

Claim for Get You Home (Overseas)

Do NOT keep printed copies of this guide – it is subject to frequent update.

Scope

This instruction covers the process for a Service Person (SP) claiming Get You Home (Overseas) (GYH(O)) when permanently assigned overseas.

The SP must have requested a Self Service Journey Claim prior to submitting this claim. The reference number supplied when the Journey Claim application is approved must be inserted in the Authority box within the claim.

If the SP has had an advance for GYH(O) the action to clear the advance should be undertaken once the tickets have been purchased even if this is before the date of travel, but NLT 31 days of the Anticipated End Date (AED) of actual travel. If the advance is not cleared within 31 days of the AED of actual travel the advance will become a payroll debt with relevant action automatically taken.

If the GYH(O) journey claim has a terminal travel within the overseas country, MMA within actuals must be used. Terminal travel within the UK must be input using Motor Mileage Allowance.

Policy

JSP 752 Chap 9 Sect 11

Distribution

JPA Self Service User

Ownership

The JPA Process Lead for Allowances DBSMilPers-FutDev-Pay-Allces@mod.gov.uk is responsible for ensuring this document is necessary, reflects actual practice, and supports corporate policy.

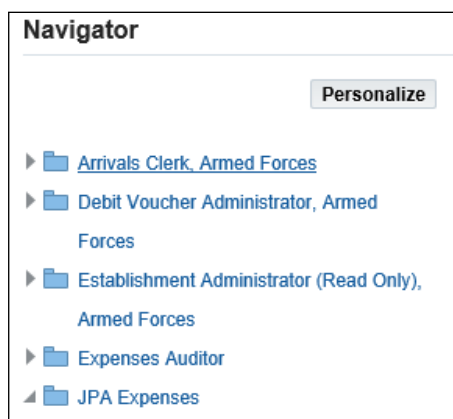
Activity Preface

The SP is to obtain a Self Service Journey Claim Number following .

JPA Self Service User

1. Claim for Get You Home (Overseas).

- Logon to JPA.
- Select **JPA Expenses**.



- Click **Create New Expense Claim**.

Expenses Claim	Create New Expense Claim
iExpense Help and Current Allowance Rates	

The iExpense Help button is available throughout iExpenses should you require assistance.

Create Expense Report: General Information Save Cancel Step 1 of 3 Next

* Indicates required field

iExpense Help and Current Allowance Rates

Name BIRCHXXX, PERRY AMOS (MAURICE) (66827867) Type of Claim **Leave Travel**

Cost Centre D4894G Select Type of Claim. For further information click on iExpense Help button above and navigate to 'Types of Claim' hyperlink.

Reimbursement Currency EUR - Euro *** Authority** OC XXXX

You will not be permitted to select a reimbursement currency unless a JPA payment method exists and you have a valid bank account for that currency.

Authorising Officer, Joining Instructions reference, etc. For School Children's Visits or Self Service Journey Claims use the reference number given when you applied for the Journey.

Additional Information

* Have you been told to use a UIN other than your own Unit's? No *** Journey Number** 123456

Select Your New UIN/ORG

* Do You Have the Authority of the Budget Holder? Yes

If the UIN entered is not held on JPA please amend it or speak to your Unit HR for help.

- Select the correct currency from the drop down list in **Reimbursement Currency** field. This field defaults to **GBP – Pound Sterling** e.g. **EUR-Euros** You will not be permitted to select a reimbursement currency unless you have a valid bank account for that currency
- Select **Leave Travel** from the **Type of Claim** LOV.
- Enter the approved **Journey Number** as the **Authority** for the claim.
- In the **Additional Information** section enter:
 - The approved **Journey Number** in the **Journey Number** box You may have to scroll to the right to view this box on the page You must use an approved **Journey Number** to submit your claim. The Journey Number is created when you apply for a **Self-Service** Journey on JPA. If you have no access to JPA your Unit HR Staff will issue a locally created Journey Number. This will mean you will then need to submit a [JPA Form F016 – Manual Offline Claim](#) as JPA will not recognise the locally issued Journey Number.
- **Do you need to change your UIN?**
- Select Yes from LOV in Have you been told to use a UIN other than your own Units? field
- Select new UIN/ORG from LOV in Select Your New UIN/ORG field
- Insert Yes or No in Do you have the Authority of the Budget Holder field
- Click **Next**.

