

Hotel Itemization

These instructions cover how to add and itemize a lodging (hotel) expense on a Travel Expense Report.

Please refer to the following Quick Guides for more detailed information on adding other expenses:

- [Personal Mileage \(UI Upgrade\)](#)
- [Actual Per Day Meal Expense \(UI Upgrade\)](#)

Click on any of the links below to skip ahead to that section.

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 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

How to Add a Lodging Expense

Step 1: Select **Expense** tab at the top of the homepage.

CONCUR Requests **Expense** Administration -

CALIFORNIA STATE UNIVERSITY
FULLERTON

+ Start a Request + Start a Report

COMPANY NOTES

Procurement Card Billing Cycle Dates
The Procurement Card Billing Cycle Dates:

- September 2017: 8/26/2017 - 9/25/2017
- October 2017: 9/26/2017 - 10/25/2017
- November 2017: 10/26/2017 - 11/27/2017

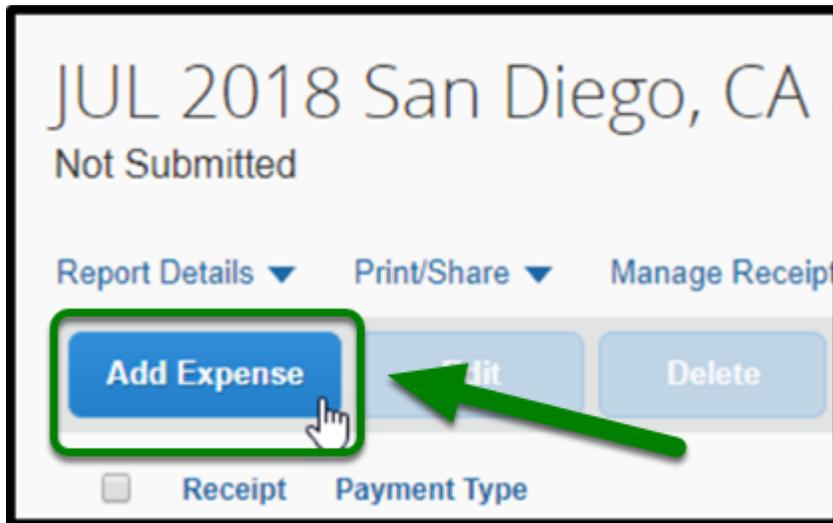
Any questions about the billing cycle dates can be emailed to ebusiness@fullerton.edu.

Step 2: Then, click on the Report that has not been submitted yet.

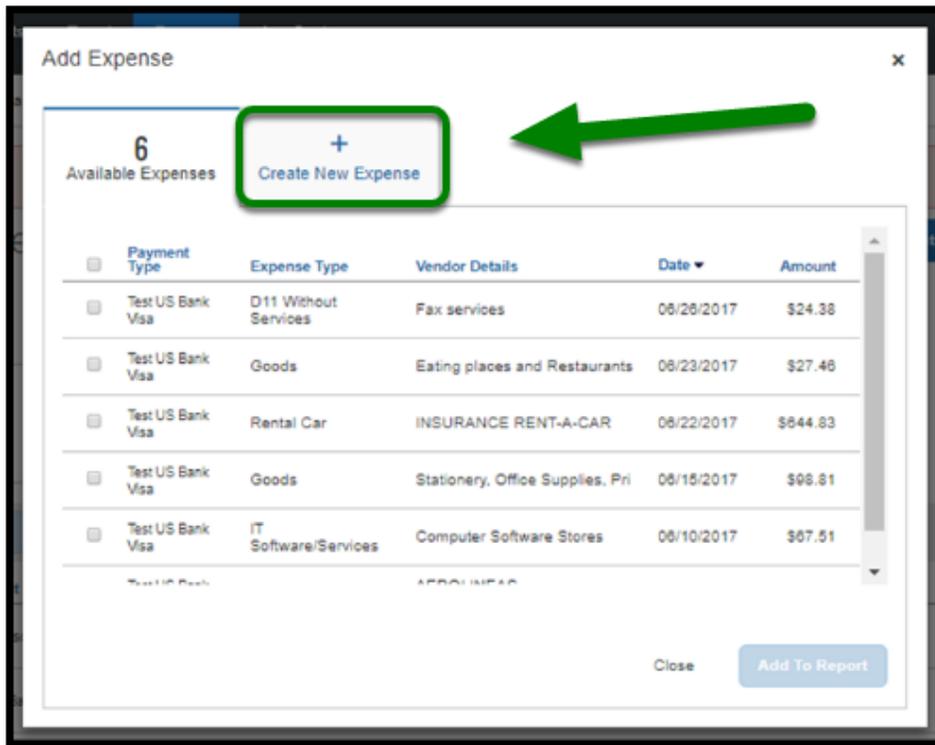
Create New Report

STATUS	DATE	REPORT TITLE	AMOUNT	STATUS
+		JUN 2017 P-Card	\$127.28	JUN
		Sent Back to User Ferris Bueller		Sent Ferris
SUBMITTED	07/25/2018	Card Travel JUL 2018	\$12.62	
NOT SUBMITTED	07/25/2018	⚠ JUL 2018 San Diego, CA	\$32.16	

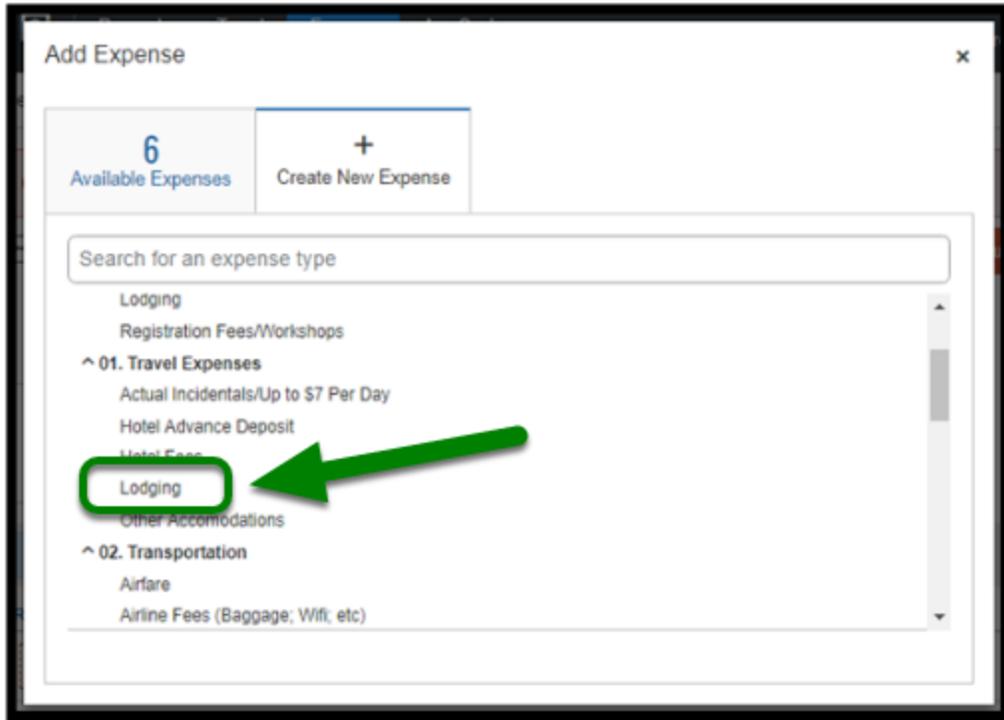
Step 3: Click on the **Add Expense** button, on the left hand side, and from there a window will pop-up listing your available expenses and the option to create a new expense.



