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).

Contents

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Adding a Hotel/Lodging Expense to a Travel Expense Report

You cannot submit a Hotel/Lodging Expense for reimbursement until after the trip end date. If you need to purchase hotels/rentals in advance, you should use the Corporate Card. If you do not have a Corporate Card and do not want to be out of pocket, you can request a Travel Cash Advance in Concur.

After initially creating your Travel Expense Report, you will be on the Manage Expenses screen of your Report.
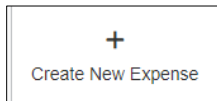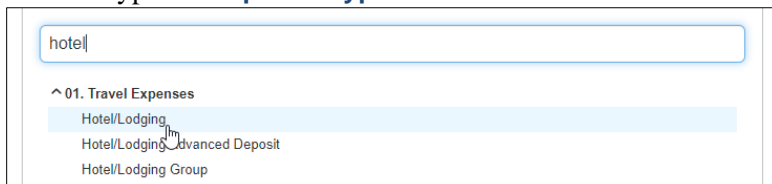
1. Click **Add Expense**.
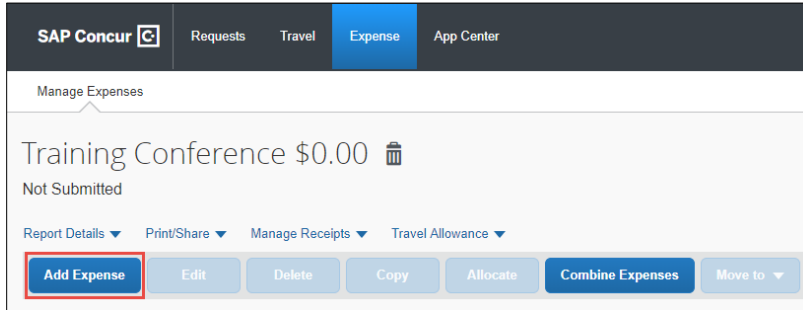
The Add Expense screen appears. If you used Concur Travel to book the hotel, the Expense would be listed in **Available Expenses**. In addition, if you have a Corporate Card, the Expense would also be available in Available Expenses.
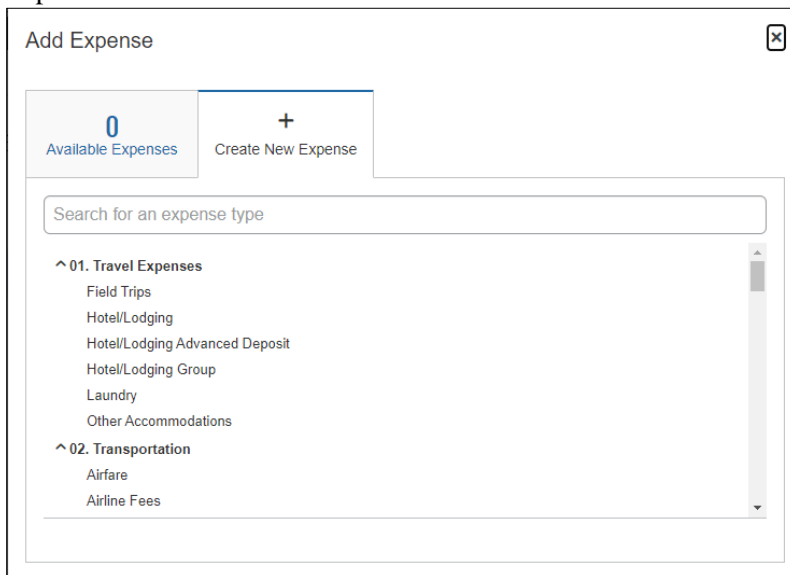
2. Click **Create New Expense** for this example.

