

EXPENSE REPORT: HOTEL/LODGING ITEMIZATION

SAP Concur  Requests Travel **Expense** Approvals Reporting ▾ App Center



CAL POLY

Strategic Business Services

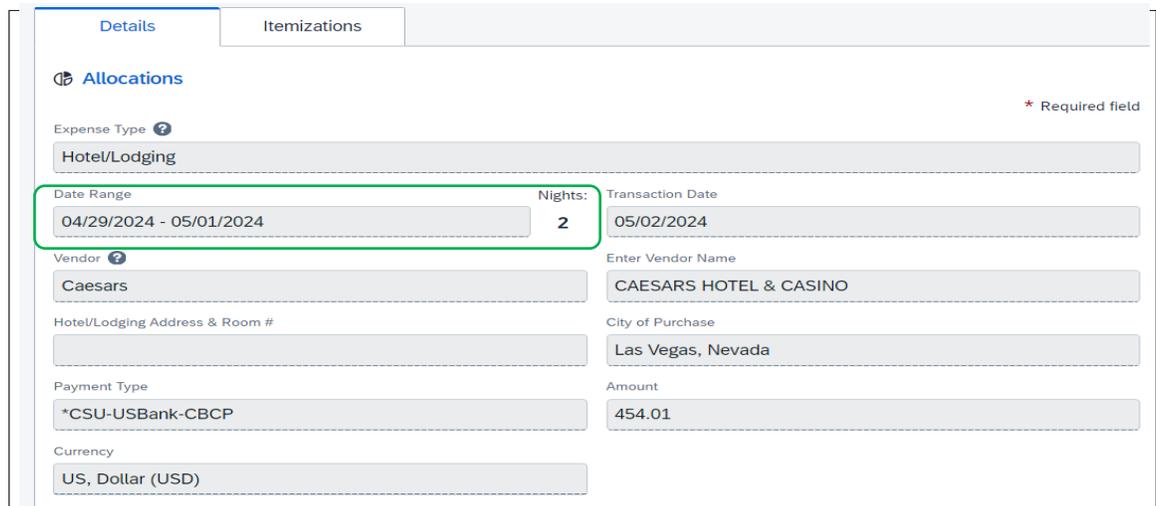
ADMINISTRATION & FINANCE

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 field

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

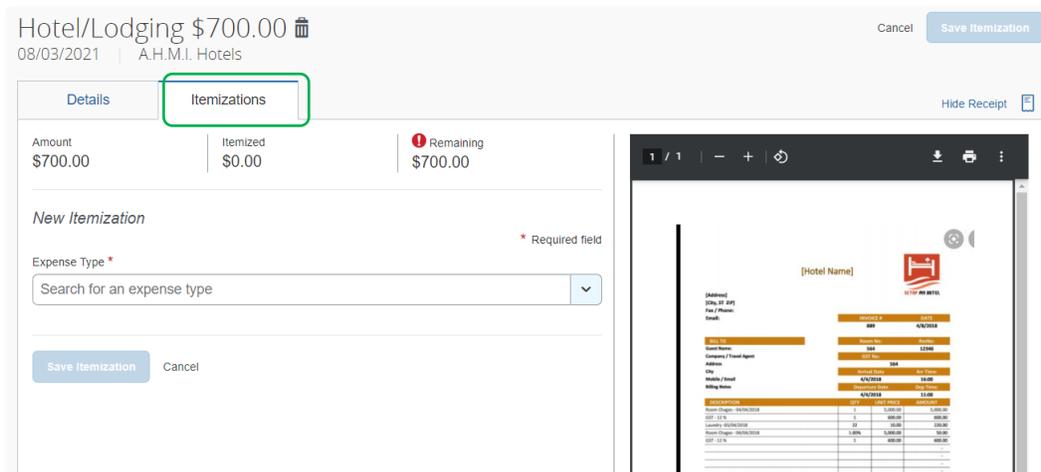
*CSU-USBank-CBCP 454.01

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 Tab**.



Hotel/Lodging \$700.00 Cancel Save Itemization

08/03/2021 | A.H.M.I. Hotels

Details | **Itemizations** Hide Receipt

Amount \$700.00 Itemized \$0.00 Remaining \$700.00

New Itemization * Required field

Expense Type *

Search for an expense type

Save Itemization Cancel

1 / 1

[Hotel Name]

[Hotel Logo]

UNASSIGNED
[Hotel Name]
[Address]
[City]
[State]
[Country]

Category	Amount	Rate
Room Charge - 04/29/2024	1	\$333.00
Room Charge - 05/01/2024	1	\$333.00
Tax	2	\$34.00
Room Charge - 04/29/2024	1	\$333.00
Room Charge - 05/01/2024	1	\$333.00
Tax	2	\$34.00

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

Hotel/Lodging \$700.00  Cancel Save Itemization

08/03/2021 | A.H.M.I. Hotels

Details | **Itemizations** Hide Receipt 

Amount \$700.00 | Itemized \$0.00 | ! Remaining \$700.00

New Itemization * Required field

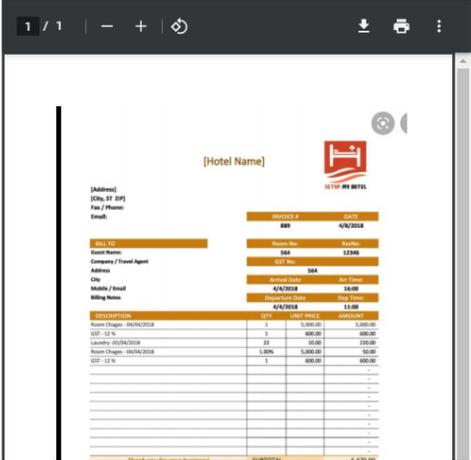
Expense Type * Search for an expense type 

Recently Used

- Hotel/Lodging
- Incidentals
- Parking/Tolls
- Personal/Non Reimbursable
- Breakfast - Domestic

01. Travel Expenses

- Hotel/Lodging



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.

