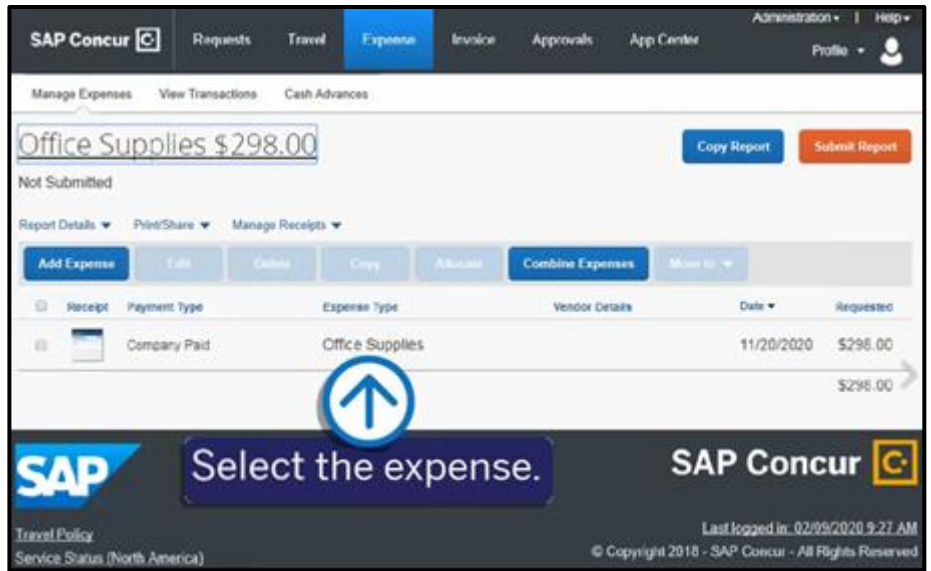


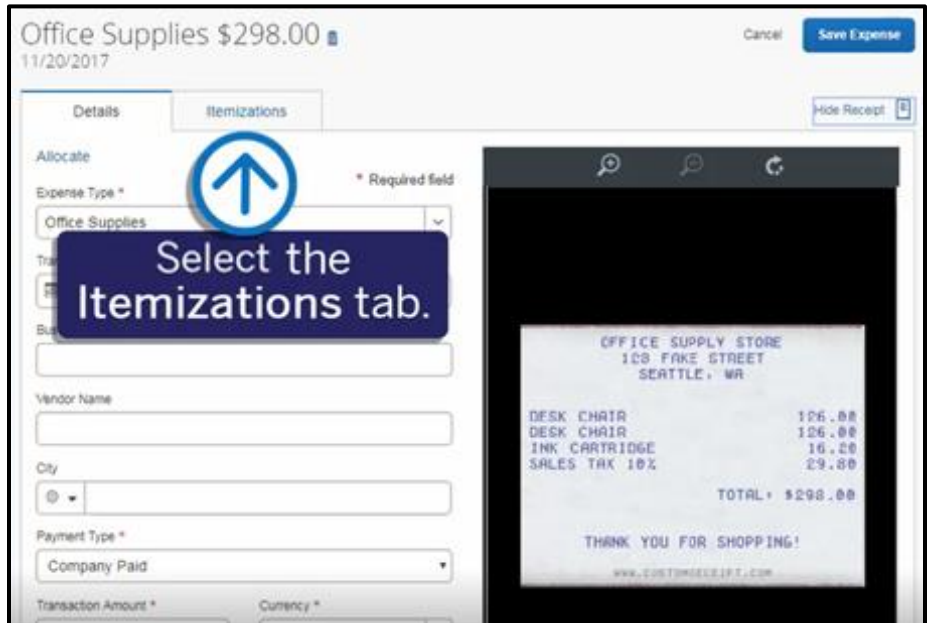
# Itemizing Expenses

You itemize expenses to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly.