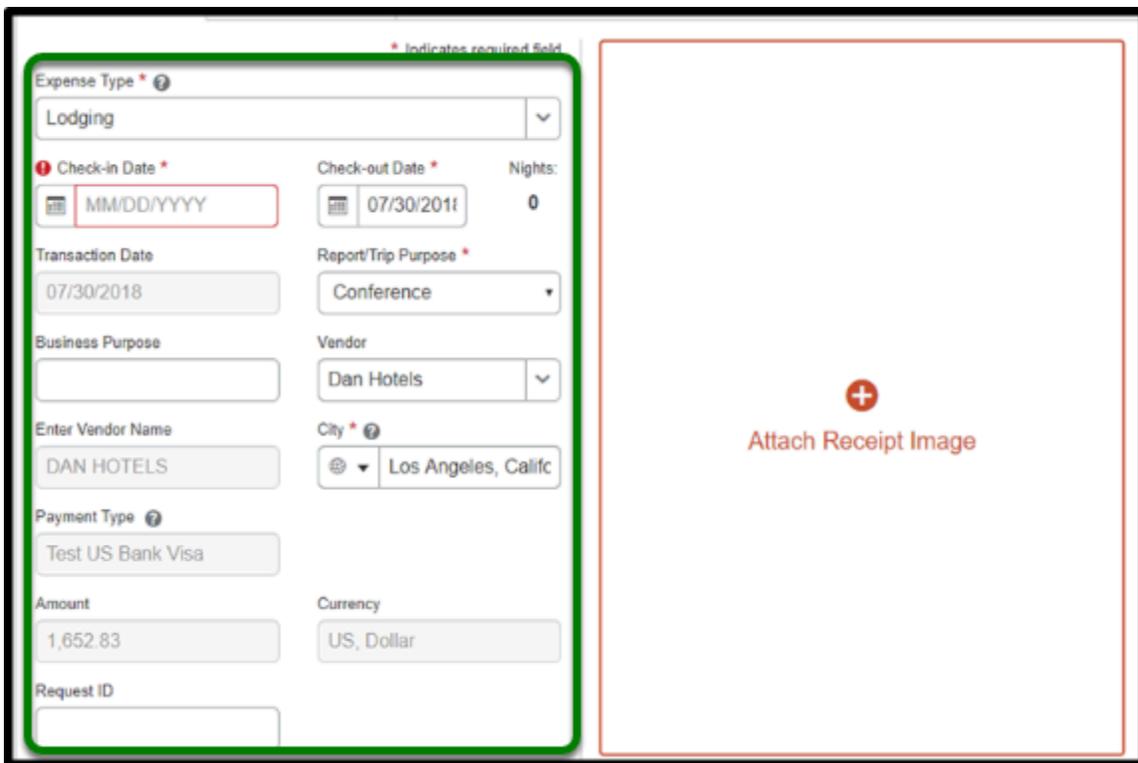
Step 4: Click on **Create New Expense** tab to create a new expense on your Expense Report (if you have not already created one).



Step 5: Under the **Travel Expenses** section, select **Lodging**.



Step 6: Once you have added **Lodging** as a new expense, fill out the required (as noted by the red asterisks*) and appropriate fields.



Step 7: To add your Lodging Receipt image, click on **Attach Receipt Image**.

* Indicates required field

Expense Type * ?
 Lodging

Check-in Date * ? MM/DD/YYYY ? 07/30/2018 ? Nights: 0

Check-out Date * ? 07/30/2018

Transaction Date 07/30/2018

Report/Trip Purpose * Conference

Business Purpose

Vendor Dan Hotels

Enter Vendor Name DAN HOTELS

City * ? Los Angeles, Calif

Payment Type ? Test US Bank Visa

Amount 1,652.83

Currency US, Dollar

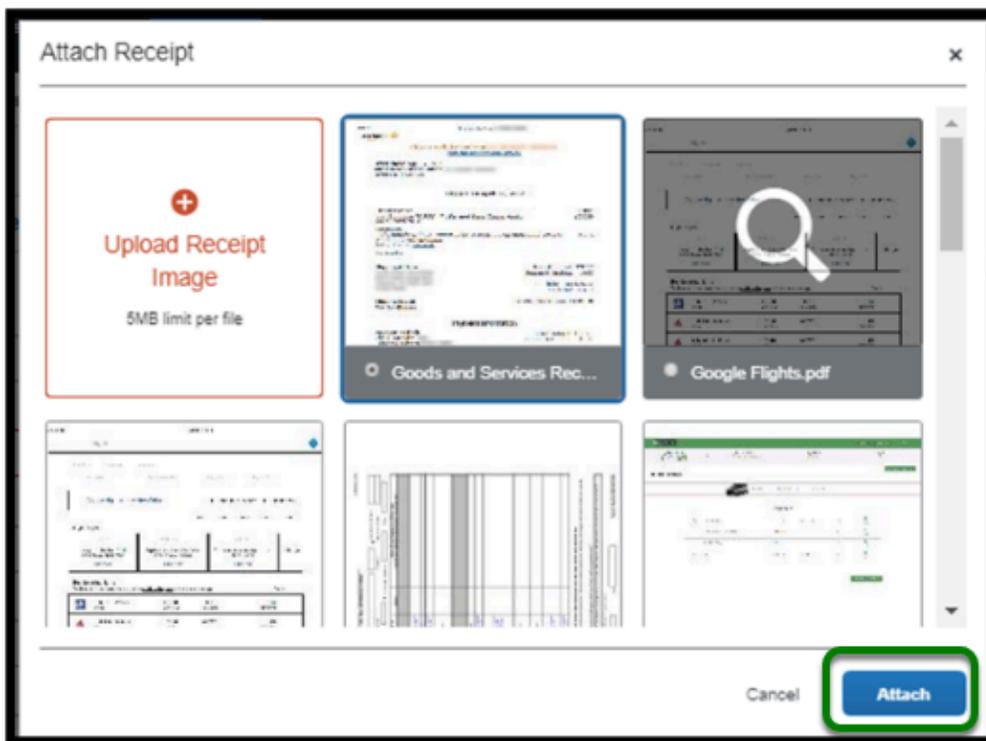
Request ID

+

Attach Receipt Image

Step 8: You will be able to upload a new receipt image or select a receipt from your available receipts.

