

Transport registration system

How it works



Step-by-step plan

How it works

In this document you will find a step-by-step plan for the registration of a journey.

Note: This applies to journeys made by car, bike, on foot, or using public transport.



Step 1

Homepage MyKLM

First go to the homepage of MyKLM and **click** on 'Transport allowance' in the 'Shortcuts-menu'.

The screenshot shows the MyKLM homepage. At the top, there is a navigation bar with 'MyKLM', 'My Workplace', 'HR', and 'About KLM'. Below this is a search bar with the text 'Welcome' and 'What are you looking for?'. The main content area is divided into several sections. The 'Shortcuts' section contains six cards: 'Transport allowance' (highlighted with an orange circle and a hand icon), 'Register office days via MyRoster', 'Sick leave Call in sick or report accident', 'Learning & Development Learn and grow at KLM', 'Buy tickets At Travelshop', and 'Report an incident Incident reporting page'. Below the shortcuts is a 'Dashboard' section with three main widgets: 'Transport allowance' (with 'Start now' and 'Learn More' buttons), 'Vacancies' (with a 'Filter' button and a job listing for 'Data Consultant Level 2 CX'), and 'News' (with a list of news items and a 'See more news' link). On the right side, there is a 'MyHealth' section with various wellness topics like 'Vitality', 'Social wellbeing', 'Physical Wellbeing', 'Sleep', 'Nutrition', 'Mental wellbeing', 'Addiction', and 'Also Interesting'.

