How to Use the Receipt Split Function in the Expense Module
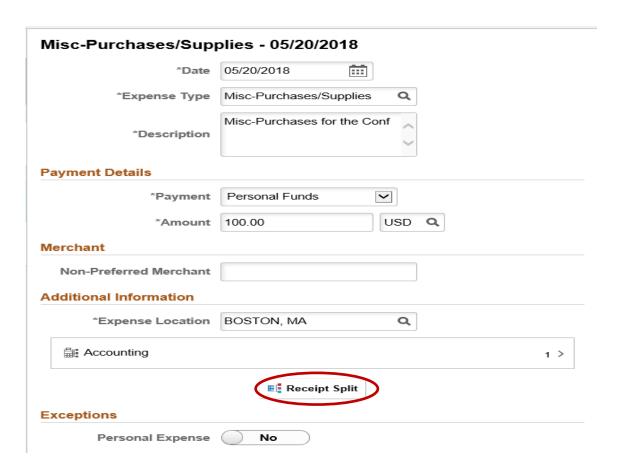
The Receipt Split function is used to:

- **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.)*
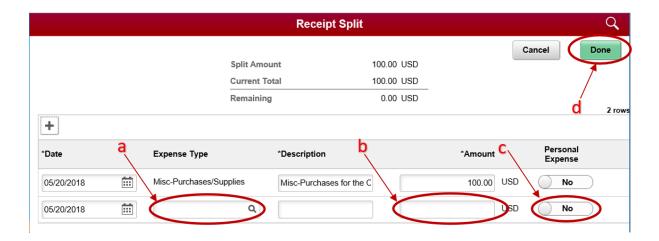
The instructions below describe each process. Please note that the steps begin at the *Details* page of the expense line you intend to split.

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:

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*.