

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.**

2: Select the tab to Itemize

3	Enter values in the corresponding fields
3b	If applicable, mark any Non Reimbursable/Personal Expenses
4	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 must have an itemized receipt, and alcohol must always be itemized separately.