

Hotel Itemization

These instructions cover how to add and itemize a lodging (hotel) expense on a Travel Expense Report.


Please refer to the following Quick Guides for more detailed information on adding other expenses:

- [Personal Mileage \(UI Upgrade\)](#)
- [Actual Per Day Meal Expense \(UI Upgrade\)](#)

Click on any of the links below to skip ahead to that section.

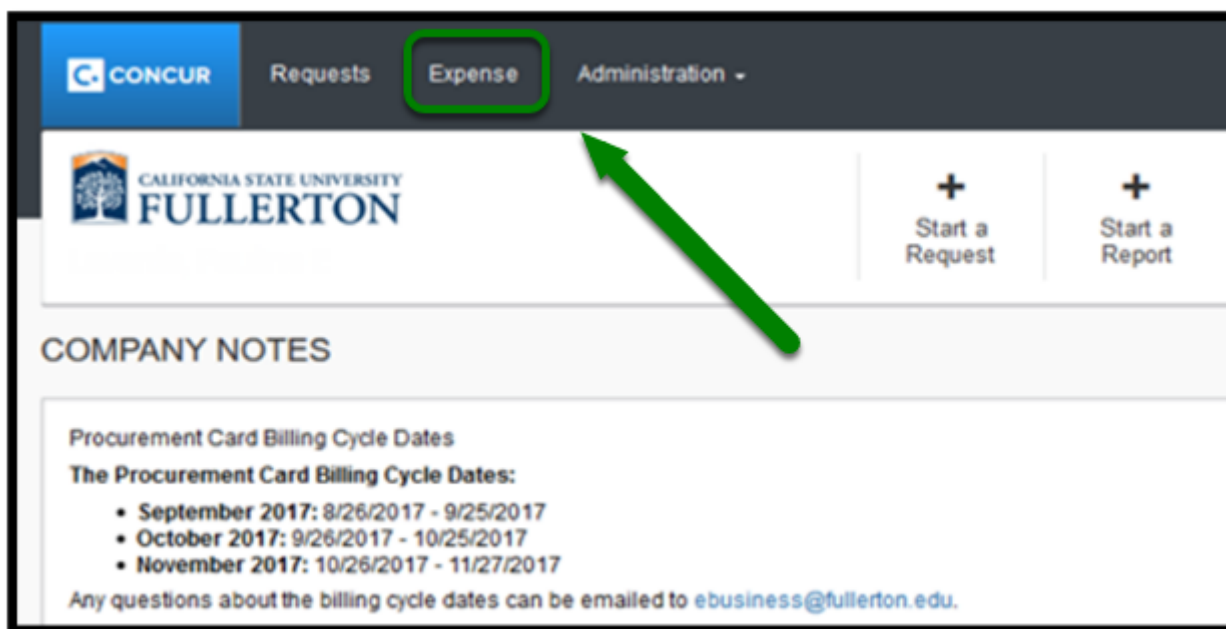
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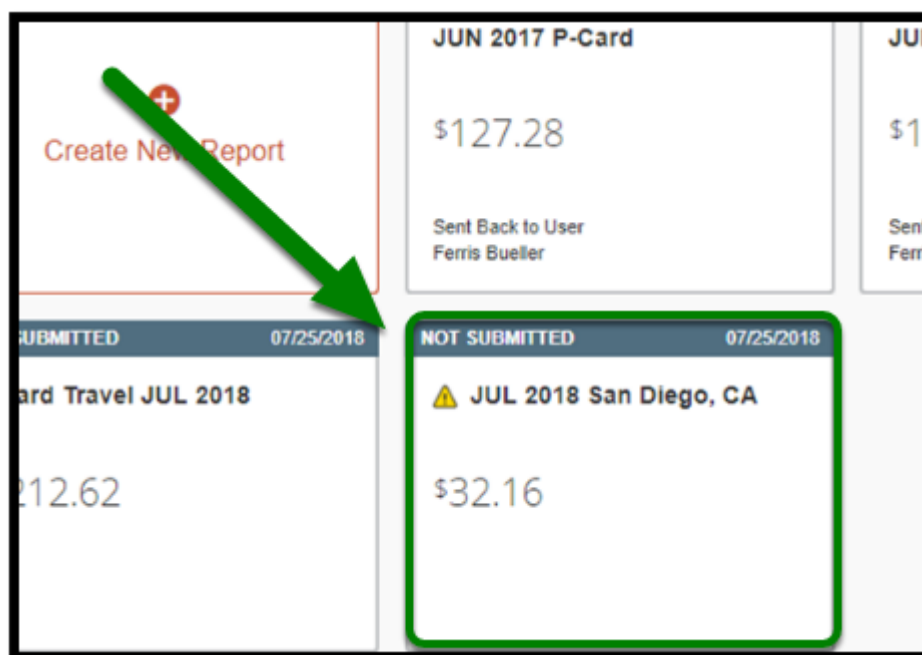
 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

