



Itemizing Lodging Expenses

Purpose: A hotel bill typically contains a variety of charges including room fees, taxes, parking, meals, etc. Concur requires you to itemize daily charges, when using the Lodging expense type. If lodging was charged to a Travel Card, itemization may be auto-populated if the vendor provides the information to Visa.

For lengthy or complex hotel stays (athletic teams, student groups, stays involving prepayments) that are difficult to itemize, use the Lodging-Deposits/Payments expense type which does not require itemization.

To itemize lodging:

The screenshot shows the 'New Expense' form in Concur. The 'Expense Type' is set to 'Lodging'. The 'Trip Type' is 'Out of State' and the 'Report/Trip Purpose' is 'Conference/Convention'. The 'Amount' is \$500.00. A checkbox for 'Travel Allowance' is present and is crossed out with a red X. The 'Attendees' section shows 0 attendees, a total of \$0.00, and a remaining amount of \$500.00. At the bottom right, the 'Itemize' button is highlighted with a red box.

1. Create the expense as usual, selecting the Lodging expense type.
2. Complete the required fields. Amount is the total for lodging.
3. **Do not click the Travel Allowance box.**
4. Click Itemize.



Expense | Nightly Lodging Expenses

Check-in Date: 10/07/2017 | Check-out Date: 10/10/2017 | Number of Nights: 3

Recurring Charges (each night)

Room Rate: 100.00 | Room Tax: 50.00

Other Room Tax 1: | Other Room Tax 2: |

Combine room rate and taxes into a single entry

Additional Charges (each night)

Expense Type: Portage | Amount: 5.00

Expense Type: Parking | Amount: 45.00

- Enter Check-in Date. Check-out Date will populate automatically, but you can modify if needed. Number of nights will populate based on Check-in/Check-out dates.
 - Enter daily recurring charges, including room rate and taxes. **If daily rate/taxes vary over the course of a stay, enter the first day’s room rate and taxes. Users can edit the “child” line items once created.**
 - **Do not check the “Combine room rate and taxes into a single entry” checkbox.**
5. Enter additional daily charges such as online fees, parking, valet, etc.
 6. Click **Save Itemizations**.

New Itemization | Available Receipts

Total Amount: \$500.00 | Itemized: \$450.00 | Remaining: \$50.00

Expense Type: Parking | Transaction Date: 10/09/2017 | Trip Type: Out of State | Report/Trip Purpose: Conference/Convention | Additional Information: |

CC Vendor Name: Club Med | City of Purchase: Denver, Colorado | Payment Type: Out of Pocket | Amount: 50.00 | USD | Comment: |

Save | Allocate | Cancel

7. If there is a remaining amount to be itemized (for example, parking), the remaining amount is displayed in the **Remaining** field on the right side of the Itemization pane.
8. At this point, you may add any one-time charges. Click on the Expense line, then click **Add Itemization**.



Expense **Nightly Lodging Expenses** Available Receipts

Total Amount: \$600.00 | Itemized: \$600.00 | Remaining: \$0.00

Expense Type: Lodging | Transaction Date: 02/09/2018 | Trip Type: In State | Report/Trip Purpose: Evaluate/Monitor Programs | Additional Information:

Vendor: Astotel | Lodging Location: Destin, Florida | Payment Type: Out of Pocket | Amount: 600.00 USD | Comment:

Attendees Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$0.00

<input type="checkbox"/>	Attendee Name	Employee ID	Email Address	Request ID	Attendee Type	Amount

9. Select your expense type and fill in all required fields. Click Save.

	Expense Type	Amount	Requested
118	Lodging Astotel, Destin, Florida	\$600.00	\$450.00
Itemization			
1/2018	Parking	\$10.00	\$10.00
1/2018	Lodging	\$120.00	\$120.00
1/2018	Lodging Tax	\$20.00	\$20.00
0/2018	Parking	\$10.00	\$10.00
0/2018	Lodging	\$120.00	\$120.00
0/2018	Lodging Tax	\$20.00	\$20.00
9/2018	Parking	\$10.00	\$10.00
9/2018	Lodging	\$120.00	\$120.00
9/2018	Lodging Tax	\$20.00	\$20.00

