EXPENSE REPORT: HOTEL ITEMIZATION





Itemizing a Hotel Expense

A hotel bill usually has multiple expenses including room, multiple taxes, parking, meals, internet charges, and sometimes personal items. You must itemize all these expenses. Lodging Itemization allows you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay.

Per the CSU Travel Policy, "The nightly lodging rate for domestic travel may not exceed \$275 per night, not included taxes and other related charges."

1. To add hotel to your Expense Report, click Add Expense

San Diego Test Trip \$0.00 💼									
Not Submitted									
Report Details 🔻 🛛 F	Print/Share ▼	Manage Receipts	Travel All	owance 🔻					
Add Expense		Delete							
Report Details F Add Expense	Print/Share ▼ Edit	Manage Receipts Delete	Copy	<u>owance</u> ▼ Allocate					

2. Use Available Expenses or Create New Expense and select Hotel/Lodging.

Add Expense

O Available Expenses	+ Create New Expense
Search for an expe	nse type
^ Recently Used	
Hospitality	
Hotel/Lodging	
Parking/Tolls	
Dinner - Domestic	
Personal/Non Reir	nbursable
^01. Travel Expenses	<u>.</u>
Hotel/Lodging	
Hotel/Lodging Tax	
Incidentals	

3. Fill in required fields. Transaction Date is the last day of your stay. Vendor Name select from drop-down list or type in if it is not available. Payment Type will default to CSU-USBank if paid with Cal Poly Concur Travel Card.

Expense	Nightly Lodging Expense	s					 	A
Expense Hotel Amount 164.77	fype t∖? VSD ✓	Transaction Date 02/12/2019 Travel Allowance	Vendor Marriolt Holels Comments To/From Approvers/Processors	~	Enter Vendor Name	City of Purchase Sacramento, California	Payment Type *CSU-USBank-CBCP	~

*Travel Allowance Tab required for International, Hawaii, or Alaska only.

3. Hotel Expense Type <u>requires</u> itemization of the expenses. Once all fields are completed, click Itemize.



- 4. The expense will appear on the left side of the page and Nightly Lodging Expenses tab on the right side of the page.
 - a. Use the calendar to select Check-in Date. The Check-in Date will populate with the Transaction Date you entered on the expense.
 - b. Enter nightly room rate, room taxes, and additional charges if any.

Check-in Date Number of Nights 02/08/2019 02/12/2019 Recurring Charges (each night) Room Rate Room Tax 150.00 10.00 Other Room Tax 1 Other Room Tax 2 4.77 Room rate and taxes will be shown as separate expenses Additional Charges (each night) Expense Type Amount Parking/Tolls Expense Type Amount Choose an expense type	Expense Nightly Lodging Expense	ses	
02/08/2019 02/12/2019 4 Recurring Charges (each night) Room Rate Room Tax 150.00 10.00 Other Room Tax 1 Other Room Tax 2 4.77	Check-in Date	Check-out Date	Number of Nights
Recurring Charges (each night) Room Rate Room Tax 150.00 10.00 Other Room Tax 1 Other Room Tax 2 4.77	02/08/2019	02/12/2019	4
Room Rate Room Tax 150.00 10.00 Other Room Tax 1 Other Room Tax 2 4.77	Recurring Charges (each r	hight)	
150.00 10.00 Other Room Tax 1 Other Room Tax 2 4.77	Room Rate	Room Tax	
Other Room Tax 1 Other Room Tax 2 4.77	150.00	10.00	
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- If room rates are different each night, enter the first nights rate and TOTAL number of days. You can change the nightly rate per line item in the Expenses on the left hand side of the page.
- Additional charges are <u>recurring</u> nightly charges such as Parking that are charged each night.
- Room rates over \$275 before taxes will be flagged. You must add a *Comment To Approvers*
- Click Save
- 5. Expenses will now show on the left hand side. If you need to change an itemization, click on the item row and make the correction. For example, if one day the hotel rate is different, you can change the amount for that day. And then Save.

Exper	nses		Move • Delete	Copy View •	«	New Itemization		
	Date •	Expense Type	Amount	Requested				
	06/10/2019	Incidentals	\$7.00	\$7.00		Expense Type bo		
	05/01/2019	Dinner - Domestic San Diego, California	\$40.00	\$40.00		Choose an expe	nse type	~
	02/08/2019	Hotel CONCUR TECHNOLOGIES IN,	\$1,095.00	\$672.50				
Addin	g New Itemizati	ion						
	05/07/2019	Hotel	\$250.00	\$250.00				
	05/07/2019	Hotel Tax	\$23.75	\$23.75				
	05/07/2019	Parking/Tolls	\$25.00	\$25.00				
	05/07/2019	Breakfast - Domestic	\$25.00	\$25.00				
	05/08/2019	Hotel	\$275.00	\$275.00				
	05/08/2019	Hotel Tax	\$23.75	\$23.75				
	05/08/2019	Parking/Tolls	\$25.00	\$25.00				
	05/08/2019	Breakfast - Domestic	\$25.00	\$25.00				

6. Make sure itemization equals expense amount for the hotel. The system will notify you if the itemization does not add up. You can view the remaining balance to itemize, then continue to itemize remaining amount until it is \$0.

EXAMPLE



7. Attach a receipt to your Expense Report for hotel. To attach a receipt, click on Attach Receipt Image.

← → Hot	el/Lodging \$	200.00 💼		Cancel	Save Expense
Details	Itemizations				Hide Receipt 🖺
Allocate			* Required field		
Expense Type * 💡					
Hotel/Lodging			~		
Check-in Date *		Check-out Date *	Nights:		
11/03/2020		11/06/2020	3		
Transaction Date *		Vendor *			
11/06/2020		Search for Vendor	~		
City of Purchase *		Hotel/Lodging Address			
🛞 🔻 San Francis	sco, California				
Payment Type *				Allach Necelpt Image	
Out of Pocket	~				
Amount *		Currency *			
200.00		US, Dollar	~		
		Request *			
		None	~		
Comments To/From Approv	vers/Processors				
(]