Adding Hotel Expenses to your Expense Report – Part 1

Receipt Sample:

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/04	TELECOMM FREEHSIA	.00		
06/04	RM CHARG 843, 1	158.00		
06/04	OCC TAX 843, 1	22.12		
06/04	CA TOUR 843, 1	.38		
06/04	TOUR FEE 843, 1	2.37		
06/05	TELECOMM FREEHSIA	.00		
06/05	RM CHARG 843, 1	158.00		
06/05	OCC TAX 843, 1	22.12		
06/05	CA TOUR 843, 1	.38		
06/05	TOUR FEE 843, 1	2.37		
06/06	CCARD-VS		365.74	
	VSXXXXXXXXXXXXX0475			
				.00

Concur Expense Summary:

New Expense

Expense Type: Hotel
Transaction Date: 06/06/2018
Vendor: Embassy Suites
City of Purchase: Los Angeles, California
Payment Type: Out of Pocket
Amount: 365.74 USD
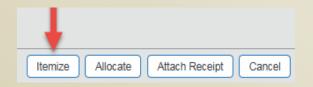☐ Travel Allowance
Comments To/From Approvers/Processors

Vendor- The hotel brand

City of Purchase- The city/state where the hotel is located

Payment Type- If the University paid for your hotel and was not charged to a corporate travel/ghost card, select "University Paid." If you paid out-of- pocket, select "Out of Pocket."

Amount- Enter the total on the hotel receipt.

Then click "Itemize."

Itemize | Allocate | Attach Receipt | Cancel

SACRAMENTO STATE
Redefine the Possible

Itemize Nightly Lodging Expenses

Receipt Sample:

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/04	TELECOMM FREEHSIA	.00		
06/04	RM CHARG 843, 1	158.00		
06/04	OCC TAX 843, 1	22.12		
06/04	CA TOUR 843, 1	.38		
06/04	TOUR FEE 843, 1	2.37		
06/05	TELECOMM FREEHSIA	.00		
06/05	RM CHARG 843, 1	158.00		
06/05	OCC TAX 843, 1	22.12		
06/05	CA TOUR 843, 1	.38		
06/05	TOUR FEE 843, 1	2.37		
06/06	CCARD-VS		365.74	
	VSXXXXXXXXXXXX0475			
				.00

Now enter the itemized hotel charges.

Check-In Date - Enter the first date of hotel stay. The system will automatically calculate the Number of Nights.

Room Rate - Enter the bast rate per night.

Room Tax - Enter all taxes separate form the

base rate. Click "Save Itemizations"

When all itemized hotel charges are entered, the Expense Summary should match your receipt

Receipt Sample:

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/04	TELECOMM FREEHSIA	.00		
06/04	RM CHARG 843, 1	158.00		
06/04	OCC TAX 843, 1	22.12		
06/04	CA TOUR 843, 1	.38		
06/04	TOUR FEE 843, 1	2.37		
06/05	TELECOMM FREEHSIA	.00		
06/05	RM CHARG 843, 1	158.00		
06/05	OCC TAX 843, 1	22.12		
06/05	CA TOUR 843, 1	.38		
06/05	TOUR FEE 843, 1	2.37		
06/06	CCARD-VS		365.74	
	VSXXXXXXXXXXXXX0475			
				.00

Concur Expense Summary:

Expenses   Move ▾ Delete Copy   View ▾ «

	Date ▾	Expense Type	Amount	Requested
	Adding New Expense			
☐ ⌄	06/06/2018	Hotel — Embassy Suites, Los Angeles, Cal	$365.74	$365.74
☐	06/04/2018	Hotel	$158.00	$158.00
☐	06/04/2018	Hotel Tax	$24.87	$24.87
☐	06/05/2018	Hotel	$158.00	$158.00
☐	06/05/2018	Hotel Tax	$24.87	$24.87

SACRAMENTO STATE
Redefine the Possible

Adding Hotel Expenses – Part 2
Different Rates and Additional Charges

Receipt Sample:

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/04	TELECOMM FREEHSIA	.00		
06/04	PARKING #1295781	.00		
06/04	RM CHARG 951, 1	158.00		
06/04	OCC TAX 951, 1	22.12		
06/04	CA TOUR 951, 1	.38		
06/04	TOUR FEE 951, 1	2.37		
06/05	PARKING 06.04.17	35.00		
06/05	PARKTAX 06.04.17	3.50		
06/05	PARKING #1295781	.00		
06/05	TELECOMM FREEHSIA	.00		
06/05	PARKING 6.5.17	35.00		
06/05	PARKTAX 6.5.17	3.50		
06/05	RM CHARG 951, 1	158.00		
06/05	OCC TAX 951, 1	22.12		
06/05	CA TOUR 951, 1	.38		
06/05	TOUR FEE 951, 1	2.37		
06/06	CCARD-VS		442.74	
	VSXXXXXXXXXXXXX0475			
				.00

Concur Expense Summary:

Vendor- The hotel brand

City of Purchase- The city/state where the hotel is located

Payment Type- If the University paid for your hotel and was not charged to a corporate travel/ghost card, select "University Paid." If you paid out-of- pocket, select "Out of Pocket."

Amount- Enter the total on the hotel receipt.

Then click "Itemize."

Itemize Nightly Lodging Expenses

Receipt Sample:

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/04	TELECOMM FREEHSIA	.00		
06/04	PARKING #1295781	.00		
06/04	RM CHARG 951, 1	158.00		
06/04	OCC TAX 951, 1	22.12		
06/04	CA TOUR 951, 1	.38		
06/04	TOUR FEE 951, 1	2.37		
06/05	PARKING 06.04.17	35.00		
06/05	PARKTAX 06.04.17	3.50		
06/05	PARKING #1295781	.00		
06/05	TELECOMM FREEHSIA	.00		
06/05	PARKING 6.5.17	35.00		
06/05	PARKTAX 6.5.17	3.50		
06/05	RM CHARG 951, 1	158.00		
06/05	OCC TAX 951, 1	22.12		
06/05	CA TOUR 951, 1	.38		
06/05	TOUR FEE 951, 1	2.37		
06/06	CCARD-VS		442.74	
	VSXXXXXXXXXXXX0475			
				.00

Concur Expense Summary:

Expense | Nightly Lodging Expenses

Check-in Date: 06/04/2018
Check-out Date: 06/06/2018
Number of Nights: 2

Recurring Charges (each night)
Room Rate: 158.00
Room Tax: 22.12

Other Room Tax 1: 0.38
Other Room Tax 2: 2.37

☐ Room rate and taxes will be shown as separate expenses

Additional Charges (each night)
Expense Type: Choose an expense type — Amount: [   ]
Expense Type: Choose an expense type — Amount: [   ]

Check-In Date - Enter the first date of hotel stay. The system will automatically calculate the Number of Nights.

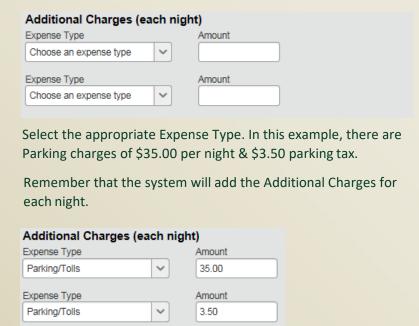Room Rate - Enter the base rate per night. In this example, the base rate for two nights is $158.00.

Room Tax - Enter all taxes separate from the base rate. In this example, the taxes charged with the base rate are $22.12, $0.38, $2.37 per night.

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Adding Additional Charges (Ex: parking, room service, internet, etc.)

