Section 10: Use Special Features

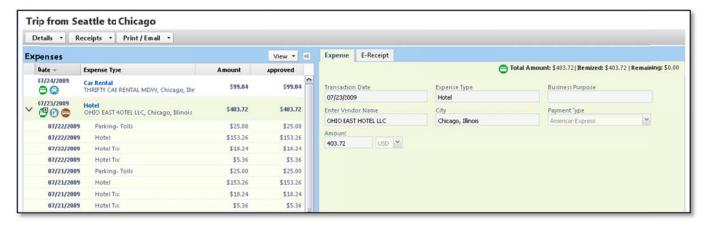
Itemize Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. These expenses must be itemized so that they can be accounted for correctly. Concur gives you the tools to quickly itemize your lodging-related expenses.

Step 1: Verify Auto-Itemized Hotel Expenses

The hotel auto-itemization feature automatically itemizes any card transactions that have hotel folio data or an e-receipt from a hotel vendor. Your company determines if your hotel expenses are automatically itemized. If not, you can manually itemize your hotel expenses as described in Step 2 below.

The result of hotel auto-itemization is similar to what you see if you manually itemize the hotel expense. Expense itemizes the hotel expense based on predetermined mapping. Examples of the itemizations you will see on your expense report are: parking, meals, and internet access. You can update the auto-itemized expenses and itemize any remaining balance as described in Step 3 below.



Itemize Nightly Lodging Expenses (Continued)

Step 2: Create and Itemize a Lodging Expense

How to...

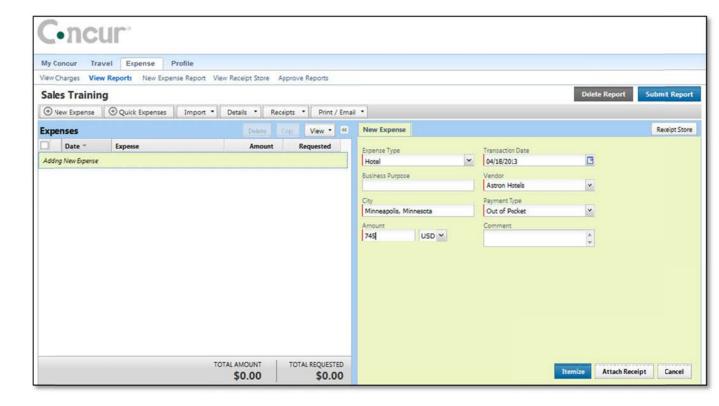
- 1. Click New Expense.
- 2. On the **New Expense** tab, select the lodging expense type.

Complete the required fields on the page as usual.

Additional Information

The **New Expense** tab appears.

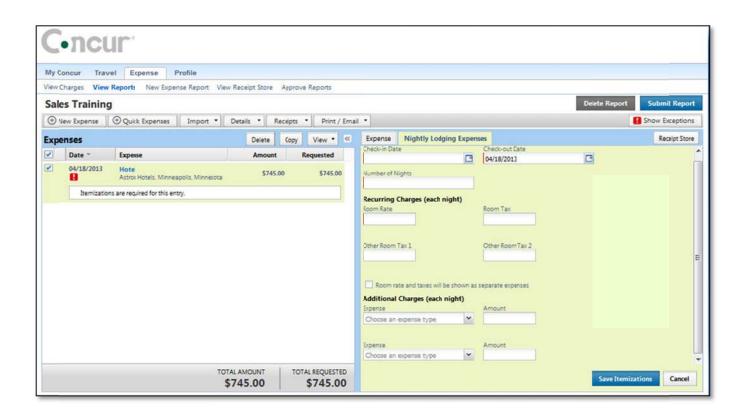
Your company determines the name of the expense type. It may be called Lodging, Hotel, or something similar.



Click Itemize.

The expense appears on the left side of the page and the **Nightly Lodging Expenses** tab appears.

Step 2: Create and Itemize a Lodging Expense (Continued)



On the **Nightly Lodging Expenses** tab, in the **Check-in Date** field, type the date or use the calendar.

In the **Room Rate** field, enter the amount that you were charged per night for the room.

In the **Room Tax** fields, enter the amount of each room tax that you were charged.

In the **Additional Charges (each night)** section, from the first **Expense Type** dropdown menu, select the appropriate expense type.

In the **Amount** field, enter the amount of the expense.

The number of nights appears automatically.

Step 2: Create and Itemize a Lodging Expense (Continued)

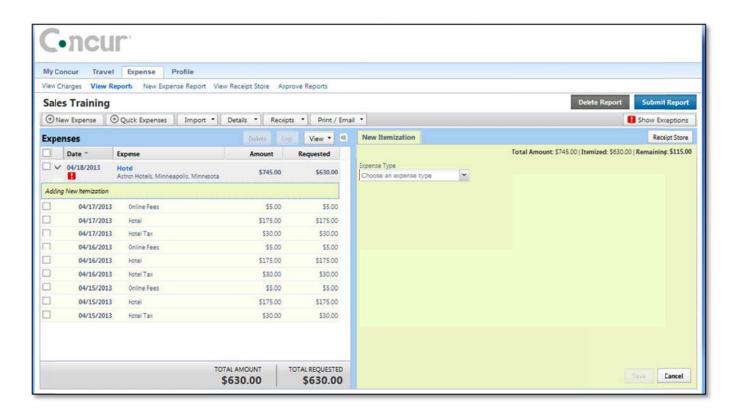
How to...

Repeat steps 8-9 using the second **Expense Type** field if you have more than one recurring additional charge.

Click Save Itemizations.

Additional Information

If there is a remaining amount to be itemized, the remaining amount is displayed and the **New Itemization** tab appears.



Step 3: Itemize the Remaining Balance

How to...

3. If the amount remaining is more than zero, on the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.

Complete all required and optional fields as directed by your company.

Click Save.

Repeat steps 1-3 until the **Remaining Amount** equals \$0.00.

Additional Information

The page refreshes, displaying the required and optional fields for the selected expense type.

The expense appears on the left side of the page and the remaining amount equals zero.