

# Columbia University Finance Training

## Training Guide: Itemizing Hotel/Lodging in a Travel Expense Report in Concur

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).

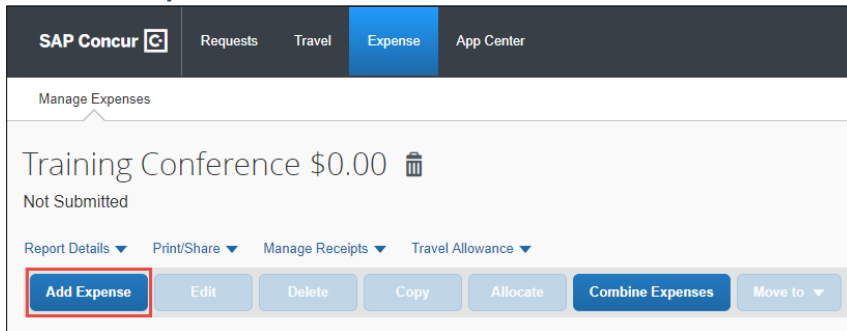
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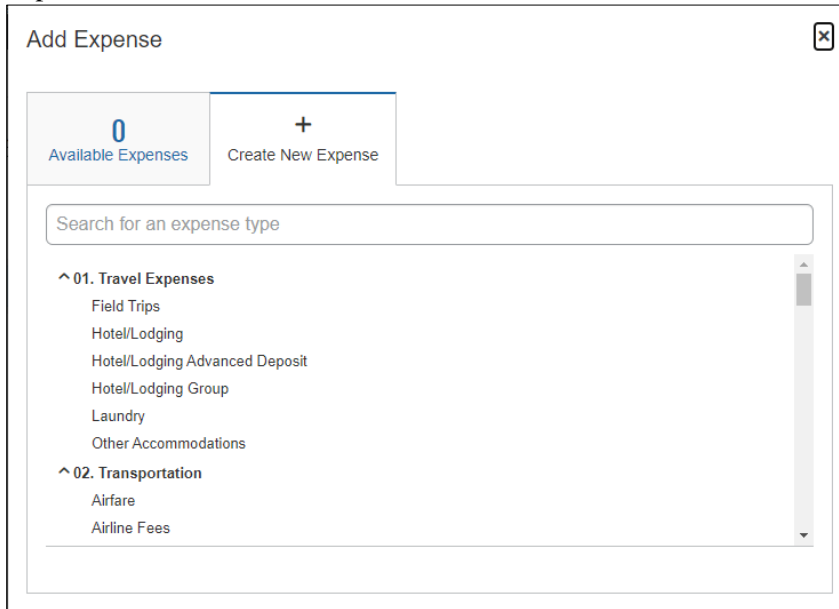
### Adding a Hotel/Lodging Expense to a Travel Expense Report

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

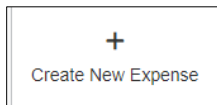
1. Click **Add Expense**.



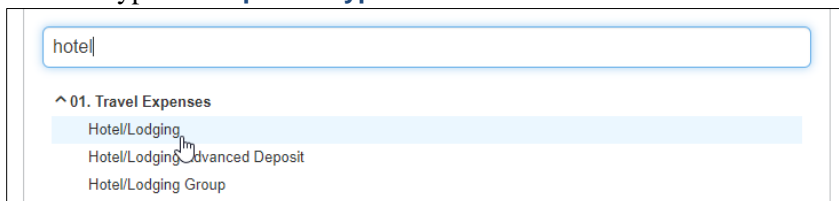
The Add Expense screen appears. If you used Concur Travel to book the hotel, the Expense would be listed in **Available Expenses**. In addition, if you have a Corporate Card, the Expense would also be available in Available Expenses.



