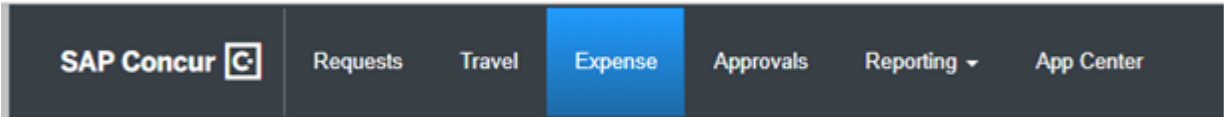


# EXPENSE REPORT: HOTEL ITEMIZATION



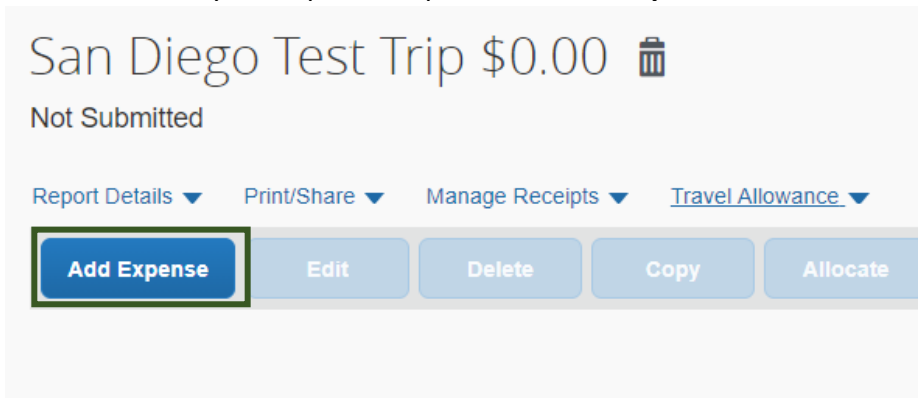
**CAL POLY**  
Strategic Business Services  
ADMINISTRATION & FINANCE

## 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.

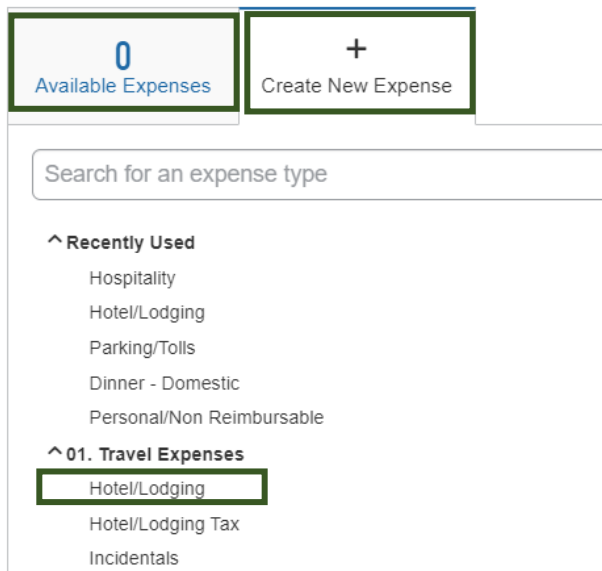
Per the CSU Travel Policy, “The nightly lodging rate for domestic travel may not exceed \$275 per night, not included taxes and other related charges.”

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



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

Add Expense



- 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 Expenses

Expense Type:  Transaction Date:  Vendor:  Enter Vendor Name:  City of Purchase:  Payment Type:

Amount:  USD  Travel Allowance

Comments To/From Approvers/Processors:

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

- Hotel Expense Type requires itemization of the expenses. Once all fields are completed, click Itemize.



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

Expense: Nightly Lodging Expenses

Check-in Date:  Check-out Date:  Number of Nights:

**Recurring Charges (each night)**

Room Rate:  Room Tax:

Other Room Tax 1:  Other Room Tax 2:

Room rate and taxes will be shown as separate expenses

**Additional Charges (each night)**

Expense Type:  Amount:

Expense Type:  Amount:

- 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 recurring 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.


Date	Expense Type	Amount	Requested
06/10/2019	Incidentals	\$7.00	\$7.00
05/01/2019	Dinner - Domestic San Diego, California	\$40.00	\$40.00
02/08/2019	Hotel CONCUR TECHNOLOGIES IN,	\$1,095.00	\$672.50
<b>Adding New Itemization</b>			
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


**Total Amount: \$1,095.00 | Itemized: \$947.50 | Remaining: \$147.50**


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



Hotel/Lodging \$200.00  Cancel Save Expense


11/06/2020

Details **Itemizations** Hide Receipt 

 Allocate \* Required field

Expense Type \* 

Check-in Date \*   Check-out Date \*   Nights:

Transaction Date \*   Vendor \*


City of Purchase \*  Hotel/Lodging Address

Payment Type \*

Amount \*  Currency \*

Travel Allowance Request \*

Comments To/From Approvers/Processors

  
Attach Receipt Image