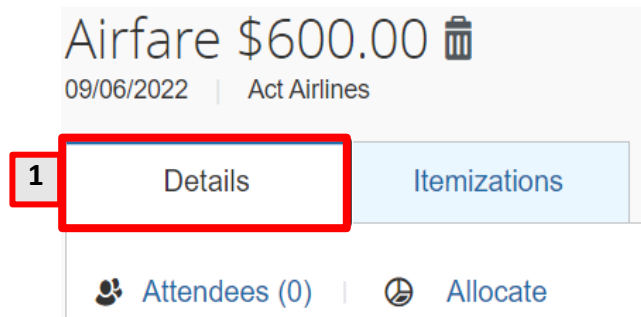



## How to itemize a Tcard expense as a personal expense

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.

### Open the expense...



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



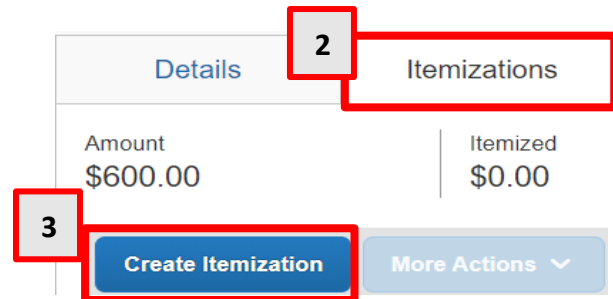
Airfare \$600.00 

09/06/2022 | Act Airlines

1 **Details** Itemizations


 Attendees (0) |  Allocate

2. Click on the **Itemizations** tab



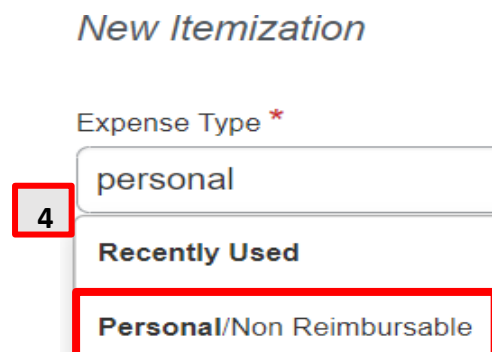
Details **2** Itemizations

|          |          |
|----------|----------|
| Amount   | Itemized |
| \$600.00 | \$0.00   |

3 **Create Itemization** More Actions 

3. Click on **Create Itemization**

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



*New Itemization*

Expense Type \*

personal

4 **Recently Used**

**Personal/Non Reimbursable**

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

Then enter your explanation for the non-compliant purchase.

The screenshot shows a web interface for expense management. At the top, there are two tabs: 'Details' and 'Itemizations', with 'Itemizations' selected. Below the tabs, a summary row displays: 'Amount \$600.00', 'Itemized \$500.00', and 'Remaining \$100.00'. A red box labeled '6' highlights the 'Remaining' field. Below this, the main section is titled 'Personal/Non Reimbursable \$500.00' and includes 'Attendees (0)' and an 'Allocate' button. A red asterisk indicates a required field. The 'Expense Type' dropdown is set to 'Personal/Non Reimbursable'. The 'Transaction Date' is '11/02/2023'. The 'Amount' field is '500.00' and is highlighted with a red box labeled '5'. The 'Currency' is 'US, Dollar (USD)'. At the bottom, the 'Explanation for non-compliant purchase' field is highlighted with a red box and contains a red 'x' icon, indicating it is a required field.

**6. Important:** If only a portion of the expense will be considered a personal expense, make sure to itemize the remaining amount before saving the expense. In the above example, the remaining \$100 should be submitted as a separate itemization, using the **Create Itemization** button.