1. To itemize an expense, in your expense report, select the expense to open the expense details.

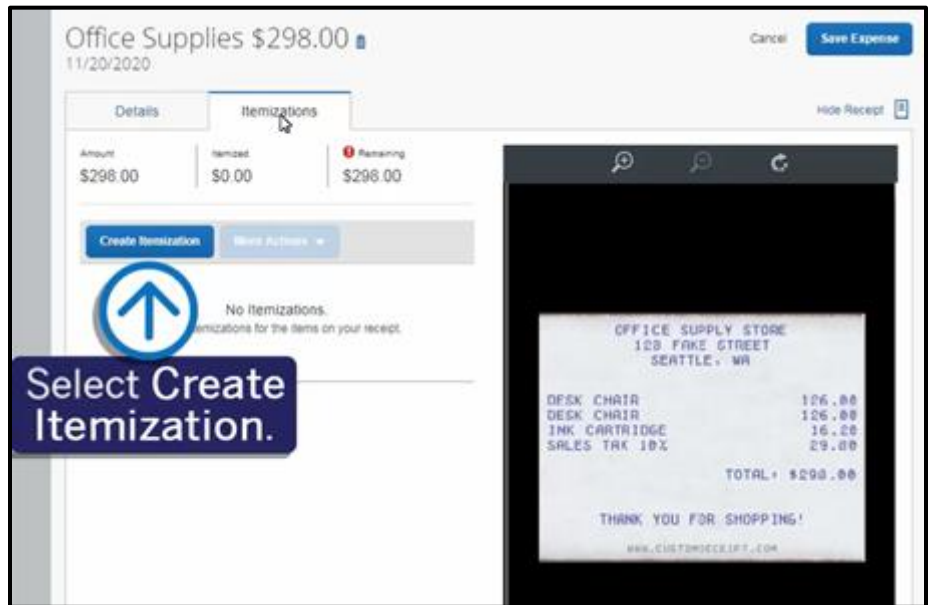


2. Select the Itemizations tab.

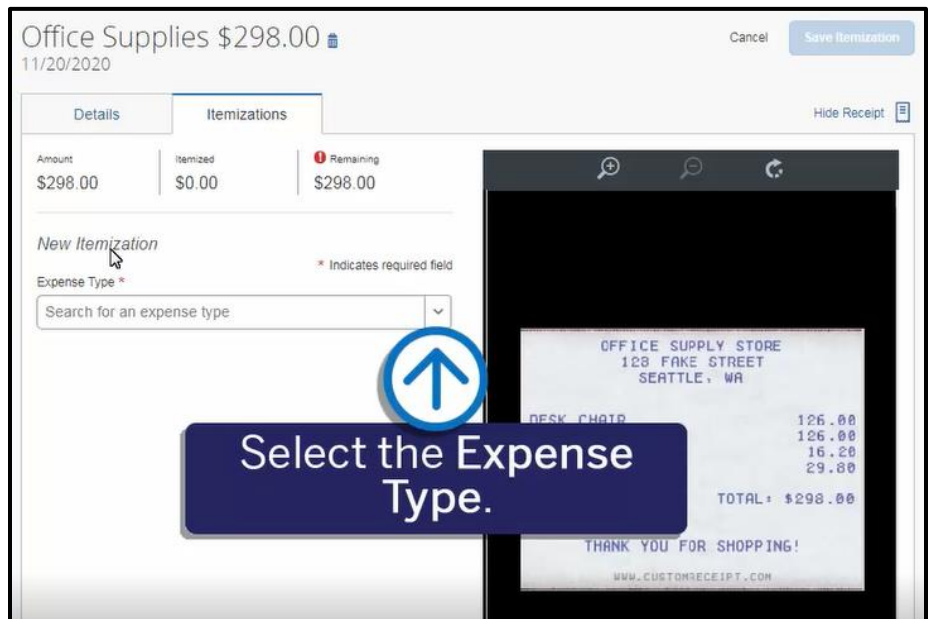


- On the **Itemizations** tab, select **Create Itemization**.

The expense **Amount**, the **Itemized** amount, and the **Remaining** amount are listed on the **Itemizations** tab.



