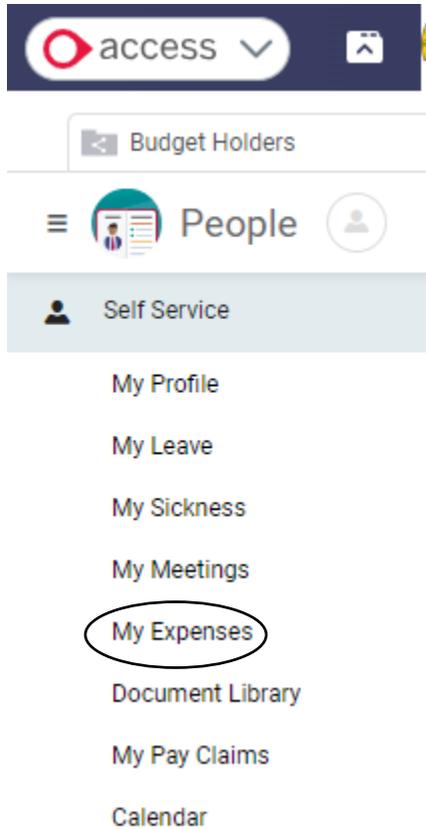
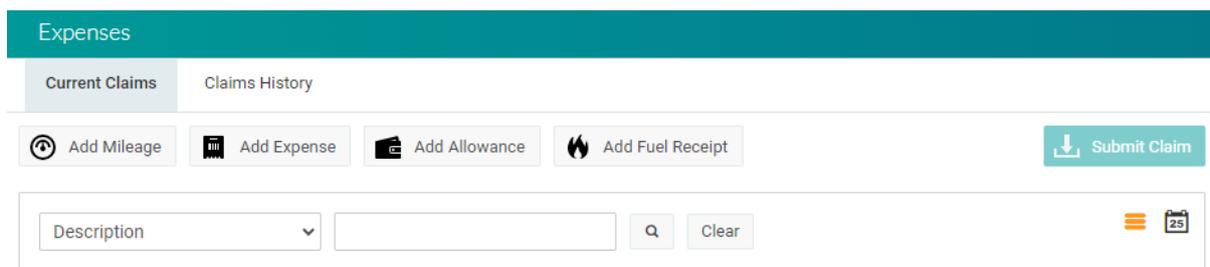


# HOW TO ENTER YOUR CAR AND DRIVING LICENCE DETAILS

Go into your Self Service and select **My Expenses**



You will be taken to page showing information below:



And to the Right Hand side of the screen, you will see fields enabling you to add Vehicle and Driving Licence details.

**PLEASE NOTE: YOU WILL NOT BE ABLE TO ADD A MILEAGE CLAIM UNLESS YOU HAVE ENTERED AND STORED YOUR VEHICLE AND DRIVING LICENCE DETAILS IN**

## ADDING VEHICLE AND DRIVING LICENCE DETAILS

Click on the add button for each section, as detailed below, this is located on the right-hand side of the screen.

### Vehicles

Add

Primary Vehicle Insurance Expiry

[Redacted] [Redacted]

MOT Expiry

Nissan Qashqai

[Redacted]

### Driving Licence Info

Edit

Full UK Licence Yes

Licence Number

[Redacted]

Expiry Date

[Redacted]

Scan N/A

Vehicle
✕

**Vehicle Details**

Primary Vehicle

Registration\*   Make\*  Model\*  CO2\*  g/km

Type\*  Engine Size\*  cc Fuel Type\*  Vehicle > 3 Years Old

Date Car Stopped Being Used   Company Vehicle

Cancel
Add MOT
Add Insurance
Save

IF YOU NEED TO FIND OUT SPECIFIC DETAILS ABOUT YOUR VEHICLE, LOG INTO

GOV.UK  
<https://www.gov.uk> > Driving and transport

Vehicle and driver data and information

SELECT START NOW AND ENTER YOUR REGISTRATION NUMBER.

Once completed , then go to the DRIVING LICENCE INFO field

Driving Licence Info
Edit

Full UK Licence

Licence Number

Expiry Date

Scan N/A

Edit and complete the necessary fields. If after completing and pressing save, it brings up name select OK