

Entering Hotel Expenses into Concur

Hotel bill didn't come in via an E-Receipt? Enter your bill following the steps below

Step 1: Add a Hotel Expense

Add a new expense to your expense report with a **Hotel** expense type. Enter the **Transaction date** which is your checkout date. In the **Amount** field add the **total amount** of the hotel bill.

Sample Hotel Receipt		Hilton Hotel Albuquerque, NM	
Jane Doe		4-Feb-11	
1195 NW Compton Drive			
Beaverton, OR 97008			
31-Jan Room Rate		134.00	
31-Jan Tax 1		2.68	
31-Jan Tax 2		10.12	
31-Jan Internet		9.95	
31-Jan Room Service		21.50	
31-Jan In Room Movie		10.00	
1-Feb Room Rate		134.00	
1-Feb Tax 1		2.68	
1-Feb Tax 2		10.12	
1-Feb Internet		9.95	
2-Feb Room Rate		134.00	
2-Feb Tax 1		2.68	
2-Feb Tax 2		10.12	
2-Feb Internet		9.95	
2-Feb Room Service		8.75	
3-Feb Room Rate		134.00	
3-Feb Tax 1		2.68	
3-Feb Tax 2		10.12	
3-Feb Internet		9.95	
	Total Charges	667.25	
3-Feb Paid on Visa -xxxx		(667.25)	

Select **Itemize**

Step 2: Itemize Recurring Expenses on Hotel Bill

When you select **Itemize**, the **Nightly Lodging Expenses** tab opens in the expense window. Enter the **Check-in Date**. The **Number of Nights** field is automatically calculated. Enter the per-night **Room Rate** and **Taxes**

Expenses that occur each day only need to be entered once		Hilton Hotel Albuquerque, NM	
Jane Doe			4-Feb-11
1195 NW Compton Drive			
Beaverton, OR 97008			
31-Jan Room Rate	134.00		
31-Jan Tax 1	2.68		
31-Jan Tax 2	10.12		
31-Jan Internet	9.95		
31-Jan Room Service	21.50		
31-Jan In Room Movie	10.00		
1-Feb Room Rate	134.00		
1-Feb Tax 1	2.68		
1-Feb Tax 2	10.12		
1-Feb Internet	9.95		
2-Feb Room Rate	134.00		
2-Feb Tax 1	2.68		
2-Feb Tax 2	10.12		
2-Feb Internet	9.95		
2-Feb Room Service	8.75		
3-Feb Room Rate	134.00		
3-Feb Tax 1	2.68		
3-Feb Tax 2	10.12		
3-Feb Internet	9.95		
		Total Charges	667.25
3-Feb Paid on Visa -xxxx			(667.25)

Questions?

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Select the **Combine room rate and taxes into a single entry** box

In the **Additional Charges** section, enter any recurring charges that occurred each day of your trip (internet access, parking, etc). Entering it once here will populate an expense for each day of your trip.

<p>Internet access charge of \$9.95 occurred each day Only needs to be entered once</p>		<h3>Hilton Hotel</h3> <p>Albuquerque, NM</p>	
<p>Jane Doe 1195 NW Compton Drive Beaverton, OR 97008</p>		<p>4-Feb-11</p>	
31-Jan Room Rate	134.00		
31-Jan Tax 1	2.68		
31-Jan Tax 2	10.12		
31-Jan Internet	9.95		
31-Jan Room Service	21.50		
31-Jan In Room Movie	10.00		
1-Feb Room Rate	134.00		
1-Feb Tax 1	2.68		
1-Feb Tax 2	10.12		
1-Feb Internet	9.95		
2-Feb Room Rate	134.00		
2-Feb Tax 1	2.68		
2-Feb Tax 2	10.12		
2-Feb Internet	9.95		
2-Feb Room Service	8.75		
3-Feb Room Rate	134.00		
3-Feb Tax 1	2.68		
3-Feb Tax 2	10.12		
3-Feb Internet	9.95		
Total Charges		667.25	
3-Feb Paid on Visa -xxxx		(667.25)	

New Expense | **Nightly Lodging Expenses**

Check-in Date: 1/31/2011 | Check-out Date: 02/04/2011 | Number of Nights: 4

Recurring Charges (each night)

Room Rate: 134.00 | Room Tax: 2.68

Other Room Tax 1: 10.12 | Other Room Tax 2:

Combine room rate and taxes into a single entry

Additional Charges (each night)

Expense Type: Internet Access | Amount: 9.95

Expense Type: Choose an expense type | Amount:

Select **Save Itemization**

New Expense | **Nightly Lodging Expenses**

Check-in Date: 1/31/2011 | Check-out Date: 02/04/2011 | Number of Nights: 4

Recurring Charges (each night)

Room Rate: 134.00 | Room Tax: 2.68

Other Room Tax 1: 10.12 | Other Room Tax 2:

Combine room rate and taxes into a single entry

Additional Charges (each night)

Expense Type: Internet Access | Amount: 9.95

Expense Type: Choose an expense type | Amount:

Save Itemizations
Cancel

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Step 3: Itemize Non-Recurring Expenses on Hotel Bill

The red flag indicates that your itemizations do not total the total hotel bill. The entire bill must be itemized before you can submit your report.

