

USER GUIDE

Travel Allowance Form

How to access the system, set your password, and use your dashboard

Victorian Aboriginal Legal Service

Finance Team

Audience: All staff • Version 1.0

Questions? accounts@vals.org.au

About this guide

The Travel Allowance Form is the online system used to submit and approve travel claims and reimbursement requests. This guide walks you through the process from start to finish, with a screenshot of every screen you will see.

Follow the steps in the order they appear. Steps 1 to 6 cover getting into the system for the first time; Step 7 explains what you will see once you are signed in.

In this guide

- Step 1 — Open the Travel Allowance Form from the intranet
- Step 2 — The sign-in screen
- Step 3 — Request a password (first-time users and forgotten passwords)
- Step 4 — Open the reset email
- Step 5 — Create your new password
- Step 6 — Sign in
- Step 7 — Your dashboard
- Troubleshooting and getting help

Before you begin

- You will need your VALS work email address and access to your mailbox.
- Use a current web browser (Microsoft Edge, Google Chrome or Safari).
- If you are working from home, connect to the network the same way you normally do to reach the intranet.

Need help at any point? Use the Help button on the sign-in screen, or email accounts@vals.org.au. This is the central mailbox for all Travel Allowance Form queries — please use it rather than contacting individual staff members, so your query is picked up and tracked.

Step 1 | Open the Travel Allowance Form from the intranet

Go to the VALS intranet home page and find the IT Systems — Quick Links panel.

1. Locate the Travel Allowance Form tile.
2. Click the tile. The Travel Allowance Form opens in a new browser tab.

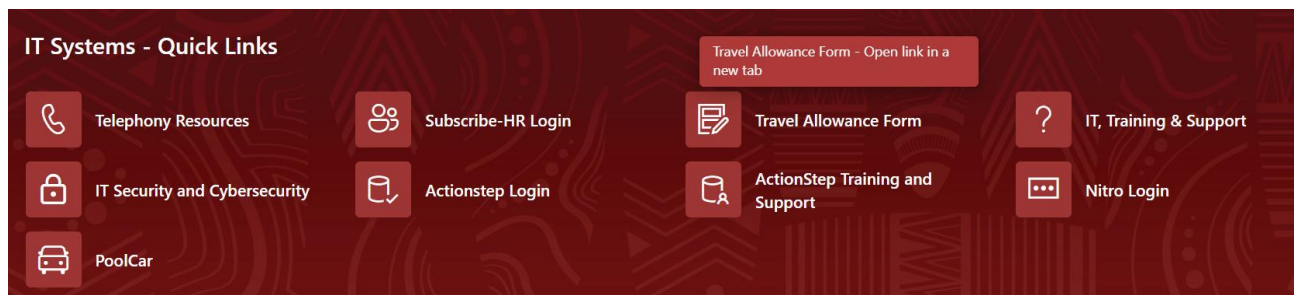


Figure 1 — The Travel Allowance Form tile in the IT Systems Quick Links panel

Tip Bookmark the page once it opens so you can return to it without going through the intranet each time.

Step 2 | The sign-in screen

The Travel Allowance Form sign-in screen appears. From here you can sign in, reset a forgotten password, or open Help.

If you already have a password, **go straight to Step 6**. If this is your first time using the system, or you have forgotten your password, continue with Step 3.

