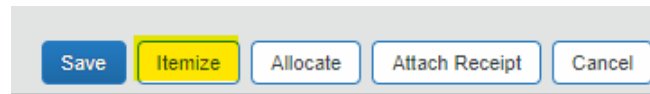


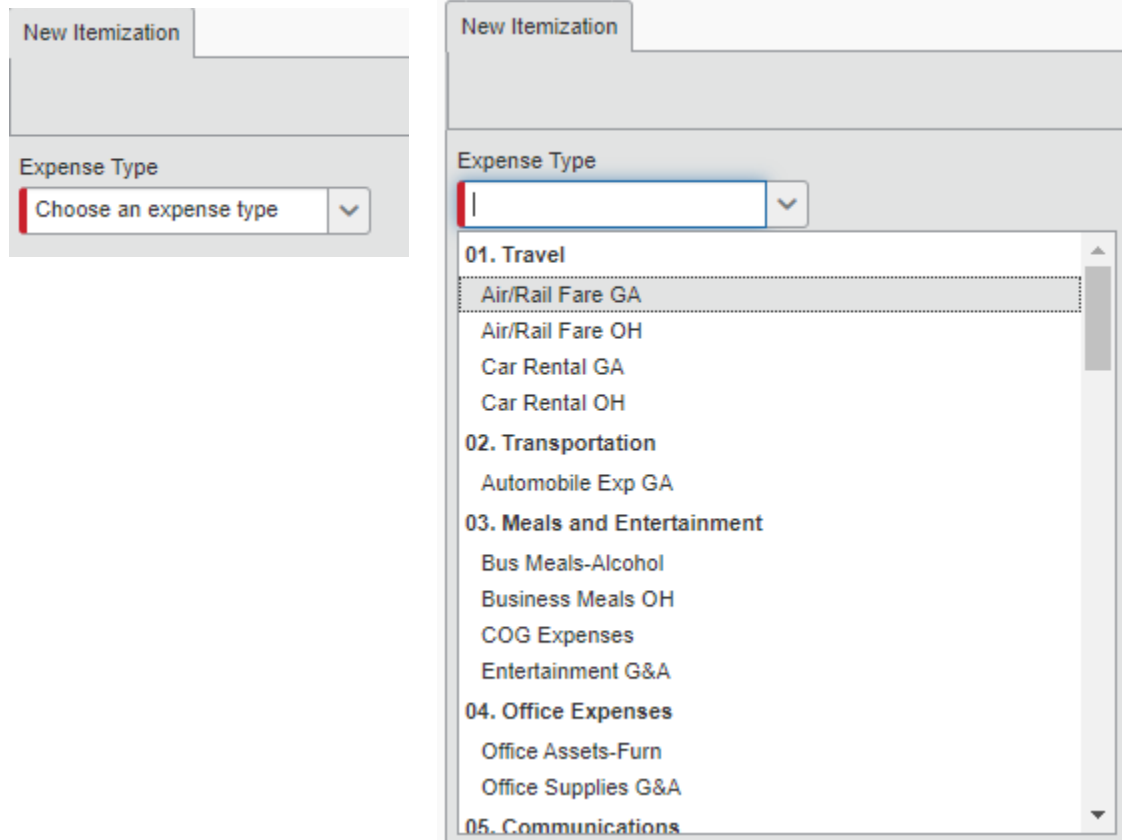
## Itemizing an Expense in Concur

1. Select the expense line with the charge that needs to be split
2. Choose the Itemize button at the bottom right side of screen



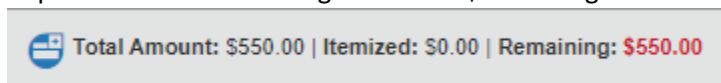
A horizontal row of five buttons: 'Save' (blue), 'Itemize' (yellow), 'Allocate' (light blue), 'Attach Receipt' (light blue), and 'Cancel' (light blue).

3. Under New Itemization tab, choose the Expense Type from the drop-down box.



The image shows two versions of the 'New Itemization' tab interface. The left version shows the 'Expense Type' dropdown menu with the text 'Choose an expense type' and a downward arrow. The right version shows the dropdown menu expanded, displaying a list of expense categories and sub-items. The categories are: 01. Travel, 02. Transportation, 03. Meals and Entertainment, 04. Office Expenses, and 05. Communications. The sub-items under 01. Travel are: Air/Rail Fare GA, Air/Rail Fare OH, Car Rental GA, and Car Rental OH. The sub-items under 02. Transportation are: Automobile Exp GA. The sub-items under 03. Meals and Entertainment are: Bus Meals-Alcohol, Business Meals OH, COG Expenses, and Entertainment G&A. The sub-items under 04. Office Expenses are: Office Assets-Furn and Office Supplies G&A. The sub-items under 05. Communications are not visible.

4. Fill in the Transaction date, Business Purpose and Amount. Complete the Mapping, Job Number and WBS Code as pertaining to charge being broken out. Add any comments.
5. Choose SAVE
6. Repeat until the Remaining Amount is \$0.00 in right side of New Itemization Tab.



A summary bar with a blue icon on the left and the text: 'Total Amount: \$550.00 | Itemized: \$0.00 | Remaining: \$550.00'.