Receipt Sample:

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
06/04	TELECOMM FREEHSIA	.00		
06/04	PARKING #1295781	.00		
06/04	RM CHARG 951, 1	158.00		
06/04	OCC TAX 951, 1	22.12		
06/04	CA TOUR 951, 1	.38		
06/04	TOUR FEE 951, 1	2.37		
06/05	PARKING 06.04.17	35.00		
06/05	PARKTAX 06.04.17	3.50		
06/05	PARKING #1295781	.00		
06/05	TELECOMM FREEHSIA	.00		
06/05	PARKING 6.5.17	35.00		
06/05	PARKTAX 6.5.17	3.50		
06/05	RM CHARG 951, 1	158.00		
06/05	OCC TAX 951, 1	22.12		
06/05	CA TOUR 951, 1	.38		
06/05	TOUR FEE 951, 1	2.37		
06/06	CCARD-VS		442.74	
	VSXXXXXXXXXXXX0475			
				.00

Additional Charges (each night)

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

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

Select the appropriate Expense Type. In this example, there are Parking charges of $35.00 per night & $3.50 parking tax.

Remember that the system will add the Additional Charges for each night.

Additional Charges (each night)

Expense Type | Amount
Parking/Tolls ▼ | 35.00

Expense Type | Amount
Parking/Tolls ▼ | 3.50

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Adding Additional Charges (Ex: parking, room service, internet, etc.)

Additional Charges (each night)

Expense Type: Parking — Amount: 30.00

Expense Type: Breakfast — Amount: 28.00

There are also meal expenses for all four nights. In this example, I am entering a common meal and an average cost, and I'll edit the charges later.

Remember that the system will add all Additional Charges for each night.

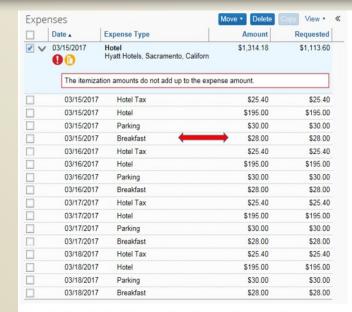Now that I've added all additional itemized charges on my hotel receipt, I'm ready to Save Itemizations.

Save Itemizations   Cancel

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Redefine the Possible

Modify Your Entries

Now I'm ready to modify my entries. Taking one line item at a time, I'll compare my entries to the line items on my receipt, and correct any amounts that are different.

Group Name			Folio No.		
Date	Description			Charges	Credits
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789		28.93	
03-15-17	Valet Parking	7958		30.00	
03-15-17	Accommodation			354.00	
03-15-17	Occupancy Tax 12%			42.48	
03-15-17	Tourism Fee			2.00	
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291		22.40	
03-16-17	Valet Parking	7958		30.00	
03-16-17	Package Room			195.00	
03-16-17	Occupancy Tax 12%			23.40	
03-16-17	Tourism Fee			2.00	
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529		26.58	
03-17-17	Valet Parking	7958		30.00	
03-17-17	Package Room			195.00	
03-17-17	Occupancy Tax 12%			23.40	
03-17-17	Tourism Fee			2.00	
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417		28.93	
03-18-17	Valet Parking	7958		30.00	
03-18-17	Package Room			195.00	
03-18-17	Occupancy Tax 12%			23.40	
03-18-17	Tourism Fee			2.00	
03-19-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5887		27.66	
03-19-17	Visa				1,314.18
	Total			1,314.18	1,314.18
Guest Signature	Balance			0.00	

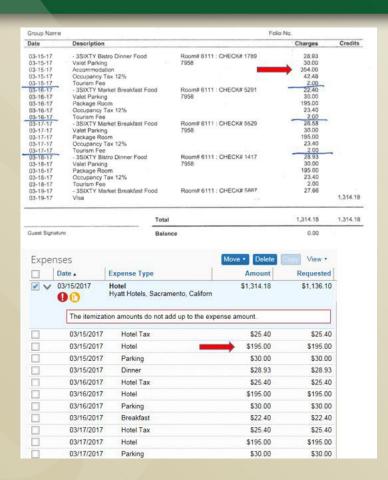The first line item on my receipt is not a breakfast, but a Bistro Dinner for $28.93.