How to Add a Lodging Expense

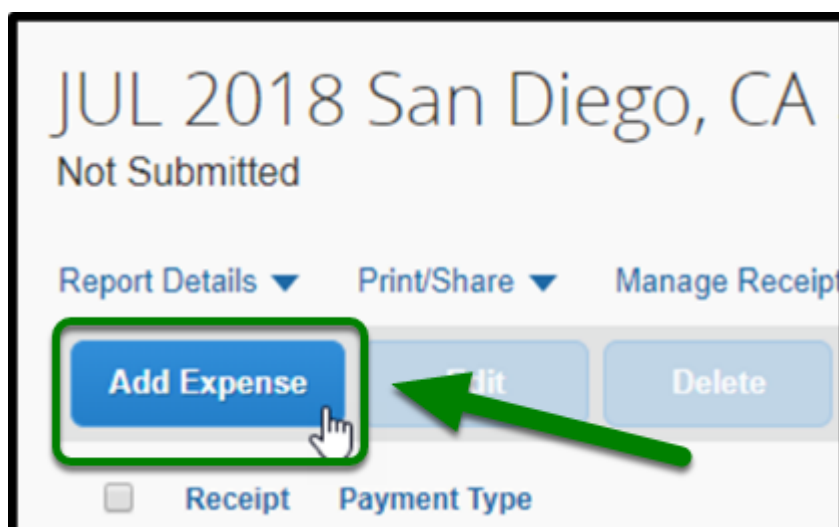
Step 1: Select **Expense** tab at the top of the homepage.



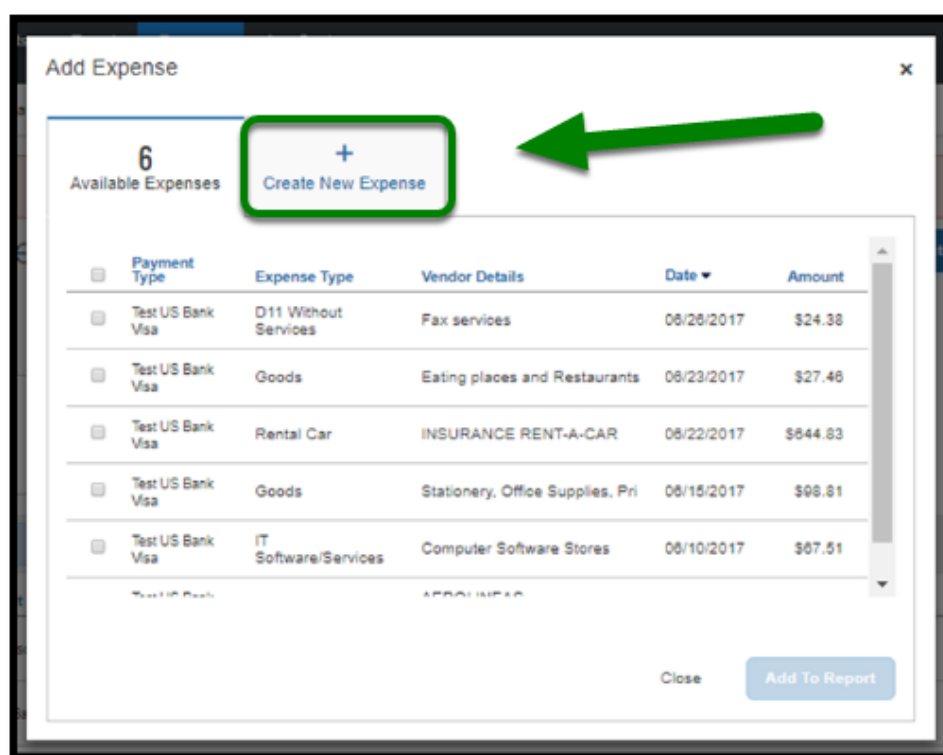
Step 2: Then, click on the Report that has not been submitted yet.



Step 3: Click on the **Add Expense** button, on the left hand side, and from there a window will pop-up listing your available expenses and the option to create a new expense.



Step 4: Click on **Create New Expense** tab to create a new expense on your Expense Report (if you have not already created one).



Step 5: Under the **Travel Expenses** section, select **Lodging**.

Add Expense

6 Available Expenses + Create New Expense

Search for an expense type

- Lodging
- Registration Fees/Workshops
- ^ 01. Travel Expenses
 - Actual Incidentals/Up to \$7 Per Day
 - Hotel Advance Deposit
 - Hotel Fees
 - Lodging**
 - Other Accommodations
- ^ 02. Transportation
 - Airfare
 - Airline Fees (Baggage; Wifi; etc)

Step 6: Once you have added **Lodging** as a new expense, fill out the required (as noted by the red asterisks*) and appropriate fields.

