

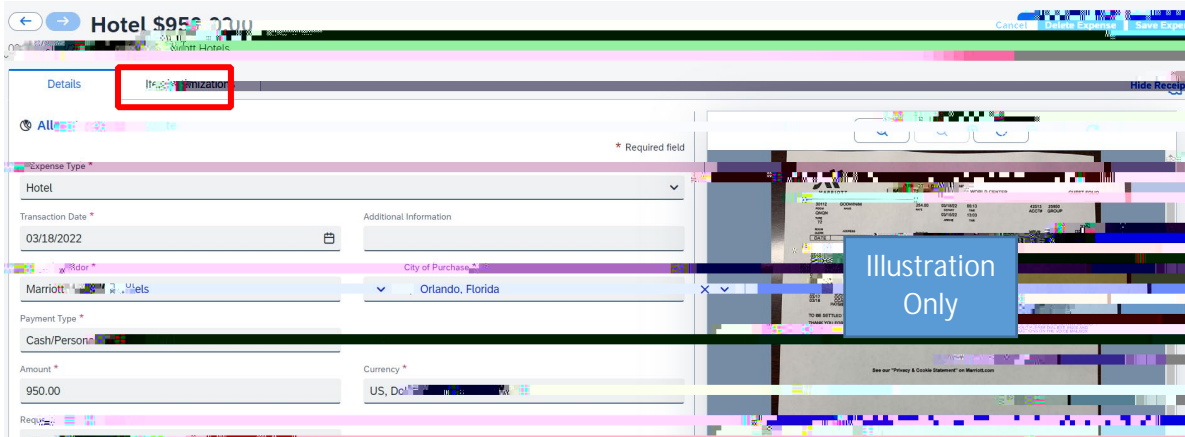


Procurement Card and Travel Services

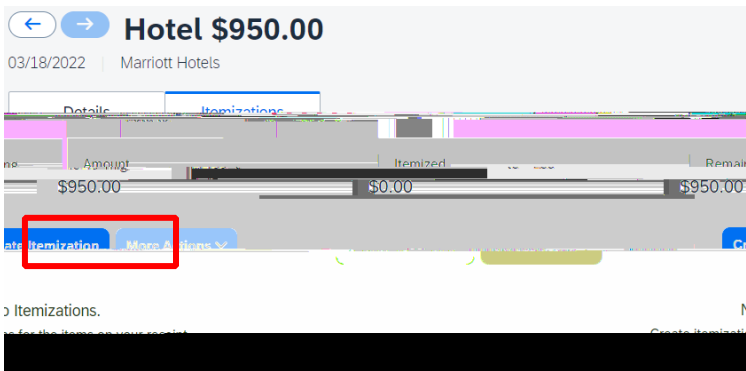
<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>
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Itemization means to assign a transaction to multiple Expense Types, e.g. Hotel and Meals.

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



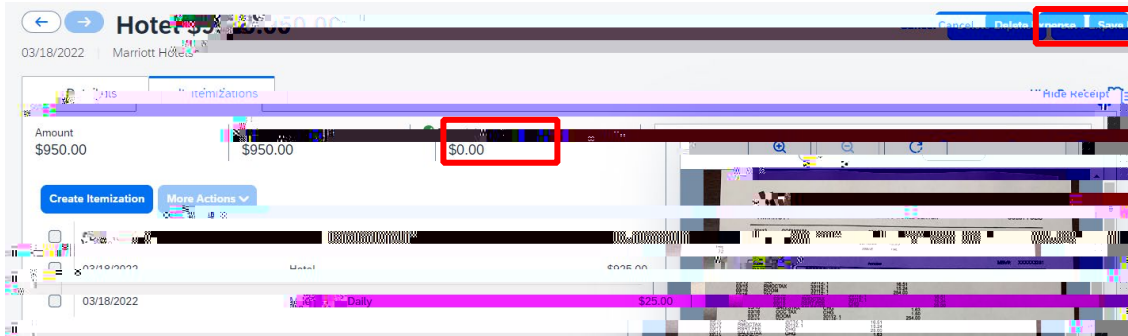
2. Click **Create Itemization**.



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



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**.



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

