

How to Itemize an Accommodations Expenses

This Quick Reference Guide demonstrates how to submit a traveler's hotel expenses.



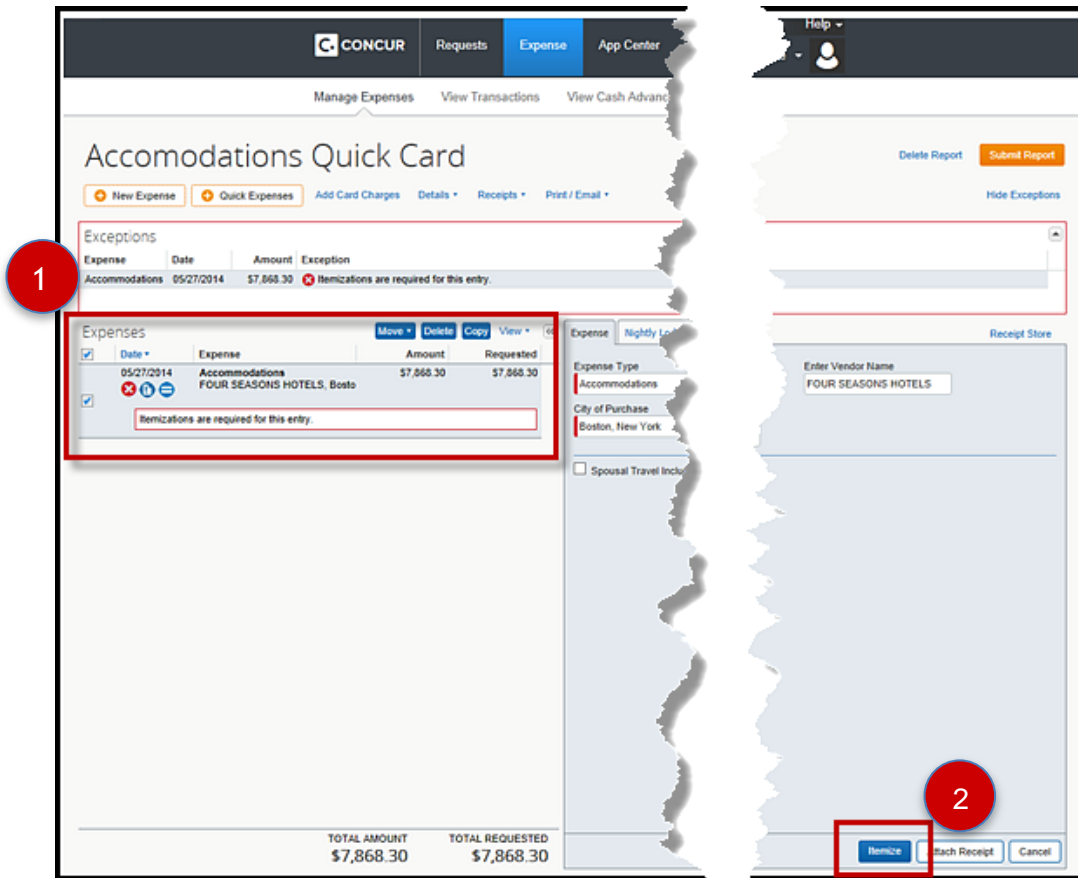
Information



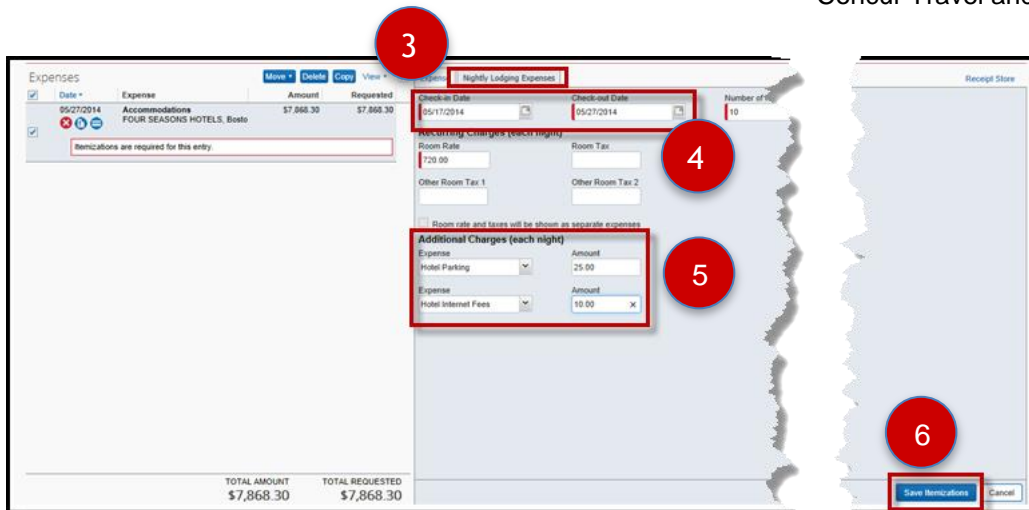
Important


Concur system requirements for completing a Travel & Expense report for a hotel expense

