ITEMIZING AN EXPENSE
CORPORATE CARD OR OUT-OF-POCKET

Overview: Receipt Itemization is used to break out sales tax or break out additional expenses (most often from a hotel charge) on a receipt. Note: This example breaks out sales tax and a meal from a hotel expense.

Step 1:
On the Expenses screen, select the expense you need to itemize by checking the box to the left of the expense.

Step 2:
Next, from the expense, select Itemize in the lower right corner.

Step 3:
We will break out sales tax first. From the New Itemization screen, select the appropriate expense type from the drop-down.

Please note: Only expense types available for itemization will display.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
Step 4

On the New Itemization screen, in the **Amount** field, enter the sales tax amount from the lodging receipt. Select **Save**.

![New Itemization screenshot](image)

Step 5

On the New Itemization screen, in the **Amount** field, enter the dinner amount that was part of the hotel charge. Select **Save**.

![New Itemization screenshot](image)

**Please note:** The following hard stop error message will display if the entire amount is not itemized. You **must** itemize the entire amount of the expense.

⚠️ The itemization amounts do not add up to the expense amount.

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Step 6

Continue to itemize the entire amount of the expense based upon the Remaining balance until the remaining balance is zero.

Step 7

Below Expenses, you will see the itemization items on the left side of the page.
Helpful Hints

Keep the following in mind when working with itemizations.

- Itemization applies to corporate card and out-of-pocket expenses.
- Itemization is not available for all expense types.
- The total amount of the expense must be accounted for in the itemization total.
- If you need to allocate an expense requiring itemization, itemize the expense first and then allocate the expense. If you allocate first, a warning message displays indicating that allocation will be lost if you itemize.

For more detailed information on this topic please see: How to Itemize a Corporate Card or Out-of-Pocket Expense training video at concur.duke.edu.

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