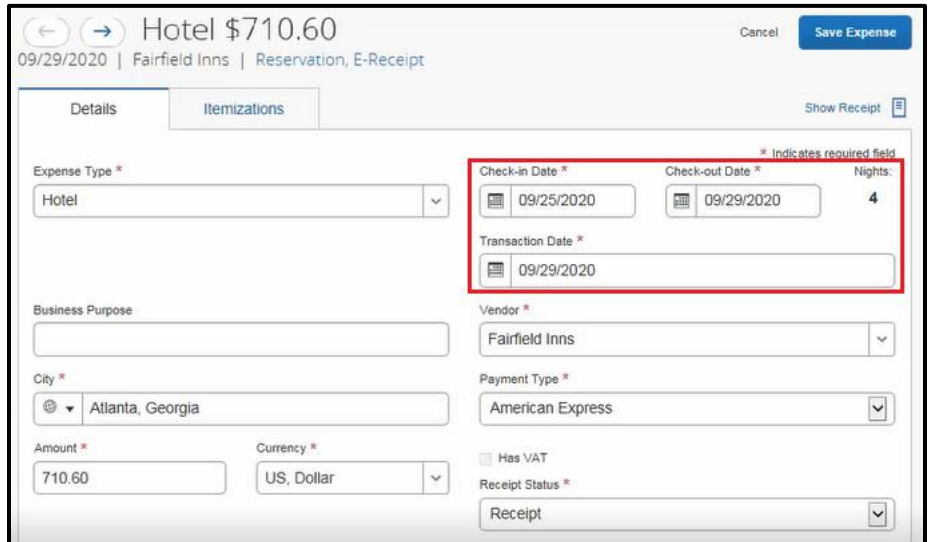


Itemizing Nightly Lodging Expenses

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.

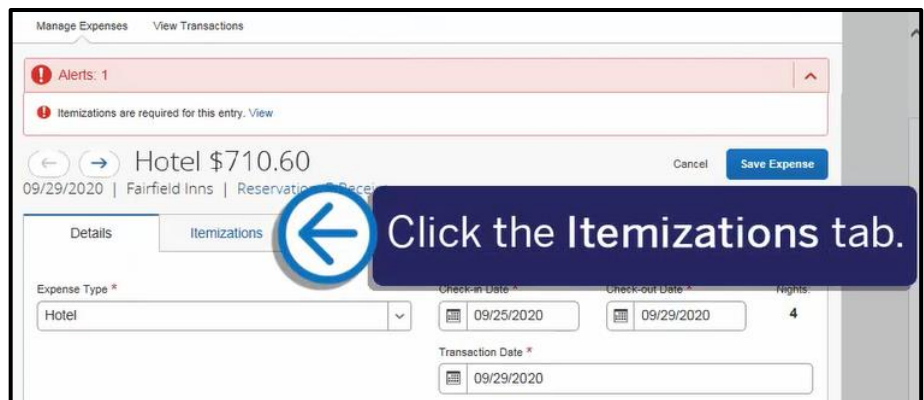


The screenshot shows the SAP Concur Expense report for a hotel expense. The title is "Hotel \$710.60" with a "Cancel" button and a "Save Expense" button. Below the title, it says "09/29/2020 | Fairfield Inns | Reservation, E-Receipt". There are two tabs: "Details" and "Itemizations". The "Details" tab is active. The form contains the following fields:

- Expense Type *: Hotel
- Check-in Date *: 09/25/2020
- Check-out Date *: 09/29/2020
- Nights: 4
- Transaction Date *: 09/29/2020
- Business Purpose: (empty)
- Vendor *: Fairfield Inns
- City *: Atlanta, Georgia
- Payment Type *: American Express
- Amount *: 710.60
- Currency *: US, Dollar
- Has VAT: (unchecked)
- Receipt Status *: Receipt

A red box highlights the "Check-in Date", "Check-out Date", and "Nights" fields.

1. Click the **Itemizations** tab.



The screenshot shows the SAP Concur Expense report for a hotel expense. At the top, there is a "Manage Expenses" and "View Transactions" header. Below that, there is an alert bar that says "Alerts: 1" and "Itemizations are required for this entry. View". The title is "Hotel \$710.60" with a "Cancel" button and a "Save Expense" button. Below the title, it says "09/29/2020 | Fairfield Inns | Reservation, E-Receipt". There are two tabs: "Details" and "Itemizations". The "Details" tab is active. The form contains the following fields:

