

Itemizing Expenses

This guide outlines the process to itemize a charge when processing Expenses – both reimbursement and PCard.

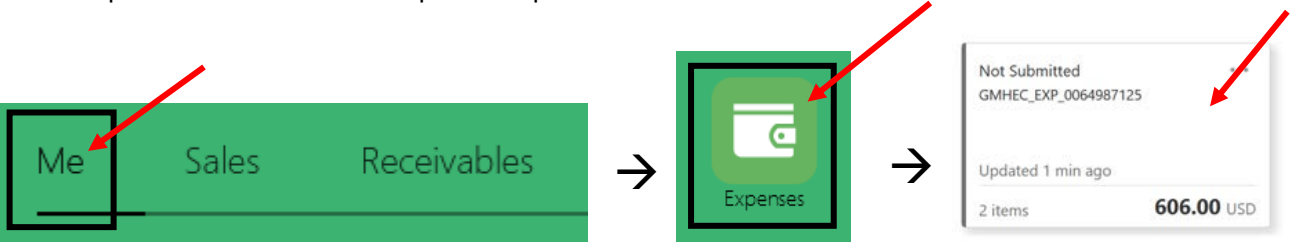
Additional Resources:

- ap@gmhec.org
- (802) 443-2321

Process Step & Description	Action
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1.1 Select the Expense Item

Navigation Path:
 ➤ Me → Expenses → Click into an Expense Report



Expense Items (6)

<input type="checkbox"/>	Date	Type	Amount	Merchant	Location	Description	Attachments
<input checked="" type="checkbox"/>	30-Apr-2019	PCard - Purchases	559.00 USD Card 1443	CALIFORNIA DEPARTMENT OF	CA, United States	CA Sales Tax Payment-Q1-2019	*Add attachment

Click into the **Expense Item** to edit the details.

1.2 Choose the Type

Employee Travel - Lodging 28-Mar-2019

* Date 28-Mar-2019

* Type **Employee Travel - Lodging**

* Expense Location VT, United States

* Amount USD US Dollar 172.81

Business Amount 172.81USD

Billed Amount 172.81USD

Reimbursable Amount 172.81 USD

Description

Merchant Name MIDDLEBURY INN

Choose the **Type** and the **Itemization** section will appear below the fields.

Employee Travel - Lodging 28-Mar-2019

* Date 28-Mar-2019
 * Type Employee Travel - Lodging
 * Expense Location VT, United States
 * Amount USD US Dollar 172.81
 Business Amount 172.81USD
 Billed Amount 172.81USD
 Reimbursable Amount 172.81 USD

Attachments
 Drag files here or click to add attachment
 Receipt missing

Description
 Merchant Name MIDDLEBURY INN

Account 314-3203-55002-10-000000-00000-00
 Designation



Use the + button to add lines

Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remaining Balance
Lodging - Parking	19-Aug-2020	50.00		50.00	<input type="checkbox"/>	0.00
Lodging - Room C	19-Aug-2020	122.81		122.81	<input type="checkbox"/>	

Merchant Name MIDDLEBURY INN
 Description
 Account B14-3203-55002-10-000000-00000-00
 Designation

1.3 Add the number of **Itemized Lines** needed

Select the **Type** for each itemized line (*Ex: PCard – Manual, Lodging – Parking, etc.*)

The total of the itemized line amounts must equal the transaction amount. The **Remaining Balance** will be equal to 0.00.

The account number can be changed at the line level.

Employee Travel - Lodging 28-Mar-2019

Employee Travel - Lodging 21 | Save and Close | Cancel

* Date: 28-Mar-2019
 * Type: Employee Travel - Lodging
 * Expense Location: VT, United States
 * Amount: USD US Dollar 172.81
 Business Amount: 172.81USD
 Billed Amount: 172.81USD
 Reimbursable Amount: 172.81 USD

Attachments



Drag files here or click to add attachment

Receipt missing

Description:
 Merchant Name: MIDDLEBURY INN
 Account: 314-3203-55002-10-000000-00000-00
 Designation:

Itemization: Remaining Balance 172.81

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal
	28-Mar-2019			0.00+	<input type="checkbox"/>

1.4 Continue the Expense Report submission

Finish entering the **Description** and adding **Attachments**.

TIP: We recommend all receipts be individually attached to the expense item that it corresponds with to allow for faster processing.

Click **Save and Close** to return to the expense report to submit for approval.