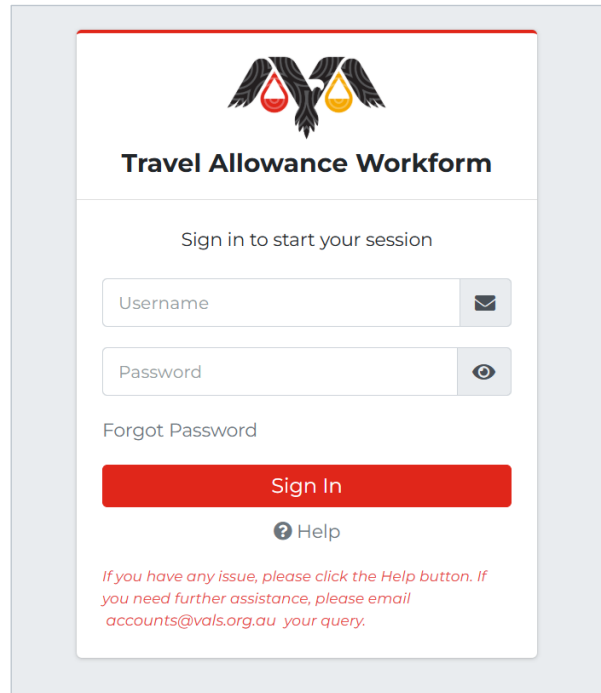
The screenshot shows the 'Travel Allowance Workform' sign-in interface. At the top is a logo featuring a stylized bird with red and yellow wings. Below the logo, the title 'Travel Allowance Workform' is displayed. The main heading is 'Sign in to start your session'. There are two input fields: 'Username' with an envelope icon and 'Password' with an eye icon. Below these is a 'Forgot Password' link. A prominent red 'Sign In' button is centered. Below the button is a 'Help' link with a question mark icon. At the bottom, a red italicized message reads: 'If you have any issue, please click the Help button. If you need further assistance, please email accounts@vals.org.au your query.'

Figure 2 — The Travel Allowance Form sign-in screen

What you will see on this screen:

- Username — your VALS username.
- Password — use the eye icon at the right of the field to show or hide what you have typed.
- Forgot Password — starts the password reset process (Step 3).
- Sign In — signs you in to the system.
- Help — opens guidance if something is not working.

Step 3 | Request a password

First-time users and anyone who has forgotten their password start here.

1. On the sign-in screen, click Forgot Password.
2. Type your VALS work email address into the field (for example, rsingh@vals.org.au).
3. Click Send.

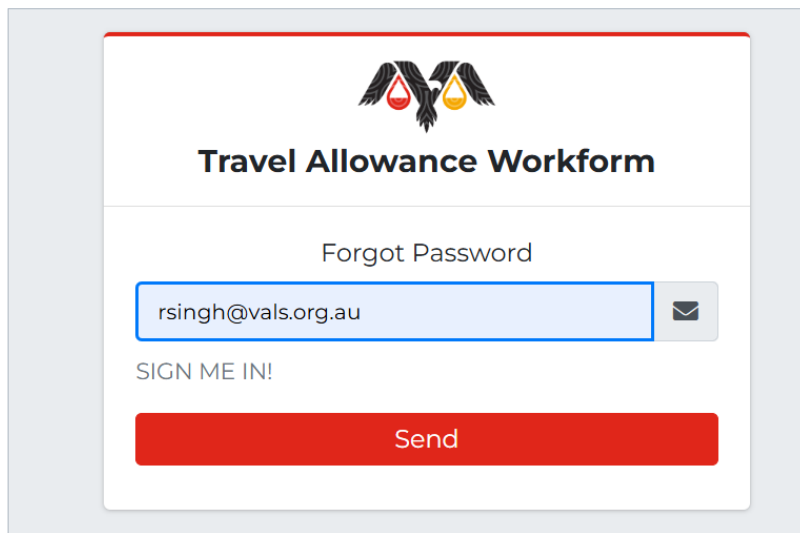
The screenshot shows a web form titled "Travel Allowance Workform" with a logo at the top. Below the title is a section labeled "Forgot Password". It contains a text input field with the email address "rsingh@vals.org.au" and a small envelope icon to its right. Below the input field is a link that says "SIGN ME IN!". At the bottom of the form is a large red button labeled "Send".

Figure 3 — Entering your work email address on the Forgot Password screen

Important Enter your full VALS email address, not just your username. If you enter an address the system does not recognise, no email will be sent.

If you reach this screen by mistake, click SIGN ME IN! to go back to the sign-in screen.

