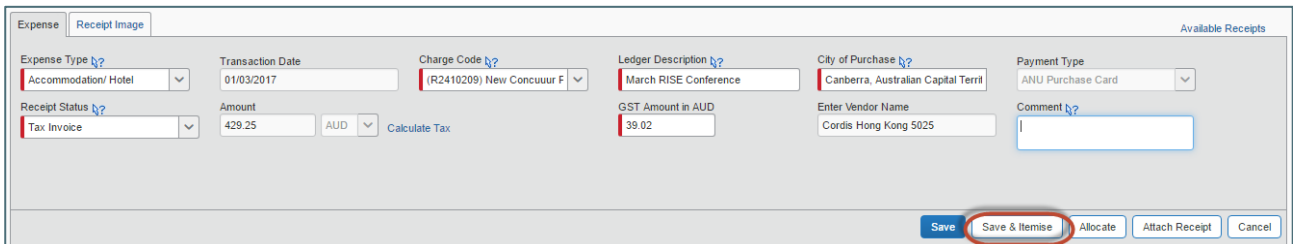


1. Overview

The purpose of this document is to provide instructions on how to itemise an expense transaction. The itemisation function is particularly useful for hotel bills that are broken up into different categories, such as room rate (accommodation), food, parking, etc.

2. Click **Save & Itemise** on an expense transaction



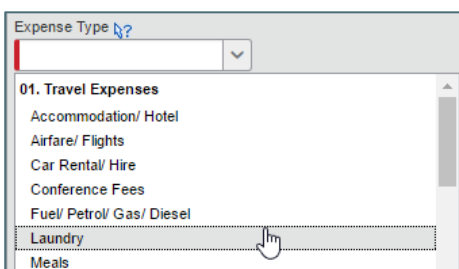
Expense | Receipt Image | Available Receipts

Expense Type: Accommodation/ Hotel | Transaction Date: 01/03/2017 | Charge Code: (R2410209) New Concuur F | Ledger Description: March RISE Conference | City of Purchase: Canberra, Australian Capital Territ | Payment Type: ANU Purchase Card

Receipt Status: Tax Invoice | Amount: 429.25 AUD | Calculate Tax | GST Amount in AUD: 39.02 | Enter Vendor Name: Cordis Hong Kong 5025 | Comment:

Buttons: Save, **Save & Itemise**, Allocate, Attach Receipt, Cancel

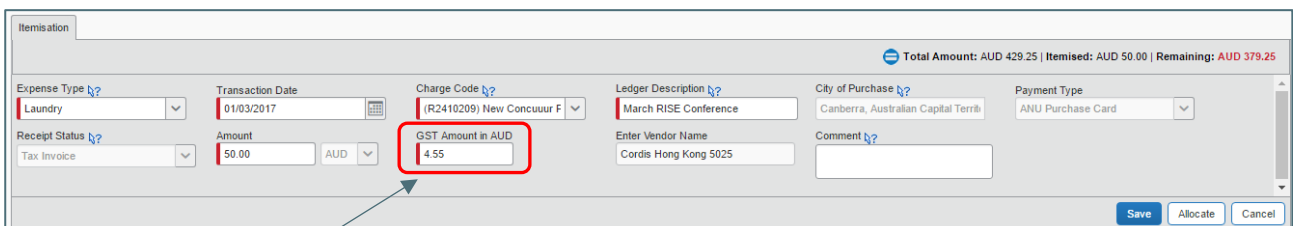
3. Choose the appropriate Expense Type from the drop-down list



Expense Type

- 01. Travel Expenses
 - Accommodation/ Hotel
 - Airfare/ Flights
 - Car Rental/ Hire
 - Conference Fees
 - Fuel/ Petrol/ Gas/ Diesel
 - Laundry**
 - Meals

4. Complete the itemised transaction details and click on **Save**



Itemisation | Total Amount: AUD 429.25 | Itemised: AUD 50.00 | Remaining: AUD 379.25

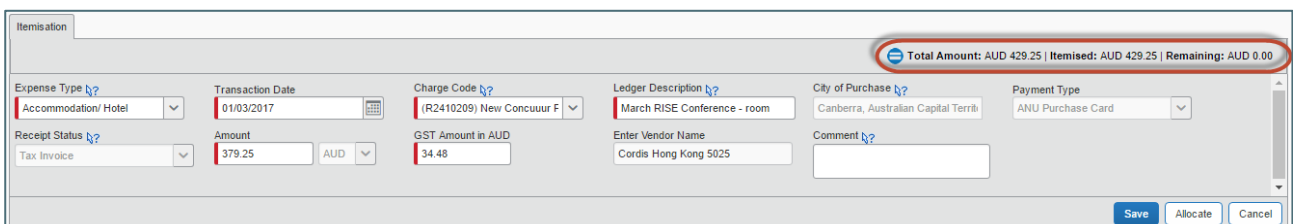
Expense Type: Laundry | Transaction Date: 01/03/2017 | Charge Code: (R2410209) New Concuur F | Ledger Description: March RISE Conference | City of Purchase: Canberra, Australian Capital Territ | Payment Type: ANU Purchase Card

Receipt Status: Tax Invoice | Amount: 50.00 AUD | **GST Amount in AUD: 4.55** | Enter Vendor Name: Cordis Hong Kong 5025 | Comment:

Buttons: Save, Allocate, Cancel

Note: GST Amount field only shows up after clicking **Save** review and update as appropriate.

5. Add other itemisation(s) as required. Make sure the total amount matches the total of itemised transactions and the remaining is \$0.



Itemisation | Total Amount: AUD 429.25 | Itemised: AUD 429.25 | Remaining: AUD 0.00

Expense Type: Accommodation/ Hotel | Transaction Date: 01/03/2017 | Charge Code: (R2410209) New Concuur F | Ledger Description: March RISE Conference - room | City of Purchase: Canberra, Australian Capital Territ | Payment Type: ANU Purchase Card

Receipt Status: Tax Invoice | Amount: 379.25 AUD | GST Amount in AUD: 34.48 | Enter Vendor Name: Cordis Hong Kong 5025 | Comment:

Buttons: Save, Allocate, Cancel

6. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>