Click on **Attach** once you select your receipt.

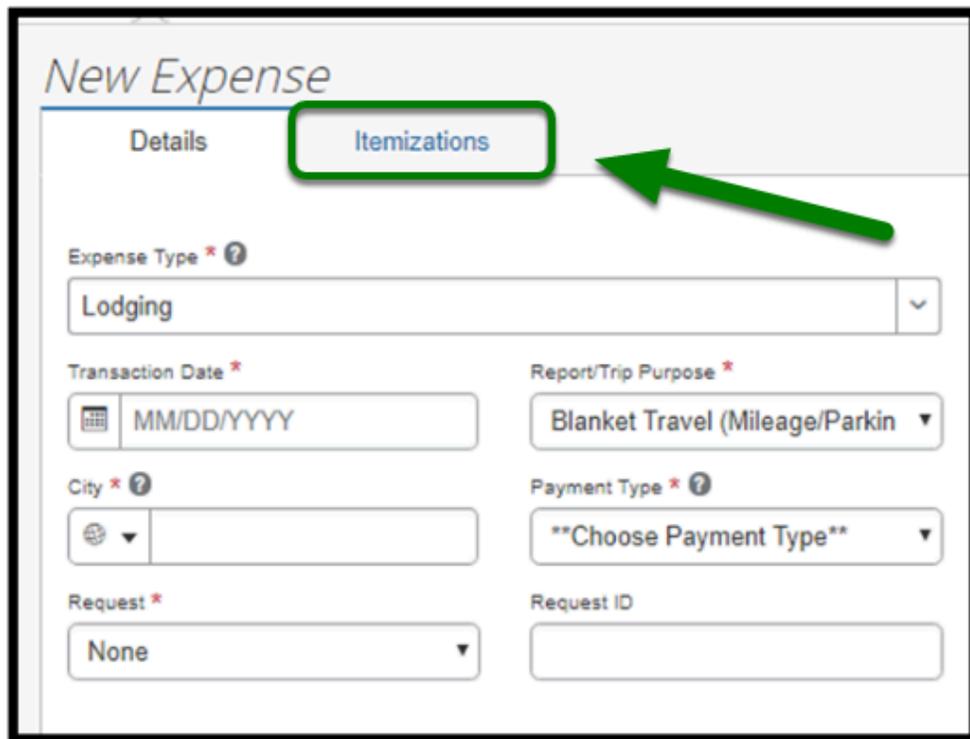


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How to Itemize a Lodging Expense

💡 You will need to itemize your nightly rate based on your stay at the hotel.

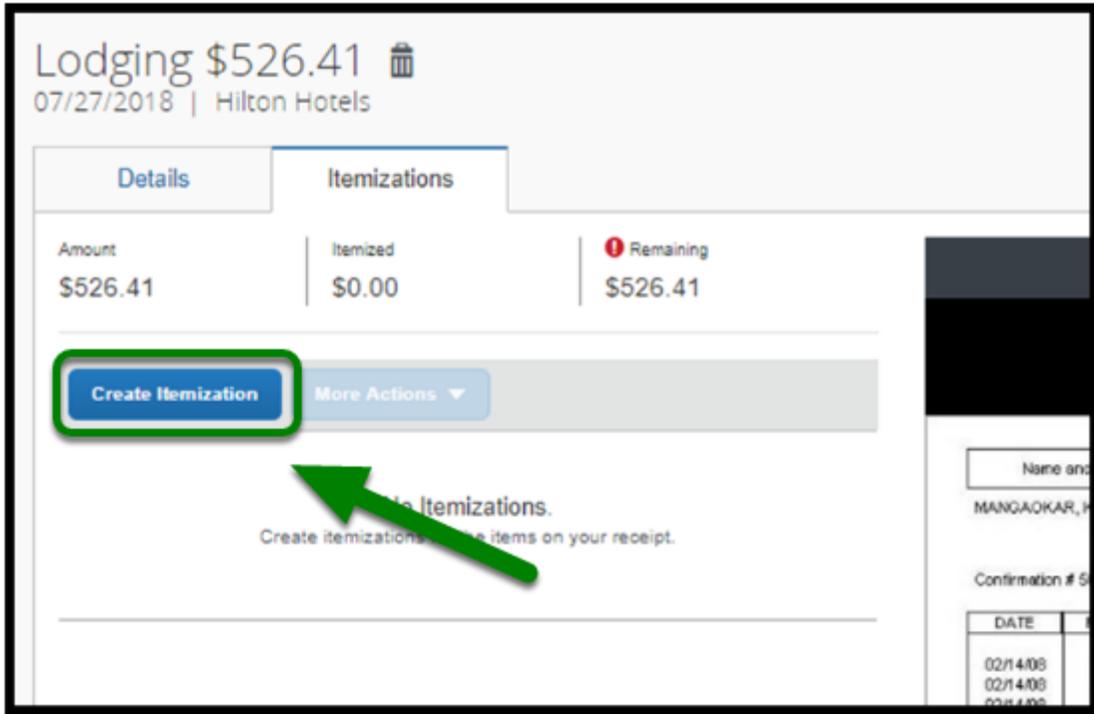
Step 1: Select the **Itemizations** tab.