Exceptions

Expense Type	Date	Amount	Exception
Hotel	02/04/2011	\$667.25	! The itemization amounts do not add up to the expense amount.

Expenses Delete Copy View <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested	
<input checked="" type="checkbox"/>	02/04/2011	Hotel Hilton Hotels, Albuquerque, New Me	\$667.25	\$627.00	<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"> Only \$627 of the \$667.25 has been itemized. Report cannot be submitted until Amount = Requested </div>
<input type="checkbox"/>	02/03/2011	Internet Access	\$9.95	\$9.95	
<input type="checkbox"/>	02/03/2011	Hotel	\$146.80	\$146.80	
<input type="checkbox"/>	02/02/2011	Internet Access	\$9.95	\$9.95	
<input type="checkbox"/>	02/02/2011	Hotel	\$146.80	\$146.80	
<input type="checkbox"/>	02/01/2011	Internet Access	\$9.95	\$9.95	
<input type="checkbox"/>	02/01/2011	Hotel	\$146.80	\$146.80	
<input type="checkbox"/>	01/31/2011	Internet Access	\$9.95	\$9.95	
<input type="checkbox"/>	01/31/2011	Hotel	\$146.80	\$146.80	

This expense has no matching travel reservation. Please use the one-click feature in Cliqbook to create expense reports or use the expense report comments to explain why there was no reservation made for this expense.
The itemization amounts do not add up to the expense amount.

Indicates the expense has been itemized and details are below

Select **Add Itemization**

Expenses Delete Copy View <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested	
<input checked="" type="checkbox"/>	02/04/2011	Hotel Hilton Hotels, Albuquerque, New Me	\$667.25	\$627.00	<div style="border: 1px solid #ccc; padding: 5px; background-color: #fff9c4;"> This expense has no matching travel reservation. Please use the one-click feature in Cliqbook to create expense reports or use the expense report comments to explain why there was no reservation made for this expense. The itemization amounts do not add up to the expense amount. </div>
<input type="checkbox"/>	02/03/2011	Internet Access	\$9.95	\$9.95	
<input type="checkbox"/>	02/03/2011	Hotel	\$146.80	\$146.80	
<input type="checkbox"/>	02/02/2011	Internet Access	\$9.95	\$9.95	
<input type="checkbox"/>	02/02/2011	Hotel	\$146.80	\$146.80	
<input type="checkbox"/>	02/01/2011	Internet Access	\$9.95	\$9.95	
<input type="checkbox"/>	02/01/2011	Hotel	\$146.80	\$146.80	
<input type="checkbox"/>	01/31/2011	Internet Access	\$9.95	\$9.95	
<input type="checkbox"/>	01/31/2011	Hotel	\$146.80	\$146.80	

TOTAL AMOUNT **TOTAL REQUESTED**
\$627.00 \$627.00

Expense Nightly Lodging Expenses

Total Amount: \$667.25 | Itemized: \$627.00 | Remaining: \$40.25

Expense Type: <input type="text" value="Hotel"/>	Transaction Date: <input type="text" value="02/04/2011"/>
Business Purpose: <input type="text" value="test"/>	Vendor: <input type="text" value="Hilton Hotels"/>
City: <input type="text" value="Albuquerque, New Mexico"/>	Payment Type: <input type="text" value="Out of Pocket"/>
Amount: <input type="text" value="667.25"/> <input type="text" value="USD"/>	Comment: <input type="text"/>
Department: <input type="text" value="(717000) Corp Finance/Accounting"/>	

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In the **New Itemization** tab enter the appropriate expense type, date, and amount. Select **Save**.

New Itemization

Total Amount: \$667.25 | Itemized: \$627.00 **Remaining: \$40.25**

Expense Type: Meals (Breakfast/Lunch/Dinner) | Transaction Date: 02/02/2011 | Business Purpose: test

Vendor Name: Hilton Hotels | City: Albuquerque, New Mexico | Payment Type: Out of Pocket

Amount: 8.75 USD | Personal Expense (do not reimburse)

Department: (717000) Corp Finance/Accounting

Indicates amount remaining to be itemized. Must be zero before submitting report.

