Chrome River – Itemization
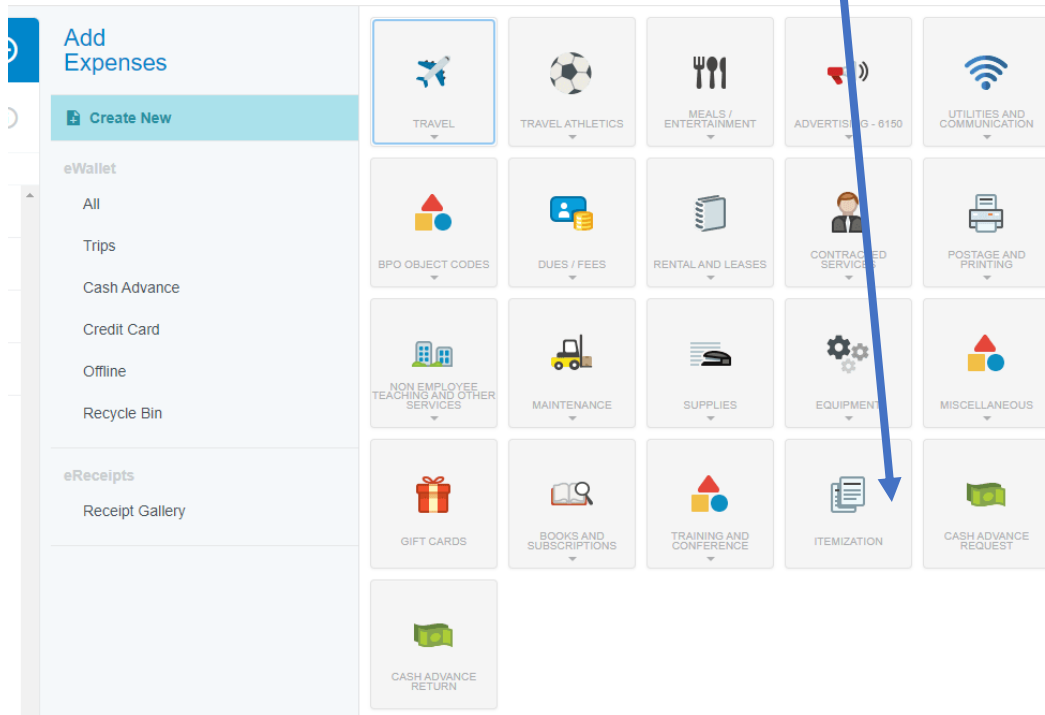
1. To itemize a receipt that has multiple expenses on it, click on the **'Itemization'** tile in the expense report:

2. Put in the total dollar amount from the receipt that is being itemizing and attach the receipt and select **'Itemize'**:

3. Select the first expense from the receipt that needs to be itemized, for example, 'Office Supplies':

4. Once the appropriate tile has been selected, fill out the form in relation to the charge and select **'Save'**:

5. The tile screen will appear again, choose the tile appropriate to the next expense on the receipt that needs to be itemized, continue to do this until the **'Remaining'** is zero:

		TOTAL AMOUNT	REMAINING
		50.00	25.00

Classroom Lab

Please note the University will only Reimburse up to $3 of sales tax. Please contact AP with questions.

Date	10/14/2021
Spent	25.00 USD
Business Purpose	TILE TEST
Description Optional	
Are you charging a budget code outside of your Dept?	☐

Please search by typing the name or number of the FUND, DEPT or ACTV

Allocation

10-000-700300-0000 10-General Operating Budget 700300-Controller's Office / 0000-General Activity

➕ Add Allocation   ☰₊ Presets   CREATE PRESET

Attachments (1)

Drag image here to upload   Add Attachments ▾ ⓘ

6. The end result will look like this on the left-hand side of the screen where the expenses are listed:

▾ Thu 10/14/2021		Itemization	50.00 USD	50.00 📎	✓
Thu 10/14/2021		Office Supplies	25.00 USD	25.00	✓
Thu 10/14/2021		Classroom Lab	25.00 USD	25.00	✓