* Indicates required field

Expense Type *

Check-in Date * Check-out Date * Nights:

Transaction Date Report/Trip Purpose *

Business Purpose Vendor

Enter Vendor Name City *

Payment Type


Amount Currency



Request ID

Attach Receipt Image

Step 7: To add your Lodging Receipt image, click on **Attach Receipt Image**.


* Indicates required field


Expense Type * 
 Lodging

Check-in Date *  MM/DD/YYYY Check-out Date *  07/30/2018 Nights: 0

Transaction Date 07/30/2018 Report/Trip Purpose * Conference


Business Purpose Vendor Dan Hotels

Enter Vendor Name DAN HOTELS City *  Los Angeles, Calif

Payment Type  Test US Bank Visa

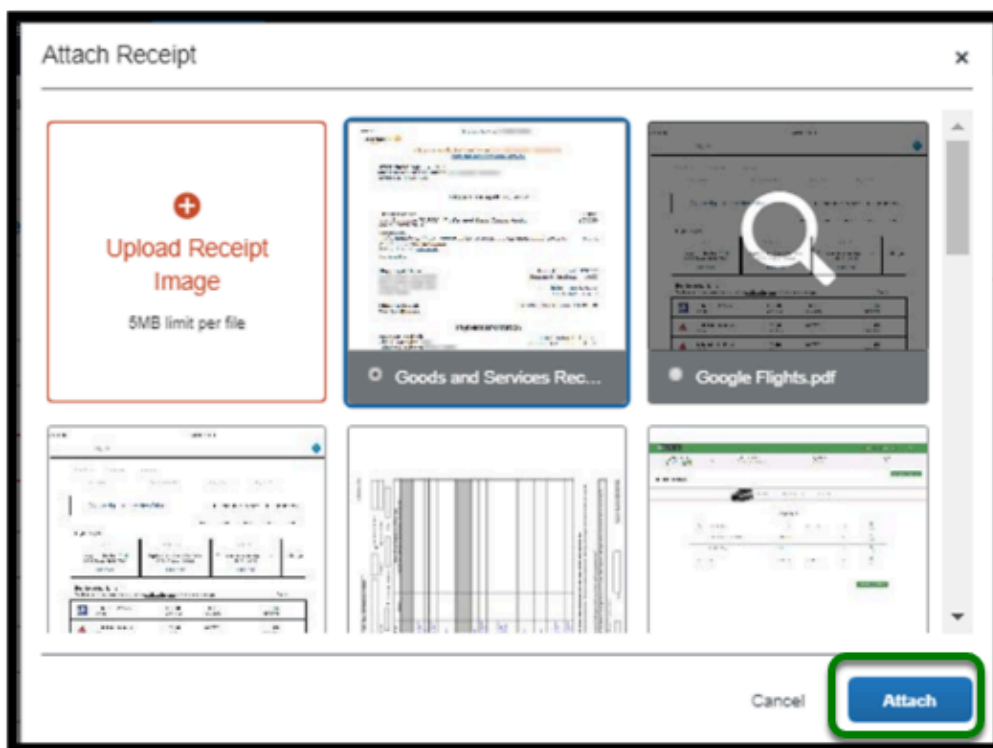
Amount 1,652.83 Currency US, Dollar

Request ID


 Attach Receipt Image

Step 8: You will be able to upload a new receipt image or select a receipt from your available receipts.

Click on **Attach** once you select your receipt.