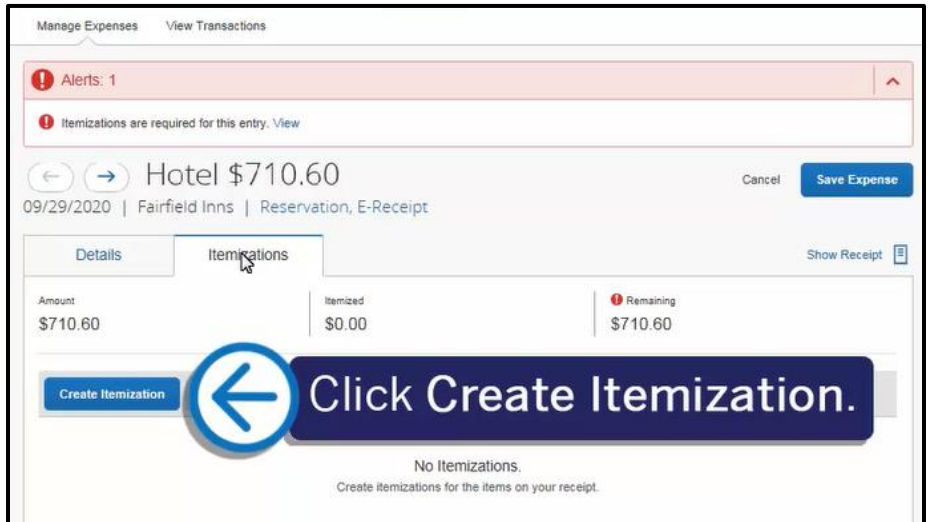
- Expense Type *: Hotel
- Check-in Date *: 09/25/2020
- Check-out Date *: 09/29/2020
- Nights: 4
- Transaction Date *: 09/29/2020

A blue callout box with a left-pointing arrow and the text "Click the Itemizations tab." is overlaid on the "Itemizations" tab.

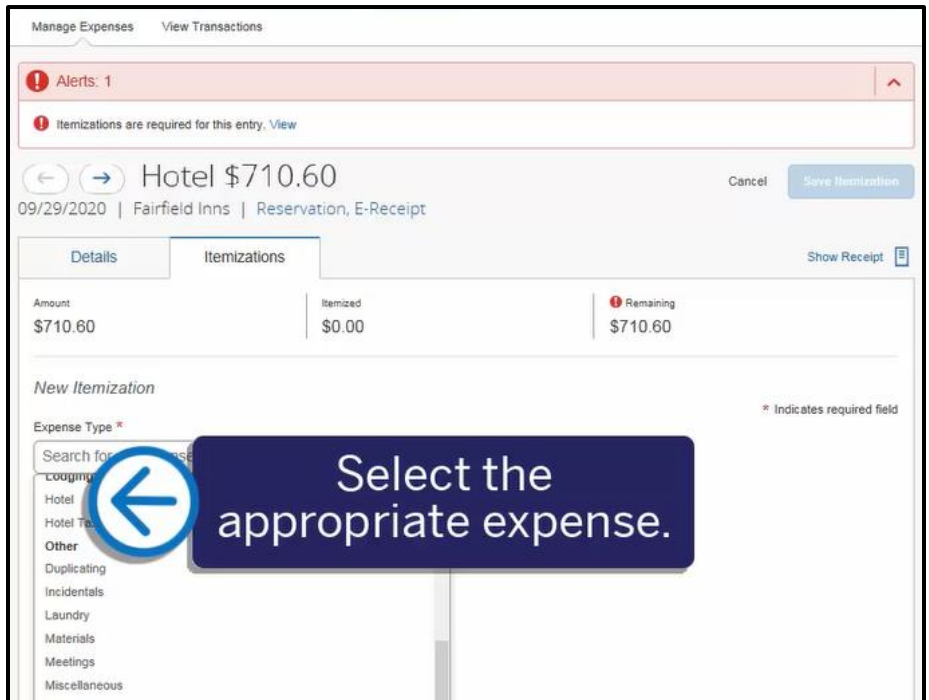
The **Itemizations** tab displays the amount **Remaining** that requires itemization.

You need to continue itemizing all one-time charges that appear on your bill until the remaining amount is \$0.00.

