

Itemizing Hotel Transactions for Concur Expense Reports

Description


This job aid describes how to itemize a hotel bill in your expense report exactly as it is charged on the hotel receipt.

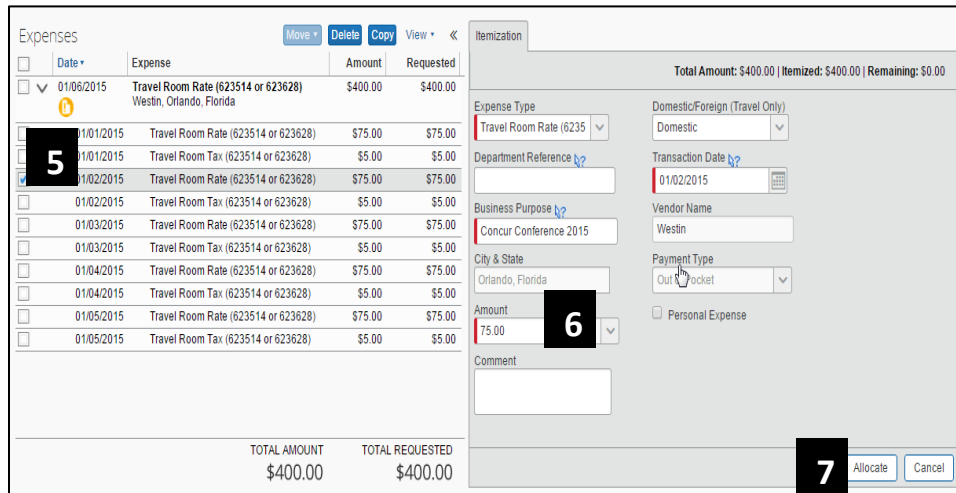
Once the hotel expense has been added and selected in the Concur report, please follow the below steps.

Expense Pane – New Expense Section

1. Click Itemize

2. Enter the Nightly Lodging details, as appropriate:
 - Check-in Date
 - Check-out Date
 - Room Rate
 - Room Tax
3. Select the additional expense type from the Expense Type field and enter the Amount of the additional nightly expense
4. Click Save Itemizations


 If room rates vary, click on the itemized expense line and enter the correct rate.



The screenshot displays an expense management interface. On the left, a table lists expenses with columns for Date, Expense, Amount, and Requested. A row for 'Travel Room Rate (623514 or 623628)' is highlighted with a black box containing the number '5'. On the right, the 'Itemization' pane shows details for the selected expense, including Expense Type, Domestic/Foreign, Transaction Date, Vendor Name, City & State, and Amount. The Amount field is highlighted with a black box containing the number '6'. At the bottom right of the itemization pane, there is a 'Save' button highlighted with a black box containing the number '7'. The total amount and requested amount are both \$400.00.

Date	Expense	Amount	Requested
01/06/2015	Travel Room Rate (623514 or 623628) Westin, Orlando, Florida	\$400.00	\$400.00
01/01/2015	Travel Room Rate (623514 or 623628)	\$75.00	\$75.00
01/01/2015	Travel Room Tax (623514 or 623628)	\$5.00	\$5.00
01/02/2015	Travel Room Rate (623514 or 623628)	\$75.00	\$75.00
01/02/2015	Travel Room Tax (623514 or 623628)	\$5.00	\$5.00
01/03/2015	Travel Room Rate (623514 or 623628)	\$75.00	\$75.00
01/03/2015	Travel Room Tax (623514 or 623628)	\$5.00	\$5.00
01/04/2015	Travel Room Rate (623514 or 623628)	\$75.00	\$75.00
01/04/2015	Travel Room Tax (623514 or 623628)	\$5.00	\$5.00
01/05/2015	Travel Room Rate (623514 or 623628)	\$75.00	\$75.00
01/05/2015	Travel Room Tax (623514 or 623628)	\$5.00	\$5.00

TOTAL AMOUNT: \$400.00
TOTAL REQUESTED: \$400.00

5. Click on the itemized Travel Room Rate that requires a rate change.
6. Under the **Itemization** pane, delete the current rate and enter the correct rate.
7. Click 
8. Repeat steps 5-7, if there are additional adjustments.