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



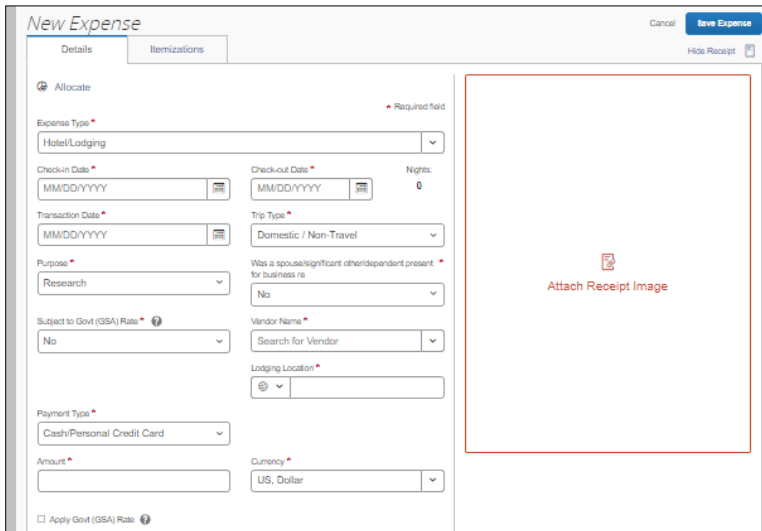
3. You can type the **Expense Type** to find it from the list.



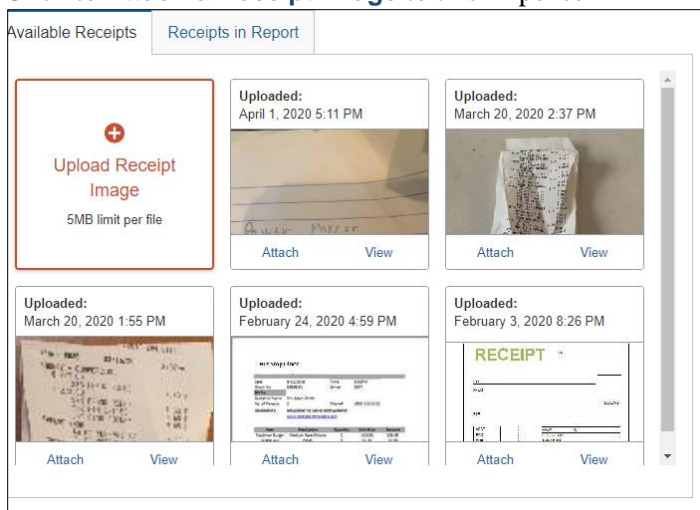
4. Select the **Hotel/Lodging** Expense Type.

### 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**

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

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**.

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

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

Hotel/Lodging \$1,350.00 🗑️  
06/03/2021 | Hyatt Hotels

Details | **Itemizations**

Amount: \$1,350.00 | Itemized: \$0.00 | Remaining: \$1,350.00

**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.

Entry Type: Recurring Itemization ▾ | 06/01/2021 - 06/03/2021 (Nights: 3)

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)

350.00 | 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 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.

Details | **Itemizations**

Amount: \$1,350.00 | Itemized: \$1,200.00 | Remaining: \$150.00

**Create Itemization** | More Actions ▾

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	06/01/2021	Hotel/Lodging	\$350.00
<input type="checkbox"/>	06/01/2021	Hotel/Lodging Tax	\$50.00
<input type="checkbox"/>	06/02/2021	Hotel/Lodging	\$350.00
<input type="checkbox"/>	06/02/2021	Hotel/Lodging Tax	\$50.00
<input type="checkbox"/>	06/03/2021	Hotel/Lodging	\$350.00
<input type="checkbox"/>	06/03/2021	Hotel/Lodging Tax	\$50.00

6. Click **Create Itemization** and select **Hotel - Segregated** for the **Expense Type**.

New Itemization

\* Required field

Expense Type \*

Hotel - Segregated

Recurring Every Night

06/01/2021 - 06/04/2021 (Nights: 3)

Trip Type \*

Domestic / Non-Travel

Purpose \*

Conference

Was a spouse/significant other/dependent present? \*

No

Amount \*

50.00

Currency

US, Dollar

Comment/Justification

Hotel was only accomodation available for the event.

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.

Date	Expense Type	Requested
06/01/2021	Hotel/Lodging	\$350.00
06/01/2021	Hotel/Lodging Tax	\$50.00
06/01/2021	Hotel - Segregated	\$50.00
06/02/2021	Hotel/Lodging	\$350.00
06/02/2021	Hotel/Lodging Tax	\$50.00
06/02/2021	Hotel - Segregated	\$50.00
06/03/2021	Hotel/Lodging	\$350.00
06/03/2021	Hotel/Lodging Tax	\$50.00
06/03/2021	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.