By selecting the line item on the Concur Expense Summary, I can change the Expense Type to "Dinner," and change the amount to $28.93.
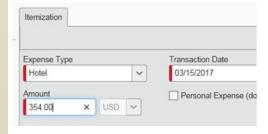
Modify Your Entries

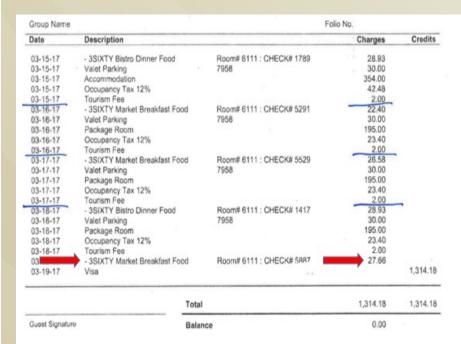The next line item that is different on my receipt is the base rate and taxes on 3/15/17.

Again, by selecting the line item on the Concur Expense Summary, I can change the base rate to $354.00. The same has to be done with the taxes on 3/15/17.

Modify Your Entries

All itemized charges on the hotel receipt have been added, but notice that the hotel charges are still out of balance. Notice that there is a breakfast on the receipt on 3/19 that has not been added to the Expense Report.

Select the Hotel expense on the Concur Expense Summary page.

Click Add Itemization on the right side.

Select the appropriate Expense Type. In this example, I'll select "Breakfast."

Complete the required fields and Save your entry.

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Hotel Expense Completed

Group Name				Folio No.	
Date	**Description**			**Charges**	**Credits**
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789		28.93	
03-15-17	Valet Parking	7958		30.00	
03-15-17	Accommodation			354.00	
03-15-17	Occupancy Tax 12%			42.48	
03-15-17	Tourism Fee			2.00	
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291		22.40	
03-16-17	Valet Parking	7958		30.00	
03-16-17	Package Room			195.00	
03-16-17	Occupancy Tax 12%			23.40	
03-16-17	Tourism Fee			2.00	
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529		26.58	
03-17-17	Valet Parking	7958		30.00	
03-17-17	Package Room			195.00	
03-17-17	Occupancy Tax 12%			23.40	
03-17-17	Tourism Fee			2.00	
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417		28.93	
03-18-17	Valet Parking	7958		30.00	
03-18-17	Package Room			195.00	
03-18-17	Occupancy Tax 12%			23.40	
03-18-17	Tourism Fee			2.00	
03-19-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5887		27.66	
03-19-17	Visa				1,314.18
	Total			1,314.18	1,314.18
Guest Signature	**Balance**			0.00	

Expenses

Move ▾ | Delete | Copy | View ▾ | «

	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
☐ ⌄	03/15/2017	**Hotel** Hyatt Hotels, Sacramento, Californ	$1,314.18	$1,314.18
☐	03/15/2017	Hotel	$354.00	$354.00
☐	03/15/2017	Hotel Tax	$44.48	$44.48
☐	03/15/2017	Parking	$30.00	$30.00
☐	03/15/2017	Dinner	$28.93	$28.93
☐	03/16/2017	Hotel	$195.00	$195.00
☐	03/16/2017	Hotel Tax	$25.40	$25.40
☐	03/16/2017	Parking	$30.00	$30.00
☐	03/16/2017	Breakfast	$22.40	$22.40
☐	03/17/2017	Hotel	$195.00	$195.00
☐	03/17/2017	Hotel Tax	$25.40	$25.40
☐	03/17/2017	Parking	$30.00	$30.00
☐	03/17/2017	Breakfast	$26.58	$26.58
☐	03/18/2017	Hotel	$195.00	$195.00
☐	03/18/2017	Hotel Tax	$25.40	$25.40
☐	03/18/2017	Parking	$30.00	$30.00
☐	03/18/2017	Dinner	$28.93	$28.93
☐	03/19/2017	Breakfast	$27.66	$27.66

All hotel expenses are now entered, and itemized charges balance to the total.

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