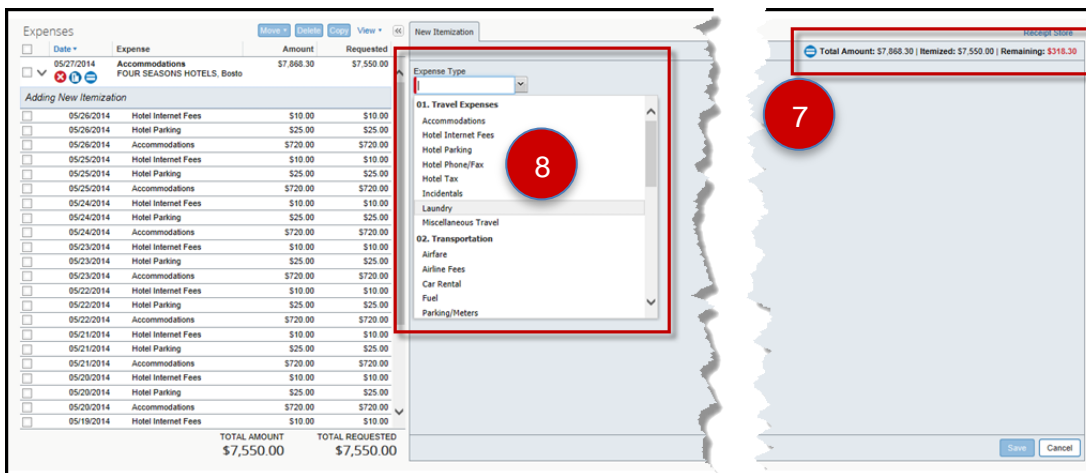
- Hotel expenses must be classified as Expense Type **Accommodations**
- Nightly hotel charges and nightly expenses require itemization
- Itemization is required for lodging-related expenses and one off expenses such as room fees, taxes, parking, meals, valet, telephone charges, and internet access
 - ✓ The breakdown may consist of hotel charges/expenses and any additional acceptable business related expenses



1	Select the available accommodations expense
2	Click the Itemize button on the lower right hand corner of the expense page



- | | |
|---|---|
| 3 | System defaults to display the Nightly Lodging Expenses tab |
| 4 | Enter the Check in Date and Check out Date as displayed on the hotel invoice and nightly/reoccurring charges – Note: <i>only</i> indicate the nightly/reoccurring charge |
| |  <p>Important</p> <p>* Additional expenses such as meals or laundry will be entered on a different screen</p> |
| 5 | In the above example the traveler has entered the nightly lodging rate and additional daily expenses for hotel parking and hotel internet access |
| 6 | Click Save Itemizations to proceed |



 **Information**

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|---|---|
| 7 | Concur will total up the nightly expenses and display the remaining balance of the hotel invoice (if any) on the right hand side of the expense screen |
| 8 | Click on the Expense Type drop down to continue itemizing the Accommodations line item
** Accounting for any non-reoccurring charges on the hotel bill |

9 Add additional Itemizations, clicking **Save** after each entry, until the remaining total of the line item has been accounted for

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Date	Expense Type	Amount	Requested
05/27/2014	Accommodations FOUR SEASONS HOTELS, Bosto	\$7,868.30	\$7,868.30
05/17/2014	Hotel Parking	\$25.00	\$25.00
05/17/2014	Hotel Internet Fees	\$10.00	\$10.00
05/18/2014	Accommodations	\$720.00	\$720.00
05/17/2014	Hotel Parking	\$25.00	\$25.00
05/26/2014	Hotel Internet Fees	\$10.00	\$10.00
05/27/2014	Laundry	\$38.00	\$38.00
05/27/2014	Meals (breakfast/lunch/dinner)	\$200.00	\$200.00
05/27/2014	Hotel Phone/Fax	\$80.30	\$80.30
TOTAL AMOUNT		\$7,868.30	\$7,868.30

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10 Once the remaining dollar value of the Accommodations line item has been classified/split out itemization is complete

11 *** When itemization is done correctly the **red warning** that appeared at the beginning of the process will no longer display



Information

Display of initial warning flag message - **Itemization are required for this entry**

You have itemized your hotel expenses