EXPENSE REPORT: HOTEL/LODGING ITEMIZATION

SAP Concur C	Requests	Travel	Expense	Approvals	Reporting +	App Center
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1 | Expense Report – Hotel and Lodging Itemization

Itemize – Typical Process

Two new fields are added to the main hotel expense entry page: **Check-in Date** and **Check-out Date**. You must fill in these fields, which are used in the itemization process. Complete the expense and then click **Itemizations**.

Details Itemizations				Cancel	Save Expension
Allocate	* Indicates required field	Receipt		CFDi	
Expense Type *	indicates required field	Æ		¢.	
Room Rate Check-in Date * Check-out Date * Image: 03/07/2018 Image: 03/10/2018 03/10/2018 Transaction Date * Image: 03/10/2018 Image: 03/10/2018 Business Purpose Image: 03/10/2018 Image: 03/10/2018	Nights:	HXATT. Grand Hotel 135 86 Are Sastel WAL S98 101 123-406-1909		\$614.13 Visa - 1111 0300/2018 3.05 PM Tat Incide Tat Incide Tat In 123-1213 1234 Main St Dalas TX US 77001 Receipt: 634343	
Vendor *		Check-In March 6, 2018 Check-out March 9, 2018	Daily Pate \$170.15 Room Number 1601	Number of Guests 1 Total Nights 3	
Search for Vendor	~				

If you started the expense with a card charge or e-receipt (from the **Available Expenses** list), the itemizations may have been created automatically, depending on the hotel charge details provided by the vendor. If not, follow the steps below.

1. Click Create Itemization.



Manage Expenses			
← → Ho 1/09/2020 Ma	tel/Lodging	\$700.00 🟛	
Details	Itemizations		
Allocate			
Expense Type * 🕐		* Required	field
Hotel/Lodging			~
Recently Used		nts	¥0
Hotel/Lodging		-	
Airfare			
Hospitality			
Dinner - Domestic			~
Parking/Tolls			
01. Travel Expenses			

2. Click the desired expense type, in this case, *Hotel/Lodging*.

3. Enter the daily room rate and taxes and click **Save Itemization**. The check-in and check-out dates from the main hotel expense are used here to define the dates that require a recurring itemization.

NOTE: This example uses the entry type of Recurring Itemization and the The Same Every Night tab. The

Details	Itemizations						Hide Rece
mount 614 13	Itemized	Remaining \$614 13	Re	eceipt		C	FDi
	\$5.55	Q OT I. TO		Æ	Ð	¢.	
ew Itemization	7		Grand Hotel	ſ.		\$614.13	
Room Rate			Seattle WAUS	88101		Visa - 1111	
			123-458-1999				
			123-456-1999			03/09/2018 3:05 PM	
ntry Type: Recurrin	ng Itemization 🔻		123-456-1999			03/09/2018 3:05 PM Tax Invoice Tax ID: 123-21213	
ntry Type: Recurrin 8/07/2018 - 03/10/20	ng Itemization 🔻		123-406-1999			03/09/2018 3:05 PM Tax Invoice Tax ID: 123-21213 1234 Main St Dallas TX US 75001 Becelit E413130	
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try Type: Recurrin 107/2018 - 03/10/20 ur hotel room rate v The Samu om Rate (per ht) * 70.15	ng Itemization ▼ 018 (Nights: 3) was: le Every Night Room Tax (per night) 28.57	Not the Same x 2 (per night) Tax 3 (per night)	Check-In March 6, 20 Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Check-Che	18 Description Poom Rate Hotel Poom Tate	Daily Pate \$170.15 Room Number 1601 Type ROOMI Tax	03.09/2018 3:05 PM Tas Involve Tas In 123-1213 1234 Main 6 Dallas TX UE 75001 Receipt 4343430 Number of 0 1 Total Nights 3	Amount \$170.15 \$28.57
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[Details	Itemizations						Hide Red
mount	13	Itemized	ining	Rec	eipt		CI	Di
014.	15	φ330.10 φ17.3			¢	Ø	¢	
Cre	ate Itemization	More Actions 🔻		Grand Hotel 1635 Bth Ave Seattle WA US 98	01		\$614.13	
	Date A	Expense Type	\$28.57	123-456-1999			03/09/2018 3:05 PM	
	03/07/2018	Room Rate	\$170.15				Tax Invoice Tax ID: 123-21213 1234 Main St	
	03/08/2018	Room Rate	\$170.15				Dallas TX US 75001 Receipt 6343430	
	03/08/2018	Room Tax	\$28.57	Check-In March 6, 2018		Daily Pate \$170.15	Number of Gr	uests
	03/09/2018	Room Rate	\$170.15	Check-out		Room Number	Total Nights	
	03/09/2018	Room Tax	\$28.57	March 9, 2016		1601	3	
				Date	Description	Type		Amount
				03/06/2018	Room Rate	ROOMF	RATE	\$170.15
				03/05/2018	Hoter Hoom T	ax Tax		\$28.57
				33/08/2016		FEE		4-100

The itemizations appear along with any remaining balance.

