

# ITEMIZE AN EXPENSE

## TRAVEL APPLICATION

Expense

## PROCEDURE

Expenses are itemized to account for receipts that include both business and personal expenses or to ensure that each of the expenses are accounted for correctly.

1. To itemize an expense, click the expense type to open the expense details.
2. From within the expense type, click on *Itemize*.

The screenshot shows the 'New Expense' form with the following fields filled out: Expense Type: Airfare; Transaction Date: 06/08/2018; Report/Trip Purpose: Conference Attendee; Vendor: American Airlines; City of Purchase: Omaha, Nebraska; Payment Type: Cash/Personal Funds; Amount: 346.00 USD. The 'Itemize' button at the bottom is highlighted with a red box.

3. Enter the required and optional information for the selected expense type and then click *Save Itemizations*.

The screenshot shows the 'Expense' form with the 'Airfare' tab selected. The 'Total Amount: \$346.00 | Itemized: \$50.00 | Remaining: \$296.00' is displayed at the top. Below, there are two rows for itemization: 'Baggage & Airport Fees' with an amount of 50.00 and a checkbox for 'Personal Expense (do not reimburse)' which is unchecked; and 'Personal Expense' with an empty amount field and a checked checkbox. The 'Save Itemizations' button at the bottom is highlighted with a red box.

4. The total amount, itemized amount, and the remaining amount appear in the upper-right side of the *New Itemization* tab. Continue itemizing the expense until the remaining amount is \$0.00.

ITEMIZE AN EXPENSE

Updated December 10, 2019

Expense Available Receipts

**Total Amount: \$346.00 | Itemized: \$346.00 | Remaining: \$0.00**

Expense Type:  Transaction Date:  Report/Trip Purpose:

Additional Information:  Ticket Number:  Vendor:

5. For each additional itemization, on the new itemization tab, select the appropriate expense type and complete the appropriate fields. Note: copy itemizations to save time with similar entries.
6. After completing the details for each itemization, click on save.
7. Itemizations will appear in the expenses pane for the report.

Expenses				
<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	06/08/2018	Lodging Hilton Hotels, Orlando, Florida	\$991.14	\$991.14
<input type="checkbox"/>	06/08/2018	Meal (including tip) Red Robin, Orlando, Florida	\$9.45	\$9.45
<input checked="" type="checkbox"/>	06/08/2018	Airfare American Airlines, Omaha, Nebr	\$346.00	\$346.00
<input type="checkbox"/>	06/08/2018	Baggage & Airport Fees	\$50.00	\$50.00
<input type="checkbox"/>	06/08/2018	Airfare	\$296.00	\$296.00
<input type="checkbox"/>	06/07/2018	Meal (including tip) Charlie's Seafood, Orlando, Flori	\$19.78	\$19.78
<input type="checkbox"/>	06/06/2018	Meal (including tip) Red Robin, Orlando, Florida	\$12.08	\$12.08