

SUBMITTING MONTHLY EXPENSES ELECTRONICALLY

Summary:

You can submit LINK expenses by logging into the database and adding figures to the list of appointments you have serviced. The advantages are:

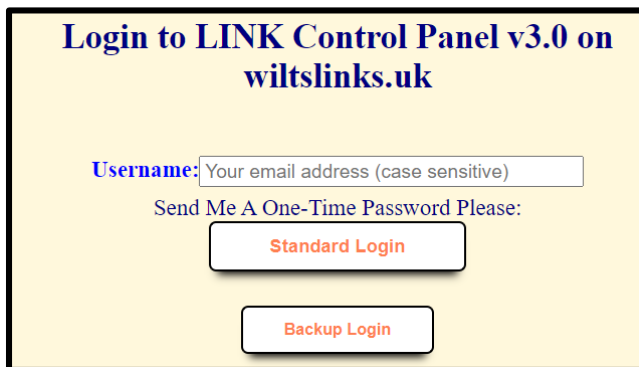
- You don't have to write/type out any details of the appointment; you just use what's already in the database;
- You can add data bit by bit throughout the month;
- At the end of the month, you simply press a button to submit your expenses, the claim goes to the Treasurer instantly, without any paper being involved. You receive confirmation by email that your claim has been submitted;
- The Treasurer for Chippenham LINK settles expenses claims on the first Sunday of the month so we ask that you try to submit your claim for the previous month by then.

The login process:

The database resides at <https://wiltslinks.uk>

In this database, no-one is allowed to dream up their own password. The database will email you a one-time password each time you present it with your username at login. Your username is the email address that Chippenham LINK has recorded for you in the database.

Clicking on the link above takes you to this screen:



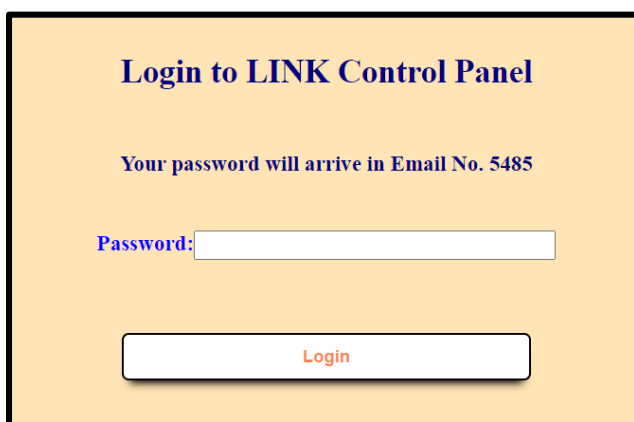
Login to LINK Control Panel v3.0 on wiltslinks.uk

Username:

Send Me A One-Time Password Please:

Type your email address, this field is case sensitive, then click on

The screen will change to



Login to LINK Control Panel

Your password will arrive in Email No. 5485

Password:

To reduce the chance of the password email being diverted to your junk mail, please enter [johndoe@linkscheme.uk](mailto: johndoe@linkscheme.uk) into your email contacts.

Making your expenses claim:

Once you are logged in, you will see a screen like this:

Chippenham LINK Transport

| Logout | **Expenses Claim** | How To |

Select Year and Month for Expenses Claim

02-2021
03-2021
04-2021
05-2021
06-2021
07-2021
08-2021
09-2021
10-2021
11-2021
12-2021
01-2022
02-2022
03-2022
04-2022
05-2022
06-2022
07-2022

Continue

Select the month you want and click **Continue**,

The screen changes to:

MONTHLY EXPENSES CLAIM FOR Carolyn CARTER

By submitting this claim electronically, I confirm that

(a) for the whole period of this claim: I had a valid driving licence, my car was insured and taxed, and had a valid MOT certificate,

(b) my insurance company has been notified of all traffic offences, and

(c) I am a volunteer driver for Chippenham LINK Scheme.

Confirm:

Click the confirm box, the screen changes to a list of the jobs you have done in the month you selected above. NB the list of months may also appear at the top of the screen you may need to scroll down to this part.

