EXPENSE REPORT: HOTEL/LODGING ITEMIZATION

SAP Concur 🖸	Requests	Travel	Expense	Approvals	Reporting 🗸	App Center	
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CAL POLY

Strategic Business Services Administration & Finance A hotel bill can include multiple expenses including nightly rate, multiple taxes, parking, meals, internet charges, and sometimes personal items such as movies. You must itemize all expenses that are on the hotel bill. Hotel/Lodging Itemization allows you to quickly itemize these expenses.

Per CSU policy, the nightly lodging rate for domestic travel may not exceed \$333 per night, not including taxes and other related charges. Conference hotels can be higher and no justification is needed.

First add Hotel/Lodging to the Expense Report, then follow the steps below to itemize:

Enter the **Date Range.** You must fill in these fields, which are used in the itemization process. Complete the expense and then click **Itemizations**.

Details	Itemizations		
Allocations			
Expense Type 🔞			* Required fi
Hotel/Lodging			
Date Range		Nights:	Transaction Date
04/29/2024 - 05/01	/2024	2	05/02/2024
Vendor 🕜			Enter Vendor Name
Caesars			CAESARS HOTEL & CASINO
Hotel/Lodging Address &	Room #		City of Purchase
			Las Vegas, Nevada
Payment Type			Amount
*CSU-USBank-CBC	P		454.01
Currency			
US, Dollar (USD)			

Then you will need to itemize the hotel receipt separating the Hotel/Lodging Rate and the Hotel/Lodging Tax. This is also where you add any other expenses that are added to your final hotel folio.

Click Itemizations 1	Tab.
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Itemizations				
				Hide Receipt
Itemized \$0.00	Remaining \$700.00		1/1 - + 🔊	± a :
		* Required field	Biel	
e type		~	(Address) (Dis. 57 2P) Fau: Enait	
ncel			Bits 50 Guran Name Conney Trans Agent Address Op Stability Found Stilling Name	Norm Nor Random 544 32345 631 No. 564 Assign Date An * Them 4/1/2131 34.00 Department Data No.9 Them
			611/2/2012 500/07/2013 500/07/2010 500/07/2013 500/07/2000 500/07/2000 500/07/2000 500/000000000000000000000000000000	LOW LOW (C) US JARCE (MORAL (C) US JARCE (MORAL
r	s0.00	so.oo s700.oo	Required field Vermanning S700.00 Required field	Itemined ▼ Refulining \$0.00 \$700.00 • Required field • Required field • type • top

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

Hotel/Lodgi 08/03/2021 A.H	ng \$700.00 🛍 H.M.I. Hotels			, , , _	5	Cancel		ization
Details	Itemizations						Hide Rece	eipt 🗐
Amount \$700.00	Itemized \$0.00	Remaining \$700.00		1/1 - +	లి		± ē	:
New Itemization		*	Required field		[Hotel Name]	L	© (
Search for an expe	ense type		×	[Address] [Cite, 57 Zit7] Fax / Phone: Email:	av	SLTEP AV 8	17EL	
Hotel/Lodging Incidentals Parking/Tolls				EXTENSION General Names Company (Transl Agent Addres Ging Milling Nation	Roo GS Acriv 4/4 Degar 4/4	m No: Resh 64 123 1 No: 564 al Date Arr Th 2018 16:0 ure Date Dep Ti 2018 11:0	ac Material Na Na	
Personal/Non Reimbu Breakfast - Domestic	rsable			045/04/7004 Roser Cargan - 04/04/2018 037 - 12 % Luxely 4/04/2018 Roser Cargen - 04/04/2018 037 - 12 %	017 3 3 22 1.00% 3	UNIT FRICE AMO 5,000.00 10.00 5,000.00 5,000.00 600.00	5,000,00 600,00 50,00 50,00 600,00 -	
01. Travel Expenses			Ŧ				· · · ·	

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.

otel/Lodg //03/2021 A	ing \$ /00.00 🖬 .H.M.I. Hotels	i			Cancel	Save Itemization
Details	Itemizations					Hide Receipt
Amount \$700.00	Itemized \$0.00	Remaining \$700.00	1 / 1	- + ⊗		± a :
Vew Itemization						01
Hotel/Lodging		~		[Hote	el Name]	
ntry Type: Recurrin	ng Itemization 🗸 as:	08/01/2021 - 08/03/2021 (Nights: 2)		Pag / Monon: Email: Seat: 500 Guerr Rome: Company / Travel Agent Addres: Chy	NecOCC # 0 89 4/7 Reserve Nace: 8 564 5 657 No: 564 Januard Date: An	DATE #/2018 22846
The Sa	ame Every Night	Not the Same		Mobile / Email Billing Notes DESCRIPTION	4/4/2018 1 Departure Date Dep 4/4/2018 1 QTY UNIT PRICE AN	6600 9 Time: 11:00 AQUANT
oom Rate (per night) 200.00	* Room Tax (per night) 12.11	Tax 2 (per night) Tax 3 (per night)		Ream Dages - 69/02/208 287 - 13 % Landro QUSA2028 Ream Dages - 69/02/208 G27 - 12 %	1 5,000.00 1 600.00 22 5,000 1,00% 5,000.00 1 600.00	5,000.00 900.00 500.00 600.00
Amounts in USD)				Thank you for your business!	SUBTOTAL	6,470.00
Save Itemization	Cancel			Regardless of the billing instruction Lagree to be held p Cabler Signature	TOTAL personally Tables for payment of the total amount of Guest Signature	ron M.
				Thanks for Chanain	ing , Muur Hotel Navuel	

NOTE: This example uses the entry type of *Recurring Itemization* and the **The Same Every Night** tab. The other options are described later in this section.

