

Concur Expense Itemization

Quick Reference Guide (QRG)

Department of Finance & Administration

AASIS S/4HANA Upgrade and Implementation

Financial Accounting

Last Updated: June 2026

Introduction

Purpose

Use this guide to **Itemize Expenses** in an Expense Report in Concur **on both the desktop and mobile app.**

The examples shown in this QRG reflect common expense itemization scenarios, but the same steps generally apply to other expense itemizations in Concur with similar functionality.

When to Use this Guide

Use this guide when you need to itemize an expense entry in an unsubmitted expense report.

Before You Begin

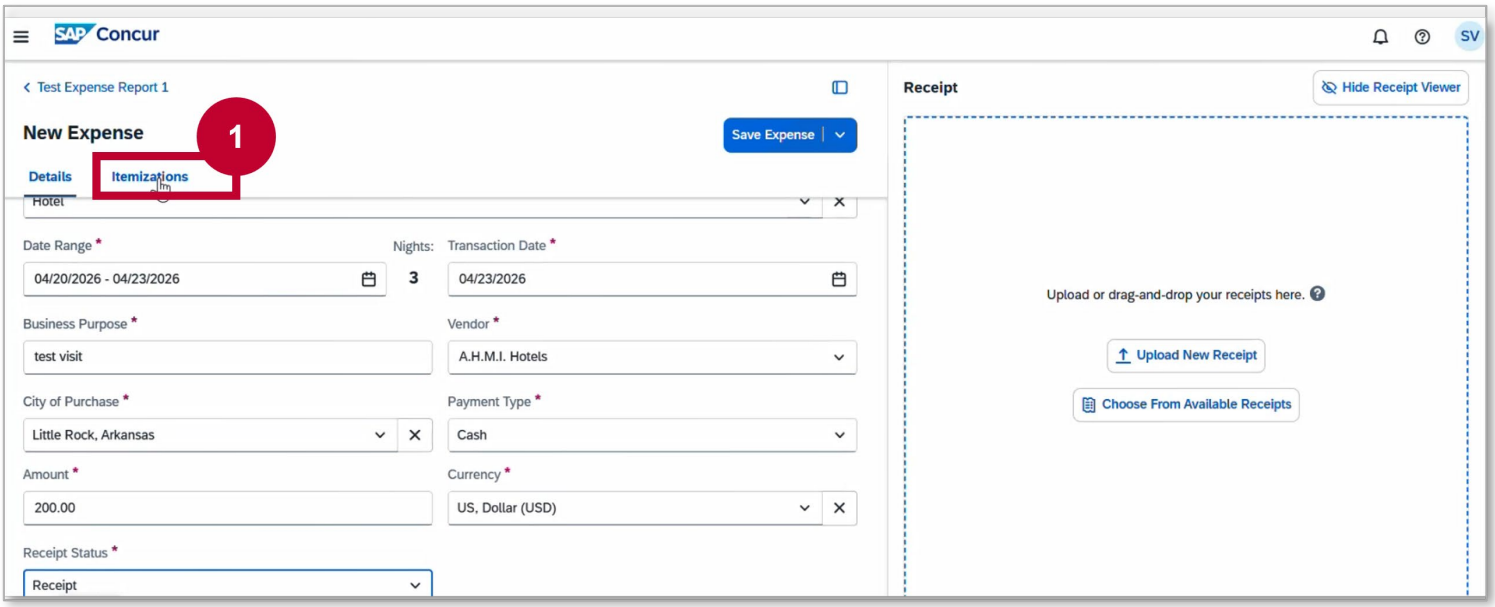
Before starting this procedure, make sure you are working in an **unsubmitted Expense Report** in Concur and have the specific **expense entry** open that you want to itemize. Confirm that you have all required itemization details available before proceeding.

Please note that in this guide, **Expense Report**, **Report**, and **expense entry** refer to components of the same expense reporting process in Concur. For consistency, **Expense Report** will be used throughout this QRG when referring to the report, and **expense entry** will be used when referring to the individual expense being itemized.