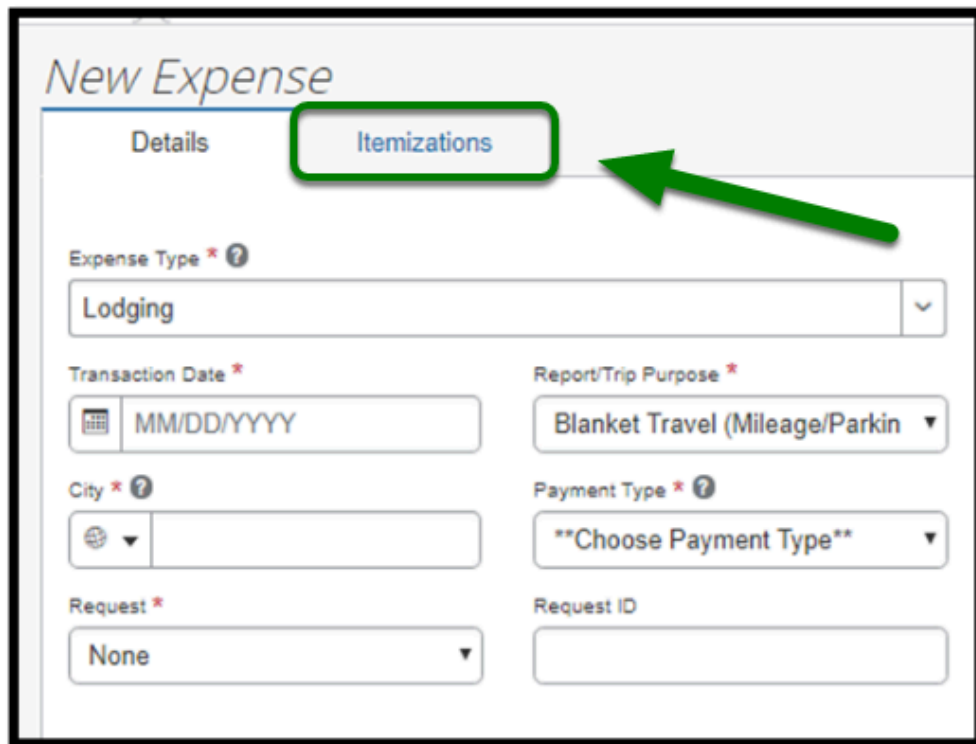


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How to Itemize a Lodging Expense


💡 You will need to itemize your nightly rate based on your stay at the hotel.

Step 1: Select the **Itemizations** tab.



The screenshot shows the 'New Expense' form with two tabs: 'Details' and 'Itemizations'. The 'Itemizations' tab is highlighted with a green box and a green arrow pointing to it. Below the tabs, the form contains several fields: 'Expense Type' (dropdown menu with 'Lodging' selected), 'Transaction Date' (calendar icon and 'MM/DD/YYYY' text), 'Report/Trip Purpose' (dropdown menu with 'Blanket Travel (Mileage/Parkin' selected), 'City' (dropdown menu with a globe icon), 'Payment Type' (dropdown menu with '**Choose Payment Type**' selected), 'Request' (dropdown menu with 'None' selected), and 'Request ID' (text input field).

Step 2: From there, select the **Create Itemization** button.

Lodging \$526.41 

07/27/2018 | Hilton Hotels

Details	Itemizations	
Amount	Itemized	Remaining
\$526.41	\$0.00	\$526.41

Create Itemization More Actions ▼

Create itemizations for the items on your receipt.

Name and
MANGAOKAR, M
Confirmation # 5
DATE
02/14/08
02/14/08
02/14/08

Step 3: Select **Lodging** under the Travel Expenses, expense type.

Details Itemizations

Amount	Itemized	Remaining
\$526.41	\$0.00	\$526.41

New Itemization * Indicates required field

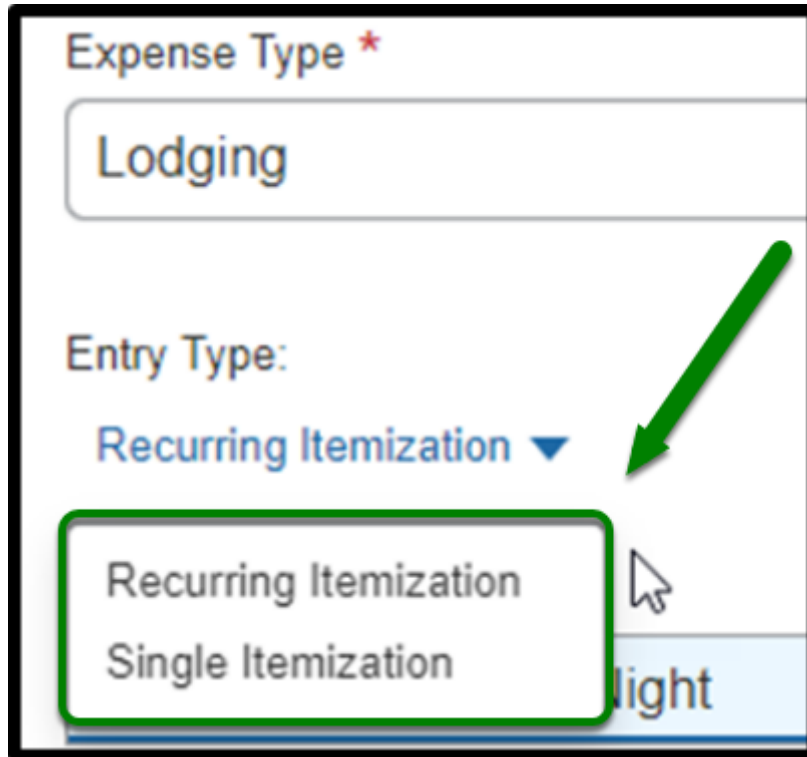
Expense Type *

Search for an expense type

- 01. Travel Expenses
 - Actual Incidentals/Up to \$7 Per Day
 - Hotel Advance Deposit
 - Hotel Fees
 - Lodging**
 - Lodging Tax
 - Other Accommodations
- 02. Transportation
 - Airfare

Step 4: Once you have selected the Lodging expense type, you will then define the **Entry Type**.