The Cash and Other Expenses: Details screen will be displayed.

- Click **Details**

JPA If you need help, contact the JPAC using iSupport or phone
 Military: 94560 3600 Civilian: 0141 2243600 Pensions: 0800 0853600 Expense Reports 🔍 ★ ⚙️ 🔔 | Logged In As 66827867BIRCH_XXX 🔒

Expenses
 Expenses Home | Expenses Search

General Information | **Cash and Other Expenses** | Review






Create Expense Report: Cash and Other Expenses Save Cancel Back Step 2 of 3 Next

[iExpense Help and Current Allowance Rates](#)

Receipt-Based Expenses

TIP CLICK the blue Details Icon to enter further information about your claim.
 TIP Date Example: 22-MAR-2017.

Select Expense Lines: Duplicate Remove 🔍 🔄 ⚙️ 📄 📄 📄

<input type="checkbox"/>	Line	Date	Expense Type	Justification	Reimbursable Amount (GBP)	Details
<input type="checkbox"/>	1					
<input type="checkbox"/>	2					
<input type="checkbox"/>	3					
<input type="checkbox"/>	4					
<input type="checkbox"/>	5					

If claiming for a flight go to task #2
If claiming for terminal travel within UK go to task #3
If claiming for terminal travel within overseas country go to task #4

2. To claim for a flight.

Cash and Other Expenses: Details for Line 1 Duplicate New Line Remove Line Continue

* Indicates required field

[iExpense Help and Current Allowance Rates](#)

* Indicates required field

* Expense Type

* Date Expense Incurred

Daily Rate

Number Of Days

Receipt Amount

* Receipt Currency

Exchange Rate

Reimbursable Amount 500.00

Justification

* Expense Location

Original Receipt Missing

- Select the **GYH(O)-Up to MOD Flight Allowance** in **Expense Type** from the drop-down menu.
- Enter **Date Expense Incurred**
 If an Advance was given the Date Expense incurred must be the actual date of travel.
- Enter **Expense Location (Country)**, if applicable
- Enter **Receipt Amount**, if applicable
- Enter the **Receipt Currency** as appropriate.
- Enter relevant information in the **Justification** box.
- Click **Continue**
- **Go to task #6**

3. To claim for terminal travel within UK.

Cash and Other Expenses: Details for Line 1 Update Duplicate New Line Remove Line Continue

* Indicates required field

[iExpense Help and Current Allowance Rates](#)

* Indicates required field

* Expense Type Motor Mileage Allowance (MMA)

* Date Expense Incurred

Justification

Daily Rate
Number Of Days

invalidate the claim.
If this claim is for HDT or Incidental Expenses, please ignore this field.

Receipt Amount

Receipt Currency EUR - Euro

Receipt currency 'GBP - Pound Sterling' must be selected for IE, Caravan Towing, Passenger Allowance, CLR, Military Equipment, Refund of Daily Food Charge/Core Meal, MOA, and PAR regardless of location to ensure correct set UK rate is paid.

Exchange Rate 1
Reimbursable Amount

Additional Information

* MMA Journey Distance

* Miles or Km Miles

* Mileage Type

* Location From

* Location To

* License Plate

- Select the **Motor Mileage Allowance (MMA)** from **Expense Type** the drop-down menu.
- Enter **Date Expense Incurred**.
If an Advance was given the Date Expense incurred must be the actual date of travel.
- Enter any other relevant information in the **Justification** box.
- Enter the **Receipt Currency** as appropriate.
- Complete the **Additional Information** section:
 - **MMA Journey Distance** – enter journey distance on Date Expense Incurred.
 - **Miles or Km** - select from the drop-down list.

* Journey Distance	<input type="text"/>
* Miles or Km	Miles <input type="text"/>
* Mileage Type	<input type="text"/>
* Location From	<input type="text"/>
* Location To	<input type="text"/>
* License Plate	<input type="text"/>

Concessionary Travel for Families-Motor Mileage Allowance @ Converted Leave Rate
 Get You Home(Early Years)GYH(EY)-Hire Car Motor Mileage Allowance Passenger%
 Get You Home(Early Years)GYH(EY)-Hire Car Motor Mileage Allowance@CLR-Driver
 Get You Home(Early Years)GYH(EY)-Motor Mileage Allowance @ Converted Leave Rate
Get You Home(Overseas)GYH(O)-Motor Mileage Allowance@Converted Leave Rate Family
Get You Home(Overseas)GYH(O)-Motor Mileage Allowance@Converted Leave Rate Self
 Get You Home(Seagoers)GYH(S)-Hire Car Motor Mileage Allowance Passenger Rate
 Get You Home(Seagoers)GYH(S)-Motor Mileage Allowance@Converted Leave Rate Driver
 Northern Ireland (NI) Journeys - Motor Mileage Allowance at Converted Leave Rate

© 2006, Oracle. All rights reserved.

