How to itemize an expense as a personal expense

This aid will show you how to itemize an expense as a personal expense. Please note that not all expense types can be itemized. If you made a personal purchase on your UMD credit card and the expense type cannot be itemized, you will need to pay UMD back via check.

Screenshots are provided to use as visual guides for certain steps.

Open the expense...

1. Complete the information under the Details tab

2. Click on the Itemizations tab

3. Click on Create Itemization

4. Search for Personal/Non Reimbursable
5. Fill in the **Amount** field with the portion of the expense that is a personal expense

6. If only a portion of the expense will be considered a personal expense, please make sure to itemize the remaining amount before saving the expense