Expense Itemization (1 of 3)

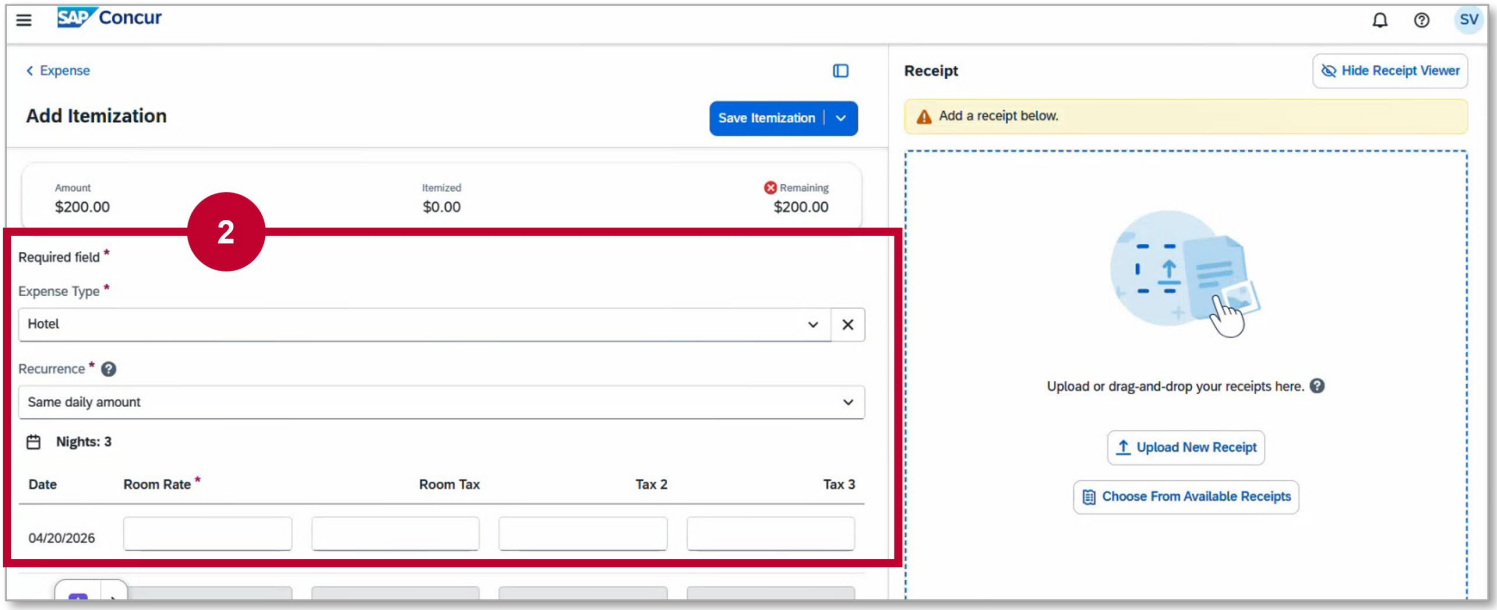
Open the Itemization Tab

1. Within the expense entry, select the **Itemization** tab.



Itemization Breakdown

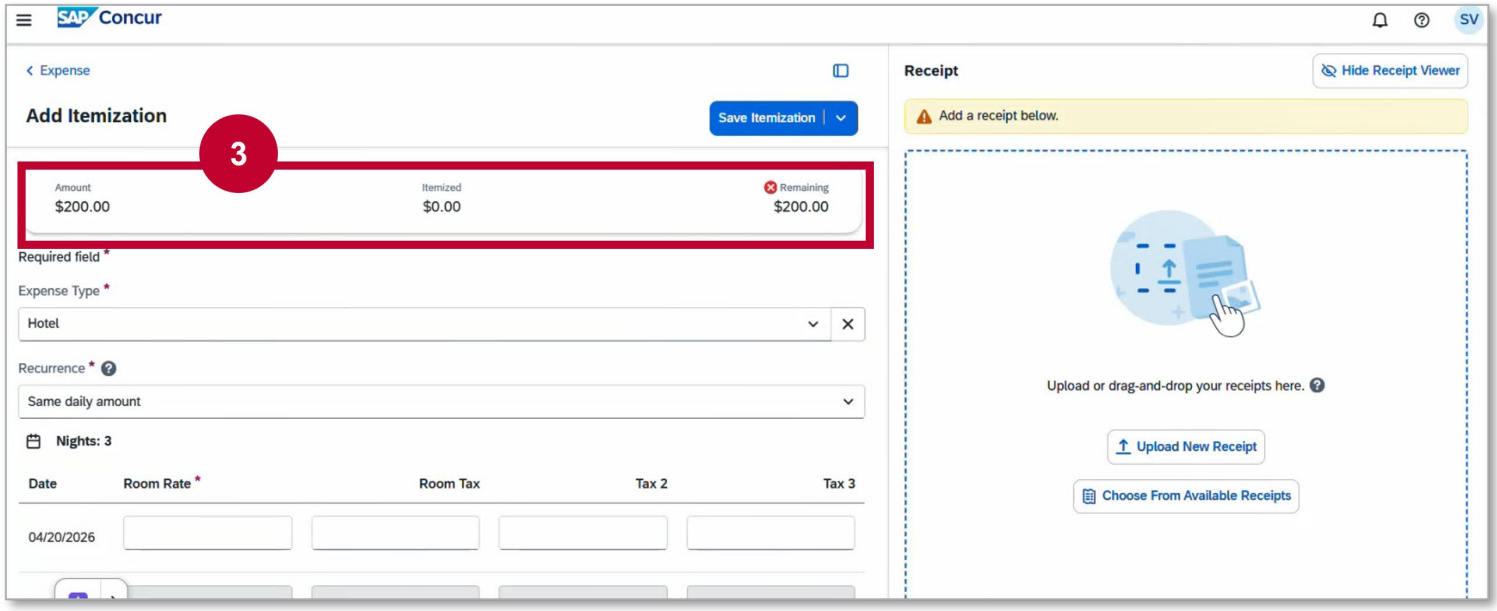
2. Complete all **required fields** marked with a red asterisk.