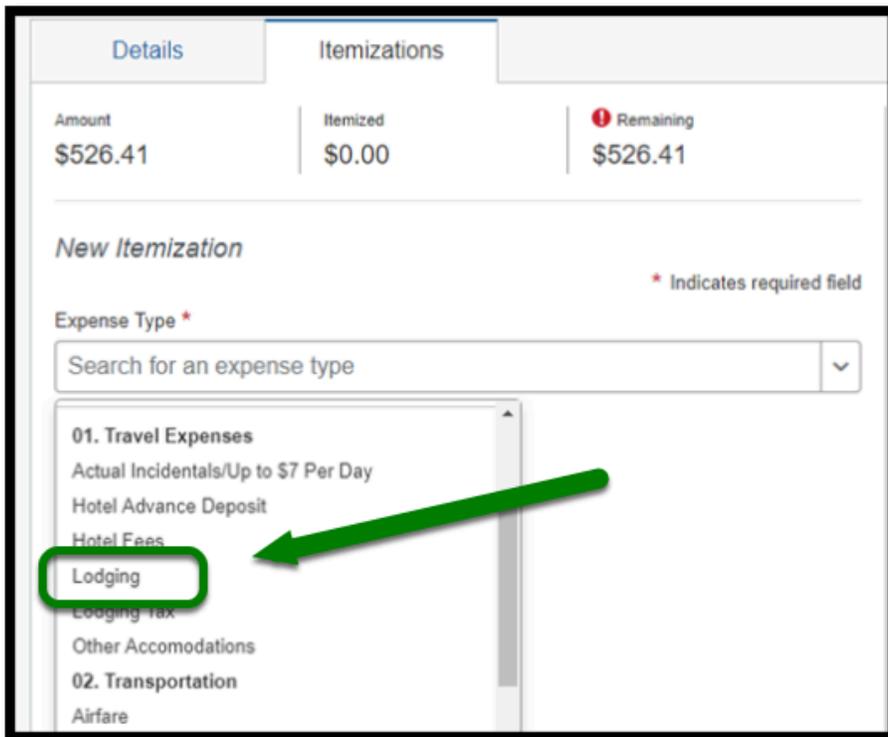
The screenshot shows the 'New Expense' form with two tabs: 'Details' and 'Itemizations'. The 'Itemizations' tab is highlighted with a green box and a green arrow pointing to it. Below the tabs, the form contains several fields:

- Expense Type * ⓘ: Lodging
- Transaction Date * : MM/DD/YYYY
- Report/Trip Purpose * : Blanket Travel (Mileage/Parkin)
- City * ⓘ: [Empty]
- Payment Type * ⓘ: **Choose Payment Type**
- Request * : None
- Request ID: [Empty]

Step 2: From there, select the **Create Itemization** button.

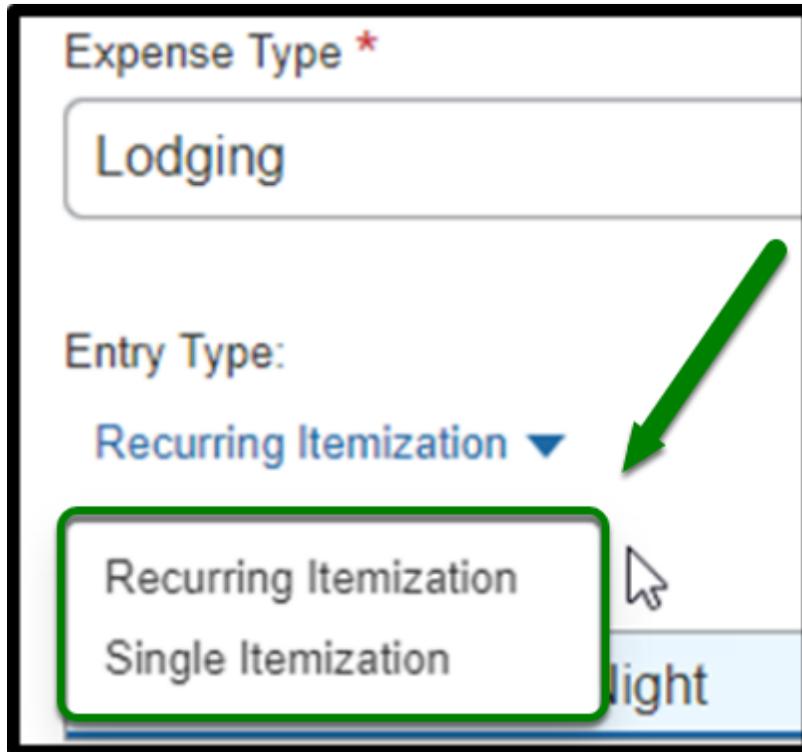


Step 3: Select **Lodging** under the Travel Expenses, expense type.



Step 4: Once you have selected the Lodging expense type, you will then define the **Entry Type**.

Depending on your expenses, please select the appropriate Entry Type.



Expense Type *

Lodging

Entry Type:

Recurring Itemization ▼

Recurring Itemization

Single Itemization

ight

[back to top](#)

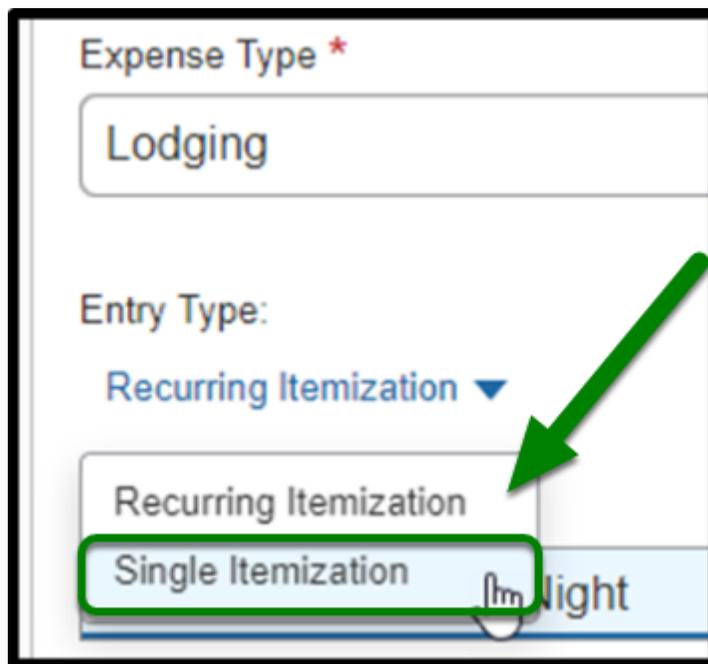
 **Single Itemization:** Used to define one-time charges, or to enter a missed itemization from a hotel stay that was automatically itemized on behalf of your e-receipt information.

Example: Deposit Amounts

Recurring Itemization: Used to define nightly rates, fees, taxes.

Single Itemization Entry Type

Step 1: On the Entry Type drop down, select **Single Itemization**.