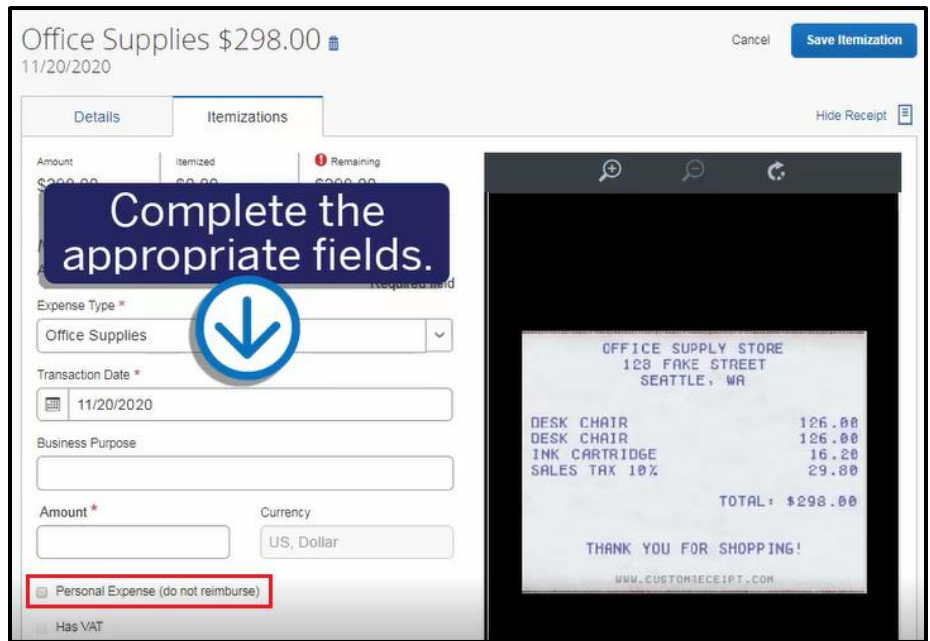
- Select the **Expense Type** that applies to the first itemization.



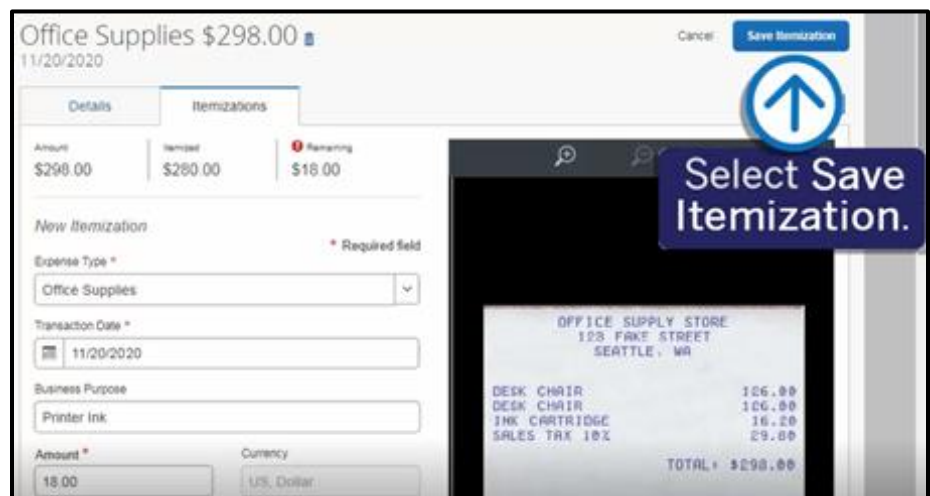
The page refreshes, displaying the required and optional fields for the selected expense type (required fields are marked with a red asterisk).

5. Complete the appropriate fields,
6. If this is a personal expense, select the **Personal Expense (do not reimburse)** check box.

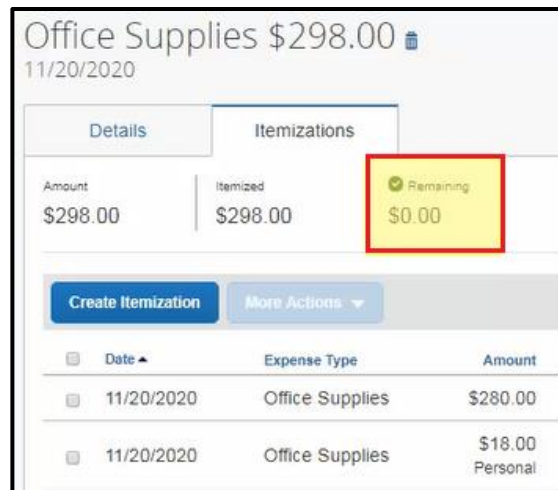
Designating an expense as personal means that your company will not reimburse you for the expenditure.



7. After you complete entering the information for each itemization, select **Save Itemization**.



8. Continue itemizing the expense until the Remaining amount is \$0.00.



Once you have completed itemizing this expense, a green checkmark appears next to the **Remaining** amount of \$0.00, indicating that you have completed itemizing this expense.