    2. *Note: These will vary based on expense type. The example shown in this guide is a hotel expense.*



Expense Itemization (2 of 3)

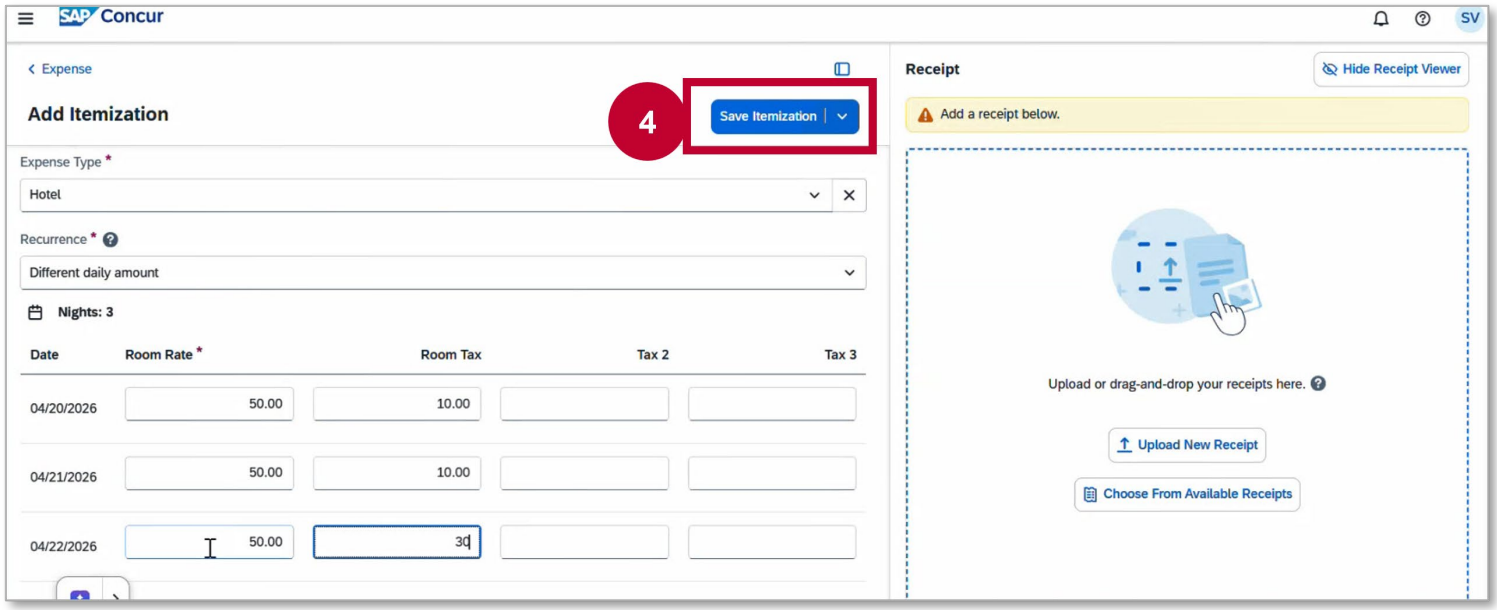
Open the Itemization Tab

3. Complete the itemization breakdown until the amount remaining reflects $0.00 and the amount Itemized is the total amount of the expense entry.



