ITEMIZATION DEFINED:

There may be times when a single expense contains sub-items that need to be classified by more than one Expense Type.

Itemization allows you to break that line item into multiple sub-line items. The sub line-items will need to add up to the whole of the parent line item.

For example, a hotel bill may contain a number of line items with different expense types, such as the nightly lodging cost, parking cost, and/or WiFi. Itemization will allow you to give details for each of the pieces within the larger expense.

ITEMIZATION REQUIREMENTS:

You are required to itemize

- Hotel Expenses
- Any Travel Card transaction that contains personal/non-reimbursable expenses.
  - Note: For out of pocket expenses with a personal amount, only enter the business portion in the “Amount” field of the expense. You won’t be able to adjust the “Amount” if it is a travel card transaction, so itemization of the personal portion is required.

HOW TO ITEMIZE NON-HOTEL EXPENSES:

1. After you enter the details for a parent line item expense, click the Itemize button at the bottom of the expense detail panel on the right. OR - If you have already added the line item to be itemized, navigate to the Expenses list in your Expense Report. Click on the expense, then on the right, click on the Itemize button.

2. The New Itemization panel appears

At the top of the New Itemization panel, you will see a summary of the parent expense (Total Amount), the portion you’ve accounted for (Itemized), and the portion that still requires explanation (Remaining).

| Total Amount: $9.29 | Itemized: $0.00 | Remaining: $9.29 |

1. An Expense Type form will appear, select the appropriate expense type for the first portion of itemization. For example, if you are itemizing out the personal portion of an expense first, select Personal/Non-Reimbursable from the Expense Type drop-down list.
2. In the Amount field on the next screen, enter the amount for this portion of itemization. For example, if this the personal portion of an expense, enter the amount that was personal. Also enter a brief explanation.

![New Itemization](image)

3. Click Save in the bottom-right of the New Itemization pane.

4. The system will prompt you to select the expense type for the next portion of itemization. Follow these steps until the expense is fully itemized (i.e. until the Remaining field is zero).

**HOW TO ITEMIZE HOTEL EXPENSES:**

If you used ExpenseIt to take a picture of your hotel folio to create the expense, or if you have e-receipts enabled and paid with your travel card, your hotel expense should automatically itemize. If you need to correct any errors or do still need to itemize the expense in any way, follow these steps.

1. After the overall hotel expense is already in the report, select it and click the Nightly Lodging Expenses tab (across the top of the expense details on the right side of the screen).

2. Fill in the required and optional information. In the room rate field, you may enter either the overall rate with taxes included, or you can separate out the taxes in the various tax fields. Additional daily expenses (like parking) should go in the “Additional Charges (each night)” section.

3. Click Save Itemizations.

4. If there is still a leftover amount (of non-nightly expenses), the system will prompt you to continue itemizing by selecting the Expense Type for the next itemization. This could be room service or a hotel restaurant meal that was added to the bill and would need to be itemized out to the appropriate expense type (follow the itemization steps from the previous section).

**ITEMIZING GROUP LODGING EXPENSES:**

The group lodging expense type is used when more than one room is placed on a hotel bill. The only difference for Group Lodging when itemizing is you will also enter the number of rooms you had in the “Nightly Lodging Expenses” pane.