

EXAMPLE ONE: RECEIPT AMOUNT OVER \$300

If you have a receipt totaling more than \$300, you will need to use the "Itemize" function to designate the \$300 Conference Travel award.

Select the expense type, enter the information requested, and then select "Itemize".

Date	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			
TOTAL AMOUNT		TOTAL REQUESTED	
CAD 0.00		CAD 0.00	

Make sure you select the same expense type.

Date	Expense Type	Amount	Requested
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 316.00
Adding New Itemization			
TOTAL AMOUNT		TOTAL REQUESTED	
CAD 316.00		CAD 316.00	

Enter \$300 in the amount field, check off the "Personal Expense" box, and enter "Covered by Conference Travel Award" under comment. Click "Save".

The screenshot shows the 'Expenses' table on the left and the 'New Itemization' form on the right. The table has columns for Date, Expense Type, Amount, and Requested. A single entry is shown for 18/10/2017, Registration/Seminars, Toronto, Ontario, with an amount of CAD 316.00 and a requested amount of CAD 316.00. The 'New Itemization' form has a total amount of CAD 316.00 and an itemized amount of CAD 0.00, leaving a remaining balance of CAD 316.00. The form fields include Expense Type (Registration/Seminars), Transaction Date (18/10/2017), Business Purpose (Conference), City of Purchase (Toronto, Ontario), Payment Type (Claimant Paid), Amount (300.00 CAD), and a checked box for 'Personal Expense (do not reimburse)'. The comment field contains 'Covered by Conference Travel Award'. The 'Save' button is circled in red.

Date	Expense Type	Amount	Requested
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 316.00

TOTAL AMOUNT: CAD 316.00 | TOTAL REQUESTED: CAD 316.00

Total Amount: CAD 316.00 | Itemized: CAD 0.00 | Remaining: CAD 316.00

The system will ask you to choose the expense type again as there is a remaining balance on the item. Again, make sure you select the same expense type.

The screenshot shows the 'Expenses' table on the left and the 'New Itemization' form on the right. The table now has two entries: the first for 18/10/2017, Registration/Seminars, Toronto, Ontario, with an amount of CAD 316.00 and a requested amount of CAD 0.00; and a second entry for 18/10/2017, Registration/Seminars, with an amount of CAD 300.00 and a requested amount of CAD 0.00. The 'New Itemization' form has a total amount of CAD 316.00 and an itemized amount of CAD 300.00, leaving a remaining balance of CAD 16.00. The 'Expense Type' dropdown menu is highlighted with a red circle and contains the text 'Choose an expense type'. The 'Save' button is also circled in red.

Date	Expense Type	Amount	Requested
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 0.00
18/10/2017	Registration/Seminars	CAD 300.00	CAD 0.00

TOTAL AMOUNT: CAD 300.00 | TOTAL REQUESTED: CAD 0.00

Total Amount: CAD 316.00 | Itemized: CAD 300.00 | Remaining: CAD 16.00

Enter the remaining balance of the item in the amount field and click "Save".

Expenses

Date	Expense Type	Amount	Requested
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 0.00
Adding New Itemization			
18/10/2017	Registration/Seminars	CAD 300.00	CAD 0.00
TOTAL AMOUNT		TOTAL REQUESTED	
CAD 316.00		CAD 0.00	

New Itemization

Total Amount: CAD 316.00 | Itemized: CAD 300.00 | Remaining: CAD 16.00

Expense Type: Registration/Seminars
Transaction Date: 18/10/2017
Business Purpose: Conference
City of Purchase: Toronto, Ontario
Payment Type: Claimant Paid
Amount: 16.00
Personal Expense (do not reimburse):
Comment:

Save Allocate Cancel

As there is no remaining balance on the item, the system now brings you back to the new expense screen. You will notice that the "Total Requested" amount has been reduced by the \$300.

Expenses

Date	Expense Type	Amount	Requested
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 16.00
18/10/2017	Registration/Seminars	CAD 300.00	CAD 0.00
18/10/2017	Registration/Seminars	CAD 16.00	CAD 16.00
TOTAL AMOUNT		TOTAL REQUESTED	
CAD 316.00		CAD 16.00	

New Expense

Expense Type:

Recently Used Expense Types

- Registration/Seminars

All Expense Types

- 01. Accommodations
 - Guest Housing
 - Hotel/Motel
- ...07. Per Diem (Canada)
 - b. Lunch (\$16.00) per diem
 - c. Dinner (\$43.00) per diem