

## **Handling Personal and Non-Reimbursable Items on an Expense Report in Concur**

When processing expenses on an Expense Report, you may be faced with a receipt that contains items that are personal in nature and non-reimbursable. Examples are room service on a lodging receipt, candy on a gas receipt, or GPS service on a car rental receipt.

If the receipt was paid by you and not MSU:

### **Receipt Paid Personally**

1. While entering the item as an expense on the Expense Report, select the Itemizations tab (Suggestion: After receipt has been attached to appropriate expense report, select the Itemize tab.)
2. Identify itemized charges that are personal in nature
3. Use the Personal/Non-Reimbursable expense type for the portion/items on the receipt that should not be reimbursed. This removes the unallowable items from the reimbursement while facilitating the reconciliation of the entire receipt amount.

You may be faced with a receipt paid for by MSU but containing items that are personal in nature and non-reimbursable. Examples are items accidentally charged to the MSU Travel Card or portions of a prepaid airfare ticket that is personal in nature.

If the receipt was paid by MSU and not you:

### **Receipt paid by MSU – with additional items on the Expense Report**

1. While entering the item as an expense on the Expense Report, select the Itemizations tab
2. Use the Personal/Non-Reimbursable expense type for the portion/items on the receipt that should not be reimbursed. This reduces the reimbursement by the amount of the unallowable items while facilitating the reconciliation of the entire receipt amount.

### **Receipt paid by MSU – without any additional items on the Expense Report**

1. While entering the item as an expense on the Expense Report, select the Itemizations tab

2. Use the Personal/Non-Reimbursable expense type for the portion/items on the receipt that should not be reimbursed. Since there are no additional reimbursement items to offset this against, you will need to pay MSU for the personal/Non-Reimbursable portion of this item.
  - a. Write a check to MSU and have a cash receipt processed by your unit. Attach the cash receipt to the applicable expense on your Expense Report, documenting the payment of the personal/non-reimbursable items by you.