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 costs less. You can create an expense for the full amount and itemize the expense, creating two itemizations: one for the business-only airfare cost and one for the additional personal cost.

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

**Lodging**

1. Add the “Lodging” expense and click Itemize

2. The Nightly Lodging Expenses tab activates
   a. Use the calendar to select your check-in and check-out dates (number of nights auto-calculates)
b. Enter the room rate, taxes, and other recurring charges
   i. Enter the average nightly rate in the charged currency
   ii. Do not worry if there are different rates for different nights – entering the average is fine

iii. Do not worry if the total cost does not divide evenly – individual itemization amounts are adjustable once Nightly Lodging Expenses is saved
3. Concur calculates and provides any remaining amount unaccounted for in the itemizations

![Image showing total amount and itemization options]

a. Correct the costs in the Nightly Lodging Expenses tab or
b. Add one-time charge itemization(s)

![Image showing expense type selection]

4. “Child” expenses are itemized under the “parent” expense

![Image showing “Parent” and “Child” expenses]

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All Else

1. Select the expense and choose Itemize

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

3. Concur prompts user to enter additional itemization for remaining amount; repeat until no remaining amount

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

4. “Child” expenses are itemized under the “parent” expense