

## Itemizations

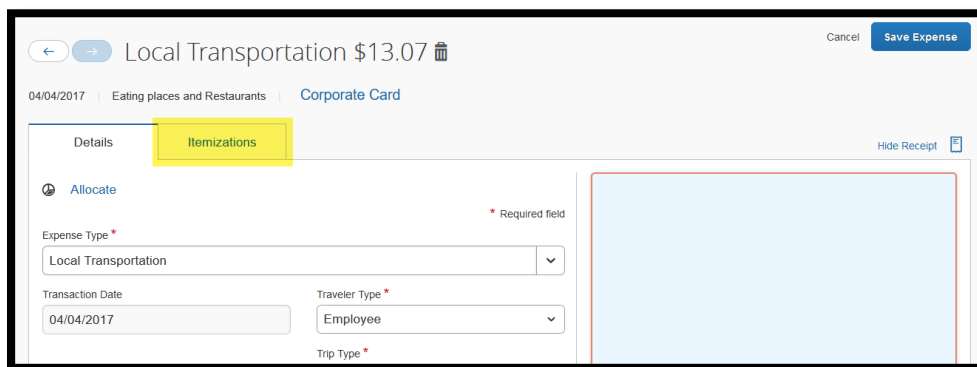
An **Itemization** occurs when a single expense type is broken down into multiple expense types. Some expenses require an **Itemization**. Please use this guide to appropriately **Itemize** an expense.

### 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.



Local Transportation \$13.07

04/04/2017 | Eating places and Restaurants | Corporate Card

Details | **Itemizations** | Hide Receipt

Allocate

\* Required field

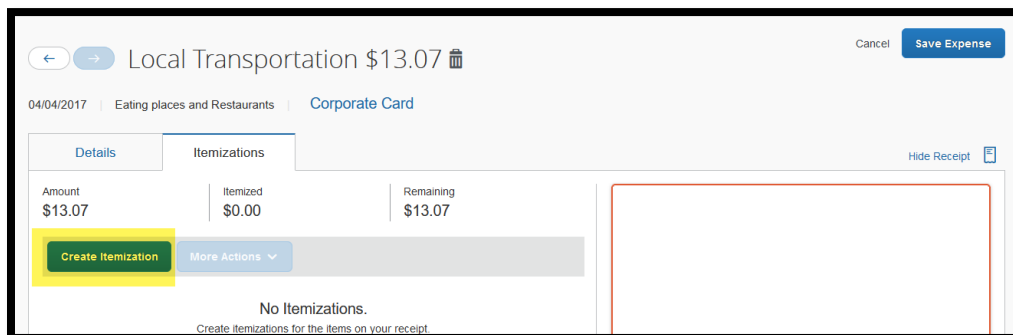
Expense Type \*  
Local Transportation

Transaction Date  
04/04/2017

Traveler Type \*  
Employee

Trip Type \*

6. On the **Itemizations** tab, click **Create Itemization**.



Local Transportation \$13.07

04/04/2017 | Eating places and Restaurants | Corporate Card

Details | **Itemizations** | Hide Receipt

Amount \$13.07	Itemized \$0.00	Remaining \$13.07
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**Create Itemization** | More Actions

No Itemizations.  
Create itemizations for the items on your receipt.

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**.

## Itemizations

Local Transportation \$13.07

04/04/2017 Eating places and Restaurants Corporate Card

Details Itemizations Hide Receipt

Amount	Itemized	Remaining
\$13.07	\$0.00	\$13.07

New Itemization

Allocate

Expense Type \*  
Local Transportation

Transaction Date \*  
04/04/2017

Traveler Type \*  
Employee

Trip Type \*  
In State

Report Trip Purpose \*  
Non Travel Expenses

Event Name/Nature of Business \*  
FY23 2nd QTR

Vendor Name  
Eating places and Restaurants

City  
Seattle, Washington

Amount \*  
10.00

Currency  
US, Dollar

Comment

Save Itemization Cancel

Upload Receipt Image

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

Local Transportation \$13.07

04/04/2017 Eating places and Restaurants Corporate Card

Details Itemizations

Amount	Itemized	Remaining
\$13.07	\$10.00	\$3.07

Create Itemization More Actions

Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	04/04/2017	Local Transportation	\$10.00

