

How to Itemize for Lodging

Previous Concur User Interface

In the previous user interface, the Itemization button appeared in the lower right of the lodging expense Details page.

The screenshot shows the 'Expense' details page for a 'Nightly Lodging Expense'. The top navigation bar includes '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below this is a table of expenses with columns for Date, Expense Type, Amount, and Requested. The selected expense is dated 09/07/2018, for '53104-US LODGING EXPENSE' at 'Avenue Suites, Washington DC, I' with an amount of \$13,294.00. The right-hand side of the page contains a form for editing the expense details, including fields for Expense Type, Transaction Date, Business Purpose, Vendor, City, Payment Type, Amount, Comment, and a checkbox for 'Missing Receipt Acknowledgment Form Attached'. At the bottom right of the form, there are buttons for 'Save', 'Add Itemization', 'Attach Receipt', and 'Cancel'. An orange arrow points to the 'Add Itemization' button.

Date	Expense Type	Amount	Requested
09/07/2018	53104-US LODGING EXPENSE Avenue Suites, Washington DC, I	\$13,294.00	\$13,294.00

TOTAL AMOUNT: \$13,294.00 | TOTAL REQUESTED: \$13,294.00

And the itemization tab for **Nightly Lodging Expenses** tab looked like this.

The screenshot shows the 'Nightly Lodging Expenses' itemization tab. It features a form for entering lodging details. At the top, there are tabs for 'Expense', 'Nightly Lodging Expenses', and 'Receipt Image'. Below the tabs, there is a summary bar showing 'Total Amount: \$13,294.00 | Itemized: \$13,294.00 | Remaining: \$0.00'. The form includes fields for 'Check-in Date', 'Check-out Date', and 'Number of Nights'. Below these are sections for 'Recurring Charges (each night)' and 'Additional Charges (each night)'. The 'Recurring Charges' section includes fields for 'Room Rate', 'Room Tax', 'Other Room Tax 1', and 'Other Room Tax 2', along with a checkbox for 'Room rate and taxes will be shown as a single expense'. The 'Additional Charges' section includes two rows, each with an 'Expense Type' dropdown and an 'Amount' field.

Check-in Date: [] | Check-out Date: 09/07/2018 | Number of Nights: []

Recurring Charges (each night)

Room Rate: [] | Room Tax: []

Other Room Tax 1: [] | Other Room Tax 2: []

Room rate and taxes will be shown as a single expense

Additional Charges (each night)

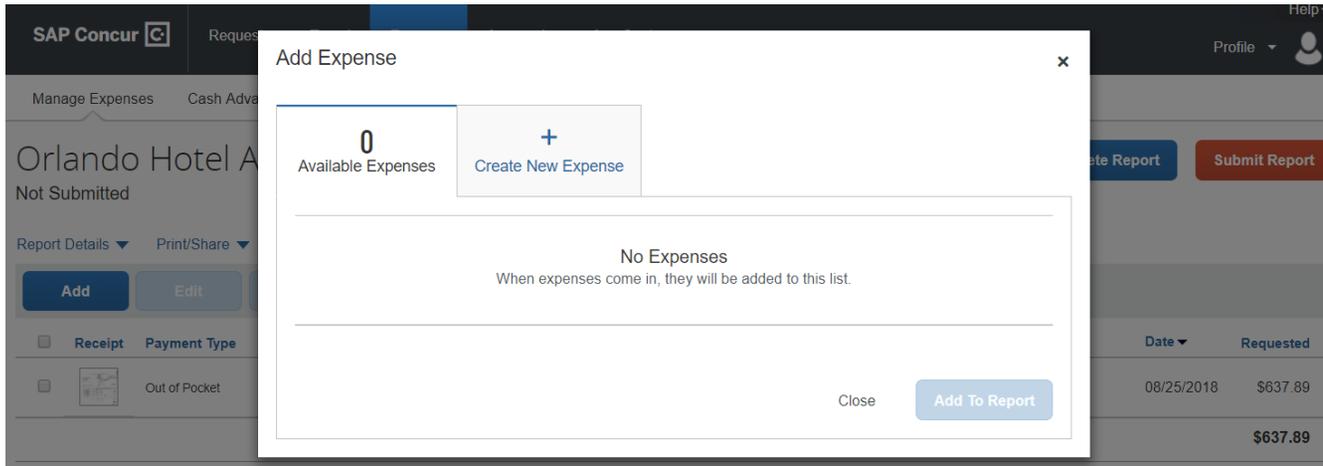
Expense Type: Choose an expense type | Amount: []

Expense Type: Choose an expense type | Amount: []