Save Itemization

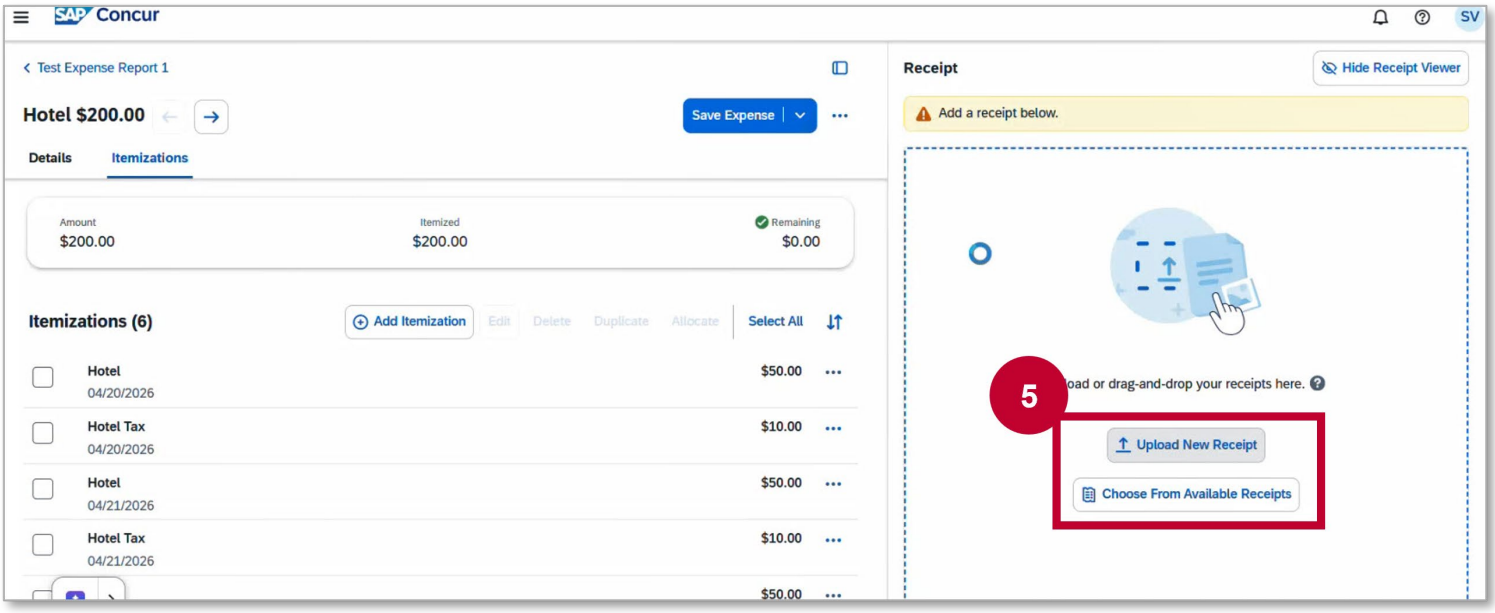
4. Once the total expense amount is itemized, save the itemization.



Expense Itemization (3 of 3)

