

Allowances - Feature Overview

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Overview

Allowances enable an organisation to create and offer pre-determined reimbursements to employees for work-related costs such as meals, medical issues or overtime worked. These are typically regular expenses that an employee will encounter in their usual routine but can also be unique occurrences that require a fixed amount to be reclaimed.

Assure Expenses provides your organisation with the option to customise an allowance, activating it within a specific date range and setting criteria of reimbursement rates based on hours worked out of the office.

Two types of allowance can be created and claimed:

- **Daily Allowance** - A variable amount that an employee can claim based on number of hours, as configured by your organisation. When claiming a daily allowance, claimants will be required to enter a start/end date and time to ensure that they meet the required number of hours to claim the allowance.
- **Fixed Allowance** - A flat rate amount that an employee can claim one or multiple times. When claiming a fixed allowance, claimants are unable to adjust the value of the allowance, but are not required to enter any further details.

Benefits

- **Reimburse regular expenses** - Prepare allowances for employee expenses that occur regularly.
- **Date-ranged allowances** - Specify when an allowance can be claimed by setting a start and end date of when the allowance is active.
- **Rate configuration** - Specifying different rates allowed depending on number of hours an employee spends out of office.
- **Night Rate** - Configuring a different night rate to the standard active rates for an allowance ensures claimants are correctly reimbursed for unusual hours worked.
- **Deductions enabled** - Claimants can reduce the amount of a daily allowance claimed if their total spend did not equate to the total value of the allowance.

Features

Feature	Description
Create an Allowance	Add a daily allowance.

Feature	Description
Create Daily and Fixed Allowances	Add a Daily or Fixed Allowance expense item.
Configure Hourly Rates	Specify different rates depending on hours spent out of office.
Configure Night Rates	Specify different rates for night work.
Claim Daily and Fixed Allowances	Allowance reimbursements for claimants.

Implementation

- For an administrator to fully configure allowances within your system they will require the following permissions on their Access Role:
 - Base Information (Allowances)
 - Base Information (Expense Items)
- Navigate from the **Home** page to **Administrative Settings | Base Information | Allowances** to create a new allowance. For more information, view the Administrator links below.
- Navigate from the **Home** page to **Administrative Settings | Base Information | Expense Items** to create an allowance expense item. For more information, view the Administrator links below.
- Claimants will require a basic claimant item role which includes a daily or fixed allowance expense item in order to claim an expense. For more information, view the claimant links below.

Links

Administrator

[Create an Allowance](#)

[Create an Expense Item](#)

Claimant

[Add an Expense](#)