NextGen Expense User Interface - Itemizations

Itemization – Typical Process in NextGen

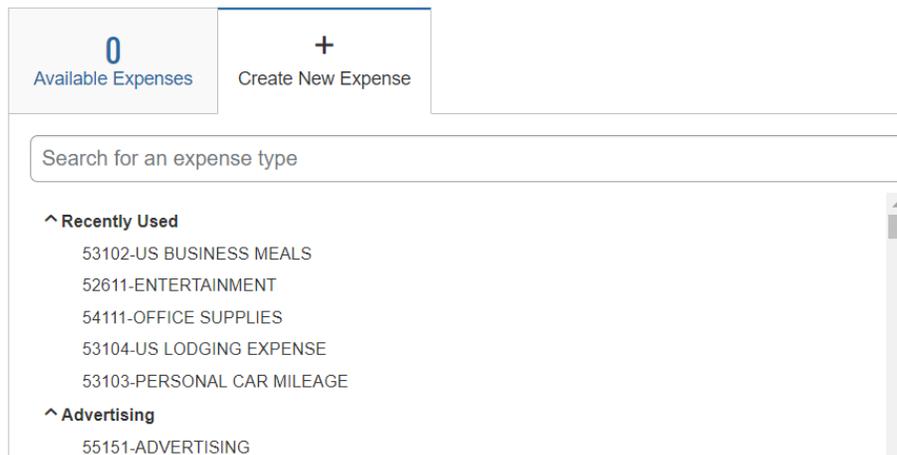
In an open report with the Report Header completed, you will click the **Add** on the Report Page



In this example, you would click the + **Create New Expense** tab for an out-of-pocket expense.

This takes you to the **Add Expense** pop-up screen where you must enter the GW Expense Type.

Add Expense



Clicking the 53102-US LODGING EXPENSE brings up the main New Expense page.

New Expense

Cancel **Save Expense**

Hide Receipt

Details | **Itemizations**

Allocate * Indicates required field

Expense Type *
53104-US LODGING EXPENSE

Check-in Date * Check-out Date * Nights: 0

Transaction Date * Business Purpose *

Vendor * City *

Payment Type *
Out of Pocket

Transaction Amount * Currency *
US, Dollar

Missing Receipt Acknowledgment Form Attached

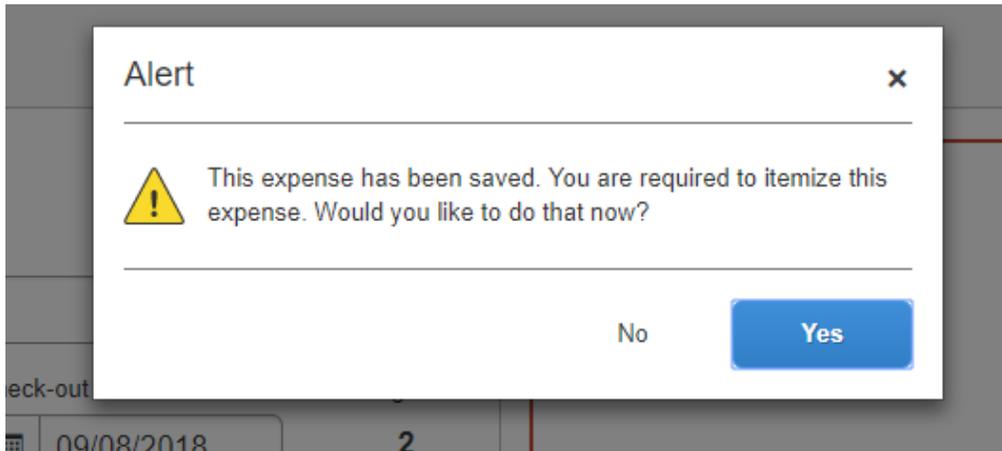
Comment

Save Expense Cancel

Attach Receipt Image

NOTE: If you started the expense with a P-Card charge or E-receipt (from the **Available Expenses** list), the itemizations may have been created automatically, depending on the hotel charge details provided by the vendor. If not, follow the steps below.

Complete all details specified with an asterisk * and click the **Save Expense** button. You may see this pop-up alert. Click **Yes** if you want to proceed with the itemization at this time.



