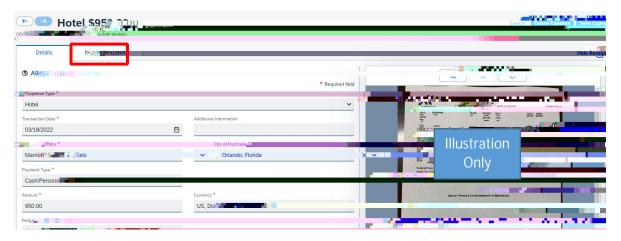




## **Procurement Card and Travel Services**

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.



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.