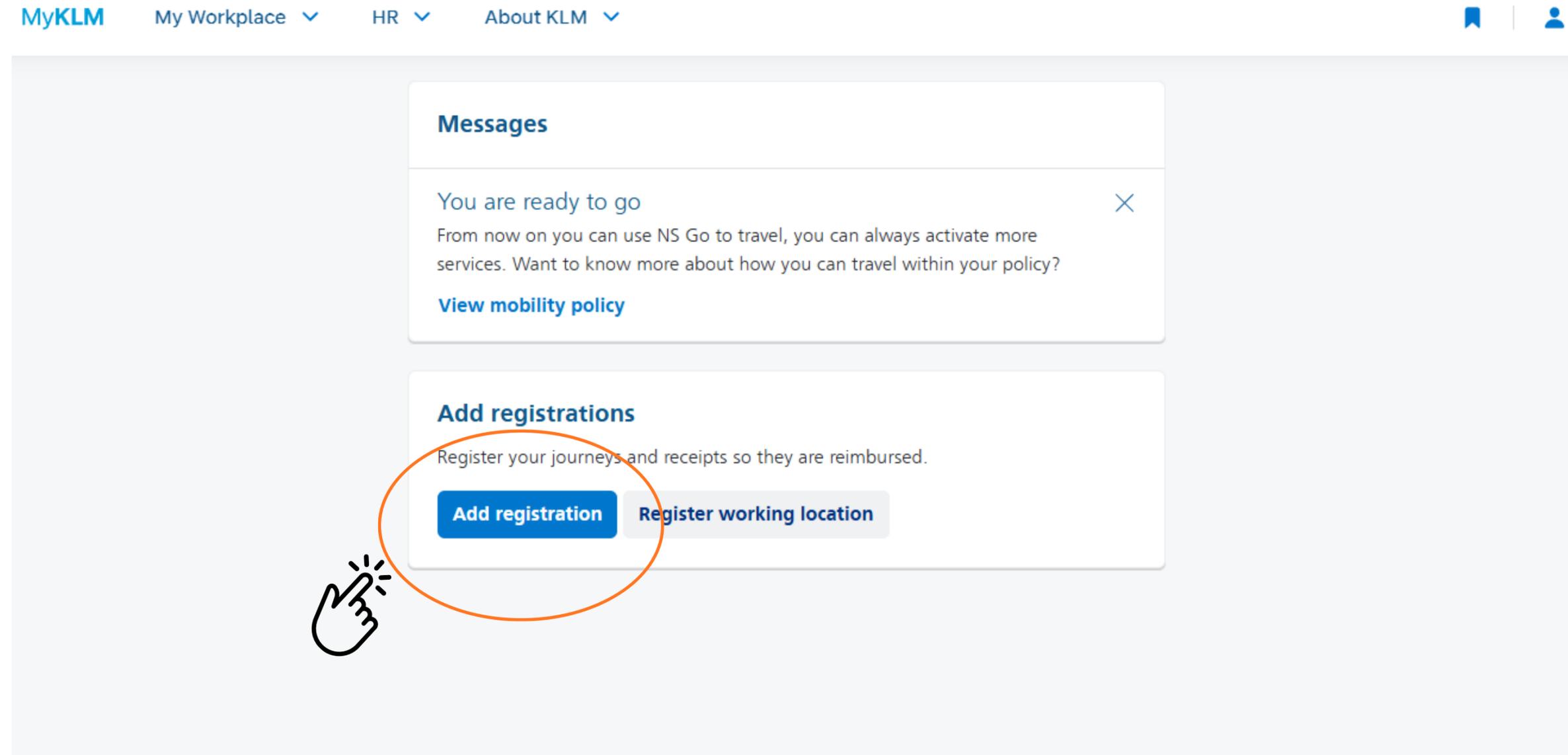
Step 2

NSGO App

Note:

The first time that you use the system, you will need to confirm that you have read the conditions and click on accept.

You will then see the option to add a registration. Click on **'Add registration'**.



The screenshot shows the MyKLM website interface. At the top, there is a navigation bar with 'MyKLM', 'My Workplace', 'HR', and 'About KLM'. On the right side, there are icons for a bookmark and a user profile. The main content area features a 'Messages' section with a notification: 'You are ready to go' with a close button (X). Below the message, it says 'From now on you can use NS Go to travel, you can always activate more services. Want to know more about how you can travel within your policy?' and includes a link 'View mobility policy'. Below the message is an 'Add registrations' section with the text 'Register your journeys and receipts so they are reimbursed.' and two buttons: 'Add registration' (highlighted with an orange circle and a hand cursor) and 'Register working location'.

Step 3a

New registration

Click on 'Personal transport' to start a new registration.

If this is the first it that you are registering a journey, click on 'New trip'.

The screenshot shows a registration interface. At the top, there's a 'Registrations' header with a calendar for December 2024. The calendar grid shows dates from 25 to 29. Below the calendar, there's a 'Personal transport' header with a close button. To the right, an 'Add registration' sidebar is visible, containing three options: 'Personal transport' (Travel by private transport), 'Workplaces' (Register where you are working), and 'Payment proof' (Declare loose receipts). The 'Personal transport' option is circled in orange, and a hand icon points to it. Below the calendar, there's a 'Recent trips' section with a 'New trip' button, also circled in orange and pointed to by a hand icon.

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

← December 2024 →

← Personal transport ×

Choose a route and click on the dates you want to register in the calendar.

Recent trips

New trip

Add registration ×

- Personal transport
Travel by private transport
- Workplaces
Register where you are working
- Payment proof
Declare loose receipts

Step 3b

New registration

Then click on 'Travel type'
A dropdown menu will open from which you can choose how you travelled to work.

Note: If you have a sign-on/ off time between 23:00 and 07:30 and don't use public transport, choose the 'night' option for both your outward and return journey.

The screenshot displays the KLM registration interface. On the left, a calendar grid shows dates from Monday 25th to Sunday 1st. A 'Travel type' dropdown menu is open, listing options: On foot, Bicycle, Lease bike, Scooter or moped day (07:30 - 23:00), Scooter or moped night (23:00 - 07:30), Car day (07:30 - 23:00), Car night (23:00 - 07:30), and Public transport. A hand icon points to the 'Bicycle' option in the dropdown. On the right, the 'New trip' form is visible, with 'Bicycle' selected in the travel type dropdown, a distance of 'km', and a checked 'Same return journey' option. A 'Save' button is at the bottom right.

Registrations

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Travel type

- On foot
- Bicycle
- Lease bike
- Scooter or moped day (07:30 - 23:00)
- Scooter or moped night (23:00 - 07:30)
- Car day (07:30 - 23:00)
- Car night (23:00 - 07:30)
- fe/trip-registration.travel-types.klm-motor-bike-day.label
- fe/trip-registration.travel-types.klm-motor-bike-night.label
- Public transport

New trip

Bicycle

Departure from

Arrival at

km Same return journey

Add a leg

Budget

Choose a budget

Save

Step 4

Car option (07:30-23:00)

If you travelled by car you will also need to select the fuel type.