Expense Type *

Lodging

Entry Type:

Recurring Itemization ▾

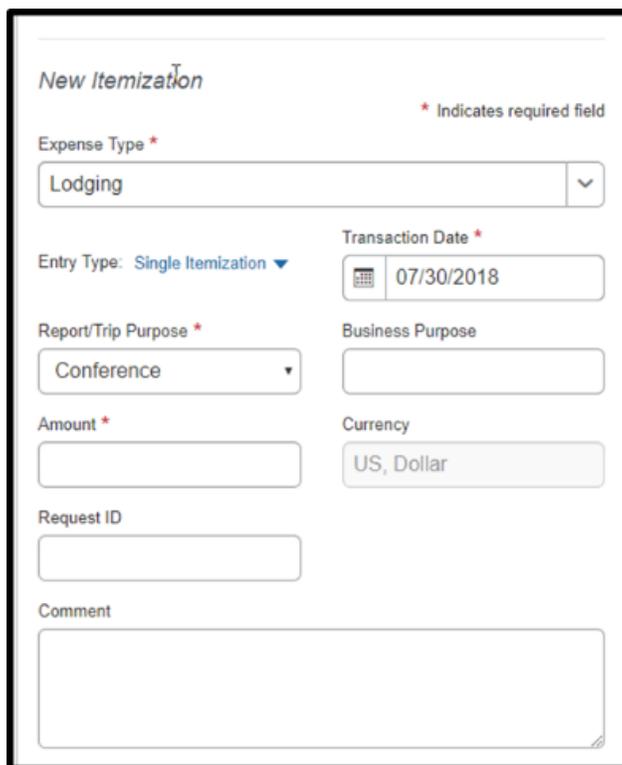
Recurring Itemization

Single Itemization

1m Night

A green arrow points to the 'Single Itemization' option, which is highlighted with a green box.

Step 2: Fill out all the required fields (indicated by the red asterisks *) and appropriate fields.



New Itemization

* Indicates required field

Expense Type *
Lodging ▾

Entry Type: Single Itemization ▾

Transaction Date *
07/30/2018

Report/Trip Purpose *
Conference ▾

Business Purpose

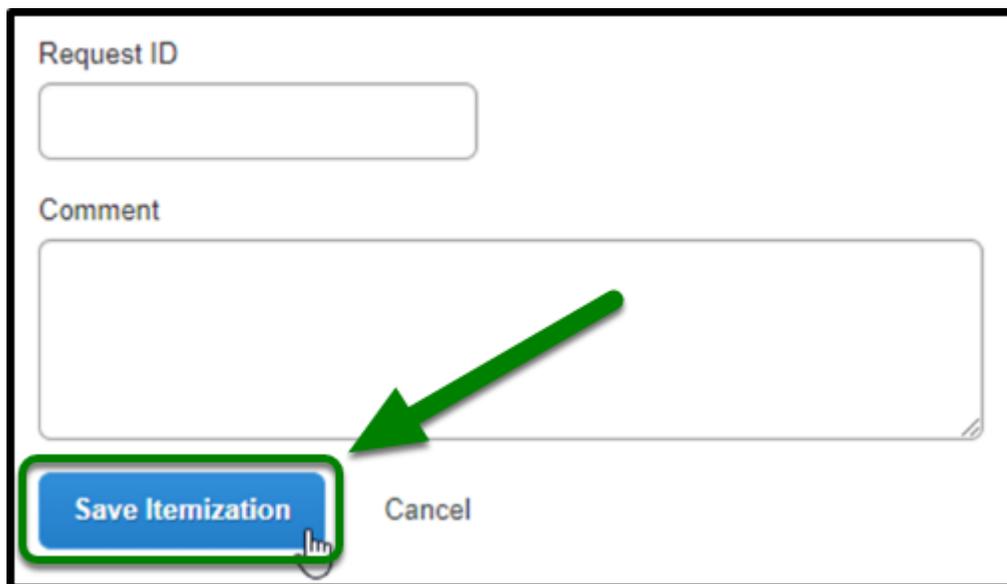
Amount *
[Empty field]

Currency
US, Dollar

Request ID
[Empty field]

Comment
[Empty text area]

Step 3: Select the **Save Itemization** button.