Step 4 | Open the reset email

An email is sent to your mailbox from the Travel Allowance Workflow. It confirms that a password reset was requested and contains the reset link.

1. Open the email in Outlook.
2. Click Click here to Reset password.

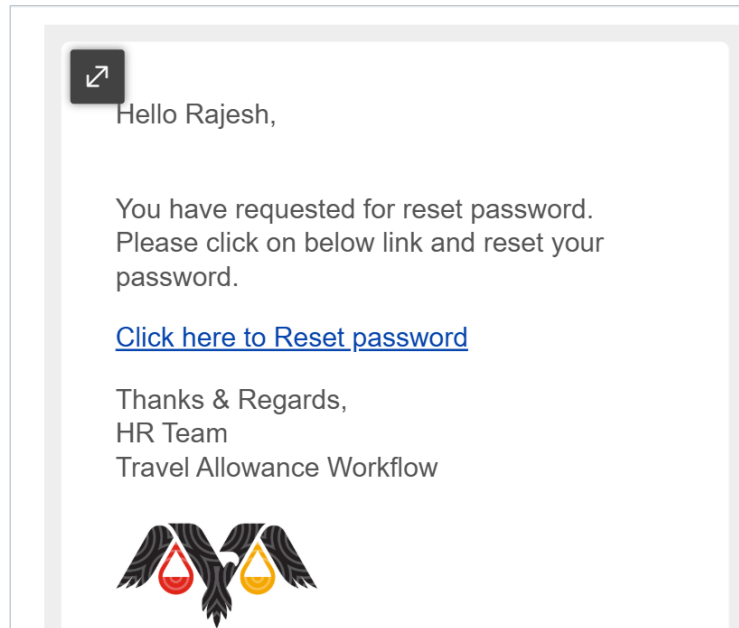


Figure 4 — The password reset email

If the email does not arrive Wait a few minutes, then check your Junk Email and Clutter folders. If it still has not arrived, email accounts@vals.org.au.

Security note: this email is only sent when a reset has been requested. If you receive one you did not ask for, do not click the link — forward the email to accounts@vals.org.au.

Step 5 | Create your new password

The reset link opens the password screen.

1. Type your new password into the New Password field.
2. Type the same password again into Confirm Password.
3. Click RESET !

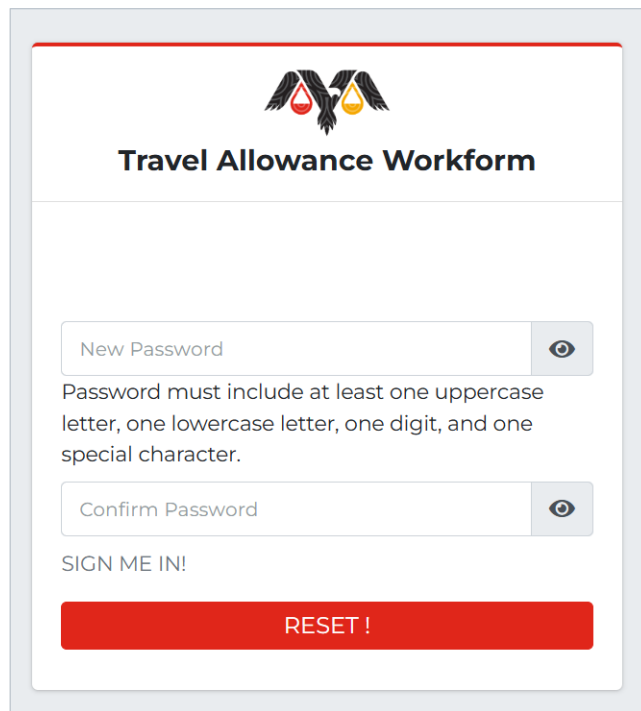
The screenshot shows a web form titled "Travel Allowance Workform" with a logo at the top. Below the title, there are two input fields: "New Password" and "Confirm Password". Each field has an eye icon to its right for toggling visibility. Between the fields, a text requirement states: "Password must include at least one uppercase letter, one lowercase letter, one digit, and one special character." Below the "Confirm Password" field, the text "SIGN ME IN!" is displayed. At the bottom of the form is a large red button labeled "RESET !".

