

- When a portion of an expense is not being claimed, itemize the expense and use Personal / Non-Reimbursable.
  - Examples are:
    - upgrade on airfare or rental car
    - alcohol
    - a meal that goes over the daily limit
    - a meal receipt that includes other people
    - movie rental on lodging receipt
- If a Travel card transaction is personal or non-reimbursable, update the expense type to Personal/Non-Reimbursable.

In this example the meal expense is over the daily limit so we must mark part as a personal / non-reimbursable expense.

1. Select “Itemize”

Expense Type: Meals and Incidentals (incl. tip) | Transaction Date: 07/02/2017 | Business Purpose: | Enter Vendor Name: | City of Purchase: Davis, California | Payment Type: Out of Pocket | Amount: 82.50 USD | Comment: | Save | Itemize | Allocate | Attach Receipt | Cancel

2. A new screen will come up asking you to enter the amount you want assigned to meals or personal expense.
- a. Once the amount entered matches the total with zero remaining click “Save Itemizations”

Expense: Meals (Alcoholic Beverages & Tips) -Misc | Available Receipts | Total Amount: \$82.50 | Itemized: \$82.50 | Remaining: \$0.00

Amount	Personal Expense (do not reimburse)
Meals and Incidentals (incl. tips) 74.00	<input type="checkbox"/>
Alcoholic Beverages	<input type="checkbox"/>
Personal/Non Reimbursable 8.50	<input checked="" type="checkbox"/>

Save Itemizations | Cancel

3. Back on the home screen you will see how the requested amount to be reimbursed reflects the subtraction of the personal amount.

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	07/02/2017	Meals and Incidentals (incl. tip) Davis, California	\$82.50	\$74.00
<input type="checkbox"/>	07/02/2017	Meals and Incidentals (incl. tip)	\$74.00	\$74.00
<input type="checkbox"/>	07/02/2017	Personal/Non Reimbursable	\$8.50	\$0.00

In this example we'll look at an upgrade on a rental car.

1. Change class of service to "3. Upgraded Service".
2. Add a reason for the expense in the "comments" section.
3. Click "Itemize".

New Expense

Expense Type: Car Rental

Transaction Date: 07/03/2017

Business Purpose:

Class of Service (Auto): 3. Upgraded Service

Vendor: 1. Hertz

City of Purchase: Sacramento, California

Optional Insurance Amount:

Payment Type: Out of Pocket

Amount: 96.55 USD

Comment: Upgraded at personal cost.

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

4. A new window will come up asking you what type of expense needs to be itemized.

New Itemization

Total Amount: \$96.55 | Itemized: \$0.00 | Remaining: \$96.55

Expense Type:

- 01-Travel & Entertainment
- Car Rental
- Employee Morale Event Entrance Fees
- Entertainment Deposit
- Gas or Fuel
- Ground Transportation
- Miscellaneous
- Personal/Non Reimbursable

Buttons: Save, Cancel

5. First select "Car Rental" to account for the portion that will be reimbursed.

6. Enter only the amount before the upgrade. Then click save.

The screenshot shows the 'New Itemization' form with the following details:

- Total Amount: \$96.55 | Itemized: \$0.00 | Remaining: \$96.55
- Expense Type: Car Rental
- Transaction Date: 07/03/2017
- Business Purpose: (empty)
- Class of Service (Auto): 3. Upgraded Service
- Vendor: 1. Hertz
- City of Purchase: Sacramento, California
- Optional Insurance Amount: (empty)
- Payment Type: Out of Pocket
- Amount: 76.55 (highlighted in yellow)
- USD (currency)
- Comment: (empty)
- Buttons: Save (highlighted with a red arrow), Allocate, Cancel

7. This will take you back to the itemize page. Up in the right hand corner show the amount left that still needs to be itemized.

The screenshot shows the 'New Itemization' form with the following details:

- Total Amount: \$96.55 | Itemized: \$76.55 | Remaining: \$20.00 (highlighted in yellow)
- Expense Type dropdown menu is open, showing options: 01-Travel & Entertainment, Car Rental, Employee Morale Event Entrance Fees, Entertainment Deposit, Gas or Fuel, Ground Transportation, Miscellaneous, Personal/Non Reimbursable (highlighted with a red arrow)
- Buttons: Save, Cancel

8. Select Personal / Non Reimbursable.

The screenshot shows the 'New Itemization' form with the following details:

- Total Amount: \$96.55 | Itemized: \$76.55 | Remaining: \$20.00
- Expense Type: Personal/Non Reimbursable
- Transaction Date: 07/03/2017
- Payment Type: Out of Pocket
- Amount: 20.00 (highlighted in yellow)
- USD (currency)
- Comment: (empty)
- Buttons: Save (highlighted with a red arrow), Cancel

9. Enter the amount of the upgrade that is not being reimbursed and then select save. This will take you back to the home page.