# Itemize Expenses

Some expenses require itemizations to separate "child" Expense Types from the "parent." This is primarily used for "Lodging" expenses as they contain nightly charges for the lodging rate, taxes, and fees. However, the itemization process is also used when the expense includes personal portions or when multiple Expense Types apply to a single charge.

For example, the business + personal airfare is purchased on the agency card, but the business-only itinerary is lower in cost. The user creates an expense for the full amount and itemizes the expense, creating two itemizations: one for the business-only airfare cost and one for the additional personal cost.
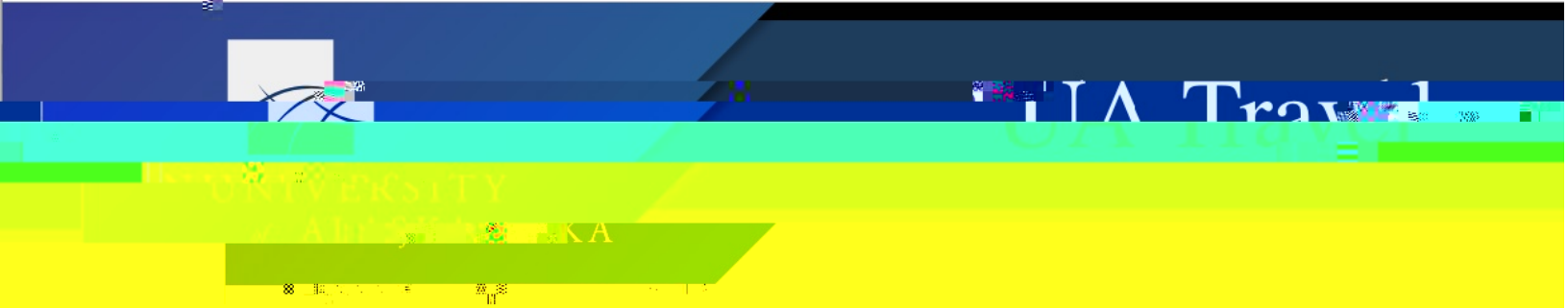
Lodging

Concur prompts the user to itemize Expense Type "Lodging." If not itemized, an Exception alert bars the user from Report submission.
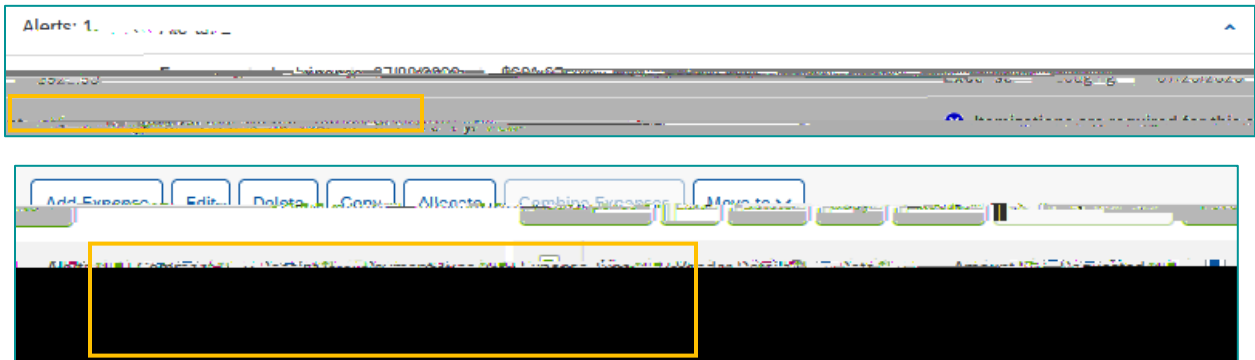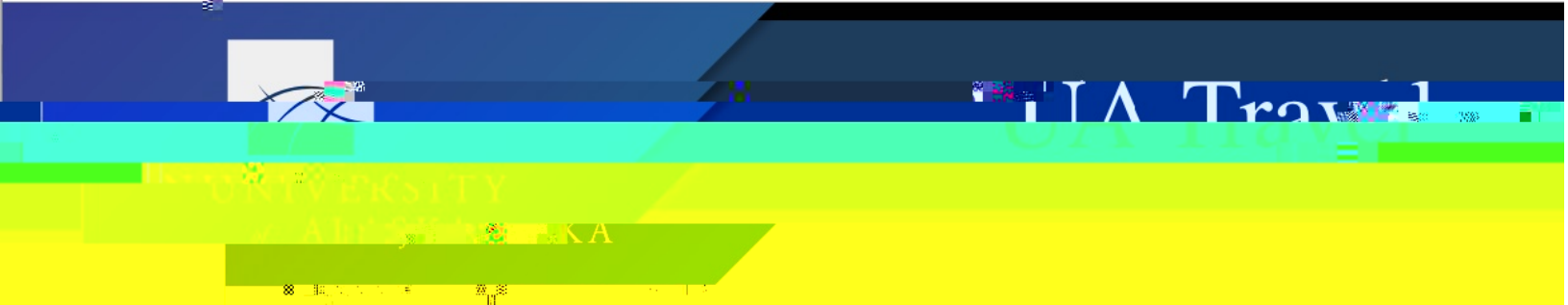

