EXPENSE REPORT: HOTEL/LODGIN ITEMIZATION – Deposit and Final Charge on One Invoice

Many hotels are now charging a deposit for the first night stay. The amounts may not equal the total (with taxes) for the first night stay. And often all nights are on one final invoice. You cannot combine the two separate credit card charges (if using the Concur travel card) to one expense line.

Below are the steps for itemizing the deposit and final payment for hotel expense on one invoice.

1. The Hotel charges (deposit and final total) will be charges separately so will need to be added separately to your Concur Expense Report. The charges are usually on separate dates.

	*CSU-USBank-CBCP	Hotel/Lodging	TOWN AND COUNTRY - LOD San Diego, California	10/26/2022	$364.03 Itemized
	*CSU-USBank-CBCP	Ground Transportation	MTS- PRONTO San Diego, California	10/25/2022	$7.00
	*CSU-USBank-CBCP	Hotel/Lodging	TOWN AND COUNTRY - LOD San Diego, California	10/24/2022	$227.40 Itemized

2. The invoice will show the deposit and the final payment on the bill, but does not always breakdown the nightly expenses evenly per those charges. The same invoice can be attached to both expenses.

Date	Description	Charges	Credits
10-24-22	Deposit Transfer at C/I		227.40
10-24-22	Room Charge	201.60	
10-24-22	SD Tourism Mktg District Assessment	4.03	
10-24-22	CA Tourism Assessment	0.60	
10-24-22	Occupancy Tax	21.17	
10-24-22	Parking Charges	25.00	
10-24-22	Hotel Services Fee Leisure	20.00	
10-24-22	Occupancy Tax	2.10	
10-24-22	SD Tourism Mktg District Assessment	0.40	
10-25-22	Room Charge	238.50	
10-25-22	SD Tourism Mktg District Assessment	4.77	
10-25-22	CA Tourism Assessment	0.72	
10-25-22	Occupancy Tax	25.04	
10-25-22	Parking Charges	25.00	
10-25-22	Hotel Services Fee Leisure	20.00	
10-25-22	Occupancy Tax	2.10	
10-25-22	SD Tourism Mktg District Assessment	0.40	
10-26-22	Visa XXXXXXXXXXXX0654 XX/XX		364.03
	Total Charges	591.43	
	Total Credits		591.43
	Balance		0.00

3. For the first night deposit, use Expense Type **Hotel/Lodging. CHANGE the Check-in and Check-out Dates to be 1 Night only.** Complete the rest of the required fields on the **Details** page.

4. Go to the Itemizations Tab. Itemize the FIRST NIGHT (deposit). Add the correct room rate per the invoice, then the taxes to equal the total. (this amount may not be the same as the invoice amount. You will capture any remaining taxes on the final charge) The remaining amount must equal $0.00. Then **SAVE EXPENSE**

5. Go to the 2ⁿᵈ charge (final payment) and update the Check-In and Check-out dates. In this example, the trip is 2 nights but if the trip has more nights they would be included here. Then complete the remaining required fields.

Details	Itemizations

🥧 Allocate

* Required field

Expense Type * ❓
Hotel/Lodging ⌄

Check-in Date *   Check-out Date *   Nights:
10/25/2022 📅   10/26/2022 📅   **1**

Transaction Date *   Vendor ❓
10/26/2022 📅   TOWN AND COUNTRY - LOD ⌄

Enter Vendor Name   Hotel/Lodging Address & Room #
TOWN AND COUNTRY - LOD

City of Purchase *   Payment Type
🌐 ⌄ San Diego, California   *CSU-USBank-CBCP

Amount   Currency
364.03   US, Dollar

6. Itemize the expenses until the Remaining amount is $0.00. Include any additional taxes that may have not been included with the deposit and any parking fees, meals, internet charges etc. Then **SAVE EXPENSE**

Details	**Itemizations**

Amount	Itemized	✅ Remaining
$364.03	$364.03	$0.00

Create Itemization   More Actions ⌄

☐	Date ≛	Expense Type ↑↓	Requested ↑↓
☐	10/25/2022	Hotel/Lodging	$238.50
☐	10/25/2022	Hotel/Lodging Tax	$50.53
☐	10/26/2022	Parking/Tolls	$50.00
☐	10/26/2022	Hotel/Lodging Tax	$25.00