Click on 'Travel type' and select the option from the dropdown menu which applies to you.

The image shows a mobile application interface for managing travel registrations. It features a calendar for December 2024 and a 'New registration' form. The 'Fuel type' dropdown menu is open, showing options: Electric, Petrol, Diesel, Hybrid, and Other. A hand icon points to the 'Fuel type' dropdown in the 'New trip' form on the right.

Registrations December 2024

Mo	Tu	We	Th	Fr	Sa	Su
25	26	27	28	29	30	1
2	3	4	5	6	7	8
			12	13	14	15
			19	20	21	22
			26	27	28	29
	2	3	4	5		

New registration

Recent trips **New Trip** Payment proof

Car day (07:30) Fuel type

Departure from

Arrival at

km Same return journey

Add a leg

Budget

Choose a budget

Save

New trip

Car day (07:30) Fuel type

Departure from

Arrival at

km Same return journey

Add a leg

Budget

Choose a budget

Save

Step 5

Departure and arrival points

Click on **'Departure from'**. Your home address is already filled in.

Click on your house address and then click on **'Arrival at'**. Fill in your place of work, for example **'Werk - KLM Standplaats Schiphol Oost, Schiphol'**.

The number of travelled kilometres automatically appear in the box below.

If you check the box next to **'Same return journey'** the return trip will automatically be added.

Note: The number of kilometres can differ for the outward and return journeys, this can be due to a difference in the routes.

The screenshot shows a mobile application interface for creating a new trip. At the top, there is a back arrow, the title "New trip", and a close "X" button. Below the title are two dropdown menus: "Car day (07:3)" and "Fuel type". The main section contains two input fields: "Departure from" and "Arrival at". The "Departure from" field is highlighted with an orange circle and a hand icon pointing to it. Below these fields is a unit selector showing "km" and a checked checkbox labeled "Same return journey". At the bottom of this section is a grey button labeled "Add a leg". Below that is a "Budget" section with a dropdown menu labeled "Choose a budget".

