

## 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.

**Trip from Seattle to Chicago**

Details | Receipts | Print / Email

**Expenses** View | Expense | E-Receipt

Total Amount: \$403.72 | Itemized: \$403.72 | Remaining: \$0.00

Date	Expense Type	Amount	Approved
07/24/2009	<b>Car Rental</b> THRIFTY CAR RENTAL MDW, Chicago, Illir	\$99.04	\$99.04
07/23/2009	<b>Hotel</b> OHIO EAST-HOTEL LLC, Chicago, Illinois	\$403.72	\$403.72
07/22/2009	Parking- Tolls	\$25.00	\$25.00
07/22/2009	Hotel	\$153.26	\$153.26
07/22/2009	Hotel Tax	\$18.24	\$18.24
07/22/2009	Hotel Tax	\$5.36	\$5.36
07/21/2009	Parking- Tolls	\$25.00	\$25.00
07/21/2009	Hotel	\$153.26	\$153.26
07/21/2009	Hotel Tax	\$18.24	\$18.24
07/21/2009	Hotel Tax	\$5.36	\$5.36

Transaction Date: 07/23/2009 | Expense Type: Hotel | Business Purpose: [ ]

Enter Vendor Name: OHIO EAST HOTEL LLC | City: Chicago, Illinois | Payment Type: American Express

Amount: 403.72 USD

# 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.

### 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.

Complete the required fields on the page as usual.

The screenshot shows the Concur Expense Management interface. The user is logged in as 'Sales Training'. The 'Expense' tab is selected. The 'New Expense' form is displayed on the right side of the page. The form fields are as follows:

Date	Expense	Amount	Requested
Adding New Expense			

Form Fields:

- Expense Type: Hotel
- Transaction Date: 04/18/2013
- Business Purpose: (empty)
- Vendor: Astron Hotels
- City: Minneapolis, Minnesota
- Payment Type: Out of Pocket
- Amount: 745 USD
- Comment: (empty)

Summary:

TOTAL AMOUNT	TOTAL REQUESTED
\$0.00	\$0.00

Buttons: Itemize, Attach Receipt, Cancel

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)

The screenshot shows the Concur web interface for creating a lodging expense. The main navigation bar includes 'My Concur', 'Travel', 'Expense', and 'Profile'. Below this, there are links for 'View Charges', 'View Reports', 'New Expense Report', 'View Receipt Store', and 'Approve Reports'. The current report is titled 'Sales Training' and has buttons for 'Delete Report' and 'Submit Report'. A secondary navigation bar includes 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email', along with a 'Show Exceptions' button.

The 'Expenses' table on the left shows one entry:

Date	Expense	Amount	Requested
04/18/2013	Hotel Astori Hotels, Minneapolis, Minnesota	\$745.00	\$745.00

Below the table, a message states: 'Itemizations are required for this entry.' At the bottom of the table, it shows 'TOTAL AMOUNT \$745.00' and 'TOTAL REQUESTED \$745.00'.

The 'Nightly Lodging Expenses' tab on the right contains the following fields:

- Check-in Date: [Calendar icon]
- Check-out Date: 04/18/2013
- Number of Nights: [Text field]
- Recurring Charges (each night):
  - Room Rate: [Text field]
  - Room Tax: [Text field]
  - Other Room Tax 1: [Text field]
  - Other Room Tax 2: [Text field]
  - Room rate and taxes will be shown as separate expenses
- Additional Charges (each night):
  - Expense: Choose an expense type [Dropdown]
  - Amount: [Text field]
  - Expense: Choose an expense type [Dropdown]
  - Amount: [Text field]

Buttons at the bottom right include 'Save Itemizations' and 'Cancel'.

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.

The screenshot shows the Concur Expense report interface for a report titled "Sales Training". The interface includes a navigation bar with "My Concur", "Travel", "Expense", and "Profile" tabs. Below the navigation bar, there are links for "View Charges", "View Reports", "New Expense Report", "View Receipt Store", and "Approve Reports". The report title "Sales Training" is displayed, along with "Delete Report" and "Submit Report" buttons. A toolbar contains "New Expense", "Quick Expenses", "Import", "Details", "Receipts", "Print / Email", and "Show Exceptions" buttons. The main content area is split into two panes. The left pane, titled "Expenses", contains a table with columns for "Date", "Expense", "Amount", and "Requested". The right pane, titled "New Itemization", contains a form for "Expense Type" and a summary table. The summary table shows "TOTAL AMOUNT \$630.00" and "TOTAL REQUESTED \$630.00".

Date	Expense	Amount	Requested
04/18/2013	Hotel Astron Hotels, Minneapolis, Minnesota	\$745.00	\$630.00
Adding New Itemization			
04/17/2013	Online Fees	\$5.00	\$5.00
04/17/2013	Hotel	\$175.00	\$175.00
04/17/2013	Hotel Tax	\$30.00	\$30.00
04/16/2013	Online Fees	\$5.00	\$5.00
04/16/2013	Hotel	\$175.00	\$175.00
04/16/2013	Hotel Tax	\$30.00	\$30.00
04/15/2013	Online Fees	\$5.00	\$5.00
04/15/2013	Hotel	\$175.00	\$175.00
04/15/2013	Hotel Tax	\$30.00	\$30.00

Total Amount: \$745.00 | Itemized: \$630.00 | Remaining: \$115.00

TOTAL AMOUNT	TOTAL REQUESTED
\$630.00	\$630.00

## 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.