

Itemize Expenses

Some expenses require itemizations to separate “child” Expense Types from the “parent.” This is primarily used for “Lodging” expenses as they contain nightly charges for the lodging rate, taxes, and fees. However, the itemization process is also used when the expense includes personal portions or when multiple Expense Types apply to a single charge.

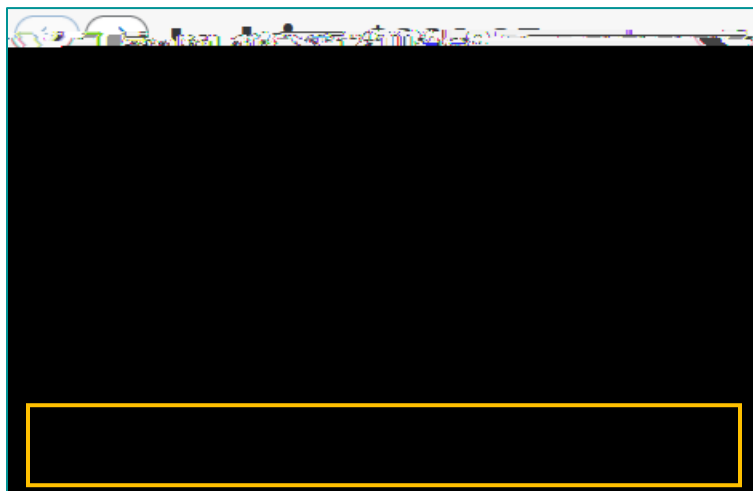
For example, the business + personal airfare is purchased on the agency card, but the business-only itinerary is lower in cost. The user creates an expense for the full amount and itemizes the expense, creating two itemizations: one for the business-only airfare cost and one for the additional personal cost.

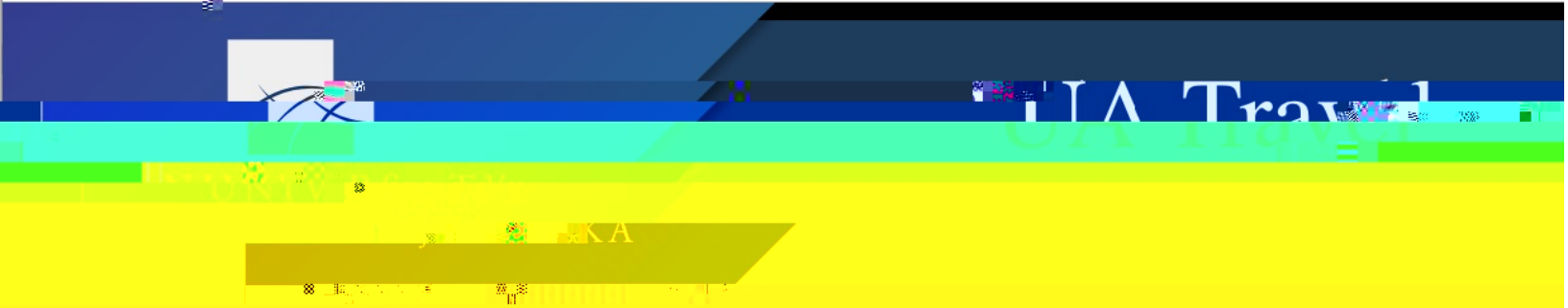
Lodging

Concur prompts the user to itemize Expense Type “Lodging.” If not itemized, an Exception alert bars the user from Report submission.



1. Add the “Lodging” expense and enter the Check-in and Check-out Dates





2. Open the Itemizations tab
 - a. The check-in and check-out dates auto-populate from the dates entered in the Details tab (

- 3. Concur calculates and displays any remaining amount unaccounted for in the itemizations

Remaining	Amount	Itemized
\$371.95	\$921.95	\$550.00

- a. Correct the itemizations,
- a. Add a one-time charge itemization, or

Amount	Itemized	Remaining
\$921.95	\$550.00	\$371.95

Create Itemization More Actions

New Itemization

* Required field

Expense Type *
Parking/Tolls

Transaction Date *

Purpose *
Professional Development/T...