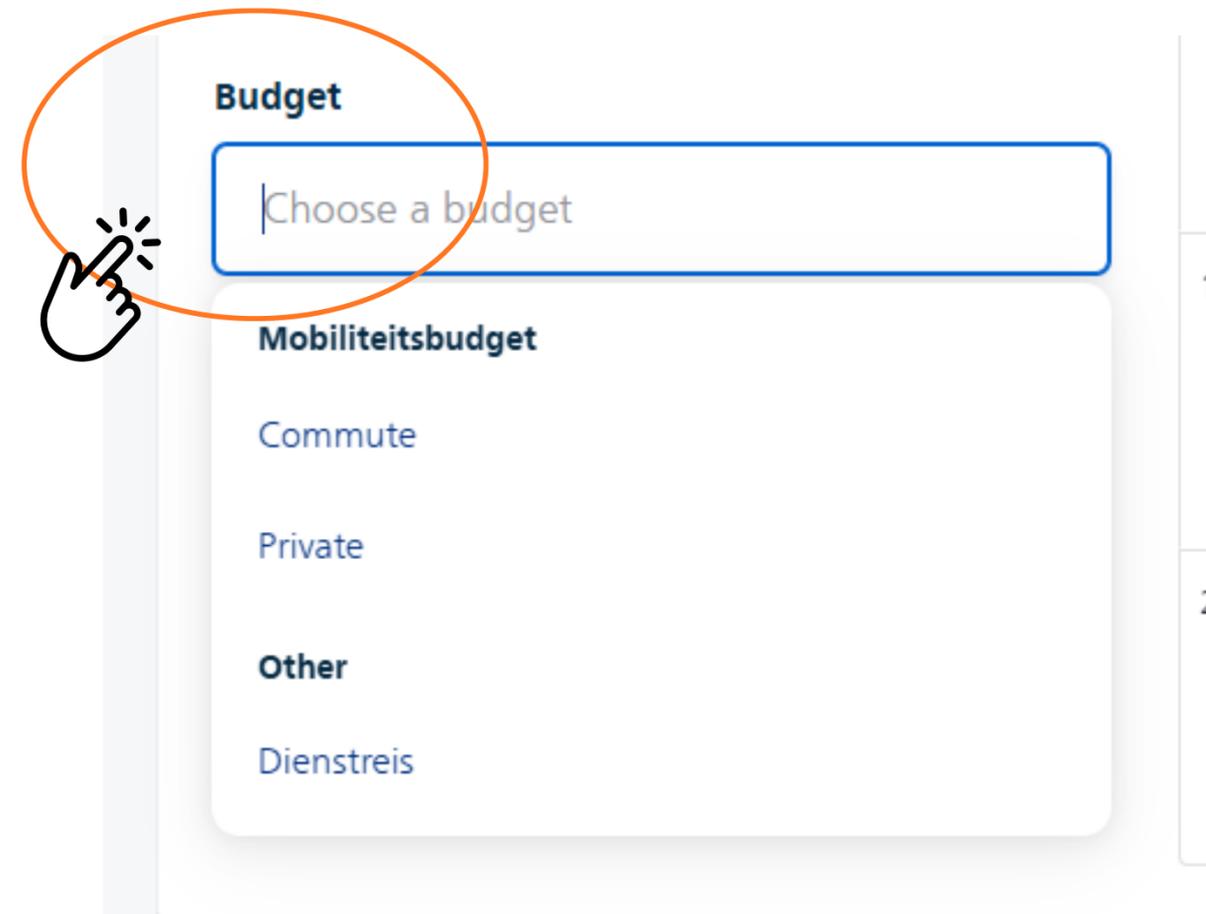
Save

Step 6

Budget

You have three options for the Budget field:

- **Commute:** this is the option you will use most frequently. You travel from your home to work and back. This applies to all modes of transport ([Click here](#)).
- **Private:** If you use your NS-Business Card in the weekend or during the week for private journeys in the Netherlands, you will need to manually set the budget for each trip to private.
- **Duty travel:** if you have to travel for a work-related assignment to another location (not a KLM location) in the Netherlands, register this journey under Duty travel.



The image shows a screenshot of a web form with a dropdown menu. The dropdown is titled "Budget" and is currently open, showing three options: "Commute", "Private", and "Other". Below "Other", there is a sub-section titled "Mobiliteitsbudget" with the option "Dienstreis". A hand cursor is pointing to the "Choose a budget" text inside the dropdown box. The dropdown is highlighted with an orange oval. On the right side of the form, there are two vertical scroll bars, one labeled "1" and one labeled "2".

Step 7

Save

Once you have filled in all the fields, [Click](#) on 'Save'.

Note! Don't close the window, you have saved the trip but have not yet registered it. Continue to Step 8.

64.4 km Same return journey

[Add a leg](#)