The itemizations appear along with any remaining balance.

Details	Itemizations		
Amount \$700.00	Itemized \$636.33	Remaining \$63.67	
Create Itemiza	tion More Actions 🗸		
Alerts	Date 🟯	Expense Type	Requested
	08/01/2021	Hotel/Lodging	\$200.00
	08/01/2021	Hotel/Lodging Tax	\$12.11
	08/02/2021	Hotel/Lodging	\$200.00
	08/02/2021	Hotel/Lodging Tax	\$12.11
	08/03/2021	Hotel/Lodging	\$200.00
	08/03/2021	Hotel/Lodging Tax	\$1 2.11

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

Details Itemizations		NOTE: Click the Recurring Every
Amount Itemized \$700.00 \$636.33	Remaining \$63.67	repeat the itemization, saving
New Itemization	* Required field	you from manually creating the same
Internet/Telephone/Fax	↓	night. In this case,
Recurring Every Night	08/01/2021 - 08/04/2021 (Nights: 3)	instead of entering \$17.97, the expense is a recurring \$5.97
City of Purchase	Enter Vendor Name	charge.
San Diego, California	A.H.M.I. Hotels	
Amount *	Currency	Complete the expense until
5.97	US, Dollar	the Remaining Balance is
Comments To/From Approvers/Processors		Itemization.
Save Itemization Cancel		

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).

001	m Rate \$ 2018 Hyatt	614.13 💼 Hotels				Cancel	ave E
	Details	Itemizations				Hid	de Re
ount	.13	Itemized \$614.13 \$0	Remaining .00	Receipt		CFDi	
Cre	eate Itemization	More Actions Expense Type	Amount	Grand Hotel 1635 Bth Ave Seattle WA US 98101 123-436-1999		\$614.13 Visa-1111	1
Cre	Date 03/07/2018	More Actions Expense Type Room Tax	Amount \$28.57	HYATT. Grand Head 1655 Bit Alva Seaths WA US 98101 123-456-1999		\$614.13 Visa - 1111 0309/2018 3:05 PM	I
	ate Itemization Date ▲ 03/07/2018 03/07/2018	More Actions Expense Type Room Tax Room Rate	Amount \$28.57 \$170.15	Crand Hotel 1835 8th Are Seath WA US 98101 123-458-1999		\$614.13 Visa - 1111 0309/2018 3:05 PM Tas Incide Tas Incide Tas 123/1213	
	Date ▲ 03/07/2018 03/07/2018	More Actions Expense Type Room Tax Room Rate Incidentals	Amount \$28.57 \$170.15 \$5.99	HYALT. Grand Hotel 1235 dir/ka 123-486-1999		\$614.13 Visa - 1111 0309/2018 3:05 PM Tar (ID: 123-21213 Tar Main B Dallar TXU 87 7801 Perceipt: 8:33430	
	Date + 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 5170 15	\$614.13 Via - 1111 01002013.05 PM Tau Insise Tau Insise Tau In 123-21213 125 data 72 U 87 2001 Decig: 834280	

"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 sta

Details	Ite	mizations			
Amount \$420.00	lter \$C	nized	Rem \$420	aining .00	
New Itemiz Expense Type	ation *				
Hotel Entry Type: Re 02/06/2018 - 02	ecurring Itemization	;)			~
Hotel Entry Type: Re 02/06/2018 - 02 Your hotel room	ecurring Itemization 1/09/2018 (Nights: 3 1 rate was:			2	
Hotel Entry Type: Re 02/06/2018 - 02 Your hotel room The	curring Itemization v09/2018 (Nights: 3 n rate was: Same Every Nig	a)	Not the	e Same	<u> </u>
Hotel Entry Type: Re 02/06/2018 - 02 Your hotel room The Date	ecurring Itemization 209/2018 (Nights: 3 n rate was: Same Every Nig Room Rate *	ght Room lax	Not th	e Same Jm	*
Hotel Entry Type: Re 02/06/2018 - 02 Or Provided Fragmetic Provided Fragme	2009/2018 (Nights: 3 n rate was: Same Every Nig Room Rate *	p) ght Room Tax	Not the	e Same Im	
Hotel Entry Type: Re 02/06/2018 - 02 02/06/2018 Your hotel room The Date 02/06/2018 02/06/2018 02/07/2018	2009/2018 (Nights: 3 n rate was: Same Every Nig Room Rate *	ght Room Tax	Not the		