

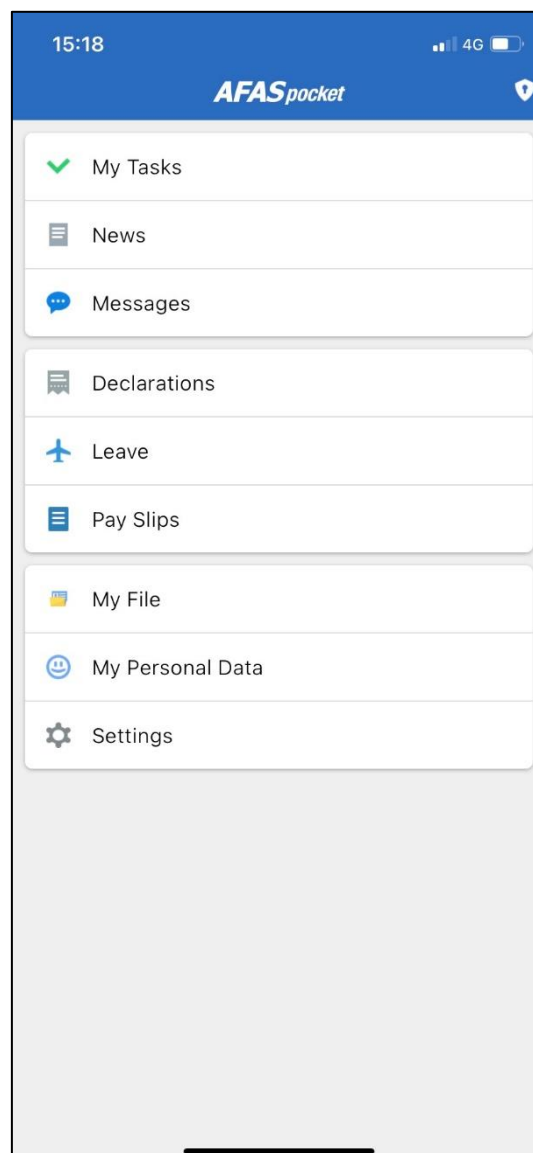
Manual declaration travel costs commuting and work from home allowance

This document is a short manual on how to declare your travel costs and work from home allowance. To do so, you have to download the AFAS Pocket app. After opening the app, you have to go through the steps of the app to register yourself. This process should be straightforward by itself; otherwise, please go to <https://www.euflex.nl/pocket> or get in touch with pocket@euflex.nl.

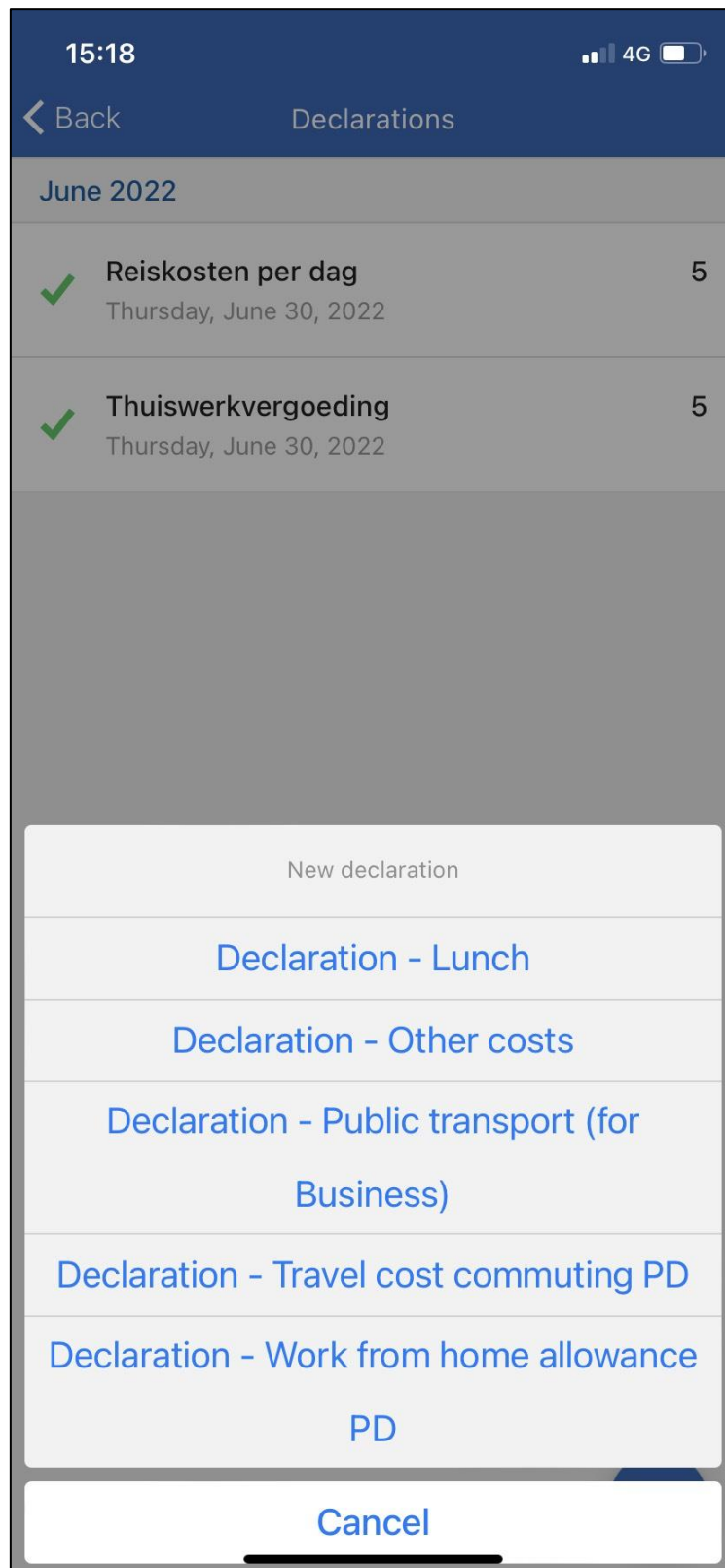
The steps below are relevant when you have downloaded and registered yourself in the app. You can set your language to English at "Settings".