- **Mileage Type** - select from the drop-down list.
- **Location From** – enter location from where journey started
- **Location To** – enter location where journey ended
- **License Plate** – enter vehicle registration details.
- Click **Continue**.

- **Go to task #6**

4. To claim for terminal travel within overseas country.

Expenses: Details for Line 1 Duplicate New Line Remove

Allowance Rates

* Expense Type Get You Home (Overseas) GYH(O) - Actuals within Motor Mileage Allowance

* Date Expense Incurred

For ADVANCES: Enter today's date. For claims enter the date the expense was incurred. Any future Date will invalidate the claim.

Daily Rate

Number Of Days

If this claim is for HDT or Incidental Expenses, please ignore this field.

Receipt Amount

* Receipt Currency GBP - Pound Sterling

Receipt currency 'GBP - Pound Sterling' must be selected for: IE, Caravan Towing, Passenger Allowance, CLR, Military Equipment, Refund of Daily Food Charge/Core Meal, MOA, and PAR regardless of location to ensure correct set UK rate is paid.

Exchange Rate

Reimbursable Amount

* Justification

Enter further details to support entitlement to this line of the claim for Authorisation or Audit purposes.

Original Receipt Missing

- Select the **GYH(O)-Up to Actuals within Motor Mileage Allowance** in **Expense Type** from the drop-down menu.
- Enter **Date Expense Incurred**
If an Advance was given the Date Expense incurred must be the actual date of travel.
- Enter **UK** in **Expense Location (Country)**
This needs to be UK regardless of where the terminal travel takes place or JPA will convert this again.
- Calculate the amount of MMA in overseas country using the correct OMMA rate.
Using the US as an example:- 30 miles (from RWA to US airport) x \$0.28
(MMA) = \$8.40 each way. Total value entered under GYH(O) *Actuals within MMA*: \$16.80.
Enter the amount in the **Receipt Amount**.
- Enter the **Receipt Currency** as appropriate.
- Enter the calculations used in the **Justification** box.
- Click **Continue**
- **Go to task #6**

5. To add additional lines, carry out tasks #1-4 as necessary.

6. A summary of your claim will be displayed.

You may **Save** or **Cancel** your claim at this point by clicking the appropriate button, or make amendments by clicking on the **Details** icon.

- Click **Next**.

The Expense Report Review screen will be displayed.

Create Expense Report: Review

Review the expense report below before submission.

[iExpense Help and Current Allowance Rates](#)

[Save](#) [Cancel](#) [Back](#) Step 3 of 3 [Submit](#)

[Terms and Conditions – Claimants Certificate can be found at JPA F022](#)
 I accept the Terms and Conditions of the MOD's Travel and Expense Policies

Expense Report Summary
 If you have updated your expense please click "Save" to ensure that the calculated totals below include all appropriate amounts.

General Information

Name	BIRCHXXX, PERRY AMOS (MAURICE) (66827867)	Have you been told to use a UIN other than your own Unit's?	No
Expense Dates	01-APR-2017 - 01-APR-2017	Select Your New UIN/ORG	
Cost Center	D4894G	Do You Have the Authority of the Budget Holder?	No
Authority	JSP 800 Vol 2 Part 5	Report Total	16.70 GBP
Approver		Reimbursement Amount	16.70 GBP

[Expense Lines](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Receipt Missing	Reimbursable Amount (GBP)	Details
01-Apr-2017	16.70 GBP	Excess Fares	AO dated 1 Apr 17		16.70	
Total					16.70	

- Check the details and if you are happy click **Save**, otherwise click on **Back** to amend the claim.
- Click the **I accept the Terms & Conditions** box.
- Click **Submit**.

End of activity.

Note: All claims in excess of £2K will be subject to an enhanced audit process. Claims greater than £1K but less than £2K will require the SP to submit evidence to Unit HR that travel was undertaken and may be subject to the normal audit process.