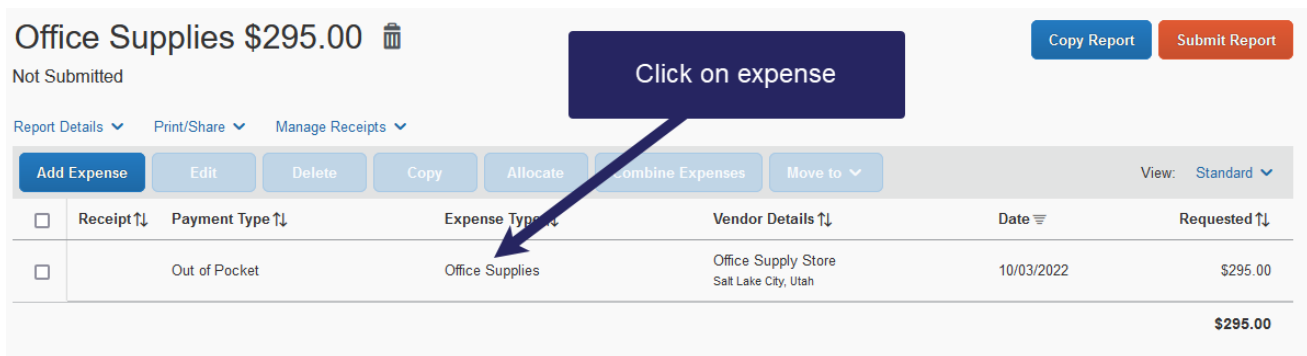



Itemizing Expenses (Split Expense Types)

You can itemize a transaction to split the expense into multiple expense types to accurately reflect the expenses on the attached receipt. Any combination of expense types can be used as necessary.

The most common scenario is itemizing Personal / Non-Reimbursable portion from a legitimate business expense on a TCard.

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



Office Supplies \$295.00 

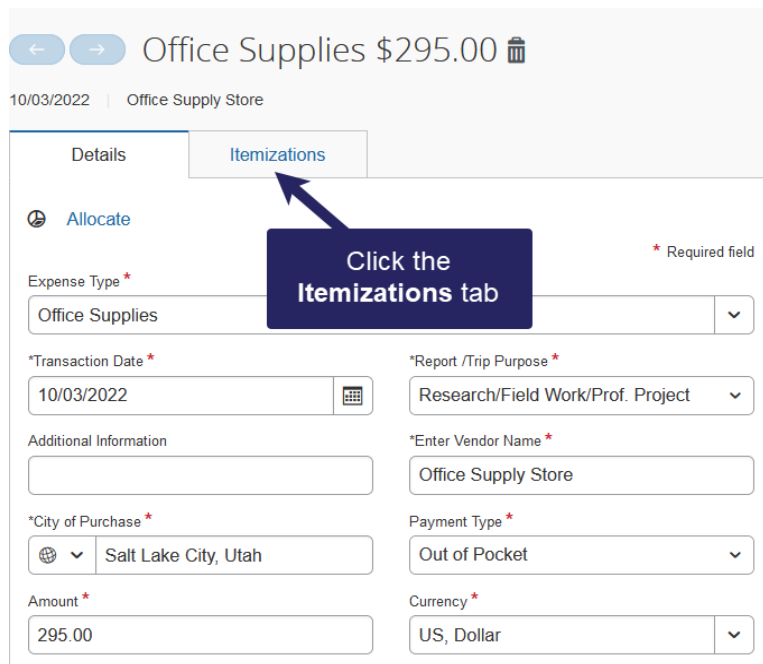
Not Submitted


Report Details Print/Share Manage Receipts

View: Standard

<input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Vendor Details <input type="checkbox"/>	Date <input type="checkbox"/>	Requested <input type="checkbox"/>
<input type="checkbox"/>		Out of Pocket	Office Supplies	Office Supply Store Salt Lake City, Utah	10/03/2022	\$295.00
						\$295.00