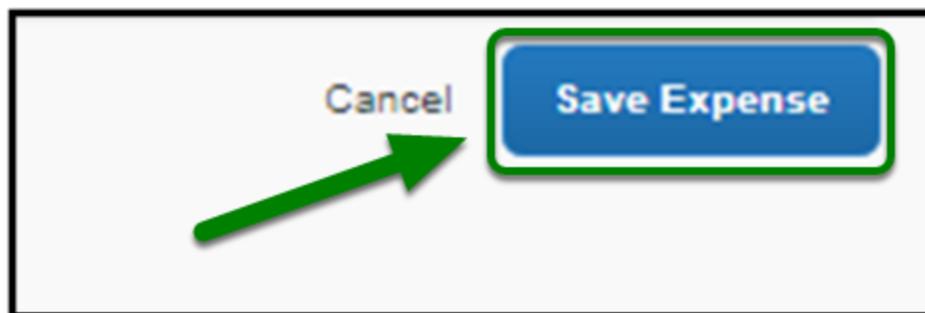


Request ID

Comment

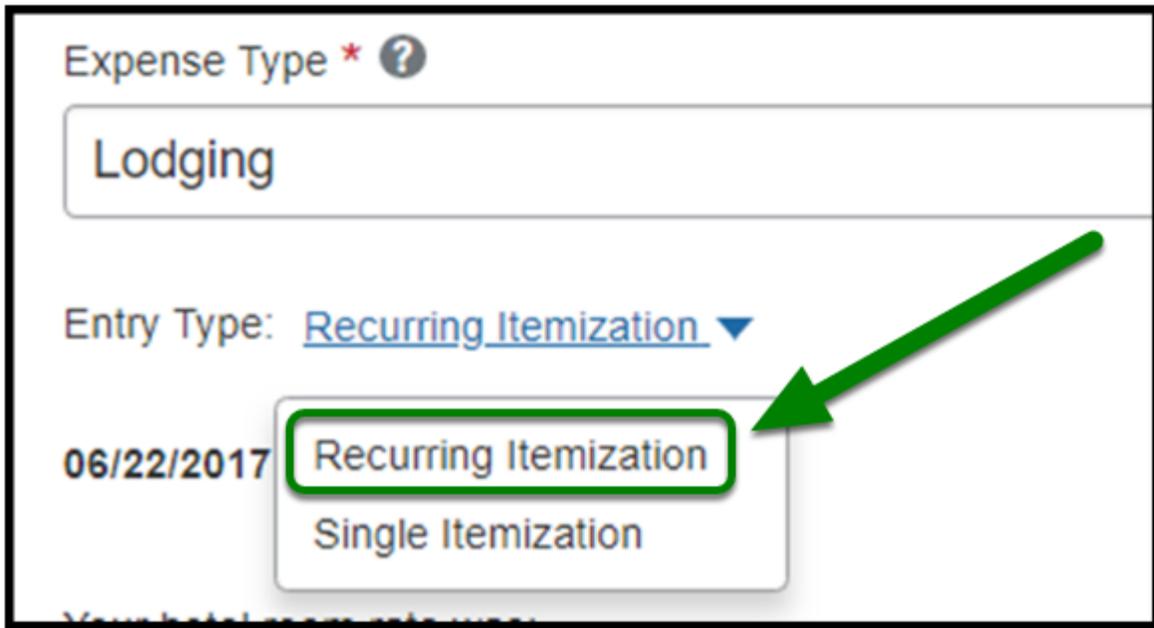
Save Itemization Cancel

Step 4: Select the **Save Expense** button.



Recurring Itemization Entry Type

Step 1: On the Entry Type drop down, select **Recurring Itemization**.



Expense Type * ?

Lodging

Entry Type: [Recurring Itemization](#) ▼

06/22/2017

Recurring Itemization

Single Itemization

Step 2: If your hotel room rate was the same per night, click **The Same Every Night**.

Enter in your room rate and room taxes per night, and then click the **Save Itemization** button.

 When itemizing a resort fee, please add it to the Room Tax section.

Entry Type: Recurring Itemization ▼

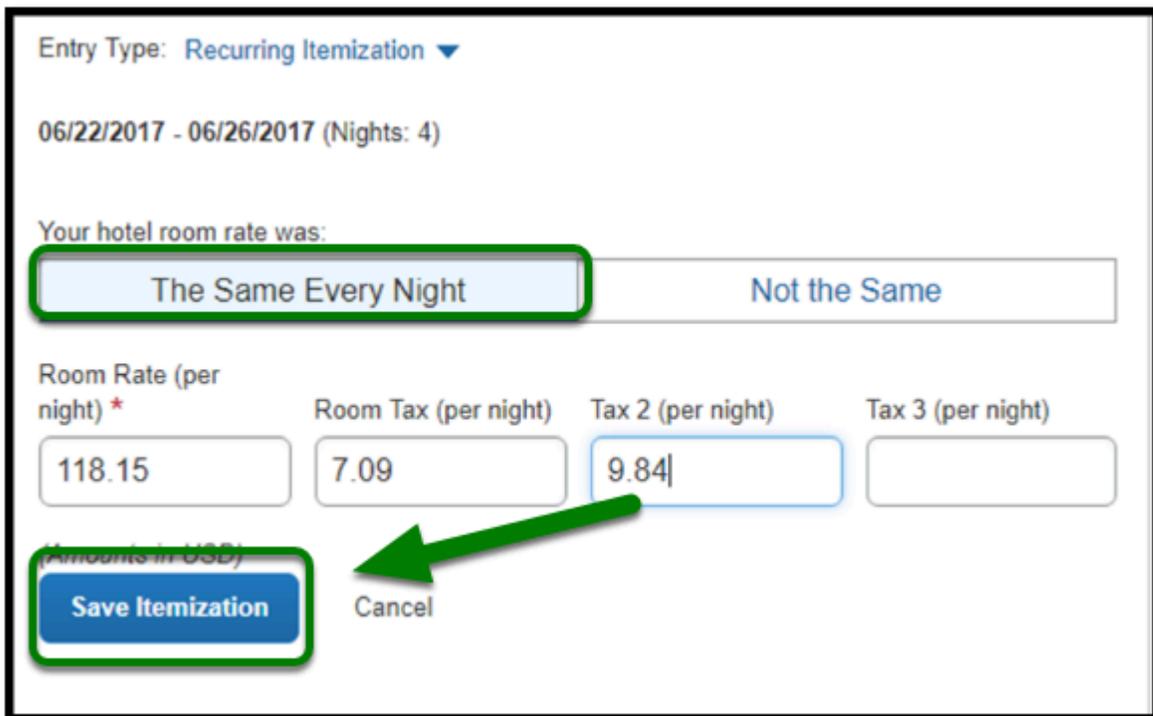
06/22/2017 - 06/26/2017 (Nights: 4)

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" value="118.15"/>	<input type="text" value="7.09"/>	<input type="text" value="9.84"/>	<input type="text"/>

Amounts in USD



Step 3: If your room rate was not the same per night, click **Not the Same**. Enter in your room rate and taxes for each night according to the date.

Once all the rates have been added, click the **Save Itemization** button.

 When itemizing a resort fee, please add it to the Room Tax section.

 If your receipt has already been attached, you will be able to easily view your nightly rates.

New Itemization

Expense Type *

Entry Type: Recurring Itemization ▼

06/22/2017 - 06/26/2017 (Nights: 4)

Your hotel room rate was:

Date	Room Rate *	Room Tax	Tax 2	Tax 3
06/22/2017	118.15	7.09	7.09	
06/23/2017	160.65	9.64	9.64	
06/24/2017	177.67	10.66	10.66	
06/25/2017	152.15	9.13	9.13	

Residence Inn[®] Marriott

Residence Inn by Marriott
Tysons Corner

F. Laverde Room: 1112
Room Type: STD0
Number of Guests:
Rate: \$152.15

Arrive: 11Feb18 Time: 04:40PM Depart: 16Feb18 Time:

Date	Description	Charges
11Feb18	Room Charge	118.15
11Feb18	State Occupancy Tax	7.09
11Feb18	County Tax	7.09
12Feb18	Room Charge	160.65
12Feb18	State Occupancy Tax	9.64
12Feb18	County Tax	9.64
13Feb18	Room Charge	177.65
13Feb18	State Occupancy Tax	10.66
13Feb18	County Tax	10.66
14Feb18	Room Charge	177.65
14Feb18	State Occupancy Tax	10.66
14Feb18	County Tax	10.66
15Feb18	Room Charge	152.15
15Feb18	State Occupancy Tax	9.13
15Feb18	County Tax	9.13
16Feb18	Visa	

Card #: VXXXXXXXXXXXXXXXXXXXX704000X
 Amount: 880.81 Auth: 025189 Signature on File
 This card was electronically swiped on 11Feb18

Balance: 0.00

As a Rewards Member, you could have earned points toward your free dream vacation today. Start ear-
 staking, plus enjoy exclusive member offers. Enroll today at the front desk.

