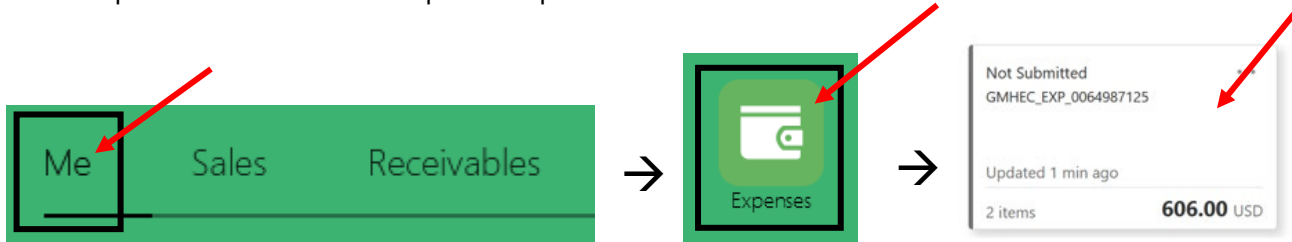
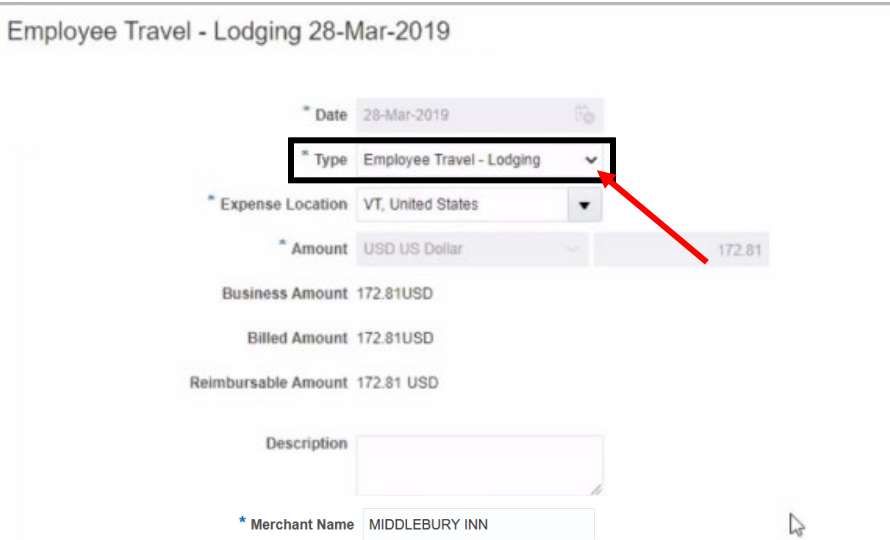


## Itemizing Expenses

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

### Additional Resources:

- [ap@gmhec.org](mailto:ap@gmhec.org)
- (802) 443-2321
- [Finance & Procurement Knowledge Base](#)

Process Step & Description	Action																
1.1 Select the Expense Item	<p>Navigation Path:</p> <p>➤ Me → Expenses → Click into an Expense Report</p>  <p>Expense Items (6)</p> <table><tr><td><input type="checkbox"/></td><td>Date</td><td>Type</td><td>Amount</td><td>Merchant</td><td>Location</td><td>Description</td><td>Attachments</td></tr><tr><td><input checked="" type="checkbox"/></td><td>30-Apr-2019</td><td>PCard - Purchases</td><td>559.00 USD Card 1443</td><td>CALIFORNIA DEPARTMENT OF</td><td>CA, United States</td><td>CA Sales Tax Payment-Q1-2019</td><td>*Add attachment</td></tr></table> <p>Click into the <b>Expense Item</b> to edit the details.</p>	<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
<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										
1.2 Choose the Type	 <p>Choose the <b>Type</b> and the <b>Itemization</b> section will appear below the fields.</p>																

## 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

Account 314-3203-55002-10-000000-0000

\* Designation 000000

\* Merchant Name MIDDLEBURY INN

Itemization

Remaining Balance 172.81

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal
	28-Mar-2019			0.00	

Use the + button to add lines

Itemization +

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
Lodging - Parking	19-Aug-2020	50.00		50.00		X
Lodging - Room C	19-Aug-2020	122.81		122.81		X

\* Merchant Name MIDDLEBURY INN  
 Description  
 Account 314-3203-55002-10-000000-0000  
 \* Designation 000000

Remaining Balance 0.00

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.

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

## Employee Travel - Lodging 28-Mar-2019

Employee Travel - Lodging 28-Mar-2019 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 314-3203-55002-10-000000-0000

\* Designation 000000

Itemization

Remaining Balance 0.00

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
Lodging - Parking	19-Aug-2020	50.00		50.00	<input type="checkbox"/>	X

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

**NOTE:** Do not attach any receipts/ supporting documentation that include any PII (personal identifiable information – e.g. SSNs, addresses, telephone numbers, etc.)

**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.

## 1.4 Continue the Expense Report submission