Description
This job aid describes how to itemize a hotel bill in your expense report exactly as it is charged on the hotel receipt.

Once the hotel expense has been added and selected in the Concur report, please follow the below steps.

Expense Pane – New Expense Section

1. Click

2. Enter the Nightly Lodging details, as appropriate:
   - Check-in Date
   - Check-out Date
   - Room Rate
   - Room Tax

3. Select the additional expense type from the Expense Type field and enter the Amount of the additional nightly expense

4. Click

Save Itemizations
If room rates vary, click on the itemized expense line and enter the correct rate.

5. Click on the itemized Travel Room Rate that requires a rate change.
6. Under the Itemization pane, delete the current rate and enter the correct rate.
7. Click Save.
8. Repeat steps 5-7, if there are additional adjustments.