4. If there is a remaining balance, click **Create Itemization** and select the expense type for the remaining amount, in this case, Internet (5.97 USD for each of the 3 nights).

000 Rate 3/10/2018 Hya	\$614.13 💼					Cancel Save Itemi	izatio
Details	Itemizations					Hide Rec	eipt
Amount	Itemized	Remaining C		Receipt		CFDi	_
φ014.15	\$556.16	\$17.57		Æ) p	¢	
New Itemization		* Indicates re	quired field	Crand Hotel 1635 8th Ave Seattle WA US 98101 123-456-1999		\$614.13 visa-1111	
Internet 03/07/2018 - 03/10/201	18 (Nights: 3) ght		~			03.09/2018 3:05 PM Tax Invoice Tax ID: 123-21213 1234 Main St Dallar XV B 79691 Bander 5 413470	
Business Purpose				Check-In	Daily Pate	Number of Guests	
after-hours work				March 6, 2018	\$170.15	1	
Transaction Amount *		Currency *		Check-out March 9, 2018	Room Number 1601	Total Nights 3	
5.99		US, Dollar		Date Descripti	an Type	Amount	

NOTE:Click the **Recurring Every Night** check box to repeat the itemization, saving you from manually creating the same itemization for each night. In this case, instead of entering \$17.97, the expense is a recurring \$5.99 charge.

Complete the expense and then click **Save Itemization**.

An alert appears until the entire amount is itemized. A one-time success message appears when you clear all the alerts on the expense and the remaining amount is 0.00).

00 10/:	m Rate \$ 2018 Hyatt	614.13 💼 _{Hotels}				Cancel	Save I
	Details	Itemizations				F	lide Re
nount 614	.13	Itemized \$614.13	Remaining	Receipt		CFDi	
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Cr	Date 03/07/2018	More Actions Expense Type Room Tax	Amount \$28.57	HYALT. Grand Hotel 1633 8th Aus Seattle WA Los 122-436-1999		\$614.13 Visa - 1111 03/09/2018 3:05 PM Tas Invoise	
	Date ▲ 03/07/2018 03/07/2018	More Actions Expense Type Room Tax Room Rate	Amount \$28.57 \$170.15	Grand Hotel 163 86 Ave Seattle WA US 98101 123-426-1999		\$614.13 Visa - 1111 03.09/2018 3:05 PM Tan (b) 12521213 Tan (b) 12521213	
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	Date - 03/07/2018 03/07/2018 03/07/2018 03/07/2018 03/07/2018 03/07/2018	More Actions Expense Type Room Tax Room Rate Incidentals Room Rate	Amount \$28.57 \$170.15 \$5.99 \$170.15	Check-in Mach, 6, 2018	Daily Pale \$170.15	\$614.13 Visa - 1111 0309:2018 3:35 PM Tauto 12:35 P	

EXPENSE LIST

Refer to the *Additional Information in the Expense List* section in this guide to see how itemizations appear in the expense list.

"Not the Same" Tab

If the nightly rates are different, use the **Not the Same** tab to define the rates for each date of the hotel stay.

Details	Iter	nizations			
Amount \$420.00	Item \$0	nized	Rema \$420.	ining 00	
New Itemiz Expense Type	ation				
					Τ
Hotel Entry Type: Re 02/06/2018 - 02	curring Itemization	•			_
Hotel Entry Type: Re 02/06/2018 - 02 Your hotel room	Curring Itemization 109/2018 (Nights: 3) 1 rate was:				`
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Use Entry Type

Generally, the entry type is *Recurring Itemization*, which you use to define nightly rates, fees, and taxes.

Details	Itemizations		
Amount \$420.00	Itemized \$0.00	Rer \$420	maining D.00
New Itemization Expense Type *			
Hotel			~
Entry Type: Recurring Ite 02/06/2018 Recurring Ite Single Itemiz Your hotel room rate was	emization emization zation		
The Same Ev	very Night	Not th	he Same
Room Rate (per night) * R	coom Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
(Amounts in USD) Save Itemization	Cancel		

You can use *Single Itemization* to define onetime charges, like deposit amounts, or to enter a missed itemization from a hotel stay that was automatically itemized on your behalf from detailed e-receipt information.

	Itemizations	
Amount \$420.00	Itemized \$0.00	Remaining \$420.00
New Itemization		* Indicates required fiel
Hotel		~
Transaction Date *		
Transaction Date * Image: 02/09/2018 Business Purpose		
Transaction Date * Image: 02/09/2018 Business Purpose Image: Transaction Amount *		Currency *