

How to Itemize a Hotel Folio in Concur:

Add the hotel charge (full amount charged) as a "Lodging" Expense Type

Lodging Example

Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
No Expenses Found				

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

New Expense

Expense Type: Lodging Transaction Date: 11/15/2019

Business Purpose: Test123 Vendor: Peninsula Group

City of Purchase: Miami, Florida Payment Type: Out of Pocket

Amount: 100.00 USD Comment:

Itemize Allocate Attach Receipt Cancel

Then click "Itemize". The full charge will be added and you'll be led to the next input screen "Nightly Lodging Expenses".

Main information you need to get accurate at this stage is the Check-In Date and Check-Out Date – the number of nights will compute automatically based on these dates.

The Room Rate (if each nights rate was the same) can be entered along with the Room Tax.

If the Room Rate was different on one or all nights, then it is best to enter \$1 for the Room Rate and \$1 for the Tax Rate as it will need to be adjusted after the fact anyway.

Then click "Save Itemizations"

Expenses	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	11/15/2019	Lodging Peninsula Group, Miami, Florida	\$100.00	\$100.00

Itemizations are required for this entry.

TOTAL AMOUNT \$100.00 TOTAL REQUESTED \$100.00

Nightly Lodging Expenses

Check-in Date: 11/12/2019 Check-out Date: 11/15/2019

Number of Nights: 3

Recurring Charges (each night)

Room Rate: 1.00 Room Tax: 1.00

Other Room Tax 1: Other Room Tax 2:

Combine room rate and taxes into a single entry

Additional Charges (each night)

Expense Type: Choose an expense type Amount:

Expense Type: Choose an expense type Amount:

Save Itemizations Cancel

<https://www.concursolutions.com/Expense/Client/default.asp#>

All the nights are now added showing the rate and tax rate you entered. You also have the option of adding Additional Expenses (i.e. Meal, Parking, etc.) that may have shown up on the Hotel Folio. The Remaining amount to Allot is calculated in the right corner:

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	11/15/2019	Lodging Peninsula Group, Miami, Florida	\$100.00	\$6.00
Adding New Itemization				
<input type="checkbox"/>	11/14/2019	Lodging	\$1.00	\$1.00
<input type="checkbox"/>	11/14/2019	Lodging Tax	\$1.00	\$1.00
<input type="checkbox"/>	11/13/2019	Lodging	\$1.00	\$1.00
<input type="checkbox"/>	11/13/2019	Lodging Tax	\$1.00	\$1.00
<input type="checkbox"/>	11/12/2019	Lodging	\$1.00	\$1.00
<input type="checkbox"/>	11/12/2019	Lodging Tax	\$1.00	\$1.00

TOTAL AMOUNT **\$6.00** TOTAL REQUESTED **\$6.00**

https://www.concursolutions.com/Expense/Client/default.asp#

New Itemization

Available Receipts

Total Amount: \$100.00 | Itemized: \$6.00 | Remaining: **\$94.00**

Expense Type
Choose an expense type

Save Cancel

To adjust a single night's Lodging Rate and/or Tax: click on that individual night and adjust the amount and click "Save". The amount is now adjusted & the remaining amount re-calculates:

Lodging Example

Delete Report **Submit Report**

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Lodging	11/15/2019	\$100.00	The itemization amounts do not add up to the expense amount.

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	11/15/2019	Lodging Peninsula Group, Miami, Florida	\$100.00	\$30.00
<input type="checkbox"/>	11/12/2019	Lodging	\$1.00	\$1.00
<input type="checkbox"/>	11/12/2019	Lodging Tax	\$1.00	\$1.00
<input type="checkbox"/>	11/13/2019	Lodging	\$1.00	\$1.00
<input type="checkbox"/>	11/13/2019	Lodging Tax	\$1.00	\$1.00
<input type="checkbox"/>	11/14/2019	Lodging	\$25.00	\$25.00
<input checked="" type="checkbox"/>	11/14/2019	Lodging Tax	\$1.00	\$1.00

TOTAL AMOUNT **\$30.00** TOTAL REQUESTED **\$30.00**

Itemization

Total Amount: \$100.00 | Itemized: \$30.00 | Remaining: **\$70.00**

Expense Type
Lodging Tax

Transaction Date
11/14/2019

Business Purpose
Test123

Vendor
Peninsula Group

City of Purchase
Miami, Florida

Payment Type
Out of Pocket

Amount
2.50 USD

Personal Expense (do not reimburse)

Comment

Save Allocate Cancel