2. Click **Create Itemization**.



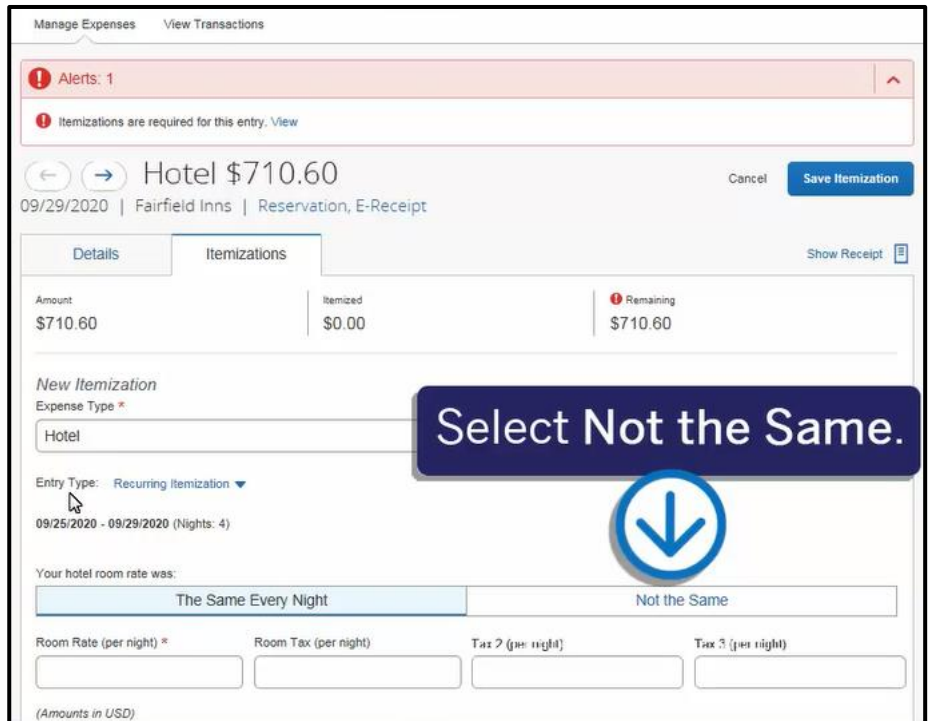
3. Click the **Expense Type** dropdown arrow, and then select the appropriate expense.



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.

4. Select **Not the Same**.



Manage Expenses View Transactions

Alerts: 1

Itemizations are required for this entry. View

Hotel \$710.60

09/29/2020 | Fairfield Inns | Reservation, E-Receipt

Details Itemizations Show Receipt

Amount: \$710.60 Itemized: \$0.00 Remaining: \$710.60

New Itemization

Expense Type *
Hotel

Entry Type: Recurring Itemization

09/25/2020 - 09/29/2020 (Nights: 4)

Your hotel room rate was:

The Same Every Night Not the Same

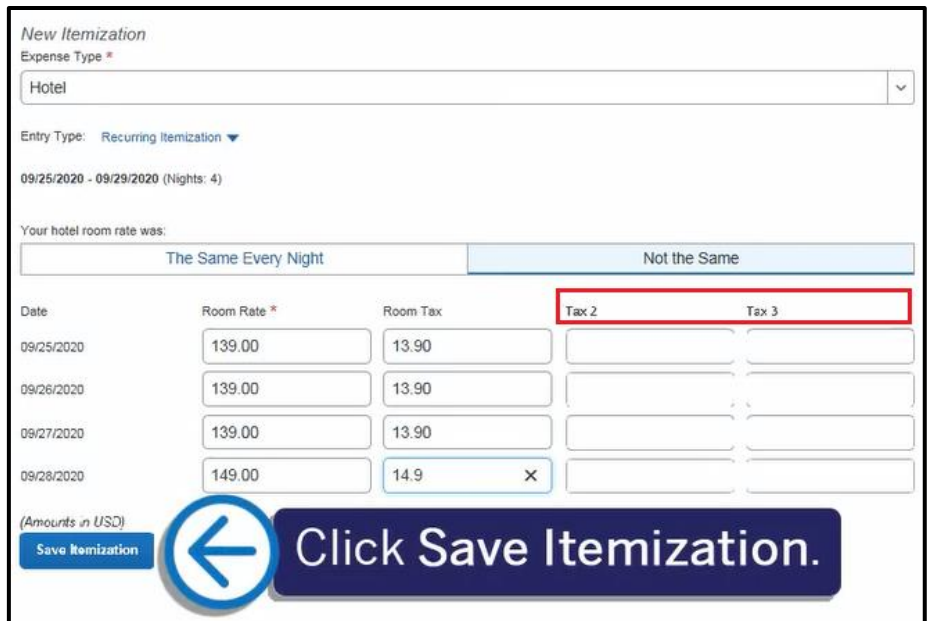
Room Rate (per night) * Room Tax (per night) Tax 2 (per night) Tax 3 (per night)

(Amounts in USD)

5. Scroll down to enter the **Room Rate (per night)** and **Room Tax (per night)** for each night.

Note that you can use the **Tax 2** and **Tax 3** fields to enter additional tax amounts.

