Overview

- All hotel expenses must be itemized – broken out into room rate, tax, food, parking, etc.
- Personal expenses incurred and charged to the hotel room must be captured as part of the itemization.
- This Guide covers the following:
  - Adding hotel expenses to an expense report
  - Itemizing standard hotel expenses and recurring charges
  - Adding remaining lodging itemizations
  - Handling personal expenses on a hotel bill
  - Adding any hotel deposit payments

Adding Hotel Expenses to an Expense Report

Before you can itemize a hotel expense, you first need to add the expense to the report.

- If you paid for the hotel stay using the Corporate Card, you can add transaction to the report by selecting it from the Available Expenses list and clicking Move.
- If you did not pay for the hotel with the corporate Card, you can add it as an Out of Pocket Expense:

1. Click New Expense
2. Under Expense Type, select Lodging.
3. Fill in all required fields.
International Hotel Stays
When you select an international location, Concur displays the currency for that country and the current exchange rate. It also adds a field to display the amount in US Dollars.

You can choose to enter either the foreign currency total (which is generally available from the hotel folio), or the total amount in US dollars.

Whichever amount you choose to enter, the system calculates the exchange, and populates the other field with the correct amount.

Itemizing Hotel Expenses
1. Once the expense is added, click the Itemize button at the bottom of the Expense tab.
2. On the **Nightly Lodging Expenses** tab, enter the following information:

- **Length of Stay:**
  - Enter one of the following combinations:
    - **Check-in Date** and **Check-out Date** (**Number of Nights** will compute automatically)
    - **Check-out Date** and **Number of Nights** (**Check-in Date** will compute automatically)

  **IMPORTANT:** When you itemize international hotel expenses, enter the amounts in the foreign currency, not US dollars.

- **Room Rate:**
  - Enter the rate for one night.
  - If the rate changes multiple times during your stay, select the rate that was used most of the time. Once you save the itemization, the nights will appear on your expense report individually. You can then adjust any nights that were at a different rate by selecting them individually, and adjusting the amount.
  - Alternatively, you can calculate the average room rate for your stay (add the total amount of room rate charges and divide by the number of nights), and enter that amount in the **Room Rate** field.

- **Room Tax:**
  - Enter the tax for one night
  - For multiple taxes, fill in the additional tax fields or add the amounts together (per night).
  - If the room rate changed during your stay, the taxes will also change. After you have saved the itemization, select the affected days individually and adjust the amount.
  - As with the room rate, you can also calculate the average room tax for your stay (add the total amount of room tax charges and divide by the number of nights), and enter that amount in the **Room Tax** field.

- **Additional Charges (each night):**
  - If there was a charge that occurred each night, such as Parking or Internet fee, enter it in the **Additional Charges** section.
    - Select expense type from the drop down list
    - Enter the amount per night. The correct expense type for Internet while staying at hotel is **Telecommunications**, which is under **Communications**.

3. Click **Save Itemizations** on the bottom right of the tab.
Add Remaining Lodging Itemizations

If the amount remaining is more than zero (it will appear at the top right of the screen), there are additional expenses on the hotel bill that need to be itemized. One example would be a dinner from the hotel restaurant that you charged to your room.

To add an itemized expense:

1. Click the Add Itemization button.
2. Select the Expense Type from the drop-down menu. Example: for a dinner charged to the room, you would select Individual Meals.
3. Complete all required fields.
4. Click Save.
5. Repeat these steps until the Remaining Amount equals $0.00.

Handling Personal Expenses on a Hotel Bill

Personal expenses such as movie rentals and gift shop purchases could appear on the hotel bill, if they were charged to your room. To mark these so that you are not reimbursed for them, follow the steps below.

1. Click Add Itemization.
2. Select the appropriate Expense Type. Example: for an item purchased at the gift shop, or a movie rental, you would select Other.
3. Complete all required fields.
   • If you select Other, you are required to enter a Comment.
   Tip: If you have multiple personal expenses under the same expense type, you can add these expenses together and simply enter the total amount as a single itemization.
4. Select the Personal Expense checkbox.
5. Click Save.
6. Once the Personal Expense is saved, verify that the dollar amount in the expense report shows as $0.00 in the **Requested** column.

![Expense Report Example]

### Accounting for Hotel Deposits Prior to Stay

- Hotel Deposits made prior to the stay are usually listed on your itemized hotel bill, either at the top or at the bottom.
- All charges on the hotel bill should be entered into Concur to match the detailed bill. If you had a hotel deposit, you will see that the amount requested is overstated by the amount of the deposit.
- Enter a new itemization under the Hotel using expense type “**Lodging Deposit**”. Enter the amount as a negative number. If the deposit was $100, enter it as “-100”.

**Example:**
- Hotel Total = $460.55  hotel portfolio total
- Hotel Deposit = $100.00  previously paid and entered as a negative
- Personal Charges = $17.55  will not be reimbursed, displays as $0 requested
- Total Requested = $443.00
## Employee Reimbursement System
### Itemizing Hotel Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2016</td>
<td>Lodging Deposit</td>
<td>-$100.00</td>
<td>-$100.00</td>
</tr>
<tr>
<td>03/09/2016</td>
<td>Lodging</td>
<td>$139.00</td>
<td>$139.00</td>
</tr>
<tr>
<td>03/09/2016</td>
<td>Lodging Tax</td>
<td>$17.50</td>
<td>$17.50</td>
</tr>
<tr>
<td>03/09/2016</td>
<td>Parking</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>03/10/2016</td>
<td>Lodging</td>
<td>$139.00</td>
<td>$139.00</td>
</tr>
<tr>
<td>03/10/2016</td>
<td>Lodging Tax</td>
<td>$17.50</td>
<td>$17.50</td>
</tr>
<tr>
<td>03/10/2016</td>
<td>Parking</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>03/10/2016</td>
<td>Other</td>
<td>$17.55</td>
<td>$0.00</td>
</tr>
<tr>
<td>03/10/2016</td>
<td>Individual Meals</td>
<td>$65.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>03/10/2016</td>
<td>Meeting Room Rentals &amp; Leas</td>
<td>$125.00</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT**: $460.55  
**TOTAL REQUESTED**: $443.00
Resources

Quick Reference Guides and Online Tutorials
Quick Reference Guides provide step-by-step instructions on a number of common tasks in Concur, and online tutorials present a video walk-through of how to perform various tasks and procedures within the system. Both the Guides and online tutorials are available at: travel.harvard.edu/concur-training

Concur Support
24 hour support is available through the Concur Support Desk at 866-793-4040. You can also access the Concur Support Portal within the system by clicking the Help menu, and then selecting Contact Support.