You can follow the steps below to declare your travel costs and work from home allowance:

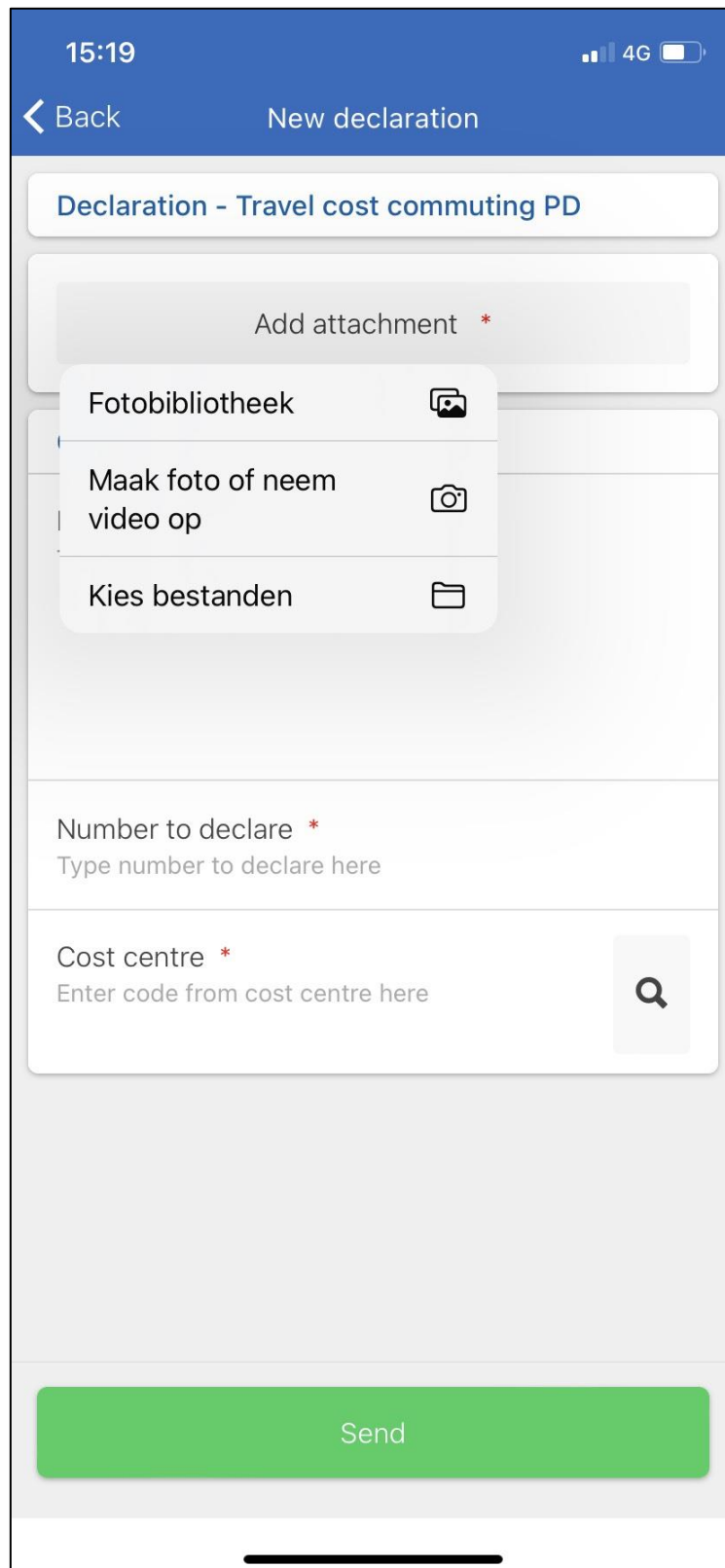
1. The following screen will appear when you open the app. Click on the button "Declarations".



