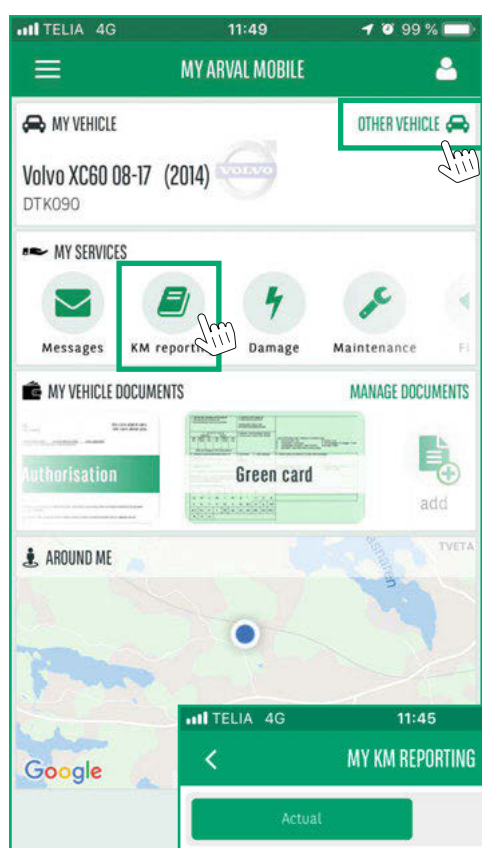




KILOMETER REPORTING IN MY ARVAL



This is the start page of the My Arval App.

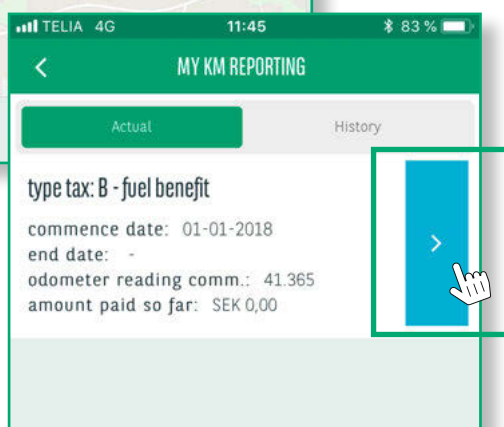
Here you choose which function you want to use.

CHOOSE RIGHT CAR

Start by checking that it is the right car to report. If you recently returned your last company car, it may still be available in the app. Click on **ANOTHER CAR** to switch to the right car (If you only have a car available, this icon does not appear).

MILEAGE REPORT

To get to the kilometer reporting, click on the **KM REPORTING** icon.



To access the report page, click on the **BLUE ICON**.



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On this page you can see the history of previously reported months.

To report your last month's mileage, click the **+ Add button**

TIME TO COMPLETE THE MONTHLY REPORT

Here you enter the data that applies FOR the month to be reported:

1. Enter the last date of the month
2. Enter the kilometer reading for the last day of the month
3. Enter the number of business kilometers you have driven during the month.

(Your private mileage will count automatically when you click create to approve the report)

HAVE YOU HIRED A RENTAL CAR DURING THE MONTH

If you used a Rent A Car during the month you need to report to this:

1. Fill in the total number of kilometers you have driven with the rental car during the month.
 2. Fill in how many business kilometers you have driven with the rental car.
- (Your private mileage will count automatically when you click create to approve the report)*
3. If you have filled fuel in the rental car, click on the **drop-down list** for the correct fuel type

4. Then click the **CREATE** icon to approve and reporting is complete!



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DRIVER JOURNAL DETAILS

MODIFIED OVERVIEW

TYPE TAX: B - FUEL BENEFIT

Commence date: 01-01-2018

End date: -

Odometer reading 41.365

comm.: -

+ Add

date: 30-09-2018
odometer: 62.319
business kms: 380
private kms: 1.969

date: 31-08-2018
odometer: 59.970
business kms: 158
private kms: 2.781

CORRECTION OF PREVIOUS REPORTED KM

If you need to correct your reported values for a month, please do the following.

Start by clicking on the month concerned. In this example August.

MODIFIED DETAILS

Date: 31-08-2018

Advanced view

last modification 05-09-2018 8:24

odometer business kms

59970 158

private kms

2.781

kms in rental business kms rental

0 0

private kms rental

0

fuel rental

Enable edit

To open up for correction, click the **ENABLE EDIT** box

MODIFIED DETAILS

Date: 31-08-2018

last modification 05-09-2018 8:24

odometer business kms

59970 158

private kms

2.781

kms in rental business kms rental

0 0

private kms rental

0

fuel rental

Cancel Update

Then you overwrite the values you want to correct with the correct value, and / or add value that you failed to register. When you have fill in the new values, click the **UPDATE** box. Then you receive the following message:

Press **OK** to confirm your correction. Now the correction is complete!

<https://www.myarval.com>

Are you sure you want to update?

Avbryt OK



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