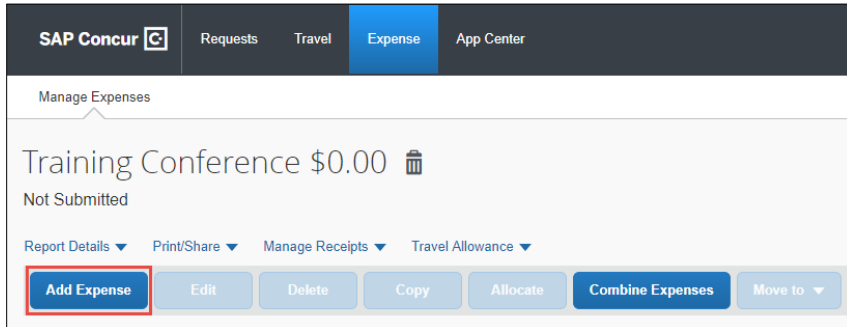


This job aid covers how to itemize hotel/lodging expenses and includes examples of a hotel bill with the same nightly rate and another for when the rate differs from night to night (including a segregated expense for exceeding policy thresholds).

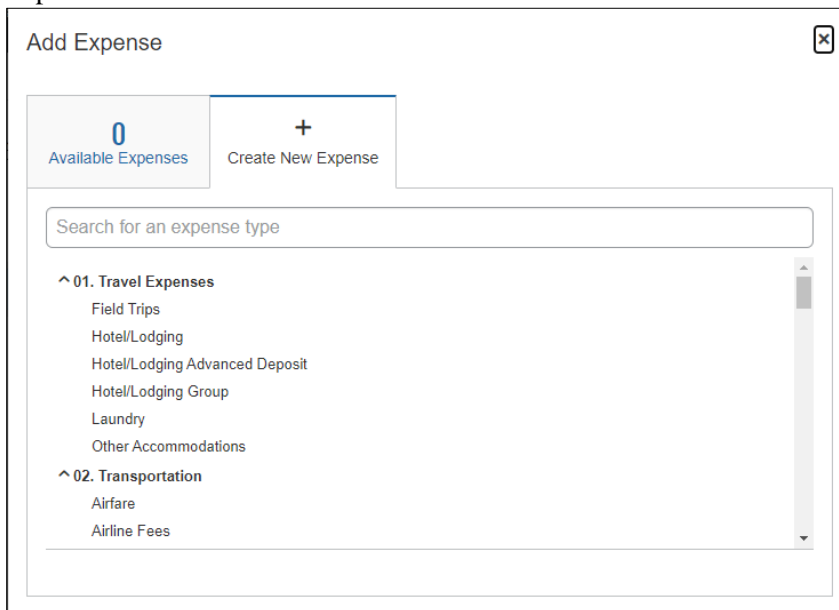
Adding a Hotel/Lodging Expense to a Travel Expense Report

After initially creating your Travel Expense Report, you will be on the Manage Expenses screen of your Report.

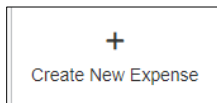
1. Click **Add Expense**.



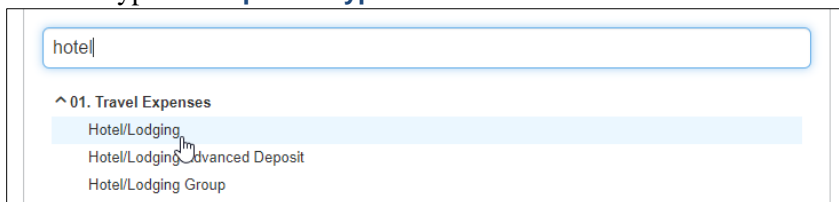
The Add Expenses screen appears. If you used Concur Travel to book the hotel, the Expense would be listed in **Available Expenses**. In addition, if you have a Corporate Card, the Expense would also be available in Available Expenses.



2. Click **Create a New Expense** for this example.



3. You can type the **Expense Type** to find it from the list.



4. Select the **Hotel/Lodging** Expense Type.

Completing the Expense Details

Complete the details for the hotel stay. Some of the details, such as Trip Type and Purpose, are automatically populated based on what you entered when you created the Expense Report.

The screenshot shows the 'New Expense' form in Concur. The 'Details' tab is active. The form includes the following fields and options:

- Expense Type:** Hotel/Lodging
- Check-in Date:** MM/DD/YYYY
- Check-out Date:** MM/DD/YYYY
- Nights:** 0
- Transaction Date:** MM/DD/YYYY
- Trip Type:** Domestic
- Purpose:** Conference
- Was a spouse/significant other/dependent present?:** No
- Subject to Govt (GSA) Rate:** No
- Vendor Name:** Search for Vendor
- Lodging Location:** [Dropdown]
- Payment Type:** Cash/Personal Credit Card
- Amount:** [Text Input]
- Currency:** US, Dollar

There is a large red-bordered box on the right side of the form with a plus sign and the text 'Attach Receipt Image'.