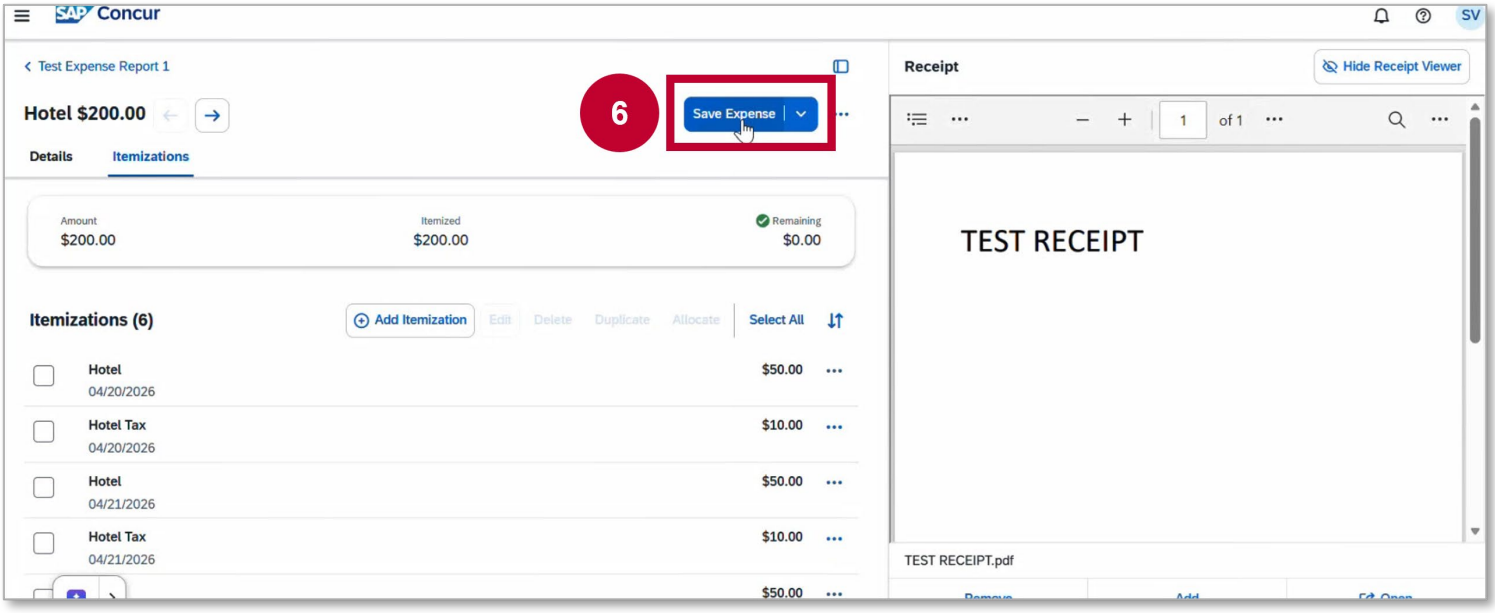
Attach Receipt

5. Attach the receipt for the expense.



Save Itemization

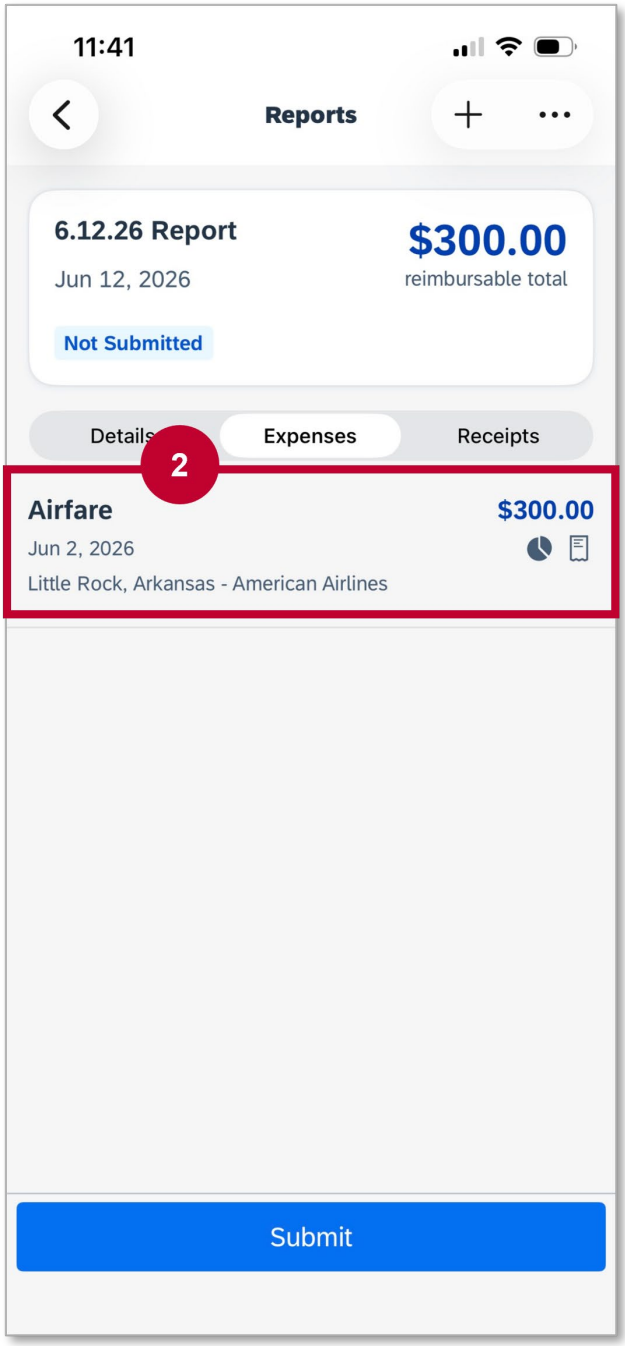
6. Once you have itemized the full expense and uploaded your receipt, save the expense and move on to the next expense if applicable.



