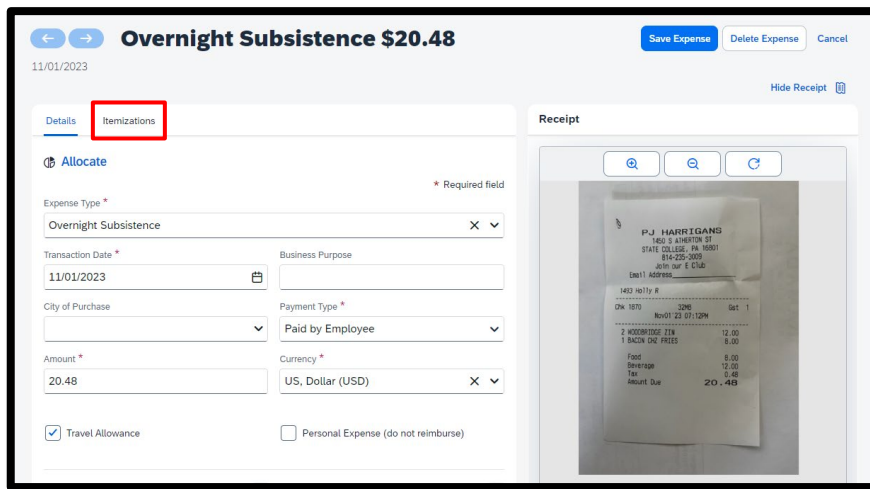


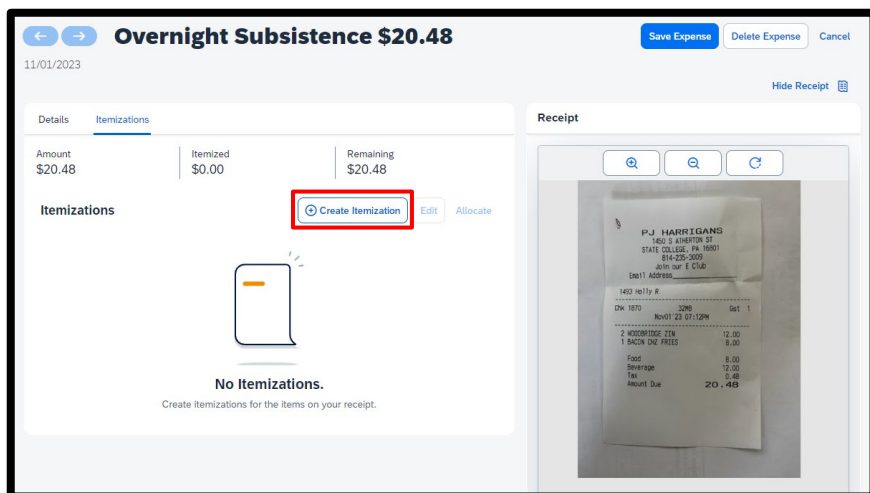
User Guide – Itemizing Personal (Non-Reimbursable) Expenses

This guide is intended to walk an employee through the basics of how to itemize an expense to account for receipts that include both business and personal (non-reimbursable) expenses. The example in this guide is a meal receipt that includes alcohol.

1. To itemize an expense, select the expense to open the expense details. In this example, we are itemizing an Overnight Subsistence expense.
2. Select the **Itemizations** tab.



3. On the **Itemizations** tab, select **Create Itemization**. The expense **Amount**, the **Itemized** amount, and the **Remaining** amount are listed on the Itemizations tab.



- Select the **Expense Type** that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type (required fields are marked with a red asterisk).

The screenshot shows the 'Overnight Subsistence \$20.48' form. The 'Details' tab is active, showing 'Amount \$20.48', 'Itemized \$0.00', and 'Remaining \$20.48'. The 'New Itemization' section has 'Expense Type' set to 'Overnight Subsistence'. The 'Transaction Date' is '11/01/2023'. The 'City of Purchase' is empty. The 'Amount' field is empty, and the 'Currency' is 'US, Dollar (USD)'. The 'Travel Allowance' checkbox is checked, and the 'Personal Expense (do not reimburse)' checkbox is unchecked. The 'Receipt' image shows a receipt from P.J. HARRIGANS for \$20.48.

