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** on an expense transaction

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

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

   Note: GST Amount field only shows up after clicking **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.

6. **Additional Information**

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


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