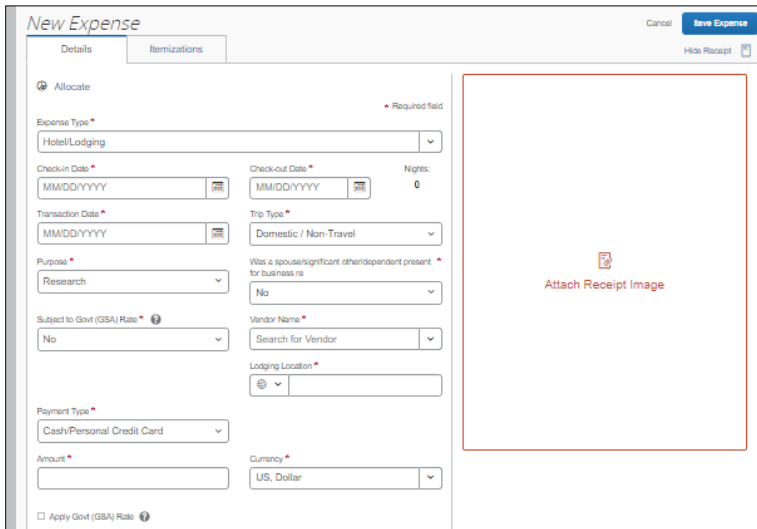3. You can type the **Expense Type** to find it from the list.

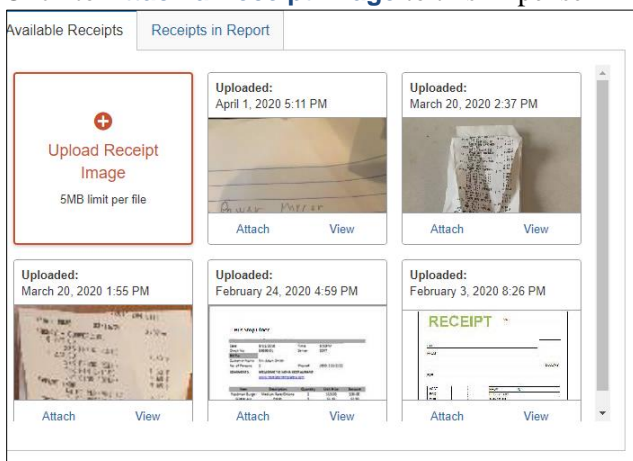4. Select the **Hotel/Lodging** Expense Type.

Note: *Any payments for hotels/rentals made in advance as a personal expenditure will not be reimbursed until after the trip end date. Use the* Hotel/Lodging Advance Deposit *expense type in Concur after the trip end date to be reimbursed for deposits.*

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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)**.
   If you cannot find a matching hotel name, select **Other** and enter the hotel name in the **Comments** field.
   Note: *If you do not enter a Vendor Name, you cannot save the expense item.*

4. Select the **Lodging Location**.

5. Enter the total **Amount** of the hotel bill.

6. If applicable, indicate if the hotel expense is **Subject to Govt (GSA) Rate** and **Apply Gov (GSA) Rate** (for sponsored projects). If you have questions regarding whether your sponsored project funded hotel expense 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. See the section on Creating a Travel Allowance Itinerary for GSA Rates.

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**.

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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**.

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

Details	Itemizations

Amount	Itemized	❗ Remaining
$1,350.00	$0.00	$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	Itemized	❗ Remaining
$1,350.00	$1,200.00	$150.00

Create Itemization   More Actions ⌄

☐ Date ≜	Expense Type	Requested
☐ 06/01/2021	Hotel/Lodging	$350.00
☐ 06/01/2021	Hotel/Lodging Tax	$50.00
☐ 06/02/2021	Hotel/Lodging	$350.00
☐ 06/02/2021	Hotel/Lodging Tax	$50.00
☐ 06/03/2021	Hotel/Lodging	$350.00
☐ 06/03/2021	Hotel/Lodging Tax	$50.00

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

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.

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	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 **Not the Same** tab.

Details	Itemizations

Amount	Itemized	❗ Remaining
$1,200.00	$0.00	$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.

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

Create Itemization | More Actions ▼

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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.