1. Add the "Lodging" expense and enter the Check-in and Check-out Dates
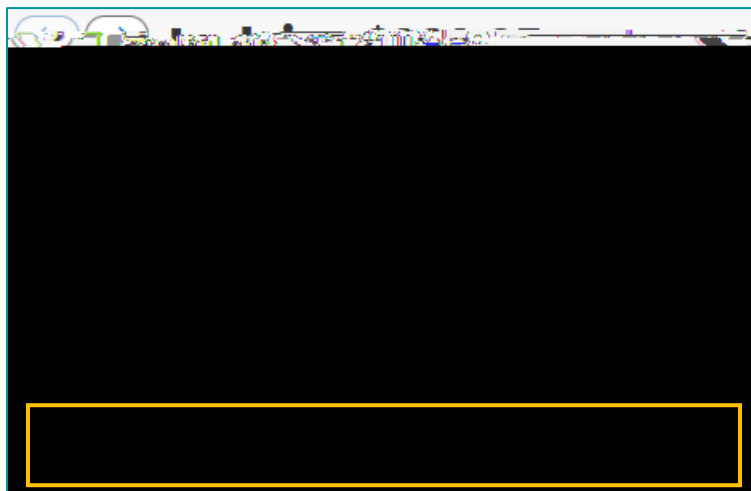
2. Open the Itemizations tab
   a. The check-in and check-out dates auto-populate from the dates entered in the Details tab (

3. Concur calculates and displays any remaining amount unaccounted for in the itemizations

a. Correct the itemizations,

a. Add a one-time charge itemization, or
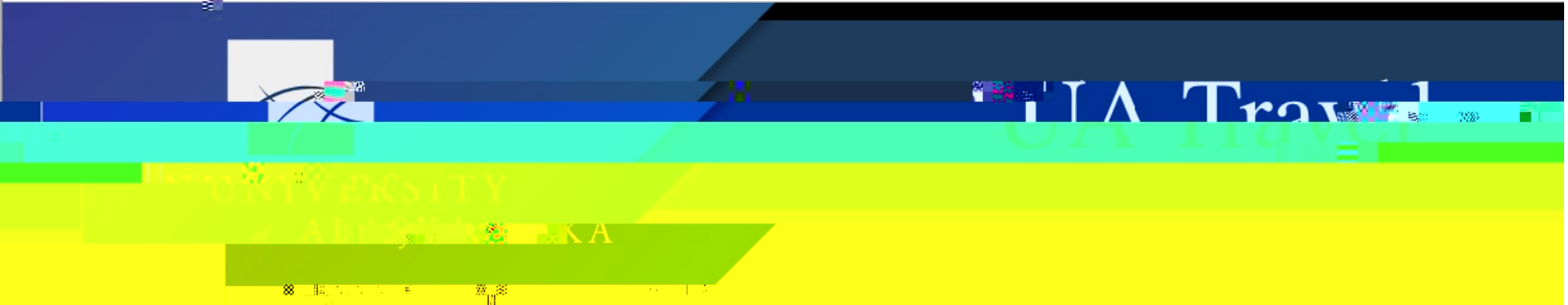
b. Add multiple charge itemizations for other recurring costs

Note: If Concur resets the lodging rate itemizations to the same transaction date after adding additional itemizations, try adding the additional itemizations before creating the room rate and tax itemizations.

4. "Child" expenses are listed in the "parent" expense and the Expense is marked as "Itemized" in the full list

"Parent"

"Child"

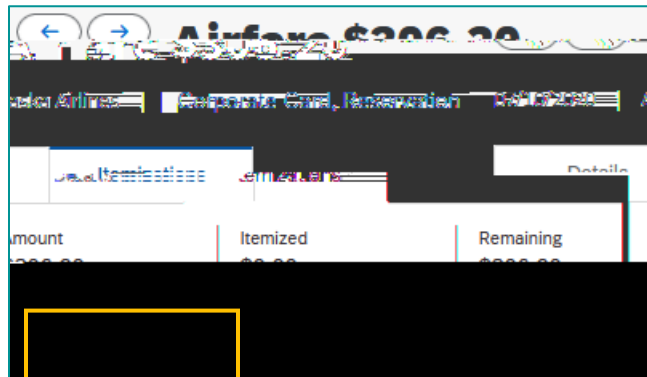|	Date ↑⇡	Expense Type ↑↓	Requested ↑↓
☐	10/20/2023	Lodging Tax	$10.00
☐	10/20/2023	Lodging	$100.00 Allocated
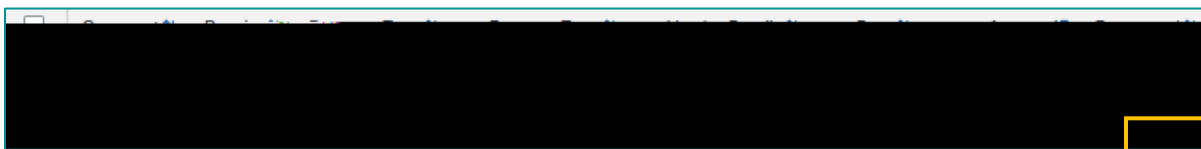
Note: Transaction Date, Amount, Expense Type, and additional information are adjustable on the individual itemizations even on agency and travel card charges.

All Else

1. Open the expense, select the Itemizations tab, and Create Itemization

2. Choose the first Expense Type, fill in the associated information including amount assigned to that portion, and Save Itemization

3. Repeat until there is no remaining amount

Hot Tip: Concur provides the remaining amount for ease of reference.

4. "Child" expenses are listed in the "parent" expense and the Expense is marked as "Itemized" in the full list

"Parent" —

"Child" —