Figure 5 — Setting a new password

Your password must include all of the following:

- At least one uppercase letter
- At least one lowercase letter
- At least one digit
- At least one special character

Tip Use the eye icon beside each field to check what you have typed before you click RESET ! Both fields must match exactly.

Step 6 | Sign in

Return to the sign-in screen and sign in with your new password.

1. Enter your username.
2. Enter the password you just created.
3. Click Sign In.

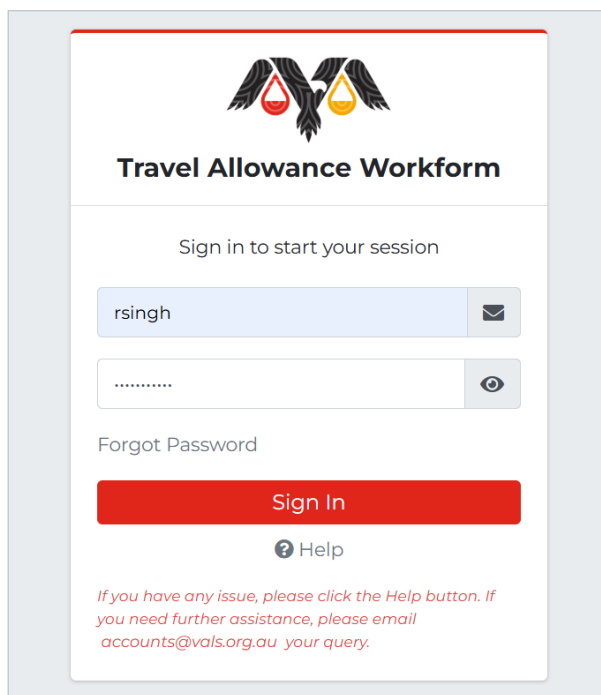
The screenshot shows a web interface for 'Travel Allowance Workform'. At the top is a logo featuring a stylized bird with red and yellow wings. Below the logo, the title 'Travel Allowance Workform' is displayed. The main heading is 'Sign in to start your session'. There are two input fields: the first contains the username 'rsingh' and has an envelope icon; the second contains a masked password '.....' and has an eye icon. Below these fields is a link that says 'Forgot Password'. A prominent red button labeled 'Sign In' is centered below the link. Underneath the button is a link with a question mark icon and the text 'Help'. At the bottom, a red italicized message reads: 'If you have any issue, please click the Help button. If you need further assistance, please email accounts@vals.org.au your query.'

Figure 6 — Signing in with your username and new password

Keep your password private Your sign-in details are personal to you. Never share them with a colleague or submit a claim on someone else's behalf using their login.

Step 7 | Your dashboard

Once you are signed in, the Dashboard opens. This is your home screen and gives you an at-a-glance view of your travel claims and reimbursement requests.

