

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**
- **Divide a single expense line into multiple expense lines** (e.g. A traveler has a lodging receipt that includes parking and miscellaneous charges. 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*, *Miscellaneous* 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:

Misc-Purchases/Supplies - 05/20/2018

*Date

*Expense Type

*Description

Payment Details

*Payment

*Amount

Merchant

Non-Preferred Merchant

Additional Information

*Expense Location

Accounting 1 >

Receipt Split

Exceptions

Personal Expense No

Receipt Split

Split Amount	100.00 USD
Current Total	100.00 USD
Remaining	0.00 USD

+ ^Date	Expense Type	^Description	^Amount	Personal Expense
05/20/2018	Misc-Purchases/Supplies	Misc-Purchases for the C	100.00 USD	<input type="checkbox"/> No
05/20/2018				<input type="checkbox"/> No

- a. Click on **+** button. A new zero-dollar expense line appears in the box to the bottom of the original row. Information on the new row now pertains to this new expense line. 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.
- b. In the *Amount* field, enter the non-reimbursable amount. The totals on the top will adjust.
- c. Click the **Personal Expense** Yes/No switch. Update the *Description* field with details explaining why the expense line is non-reimbursable.
- d. Click the **Done** button.

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 on **+** button. A new zero-dollar expense line appears in the box to the bottom of the original row. Information on the new row now pertains to this new expense line. Click the *Expense Type* drop-down menu and select the appropriate expense type.
 - b. In the *Amount* field, enter the amount of the new expense. Change the amount on the original expense line so the total matches at the top.
 - c. Update the *Description* field as appropriate.
 - d. Click the **Done** button and note the new expense lines in the *Expense Line Items*.