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**.

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

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	
Amount \$1,200.00	Itemized \$1,150.00	Remaining \$50.00

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

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- 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. In the **Comment/Justification** section explain why the amount is 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.

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

<input type="checkbox"/>	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**.



### 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.

Date	Expense Type	Requested
10/18/2021	Hotel/Lodging	\$350.00
10/18/2021	Hotel/Lodging Tax	\$50.00
10/19/2021	Hotel/Lodging	\$350.00
10/19/2021	Hotel/Lodging Tax	\$50.00
10/20/2021	Hotel/Lodging	\$350.00
10/20/2021	Hotel/Lodging Tax	\$50.00

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**.

**New Itemization** \* Required field

Expense Type \*  
Personal/Non Reimbursable

Recurring Every Night      Transaction Date \*  
10/20/2021

Amount \*  
50.00      Currency  
US, Dollar

Comment/Justification \*  
Purchased personal items for trip

**Save Itemization**      Cancel

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.

Date	Expense Type	Requested
10/18/2021	Hotel/Lodging	\$350.00
10/18/2021	Hotel/Lodging Tax	\$50.00
10/19/2021	Hotel/Lodging	\$350.00
10/19/2021	Hotel/Lodging Tax	\$50.00
10/20/2021	Hotel/Lodging	\$350.00
10/20/2021	Hotel/Lodging Tax	\$50.00
10/20/2021	Personal/Non Reimbursable	\$0.00 Personal

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.

Details		Itemizations			
Amount	\$1,350.00	Itemized	\$1,350.00	Remaining	\$0.00
<input type="button" value="Create Itemization"/>		<input type="button" value="More Actions"/>			
<input type="checkbox"/>	Alerts	Date	Expense Type	Requested	
<input type="checkbox"/>		06/01/2021	Hotel/Lodging	\$350.00	
<input type="checkbox"/>		06/01/2021	Hotel/Lodging Tax	\$50.00	
<input type="checkbox"/>		06/01/2021	Hotel - Segregated	\$50.00	
<input type="checkbox"/>		06/02/2021	Hotel/Lodging	\$350.00	
<input type="checkbox"/>		06/02/2021	Hotel/Lodging Tax	\$50.00	
<input type="checkbox"/>		06/02/2021	Hotel - Segregated	\$50.00	
<input type="checkbox"/>		06/03/2021	Hotel/Lodging	\$350.00	
<input type="checkbox"/>		06/03/2021	Hotel/Lodging Tax	\$50.00	
<input type="checkbox"/>		06/03/2021	Hotel - Segregated	\$50.00	

To edit and add the required information:

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

<input type="button" value="Create Itemization"/>		<input type="button" value="More Actions"/>			
<input type="checkbox"/>	Alerts	Date	Expense Type	Requested	
<input type="checkbox"/>		06/01/2021	Hotel/Lodging	\$350.00	
<input type="checkbox"/>		06/01/2021	Hotel/Lodging Tax	\$50.00	
<input checked="" type="checkbox"/>		06/01/2021	Hotel - Segregated	\$50.00	
<input type="checkbox"/>		06/02/2021	Hotel/Lodging	\$350.00	
<input type="checkbox"/>		06/02/2021	Hotel/Lodging Tax	\$50.00	
<input checked="" type="checkbox"/>		06/02/2021	Hotel - Segregated	\$50.00	
<input type="checkbox"/>		06/03/2021	Hotel/Lodging	\$350.00	
<input type="checkbox"/>		06/03/2021	Hotel/Lodging Tax	\$50.00	
<input checked="" type="checkbox"/>		06/03/2021	Hotel - Segregated	\$50.00	