New Itemization

Expense Type



10. Continue to itemize the amounts until the balance is \$0.00.

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

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

Expense Type: Lodging Transaction Date: 10/09/2017 Trip Type: Out of State Report/Trip Purpose: Conference/Convention Additional Information: [?](#)

Vendor: Club Med Lodging Location: Denver, Colorado Payment Type: Out of Pocket Amount: 500.00 USD Comment:

Attendees Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$0.00

[New Attendee](#) [Advanced Search](#) [Favorites](#) Search Recently Used [Remove](#) [Create Group](#)

<input type="checkbox"/>	Attendee Name	Employee ID	Email Address	Request ID	Attendee Type	Amount
<input type="checkbox"/>						

11. The newly created daily itemization (including any one-time itemizations) appears on the left side of the page, below the expense.

<input checked="" type="checkbox"/>	02/09/2018	Lodging Astotel, Destin, Florida	\$600.00	\$600.00
<input type="checkbox"/>	02/09/2018	Lodging	\$120.00	\$120.00
<input type="checkbox"/>	02/09/2018	Lodging Tax	\$20.00	\$20.00
<input type="checkbox"/>	02/09/2018	Parking	\$10.00	\$10.00
<input type="checkbox"/>	02/10/2018	Lodging	\$120.00	\$120.00
<input type="checkbox"/>	02/10/2018	Lodging Tax	\$20.00	\$20.00
<input type="checkbox"/>	02/10/2018	Parking	\$10.00	\$10.00
<input type="checkbox"/>	02/11/2018	Lodging	\$120.00	\$120.00
<input type="checkbox"/>	02/11/2018	Lodging Tax	\$20.00	\$20.00
<input type="checkbox"/>	02/11/2018	Parking	\$10.00	\$10.00
<input type="checkbox"/>	02/17/2018	Lodging	\$150.00	\$150.00

Comment History

Date	Entered By	Comment Text
02/20/2018	Masimore, Lynn M.	Last day was more expensive

TOTAL AMOUNT **\$600.00** TOTAL REQUESTED **\$600.00**

<https://www.concursolutions.com/Expense/client/default.asp#>



12. To change the amount of an individual (“child”) line, click on that line and edit the amount.

Adding New Expense				
<input type="checkbox"/>	04/15/2018	Lodging	\$653.89	\$644.00
		Amsterdam Hotels Org., Panama Ci		
<input type="checkbox"/>	04/12/2018	Lodging	\$200.00	\$200.00
<input type="checkbox"/>	04/12/2018	Lodging Tax	\$24.00	\$24.00
<input type="checkbox"/>	04/13/2018	Lodging	\$200.00	\$200.00
<input type="checkbox"/>	04/13/2018	Lodging Tax	\$20.00	\$20.00
<input type="checkbox"/>	04/14/2018	Lodging	\$180.00	\$180.00
<input type="checkbox"/>	04/14/2018	Lodging Tax	\$20.00	\$20.00

13. Edit the amount to reflect the amount on the receipt.

Itemization

Total Amount: \$653.89 | Itemized: \$644.00 | Remaining: \$9.89

Expense Type: Lodging Tax
Transaction Date: 04/13/2018
Trip Type: In State
Report/Trip Purpose: Meeting
Vendor: Amsterdam Hotels Org.
Lodging Location: Panama City, Florida
Payment Type: Out of Pocket
Amount: 20.00 USD

Request: 05/04/2018, \$20.00 - Lynn to

Attendees: Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$20.00

Buttons: Save, Allocate, Cancel

Date	Expense Type	Amount	Requested
Adding New Expense			
04/15/2018	Lodging Amsterdam Hotels Org., Panama Ci	\$653.89	\$653.89
04/12/2018	Lodging	\$200.00	\$200.00
04/12/2018	Lodging Tax	\$24.00	\$24.00
04/13/2018	Lodging	\$200.00	\$200.00
04/13/2018	Lodging Tax	\$29.89	\$29.89
04/14/2018	Lodging	\$180.00	\$180.00
04/14/2018	Lodging Tax	\$20.00	\$20.00
02/21/2018	Airfare UNITED 0167096035536	\$-524.00	\$-524.00
02/07/2018	Agent/Booking Fees AGENT FEE 0167096035536, Knox	\$4.00	\$4.00