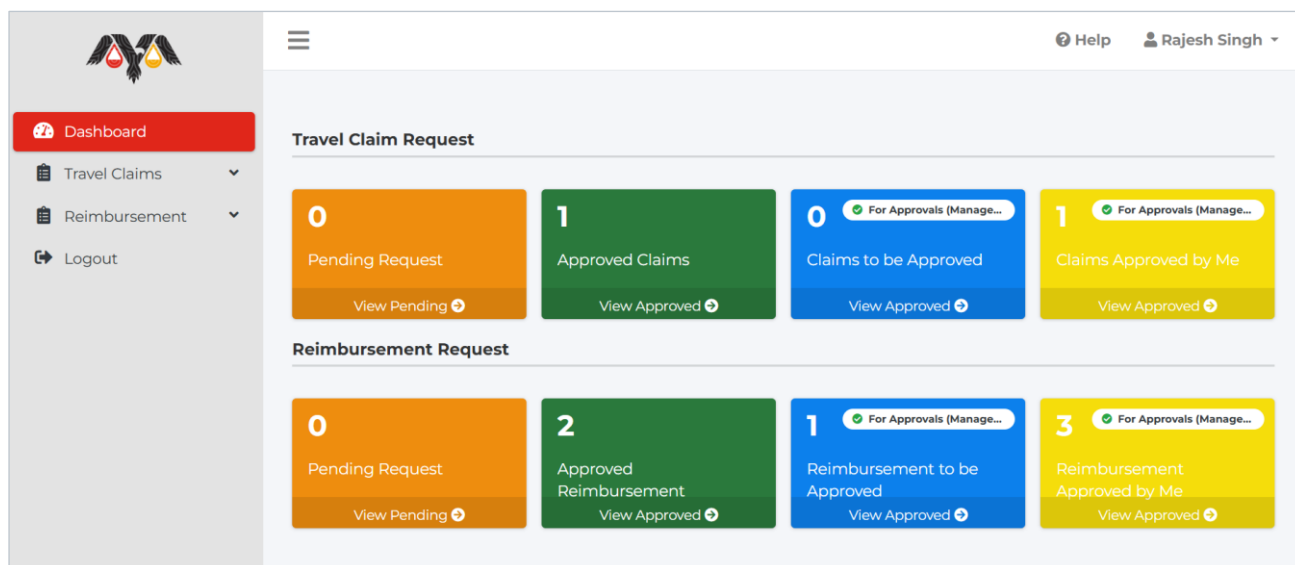


Figure 7 — The Travel Allowance Form dashboard

The menu on the left

- Dashboard — returns you to this summary screen at any time.
- Travel Claims — expand to work with travel claims.
- Reimbursement — expand to work with reimbursement requests.
- Logout — signs you out of the system.

At the top right you will find Help, and your own name — click your name to open your account options.

Understanding the dashboard tiles

The dashboard is divided into two sections: Travel Claim Request and Reimbursement Request. Each section shows four tiles with a running count. Click View Pending or View Approved on a tile to open the list behind it.

Tile	What the number means
Pending Request	Your own requests that have been submitted and are waiting on a decision.
Approved Claims / Approved Reimbursement	Your own requests that have been approved.
Claims to be Approved / Reimbursement to be Approved	Requests from your team waiting for you to action. Managers only.
Claims Approved by Me / Reimbursement Approved by Me	Requests you have already approved. Managers only.

Managers The two tiles marked For Approvals only appear if you approve requests for other staff. If you do not have approval responsibilities, you will work with the first two tiles in each section.

Troubleshooting

Problem	What to do
The Travel Allowance Form tile does not open	Check that pop-ups are not blocked — the form opens in a new tab. Try a different browser, then email accounts@vals.org.au if it still will not open.
I do not have a password	You do not need one to start. Follow Steps 3 to 5 to set your own password.
The reset email has not arrived	Wait a few minutes and check Junk Email and Clutter. Confirm you entered your full VALS email address. If it still has not arrived, email accounts@vals.org.au .
My new password is not accepted	It must contain an uppercase letter, a lowercase letter, a digit and a special character. Check both fields match using the eye icons.
I cannot sign in after resetting	Enter your username, not your email address, in the Username field. If the problem continues, run through the reset again from Step 3.
A tile shows a number I do not expect	Click View Pending or View Approved on that tile to see the underlying list, then email accounts@vals.org.au if something looks wrong.
Something else	Click Help on the sign-in screen, or email accounts@vals.org.au with a description of the issue and a screenshot.

Getting help

All queries about the Travel Allowance Form go to one central mailbox:

accounts@vals.org.au

Using the central mailbox means your query is seen by the whole Finance team rather than sitting with one person who may be away. To help us resolve it quickly, please include:

- Your name and the step you had reached
- A screenshot of what you are seeing, including any error message
- The browser you are using