2. Click on the plus icon on the righthand corner of your screen. Then click on 'Declaration – Travel costs commuting PD'.

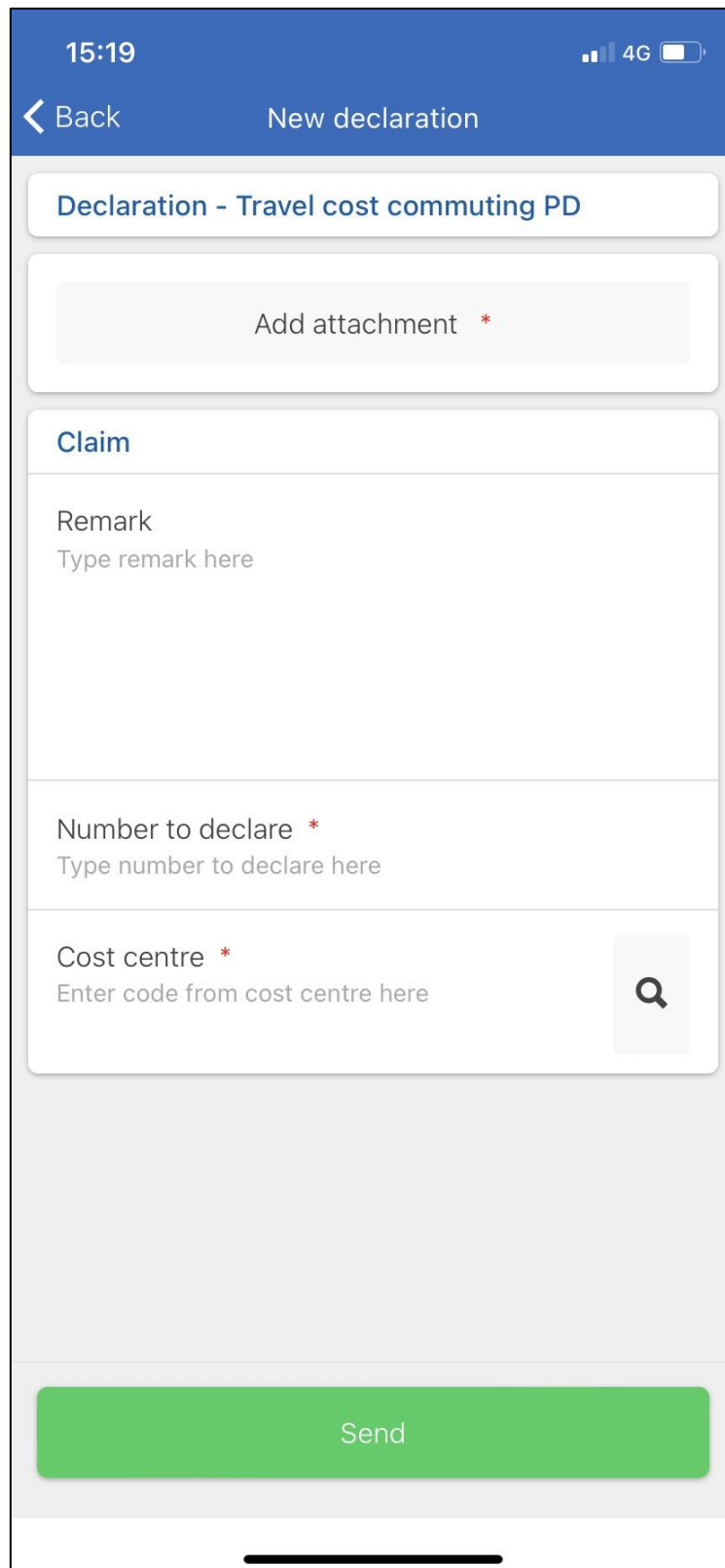


3. After that you will see the next screen. First you upload the Excel file "Declaratieformulier reiskosten". You can do this by clicking on "Add attachment" and then choose one of the three options to attach the file.



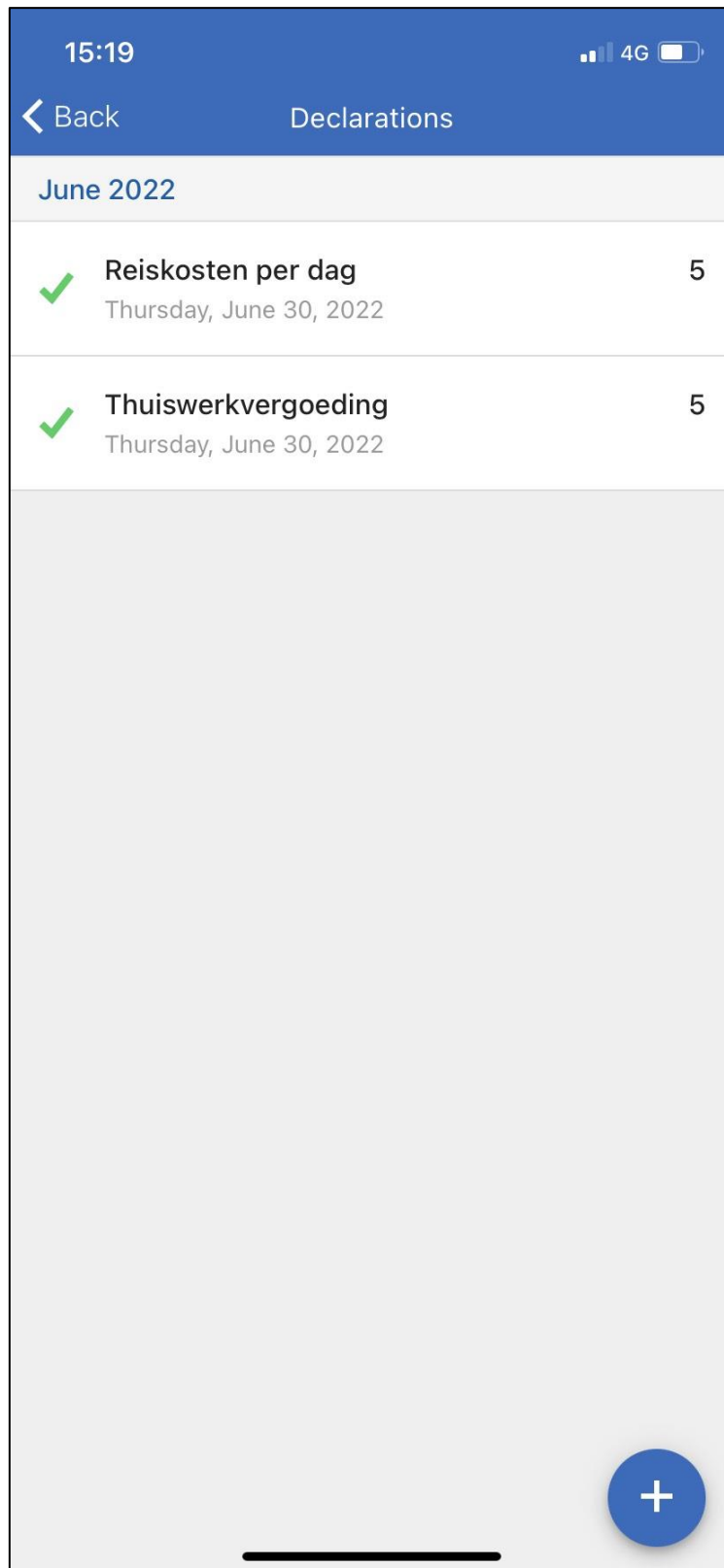
The screenshot shows a mobile application interface for a 'New declaration'. At the top, the status bar displays the time 15:19, 4G signal strength, and battery level. The app header is blue with a back arrow and the text 'New declaration'. Below the header, there is a title bar for the form: 'Declaration - Travel cost commuting PD'. The main content area features a grey button labeled 'Add attachment *'. A white menu is open over this button, offering three options: 'Fotobibliotheek' with a gallery icon, 'Maak foto of neem video op' with a camera icon, and 'Kies bestanden' with a folder icon. Below the menu, there are two input fields: 'Number to declare *' with the placeholder 'Type number to declare here', and 'Cost centre *' with the placeholder 'Enter code from cost centre here' and a search icon. At the bottom of the form is a large green button labeled 'Send'.

