

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.

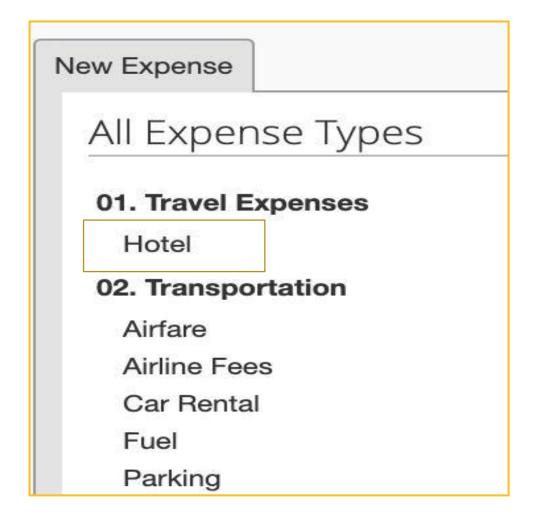
You must itemize these expenses so they can be reimbursed correctly. Lodging itemization allows you to quickly itemize recurring room rates and taxes. You can itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay.

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

	Gracious Interr	national Inns			
	111 East 1st, Hou	iston, TX. 77030			
	(713) 660-	9379			
Guest Name Auditor, Ima LBJ State Off, Bldg., 111 E. 17th Austin, Tx. 78774 Tx. Comptroller		Folio Number	1 S 1	Page 1 K1-7077 1123 STQT 1 80.00	
		Account Numb	er J	AM	
Arrive 10-Feb-03	Time 5:26	Depart 12-Feb-03	Time 7	:23 AM	
Date	Description	C	narges	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 XXXX	XXXXXXXX790		187.20	
Checked Out			0.00		

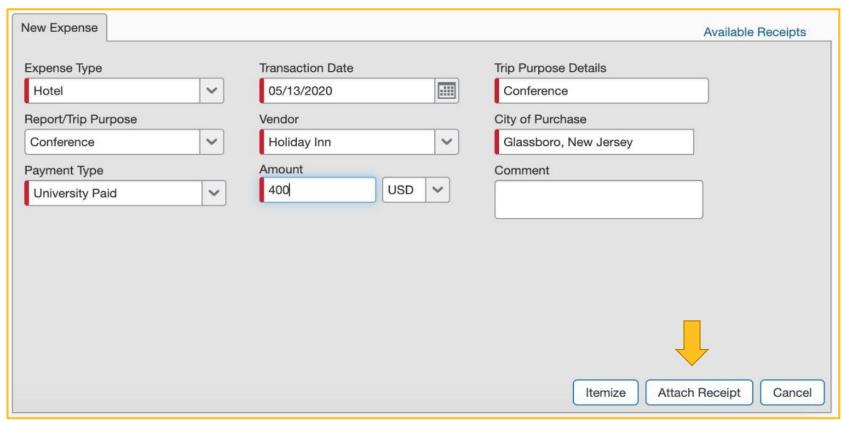
To manually itemize hotel expenses:

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



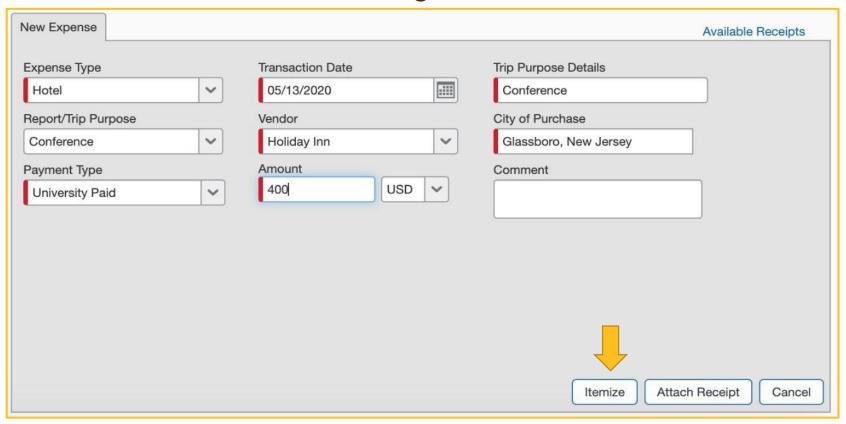


2. On the new expense tab, complete the required fields denoted by a red bar.



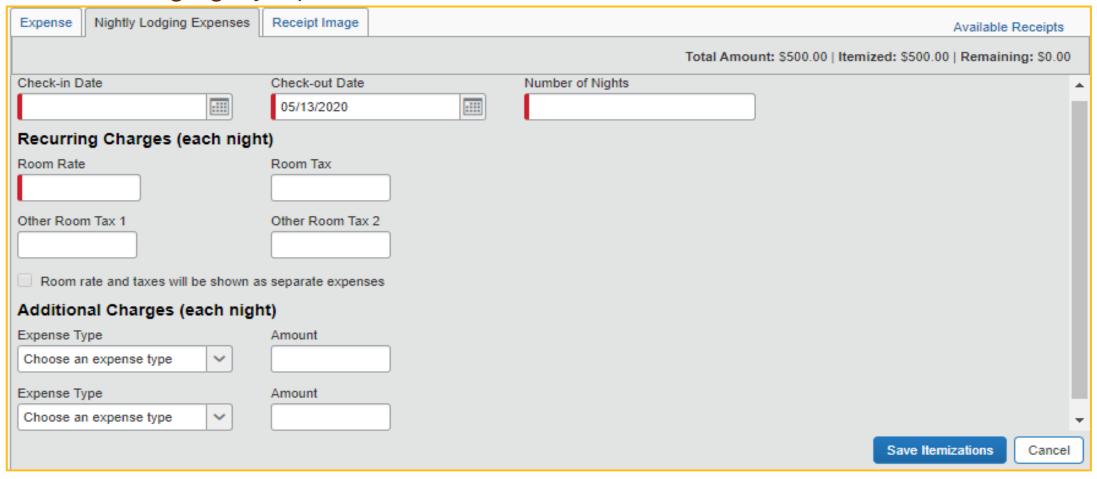
3. Select Attach
Receipt to add a
receipt for the
hotel.

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



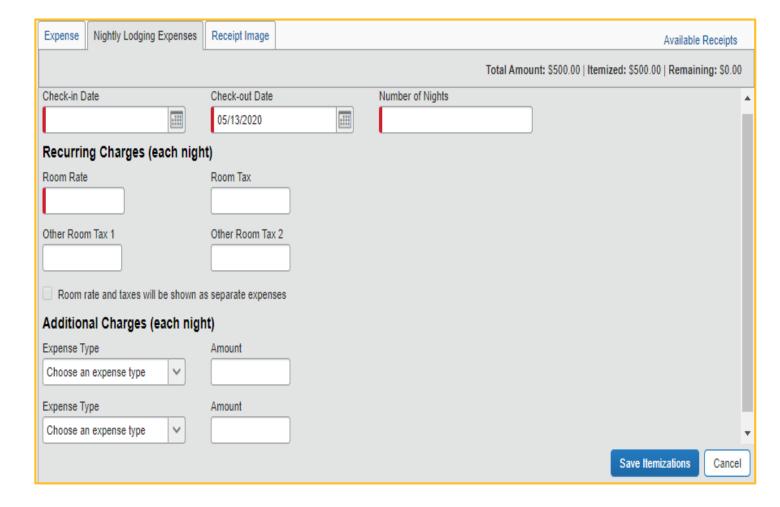


5. The Nightly Lodging Expense tab will appear. Complete the required fields denoted by a red bar for recurring nightly expenses.



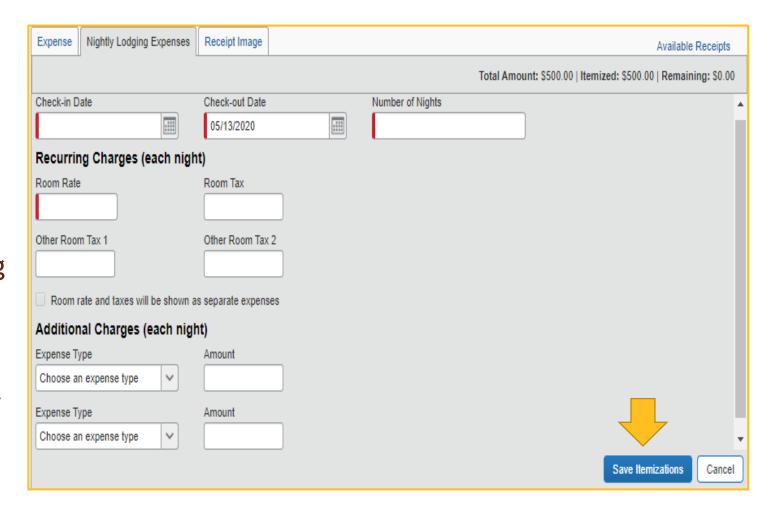


- Use the calendar icon to select the check-in date.
- Concur populates the check-out date and the number of nights based on the transaction date and the check-in date.
- Use the Receipt Image tab to refer to the receipt you are itemizing.

