Itemizing Lodging Expenses

Objective: Go over the steps to itemize lodging which is required for the lodging expense type.

Note: A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. lodging Itemization allows you to quickly itemize recurring room rates and taxes.

1. After completing the lodging expense fields, click Itemize.

Note: Do not uncheck the Travel Allowance checkbox. We will go over additional details on the functionality of this checkbox.

Note: If pre-populated hotel name is not listed in the Vendor field, manually type in the name.

Note: Enter the location where you are conducting business in the Business Location field.
2. Unlike other expenses, clicking *Itemize* will take you to the *Nightly Lodging Expenses* tab. This is where you will enter pertinent information about your trip, including duration of stay, room rate, additional room taxes, and any additional charges associated with the lodging. Once you fill this out, click *Save Itemizations*.

3. A breakdown of the itemization will show below the Lodging Expense Type.

**Note:** Itemizing your lodging expense requires an itinerary, so be sure to enter your itinerary when creating your expense report.

**Note:** You can create your itinerary even after you begin entering your expenses by going to the *Details* drop down menu and clicking on *New Itinerary*. Edit as necessary and click *Update Expenses* when finished.
After itemization, the Travel Allowance checkbox that appears in the Lodging and the Lodging Tax expenses compares the actual amount that you are claiming to the lodging per diem amounts established for your business location.

The Travel Allowance checkbox works differently depending on whether the business location is Foreign or Domestic. Concur has built-in functionality to check the Travel Allowance checkbox for you as necessary. However, it is important for you to understand the difference:

**For Domestic:** Travel Allowance box in Lodging is checked and unchecked in Lodging Taxes. This is because Domestic lodging per diem rates are exclusive of taxes/fees. Therefore, taxes do not need to be included in the comparison of actual lodging to per diem rates.

**For Foreign:** Travel Allowance box is checked in both, Lodging and Lodging Taxes. This is because Foreign lodging per diem rates are inclusive of taxes/fees. Therefore, taxes must be included in the comparison of actual lodging to per diem rates.
You may see an exception: “Lodging is above per diem. Please provide a comment in the Comment/Business Reason field to explain why lodging is over per diem.” To clear the exception, select your Lodging expense and enter an explanation for why you are over per diem in the Comment/Business Reason field and click Save.

Then, copy your explanation, open the Lodging Itemization by clicking the pointer at the left of the lodging expense, and paste the explanation into each of the Itemized Lodging expenses, saving each one. Once you complete this, click Submit Report and the exception should disappear.