

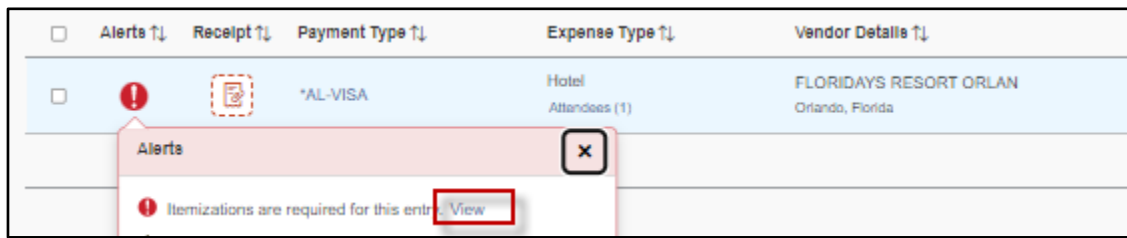
SAP Concur 

ITEMIZE HOTEL BILL





When keying a hotel reimbursement, a red alert will be visible until the expense is itemized. Either select the “View” hyperlink next to the alert or click in the expense line in order to open the expense for more details.



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.

Hotel \$1,012.50

02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

Details | Itemizations

Attendees (1)

* Required field

Expense Type *
Hotel

Check-in Date * 08/01/2022 | Check-out Date * 08/05/2022 | Nights: 4

Transaction Date: 02/20/2020 | Business Purpose:

Vendor: FLORIDAYS RESORT ORLAN | Enter Vendor Name: FLORIDAYS RESORT ORLAN

City of Purchase * Orlando, Florida | Payment Type: *AL-VISA

Amount: 1,012.50 | Currency: US, Dollar

Request * 03/12/2022, \$1,000.00 - Charlotte...

Comment

Save Expense | Cancel



Next, click the **Itemizations** tab and the **Create Itemization** button.

Amount	Itemized	Remaining
\$1,012.50	\$0.00	\$1,012.50

Create Itemization More Actions ▾

No Itemizations.
Create itemizations for the items on your receipt.

Select the Expense Type associated with the charge on the hotel bill.

Details **Itemizations**

Amount	Itemized	Remaining
\$1,012.50	\$0.00	\$1,012.50

New Itemization
Expense Type *

Hotel ▾

Recently Used

- Hotel**
- Transit Costs
- Rental Car
- Airfare



If the room rate and tax rates are the same each night, select **The Same Every Night**. If they differ each night, select **Not the Same**. Enter the **Room Rate** and **Room Tax(s)** amount for each night. **Note: These amounts should be per night amounts.** After entering the nightly amounts, select **Save Itemization**.

The Same Every Night

Details	Itemizations		
Amount \$1,012.50	Itemized \$0.00	Remaining \$1,012.50	
New Itemization			
Expense Type * Hotel			
Entry Type: Recurring Itemization 08/01/2022 - 08/05/2022 (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)			
Save Itemization		Cancel	

Not the Same

New Itemization				
Expense Type * Hotel				
Entry Type: Recurring Itemization 08/01/2022 - 08/05/2022 (Nights: 4)				
Your hotel room rate was:				
The Same Every Night		Not the Same		
Date	Room Rate	Room Tax	Tax 2	Tax 3
08/01/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/02/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/03/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/04/2022	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Amounts in USD)				
Save Itemization		Cancel		



If there are other amounts that need to be itemized, such as Hotel Parking, there will be a Remaining Amount visible. Select the **Create Itemization** button.

Amount	Itemized	Remaining
\$1,012.50	\$720.00	\$292.50

Create Itemization More Actions

Select the appropriate expense type from the available drop-down menu.

New Itemization

Expense Type *

Search for an expense type

- 01. Hotel Expenses
 - Hotel
 - Hotel Tax
 - Laundry
 - Parking - Hotel**

Enter the amount per the hotel bill. If the charge is the same each night, click the box next to **Recurring Every Night**.

New Itemization

Expense Type *

Parking - Hotel

Recurring Every Night

Transaction Date * 02/20/2020

Business Purpose

Vendor FLORIDAYS RESORT ORLAN

City of Purchase Orlando, Florida

Amount *

Currency US, Dollar

Personal Expense (do not reimburse)

Once you have entered the charges, select **Save Itemization**.



Repeat this process until all hotel charges are itemized.

Details	Itemizations	
Amount \$1,012.50	Itemized \$1,012.50	Remaining \$0.00
Create Itemization	More Actions ▾	

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**.

Details	Itemizations	
Amount \$1,012.50	Itemized \$920.00	Remaining \$92.50
New Itemization * Required field		
Expense Type * Miscellaneous ▾		
<input type="checkbox"/> Recurring Every Night	Transaction Date * 02/20/2020	
Business Purpose []	Enter Vendor Name FLORIDAYS RESORT ORLAN	
City of Purchase Orlando, Florida	Amount * 92.50	
	Currency US, Dollar	
<input checked="" type="checkbox"/> Personal Expense (do not reimburse)		
Comment []		
Save Itemization Cancel		

Click **Save Itemization**.



The itemizations will display by date, so they should reflect how charges are broken down per the hotel receipt.

Details		Itemizations	
Amount	\$1,012.50	Itemized	\$1,012.50
			<input checked="" type="checkbox"/> Remaining \$0.00
Create Itemization		More Actions ▾	
<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	02/16/2020	Hotel	\$200.00
<input type="checkbox"/>	02/16/2020	Hotel Tax	\$50.00
<input type="checkbox"/>	02/17/2020	Hotel	\$200.00
<input type="checkbox"/>	02/17/2020	Hotel Tax	\$50.00
<input type="checkbox"/>	02/18/2020	Hotel	\$200.00
<input type="checkbox"/>	02/18/2020	Hotel Tax	\$50.00
<input type="checkbox"/>	02/19/2020	Hotel	\$200.00
<input type="checkbox"/>	02/19/2020	Hotel Tax	\$50.00
<input type="checkbox"/>	02/20/2020	Parking - Hotel	\$12.50