

## 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***.



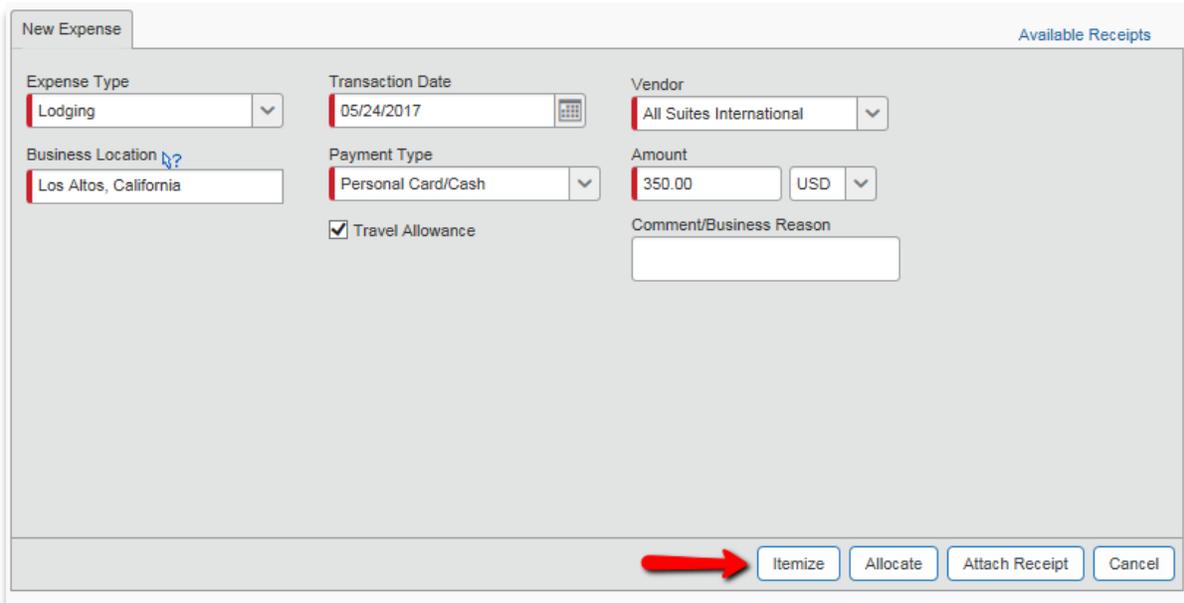
**Note:** Do not uncheck the *Travel Allowance* checkbox. We will go over additional details on the functionality of this checkbox.