SAVE buttons repeated for convenience; each saves everything										
2022-07 2022-06 2022-05 2022-04 2022-03 2022-02 2022-01 2021-12 2021-10										
id	date	client	job	driver_abb	trip_num	hours	extra_exp	miles		
59098	05/07/2022	GOODMAN, Elizabeth.	Rowden Medical Practice Rowden Hill, Chippenham SN15 2SB	DAVE BURGIN	0	00:00 ▾	0.00	0.00	Save	
56577	06/07/2022	ASHLEY, Alison.	Chippenham Community Hospital Rowden Hill SN15 2AJ	DAVE BURGIN	0	00:00 ▾	0.00	0.00	Save	
58493	07/07/2022	GOVER, Mavis.	Bath Clinic Claverton Down Rd, Claverton Down Road, Combe Down Bath BA2 7BR	DAVE BURGIN	0	00:00 ▾	0.00	0.00	Save	
59139	12/07/2022	GREENWOOD, Maureen.	Alzheimers Support 5 Sidmouth Street Devizes SN10 1LD	DAVE BURGIN	0	00:00 ▾	0.00	0.00	Save	
58592	12/07/2022	SUMNER, Irene.	Alzheimers Support 5 Sidmouth Street Devizes SN10 1LD	DAVE BURGIN	0	00:00 ▾	0.00	0.00	Save	
59843	12/07/2022	LEEKY, Pamela.	Hathaway Medical Centre Middlefield Road, Chippenham SN14 6GT	DAVE BURGIN	0	00:00 ▾	0.00	0.00	Save	

The important bit is over on the right of the screen:

trip_num	hours	extra_exp	miles	
0	00:00 ▾	0.00	0.00	Save
0	00:00 ▾	0.00	0.00	Save
0	00:00 ▾	0.00	0.00	Save

You don't need to add a trip number, but if you choose to, start at 1 on each claim.

Add the time you were out for the trip, any extra expenses (parking charges or subsistence if you were out for a long time or at lunch time) and the miles you travelled from when you left home to pick the client up until you returned home. You can be exact on your mileage or just round up or down to the nearest whole number as appropriate.

Extra Expenses

If you have incurred costs while on a trip, e.g. you paid for parking or on a long trip you bought yourself a snack or drink you can add the cost of this to your claim, just put the amount you are claiming into the column headed 'extra_exp' alongside the job on which you incurred the costs. We need a receipt for each element claimed for, put your name at the

top of the receipt and drop it off with your donation envelopes. Or you can scan the receipt or take a picture of it and send it to treasurer@chippenhamlink.org.uk

Multiple appointments in one trip

You may do several appointments in one trip or pick up a couple of clients to take to the same venue, the easiest way to manage this is to enter the total time and mileage in the first line and then enter the same trip number in subsequent lines that were part of the trip, alternatively you can split the time and mileage across several lines.

Cancelled appointments

If an appointment was cancelled, but still appears on your expense form, just let the coordinator know, they can remove your name from the appointment which will remove it from your claim form.

NB this can only be done before you submit the claim, so if you only notice this when you are submitting your claim, just drop an email to Treasurer@chippenhamlink.org.uk then Helen will know that you haven't left off a trip by accident.

Missing appointments

If an appointment that you did isn't appearing on your expense form, it's likely that the coordinator hasn't noted the job as confirmed in the database, just let the coordinator know the date and time of the appointment and they can put this right.

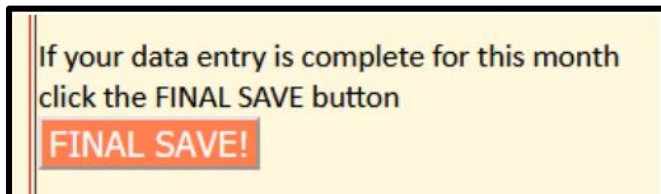
NB this can only be done before you submit the claim, so if you only notice this when you are submitting your claim, hold off submitting it until the coordinator has made the change.

Saving your data

It's vital that you click one of the SAVE buttons alongside an entry in your form when you've finished entering data. It doesn't matter which one but there is no automatic save, so if you don't select one save button before you exit the form any data you've input will be lost.

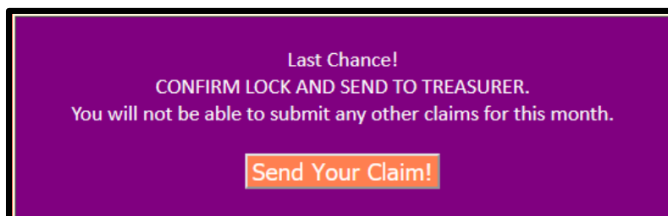
Submitting your claim

At the end of the month, in order to submit your claim, click the orange FINAL Save button at the bottom of the claim form



Then click the Lock It! Button

A screen indicating that you can donate your expenses to Chippenham LINK will appear. Click the orange Send Your Claim! Button



Finally, log out by clicking the Logout button near the top of the page.