Budget

Commute

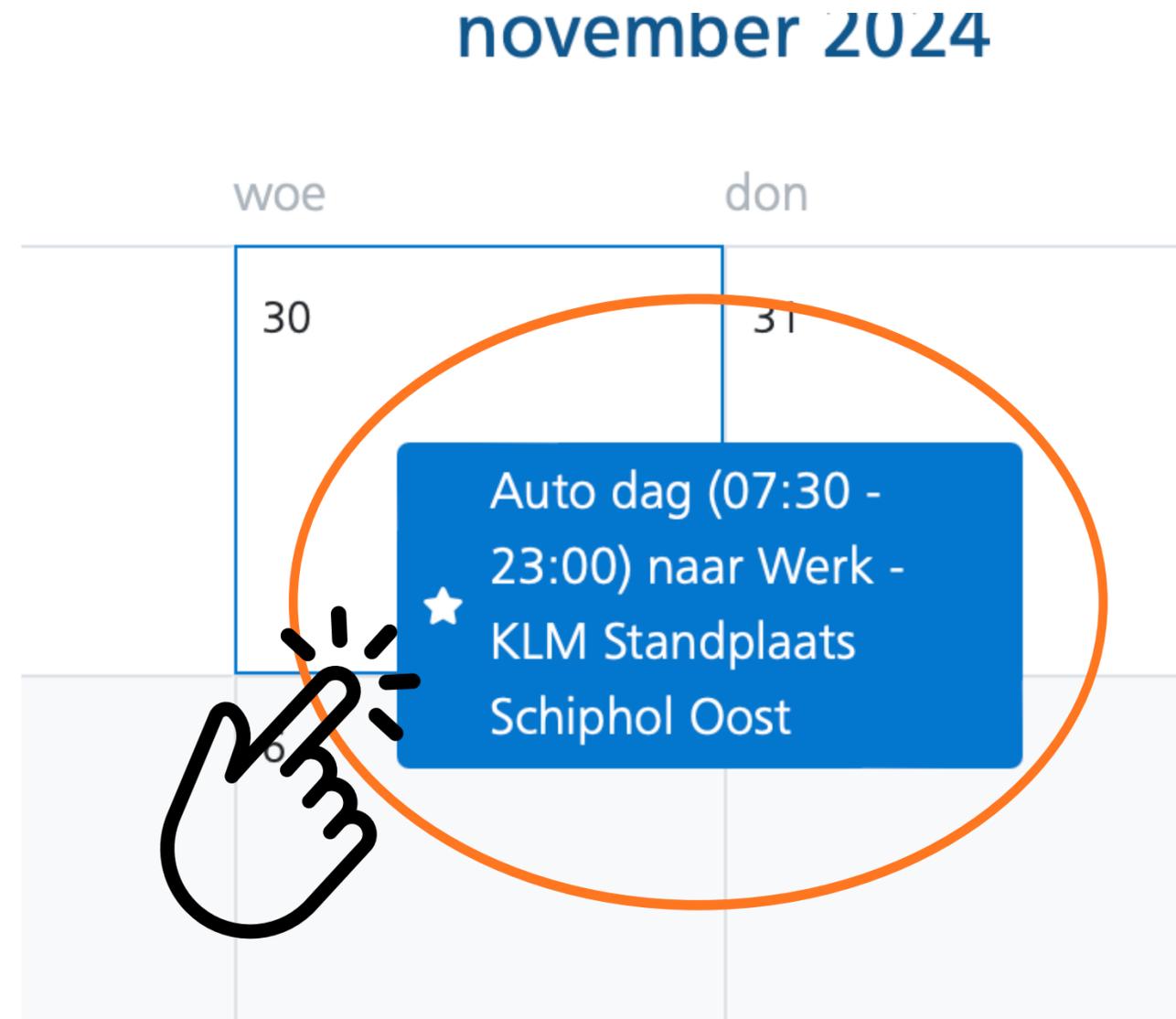


Step 8

Assignment per day

Now, assign the saved journey to a date by clicking on the date of your journey. Once you do this, the journey will appear in the date field.

Your registration is complete!

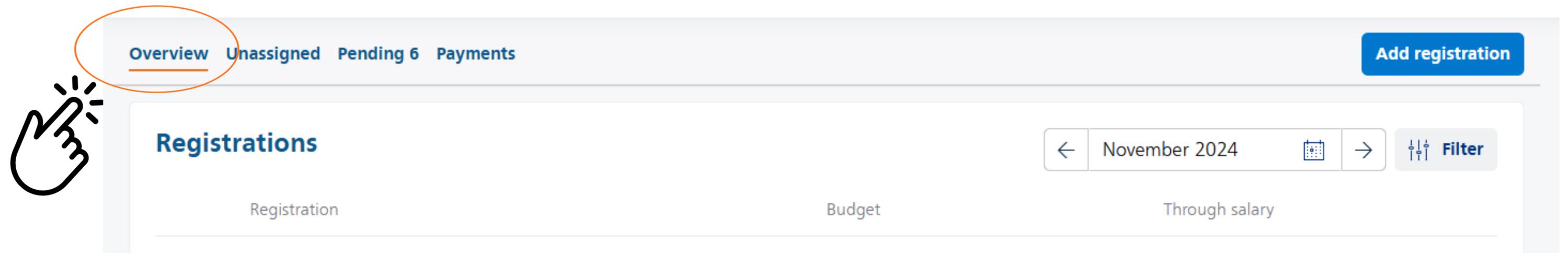


Step 9

Double-check / locate your trips

If you want to check that your journey has been added, [click](#) on 'overview'.

In this overview you will find your registered journeys along with their assigned transport allowance.



The screenshot displays a web interface for managing registrations. At the top, a navigation menu includes the following items: **Overview** (highlighted with an orange circle and a hand icon), **Unassigned**, **Pending 6**, and **Payments**. A blue button labeled **Add registration** is located in the top right corner. Below the navigation menu, the **Registrations** section is visible. It features a date filter set to **November 2024** and a **Filter** button. The main content area shows a table with columns for **Registration**, **Budget**, and **Through salary**.