### Allocating Company Cars

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<th>Step</th>
<th>Action</th>
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| 1.   | Begin by navigating to the **Company Car Allocation** page.  
   Click the **Benefits** link. |
| 2.   | Click the **Assign Type of Car/Dates** link. |
| 3.   | Enter the desired information into the **EmplID** field. Enter a valid value e.g. "KG0001". |
| 4.   | Click the **Search** button. |
| 5.   | Use the **Company Car Allocation** page to allocate a company car to an employee. |
| 6.   | Click the **Add Row** button. |
| 7.   | Use the **Car Identification** field to select the code of the car that you want to allocate to the employee. Define valid values for this field in the Car Data Table. Only cars that aren't already allocated or assigned to car pools as of the effective date are available.  
   Click in the **Car Identification** field.  
   ![Car Identification](0000015) |
| 8.   | Enter the desired information into the **Car Identification** field. Enter a valid value e.g. "0000023". |
| 9.   | Use the **Start Date** field to enter the start date of the allocation.  
   Click in the **Start Date** field.  
   ![Start Date](02/04/1995) |
| 10.  | Enter the desired information into the **Start Date** field. Enter a valid value e.g. "08/16/2007". |
| 11.  | Use the **Car Type** list to select whether this is the primary car, secondary car, or replacement car. If none of these categories apply, then select Other from the drop-down list box.  
   Click the **Car Type** list.  
   ![Car Type](Other) |
| 12.  | Click the **Replacement Car** list item.  
   ![Replacement Car] |
<p>| 13.  | Click the <strong>Expand section</strong> button. |</p>
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| 14.  | Use the **Fuel Provided** option to specify whether or not you supply fuel to the employee for private use.  

Click the **Fuel Provided** option. |
| 15.  | Use the **Fuel Cost Reimbursed** option to specify whether or not if the employee reimburses the total cost.  

Click the **Fuel Cost Reimbursed** option. |
| 16.  | Use the **P46 Submitted** option to specify whether or not you have submitted this Inland Revenue form.  

Click the **P46 Submitted** option. |
| 17.  | Use the **Tax Year End** list to identify the mileage for a particular tax year, select the **Tax Year End** option and the range of business mileage.  

Click the **Tax Year End** list.  

 ![Year Ending 5th of April 1999](dropdown) |
| 18.  | Click the **Year Ending 5th of April 2005** list item.  

 ![Year Ending 5th of April 2005](dropdown) |
| 19.  | Click the **Save** button.  

 ![Save](button) |
| 20.  | You successfully allocated a company car to an employee.  

**End of Procedure.** |