

# Create a Split Expense Item

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## Permissions

You will require an Access Role with the following permissions:

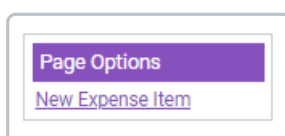
- Expense Items

Any expense item type can be configured to include the addition of split expense items. Commonly a Hotel expense item is configured as a split expense item due to the different charges that can be incurred on one invoice which may include varying VAT rates and other specific differences.

1. Navigate from the Home page to **Administrative Settings | Base Information | Expense Items**.

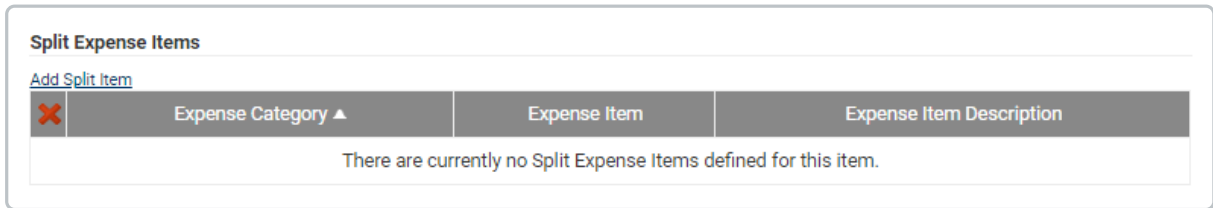
Expense Items							
1	2	3	4	5	>	>>	filter
		Expense Category ▲	Expense Item	Expense Item Description			
		1 Of Each	StandardItem				
		1 Of Each	Pencer Per Mile				
		1 Of Each	Meal				
		1 Of Each	Daily Allowance				
		1 Of Each	Fuel Receipt				
		1 Of Each	Mileage (Fuel Receipt)				
		1 Of Each	Fixed Allowance				
		1 Of Each	Fuel Card Mileage				
		1 Of Each	Item Reimburse				
		1 Of Each	Fixed Excess Mileage				
		1 Of Each	Fixed Mileage Deduction				
		1 Of Each	Hotel std item				
		1 Of Each	ToAndFrom				
		1 Of Each	Splititem				
		1 Of Each	ToandFromWithoutJourneyGrid				

2. Within the Expense Items page, click **New Expense Item** or click to edit an existing expense item. For more information on completing the General Details of an expense item, view [Create an Expense Item](#).

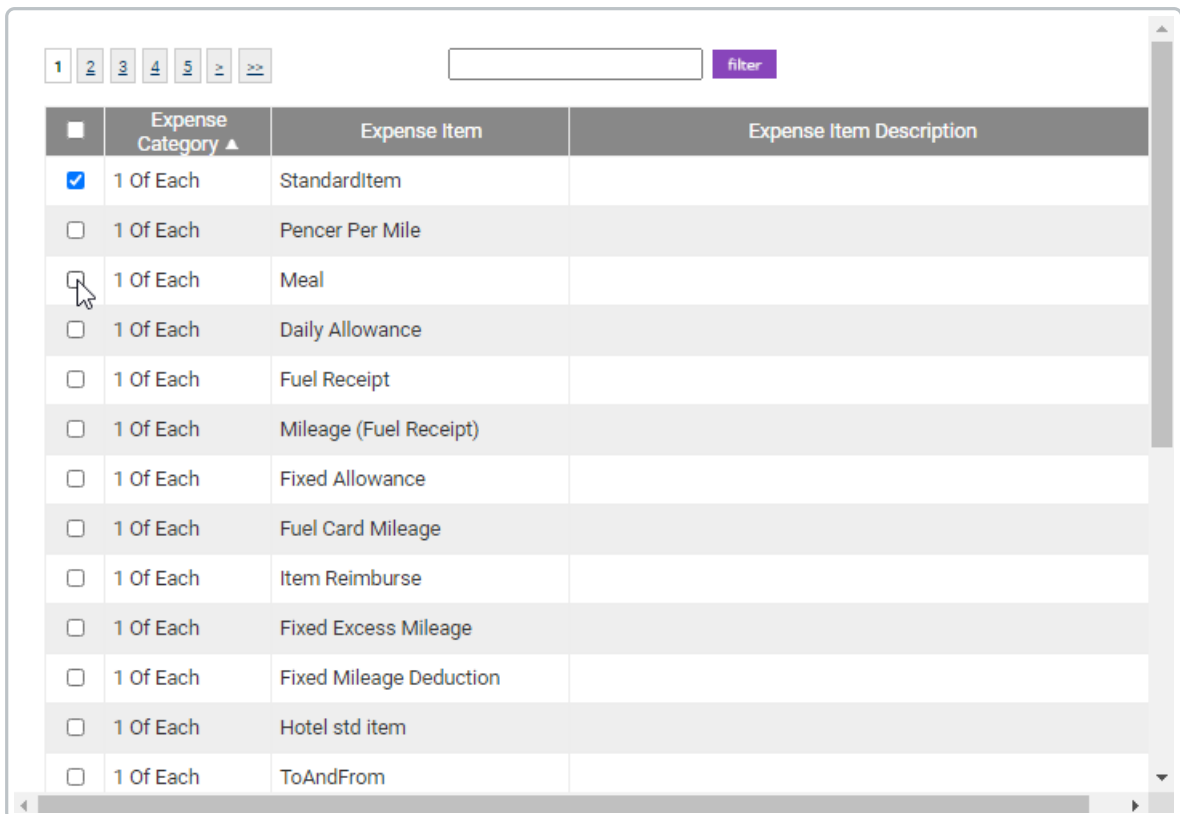


3. Within the Expense Item Details page, scroll down to the **Split Expense Items** section. Any

existing split items that have been already been created against this expense item will be displayed.



4. Click **Add Split Item** to display a modal which will allow you to select which expense items you want to add as split items.



5. Select the check box adjacent to each split item that you would like to add.
6. Click **Save** to store your selection. The split item will then appear in the Split Expense Items list.
7. Click **Save** at the bottom of the Expense Item Details page to confirm your changes.

What will the claimant see?

1. If the expense item is on a claimant's Item Role, they can select the expense item as they would usually from the My Expense Items list on the Add/Edit Expense page.
2. The split items will then appear as **Yes** or **No** check boxes that the claimant can select if they


have incurred costs that relate to each item.


3. Selecting **Yes** on the split item will display further fields.


Did you incur further expenses on this receipt?

Taxi:  Yes  No

Food:  Yes  No

From:  

To:  

Total (Gross):  

Integer Share:

4. Adding the total charge for the split item into the **Total (Gross)** field will detract the same amount from the **Total Bill minus further expenses (Gross)** field.
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