

Core brief

Wednesday, 14 September 2016

Introduction

This issue of Core Brief provides information on important changes to eExpenses and Data Amnesty Month.

Important changes to all users of eExpenses from 1st October 2016

In order to allow Boards to report on their carbon footprint, eExpenses is being updated to hold the following information for employees who use their own car to make business journeys:

- Make and model of car
- Car registration number
- CO2 emissions
- Fuel Type

All this information can be found on your registration document V5C, and you will need to have this information ready to record on the system when you submit your first claim on or after 1st October 2016, as without it your claim cannot be processed.

This information will then be held on eExpenses and you will not need to record this again unless you change your car in the future.

Leased car users will not be required to complete this information.



data • amnesty • month
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During Data Amnesty Month we have introduced the chance for you to win £20 of gift vouchers every month, courtesy of our friends at Staff Benefits, all you have to do is update your information on the global address list (GAL) [click here to read more](#).

Are your contact details up-to-date? [Click here](#) to check