- When you've done this, you fill in the amount of days you've traveled commuting. (We already registered the amount of kilometers). Then you click on the magnifying glass to choose the correct cost center. Finally, click on "Send".



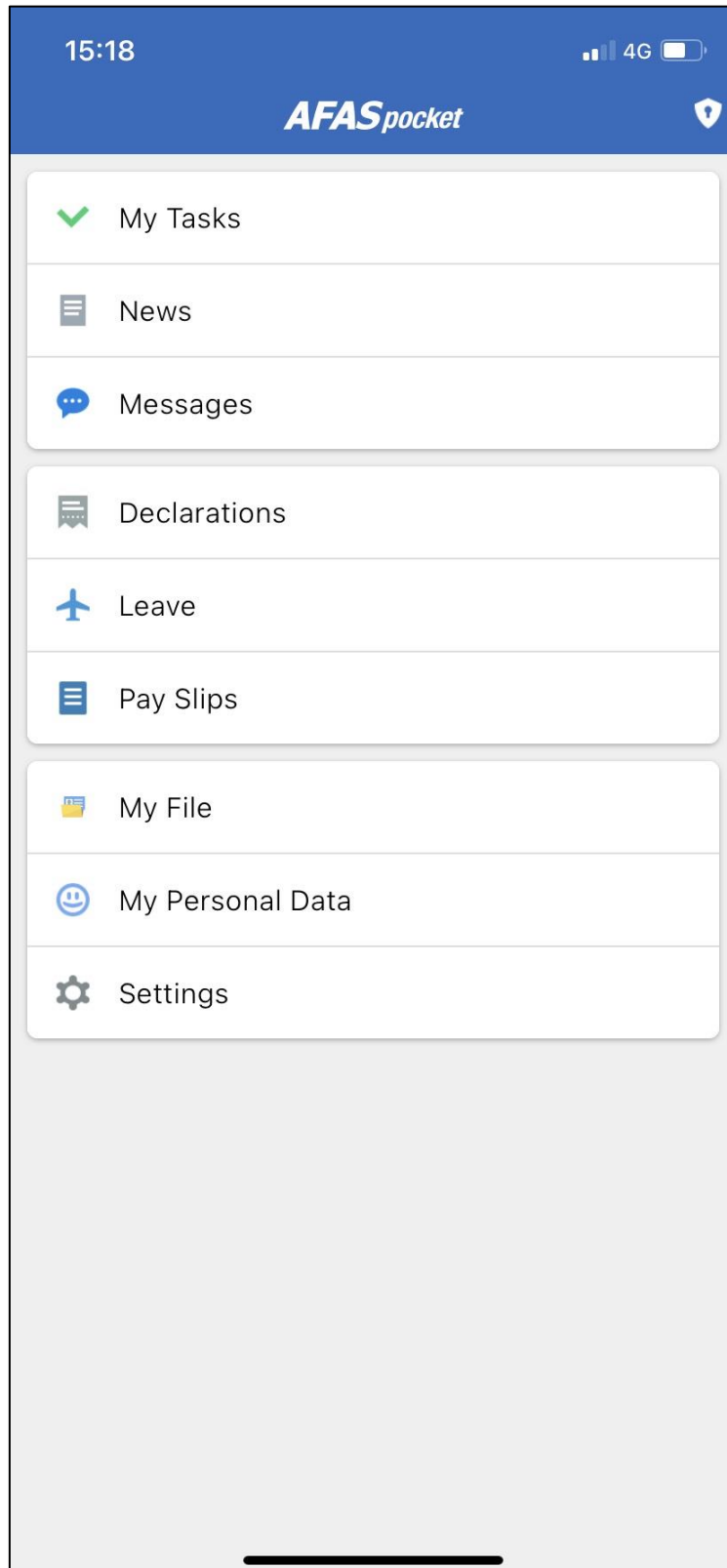
The screenshot shows a mobile application interface for submitting a new declaration. At the top, the status bar displays the time 15:19, 4G signal strength, and battery level. The app header is blue with a back arrow and the text 'New declaration'. Below the header, the title 'Declaration - Travel cost commuting PD' is displayed. A grey button labeled 'Add attachment *' is present. The 'Claim' section contains three input fields: 'Remark' with the placeholder 'Type remark here', 'Number to declare *' with the placeholder 'Type number to declare here', and 'Cost centre *' with the placeholder 'Enter code from cost centre here' and a magnifying glass icon for search. A large green 'Send' button is at the bottom.

