**How to Use the Receipt Split Function in the Expense Module**

The Receipt Split function is used to:

• **Indicate that a portion of an expense line is non-reimbursable** (e.g. An employee imports a My Corporate Card expense for a meal from their wallet. The meal exceeds the maximum allowable by $10. The Receipt Split function is used to mark the $10 overage as non-reimbursable.)

• **Divide a single expense line into multiple expense lines** (e.g. A traveler has a lodging receipt that includes an internet fee and parking. The Traveler enters the total amount on one expense line and selects *Lodging – Individual* as the Expense Type. The Approver uses the Receipt Split function to divide the lodging expense line into three expense lines: *Lodging – Individual, Internet Fee* and *Parking.)*

The instructions below describe each process. Please note that the steps begin at the *Details*

page of the expense line you intend to split.

***Note:*** *Mileage expenses cannot be split.*

**How to Indicate that a Portion of an Expense Line is Non-Reimbursable**

1) Click on the **Receipt Split** link located near the bottom of the page.

2) Perform the following actions on the *Receipt Detail* page that appears:



a. Click the *Expense Type* drop-down menu and select the appropriate expense type of the non-reimbursable portion of the expense line. In some cases, this might be the same expense type as the original expense line. Click the **Split**

button. A new zero-dollar expense line appears in the box to the right and the information on the left now pertains to this new expense line.

b. In the *Amount Spent* field, enter the non-reimbursable amount. Click the

**Update** button. The totals on the right will adjust.

c. Click the **Non-Reimbursable** checkbox. Update the *Description* field with details explaining why the expense line is non-reimbursable.

d. Click the **Done** button.

3) Click the **Return to Expense Report** link and note the new expense lines in the *Expense*

*Line Items*.

**How to Divide a Single Expense Line into Multiple Expense Lines**

1) Click on the **Receipt Split** link located near the bottom of the page.

2) Perform the following actions on the *Receipt Detail* page that appears:

a. Click the *Expense Type* drop-down menu and select the expense type of the new expense line that needs to be created. Click the **Split** button. A new zero-dollar expense line appears in the box to the right and the information on the left now pertains to this new expense line.

b. In the *Amount Spent* field, enter the amount of the new expense. Click the

**Update** button. The totals on the right will adjust.

c. Update the *Description* field as appropriate. d. Click the **Done** button.

3) Click the **Return to Expense Report** link and note the new

expense lines in the *Expense Line Items*.

***Tip:*** *You may split an expense line as many times as necessary. Complete steps a-c*

*for each additional required expense line.*