Hotel Itemization: Changing Rates through Your Stay

During varying times of the year, hotel nightly rates fluctuate. During the stay of your trip, the nightly rates may change. The instructions below will guide you through entering hotel itemizations into your expense report. A reminder, per the CSU Travel Policy, "The nightly lodging rate for domestic travel may not exceed $275 per night, not included taxes and other related charges."

Adding Recurring Hotel Expense:

When completing your expense report, enter your hotel expense by choosing **Hotel** as the "Expense Type". "Transaction Date" will be the last day of your stay. "Vendor" will be the hotel you have stayed at. Fill in "City of Purchase" and "Payment Type". If you have used your Concur Travel Card, **University Paid** will be the correct selection. The "Amount" will be the total cost of your hotel bill. After completing this field, and adding any necessary comments, choose "Itemize" at the bottom on your screen.

Choosing "Itemize" will add the "Nightly Lodging Expenses" tab to this expense. Choose the appropriate "Check-in Date" and "Check-out Date", as well as the "Number of Nights". To build the hotel expense into your expense report, enter the nightly rate that occurs most frequently during your trip in the **Recurring Charges**. (You will adjust the changing rates in a few steps.) Add each of the taxes or other lodging charges.

Scrolling down in the "Nightly Lodging Expenses" box will show **Additional Charges.**

This area is where you can add any of the following additional, <u>recurring</u> charges that were charged to your hotel bill. Adding an expense here will itemize this expense onto <u>each night</u> of your trip.

For example:

- o Parking charges for each day
  - • Use **Parking/Tolls**
- o Internet charges for each day
  - • Use **Internet/Telephone/Fax**

If you did not have any extra recurring expenses each night, do not fill this area in. Once you have added all nightly expenses, choose **Save Itemizations**.

If your hotel bill total is equal to the itemized amount, you have completed your hotel itemization.

If your hotel bill total does not equal the itemized amount, you need to further itemize your hotel expense.

Itemizing Additional Expenses from the Hotel Bill:

The system will notify you when your itemized amounts do not add up to the final expense amount. And you can see the amount remaining to be itemized on the right hand side.

Total Amount: $600.00 | Itemized: $585.00 | **Remaining: $15.00**

The **Remaining** balance needs to be itemized. Choose the correct "Expense Type" and fill-in the remaining fields.

For example: You may have ordered room service at the hotel for dinner one night. Choose "Dinner-Domestic" as the expense type, and add the cost of this expense. If this one charge totals the **remaining** balance, you have completed your hotel itemization. If not, add any other expenses you have charged to your bill.

Adjusting Changing Rates:

If your nightly rates have changed, the system can only build recurring lines with one amount. We have built these lines, but the system will likely let you know the itemization amounts don't match the expense amount

Exception

🔴 The itemization amounts do not add up to the expense amount.

Expenses   Move ▾ | Delete | Copy | View ▾ | «

☐		Date ▾	Expense Type	Amount	Requested
☐	⌄	02/01/2019 🔴🟠	Hotel	$600.00	$615.00
☑		02/03/2019	Hotel	$205.00	$205.00
☐		02/02/2019	Hotel	$205.00	$205.00
☐		02/01/2019	Hotel	$205.00	$205.00

Choose the night where the rate is higher/lower and adjust to the correct amount. Choose **Save** when the change has been made and continue adjusting other nights if necessary. The exception will go away once the expense amount total is fully itemized.

Another option to enter **Hotel** is to enter each night separately, this is done by using day-to-day in the "Check-in Date" and "Check-out Date". Entering each night stayed separately. Once the expense for that night is created, you can **Copy** the charge. Adjust the date and **Save** to add another line with the same amount. No recurring charges will be entered this way.

Expenses   Move ▾ | Delete | Copy | View ▾ | «

☐	Date ▲	Expense Type	Amount	Requested