New Itemization

* Required field

Expense Type *
Hotel - Segregated

Recurring Every Night

Transaction Date *
10/23/2020

Trip Type *
Domestic

Purpose *
Conference

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

Amount *
50.00

Currency
US, Dollar

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

Save Itemization   Cancel

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

Details	Itemizations		
Amount $1,200.00	**Itemized** $1,200.00	✓ **Remaining** $0.00	

Create Itemization   More Actions ▼

☐ Date ▲	Expense Type	Requested
☐ 10/19/2020	Hotel/Lodging	$200.00
☐ 10/19/2020	Hotel/Lodging Tax	$50.00
☐ 10/20/2020	Hotel/Lodging	$200.00
☐ 10/20/2020	Hotel/Lodging Tax	$50.00
☐ 10/21/2020	Hotel/Lodging	$200.00
☐ 10/21/2020	Hotel/Lodging Tax	$50.00
☐ 10/22/2020	Hotel/Lodging	$350.00
☐ 10/22/2020	Hotel/Lodging Tax	$50.00
☐ 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.*

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**.

Note: *Non-Profiled Payee Expense Reports are subject to per night hotel thresholds. However, Concur combines totals for the same night across multiple Non-Profiled Payee expenses processed by the same Concur user.*

For example, a Concur user submits a Non-Profiled Payee Expense Report for four different individuals, each with a hotel stay on the same night at a rate of $225:

- *First report will not require Payee Justification because the combined nightly cost ($225) is less than the established threshold*

- *Second report will require Payee Justification because the combined nightly cost ($450) exceeds the first established threshold ($350 US / $400 Intl)*

- *Third and Fourth report will require Payee Justification and SBO approval because the combined nightly cost exceeds the maximum threshold ($525 US / $600 Intl)*

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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**.

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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.
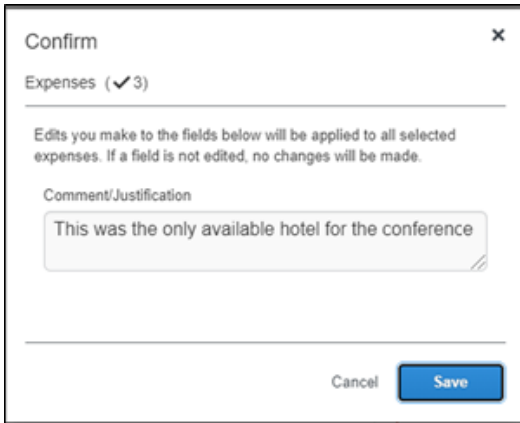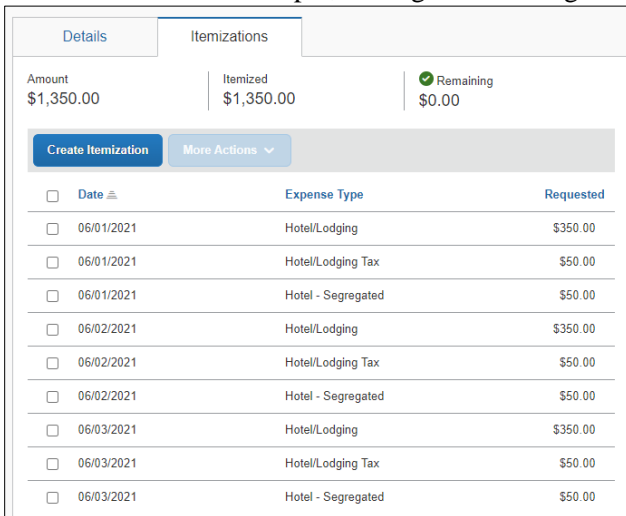

3. Edit any fields as needed. In this example, a Comment/Justification was needed.

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

5. Click **Save**. In this example, editing and entering the Comment/Justification rectified the alerts.
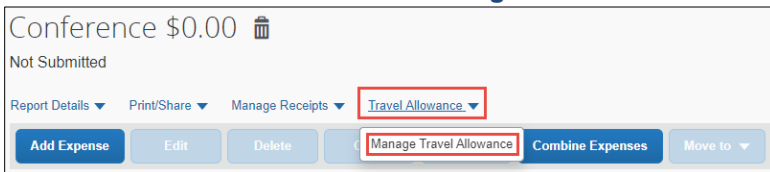
Creating a Travel Allowance Itinerary for GSA Rates

