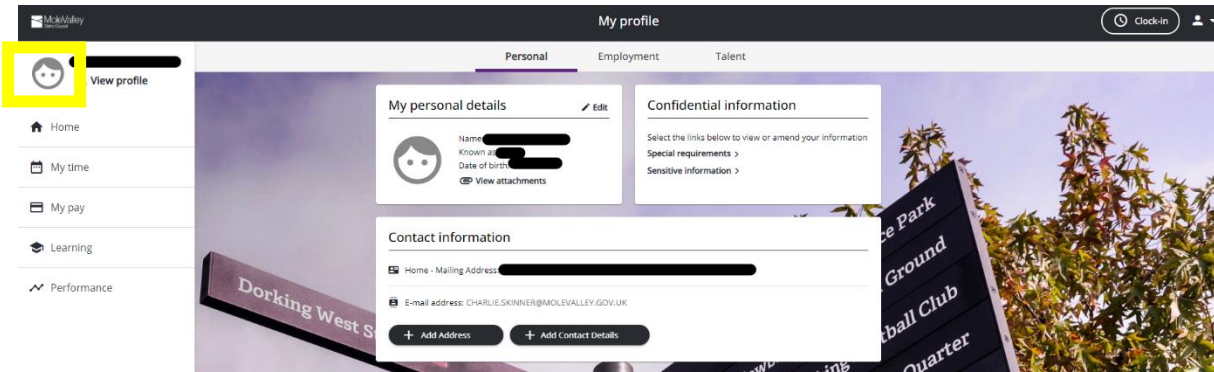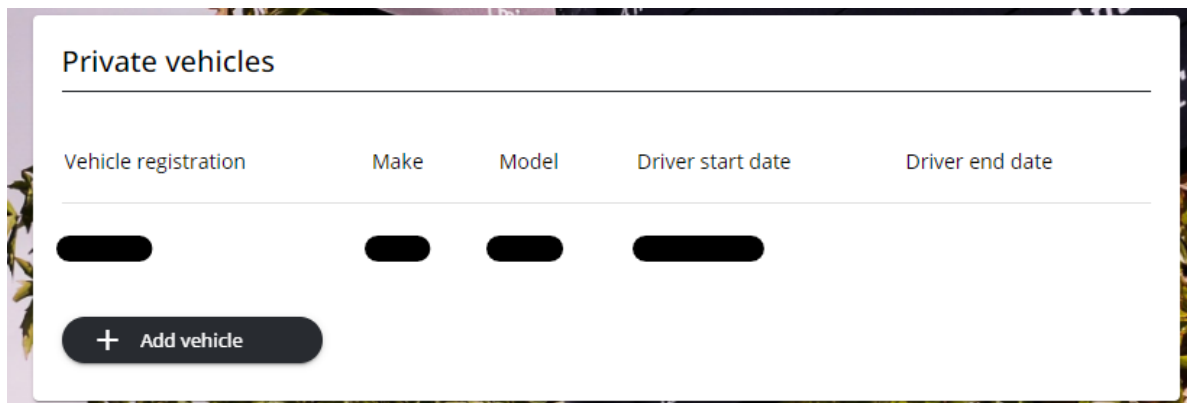# Entering / Updating Private Vehicle Details - Petrol/Diesel/Hybrid

Not for lease car details

Select the **face** icon on the left hand menu

Scroll down to the final section on this page to view the vehicle you use for business mileage.

To update any stored vehicles, click on the car registration details, then update any required information stored in that card:

Vehicle details

Vehicle type (required)

Car

Vehicle registration (required)

████████

Start date (dd/mm/yyyy) (required)

██████████ 📅

End date (dd/mm/yyyy)

📅

Make

██████

Model

█████

Engine size (cc) (required)

██

CO2 Emission

How to enter a new vehicle for business mileage claims:

- Untick **DEFAULT VEHICLE** in the current record and **SAVE**

 Save

██

CO2 Emission

Colour

██████   × ▾

Fuel type (required)

█████

☑ Default vehicle for expenses

Insurance checked

No

Insurance expiry date (dd/mm/yyyy)

📅

Save   Delete   Cancel   + Add Vehicle

Click Add vehicle details: + Add Vehicle
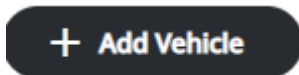
Complete all the information about the new vehicle and select **Save**:
ensuring that you tick the ***DEFAULT VEHICLE FOR EXPENSES***

This will send a workflow email to HR who will attach you to the correct car scheme so you can claim mileage using your new car.