

# Itemizing Nightly Lodging Expenses

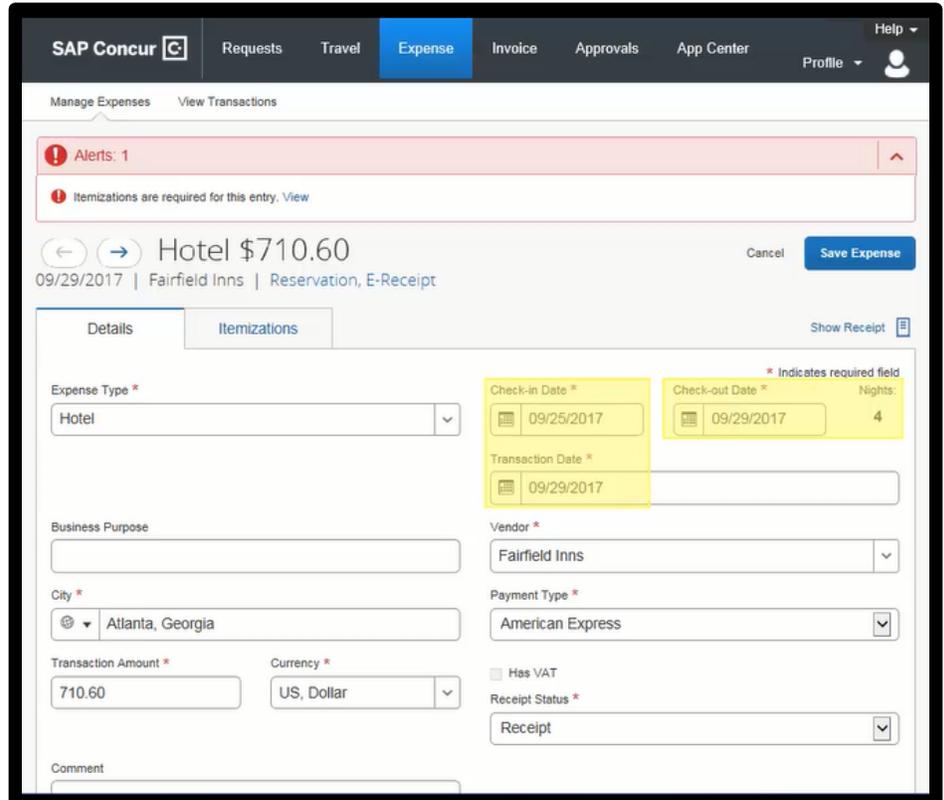
A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that your company can correctly account for all expenditures.

1. From the **Manage Expenses** page, select the expense report that contains the nightly expenses that you want to itemize.

Expense populates the **Check-out Date** and the **Nights** based on the **Transaction Date** and the **Check-in Date**.

2. Modify the fields as needed.

3. Click the **Itemizations** tab.



The screenshot shows the SAP Concur 'Expense' page. At the top, there are navigation tabs: 'Requests', 'Travel', 'Expense' (selected), 'Invoice', 'Approvals', and 'App Center'. Below the navigation, there are tabs for 'Manage Expenses' and 'View Transactions'. A red alert banner at the top states 'Alerts: 1' and 'Itemizations are required for this entry. View'. The main header displays 'Hotel \$710.60' with a 'Cancel' button and a 'Save Expense' button. Below this, the transaction details are shown: '09/29/2017 | Fairfield Inns | Reservation, E-Receipt'. The 'Details' tab is active, showing fields for 'Expense Type' (Hotel), 'Check-in Date' (09/25/2017), 'Check-out Date' (09/29/2017), 'Nights' (4), 'Transaction Date' (09/29/2017), 'Business Purpose', 'City' (Atlanta, Georgia), 'Transaction Amount' (710.60), 'Currency' (US, Dollar), 'Vendor' (Fairfield Inns), 'Payment Type' (American Express), 'Has VAT' (unchecked), and 'Receipt Status' (Receipt). A 'Show Receipt' link is also visible.

