



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.

← → Overn	ight Su	bsistence \$2	0.48	Save Expense Delete Expense Cancel
Details Itemizations				Hide Receipt (j)
Allocate Expense Type *			* Required field	QQC
Overnight Subsistence			× ×	PJ HARRIGANS
Transaction Date *		Business Purpose		1460 S ATHERTON ST STATE COLLESE, PA 14601 814-225-0009
11/01/2023	Ë			Emol 1 Address
City of Purchase		Payment Type *		Chk 1570 3248 Est 1
	~	Paid by Employee	~	2 WOORFDCE 71W 12.00
Amount *		Currency *		Food 8.00
20.48		US, Dollar (USD)	× ×	Tax 0.48 Assunt Due 20.48
✓ Travel Allowance		Personal Expense (do no	it reimburse)	-

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

Overnight Subs 1/01/2023	istence \$20.48	Save Expense Delete Expense Cancel
Details Itemizations		Receipt
Amount \$20.48 temized \$0.00 Itemizations No Itemizat Create itemizations for the ite	Remaining \$20.48 Create Itemization Edit Allocate Allocate ins. ms on your receipt.	Q C B C B B B

4. 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).

← → Ove	rnight Subs	istence \$20.48		Save Itemization Cancel
11,01,1010				Hide Receipt 🌐
Details Itemizations			Receipt	
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Save liemization Sav	e and Add Another Cancel		2 attice 1 Addit Benerit Recent	500 / 14 12 60 90 / 150 0 90 / 100 0 80 / 200 4 80 200 4 81

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

Overnight Subsistence \$20.48	Save Itemization Cancel
11/01/2023	Hide Receipt 🗒
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Overnight Subsistence X V	Dx 1870 3268 Get 1 8cv01233 671224
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City of Purchase	lat 20.48
Amount * Currency	and the second
8.48 US, Dollar (USD)	
Travel Allowance Personal Expense (do not relimburse)	

6. 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.

Details Itemizations			Receipt		
Amount Itemized \$20.48 \$20.48		Remaining \$0.00		<u>@</u> _ Q	C
New Itemization Allocate Expense Type *		* Required field		P-J HARRIGANS 1400 S AIMERINS II STATE COLLESS, PA 16001 401-255-0001 doin our E Club Enell Address	-
Overnight Subsistence		× ×		Chk 1870 3248 Nov01'23 07:1294	Get 1
Transaction Date *	Business Pu	irpose		2 WOODBRIDGE ZIN 11 1 BACIN CHZ FRIES	
11/01/2023	8			Food I Beverage 12	1.00
City of Purchase				Amount Due 20.4	48 48
Amount *	Currency				
12.00	US, Doll	ar (USD)			

7. 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.

← → 1/01/2023	Overnig	ht Subsisten	ce \$20.48		Save Expense Delete Expense Cancel
Details	Itemizations				Receipt
Amount \$20.48	Iter \$2	nized 0.48	Remaining \$0.00		Q Q C
Itemizat	tions Alerts↓î Dateî≞	(→ Create Itemization) Ed	lit Delete Copy Requested↓↑	Allocate	PJ HARRIGANS HEG SAMETOR SI STATE COLLER, PL MED
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8. Select Save Expense