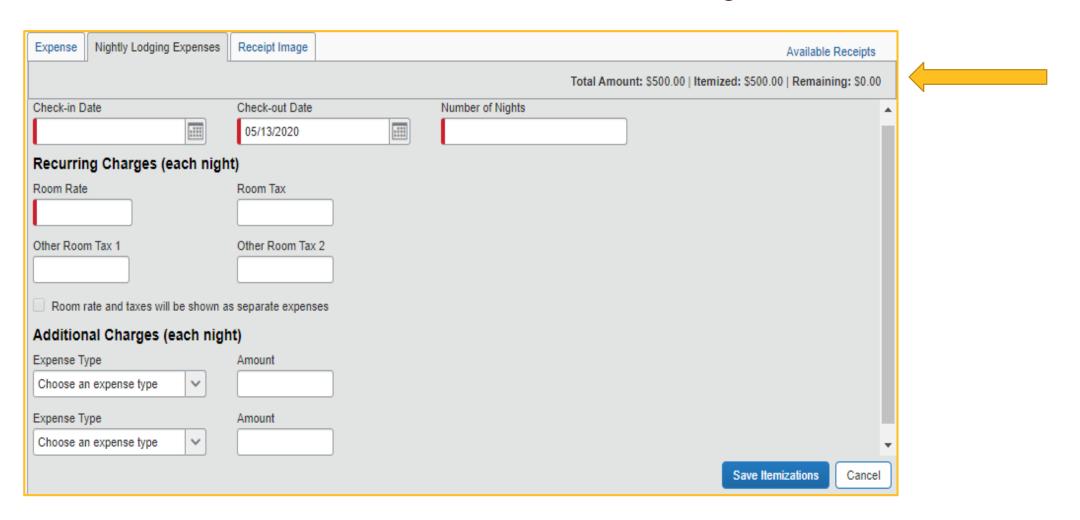




- Hotels may have itemized tax amounts listed on the bill. You can itemize your tax the same way by utilizing the Room Tax, Other Room Tax 1 and Other Room Tax 2 fields.
- If there are any additional recurring charges besides room and tax on your hotel bill, choose an Expense Type under the Additional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



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

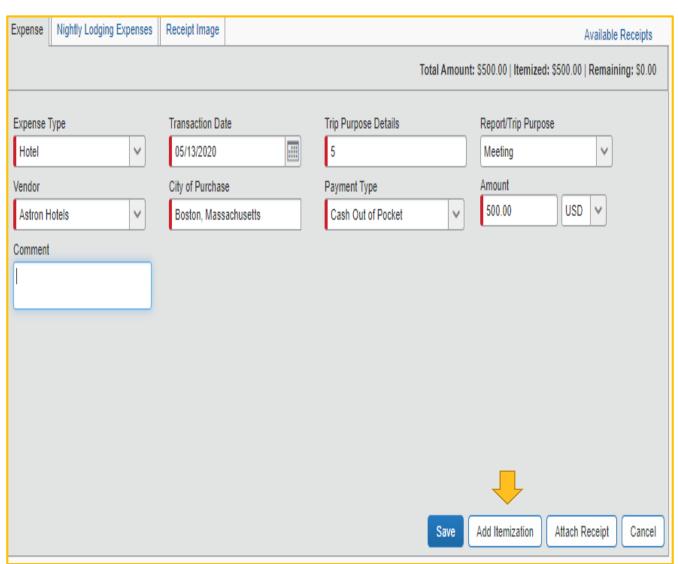




After entering all of the recurring charges, additional one-time charges may be included on the hotel folio.

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.

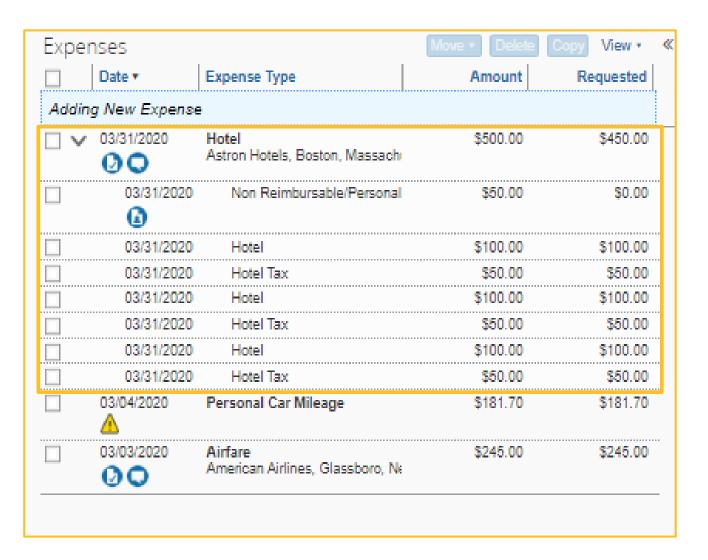




Select any additional expense types, and continue itemizing all one-time charges that appear on your statement until the remaining amount is \$0.00



7. Select Save.



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.