

Claim for Overseas Private Vehicle Provision (OPVP)

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 a flat rate contribution towards the cost of selling and buying a vehicle, transporting a vehicle or the cancellation of a vehicle lease agreement, when permanently assigned to, or returning from, an overseas location.

Distribution

JPA Self Service User.

Unit HR Administrator.

Ownership

The JPA Process Lead for Allowances [DBSMilPers-FutDev-Pay-Allces](#) is responsible for ensuring this document is necessary, reflects actual practice, and supports corporate policy.

Policy

Directed Letter – Local Overseas Allowance; Overseas Private Vehicle Provision Policy From 1 April 2021 Version 2, Dated 5 Mar 21 and JSP752, Ch 9, Sect 4.

JPA Self Service User

1. Claim for Overseas iExpense (Vehicle).

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



- Click **Create New Expense Claim**.
- The iExpense Help button is available throughout iExpenses should you require assistance.



The Expenses home screen will be displayed.

- The **Reimbursement Currency** will default to **GBP – Pound Sterling**; however if a local bank account has been allocated to allowance claims this currency can be used.
- Select **Overseas Service** from the **Type of Claim** LOV.
- Enter your Assignment Order number as the **Authority** for the claim.

- The **Additional Information** should not require any amendment from its default entries.
- Click **Next**.

The screenshot shows the 'Create Expense Report: General Information' screen. The 'Reimbursement Currency' is set to 'GBP - Pound Sterling'. A dropdown menu for 'Type of Claim' is open, showing options like 'Administrative Costs', 'Advances', 'Change of Assignment', 'Compassionate Travel', 'FAM Advance', 'FAM Expense', 'HDT Manual', 'Journey Non-Warrant Costs', 'Medical and Dental', 'Miscellaneous', 'Other Duty Travel', 'Overseas Service', 'Recruitment - Sport', 'Recruitment', and 'SCV Non-Warrant Costs'. The 'Authority' checkbox is checked. The 'Name' field contains 'PARSONSXXX, FIDEL GINO (WOODROW)' and the 'Cost Centre' is 'A3192A'.

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

- Click **Details**.

The screenshot shows the 'Create Expense Report: Cash and Other Expenses' screen. The 'Details' icon in the table header is highlighted with a red box. The table has columns for 'Line', 'Date', 'Expense Type', 'Justification', 'Reimbursable Amount (GBP)', and 'Details'. The 'Details' column contains a blue icon for each row.

Line	Date	Expense Type	Justification	Reimbursable Amount (GBP)	Details
1					
2					
3					
4					
5					

- From the **Expense Type** LOV select the appropriate claim type:
 - Private Motor Vehicle Buy/Sell Provision.
 - Private Motor Vehicle Lease Cancellation Provision.
 - Private Motor Vehicle Shipping Provision.
- Enter the **Date Expense Incurred** (for buy/sell the date of the last transaction).
- Enter **Receipt Amount**:
 - For buy/sell claims, **regardless of cost incurred**, enter the full current rate as stipulated in the [OVPV Directed Letter](#) or [JSP752](#) (tip: use “buy/sell” as a keyword search) as the reimbursement amount for buy/sell is a flat rate.
 - For shipping or lease cancellations enter the receipt amount up to the claim limit stipulated in the [OVPV Directed Letter](#) (directed letters are listed on the right of the page) or [JSP752](#) (tip: use “buy/sell” as a keyword search).
- Enter relevant information in the **Justification** box (for e.g. the price a vehicle was bought/sold for).

- Under **Additional Information** enter the **Overseas Assignment Location** (if not already populated).
- Click **Continue**.

Note: The **Warning** “Your receipt amount exceeds the allowance limit...” can be ignored; this is to ensure it goes to the appropriate authoriser/checker.

Warning
Receipt Amount - Your receipt amount exceeds the allowable limit for miscellaneous reporting.

Cash and Other Expenses: Details for Line 1

Expense Type: Private Motor Vehicle Buy/Sell Provision
 Date Expense Incurred: 05-Mar-2021
 Daily Rate: 800.00
 Number Of Days: 1
 Receipt Amount: 800.00
 Receipt Currency: GBP - Pound Sterling
 Exchange Rate: 1
 Reimbursable Amount: 800.00

Justification: Car sold in UK for £5000 Car purchased in Cyprus for €5600 Euros

Additional Information
 Overseas Assignment Location: CYP

The **Cash and Other Expenses** details screen will be displayed again with the claim listed.

- Click **Next**.

Create Expense Report: Cash and Other Expenses

Receipt-Based Expenses

Line	Date	Expense Type	Justification	Reimbursable Amount (GBP)	Details
<input checked="" type="checkbox"/> 1	05-Mar-2021	Private Motor Vehicle Buy/Sell Provision	Car sold in UK for £5000 Car purchased in Cyprus for €5600 Euros	800.00	
<input type="checkbox"/> 2					
<input type="checkbox"/> 3					
<input type="checkbox"/> 4					
<input type="checkbox"/> 5					
<input type="checkbox"/> 6					
<input type="checkbox"/> 7					
<input type="checkbox"/> 8					
<input type="checkbox"/> 9					
<input type="checkbox"/> 10					
Total				800.00	

Total Lines: 1 Grand Total: 800.00

The **Create Expense Report: Review** page will be displayed.

- Check the details are correct and tick the **T&C** box, if content.
- Press **Submit** to be taken to the **Expense Report Confirmation** page.

Expenses

Expenses Home | Expenses Search

General Information | Cash and Other Expenses | Review

Warning
This expense report contains policy violations. Use the warning icons to review. If necessary, return to the previous page to update an expense line or to include a reason for violation in the justification.

Create Expense Report: Review Save Cancel Back Step 3 of 3 Submit

[Expense Help and Current Allowance Rates](#)

+ [Terms and Conditions - Claimants Certificate can be found at JPA F022](#)
accept the Terms and Conditions of the MCO'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	BAILEYXXX, TED STANLEY (27724179)	Have you been told to use a UIN other than your own Unit's?	No
Expense Dates	05-MAR-2021 - 05-MAR-2021	Select Your New UIN/CORG	
Cost Center	F4240G	Do You Have the Authority of the Budget Holder?	No
Authority	test	Report Total	800.00 GBP
Approver		Reimbursement Amount	800.00 GBP

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

Business Expenses

Cash Expenses

Warning	Date	Receipt Amount	Expense Type	Justification	Receipt Missing	Reimbursable Amount (GBP)	Details
	05-Mar-2021	800.00 GBP	Private Motor Vehicle Buy/Sell Provision	Car sold in UK for £5000 Car purchased in Cyprus for £5600 Euros		800.00	
						Total	800.00

End of activity.