

## 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 expense you would like to itemize.

Alerts: 5			~
Test report \$72.28 Not Submitted			Delete Report Submit Report
Report Details  Print/Share  Manage Receipt	3 🔻		
Add Expense Edit Delete			
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 FREDS 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 tab to Itemize

Dotails	ns	Hide Receipt
Allocate	* Indicates required field	
Expense Type *		
Individual Meals (513500, 513700)	)	
ransaction Date	Business Purpose	
04/29/2018		
Inter Vendor Name	Ø Meal Type *	
DUTCH FREDS	· · · · · · · · · · · · · · · · · · ·	
City of Purchase *	Payment Type	
New York, New York	US Bank CBCP	
ransaction Amount	Currency	<b>O</b>
20.70	US, Dollar	Attach Receipt Image
Does this Meal include Alcohol? *		
	Personal Expense (do not reimburse)	
	2	
Spousal Travel Included?		
Spousal Travel Included?		

3	Enter values in the corresponding fields
3b	If applicable, mark any Non Reimbursable/Personal Expenses
4	Click Save Itemizations

25/2010	OUTCH FREDS Cor	porate Card	
Details	Itemizations		Hide Receipt
mount 20.70	temized \$0.00	Remaining     \$20.70	
Jooholic Beverages (! ips/Gratuities (51350 :pousal Travel (51351	513510, 513710) 0, 513700) 0, 513710)	Personal Expense (do not reimburse) Personal Expense (do not reimburse) Personal Expense (do not reimburse)	et Attach Receipt Image
lan Daimhurashla Da	rsonal Expense		

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 must have an itemized receipt, and alcohol must always be itemized separately.