5. If you did it correctly, you will see the declaration on the overview page at "Declarations".

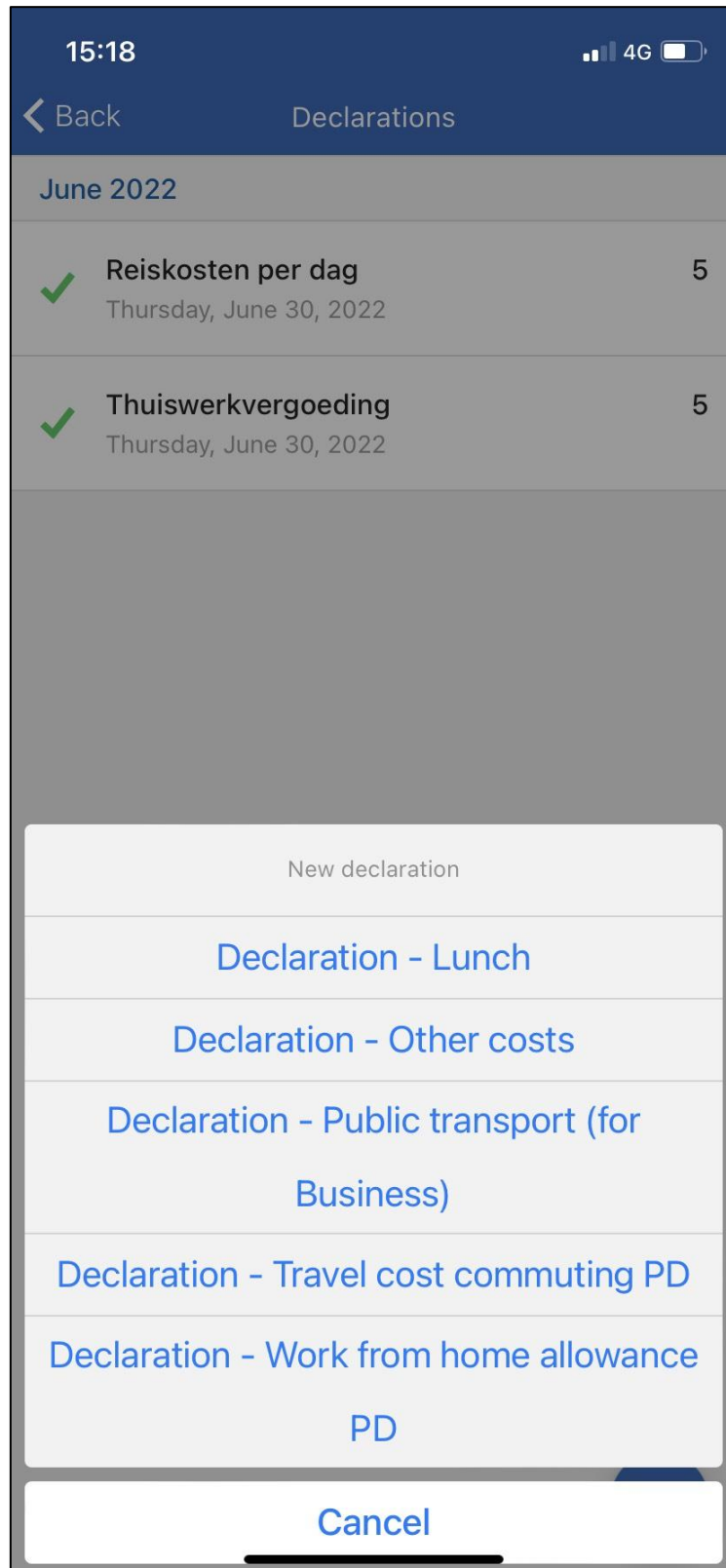


You can follow the steps below to declare work from home allowance:

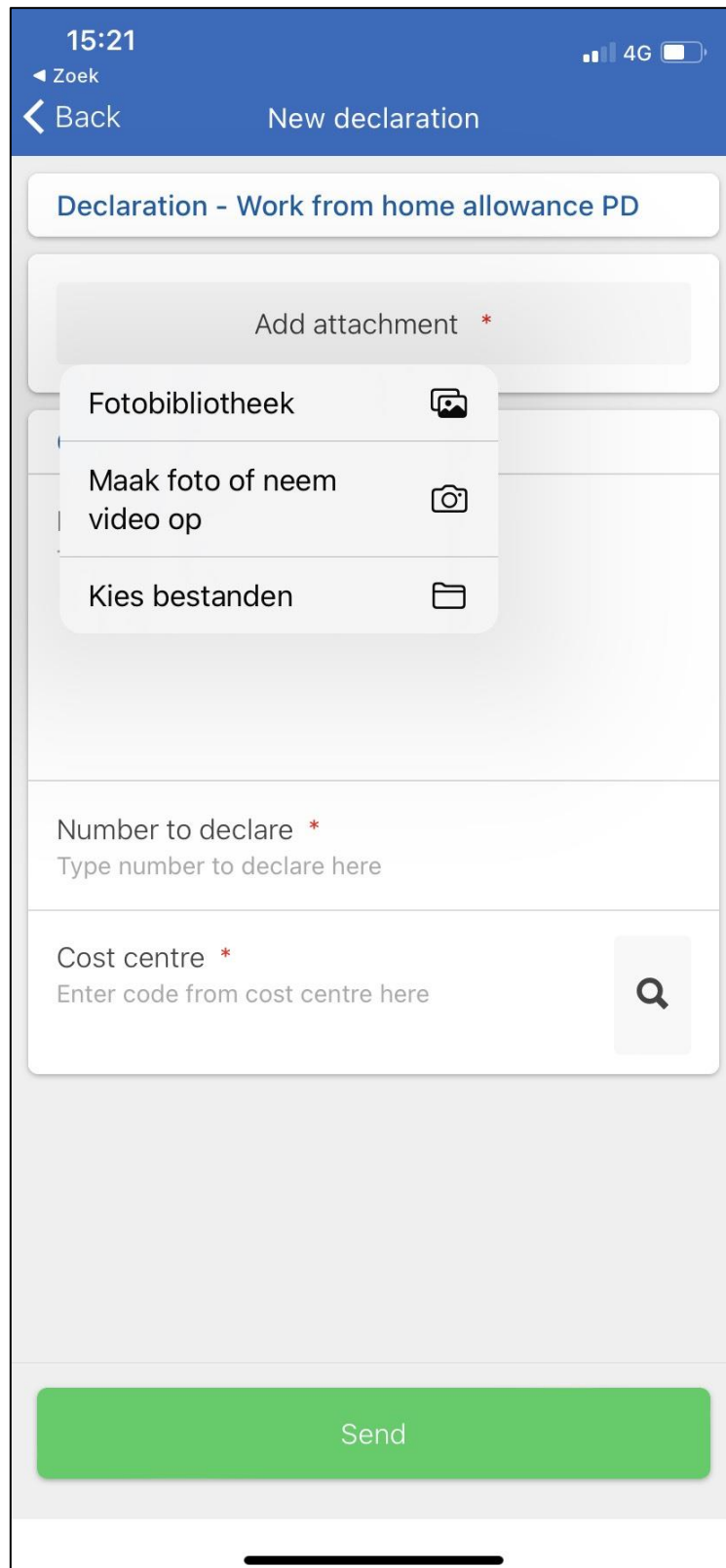
1. The following screen will appear when you open the app. Click on the button "Declarations".



2. Click on the plus icon on the righthand corner of your screen. Then click on "Declaration – Work from home allowance PD".



3. After that you will see the next screen. First you upload the Excel file "Declaratieformulier reiskosten". You can do this by clicking on "Add attachment" and then choose one of the three options to attach the file.