Hotel/Lodging \$700.00  Cancel Save Itemization

08/03/2021 | A.H.M.I. Hotels

Details | **Itemizations** Hide Receipt 

Amount \$700.00 | Itemized \$0.00 | ! Remaining \$700.00

New Itemization

Expense Type * Hotel/Lodging 

Entry Type: Recurring Itemization  08/01/2021 - 08/03/2021 (Nights: 2)

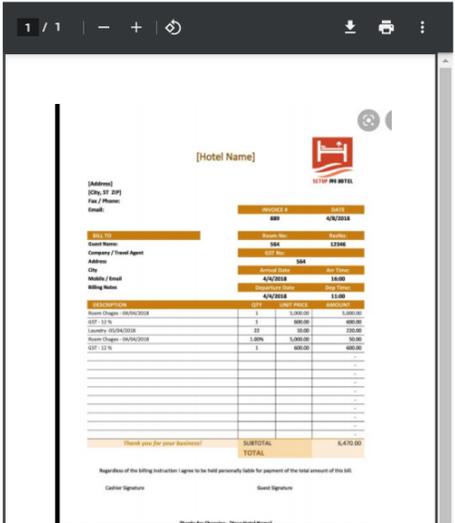
Your hotel room rate was:

The Same Every Night Not the Same

Room Rate (per night) * 200.00 | Room Tax (per night) 12.11 | Tax 2 (per night) | Tax 3 (per night)

(Amounts in USD)

Save Itemization Cancel



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		Itemized		Remaining
\$700.00		\$636.33		\$63.67
Create Itemization		More Actions ▾		
<input type="checkbox"/>	Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	⚠	08/01/2021	Hotel/Lodging	\$200.00
<input type="checkbox"/>	⚠	08/01/2021	Hotel/Lodging Tax	\$12.11
<input type="checkbox"/>	⚠	08/02/2021	Hotel/Lodging	\$200.00
<input type="checkbox"/>	⚠	08/02/2021	Hotel/Lodging Tax	\$12.11
<input type="checkbox"/>	⚠	08/03/2021	Hotel/Lodging	\$200.00
<input type="checkbox"/>	⚠	08/03/2021	Hotel/Lodging Tax	\$12.11

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		
Amount		Itemized		Remaining
\$700.00		\$636.33		\$63.67
New Itemization				
Expense Type *				
Internet/Telephone/Fax				
<input checked="" type="checkbox"/> Recurring Every Night				
08/01/2021 - 08/04/2021 (Nights: 3)				
City of Purchase		Enter Vendor Name		
San Diego, California		A.H.M.I. Hotels		
Amount *		Currency		
5.97		US, Dollar		
Comments To/From Approvers/Processors				
<input type="text"/>				
Save Itemization		Cancel		

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 \$5.97 charge.

Complete the expense until the Remaining Balance is \$0.00 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).

Success! You have cleared all alerts on this expense.

Room Rate \$614.13 Cancel Save Expense

03/10/2018 | Hyatt Hotels

Details | Itemizations | Hide Receipt

Amount: \$614.13 | Itemized: \$614.13 | **Remaining: \$0.00**

Create Itemization More Actions

<input type="checkbox"/>	Date	Expense Type	Amount
<input type="checkbox"/>	03/07/2018	Room Tax	\$28.57
<input type="checkbox"/>	03/07/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/07/2018	Incidentals	\$5.99
<input type="checkbox"/>	03/08/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/08/2018	Room Tax	\$28.57

Receipt | CFDi

HYATT
Grand Hotel
1635 8th Ave
Seattle WA US 98101
123-456-1999

\$614.13

Visa - 1111
03/09/2018 3:05 PM
Tax Invoice
Tax ID: 123-21213
1234 Main St
Dallas TX US 75001
Receipt: 8343436

Check-in	Daily Rate	Number of Guests
March 6, 2018	\$170.15	1

Check-out	Room Number	Total Nights
March 9, 2018	1601	3

"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

Hotel \$420.00 Cancel

02/09/2018

Details | Itemizations

Amount: \$420.00 | Itemized: \$0.00 | **Remaining: \$420.00**

New Itemization

Expense Type *
Hotel

Entry Type: Recurring Itemization

02/06/2018 - 02/09/2018 (Nights: 3)

Your hotel room rate was:

The Same Every Night | **Not the Same**

Date	Room Rate *	Room Tax	Tax 2	Tax 3
02/06/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02/07/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02/08/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD)

Save Itemization Cancel

