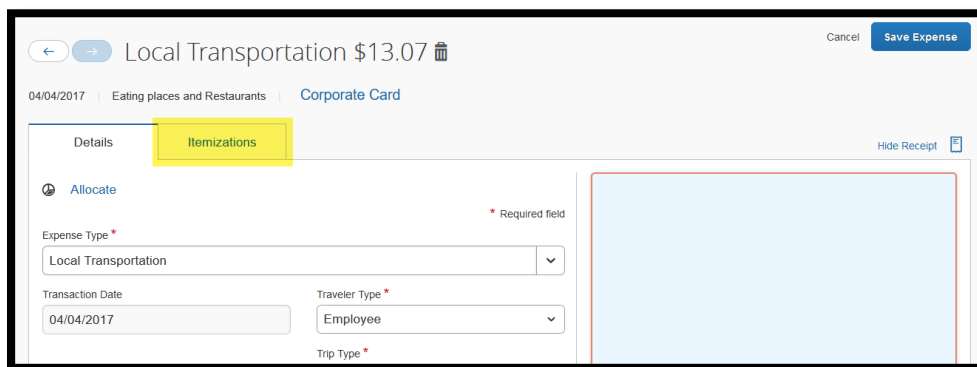# Itemizations

An **Itemization** occurs when a single expense type is broken down into multiple expense types. Some expenses require an **Itemization**. Please use this guide to appropriately **Itemize** an expense.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

Itemization

4. Click on the expense that you want to **Itemize**.
5. Click **Itemizations** at the top of the expense.
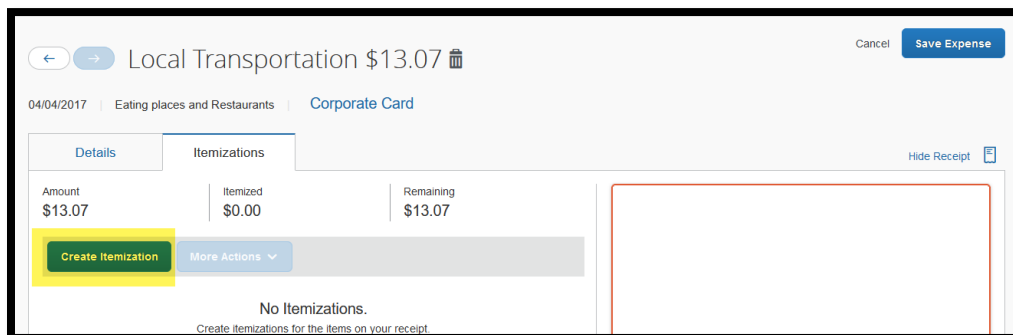
6. On the **Itemizations** tab, click **Create Itemization**.

7. The expense type drop-down box will appear where you can scroll through the available expense types.
8. Select the **correct expense type** and fill in the required information. Click **Save Itemization**.

9. Concur will display the remaining amount to **Itemize**.

10. Click **Create Itemization** again, select the correct expense type from the drop-down menu and fill in the required fields.
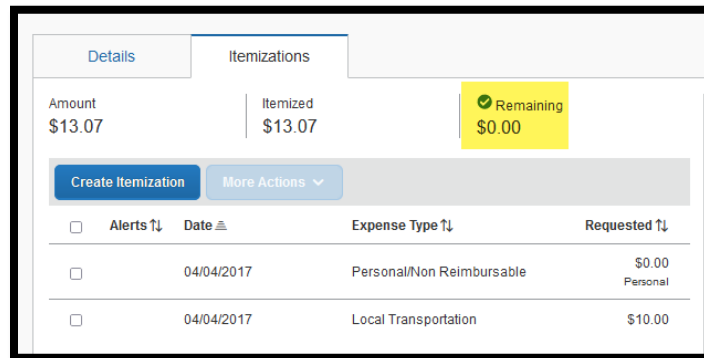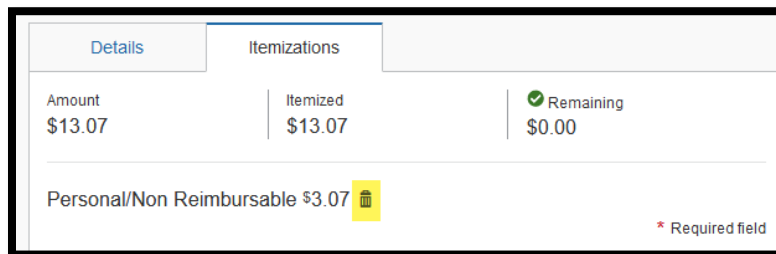
Itemizations

11. Click **Save Itemization** again and ensure that there is no remaining amount to be itemized.
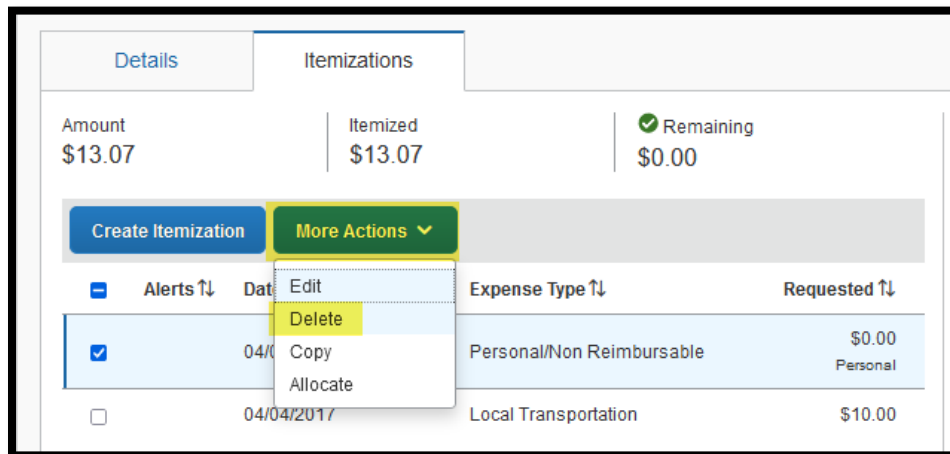
12. To delete an **Itemization**, click on the line to be deleted and click the trash can icon 🗑.

13. Alternatively, you can click on the itemization **line** to be deleted, click **More Actions** and then select **Delete**.