

SAP Concur 

ITEMIZE HOTEL BILL





1. When adding the hotel bill to the expense report, you must itemize the nightly charges. You will do this by selecting the **Itemize** button within the expense type.

Expense: **Nightly Lodging Expenses** Available Receipts

Expense Type: Hotel
Transaction Date: 07/02/2018
Business Purpose:
Vendor: South Seas Resorts
Enter Vendor Name: SOUTH SEAS RESORTS
City of Purchase: Seattle, Washington
Payment Type: *AL-VISA
Amount: 468.26 USD
Comment:
Request: 06/28/2018, \$600.00 - Seattle

Attendees: 1 | Attendee Total: \$468.26 | Remaining: \$0.00

Itemize Allocate Attach Receipt Cancel

2. Enter the **Check-in Date**. The Check-out Date will default to the transaction date on the expense tab, which should also default from the bank transaction that imported into Concur. The number of nights will automatically calculate.

Expense: **Nightly Lodging Expenses** Available Receipts

Check-in Date:
Check-out Date: 07/02/2018
Number of Nights:
Recurring Charges (each night)
Room Rate:
Room Tax:
Other Room Tax 1:
Other Room Tax 2:
 Room rate and taxes will be shown as separate expenses
Additional Charges (each night)
Expense Type: Choose an expense type
Amount:
Save Itemizations Cancel



3. Enter the **Room Rate** and **Room Tax** amount for each night. **Note: These amounts should be per night amounts.** If nightly amounts differ, choose one of the rates and you will be able to adjust the others later in the job aid.
4. If you need to add Hotel Parking or another recurring charge, you may select that from the Expense Type drop down. **Note: These amounts should be per night amounts.**

The screenshot displays the 'Nightly Lodging Expenses' form. The top section includes fields for 'Check-in Date', 'Check-out Date', and 'Number of Nights'. Below this is the 'Recurring Charges (each night)' section, which contains fields for 'Room Rate', 'Room Tax', 'Other Room Tax 1', and 'Other Room Tax 2'. There is also a checkbox for 'Room rate and taxes will be shown as separate expenses'. The 'Additional Charges (each night)' section features a dropdown menu for 'Expense Type' and an 'Amount' field. A sidebar on the left lists expense categories: '01. Hotel Expenses' (Hotel, Hotel Tax, Parking - Hotel, Agency Booking Fees, Airfare, Airline Fees, Baggage Fees) and '02. Transportation'. The 'Parking - Hotel' option is highlighted with a red box. The main form area shows a summary: 'Total Amount: \$468.26 | Itemized: \$468.26 | Remaining: \$0.00'. The 'Check-in Date' is 06/28/2018, 'Check-out Date' is 07/02/2018, and 'Number of Nights' is 4. The 'Recurring Charges' section shows 'Room Rate' as 99.00 and 'Room Tax' as 15.00. The 'Additional Charges' section has 'Expense Type' set to 'Parking - Hotel'. At the bottom right, there are 'Save Itemizations' and 'Cancel' buttons.

5. Once you have entered all recurring charges, select **Save Itemizations**.



6. If you have not itemized all hotel charges, you will have the option to select an expense type to classify the remaining amount. You will be able to add as many expense types as necessary.

The screenshot shows a 'New Itemization' form. At the top right, there is a link for 'Available Receipts'. Below it, a summary bar displays 'Total Amount: \$468.26 | Itemized: \$456.00 | Remaining: \$12.26', with the remaining amount highlighted in a red box. The main section is titled 'Expense Type' and contains a dropdown menu with the text 'Choose an expense type'. At the bottom right, there are 'Save' and 'Cancel' buttons.

7. If you are claiming CONUS rate and inadvertently charged something to your hotel bill, such as a meal, you will need to be sure the expense is marked as **Personal Expense**.