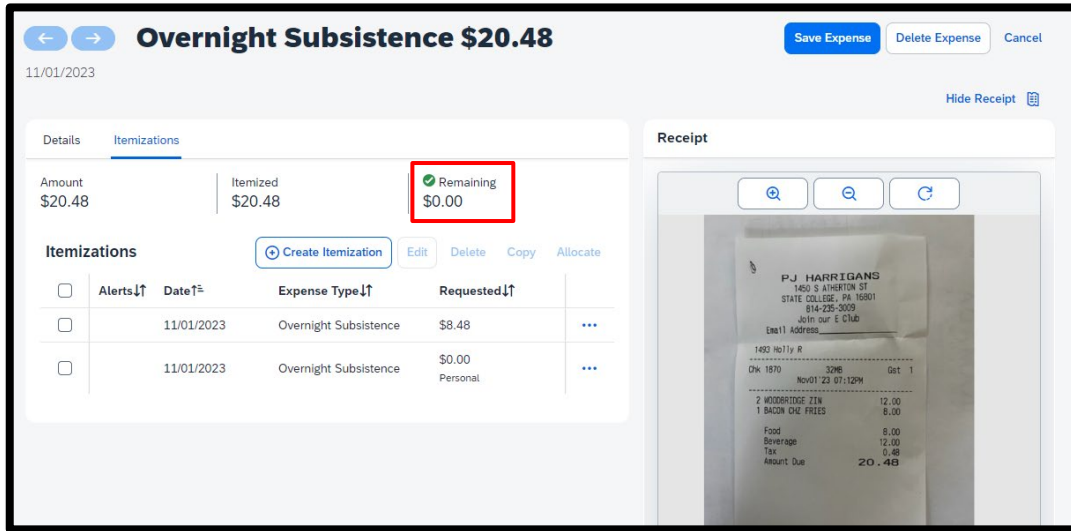
- Enter the amount of the reimbursable portion of the expense and click **Save Itemization**.

The screenshot shows the 'Overnight Subsistence \$20.48' form. The 'Details' tab is active, showing 'Amount \$20.48', 'Itemized \$8.48', and 'Remaining \$12.00'. The 'New Itemization' section has 'Expense Type' set to 'Overnight Subsistence'. The 'Transaction Date' is '11/01/2023'. The 'City of Purchase' is empty. The 'Amount' field is highlighted with a red box and contains '8.48'. The 'Currency' is 'US, Dollar (USD)'. The 'Travel Allowance' checkbox is checked, and the 'Personal Expense (do not reimburse)' checkbox is unchecked. The 'Receipt' image shows a receipt from P.J. HARRIGANS for \$20.48.

- Select **Create Itemization** and select the appropriate **Expense Type**. Enter the amount of the non-reimbursable portion of the expense. Uncheck the **Travel Allowance** box and check the **Personal Expense (do not reimburse)** box. Click the **Save Itemization** button.

The screenshot shows the 'Overnight Subsistence \$20.48' form. The 'Details' tab is active, showing 'Amount \$20.48', 'Itemized \$20.48', and 'Remaining \$0.00'. The 'New Itemization' section has 'Expense Type' set to 'Overnight Subsistence'. The 'Transaction Date' is '11/01/2023'. The 'City of Purchase' is empty. The 'Amount' field is highlighted with a red box and contains '12.00'. The 'Currency' is 'US, Dollar (USD)'. The 'Travel Allowance' checkbox is unchecked, and the 'Personal Expense (do not reimburse)' checkbox is checked. The 'Receipt' image shows a receipt from P.J. HARRIGANS for \$20.48.

- Continue itemizing the expense until the Remaining amount is \$0.00. Once you have completed itemizing the expense, a green checkmark appears next to the Remaining amount of \$0.00, indicating your have completed itemizing the expense.



- Select **Save Expense**