

# Create an Allowance

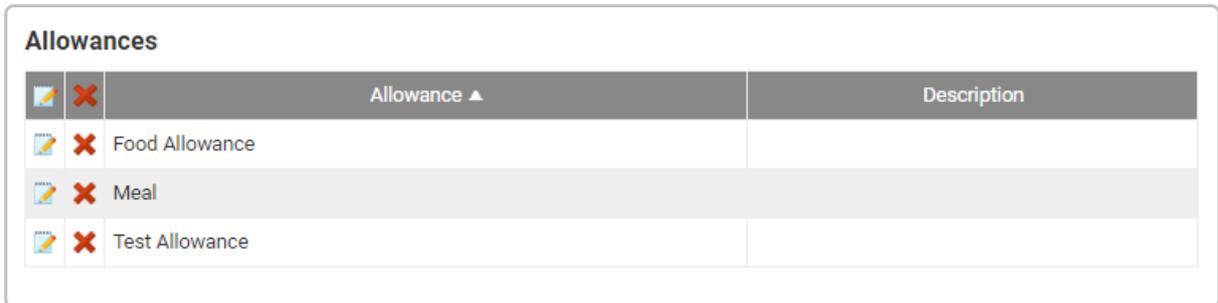
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## Permissions

You will require an Access Role with the following permissions:

- Allowances

1. Navigate from the Home page to **Administrative Settings | Base information | Allowances**.



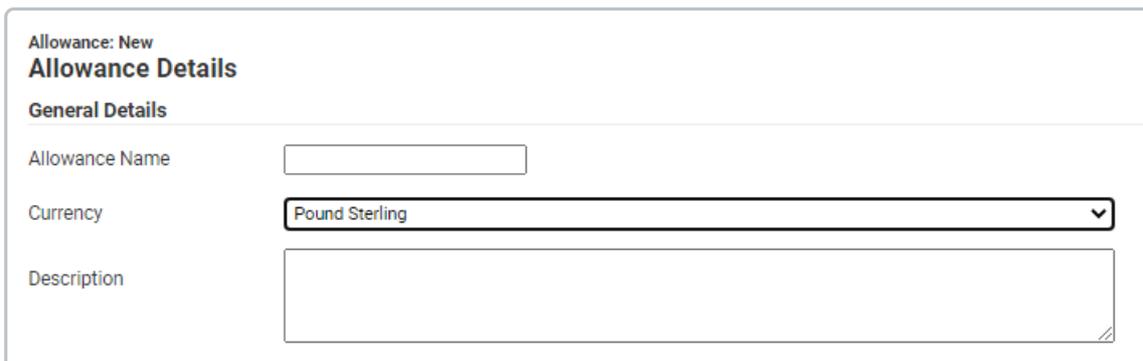
The screenshot shows a table titled "Allowances". The table has three columns: a first column with edit and delete icons, a second column labeled "Allowance ▲", and a third column labeled "Description". There are three rows of data: "Food Allowance", "Meal", and "Test Allowance". Each row has edit and delete icons in the first column.

	Allowance ▲	Description
	Food Allowance	
	Meal	
	Test Allowance	

2. Click **New Allowance** from the Page Options menu.



3. Complete the 'General Details' section.



The screenshot shows a form titled "Allowance: New Allowance Details". Under the "General Details" section, there are three fields: "Allowance Name" with a text input box, "Currency" with a dropdown menu showing "Pound Sterling", and "Description" with a large text area.

Allowance Details	Descriptions
Allowance Name	Enter a name for the allowance.
Currency	Select a currency from the drop-down list.
Description	If required, enter a description for the allowance.

4. If required, enter a different rate for night work in **Night Rate Details**.

**Night Rate Details**

Number of Hours   Rate  

Night Rate Details	Description
Number of Hours	Enter the number of hours a claimant must be working out of office in order to claim the night rate.
Rate	Enter the night rate

5. Click **Add Rate** to open the General Details window and then complete the required fields.

**Allowance Rates**

[Add Rate](#)

Hours ▲	Rate
There are no rates defined for this allowance.	

**General Details**

Number of hours  Rate

General Details	Description
Number of Hours	Enter the number of hours a claimant must be away in order to claim the rate of the allowance.
Rate	Enter the rate.

6. Click **Save** to confirm or **Cancel** to discard your changes and return to the Allowances page.

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