The screenshot shows an 'Itemization' form. The summary bar at the top right shows 'Total Amount: \$468.26 | Itemized: \$463.00 | Remaining: \$5.26'. The form contains several fields: 'Expense Type' (Dinner), 'Transaction Date' (07/02/2018), 'Business Purpose' (empty), 'Enter Vendor Name' (SOUTH SEAS RESORTS), 'City of Purchase' (Seattle, Washington), 'Payment Type' (*AL-VISA), 'Amount' (12.26 USD), and 'Personal Expense (do not reimburse)' (checked and highlighted in a red box). There is also a 'Comment' field. At the bottom right, there are 'Save' and 'Cancel' buttons.

8. Click **Save**.

9. The itemization should be displayed on the left of the screen with all other expenses claimed.



10. If the nightly room rate differs from night to night, you can edit the rates from this screen.

| <input type="checkbox"/> | Date ▼ | Expense Type | Amount | Requested |
|--------------------------|--------------|---------------------------------------|---------------------|------------------------|
| Adding New Expense | | | | |
| <input type="checkbox"/> | 07/02/2018 | M&IE Rate Seattle, Washington | \$55.50 | \$55.50 |
| <input type="checkbox"/> | ▼ 07/02/2018 | Hotel SOUTH SEAS RESORTS, Seattle, | \$468.26 | \$456.00 |
| <input type="checkbox"/> | 06/28/2018 | Hotel | \$99.00 | \$99.00 |
| <input type="checkbox"/> | 06/28/2018 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 06/29/2018 | Hotel | \$99.00 | \$99.00 |
| <input type="checkbox"/> | 06/29/2018 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 06/30/2018 | Hotel | \$99.00 | \$99.00 |
| <input type="checkbox"/> | 06/30/2018 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 07/01/2018 | Hotel | \$99.00 | \$99.00 |
| <input type="checkbox"/> | 07/01/2018 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 07/02/2018 | Dinner | \$12.26 | \$0.00 |
| | | | TOTAL AMOUNT | TOTAL REQUESTED |
| | | | \$1,801.26 | \$1,789.00 |

11. To edit the rate, click in the specific line and the itemization will be available for edit on the right of the screen.

| <input type="checkbox"/> | Date ▼ | Expense Type | Amount | Requested |
|-------------------------------------|--------------|---|------------|------------|
| <input type="checkbox"/> | 07/02/2018 | Airfare Delta Air Lines, Montgomery, Alab; | \$1,000.00 | \$1,000.00 |
| <input type="checkbox"/> | 07/02/2018 | M&IE Rate Seattle, Washington | \$55.50 | \$55.50 |
| <input type="checkbox"/> | ▼ 07/02/2018 | Hotel SOUTH SEAS RESORTS, Seattle, | \$468.26 | \$507.00 |
| <input type="checkbox"/> | 06/28/2018 | Hotel | \$99.00 | \$99.00 |
| <input type="checkbox"/> | 06/28/2018 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 06/29/2018 | Hotel | | |
| <input type="checkbox"/> | 06/29/2018 | Hotel Tax | | |
| <input type="checkbox"/> | 06/30/2018 | Hotel | | |
| <input type="checkbox"/> | 06/30/2018 | Hotel Tax | | |
| <input checked="" type="checkbox"/> | 07/01/2018 | Hotel | | |
| <input type="checkbox"/> | 07/01/2018 | Hotel Tax | | |
| <input type="checkbox"/> | 07/02/2018 | Dinner | | |

Itemization

Total Amount: \$468.26 | Itemized: \$519.26 | Remaining: \$-51.00

| | | |
|--------------------------------|--|------------------|
| Expense Type | Transaction Date | Business Purpose |
| Hotel | 07/01/2018 | |
| Vendor | City of Purchase | Payment Type |
| South Seas Resorts | Seattle, Washington | *AL-VISA |
| Amount | <input type="checkbox"/> Personal Expense (do not reimburse) | Comment |
| \$99.00 USD | | |
| Request | | |
| 06/28/2018, \$600.00 - Seattle | | |

Save Allocate Cancel

12. Once you have finished making changes, click **Save**.