Hilton Hotel

Albuquerque, NM

Jane Doe 4-Feb-11
 1195 NW Compton Drive
 Beaverton, OR 97008

31-Jan Room Rate	134.00
31-Jan Tax 1	2.68
31-Jan Tax 2	10.12
31-Jan Internet	9.95
31-Jan Room Service	21.50
31-Jan In Room Movie	10.00
1-Feb Room Rate	134.00
1-Feb Tax 1	2.68
1-Feb Tax 2	10.12
1-Feb Internet	9.95
2-Feb Room Rate	134.00
2-Feb Tax 1	2.68
2-Feb Tax 2	10.12
2-Feb Internet	9.95
2-Feb Room Service	8.75
3-Feb Room Rate	134.00
3-Feb Tax 1	2.68
3-Feb Tax 2	10.12
3-Feb Internet	9.95
Total Charges	667.25
3-Feb Paid on Visa -xxxx	(667.25)

Enter any other non-recurring business expenses from hotel bill

New Itemization

Total Amount: \$667.25 | Itemized: \$635.75 | Remaining: \$31.50

Expense Type: Meals (Breakfast/Lunch/Dinner) | Transaction Date: 1/31/2011 | Business Purpose: test

Vendor Name: Hilton Hotels | City: Albuquerque, New Mexico | Payment Type: Out of Pocket

Amount: 21.50 USD | Personal Expense (do not reimburse) | Comment:

Department: (717000) Corp Finance/Accounting

Save **Cancel**

Hilton Hotel	
Albuquerque, NM	
Jane Doe	4-Feb-11
1195 NW Compton Drive	
Beaverton, OR 97008	
31-Jan Room Rate	134.00
31-Jan Tax 1	2.68
31-Jan Tax 2	10.12
31-Jan Internet	9.95
31-Jan Room Service	21.50
31-Jan In Room Movie	10.00
1-Feb Room Rate	134.00
1-Feb Tax 1	2.68
1-Feb Tax 2	10.12
1-Feb Internet	9.95
2-Feb Room Rate	134.00
2-Feb Tax 1	2.68
2-Feb Tax 2	10.12
2-Feb Internet	9.95
2-Feb Room Service	8.75
3-Feb Room Rate	134.00
3-Feb Tax 1	2.68
3-Feb Tax 2	10.12
3-Feb Internet	9.95
Total Charges	667.25
3-Feb Paid on Visa -xxxx	(667.25)

Step 5: Enter Personal Expenses

A hotel bill may include charges that are not reimbursable under Planar's Travel and Expense Policy. These expenses must be itemized and marked as **personal expenses** in Concur.

Hilton Hotel		
Albuquerque, NM		
Jane Doe		4-Feb-11
1195 NW Compton Drive Beaverton, OR 97008		
31-Jan Room Rate		134.00
31-Jan Tax 1		2.68
31-Jan Tax 2		10.12
31-Jan Internet		9.95
31-Jan Room Service		21.50
31-Jan In Room Movie		10.00
1-Feb Room Rate		134.00
1-Feb Tax 1		2.68
1-Feb Tax 2		10.12
1-Feb Internet		9.95
2-Feb Room Rate		134.00
2-Feb Tax 1		2.68
2-Feb Tax 2		10.12
2-Feb Internet		9.95
2-Feb Room Service		8.75
3-Feb Room Rate		134.00
3-Feb Tax 1		2.68
3-Feb Tax 2		10.12
3-Feb Internet		9.95
	Total Charges	667.25
3-Feb Paid on Visa -xxxx		(667.25)

New Itemization Total Amount: \$667.25 | Itemized: \$657.25 | Remaining: \$10.00

Expense Type Miscellaneous Expenses	Transaction Date 1/31/2011	Business Purpose in-room movie
Vendor Name Hilton Hotels	City Albuquerque, New Mexico	Payment Type Out of Pocket
Amount 10.00 USD	<input checked="" type="checkbox"/> Personal Expense (do not reimburse)	Comment
Department (717000) Corp Finance/Accounting	In-room entertainment is not a reimbursable expense under Planar's Travel and Expense Policy	

Save **Cancel**

Expenses				
	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	02/04/2011	Hotel Hilton Hotels, Albuquerque, New Me	\$667.25	\$657.25
<input type="checkbox"/>	02/04/2011	Laundry	\$8.75	\$8.75
<input type="checkbox"/>	02/03/2011	Hotel	\$146.80	\$146.80
<input type="checkbox"/>	02/03/2011	Internet Access	\$9.95	\$9.95
<input type="checkbox"/>	02/02/2011	Hotel	\$146.80	\$146.80
<input type="checkbox"/>	02/02/2011	Internet Access	\$9.95	\$9.95
<input type="checkbox"/>	02/01/2011	Hotel	\$146.80	\$146.80
<input type="checkbox"/>	02/01/2011	Internet Access	\$9.95	\$9.95
<input type="checkbox"/>	01/31/2011	Hotel	\$146.80	\$146.80
<input type="checkbox"/>	01/31/2011	Internet Access	\$9.95	\$9.95
<input type="checkbox"/>	01/31/2011	Meals (Breakfast/Lunch/Dinner)	\$21.50	\$21.50
<input type="checkbox"/>	01/31/2011	Miscellaneous Expenses	\$10.00	\$0.00

The total requested is the total amount claimed as business expenses. Total Amount less Total Requested = \$10 personal expense

TOTAL AMOUNT	TOTAL REQUESTED
\$667.25	\$657.25

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