

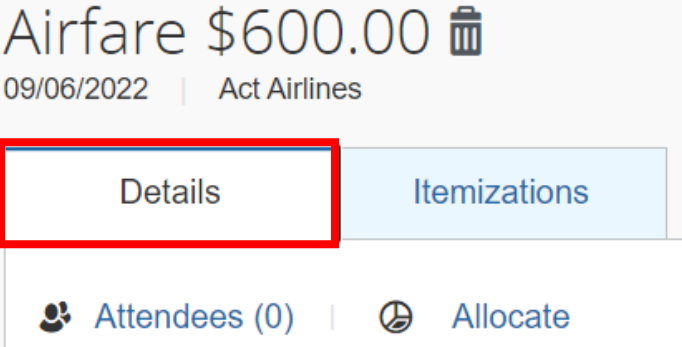
## How to itemize an expense as a personal expense

This aid will show you how to itemize an expense as a personal expense. Please note that not all expense types can be itemized. If you made a personal purchase on your UMD credit card and the expense type cannot be itemized, you will need to pay UMD back via check.

*Screenshots are provided to use as visual guides for certain steps.*

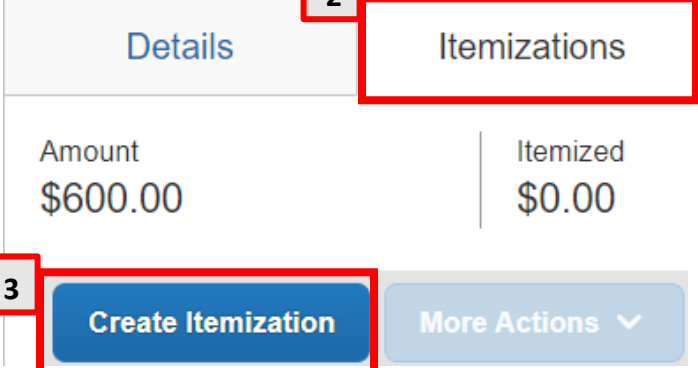
### Open the expense...

1. Complete the information under the **Details** tab



A screenshot of the SAP Concur interface showing an expense entry for 'Airfare \$600.00' dated '09/06/2022' from 'Act Airlines'. The 'Details' tab is selected and highlighted with a red box and a '1' in a red box. Below the tabs, there are icons for 'Attendees (0)' and 'Allocate'.

2. Click on the **Itemizations** tab



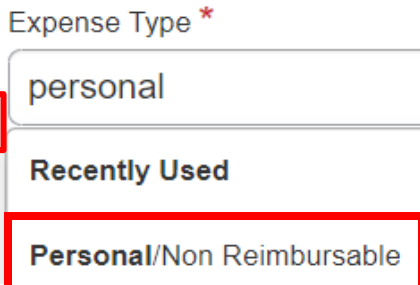
A screenshot of the SAP Concur interface showing the 'Itemizations' tab selected and highlighted with a red box and a '2' in a red box. The 'Details' tab is also visible. Below the tabs, there is a table with the following data:

Amount	Itemized
\$600.00	\$0.00

At the bottom, there is a 'Create Itemization' button highlighted with a red box and a '3' in a red box, and a 'More Actions' dropdown menu.

3. Click on **Create Itemization**

4. Search for **Personal/Non Reimbursable**



A screenshot of the 'New Itemization' dialog box. The 'Expense Type' dropdown menu is open, showing 'personal' as the selected option. Below the dropdown, there is a 'Recently Used' section with 'Personal/Non Reimbursable' listed and highlighted with a red box and a '4' in a red box.

5. Fill in the **Amount** field with the portion of the expense that is a personal expense

6. If only a portion of the expense will be considered a personal expense, please make sure to itemize the remaining amount before saving the expense

Details		Itemizations	
Amount	\$600.00	Itemized	\$500.00
	5	Remaining	\$100.00

Create Itemization More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	09/06/2022	Airfare	\$500.00