BU BUworks Online Help

How to Itemize an Expense

This Quick Reference Guide demonstrates how to itemize an expense in Concur when preparing an expense report.

1: To begin, first select the <mark>expense</mark> you would like to itemize from the left-hand side of your report.

2: In the lower left hand corner, click the <mark>Itemize</mark> button

3	Enter values in the corresponding fields
3b	If applicable, mark any **Personal Expenses**
4	Hit <mark>**Save Itemizations**</mark>

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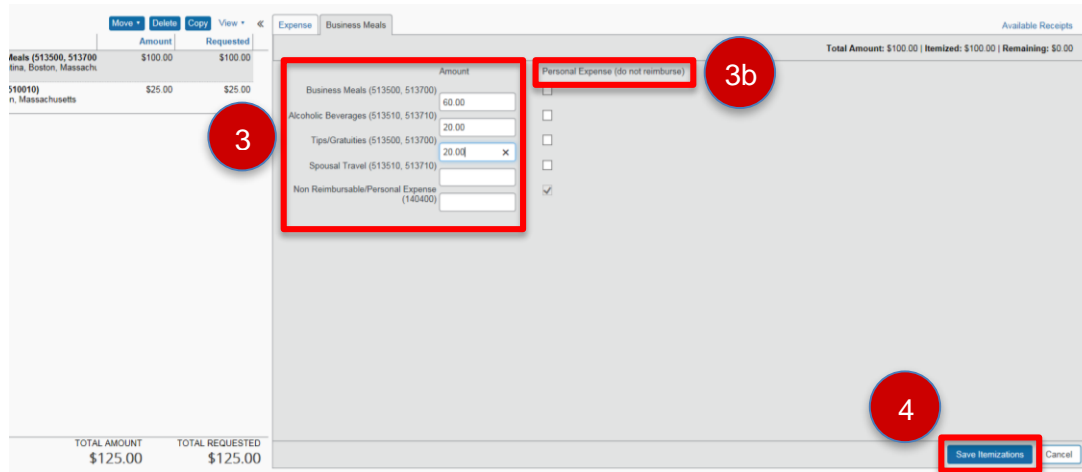
Your expense is now properly itemized. Itemizations can be viewed by pressing the drop down arrow on the main expense line item.
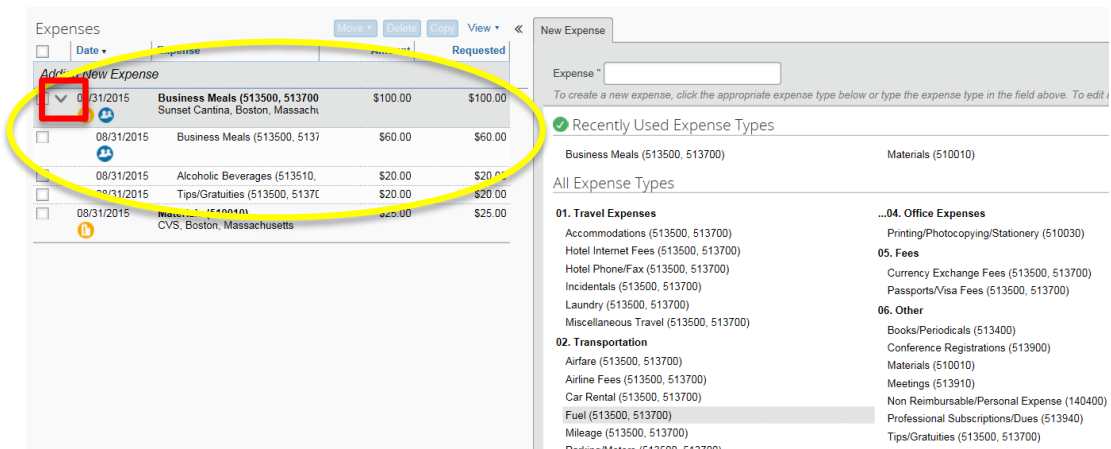
As a reminder, all meals over $25 must have an itemized receipt, and alcohol must be itemized separately.