Create an Expense Item

General Details	Daily Allowance	Fixed Allowance	Fuel Card Mileage	Meal

Mileage (Pence Per Mile)	Standard Item

Permissions

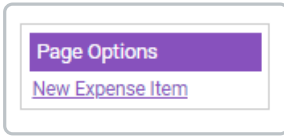You will require the following permissions:

- 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**.

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

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

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.

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.

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.