**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.

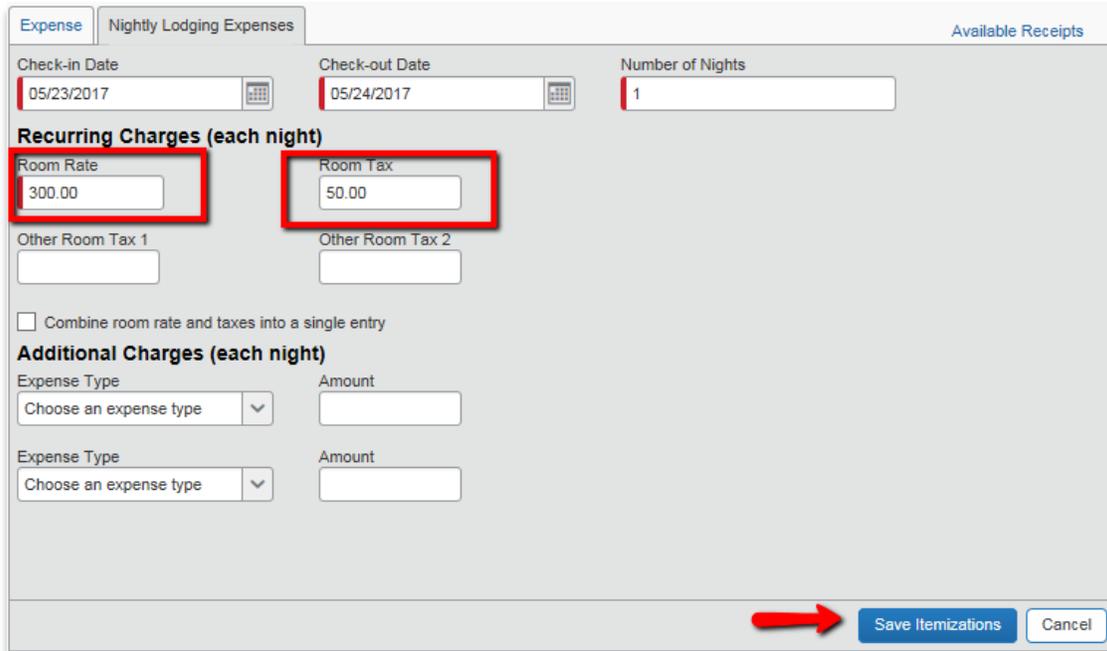


**New Expense** Available Receipts

Expense Type Lodging	Transaction Date 05/24/2017	Vendor All Suites International
Business Location Los Altos, California	Payment Type Personal Card/Cash	Amount 350.00 USD
<input checked="" type="checkbox"/> Travel Allowance		Comment/Business Reason

 **Itemize** **Allocate** **Attach Receipt** **Cancel**

- 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*.



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

<input type="checkbox"/>	▼ 05/24/2017	<b>Lodging</b> All Suites International, Los Angele	\$350.00	\$350.00
<input type="checkbox"/>	→ 05/23/2017	Lodging	\$300.00	\$300.00
<input type="checkbox"/>	→ 05/23/2017	Lodging Tax	\$50.00	\$50.00



**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.

Expense Type	Transaction Date	Vendor	Business Location	Payment Type	Amount	Travel Allowance
Lodging	05/23/2017	All Suites International	Los Angeles, California	Personal Card/Cash	300.00 USD	<input checked="" type="checkbox"/>
Lodging Tax	05/23/2017		Los Angeles, California	Personal Card/Cash	50.00 USD	<input type="checkbox"/>

**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.

Expense Type	Transaction Date	Vendor	Business Location	Payment Type	Amount	Travel Allowance
Lodging	05/24/2017	All Suites International	Paris, FRANCE	Personal Card/Cash	280.00 USD	<input checked="" type="checkbox"/>
Lodging Tax	05/24/2017		Paris, FRANCE	Personal Card/Cash	20.00 USD	<input checked="" type="checkbox"/>

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**.

The screenshot shows the 'Expenses' page with a list of items. The first item is a 'Lodging' expense for Allegro Resorts, Denver, Colorado, dated 07/14/2018, with an amount of \$500.00. A red flag icon is next to it, and a warning message states: "Upload your receipts to expense line item using the Attach Receipt Images. In order for the red flag to be re-evaluated, you will need to click the Submit link again. This itemized entry has sub-entries with one or more exceptions." Two red arrows point to the 'Lodging' expense type dropdown and the 'Comment/Business Reason' field in the detailed view on the right.

Date	Expense Type	Amount	Requested
07/14/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$51.75	\$51.75
07/14/2018	Lodging Allegro Resorts, Denver, Colorado	\$500.00	\$500.00
07/13/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$69.00	\$69.00
07/12/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$69.00	\$69.00
07/11/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$69.00	\$69.00
07/10/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$51.75	\$51.75

TOTAL AMOUNT: \$810.50 | TOTAL REQUESTED: \$810.50

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.

The screenshot shows the 'Itemization' view for the lodging expense. The 'Expense Type' is 'Lodging' and the 'Amount' is \$450.00. A red flag icon is next to it, and a warning message states: "Lodging is above per diem. Please provide a comment in the Comment/Business Reason field to explain why lodging is over per diem." A red arrow points to the 'Comment/Business Reason' field, which contains the text "<Paste Here>". Another red arrow points to the 'Save' button at the bottom right.

Date	Expense Type	Amount	Requested
07/14/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$51.75	\$51.75
07/14/2018	Lodging Allegro Resorts, Denver, Colorado	\$500.00	\$500.00
07/13/2018	Lodging Tax	\$50.00	\$50.00
07/13/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$69.00	\$69.00
07/12/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$69.00	\$69.00
07/11/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$69.00	\$69.00
07/10/2018	Meals and Incidentals (M&IE) Denver, Colorado	\$51.75	\$51.75

TOTAL AMOUNT: \$810.50 | TOTAL REQUESTED: \$810.50