

Procurement Card and Travel Services

https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/ 650 Clinic Drive, Suite 1400 Mobile, Alabama 36688 251.460.6242 Itemization means to assign a transaction to multiple Expense Types, e.g. Hotel and Meals.

1. To itemize an expense, click on the expense and select the Itemizations tab.

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2. Click Create Itemization.

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3. Select the first itemization and assign it a dollar value then click **Save Itemization**.

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4. To add another itemization click Create Itemization again and complete the required fields. Do this until you have itemized the entire transaction. Then click Save Expense.

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5. Once you have itemized an expense the word "Itemized" will be present under the amount.

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