1. Enter the **Check-in Date**, **Check-out Date**, and the **Transaction Date**, which defaults to the Check-out Date.
2. If applicable, indicate if **a spouse/significant other/dependent** was present.
3. Select the **Vendor Name (Hotel)**.
4. Select the **Lodging Location**.
5. Enter the total **Amount** of the Hotel bill.
6. If applicable, indicate if your trip is **Subject to Govt (GSA) Rate** and **Apply Gov (GSA) Rate** (for sponsored projects). If you have questions regarding whether your Sponsored Project funded trip is Subject to Govt (GSA) Rate, please contact your [Sponsored Projects Finance Project Manager](#). If your trip is Subject to Govt (GSA) Rate, select **Yes**. Concur will prompt you to check the Apply Govt (GSA) Rate box and complete an itinerary.
7. Click to **Attach a Receipt Image** to this Expense

The screenshot shows the 'Available Receipts' section in Concur. It has two tabs: 'Available Receipts' and 'Receipts in Report'. The 'Available Receipts' tab is active. It displays a grid of receipt thumbnails. The first thumbnail is a placeholder with a plus sign and the text 'Upload Receipt Image' and '5MB limit per file'. The other thumbnails show actual receipt images with their respective upload dates and times:

- Thumbnail 1: Upload Receipt Image, 5MB limit per file
- Thumbnail 2: Uploaded: April 1, 2020 5:11 PM
- Thumbnail 3: Uploaded: March 20, 2020 2:37 PM
- Thumbnail 4: Uploaded: March 20, 2020 1:55 PM
- Thumbnail 5: Uploaded: February 24, 2020 4:59 PM
- Thumbnail 6: Uploaded: February 3, 2020 8:26 PM

8. If you have **Available Receipts**, such as those you photographed using the Concur Mobile app or emailed to Concur, you can select them from here. If you saved your Receipt Image to your files, you can click to **Upload Receipt Image**.

Completing the Expense Itemizations

Itemizations must include all expenses that appear on your hotel bill. In the examples below, the hotel bill consists only of the room rate and taxes/fees for simplicity purposes. If you incurred other expenses on your hotel bill, such as meals or parking, you must also include those in your itemizations with the correct Expense Type. Items which are not reimbursable by policy, such as in-room movies, must be itemized as Personal/Non-Reimbursable.

Room Rate is the Same Every Night of Your Stay

In this example, the Room Rate, taxes and other fees are the same for all nights of your stay.

1. Click the **Itemizations** tab and click **Create Itemization**

| Amount | Itemized | Remaining |
|------------|----------|------------|
| \$1,200.00 | \$0.00 | \$1,200.00 |

[Create Itemization](#) [More Actions](#)

2. Select **Hotel/Lodging** for the **Expense Type**.

New Itemization
Expense Type *
Hotel/Lodging

3. Select **The Same Every Night** tab.

New Itemization
Expense Type *
Hotel/Lodging

Entry Type: Recurring Itemization 10/19/2020 - 10/23/2020 (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) |
|-------------------------|----------------------|-------------------|-------------------|
| 250.00 | 50.00 | | |

(Amounts in USD)

[Save Itemization](#) [Cancel](#)

4. Enter the **Room Rate (per night)** and **Room Tax (per night)**. In the example above, the hotel stay is 4 nights, the Room Rate is \$250 per night and the Room Tax is \$50 per night.
5. Click **Save Itemization**. Notice the expense is fully itemized.

| Amount | Itemized | Remaining |
|------------|------------|-----------|
| \$1,200.00 | \$1,200.00 | \$0.00 |

| Date | Expense Type | Requested |
|-------------------------------------|-------------------|-----------|
| <input type="checkbox"/> 10/19/2020 | Hotel/Lodging | \$250.00 |
| <input type="checkbox"/> 10/19/2020 | Hotel/Lodging Tax | \$50.00 |
| <input type="checkbox"/> 10/20/2020 | Hotel/Lodging | \$250.00 |
| <input type="checkbox"/> 10/20/2020 | Hotel/Lodging Tax | \$50.00 |
| <input type="checkbox"/> 10/21/2020 | Hotel/Lodging | \$250.00 |
| <input type="checkbox"/> 10/21/2020 | Hotel/Lodging Tax | \$50.00 |
| <input type="checkbox"/> 10/22/2020 | Hotel/Lodging | \$250.00 |
| <input type="checkbox"/> 10/22/2020 | Hotel/Lodging Tax | \$50.00 |

Note: If you have a remaining amount on your bill for items such as meals or parking, click **Create Itemization** to continue itemizing your hotel bill.

