

Oracle Fusion Employee Guide How to apply for excess travel



If you have been displaced from your work location, you may be able to claim excess travel expenses. To do this you need to complete an online form on Oracle Fusion.

On the Home page click on the "Me" tab and then "Personal Information".

Me	My Team	My Client Groups	Help Desk	My Enterprise	Tools Repo	orts OIA	
QUICK ACT	IONS	APPS					
Pei	rsonal Details		P	(A)		G	S
	ocument Records		Directory	Journeys	Pay	Time and Absences	Personal Information
	entification Info						

Select "Document Records".

Personal De	tails	Document Records		Identification Info
Details about y date of birth, m national identif	purself, such as name, arital status, and ier.	Manage your document records and associated attachments, such as birth and marriage certificates, awards, an recognition.	n d	View and edit your passport, driver license, visa, and citizenship info.

Click "Add".

Document Records	≛ Download + Add +
Search by type, name, or numbe	
	Sort By Last Updated - Descending V

Click drop down arrow and select "SLC Excess Travel".

occanicit type		_	
select a value	~	,	
Name	Country	Category	Subcatego
SLC Employee Relations	United Kingdom	Employee Relations	
SLC Employee Relations Letters Info	United Kingdom	Employee Relations	
SLC Enhanced Leave	United Kinadom	Absence	
SLC Excess Travel	United	Employment	
SLC Extend Temporary Contract	Vingdom	Employment	

The form will have both car mileage costs and public transport, you only need to complete one public of these sections. Regardless of the type of claim you need to complete the red section; the blue section is for public transport and the green section is for car mileage claims.

Complete the relevant section for your choice.

Document Details		
*Document Type SLC Excess Travel	Category Employment Country	
Description	united kingdom	
to the Tu		
"Business Title	"Weekly Cost (£) or Distance (Miles) (B)	
	230.00	
*Name	Public Transport Fares	
Stephanie McGuire	Weekly Excess (B minus A) (C)	
	£10.00	
*From Date	Annual Excess (C multiplied by 52) (D)	
21-may-2024	£520	
*To Date	121/2 % Deduction (D multiplied by 0.125) (E)	
31-May-2024	£64.00	
Details of Travel (please complete present and revised method)	Total Claimed (D minus E)	
*Public Transport or Car ?	£455	
Public Transport V	Car Mileane Costs	
Present Travel		
	Weekly Excess Miles (B minus A) (F)	
*From (Home Address)	10	
Main Street	Annual Excess (F x £0.20 x 52) (G)	
*To (Old Work Address)	104	
Almada Street	121/2 % Deduction (G multiplied by 0.125) (H)	
*Weekly Cost (£) or Distance (Miles) (A)	13	
£20.00	Total Claimed (G minus H)	s
Revised Travel	91	
*France (Linear Address)	Declaration	
Main Street	I hereby certify in submitting this claim that the total excess travelling expenses claimed by me have been incurred as a direct	
	result of a change in my place of employment due to reorganisation or other circumstances beyond my control, not	
10 (New Work Address)	referred to in my contract of employment. I also acknowledge my	
Ldndrk	paragraphs 2.5 and 2.6 of the Excess Travelling Expenses Scheme.	

In the attachment section you must attach a copy of your public transport tickets or your calculations for the mileage from the AA Route Planner site.

Click "Submit".



If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email

equalities@southlanarkshire.gov.uk