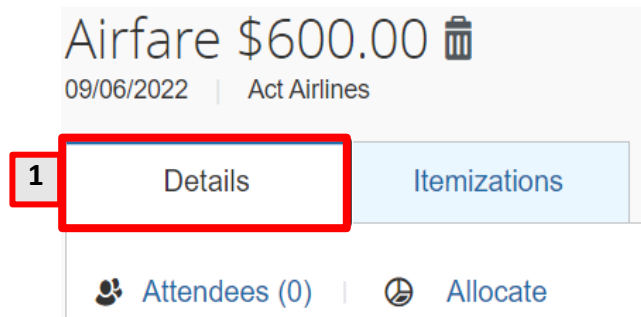# How to itemize a Tcard expense as a personal expense

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…

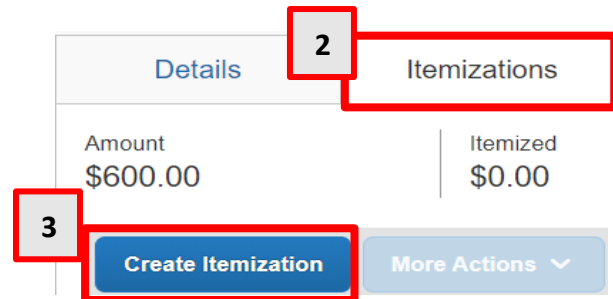**1.** Complete the information under the **Details** tab

2. Click on the **Itemizations** tab
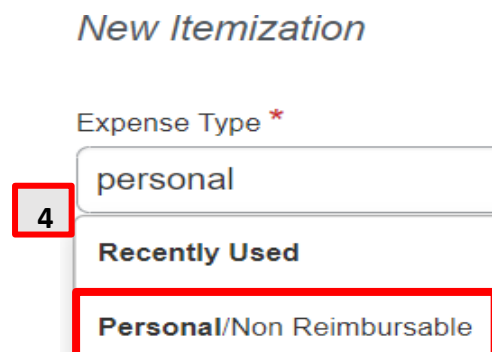
3. Click on **Create Itemization**

4. Search for **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.

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.