Trip Type *
Alaska

b. Add multiple charge itemizations for other recurring costs

Expense Type *
 Laundry Services

Repeating Every Night

Trip Purpose
 Number of consecutive travel days

Alaska
 Staff

20:00
 US, Dollar

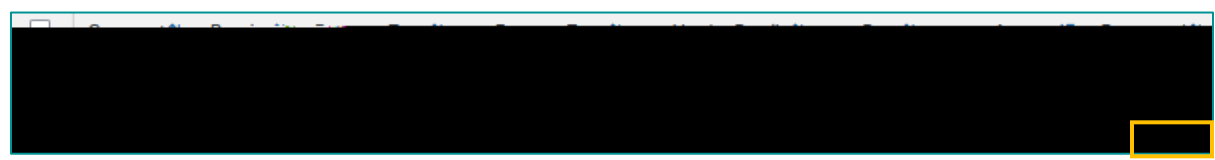
Note: If Concur resets the lodging rate itemizations to the same transaction date after adding additional itemizations, try adding the additional itemizations before creating the room rate and tax itemizations.

- 4. "Child" expenses are listed in the "parent" expense and the Expense is marked as "Itemized" in the full list

"Parent"

Date	Expense Type	Requested
10/20/2023	Lodging Tax	\$10.00
10/20/2023	Lodging	\$100.00 Allocated

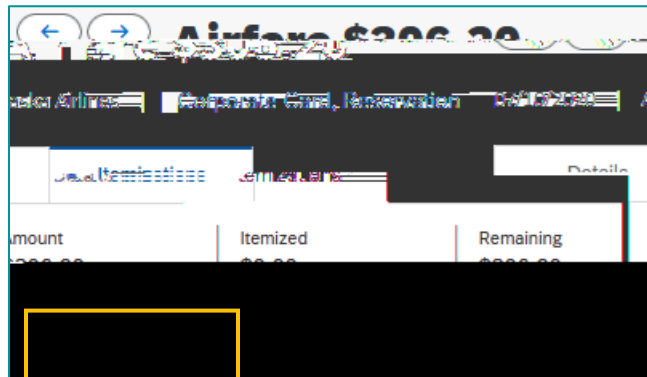
"Child"



Note: Transaction Date, Amount, Expense Type, and additional information are adjustable on the individual itemizations even on agency and travel card charges.

All Else

1. Open the expense, select the Itemizations tab, and Create Itemization

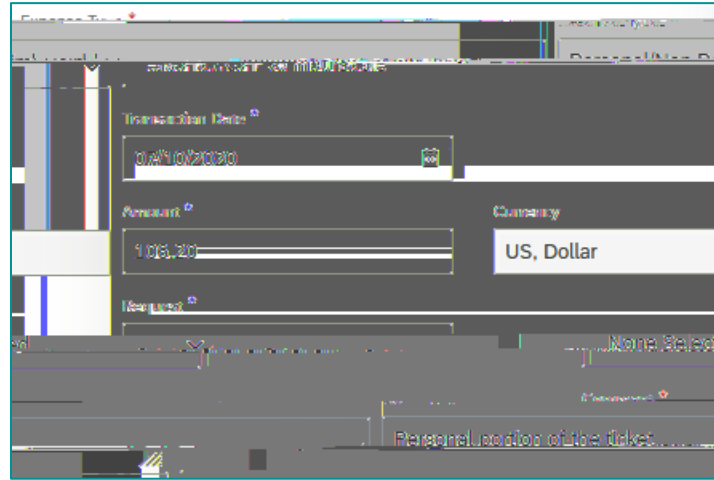


2. Choose the first Expense Type, fill in the associated information including amount assigned to that portion, and Save Itemization

The screenshot shows the 'Expense Type' form. The 'Expense Type' dropdown is set to 'Airfare'. Other fields include: 'Transaction Date' (07/10/2020), 'Enter Vendor Name' (Alaska Airlines), 'Destination City' (Fairbanks, Alaska), 'Trip Purpose' (.Professional Developm...), 'Trip Type' (Alaska), 'Traveler Type' (Staff), 'Amount' (300.00), and 'Currency' (US Dollar). There is also a 'Request' field at the bottom.

3. Repeat until there is no remaining amount

Amount	Itemized	Remaining
\$300.00	\$300.00	\$0.00



Amount	Itemized	Remaining
\$306.20	\$306.20	\$306.20

Hot Tip: Concur provides the remaining amount for ease of reference.

4. “Child” expenses are listed in the “parent” expense and the Expense is marked as “Itemized” in the full list

“Parent”



“Child”

Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
07/10/2020	Allocated	<input type="checkbox"/>	zNotUsed-IBCP	Airfare Reservation	Alaska Airlines Fairbanks, Alaska	