How to Itemize a Split Expense

Some expenses must be divided into two or more parts to ensure proper reporting, and this is done with **itemization**. For instance, an expense may be only partly reimbursable, so the report processor must split the expense to indicate which amount is reimbursable and which amount is non-reimbursable. Itemization is also used when a single expense includes multiple types of purchases that require different expense types.

This example shows an expense for a business dinner attended by two GW employees, and one's spouse. The user created a new report, completed the report header, and added the attendees and receipt for the dinner.

53102-US BUSINESS MEALS $76.45 🗑

09/13/2018 | ABC Restaurant

Cancel   **Save Expense**

| Details | Itemizations |

Hide Receipt 📄

👥 Attendees (3) | 🌐 Allocate

* Indicates required field

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Expense Type *

53102-US BUSINESS MEALS ⌄

SAMPLE RECEIPT

Transaction Date *

📅 09/13/2018

Business Purpose *

Conference dinner

ABC Restaurant
6002 Broad Street
Philadelphia PA

Vendor Name *

ABC Restaurant

City *

🌐 ⌄ Philadelphia, Pennsylvania

2	Lasagna	@ 15.00	$ 30.00
	Salad		
	Dessert		
1	New York Strip	@ 21.95	$ 21.95
	Salad		
	Dessert		
2	Burgundy, glass	@ 6.25	$ 12.50

Payment Type *

Out of Pocket ▾

Transaction Amount *

76.45

Currency *

US, Dollar ⌄

Tip: $ 12.00

Total: $ 76.45

Paid by MC credit card ending in *********9999

☐ Missing Receipt Acknowledgment Form Attached

☐ Personal Expense (do not reimburse)

Is this a Vendor Invoice? *

No ▾

Comment

To indicate that a portion of the meal is not to be reimbursed, two itemizations are required: one for the reimbursable portion and one for the non-reimbursable portion (for the spouse).

Click **Itemizations** then the **Create Itemization** button.

You must enter the relevant Expense Type, in this case 53102-US BUSINESS MEALS.

Enter the reimbursable amount of $50.97 and complete any other field with a red asterisk *. Click **Save Itemization**

You will get this pop-up Alert if you have not provided all required information for an itemization:

Since listing the **Attendees** for this portion of the business meal is required, click **Yes**.

Click **Attendees (0)** then the **Add** button on the Attendees screen and add Jonathan Walker and Barry Smith. Click **Save**

Details	Itemizations

Amount	Itemized	❗ Remaining
$76.45	$50.97	$25.48

53102-US BUSINESS MEALS $50.97 🗑
👥 Attendees (2) | ⊕ Allocate

* Indicates required field

Expense Type *

53102-US BUSINESS MEALS ⌄

Transaction Date *
📅 09/13/2018

Business Purpose *
Conference dinner

Transaction Amount *
50.97

Currency
US, Dollar

☐ Personal Expense (do not reimburse)

☐ Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice? *
No ▾

You can click on the **Attendees** link to see which attendees have been added and to make changes as necessary.

Attendees

53102-US BUSINESS MEALS | $50.97

Attendees: 2

Add	Remove

☐ **Attendee Name**

☐ Walker, Jonathan

☐ Smith, Barry

Click the **Save Itemization** button to return to the expense page.

Next, click **Create Itemization** and input the spouse's Business Meal information.

Please Note that the **Personal Expense (do not reimburse)** option must be checked.

Details	Itemizations	

Amount	Itemized	❗ Remaining
$76.45	$50.97	$25.48

New Itemization

* Indicates required field

Expense Type *

53102-US BUSINESS MEALS ⌄

Transaction Date *

📅 09/13/2018

Business Purpose *

Conference dinner

Transaction Amount *

25.48

Currency

US, Dollar

☑ Personal Expense (do not reimburse)

☐ Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice? *

No ▾

Click **Save Itemization** to and double-click the 2nd itemization line for Jane Walker's portion of the dinner.

This brings up the 2nd itemization details page. Click the **Details** tab, then **Attendees**.

On the Attendees page click **Add**. You may also need to choose **Add to List** to bring up your attendees.

Checkmark Jane Walker's box and click **Save**. Then click the **Save Itemization** button.

Since all other expense details and the required itemizations are complete, click **Save Expense**.

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Other types of split itemizations may not be as complex as one for business meals, where Attendees are required.

For instance, a purchase from Amazon Business might include office supplies as well as computer items. But once the report is created and the expense details completed, the same basic process would be used:

1. Click the **Itemizations** tab

2. Click the **Create Itemization** button
3. Enter the Expense type for the 1st itemization and the $ Transaction Amount
4. Click **Save Itemization**
5. For the pop-up Alert, click No to take you back to the main expense page.
6. Click the **Create Itemization** button again
7. Enter the Expense type for the 2nd itemization and the $ Transaction Amount
8. Click **Save Itemization**
9. Repeat this action for any additional itemizations, then click **Save Expense** when done.