



Creating an Expense Report that is Connected to a Request

Manual Itemization of Hotel Expenses



Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

Guest Folio - Sample

A hotel bill typically contains multiple charges such as room fees, taxes, parking, meals, etc.

You must itemize these expenses so they can be reimbursed correctly. Lodging itemization allows you to quickly itemize recurring room rates and taxes. You can itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay.

If your hotel was booked by Concur Travel, itemization may be auto-populated.

Gracious International Inns				
111 East 1st, Houston, TX. 77030				
(713) 660-9379				
Guest Name Auditor, Ima			Folio Number	Page 1 K1-7077
LBJ State Off. Bldg., 111 E. 17th			Suite Number	1123
Austin, Tx. 78774			Suite Type	STQT
Tx. Comptroller			No. of Guests	1
			Rate	80.00
			Account Number	JAM
Arrive 10-Feb-03		Time 5:26	Depart 12-Feb-03	Time 7:23 AM
Date	Description	Charges	Credits	
10-Feb-03R11123	Room Charge - Studio 1-4	80.00		
10-Feb-03T21123	State Occupancy Tax	4.80		
10-Feb-03T31123	City Tax	5.60		
10-Feb-03T41123	County Tax	3.20		
11-Feb-03R11123	Room Charge - Studio 1-4	80.00		
11-Feb-03T21123	State Occupancy Tax	4.80		
11-Feb-03T31123	City Tax	5.60		
11-Feb-03T41123	County Tax	3.20		
12-Feb-03MC 7:23	Paid-Mastercard XXXXXXXXXX790		187.20	
Checked Out		0.00		



Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

To manually itemize hotel expenses:

1. Select the **Hotel** expense type.

New Expense

All Expense Types

01. Travel Expenses

Hotel

02. Transportation

Airfare

Airline Fees

Car Rental

Fuel

Parking



Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

2. On the new expense tab, complete the required fields denoted by a red bar.

The screenshot shows a 'New Expense' form with the following fields and values:

- Expense Type:** Hotel (required, indicated by a red bar)
- Transaction Date:** 05/13/2020 (required, indicated by a red bar)
- Trip Purpose Details:** Conference (required, indicated by a red bar)
- Report/Trip Purpose:** Conference
- Vendor:** Holiday Inn (required, indicated by a red bar)
- City of Purchase:** Glassboro, New Jersey (required, indicated by a red bar)
- Payment Type:** University Paid (required, indicated by a red bar)
- Amount:** 400 (required, indicated by a red bar)
- Currency:** USD
- Comment:** (empty)

At the bottom right, there are three buttons: 'Itemize', 'Attach Receipt', and 'Cancel'. A large yellow arrow points down to the 'Attach Receipt' button.

3. Select **Attach Receipt** to add a receipt for the hotel.



Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

4. Select **Itemize** on the bottom right corner of the screen.

New Expense Available Receipts

Expense Type Hotel	Transaction Date 05/13/2020	Trip Purpose Details Conference
Report/Trip Purpose Conference	Vendor Holiday Inn	City of Purchase Glassboro, New Jersey
Payment Type University Paid	Amount 400 USD	Comment

Itemize Attach Receipt Cancel



Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

5. The Nightly Lodging Expense tab will appear. Complete the required fields denoted by a red bar for recurring nightly expenses.

Expense

Nightly Lodging Expenses

Receipt Image

Available Receipts

Total Amount: \$500.00 | Itemized: \$500.00 | Remaining: \$0.00

Check-in Date

Check-out Date

Number of Nights

05/13/2020

Recurring Charges (each night)

Room Rate

Room Tax

Other Room Tax 1

Other Room Tax 2

☐ Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type

Amount

Choose an expense type

Expense Type

Amount

Choose an expense type

Save Itemizations

Cancel



Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

- Use the calendar icon to select the check-in date.
- Concur populates the check-out date and the number of nights based on the transaction date and the check-in date.
- Use the Receipt Image tab to refer to the receipt you are itemizing.

The screenshot shows the 'Expense' tab selected in the top navigation bar, with sub-tabs for 'Nightly Lodging Expenses' and 'Receipt Image'. A summary bar at the top right displays 'Total Amount: \$500.00 | Itemized: \$500.00 | Remaining: \$0.00'. The main form area includes fields for 'Check-in Date' (with a calendar icon), 'Check-out Date' (populated with '05/13/2020' and a calendar icon), and 'Number of Nights'. Below these is the 'Recurring Charges (each night)' section, which contains input fields for 'Room Rate', 'Room Tax', 'Other Room Tax 1', and 'Other Room Tax 2'. A checkbox labeled 'Room rate and taxes will be shown as separate expenses' is present. The 'Additional Charges (each night)' section follows, featuring two rows, each with an 'Expense Type' dropdown menu (showing 'Choose an expense type') and an 'Amount' input field. At the bottom right, there are 'Save Itemizations' and 'Cancel' buttons.



Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

- Hotels may have itemized tax amounts listed on the bill. You can itemize your tax the same way by utilizing the Room Tax, Other Room Tax 1 and Other Room Tax 2 fields.
- If there are any additional recurring charges besides room and tax on your hotel bill, choose an Expense Type under the Additional Charges and these charges will be added for each night.

6. Select **Save Itemizations**.

The screenshot shows a web form titled 'Expense' with a sub-header 'Nightly Lodging Expenses'. There are three tabs: 'Expense', 'Nightly Lodging Expenses', and 'Receipt Image'. In the top right corner, there is a link for 'Available Receipts'. Below the tabs, a summary bar shows 'Total Amount: \$500.00 | Itemized: \$500.00 | Remaining: \$0.00'. The form contains several input fields: 'Check-in Date' (with a calendar icon), 'Check-out Date' (with a calendar icon and the value '05/13/2020'), and 'Number of Nights'. Below these is a section for 'Recurring Charges (each night)' with four fields: 'Room Rate', 'Room Tax', 'Other Room Tax 1', and 'Other Room Tax 2'. A checkbox labeled 'Room rate and taxes will be shown as separate expenses' is located below these fields. The next section is 'Additional Charges (each night)', which has two rows, each with an 'Expense Type' dropdown menu (showing 'Choose an expense type') and an 'Amount' input field. At the bottom right, there is a large yellow arrow pointing down to a blue 'Save Itemizations' button and a white 'Cancel' button.



Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

The total amount, itemized amount, and amount remaining are listed.

Expense

Nightly Lodging Expenses

Receipt Image

Available Receipts

Total Amount: \$500.00 | Itemized: \$500.00 | Remaining: \$0.00

Check-in Date

Check-out Date

Number of Nights

05/13/2020

Recurring Charges (each night)

Room Rate

Room Tax

Other Room Tax 1

Other Room Tax 2

☐ Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type

Amount

Choose an expense type

Expense Type

Amount

Choose an expense type

Save Itemizations

Cancel





Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

After entering all of the recurring charges, additional one-time charges may be included on the hotel folio.

Such itemizations can include any one time expense the traveler incurred (Example: movies, room service, gym, etc.). This could also include a rate that was different for one or more nights of the stay.

Select **Add Itemization** from within the lodging expense.

Expense | **Nightly Lodging Expenses** | Receipt Image | Available Receipts

Total Amount: \$500.00 | Itemized: \$500.00 | Remaining: \$0.00

Expense Type Hotel	Transaction Date 05/13/2020	Trip Purpose Details 5	Report/Trip Purpose Meeting
Vendor Astron Hotels	City of Purchase Boston, Massachusetts	Payment Type Cash Out of Pocket	Amount 500.00 USD
Comment 			

Save Add Itemization Attach Receipt Cancel



Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses

Select any additional expense types, and continue itemizing all one-time charges that appear on your statement until the remaining amount is \$0.00

New Itemization

Available Receipts

Total Amount: \$400.00 | Itemized: \$350.00 | Remaining: **\$50.00**

Expense Type

Choose an expense type

▼

Save







Cancel

7. Select **Save**.

Creating an Expense Report that is Connected to a Request

Itemizing Nightly Hotel Expenses



Expenses				
<div>Move Delete Copy View <<</div>				
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/> ▾	03/31/2020	Hotel Astron Hotels, Boston, Massachu	\$500.00	\$450.00
<div></div>				
<input type="checkbox"/>	03/31/2020	Non Reimbursable/Personal	\$50.00	\$0.00
<div></div>				
<input type="checkbox"/>	03/31/2020	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	03/31/2020	Hotel Tax	\$50.00	\$50.00
<input type="checkbox"/>	03/31/2020	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	03/31/2020	Hotel Tax	\$50.00	\$50.00
<input type="checkbox"/>	03/31/2020	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	03/31/2020	Hotel Tax	\$50.00	\$50.00
<input type="checkbox"/>	03/04/2020	Personal Car Mileage	\$181.70	\$181.70
<div></div>				
<input type="checkbox"/>	03/03/2020	Airfare American Airlines, Glassboro, Nj	\$245.00	\$245.00
<div></div>				

Notice that the details for the lodging itemization appear on the left side of the page under the room rate expense type.

If you need to change an itemization, select the name of that item and make the correction.

For example: If one day, the rate is different, you can change the amount for that day only.