

Quick Reference Guide How to Itemize an Expense Concur Travel and Non-Travel

HOW TO ITEMIZE AN EXPENSE

This guide demonstrates how to itemize an expense in Concur when preparing an Expense Report.

1. Select the expense you would like to itemize.

0	Alerts	s: 5					~
Tes Not s	st rep ubmitted	oort	\$72.28			Delete Report	Submit Report
Report	Details 🔻	r Print	/Share 👻 Mana	ge Receipts 🔻			
Ad	d Expens	e					
	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date -	Requested
	0		US Bank CBCP	Taxi (513500, 513700)	NYC TAXI 2R18	04/30/2018	\$7.56
	0	US Bank CBCP		Individual Meals (513500, 513700)	DUTCH FREDS New York, New York	04/29/2018	\$20.70
	0	US Bank CBCP		Business Meals (513500, 513700)	RESTAURANT THALIA New York, New York	04/29/2018	\$44.02
							\$72.28

2. Select the "Itemizations" tab.

Details Itemization	is		Hide Receipt
Allocate Evonese Time *	* Indicates required field		
Individual Meals (513500, 513700)	×		
Transaction Date	Business Purpose		
04/29/2018			
Enter Vendor Name	Meal Type *		
DUTCH FREDS	·		
City of Purchase *	Payment Type		
New York, New York	US Bank CBCP		
Transaction Amount	Currency	•	
20.70	US, Dollar	Attach Receipt Image	
Does this Meal include Alcohol? *	Personal Expense (do not reimburse)		
Spousal Travel Included?			



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3. Enter appropriate values in the available fields.



4. If applicable, mark any Personal Expenses (non-reimbursable)

	* Indicates required field
Individual Meals (513500, 513700)	Personal Expense (do not reimburse)
Alcoholic Beverages (513510, 513710)	Personal Expense (do not reimburse)
Tips/Gratuities (513500, 513700)	Personal Expense (do not reimburse)
Spousal Travel (513510, 513710)	Personal Expense (do not reimburse)
Non Reimbursable/Personal Expense (140400)	Personal Expense (do not reimburse)

5. Click "**Save Itemizations**." Your expense is now properly itemized. Itemizations can be reviewed/edited by re-selecting that expense on your report page and selecting the Itemizations tab.

*As a reminder, all meals over \$25.00 must have an itemized receipt, and alcohol must always be itemized separately.

4/4/2025