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

Local Transportation \$13.07

04/04/2017 Eating places and Restaurants Corporate Card

Details Itemizations Hide Receipt

Amount	Itemized	Remaining
\$13.07	\$10.00	\$3.07

New Itemization

Expense Type \*  
Person/Non Reimbursable

Transaction Date \*  
04/04/2017

Amount \*  
3.07

Currency  
US, Dollar

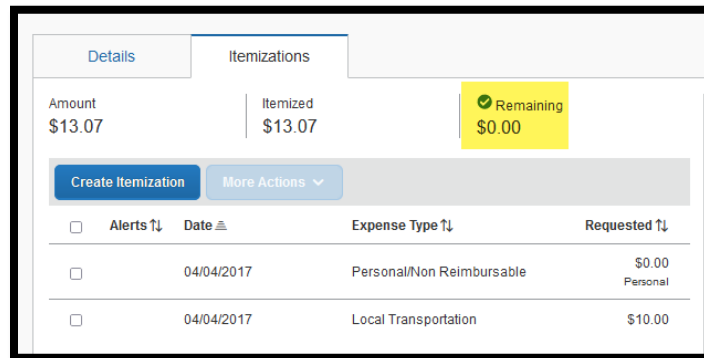
Comment

Save Itemization Cancel

Upload Receipt Image


## Itemizations

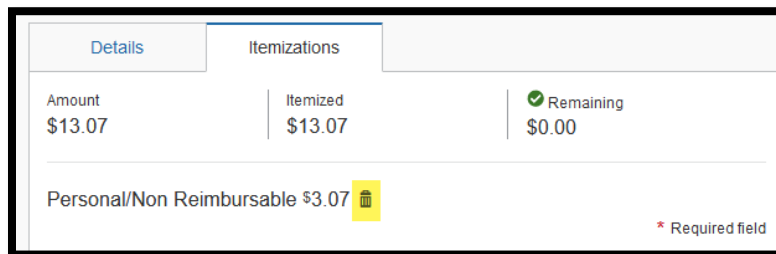
11. Click **Save Itemization** again and ensure that there is no remaining amount to be itemized.



The screenshot shows the 'Itemizations' tab in a software interface. At the top, there are three summary boxes: 'Amount \$13.07', 'Itemized \$13.07', and 'Remaining \$0.00' with a green checkmark. Below these are two buttons: 'Create Itemization' and 'More Actions'. A table below contains two rows of itemizations:

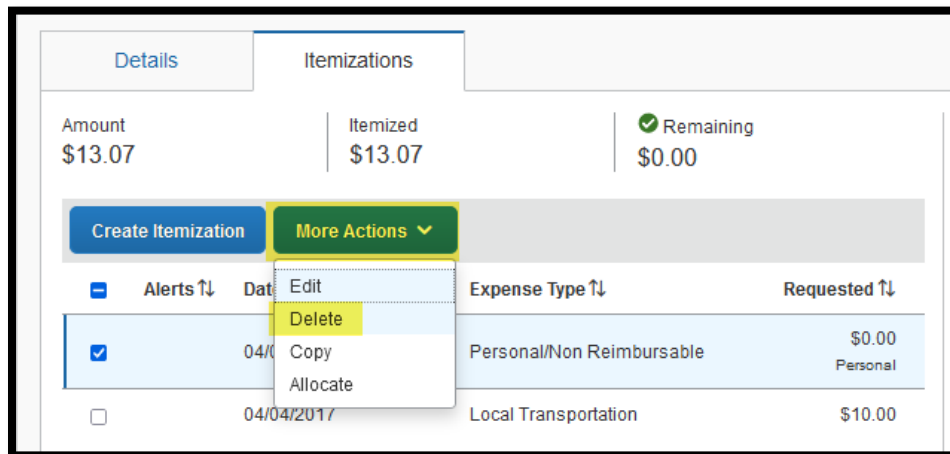
<input type="checkbox"/>	Alerts ↑↓	Date	Expense Type ↑↓	Requested ↑↓
<input type="checkbox"/>		04/04/2017	Personal/Non Reimbursable	\$0.00 Personal
<input type="checkbox"/>		04/04/2017	Local Transportation	\$10.00

12. To delete an **Itemization**, click on the line to be deleted and click the trash can icon .



This screenshot is similar to the previous one, but the 'More Actions' button is not visible. Instead, a trash can icon is highlighted over the 'Personal/Non Reimbursable \$3.07' line item. A '\* Required field' note is visible at the bottom right of the interface.

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



This screenshot shows the 'More Actions' dropdown menu open over the first line item. The menu options are: Edit, Delete (highlighted in yellow), Copy, and Allocate. The table below shows the same two itemization rows as in the previous screenshots.