Splitting a charge between Business and Personal expense

If you have a receipt which is to be paid partially by personal funds (e.g., airline upgrades, laundry or movie charges on a hotel bill), use the following instructions to itemize the transaction on your Concur expense report. If the expense was out of pocket, the personal portion will be excluded from the reimbursement amount. If the transaction was paid via a university P-Card, instructions are included for how to reimburse GW for the personal portion of the charge.

HOW TO ITEMIZE IN CONCUR EXPENSE REPORT

1. Select the expense line with the charge that needs to be split. In the below example there is a US Airfare Expense cost of $897.00. $200 of the cost is personal and due back to GWU.

2. Click Itemize on the bottom right of the screen.

3. A “New Itemization” window will appear. Enter the same Expense Type as given for the main expense line and fill in the remaining information for the portion to be paid by GW.

4. Go back to the main expense line and repeat the above steps.
5. This time enter the amount that is to be paid personally in the itemization window and Click the **Personal Expense checkbox**. A blue lock icon will show on the left indicating a personal expense.

6. Add a comment regarding the cost. Ex: Repaying for upgrade to Business Class. A quote needs to be attached for what the cost would have been without the upgrade for comparison with the final cost.

7. Click **Save**. Remember that the itemizations must add up to the total shown on the main expense line.

Reimbursements for personal expense on a GW PCard can be made by credit card via this link: [https://tinyurl.com/ya8eotth](https://tinyurl.com/ya8eotth) A copy of the payment receipt must be attached to the expense report. Or you can write a check payable to GWU and mail to: George Washington University Lockbox, PO Box 826600, Philadelphia, PA 19182-6600. For both payments you will need to notate the report name or report key you are repaying.

For assistance, email the iBuy Help Desk at ibuy@gwu.edu or call the iBuy Message Center at 571-553-4477.