Step-by-Step Guide
Travel Reconciliation Expense Report:
Step 2d – Adding Lodging Expenses

No matter if lodging was paid for with personal funds or with the Travel Card, the process for adding a lodging expense is essentially the same. The only difference is in how much information the Concur Travel & Expense System already knows about the expense. (For example, if your Travel Card was used, the system already knows the date and amount of the expense.)

The first step was to create your expense report by completing the Report Header. Now it is time to add expenses to your expense report...and to add information to those expenses.

If paid for with Travel Card:	*If paid for with personal funds:*
Add the expense to your expense report and then select it from the left side of your screen. (Refer to the Step-by-Step Guide Step 2b – Adding Travel Card Expenses for details.) Verify the expense's Expense Type is *Lodging Rates.*	Select the Expense Type *Lodging Rates* from the right side of your screen. (If you see a list of card expenses instead of Expense Types, first click the **New Expense** button on the left side of your screen.)

If needed, enter your check-out date as the **Transaction Date**.

Use the Vendor dropdown to select the name of your hotel...or, begin typing your hotel's name.
Note: If your hotel is not part of the list, select *Other* and enter your hotel in the **Comment** field.

Search for the location of your hotel if it doesn't appear in your previously-selected list.

If paid for with personal funds, enter the amount for which you are seeking reimbursement.

Use the **Is Required Receipt Included?** dropdown to indicate whether the documentation requirements for this expense will be satisfied at the time of submission.

Note: Only select *No* if a receipt is required and it will not be attached to the expense report before submission.

Lodging expenses must be itemized to show, on a daily basis, the amount of each expense that occurred.

Click **Itemize**.

Use the calendar to select your check-in date. The duration of your stay is automatically calculated.

Enter your actual nightly room charges, including taxes, in the **Recurring Charges** section. (If different nightly room amounts, enter the least nightly room amount here and then change the itemization as described below.)

If you had expenses that occurred every day of your hotel stay – for the same rate – enter those charges in the **Additional Charges (each night)** section. Select the appropriate Expense Type and enter the daily amount. (Additional charges that occurred occasionally, or for different rates, will be entered next.)

Click **Save Itemizations**.

Your nightly lodging expenses are now itemized on the left side of your screen.

If more expenses need to be accounted for, the right side of your screen will indicate how much is remaining.

To change an itemization: Select the itemization from the list on the left side of your screen. Then, use the right side of your screen to change the information as appropriate (for example, enter a different amount as the room rate) and click **Save**.

To continue to add itemizations: Use the Expense Type dropdown to select the appropriate type, enter the required information, and click **Save**.

Was there a lodging deposit for your stay?

If so, add an itemization to account for the lodging deposit: use the Expense Type *Lodging Deposit (Checkout Credit)* and enter the deposit as a negative amount.

The initial pre-trip deposit expense should also be added to this expense report as a separate expense – if not already done so – using the Expense Type *Lodging Deposit (Pre-Trip)*.

Was there a per diem meal (such as room service) as part of this lodging expense?

If so, add an itemization using the Expense Type *Personal Travel Charge (not reimbursable)* to account for such expenses. Refer to the Step-by-Step Guide Step 2f – Adding Per Diem (Fixed Meal) Expenses for further guidance.

Repeat until the entire lodging expense is fully itemized (the remaining balance is $0.00).

You have now added lodging expenses to your Travel Reconciliation expense report. Continue with **Step 2 – Adding Expenses**. *There are several Step-by-Step Guides available on the* Concur Travel Reconciliation Learning Resources web page:

> ➢ *Overview of Adding Expenses*
>
> ➢ *Adding Travel Card Expenses*
>
> ➢ *Adding Out-of-Pocket Expenses*
>
> ➢ *Adding Mileage Expenses*
>
> ➢ *Adding Per Diem (Fixed Meal) Expenses*
>
> ➢ *Reconciling Cash Advances*

Once all expenses have been added, go on to Step 3 – Allocating Expenses.