Depending on your expenses, please select the appropriate Entry Type.



Expense Type *

Lodging

Entry Type:

Recurring Itemization ▼

Single Itemization

light

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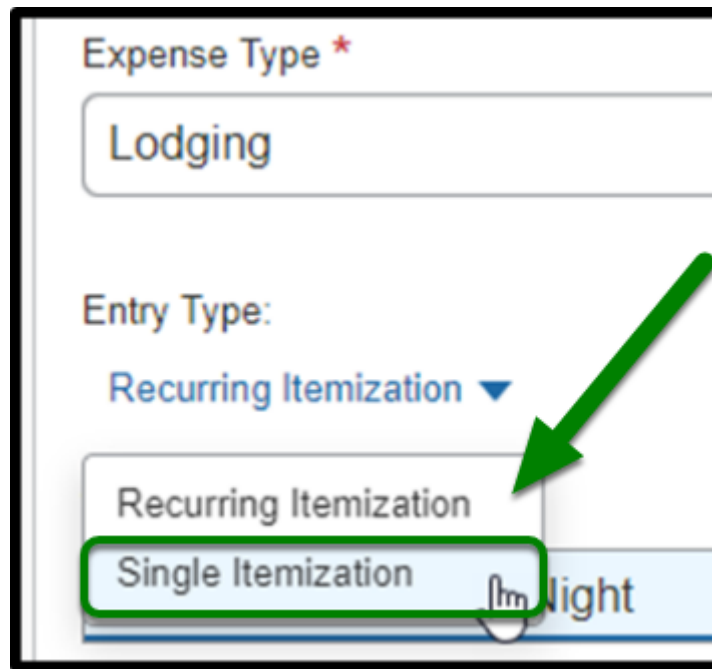
💡 **Single Itemization:** Used to define one-time charges, or to enter a missed itemization from a hotel stay that was automatically itemized on behalf of your e-receipt information.

Example: Deposit Amounts

Recurring Itemization: Used to define nightly rates, fees, taxes.

Single Itemization Entry Type

Step 1: On the Entry Type drop down, select **Single Itemization**.



Expense Type *

Lodging

Entry Type:

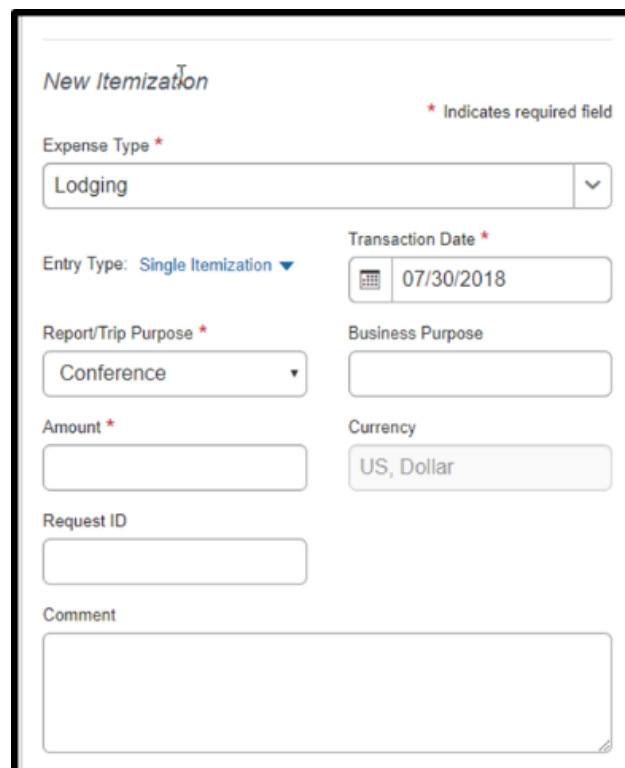
Recurring Itemization ▼

Recurring Itemization

Single Itemization

1m Night

Step 2: Fill out all the required fields (indicated by the red asterisks *) and appropriate fields.



