

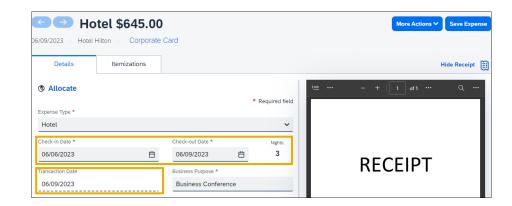


Itemizing Nightly Lodging Expenses

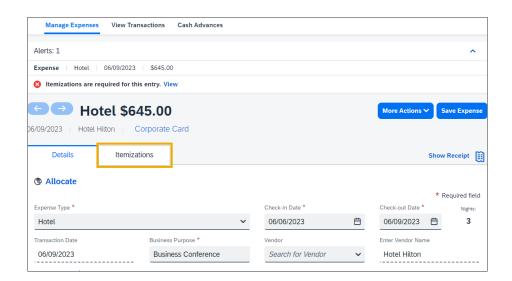
A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that your company can correctly account for all expenditures.

In the lodging expense report, Concur Expense populates the Check-out Date and the Nights based on the Transaction Date and the Check-in Date.

In the following steps, you will see how to enter all your itemizations.



Select the Itemizations tab.







The **Itemizations** tab displays the amount **Remaining** that requires itemization.

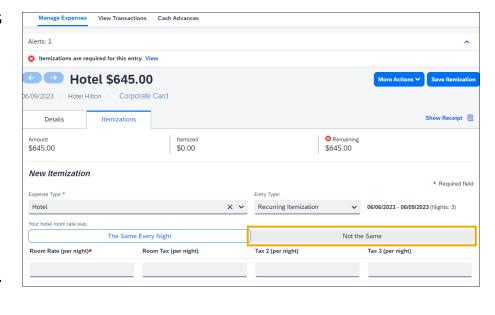
You can select whether your hotel room rate was **The Same Every Night** or **Not the Same**.

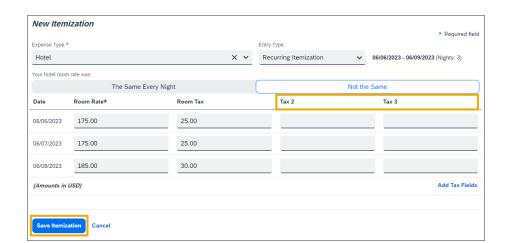
For this example, you will see how to enter a different rate for the last night of your stay.

- 2. Select Not the Same.
- Scroll down to enter the Room Rate (per night) and Room Tax (per night) for each night.

Note: You can use the Tax 2 and Tax 3 fields to enter additional tax amounts.

4. Select Save Itemization.

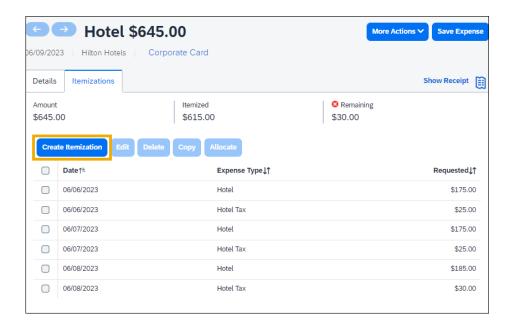


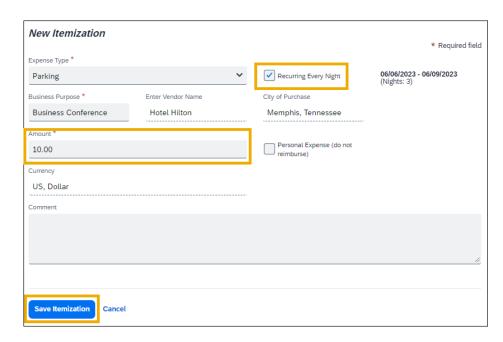






- 5. Select **Create Itemization** to continue itemizing your hotel expenses until the remaining amount is \$0.
 - In this example, you will see how to add a parking expense that recurred each night.
- 6. Select Create Itemization.
- 7. Enter the Amount (for one night) and then select the Recurring Every Night checkbox.
- 8. Select Save Itemization.



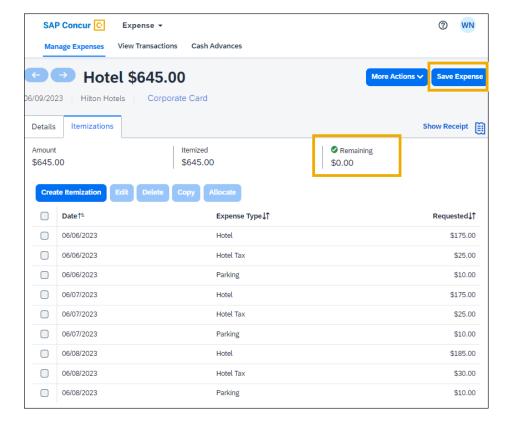




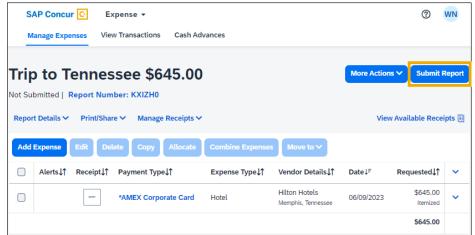


After you finish itemizing all your charges, and the remaining amount is \$0.00, a green checkmark appears showing that you successfully cleared all the alerts for this expense.

9. Select Save Expense.



10. Select **Submit Report** to submit your expense report for approval.



Note that when you are itemizing a hotel bill from a foreign country, the amounts that you enter are in that foreign currency. After itemizing all of your charges, you might have a small remaining amount.

If this is the case, you must create a single itemization for the remaining amount before you can submit your report.

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