

Create an Expense Item

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General Details

Daily Allowance

Fixed Allowance

Fuel Card
Mileage

Meal

Mileage (Pence Per
Mile)

Standard
Item

Permissions

You will require the following permissions:

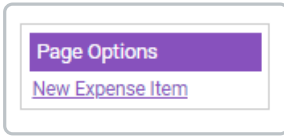
- Base Information
- Expense Items

Note: This article is intended to be used as guidance and may not reflect your system setup. Please contact your system administrator for further information.

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

Expense Items			
1	2	3	4
5	>	>>	<input type="text"/> filter
	Expense Category ▲	Expense Item	Expense Item Description
	1 Of Each	StandardItem	
	1 Of Each	Pencer Per Mile	
	1 Of Each	Meal	
	1 Of Each	Daily Allowance	
	1 Of Each	Fuel Receipt	
	1 Of Each	Mileage (Fuel Receipt)	
	1 Of Each	Fixed Allowance	
	1 Of Each	Fuel Card Mileage	
	1 Of Each	Item Reimburse	
	1 Of Each	Fixed Excess Mileage	
	1 Of Each	Fixed Mileage Deduction	
	1 Of Each	Hotel std item	
	1 Of Each	ToAndFrom	
	1 Of Each	Splititem	
	1 Of Each	ToandFromWithoutJourneyGrid	

2. From the 'Page Options' menu, click on **New Expense item**.



3. Within the General Details tab, complete the **General Details** section.

Expense Item: New
Expense Item Details

General Details | Additional Fields | Roles & Limits | Validation

General Details

Expense Item Expense Item Abbreviated ?

Expense Category ▼

P11D Category ▼

Account Code ? Alternate Account Code

Description

Comment

Total entered as ▼ Reimbursable

Field	Description
Expense Item	Enter a name for the expense item.
Expense Item Abbreviated	Enter an abbreviated name if required. The abbreviated name appears in the My Expense Items shortcut menu on the Add/Edit Expenses screen.
Expense Category	Select the appropriate expense category from the drop-down list.
P11D Category	Select a P11D Category from the drop-down list.
Account Code	Enter an account code.
Alternate Account Code	Enter an alternative account code.

Field	Description
Description	Enter a description for the item. This description is displayed on the 'Claimable Items' menu.
Comment	Enter a comment if you want to emphasise a certain aspect of policy when a claimant selects this expense. This comment is displayed on the Add/Edit Expense screen presented in a Yellow Box.
Total entered as	Select 'Gross' or 'Net' total from the drop-down list.
Reimbursable	Click to specify if the item is reimbursable (if this is not selected the claimant will not receive reimbursement for the item, e.g. when hotels are booked and paid for by your organisation).

4. Enter any country account codes your organisation may require.

Account Codes

Austria	<input type="text"/>	Germany	<input type="text"/>
United Kingdom	<input type="text"/>	United States	<input type="text"/>

5. Select the expense **Item Type** from the drop-down list. The item type which you select will determine what type of expense this is and will display further fields for you to complete.

Calculation

Item Type ▼

- Standard Item
- Standard Item
- Mileage (Pence Per Mile)
- Meal**
- Daily Allowance
- Fuel Receipt
- Mileage (Based on Fuel Receipt)
- Fixed Allowance
- Fuel Card Mileage
- Item Reimburse
- Fixed Excess Mileage
- Fixed Mileage Deduction

Split Expense Items

[Add Split Item](#)

✘ Expense Ca

The remaining tabs at the top of this guide will explain the different details you may be required to enter for different types of expense item.