2. Click the **More Actions** dropdown and select **Edit**.

<input type="button" value="Create Itemization"/>		<input type="button" value="More Actions"/>			
<input type="checkbox"/>	Alerts	Date	Expense Type	Requested	
<input type="checkbox"/>		06/01/2021	Hotel/Lodging	\$350.00	
<input type="checkbox"/>		06/01/2021	Hotel/Lodging Tax	\$50.00	
<input checked="" type="checkbox"/>		06/01/2021	Hotel - Segregated	\$50.00	
<input type="checkbox"/>		06/02/2021	Hotel/Lodging	\$350.00	
<input type="checkbox"/>		06/02/2021	Hotel/Lodging Tax	\$50.00	
<input checked="" type="checkbox"/>		06/02/2021	Hotel - Segregated	\$50.00	
<input type="checkbox"/>		06/03/2021	Hotel/Lodging	\$350.00	
<input type="checkbox"/>		06/03/2021	Hotel/Lodging Tax	\$50.00	
<input checked="" type="checkbox"/>		06/03/2021	Hotel - Segregated	\$50.00	

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

Edit Itemizations

Expenses (✓3)

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type  
 Hotel - Segregated

Trip Type  
 Domestic / Non-Travel

Purpose  
 Conference

Was a spouse/significant other/dependent present?  
 No

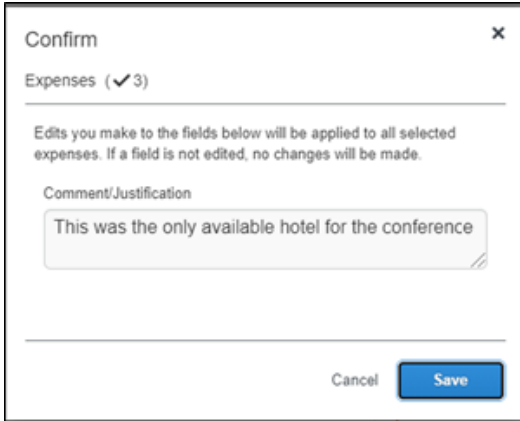
Comment/Justification  
This was the only available hotel for the conference

3. Edit any fields as needed. In this example, a Comment/Justification was needed.

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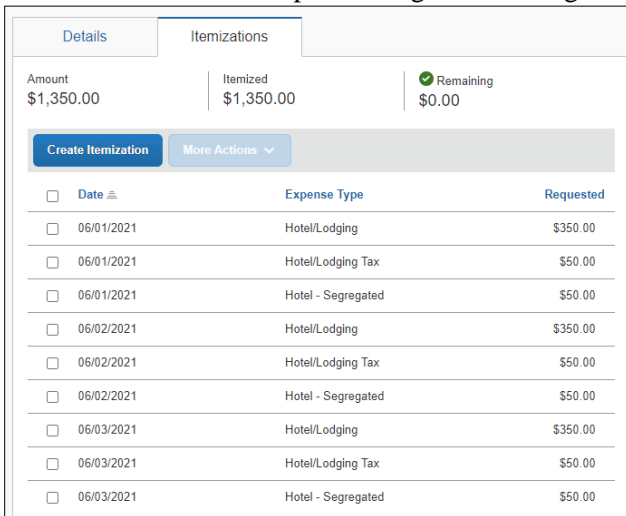
4. Click **Next**. The Confirm window shows the field(s) that were edited for the selected itemizations.



The Confirm dialog box displays the following information:

- Title: Confirm
- Expenses (✓ 3)
- Message: Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.
- Comment/Justification: This was the only available hotel for the conference
- Buttons: Cancel, Save

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



The Itemizations table shows the following summary and list of items:

Amount	Itemized	Remaining
\$1,350.00	\$1,350.00	\$0.00

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	06/01/2021	Hotel/Lodging	\$350.00
<input type="checkbox"/>	06/01/2021	Hotel/Lodging Tax	\$50.00
<input type="checkbox"/>	06/01/2021	Hotel - Segregated	\$50.00
<input type="checkbox"/>	06/02/2021	Hotel/Lodging	\$350.00
<input type="checkbox"/>	06/02/2021	Hotel/Lodging Tax	\$50.00
<input type="checkbox"/>	06/02/2021	Hotel - Segregated	\$50.00
<input type="checkbox"/>	06/03/2021	Hotel/Lodging	\$350.00
<input type="checkbox"/>	06/03/2021	Hotel/Lodging Tax	\$50.00
<input type="checkbox"/>	06/03/2021	Hotel - Segregated	\$50.00

## 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>