Click **Create Itemization**. You must then re-enter the Expense Type for 53104-US LODGING EXPENSE

53104-US LODGING EXPENSE \$634.10 
09/08/2018 | Hampton Inn & Suites

Cancel

Save Itemization

Details

Itemizations

Hide Receipt

Amount	Itemized	Remaining
\$634.10	\$0.00	\$634.10

New Itemization

Expense Type *

53104-US LODGING EXPENSE

Entry Type: **Recurring Itemization**

09/06/2018 - 09/08/2018 (Nights: 2)

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)

(Amounts in USD)

Save Itemization

Cancel


Attach Receipt Image

Check the Entry Type and select **Recurring Itemization** if all room charges and room taxes are the same for each night

Entry Type: **Recurring Itemization**

09/06/2018 **Recurring Itemization**
Single Itemization

In this example, the charges were all equal, so the default **Recurring Itemization** was left as the choice.

But when room or room tax rates are different, you must select **Single Itemization** to allow you to manually enter the amounts charged for each night of the stay.

Enter the daily room rate and taxes and click **Save Itemization**. The check-in and check-out dates from the main hotel expense are used here to define the dates that require a recurring itemization. The receipt must also be attached.

53104-US LODGING EXPENSE \$634.10

09/08/2018 | Hampton Inn & Suites

Cancel

Save Expense

Details

Itemizations

Hide Receipt 

Amount	Itemized	Remaining
\$634.10	\$634.10	\$0.00

Create Itemization

More Actions 

<input type="checkbox"/>	Date ▲	Expense Type	Amount
<input type="checkbox"/>	09/06/2018	53104-US LODGING EXPENSE	\$300.00
<input type="checkbox"/>	09/06/2018	Hotel Tax	\$17.05
<input type="checkbox"/>	09/07/2018	Hotel Tax	\$17.05
<input type="checkbox"/>	09/07/2018	53104-US LODGING EXPENSE	\$300.00

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Hilton
Orlando Bonnet Creek

14100 Bonnet Creek Resort Lane
Orlando, Florida 32821
Phone (407) 597-3600 • Fax (407) 597-3700
Reservations
www.hiltonbonnetcreek.com or 1 800 HILTONS

Room 1708/O2
Arrival Date 09/08/2012 12:29:00PM
Departure Date 09/11/2012 10:30:00AM

Adult/Child 1/0
Room Rate 189.00

RATE PLAN C-ZCONF
HHW
ALL
BONUS AL: CAR:

CONFIRMATION NUMBER: 3468992790

S/11/2012 PAGE 1

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
9/8/2012	GUEST ROOM	BC2	2157078	\$189.00		
9/8/2012	ROOM OCC TAX	BC2	2157078	\$11.34		
9/8/2012	ROOM STATE TAX	BC2	2157078	\$12.29		
9/9/2012	GUEST ROOM	MM1	2159190	\$189.00		
9/9/2012	ROOM OCC TAX	MM1	2159190	\$11.34		
9/9/2012	ROOM STATE TAX	MM1	2159190	\$12.29		
9/10/2012	GUEST ROOM	MM1	2181483	\$189.00		
9/10/2012	ROOM OCC TAX	MM1	2181483	\$11.34		
9/10/2012	ROOM STATE TAX	MM1	2181483	\$12.29		
9/11/2012	MC '0105	MB7	2182686		\$637.89	
	BALANCE					\$0.00

ACCOUNT NO.

DATE OF CHARGE

FOOD/NO. CHECK NO.

321692 B

HOME 

Detach
Append

Since the Itemization is complete and there are no other required actions for this expense, click **Save Expense**

This takes you back to your Report Page, where all expenses for this report will be saved.

Orlando Hotel Aug 2018 \$1,271.99 Delete Report Submit Report
Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Requested
<input type="checkbox"/>		Out of Pocket	53104-US LODGING EXPENSE	Hampton Inn & Suites Philadelphia, Pennsylvania	09/08/2018	\$634.10
<input type="checkbox"/>		Out of Pocket	53104-US LODGING EXPENSE	Hilton Hotels Orlando, Florida	08/25/2018	\$637.89
						\$1,271.99

Note that if you checkmark one expense, this allows the user to perform several other actions. You can edit the existing expense, delete it, change the allocation, or move it to a different report. You would click **Add** to enter another expense.

Orlando Hotel Aug 2018 \$1,271.99 Delete Report Submit Report
Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Requested
<input checked="" type="checkbox"/>		Out of Pocket	53104-US LODGING EXPENSE	Hampton Inn & Suites Philadelphia, Pennsylvania	09/08/2018	\$634.10
<input type="checkbox"/>		Out of Pocket	53104-US LODGING EXPENSE	Hilton Hotels Orlando, Florida	08/25/2018	\$637.89
						\$1,271.99

Learn about other types of itemization in <https://ibuy.gwu.edu/expense-reporting-frequently-asked-questions>