

# Itemizing Expenses

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

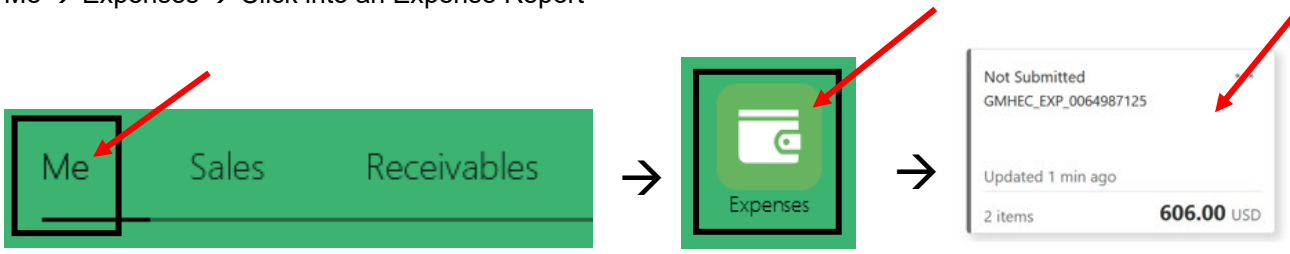
### Additional Resources:

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

Process Step & Description	Action
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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** (boxed with red arrow)

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

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

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	<input type="checkbox"/>	×
Lodging - Room C	19-Aug-2020	122.81		122.81	<input type="checkbox"/>	×

Remaining Balance 0.00

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


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 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

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.