6. Click **Save Expense**. Continue to Add Expenses to your Report, such as Airfare, Meals or Ground Transportation. After adding all your Expenses to the Report, click **Submit Report**.

Room Rate is Not the Same Every Night (with Segregation)

In this example, the Room Rate for the fourth night is different from the other nights. In addition, the fourth night is priced above the University's policy threshold. You must appropriately segregate the extra cost and provide justification.

1. Click the **Itemizations** tab and click **Create Itemization**.

| Details | Itemizations | |
|----------------------|--------------------|-------------------------|
| Amount \$1,200.00 | Itemized \$0.00 | Remaining \$1,200.00 |

[Create Itemization](#) [More Actions](#)

2. Select **Hotel/Lodging** for the **Expense Type**.

New Itemization
Expense Type *
Hotel/Lodging

3. Select the **Not The Same** tab.

| Details | Itemizations | |
|----------------------|--------------------|-------------------------|
| Amount \$1,200.00 | Itemized \$0.00 | Remaining \$1,200.00 |

New Itemization
Expense Type *
Hotel/Lodging

Entry Type: Recurring Itemization 10/19/2020 - 10/23/2020 (Nights: 4)

Your hotel room rate was:

[The Same Every Night](#) [Not the Same](#)

| Date | Room Rate | Room Tax | Tax 2 | Tax 3 |
|------------|-----------|----------|-------|-------|
| 10/19/2020 | | | | |
| 10/20/2020 | | | | |
| 10/21/2020 | | | | |
| 10/22/2020 | | | | |

(Amounts in USD)

[Save Itemization](#) [Cancel](#)

4. Enter the **Room Rate** and **Taxes** for nights 1, 2 and 3.
5. The Room Rate for night 4 was \$400. However, the maximum Room Rate by policy is \$350. You must enter \$350.

| Date | Room Rate | Room Tax | Tax 2 | Tax 3 |
|------------|-----------|----------|-------|-------|
| 10/19/2020 | 200.00 | 50.00 | | |
| 10/20/2020 | 200.00 | 50.00 | | |
| 10/21/2020 | 200.00 | 50.00 | | |
| 10/22/2020 | 350.00 | 50.00 | | |

6. Click **Save Itemization**. Notice the amount Remaining is \$50.

| Details | Itemizations | Remaining |
|----------------------|------------------------|-----------|
| Amount \$1,200.00 | Itemized \$1,150.00 | \$50.00 |

[Create Itemization](#) [More Actions](#)

Columbia University Finance Training

Job Aid: Itemizing Hotel/Lodging in a Travel Expense Report in Concur

- Click **Create Itemization** and select **Hotel - Segregated** for the **Expense Type**.
- Enter the Amount of \$50, which is the remaining amount and the amount above policy and type the **Comment/Justification** for incurring the amount above policy.

New Itemization * Required field

Expense Type *
Hotel - Segregated

Recurring Every Night Transaction Date *
10/23/2020

Trip Type * Purpose *
Domestic Conference

Was a spouse/significant other/dependent present? *
No

Amount * Currency
50.00 US, Dollar

Comment/Justification
Rate for the hotel was more expensive for the last day

Save Itemization Cancel

- Click **Save Itemization**. The Expense is now fully Itemized.

| Amount | Itemized | Remaining |
|------------|------------|-----------|
| \$1,200.00 | \$1,200.00 | \$0.00 |

| Date | Expense Type | Requested |
|-------------------------------------|--------------------|-----------|
| <input type="checkbox"/> 10/19/2020 | Hotel/Lodging | \$200.00 |
| <input type="checkbox"/> 10/19/2020 | Hotel/Lodging Tax | \$50.00 |
| <input type="checkbox"/> 10/20/2020 | Hotel/Lodging | \$200.00 |
| <input type="checkbox"/> 10/20/2020 | Hotel/Lodging Tax | \$50.00 |
| <input type="checkbox"/> 10/21/2020 | Hotel/Lodging | \$200.00 |
| <input type="checkbox"/> 10/21/2020 | Hotel/Lodging Tax | \$50.00 |
| <input type="checkbox"/> 10/22/2020 | Hotel/Lodging | \$350.00 |
| <input type="checkbox"/> 10/22/2020 | Hotel/Lodging Tax | \$50.00 |
| <input type="checkbox"/> 10/23/2020 | Hotel - Segregated | \$50.00 |

Note: If you have a remaining amount on your bill for items such as meals or parking, click **Create Itemization** to continue itemizing your hotel bill.

- Click **Save Expense**. Continue to Add Expenses to your Report, such as Airfare, Meals or Ground Transportation. After adding all your Expenses to the Report, click **Submit Report**.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>