

HOW TO ITEMIZE AN EXPENSE

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

Alerts: 5

Test report \$72.28

Not Submitted

Delete Report

Submit Report

Report Details

Print/Share

Manage Receipts

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

☐	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
☐	!		US Bank CBCP	Taxi (513500, 513700)	NYC TAXI 2R18	04/30/2018	\$7.56
☐	!		US Bank CBCP	Individual Meals (513500, 513700)	DUTCH FRED'S New York, New York	04/29/2018	\$20.70
☐	!	+	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.

← →

Individual Meals (513500, 513700) \$20.70

Cancel

Save Expense

04/29/2018

DUTCH FRED'S

Corporate Card

Details

Itemizations

Hide Receipt

Allocate

* Indicates required field

Expense Type *

Individual Meals (513500, 513700)

Transaction Date

04/29/2018

Business Purpose

Enter Vendor Name

DUTCH FRED'S

Meal Type *

City of Purchase *

New York, New York

Payment Type

US Bank CBCP

Transaction Amount

20.70

Currency

US, Dollar

Does this Meal include Alcohol? *

Personal Expense (do not reimburse)

☐

Spousal Travel Included?

☐

Comment

+

Attach Receipt Image

3. Enter appropriate values in the available fields.

Individual Meals (513500, 513700) \$20.70

04/29/2018 DUTCH FRED'S Corporate Card

Details Itemizations Hide Receipt

Amount	Itemized	Remaining
\$20.70	\$0.00	\$20.70

Meals (Alcoholic Beverages & Tips)

* 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)

(Amounts in USD)

Save Itemizations Cancel

Attach Receipt Image

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** 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.