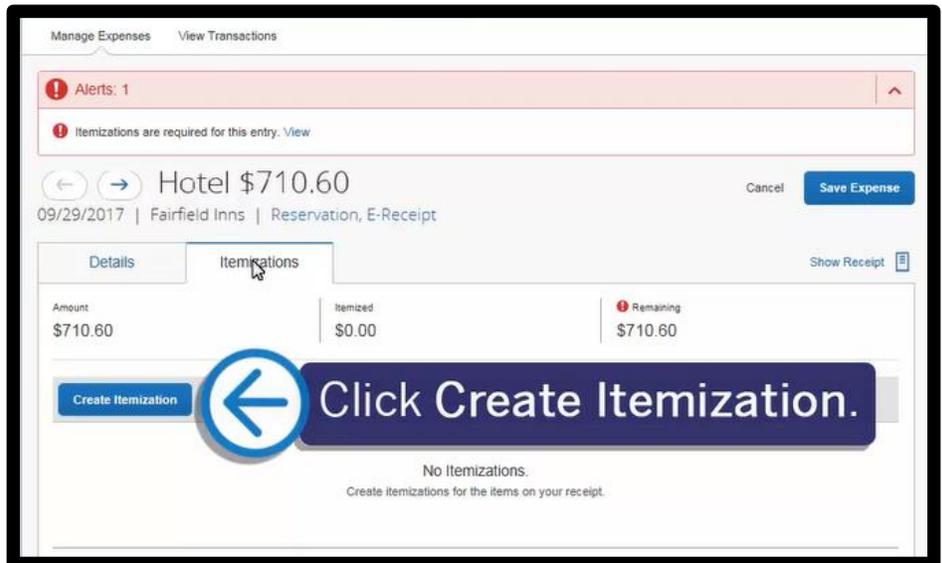


This screenshot is similar to the previous one, but with a blue callout box and a blue arrow pointing to the 'Itemizations' tab. The callout box contains the text 'Click the Itemizations tab.' The 'Itemizations' tab is highlighted in blue, indicating the next step in the process.

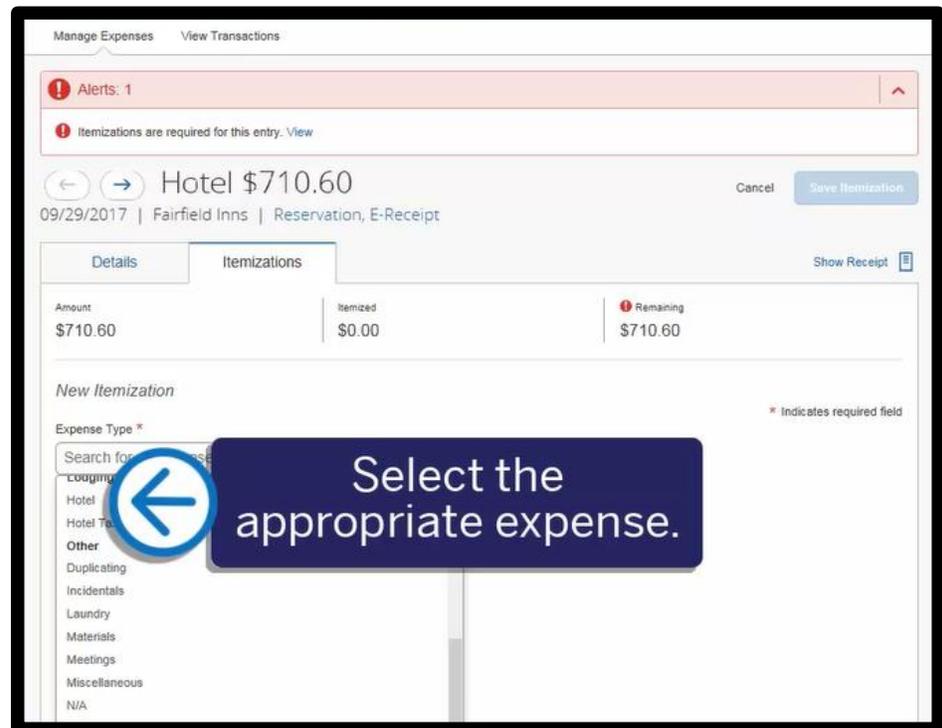
The **Itemizations** tab displays the amount **Remaining** that requires itemization.

You need to continue itemizing all one-time charges that appear on your bill until the remaining amount is \$0.00.

