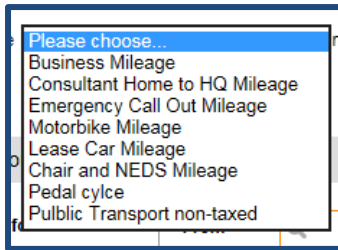
- To begin with once you have created a new claim and need to then add expense, you need to select the correct category (See below for the four category's you can select from, which will then contain sub-category's)



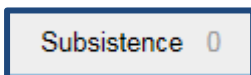
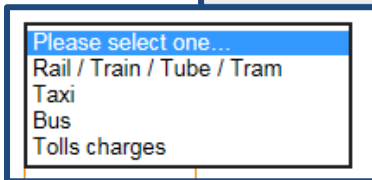
- The Four Category's (You will need to click the appropriate one):
 - Mileage**
 - Travel**
 - Subsistence**
 - Supplementary**



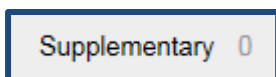
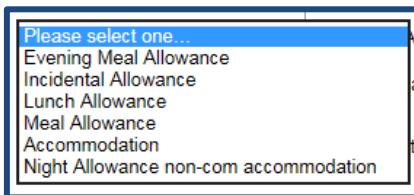
- Business Mileage
- Consultant Home to HQ Mileage
- Emergency Call Out Mileage
- Motorbike Mileage
- Lease Care Mileage
- Chair and NEDS Mileage
- Pedal Cycle
- Public Transport non-taxed



- Rail / Train/ Tube / Tram
- Taxi
- Bus
- Tolls Charges



- Evening Meal Allowance
- Incidental Allowance
- Lunch Allowance
- Meal Allowance
- Accommodation
- Night Allowance non-com accommodation



- Parking
- Course Fees
- Junior Medical Staff Course Fees
- Senior Medical Staff Course Fees
- Congestion Charges
- Phone Expenses
- Minor Pre-approved Department Expense