Expense Itemization - Mobile (1 of 3)

Creating an Expense Report in Concur Mobile

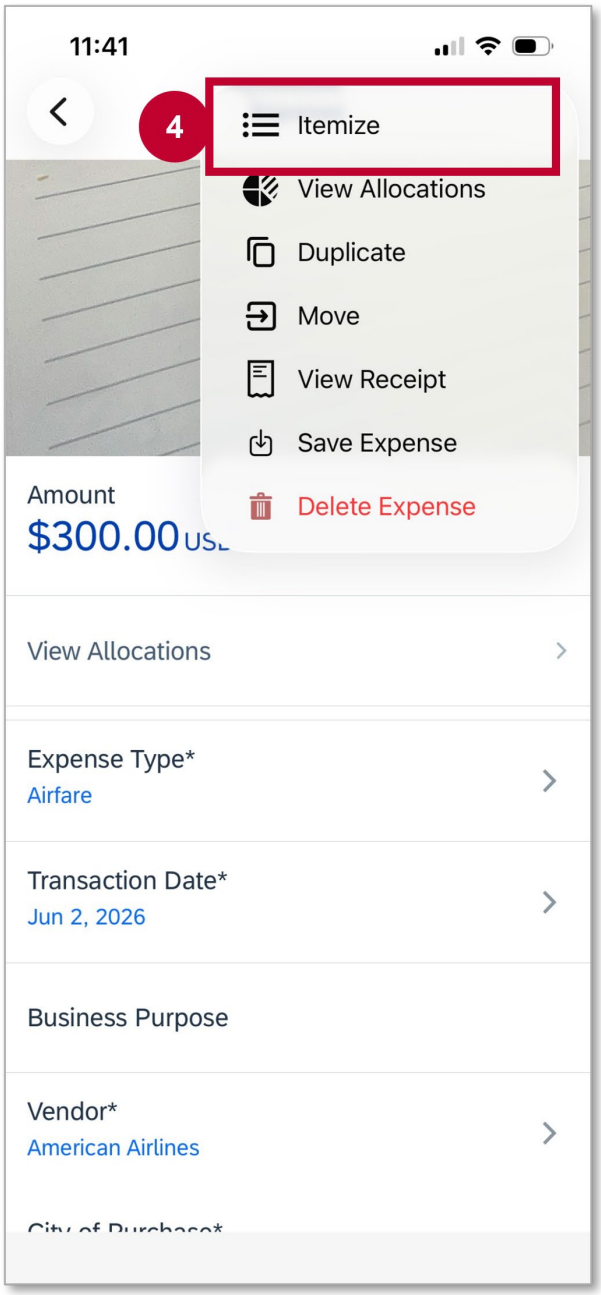
1. Start with an unsubmitted expense report with an added expense entry.
2. Tap the expense entry to be itemized.

