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 which is required when exceeding policy thresholds).

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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 Expense 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 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.

1. Enter or select 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 for business reasons.

3. Select the **Vendor Name (Hotel)**.
   
   **Note:** If you cannot find a matching hotel name, select Other and enter the hotel name in the Comments field.

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

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 that are reflected 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

2. Select Hotel/Lodging for the Expense Type.

3. Select The Same Every Night tab.

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.

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.
Segregating a Room Rate (Same Every Night) above Policy Threshold

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

![Create Itemization](image)

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

![Expense Type Selection](image)

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

![Same Every Night Tab](image)

4. Enter the **Room Rate (per night)** and **Room Tax (per night)**. In the example above, the hotel stay is 3 nights, the Room Rate is $400 per night ($50 over policy threshold) and the Room Tax is $50 per night for this example. Enter the maximum allowed amount of **$350** for the Room Rate and $50 for Room Tax.

5. Click **Save Itemization**. Notice the expense is not yet fully itemized.

![Save Itemization](image)
6. Click Create Itemization and select Hotel - Segregated for the Expense Type.

![Image of Create Itemization and Hotel - Segregated]

7. Select the Recurring Every Night option and enter the Amount of $50, which is the amount above policy for each night. In the Comment/Justification section explain why the amount is above policy.

8. Click Save Itemization. The Expense is now fully Itemized.

![Image of Itemized Expense]

**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.

9. 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**.

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

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

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.

6. Click **Save Itemization**. Notice the amount Remaining is $50.
7. Click **Create Itemization** and select **Hotel - Segregated** for the Expense Type.

8. Enter the **Amount** of $50, which is the remaining amount and the amount above policy. In the **Comment/Justification** section explain why the amount is above policy.

![Hotel Itemization Form]

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

![Expense Itemization Table]

**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.

10. 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**.
Itemizing Personal/Non-Reimbursable Items

If your hotel bill includes items that are not reimbursable, such as in-room movies or personal items from the hotel gift shop charged to your room, you should itemize your hotel expense to account for the total amount of personal/non-reimbursable items.

After itemizing the Room Rate and Room Tax (including any segregation), notice in the graphic above that there is still an amount of $50 remaining. In this example, this is the total for Personal/Non-Reimbursable Items on the hotel bill.

1. Click the Create Itemization button.
2. Select Personal/Non Reimbursable for the Expense Type.

3. Enter the total Amount for all personal and/or non-reimbursable items on the hotel bill. You do not need to create individual itemization lines for multiple personal/non-reimbursable items.
4. Enter a Comment/Justification.
5. Click Save Itemization. Notice the expense is fully itemized.

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.
Editing Multiple Itemization Lines

If your list of itemizations contains alerts that you must address, you can select the appropriate lines to edit. If multiple lines require editing, you can select them all simultaneously to edit them at the same time. In the example below, the Hotel – Segregation itemizations are missing the required Comments/Justification.

To edit and add the required information:

1. Select the checkbox for each itemization to be edited.

2. Click the More Actions dropdown and select Edit.

The Edit Itemizations window appears showing the fields common to the selected itemizations.

3. Edit any fields as needed. In this example, a Comment/Justification was needed.
4. Click **Next**. The Confirm window shows the field(s) that were edited for the selected itemizations.

![Confirm window showing edited field](image)

5. Click **Save**. In this example, editing and entering the Comment/Justification rectified the alerts.

![Expense report table](image)

### Getting Help

Please contact the Finance Service Center

[http://finance.columbia.edu/content/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](https://columbia.service-now.com)