New Itemization

* Indicates required field

Expense Type *

Lodging ▼

Entry Type: Single Itemization ▼

Transaction Date *

07/30/2018

Report/Trip Purpose *

Conference ▼

Business Purpose

Amount *

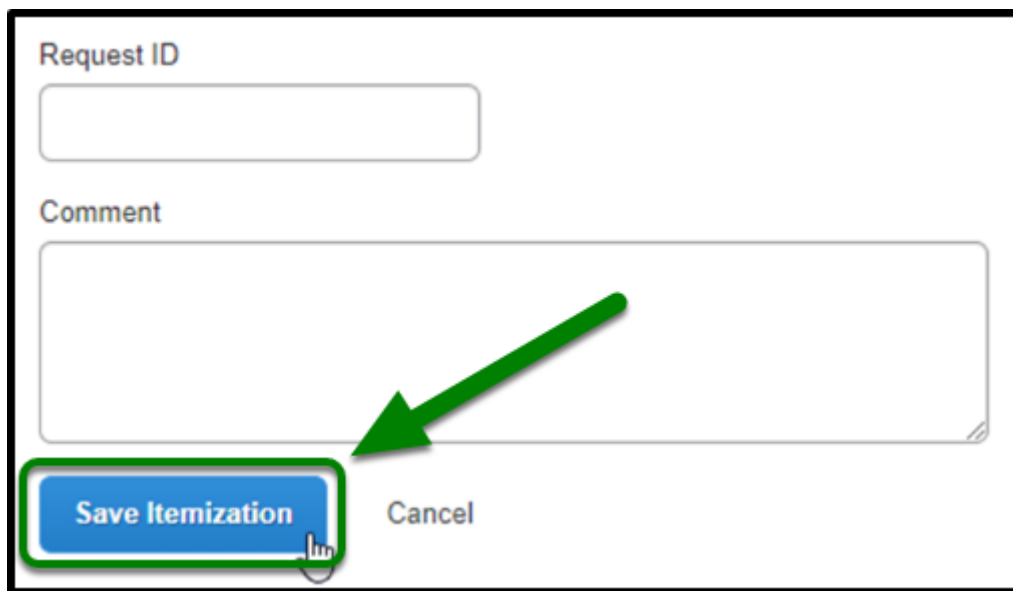
Currency

US, Dollar

Request ID

Comment

Step 3: Select the **Save Itemization** button.

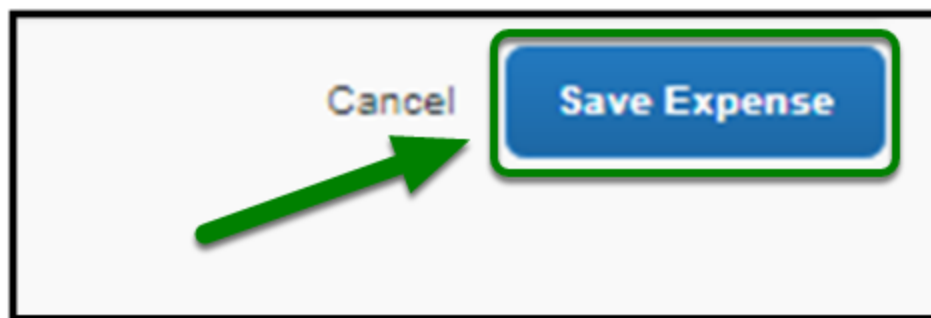


Request ID

Comment

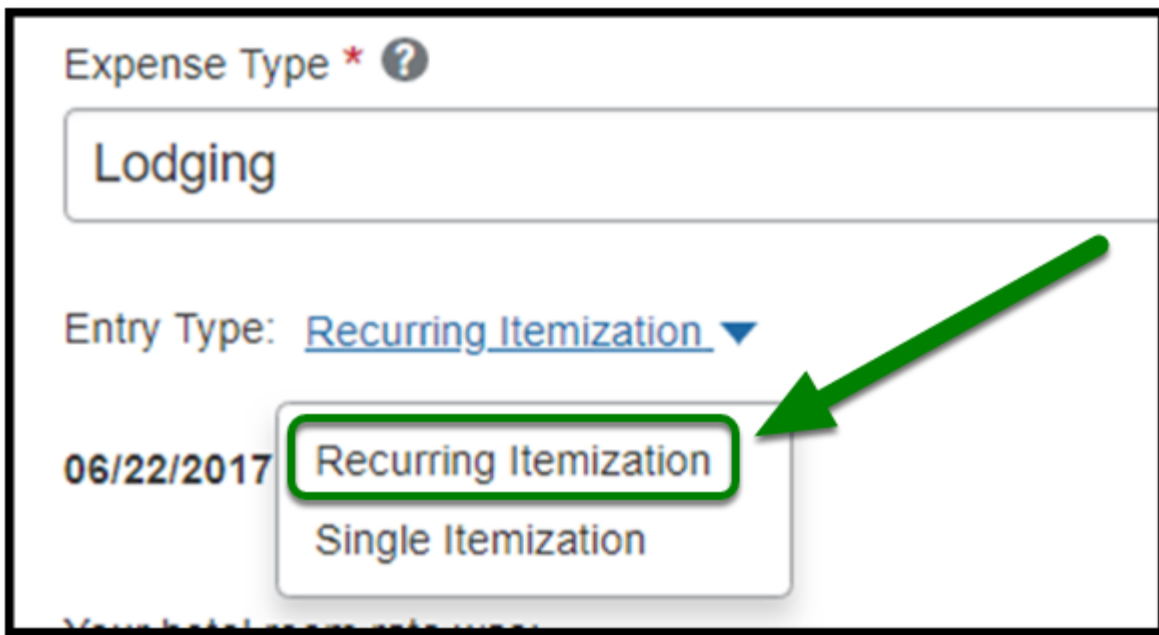
Save Itemization Cancel

Step 4: Select the **Save Expense** button.



