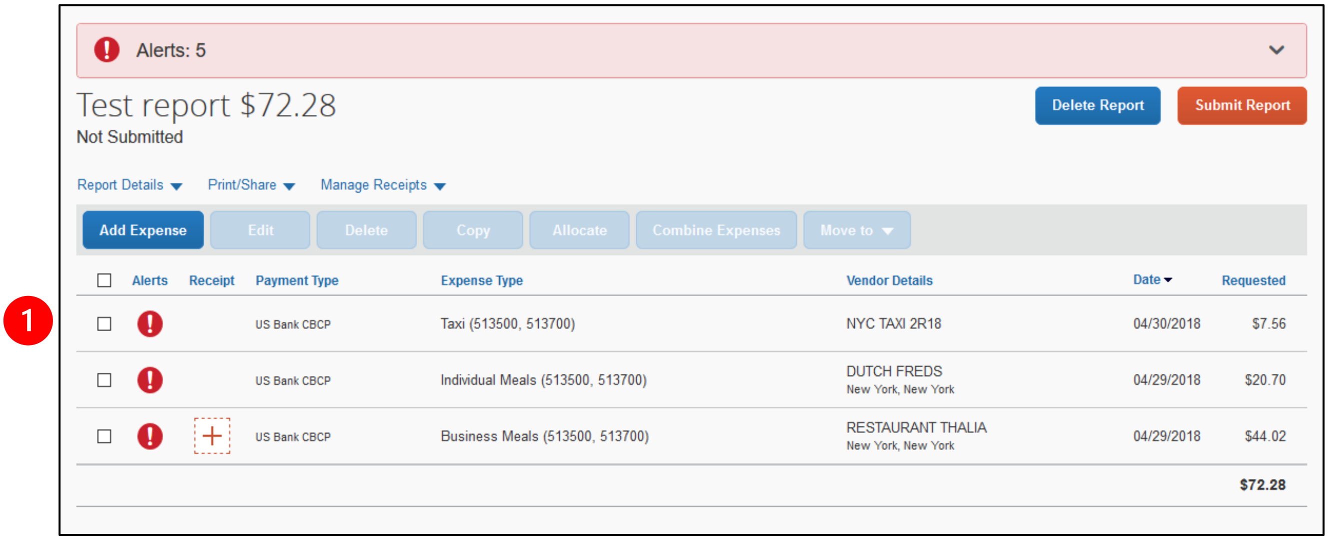
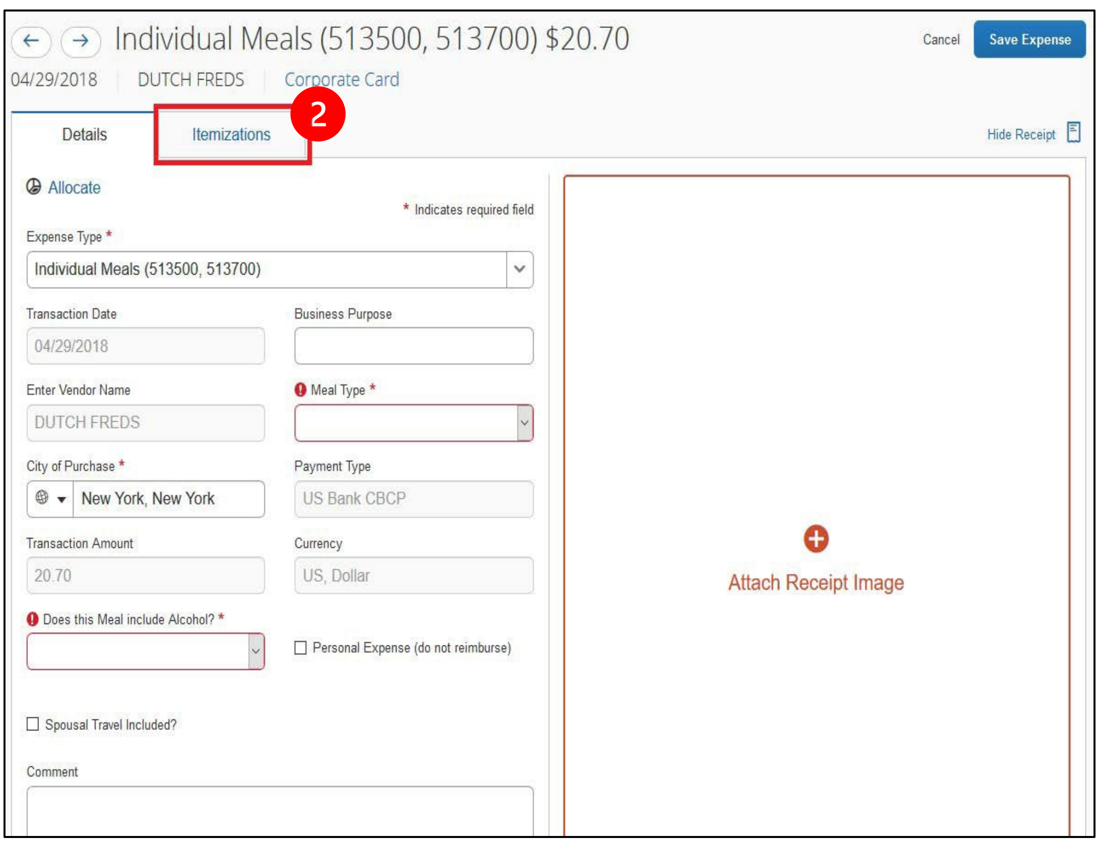
HOW TO ITEMIZE AN EXPENSE

