

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.

The screenshot shows the 'Hotel \$645.00' expense report. The 'Details' tab is selected, and the 'Allocate' section is visible. The 'Expense Type' is 'Hotel'. The 'Check-in Date' is '06/06/2023', the 'Check-out Date' is '06/09/2023', and the 'Nights' is '3'. The 'Transaction Date' is '06/09/2023' and the 'Business Purpose' is 'Business Conference'. A 'Receipt' image is shown on the right.

- 1. Select the **Itemizations** tab.

The screenshot shows the 'Hotel \$645.00' expense report with the 'Itemizations' tab selected. The 'Expense' summary shows 'Hotel', '06/09/2023', and '\$645.00'. A red alert icon indicates 'Itemizations are required for this entry. View'. The 'Allocate' section shows the 'Expense Type' as 'Hotel', 'Check-in Date' as '06/06/2023', 'Check-out Date' as '06/09/2023', and 'Nights' as '3'. The 'Transaction Date' is '06/09/2023', 'Business Purpose' is 'Business Conference', 'Vendor' is 'Search for Vendor', and 'Enter Vendor Name' is 'Hotel Hilton'.

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**.
- 3. 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**.

Manage ExpensesView TransactionsCash Advances

Alerts: 1

Itemizations are required for this entry. View

Hotel \$645.00

More ActionsSave Itemization

06/09/2023Hotel HiltonCorporate Card

Details

Itemizations

Show Receipt

Amount \$645.00

Itemized \$0.00

Remaining \$645.00

New Itemization

* Required field

Expense Type *Hotel

Entry Type:Recurring Itemization

06/06/2023 - 06/09/2023 (Nights: 3)

Your hotel room rate was:

The Same Every Night

Not the Same

Room Rate (per night)*

Room Tax (per night)

Tax 2 (per night)

Tax 3 (per night)

New Itemization

* Required field

Expense Type *Hotel

Entry Type:Recurring Itemization

06/06/2023 - 06/09/2023 (Nights: 3)

Your hotel room rate was:

The Same Every Night

Not the Same

Date	Room Rate*	Room Tax	Tax 2	Tax 3
06/06/2023	175.00	25.00		
06/07/2023	175.00	25.00		
06/08/2023	185.00	30.00		

(Amounts in USD)

Add Tax Fields

Save Itemization

Cancel

- 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**.

Hotel \$645.00

06/09/2023 | Hilton Hotels | Corporate Card

DetailsItemizations

Show Receipt

Amount\$645.00Itemized\$615.00Remaining\$30.00

Create Itemization

Edit

Delete

Copy

Allocate

	Date	Expense Type	Requested
<input type="checkbox"/>	06/06/2023	Hotel	\$175.00
<input type="checkbox"/>	06/06/2023	Hotel Tax	\$25.00
<input type="checkbox"/>	06/07/2023	Hotel	\$175.00
<input type="checkbox"/>	06/07/2023	Hotel Tax	\$25.00
<input type="checkbox"/>	06/08/2023	Hotel	\$185.00
<input type="checkbox"/>	06/08/2023	Hotel Tax	\$30.00

- 7. Enter the **Amount (for one night)** and then select the **Recurring Every Night** checkbox.

New Itemization

* Required field

Expense Type *

Parking

Business Purpose *

Business Conference

Amount *

10.00

Currency

US, Dollar

Comment

Enter Vendor Name

Hotel Hilton

City of Purchase

Memphis, Tennessee

☒ Recurring Every Night

06/06/2023 - 06/09/2023
(Nights: 3)

☐ Personal Expense (do not reimburse)

Save Itemization

Cancel

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**.

Hotel \$645.00

06/09/2023 | Hilton Hotels | Corporate Card

Details | **Itemizations** | Show Receipt

Amount: \$645.00 | Itemized: \$645.00 | **Remaining: \$0.00**

Create Itemization | Edit | Delete | Copy | Allocate

<input type="checkbox"/>	Date↑	Expense Type↑	Requested↑
<input type="checkbox"/>	06/06/2023	Hotel	\$175.00
<input type="checkbox"/>	06/06/2023	Hotel Tax	\$25.00
<input type="checkbox"/>	06/06/2023	Parking	\$10.00
<input type="checkbox"/>	06/07/2023	Hotel	\$175.00
<input type="checkbox"/>	06/07/2023	Hotel Tax	\$25.00
<input type="checkbox"/>	06/07/2023	Parking	\$10.00
<input type="checkbox"/>	06/08/2023	Hotel	\$185.00
<input type="checkbox"/>	06/08/2023	Hotel Tax	\$30.00
<input type="checkbox"/>	06/08/2023	Parking	\$10.00

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

Trip to Tennessee \$645.00

Not Submitted | Report Number: KXIZH0

Report Details | Print/Share | Manage Receipts | View Available Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

<input type="checkbox"/>	Alerts↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↑	Requested↑	
<input type="checkbox"/>			*AMEX Corporate Card	Hotel	Hilton Hotels Memphis, Tennessee	06/09/2023	\$645.00 Itemized	✓
							\$645.00	

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.

Last updated: 04 July 2023