Recurring Itemization Entry Type

Step 1: On the Entry Type drop down, select **Recurring Itemization**.



Expense Type * ?

Lodging

Entry Type: [Recurring Itemization](#) ▼

06/22/2017

Recurring Itemization

Single Itemization

Step 2: If your hotel room rate was the same per night, click **The Same Every Night**.

Enter in your room rate and room taxes per night, and then click the **Save Itemization** button.



When itemizing a resort fee, please add it to the Room Tax section.

Entry Type: **Recurring Itemization** ▼

06/22/2017 - 06/26/2017 (Nights: 4)

Your hotel room rate was:

The Same Every Night Not the Same


Room Rate (per night) *	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
118.15	7.09	9.84	


(Amounts in USD)

Save Itemization Cancel

Step 3: If your room rate was not the same per night, click **Not the Same**. Enter in your room rate and taxes for each night according to the date.

Once all the rates have been added, click the **Save Itemization** button.

 When itemizing a resort fee, please add it to the Room Tax section.

 If your receipt has already been attached, you will be able to easily view your nightly rates.

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TEL | Corporate Card

Itemizations

Itemized \$681.66 Remaining \$217.80

More Actions ▾

Expense Type	Amount
Lodging	\$118.15
Lodging Tax	\$14.18
Lodging Tax	\$19.28

806CFB3DB864F308F48F8BE40A87D6D09C8CC...

Residence Inn by Marriott
Marriott

Residence Inn by Marriott
Tysons Center

8040 Westwood Center Dr
Westwood Center
Tysons, VA 22102
703.443.0100

Room: 1112
Room Type: STD
Number of Guests: 1
Rate: \$112.15
Clerk:

Arrive: 11/24/16 Time: 04:00PM Depart: 10/24/16 Time: 10:00AM
Phone Number: 95208

Cancel Save Expense

Hide Receipt

Step 6: By clicking on the **More Actions** button you can either **Edit**, **Delete**, **Copy**, or **Allocate** an Expense.

Amount \$899.46 Itemized \$681.66 Remaining \$217.80

Create Itemization More Actions ▾

Date	Expense Type	Amount
<input type="checkbox"/> 06/22/2017		\$118.15
<input type="checkbox"/> 06/22/2017	Tax	\$14.18
<input checked="" type="checkbox"/> 06/23/2017	Lodging Tax	\$19.28
<input type="checkbox"/> 06/23/2017	Lodging	\$160.65

Edit
Delete
Copy
Allocate

💡 If you need to allocate an expense, refer to the [Allocating Expenses Travel Expense Instructions](#) for more information.

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How to Add Additional Itemizations for a Lodging Expense

Step 1: If there are one time charges that did not get created in the previous steps, add in the additional charges by clicking on the **Create Itemization** button.

Lodging \$899.46
06/26/2017 | SWISSOTEL | Corporate Card

Details		Itemizations	
Amount	\$899.46	Itemized	\$681.66
		Remaining	\$217.80

Create Itemization **More Actions** ▼

<input type="checkbox"/> Date ▲	Expense Type	Amount
<input type="checkbox"/> 06/22/2017	Lodging	\$118.15
<input type="checkbox"/> 06/22/2017	Lodging Tax	\$14.18
<input type="checkbox"/> 06/23/2017	Lodging Tax	\$19.28
<input type="checkbox"/> 06/23/2017	Lodging	\$160.65

Step 2: From there, choose your expense type by clicking on the **Expense Type** drop down.