If your hotel expense is **Subject to Govt (GSA) Rate** and you selected the **Apply Gov (GSA) Rate** option in the Expense Details, you must create a **Travel Allowance Itinerary**. By creating an Itinerary, Concur automatically segregates your hotel/lodging expense above the GSA rate. If you have questions regarding whether your sponsored project funded hotel expense is Subject to Govt (GSA) Rate, please contact your Sponsored Projects Finance Project Manager.
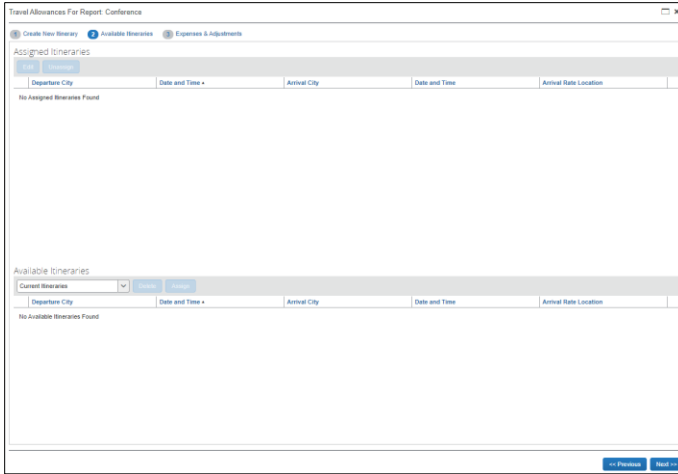
After initially creating your Travel Expense Report, you will be on the Manage Expenses screen of your Report.

1. Click **Travel Allowance** and select **Manage Travel Allowance**.
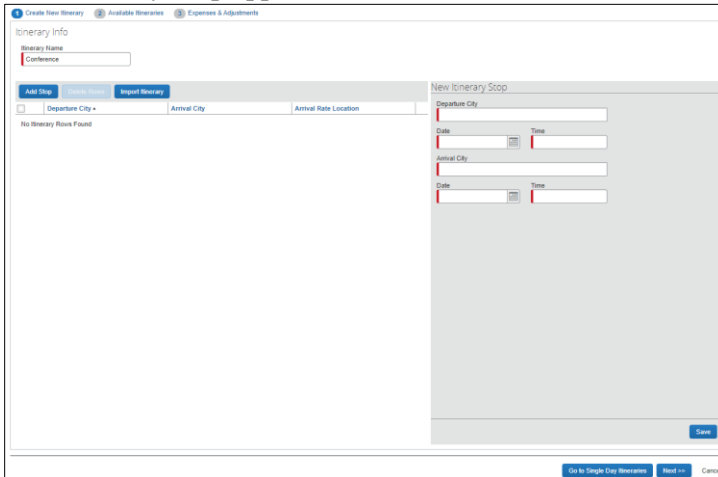

The Travel Allowances screen appears. If you previously created Itineraries, they would be listed in the Available Itineraries section, which you can use and assign to this report, if needed.

2. Click **Create New Itinerary** to create a new itinerary for this Report. The screen to enter a New Itinerary Stop appears.

Note: *If you used* Concur Travel *to book your itinerary, you can click* Import Itinerary *and edit departure times for each stop.*

Completing the First Itinerary Stop (leg) of Your Trip

1. Enter the **Departure City**. You can type and select a matching city or select from previously entered cities.
2. Enter the departure **Date** and **Time**. This should be when you leave your home or office.
3. Enter the **Arrival City**.
4. The arrival **Date** defaults to the same day. You can change it, if necessary.
5. Enter the **Time** of arrival to the destination city. This should be the time you arrived at your hotel.
6. Click **Save**.

Completing the Second Itinerary Stop (leg) of Your Trip

In this example, the Second Itinerary Stop is the return home. The **Departure City** defaults to the arrival city of the previous stop and **Arrival City** defaults to the original departure city. It is possible to edit and then enter additional legs for multiple trip locations.

1. Enter the departure **Date** and the departure **Time**.
2. Enter the Date and **Time** when you arrived at your home or office.
3. Click **Save**.

Viewing the Reimbursable Allowances Summary

The Reimbursable Allowances Summary tab displays the GSA hotel rate based on your itinerary trip location(s). The Allowance Limit displayed is for informational purposes and will not affect your reimbursement, which is based on your actual room rate.

1. Click the **Reimbursable Allowances Summary** tab.
2. Click **Done** to return to your Expense 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