4. Click **Create Itemization**.



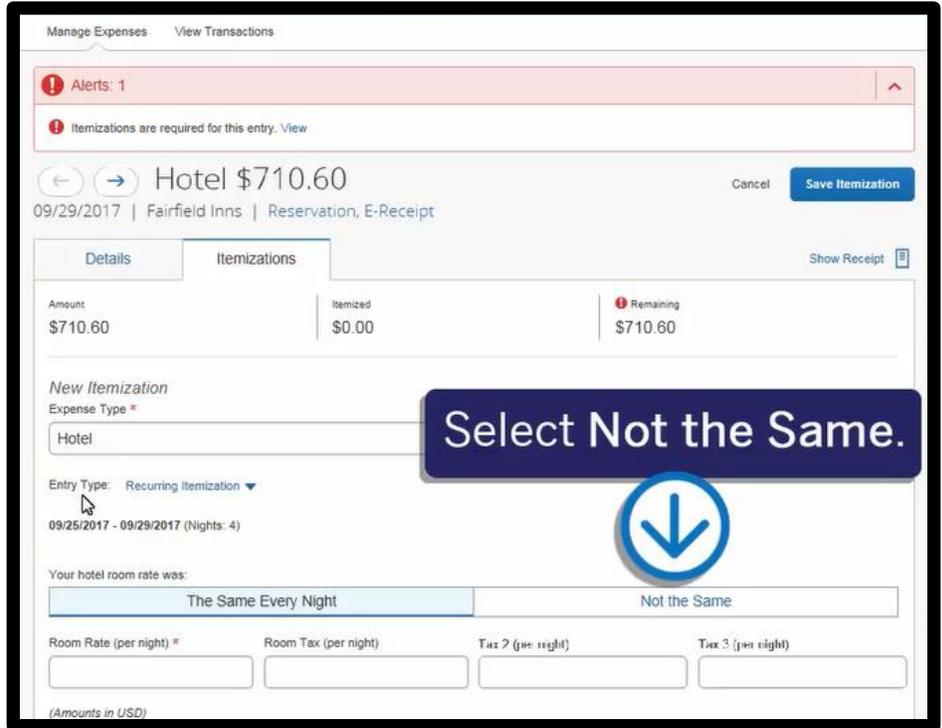
5. Click the **Expense Type** dropdown arrow, and then select the appropriate expense.



You can select whether your hotel room rate was **The Same Every Night** or **Not the Same**.

For this example, you will see how to enter a different rate for the last night of your stay.

6. Select **Not the Same**.



Manage Expenses | View Transactions

Alerts: 1

Itemizations are required for this entry. View

Hotel \$710.60

09/29/2017 | Fairfield Inns | Reservation, E-Receipt

Details | Itemizations | Show Receipt

Amount: \$710.60 | Itemized: \$0.00 | Remaining: \$710.60

New Itemization

Expense Type \*  
Hotel

Entry Type: Recurring Itemization

09/25/2017 - 09/29/2017 (Nights: 4)

Your hotel room rate was:

The Same Every Night  Not the Same

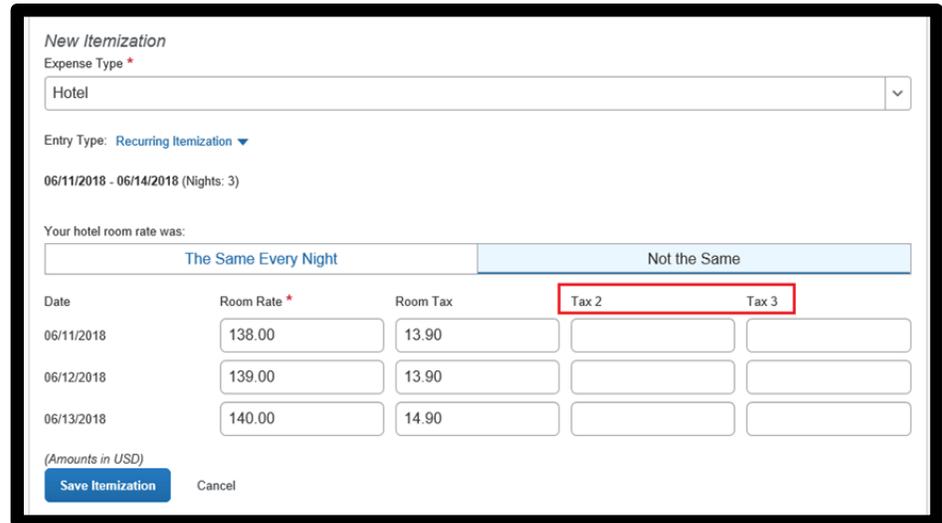
Room Rate (per night) *	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD)

7. Scroll down to enter the **Room Rate (per night)** and **Room Tax (per night)** for each night.

Note that you can use the **Tax 2** and **Tax 3** fields to enter additional tax amounts.

8. Click **Save Itemization**.



New Itemization

Expense Type \*  
Hotel

Entry Type: Recurring Itemization

06/11/2018 - 06/14/2018 (Nights: 3)

Your hotel room rate was:

The Same Every Night  Not the Same

Date	Room Rate *	Room Tax	Tax 2	Tax 3
06/11/2018	<input type="text" value="138.00"/>	<input type="text" value="13.90"/>	<input type="text"/>	<input type="text"/>
06/12/2018	<input type="text" value="139.00"/>	<input type="text" value="13.90"/>	<input type="text"/>	<input type="text"/>
06/13/2018	<input type="text" value="140.00"/>	<input type="text" value="14.90"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD)

9. Click **Create Itemization** to continue itemizing your hotel expenses until the remaining amount is \$0.

After you finish itemizing all of your charges, and the remaining amount is \$0.00, a green checkmark displays showing that you have successfully cleared all alerts for this expense.

10. Click **Save Expense**.

11. Click **Submit Report** to submit your expense report for approval.