New Itemization

* Indicates required field

Expense Type *

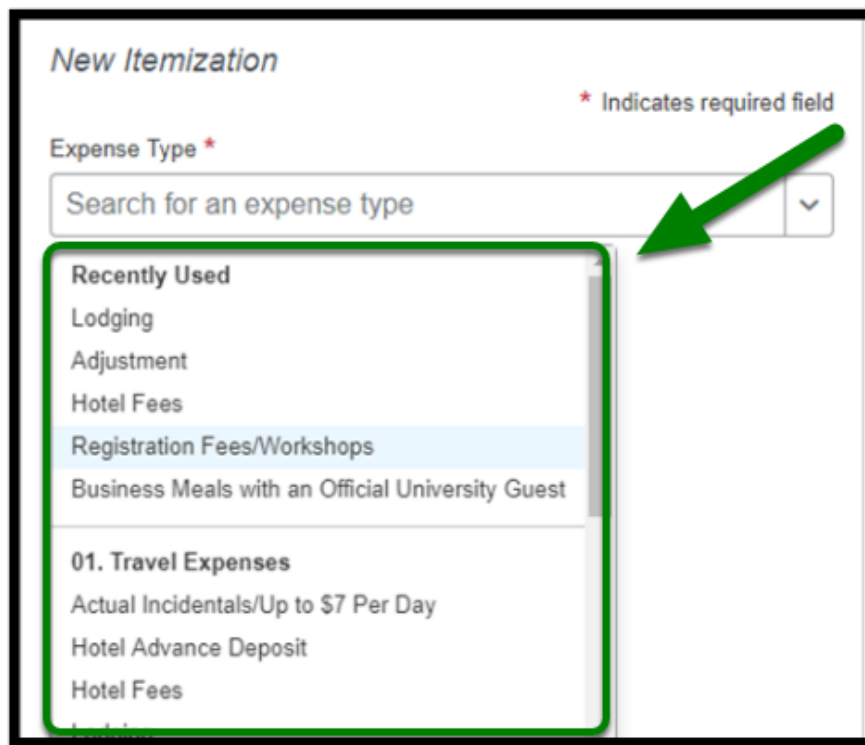
Search for an expense type

Recently Used

- Lodging
- Adjustment
- Hotel Fees
- Registration Fees/Workshops
- Business Meals with an Official University Guest

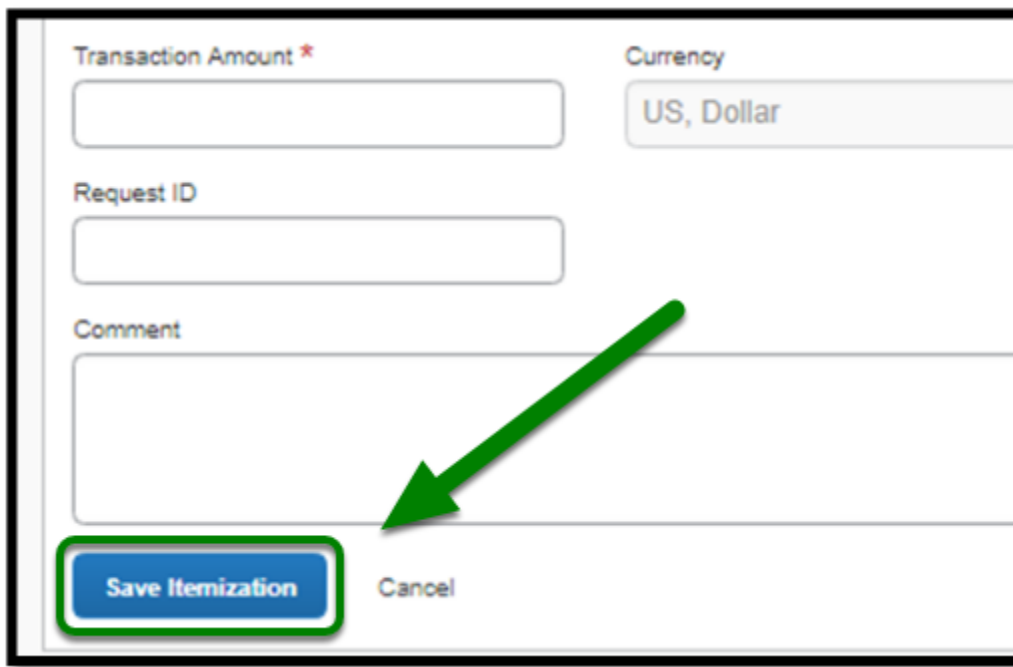
01. Travel Expenses

- Actual Incidentals/Up to \$7 Per Day
- Hotel Advance Deposit
- Hotel Fees



Step 3: Be sure to click on the **Save Itemization** button after itemizing each expense.

💡 If you need to allocate an expense, refer to the [Allocating Expenses Travel Expense Instructions](#) for more information.



The screenshot shows a web form for itemizing a transaction. It includes fields for 'Transaction Amount' (with a red asterisk), 'Request ID', and a 'Comment' text area. A 'Currency' dropdown menu is set to 'US, Dollar'. At the bottom, there are two buttons: 'Save Itemization' (highlighted with a green border and a green arrow pointing to it) and 'Cancel'.

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Travel Expense Report Checklist

 If you would like to use a checklist, click on the [Travel Expense Report Checklist](#).

Need more help?

 Contact Concur Support at concur@fullerton.edu or at 657-278-3600.