2. Click the **Itemizations** tab.



Office Supplies \$295.00 

10/03/2022 | Office Supply Store

Details **Itemizations**

Expense Type *

*Transaction Date *

*Report /Trip Purpose *

Additional Information

*Enter Vendor Name *

*City of Purchase *

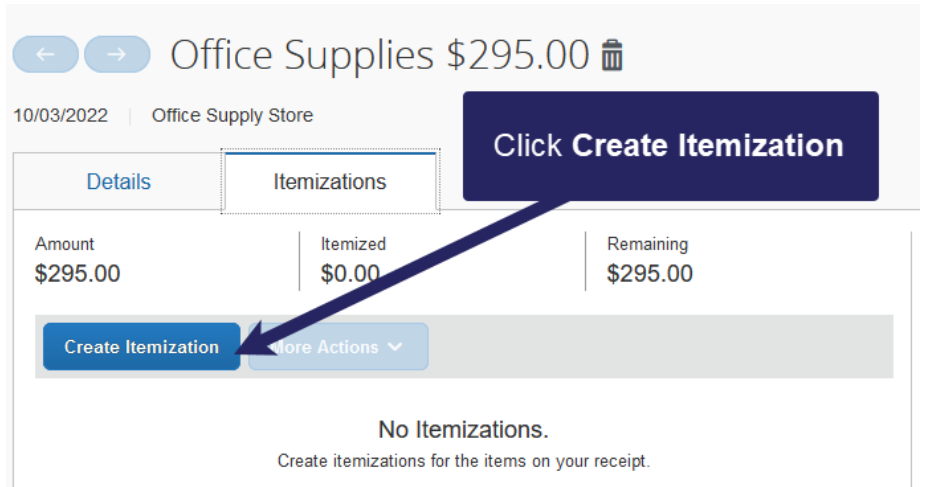
Payment Type *

Amount *

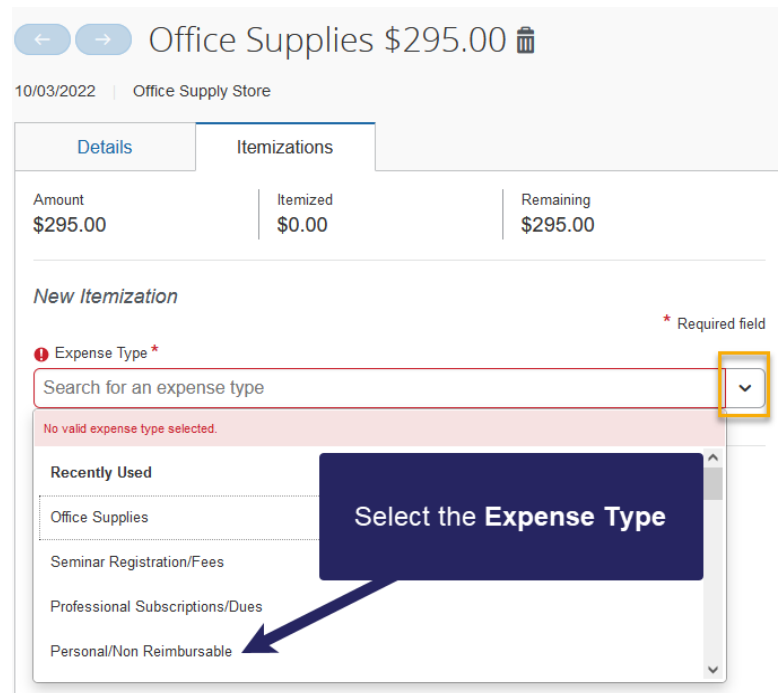
Currency *

- On the **Itemizations** tab, click **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.

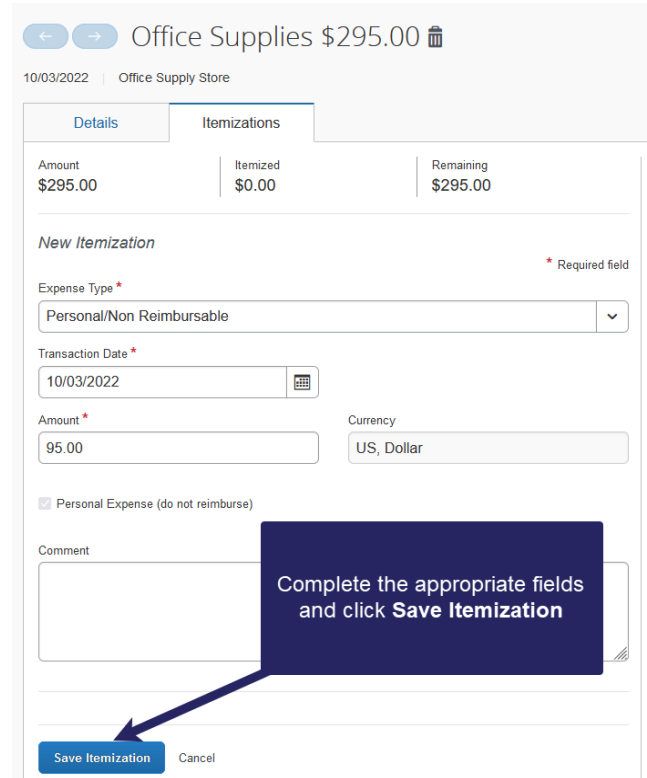


The page refreshes, displaying the required and optional fields for the selected expense type (required fields are marked with a red asterisk).

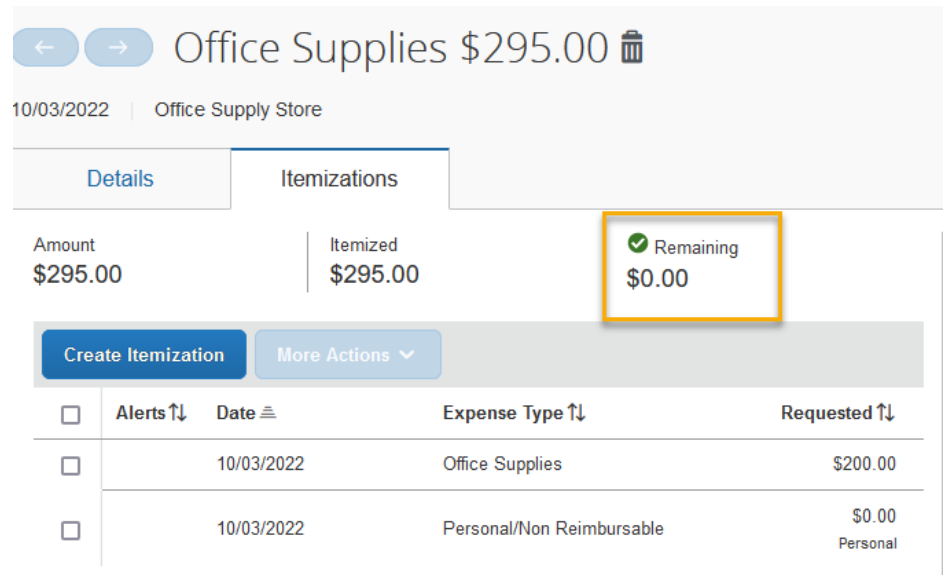
5. Complete the appropriate fields,

6. **If this is a personal expense, repayment to the University of Utah is required. Attach your receipt of repayment.**

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



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



Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	10/03/2022	Office Supplies	\$200.00
<input type="checkbox"/>	10/03/2022	Personal/Non Reimbursable	\$0.00 Personal

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.