Step 4: After you have saved your Itemizations, the page will refresh and you will see each night's stay itemized by the **Date, Expense Type, and Amount**.

Lodging \$899.46 Cancel

06/26/2017 | SWISSOTEL | Corporate Card

Amount: \$899.46 Itemized: \$681.66 Remaining: \$217.80

Date	Expense Type	Amount
06/22/2017	Lodging	\$118.15
06/22/2017	Lodging Tax	\$14.18
06/23/2017	Lodging Tax	\$19.28
06/23/2017	Lodging	\$160.65
06/24/2017	Lodging Tax	\$21.32
06/24/2017	Lodging	\$177.67
06/25/2017	Lodging	\$152.15
06/25/2017	Lodging Tax	\$18.26

Residence Inn[®] Marriott

Residence Inn by Marriott
SWISSotel Center One
Herndon VA 20186

F. Laverde Room: 1112
Room Type: STD0
Number of Guests: 1
Rate: \$152.15

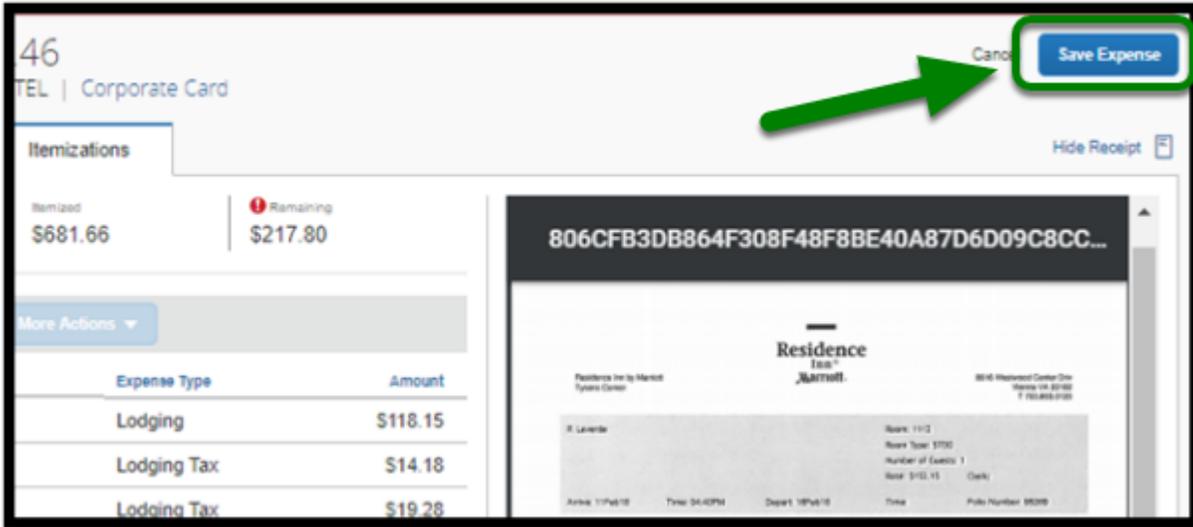
Arrive: 11Feb18 Time: 04:40PM Depart: 16Feb18 Time: Pub/Number: 9508

Date	Description	Charges	Credits
11Feb18	Room Charge	118.15	
11Feb18	State Occupancy Tax	7.09	
11Feb18	County Tax	7.09	
12Feb18	Room Charge	160.65	
12Feb18	State Occupancy Tax	9.64	
12Feb18	County Tax	9.64	
13Feb18	Room Charge	177.65	
13Feb18	State Occupancy Tax	10.66	
13Feb18	County Tax	10.66	
14Feb18	Room Charge	177.65	
14Feb18	State Occupancy Tax	10.66	
14Feb18	County Tax	10.66	
15Feb18	Room Charge	152.15	
15Feb18	State Occupancy Tax	9.13	
15Feb18	County Tax	9.13	
16Feb18	Visa		

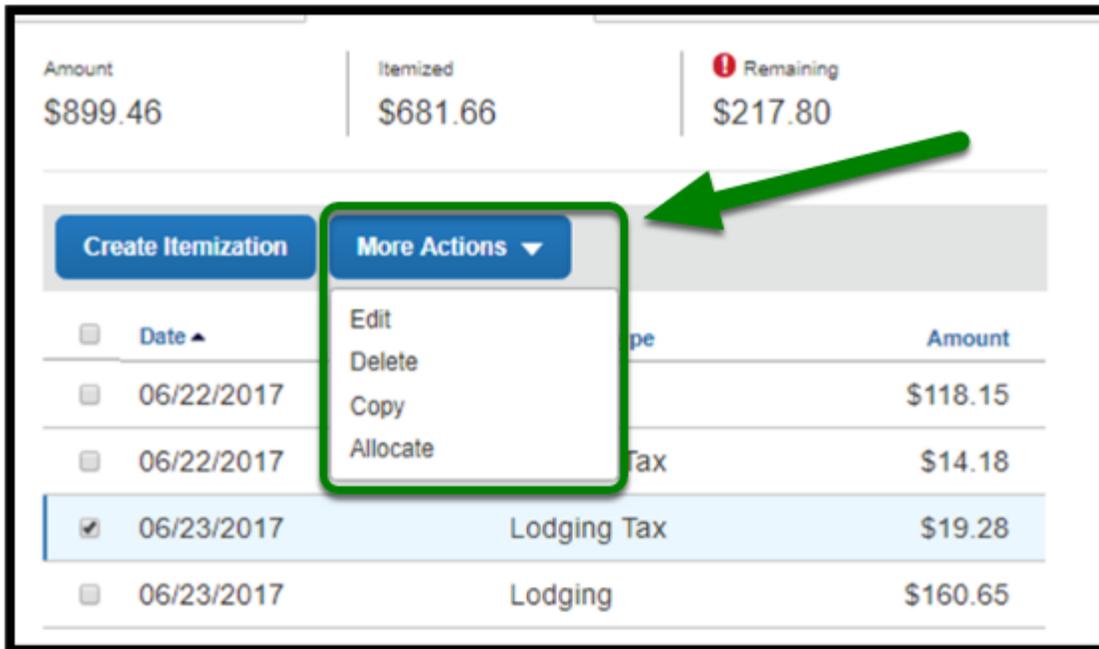
Card #: VXXXXXXXXXXXXXXXXXXXX704000X
 Amount: 880.81 Auth: 025189 Signature on File
 This card was electronically swiped on 11Feb18

Balance: 0.00

Step 5: If you have completed adding in all the expenses from your trip, click the **Save Expense** button in the top right-hand corner.