15:21 Zoek 4G

Back New declaration

Declaration - Work from home allowance PD

Add attachment *

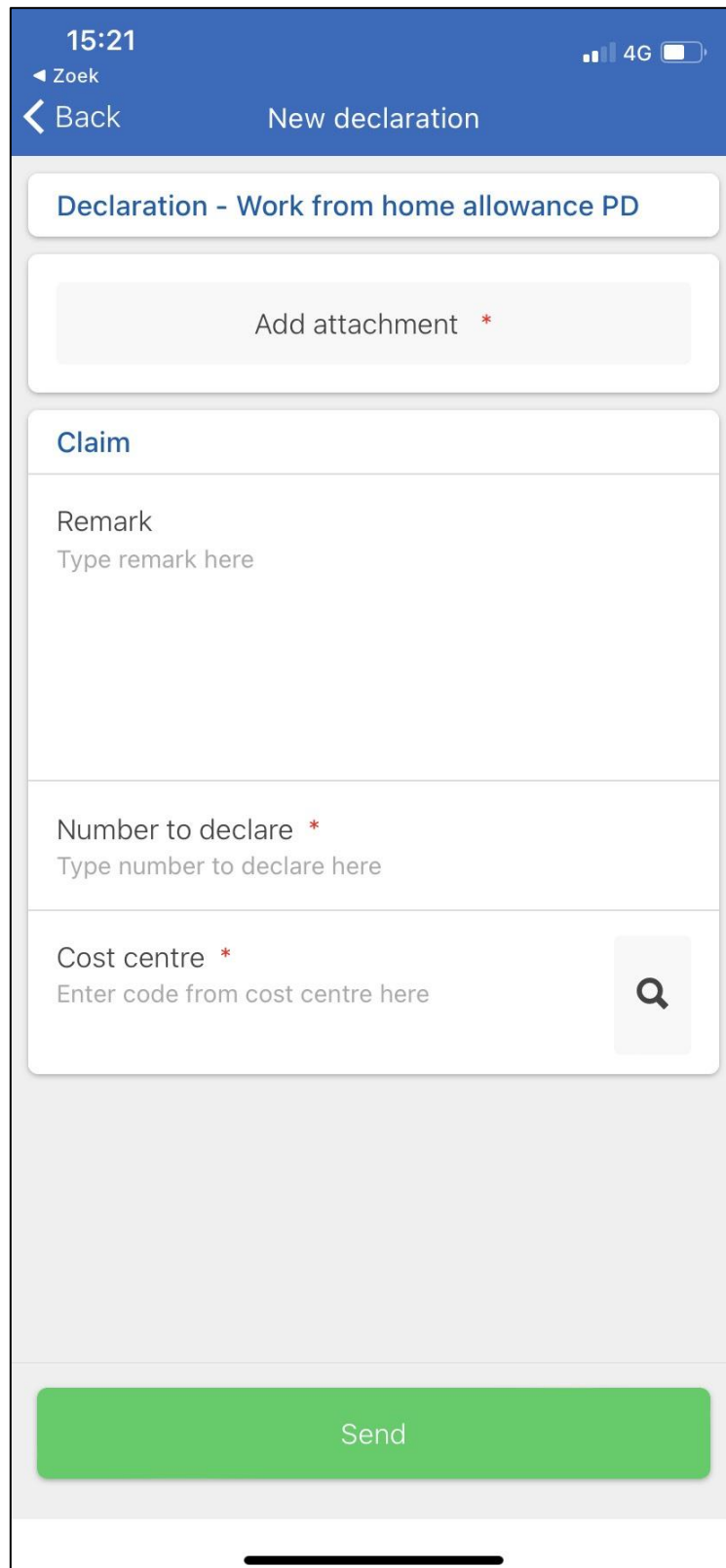
- Fotobibliotheek
- Maak foto of neem video op
- Kies bestanden

Number to declare *
Type number to declare here

Cost centre *
Enter code from cost centre here

Send

4. When you've done this, you fill in the amount of days you've worked from home. Then you click on the magnifying glass to choose the correct cost center. Finally, click on "Send".

A screenshot of a mobile application interface for submitting a new declaration. The screen has a blue header with the time 15:21, signal strength, 4G, and battery icons. Below the header is a navigation bar with a back arrow, the text "Zoek", another back arrow, and "New declaration". The main content area is titled "Declaration - Work from home allowance PD" and contains several input fields: "Add attachment *" (disabled), "Claim" (header), "Remark" (text input with placeholder "Type remark here"), "Number to declare *" (text input with placeholder "Type number to declare here"), and "Cost centre *" (text input with placeholder "Enter code from cost centre here" and a magnifying glass icon). At the bottom is a large green "Send" button.

5. If you did it correctly, you will see the declaration on the overview page at "Declarations"

