

How to Itemize an Accommodations Expenses

This Quick Reference Guide demonstrates how to submit a traveler's hotel expenses.



Information



Concur system requirements for completing a Travel & Expense report for a hotel expense

- Hotel expenses must be classified as Expense Type Accommodations
- Nightly hotel charges and nightly expenses require itemization
- Itemization is required for lodging-related expenses and one off expenses such as room fees, taxes, parking, meals, valet, telephone charges, and internet access
 - ✓ The breakdown may consist of hotel charges/expenses and any additional acceptable business related expenses

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Exceptions Expense Date Accommodations 05/27/2	Amount Exception 014 \$7,660.30 C Hemications are require	d for this entry.			
Expenses	xpense Am ccommodations 37.60 OUR SEASONS HOTELS, Bosto Due required for this entry.	Ottel Coy View (ount Requested 6.30 \$7,665.30	Dipense Type Accommodations City of Purchase Bostion, New York	Recept Sto	

1	Select the available accommodations expense
2	Click the Itemize button on the lower right hand corner of the expense page

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3	System defaults to display the Nightly Lodging Expenses tab
4	Enter the Check in Date and Check out Date as displayed on the hotel invoice and
	nightly/reoccurring charges - Note: only indicate the nightly/reoccurring charge
	Important
	* Additional expenses such as meals or laundry will be entered on a different screen
5	In the above example the traveler has entered the nightly lodging rate and additional daily expenses for hotel parking and hotel internet access
6	Click Save Itemizations to proceed





7	Concur will total up the nightly expenses and display the remaining balance of the hotel invoice
	(if any) on the right hand side of the expense screen
8	Click on the Expense Type drop down to continue itemizing the Accommodations line item
	** Accounting for any non-reoccurring charges on the hotel bill



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New Itemization	49		😑 Total Amou	Rece unt: \$7,868.30 Itemized: \$7,550.00 Remaining:	ipt Store : \$318.30
Expense Type Laundry V Payment Type Diners CBCP V	Transaction Date 05/27/2014 Amount 38.00 × USD ×	Business Purpose	Enter Vendor Name FOUR SEASONS HOTELS e) Comment	City of Purchase Boston, New York	
New Itemization			0.1.11	Receip	It Store
Mer				nt: \$7,868.30 itemized: \$7,588.00 Remaining:	\$280.30
Expense Type Meals (breakfast/lunch/din 💙	Transaction Date 05/27/2014	Business Purpose	Enter Vendor Name FOUR SEASONS HOTELS	Meal Type Dinner	
City of Purchase Boston, New York	Payment Type Diners CBCP	Amount 200.00 USD	Personal Expense (do not reimburse)	Comment Meals taken in room throughout course of stay	
New Itemization	XEND		🖨 Total Amo	Receip unt: \$7,868.30 Itemized: \$7,788.00 Remaining	xt Store : \$80.30
Expense Type Hotel Phone/Fax	Transaction Date 05/27/2014	Business Purpose	Vendor Four Seasons	Enter Vendor Name FOUR SEASONS HOTELS	
City of Purchase Boston, New York	Payment Type Diners CBCP	Amount 80.30 USD	Personal Expense (do not reimburse)	Comment Conference Calls	
P		ى بەھىرى بەھىيىس			Cancel

Add additional Itemizations, clicking Save after each entry, until the remaining total of the line item has been accounted for

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1	00/17/2014	Accommodations	\$720.00	\$720.00	Acces	t Exception				
	05/17/2014	Hotel Parking	\$25.00	\$25.00	ACCOL	B Itemizations :	are required for thi	s entry.		
	05/17/2014	Hotel Internet Fees	\$10.00	\$10.00	O Nev Equ			-	et End -	-
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	05/26/2014	Hotel Internet Fees	\$10.00	\$10.00		reculture are required for the entry			Contractores Carl	
	05/27/2014	Laundry	\$38.00	\$38.00					C Installant	
	05/27/2014	Meals (breakfast/lunch/dinner)	\$200.00	\$200.00						-
	0								₹.	-
	05/27/2014	Hotel Phone/Fax	\$80.30	\$80.30					تر	1
										5
										2

10	Once the remaining dollar value of the Accommodations line item has been classified/split out
	itemization is complete
11	*** When itemization is done correctly the red warning that appeared at the beginning of the process will no longer display
	Information Display of initial warning flag message - Itemization are required for this entry

You have itemized your hotel expenses