6. Click **Save Itemization**.



New Itemization

Expense Type *
Hotel

Entry Type: Recurring Itemization

09/25/2020 - 09/29/2020 (Nights: 4)

Your hotel room rate was:

The Same Every Night Not the Same

Date	Room Rate *	Room Tax	Tax 2	Tax 3
09/25/2020	139.00	13.90		
09/26/2020	139.00	13.90		
09/27/2020	139.00	13.90		
09/28/2020	149.00	14.9		

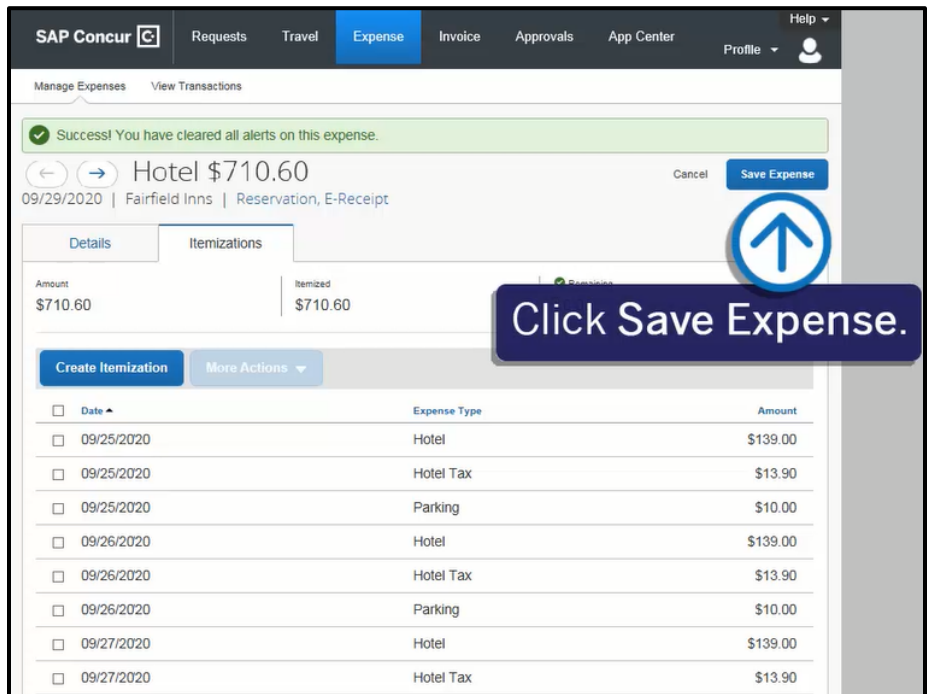
(Amounts in USD)

Save Itemization

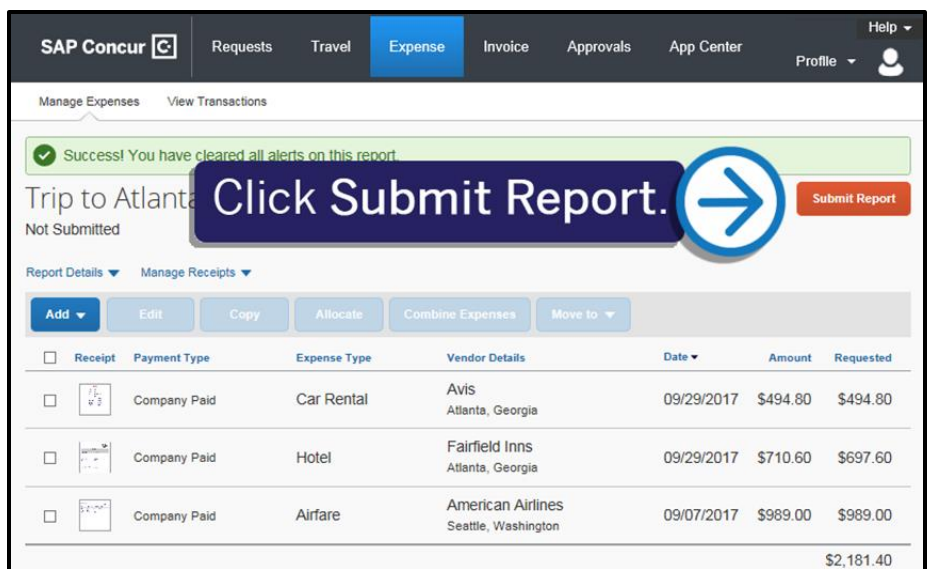
7. Click **Create Itemization** to continue itemizing your hotel expenses until the remaining amount is \$0.

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

8. Click **Save Expense**.



9. Click **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.