Step 6: By clicking on the **More Actions** button you can either **Edit, Delete, Copy,** or **Allocate** an Expense.

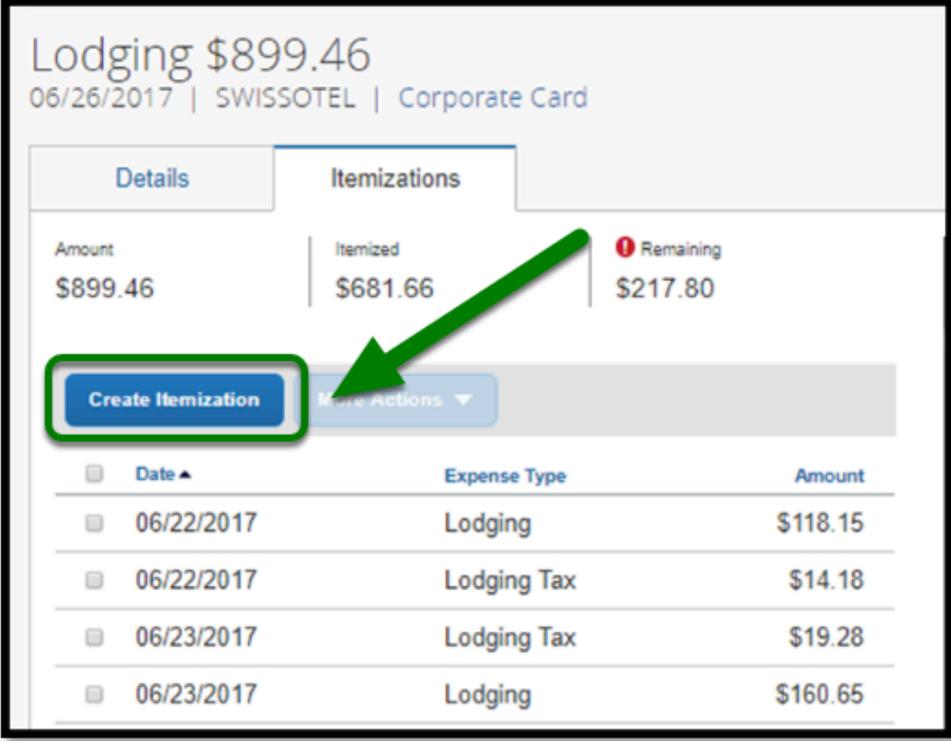


💡 If you need to allocate an expense, refer to the [Allocating Expenses Travel Expense Instructions](#) for more information.

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How to Add Additional Itemizations for a Lodging Expense

Step 1: If there are one time charges that did not get created in the previous steps, add in the additional charges by clicking on the **Create Itemization** button.



Lodging \$899.46
06/26/2017 | SWISSOTEL | Corporate Card

Details | Itemizations

Amount: \$899.46 | Itemized: \$681.66 | Remaining: \$217.80

Create Itemization | More Actions

Date	Expense Type	Amount
06/22/2017	Lodging	\$118.15
06/22/2017	Lodging Tax	\$14.18
06/23/2017	Lodging Tax	\$19.28
06/23/2017	Lodging	\$160.65

Step 2: From there, choose your expense type by clicking on the **Expense Type** drop down.

New Itemization

* Indicates required field

Expense Type *

Search for an expense type

Recently Used

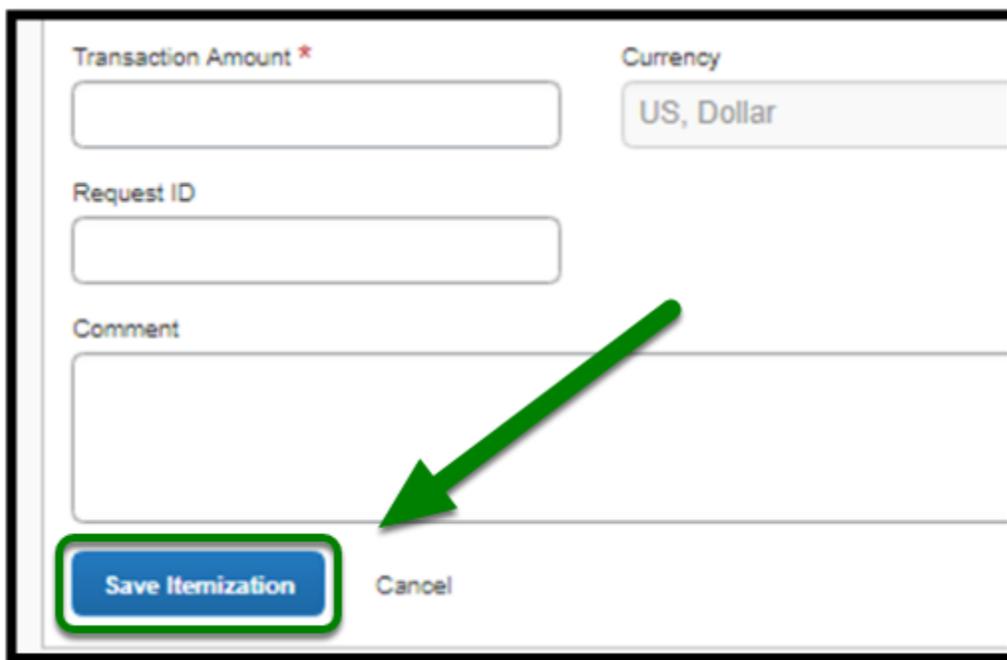
- Lodging
- Adjustment
- Hotel Fees
- Registration Fees/Workshops
- Business Meals with an Official University Guest

01. Travel Expenses

- Actual Incidentals/Up to \$7 Per Day
- Hotel Advance Deposit
- Hotel Fees

Step 3: Be sure to click on the **Save Itemization** button after itemizing each expense.

💡 If you need to allocate an expense, refer to the [Allocating Expenses Travel Expense Instructions](#) for more information.



Transaction Amount *

Currency

US, Dollar

Request ID

Comment

Save Itemization Cancel

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Travel Expense Report Checklist

 If you would like to use a checklist, click on the [Travel Expense Report Checklist](#).

Need more help?

 Contact Concur Support at concur@fullerton.edu or at 657-278-3600.