

Itemizing Expenses

1. If the expense needs to be itemized, check the box next to the expense that needs to be itemized and click Edit.

Copy of test \$238.00 [Copy Report](#) [Submit Report](#)

Returned | COMMENT - KYLE METCAL | [View Report Timeline](#)

Report Details | Print/Share | Manage Receipts | Travel Allowance

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Parking		03/16/2022	\$10.00
<input type="checkbox"/>			Out of Pocket	Personal Car Mileage		12/15/2021	\$28.00
<input type="checkbox"/>			Out of Pocket	Conference Registration	haha	10/31/2021	\$100.00
<input checked="" type="checkbox"/>			Out of Pocket	Business Meal		08/17/2021	\$100.00
							\$238.00

2. Click the itemizations tab and create itemizations.

[←](#) [→](#) Business Meal \$100.00 [Cancel](#) [Save Expense](#)

8/17/2021

[Details](#) [Itemizations](#) [Hide Receipt](#)

Amount	Itemized	Remaining
\$100.00	\$0.00	\$100.00

[Create Itemization](#) [More Actions](#)

3. Choose the expense type you would like the first itemization to be.

[Details](#) [Itemizations](#) [Hide Receipt](#)

Amount	Itemized	Remaining
\$100.00	\$0.00	\$100.00

New Itemization * Required field

Expense Type *

Search for an expense type

- Phone
- Individual Meals
 - Business Meal
 - Business Meal-Alcohol
- Meals

Upload Receipt Image

4. Fill in all the fields marked with a red asterisk, and then save itemization.

Details | Itemizations | Hide Receipt

Amount	Itemized	Remaining
\$100.00	\$0.00	\$100.00

New Itemization

Attendees (1) | Allocate

* Required field

Expense Type*
Business Meal-Alcohol

Transaction Date*
08/17/2021

Business Purpose

Vendor Name

City

Amount*

Currency
US, Dollar

Unallowable Charge

Travel Allowance

Clearing Account

FAMIS REF-A

FAMIS REF-B

Travel Classification
Employee-Within Headquarters

*TAM-Custom 06-Citi Corp Id

Comment

Save Itemization | Cancel

Upload Receipt Image

5. Concur will tell you how much is left to be itemized in the top right corner. Then click Create Itemization.

Details | Itemizations | Hide Receipt


Amount	Itemized	Remaining
\$100.00	\$25.00	\$75.00

Create Itemization | More Actions


<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	08/17/2021	Business Meal-Alcohol	\$25.00

Upload Receipt Image

6. Choose the expense type you would like the remaining amount to be itemized to.

← → Business Meal \$100.00  Cancel Save Itemization

08/17/2021

Details Itemizations Hide Receipt 


Amount	Itemized	Remaining
\$100.00	\$25.00	\$75.00

New Itemization * Required field

Expense Type *

Search for an expense type

- Individual Meals
- Business Meal
- Business Meal-Alcohol
- Meals
- Meals-Non-Overnight

 Upload Receipt Image

7. Fill out the red fields with asterisks and then click save itemization.

Details | Itemizations | Hide Receipt

Amount \$100.00 | Itemized \$25.00 | Remaining \$75.00

New Itemization

Attendees (0) | Allocate

* Required field

Expense Type *
Business Meal

Transaction Date *
08/17/2021

Business Purpose

Vendor Name

City

Amount *

Currency
US, Dollar

Unallowable Charge

Travel Allowance

Clearing Account

FAMIS REF-A

FAMIS REF-B

Travel Classification
Employee-Within Headquarters

*TAM-Custom 06-Citi Corp Id

Comment *

Save Itemization | Cancel

Upload Receipt Image

8. This will complete the itemization.

Details | Itemizations | Hide Receipt

Amount \$100.00 | Itemized \$100.00 | Remaining \$0.00

Create Itemization | More Actions

Date	Expense Type	Requested
08/17/2021	Business Meal-Alcohol	\$25.00
08/17/2021	Business Meal	\$75.00

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