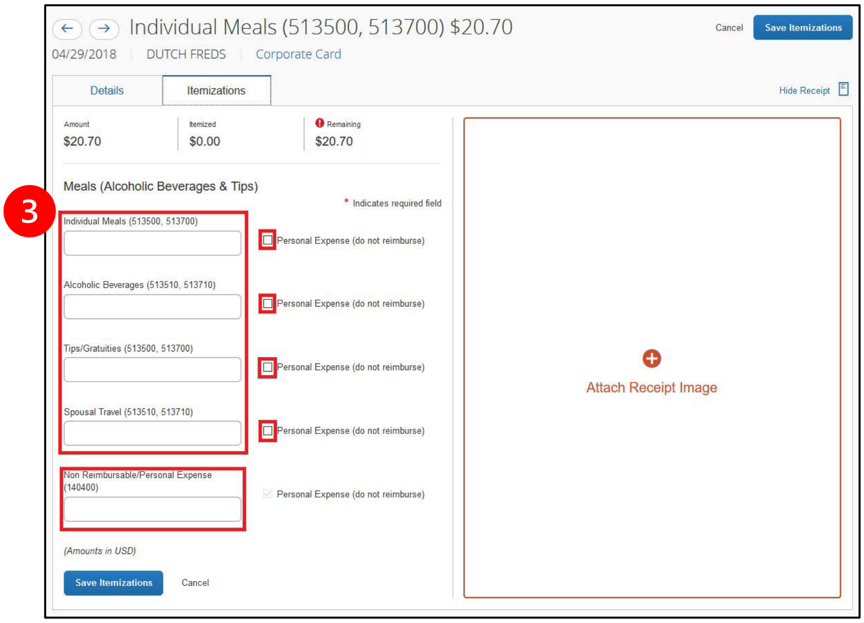
1. Open an active (unsubmitted) Expense Report and select the expense you would like to itemize.



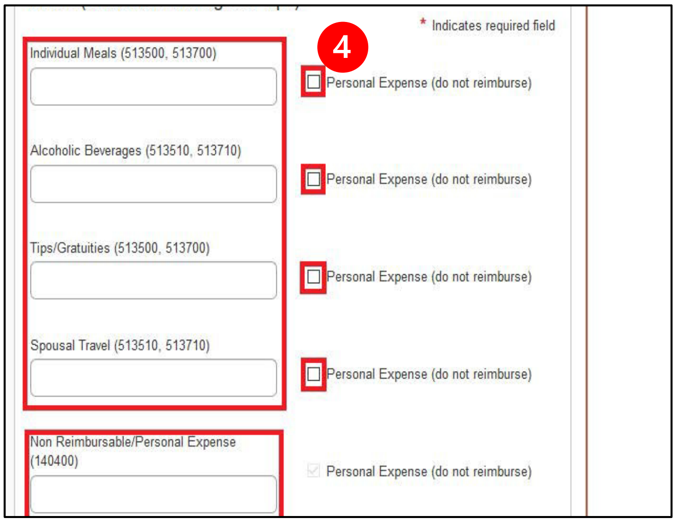
2. Select the **Itemizations** tab.



3. Enter appropriate values in the available fields.



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



5. Click **Save Itemizations** to complete the itemization of your expense. To review/edit your itemization, re-select that expense on your report page and click on the Itemizations tab.

Important reminder: All meals over $25.00 must have an itemized receipt, and alcohol must always be itemized separately.