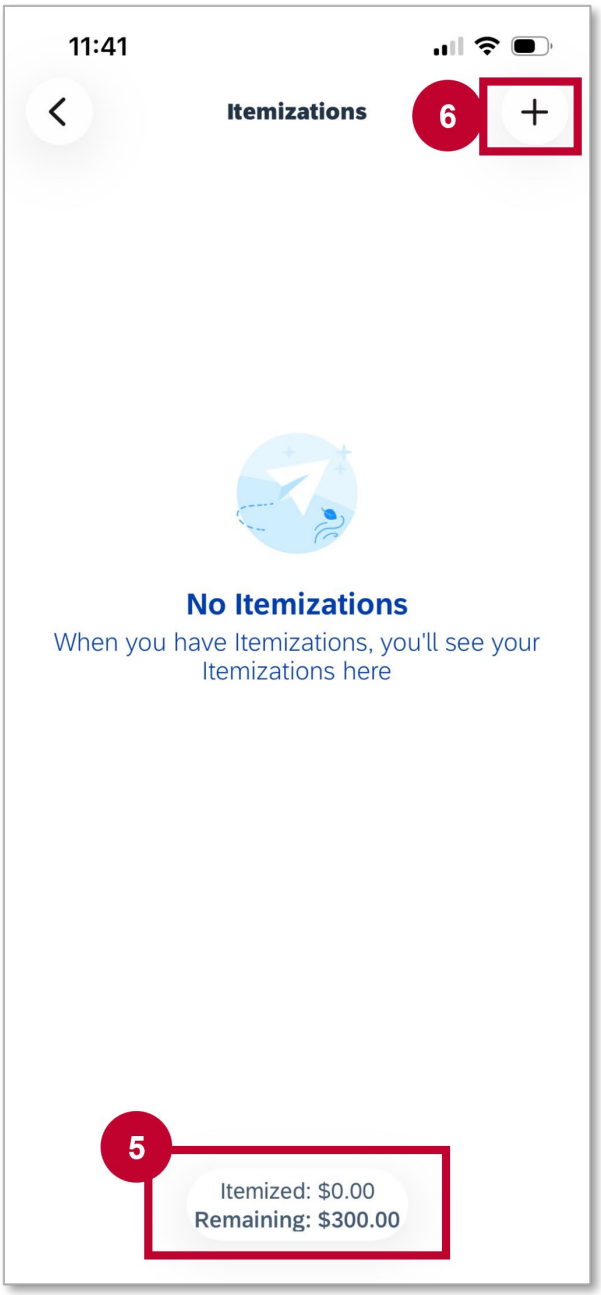


Expense Itemization - Mobile (2 of 3)

Add Expenses to the Report

3. Tap the **plus (+)** icon.
4. Select **Itemize** from the list.
5. The amount itemized and remaining are listed at the bottom of the screen.
6. Click the **plus (+)** to add an itemization.

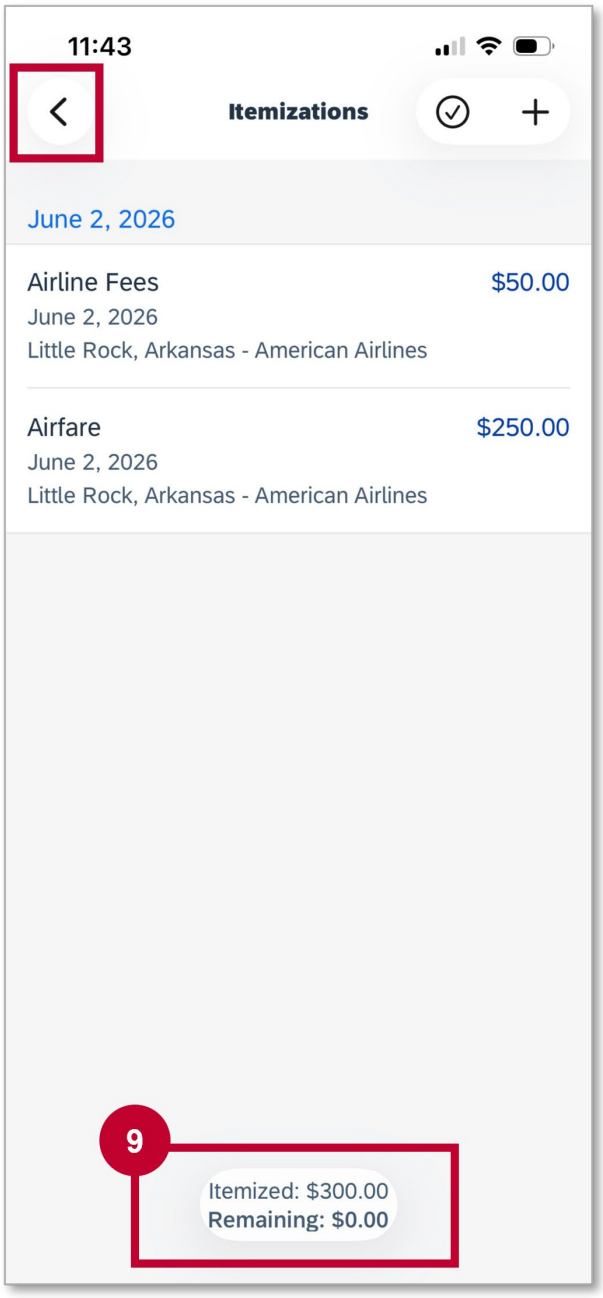


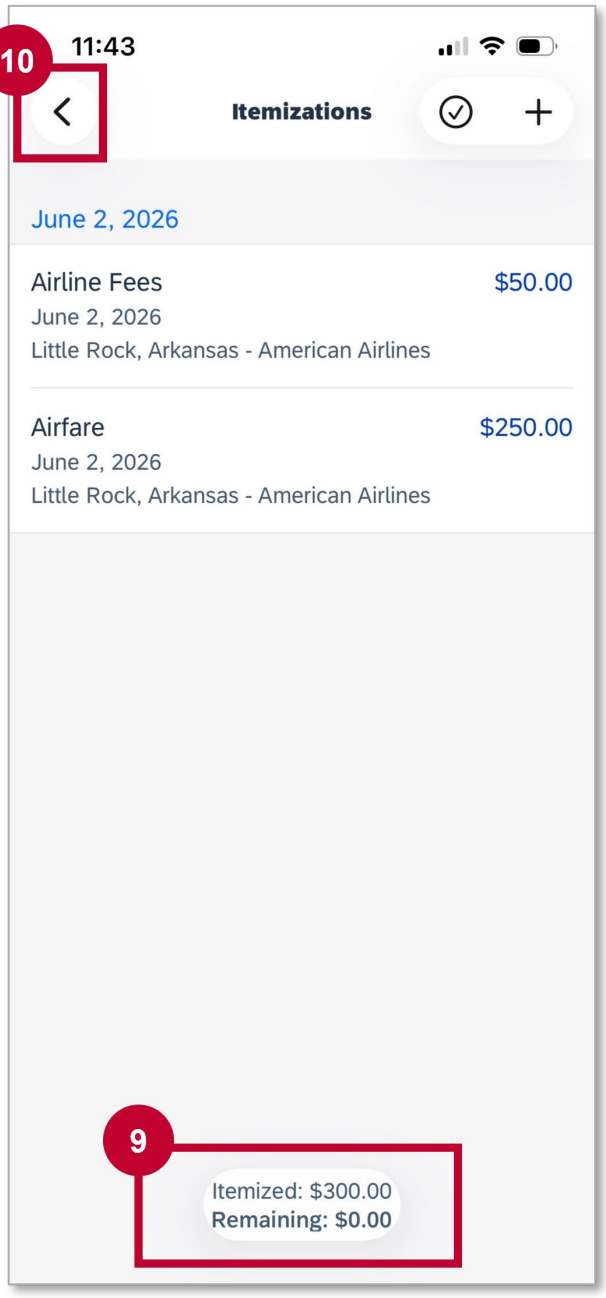


Expense Itemization - Mobile (3 of 3)

Add Expenses to the Report

7. Complete the **required information** marked with an asterisk.
8. Once complete, tap the **blue check mark.**
9. Repeat the steps until the remaining balance reflects $0.00.
10. Tap the **return (<) icon** to return to the expense entry.





Key Takeaways

Tips and Notes

- For hotel expenses, the **Recurrence field** indicates if the hotel is billed at the same daily amount or a different amount each day.
- Itemize **before** allocating if both actions are required. Double-check that the sum of all itemizations equals the original expense amount.
- Attach receipts and supporting documentation.

Outcome

You have itemized an expense entry in Concur.

Related Training

Use these resources if you need more detailed instruction:

- Concur Essentials: Travel Request & Expense (Desktop and Mobile) – WBT
- Allocating Expenses in Concur - QRG

WBTs can be accessed via MyAR Careers under the My AR Learning tile.

- Click here for a video demonstration on how to enroll in a WBT.
- Password reset requests for MyAR Careers should be submitted to arcareers@arkansas.gov. You can also call the Help Desk at 501-682-1800.