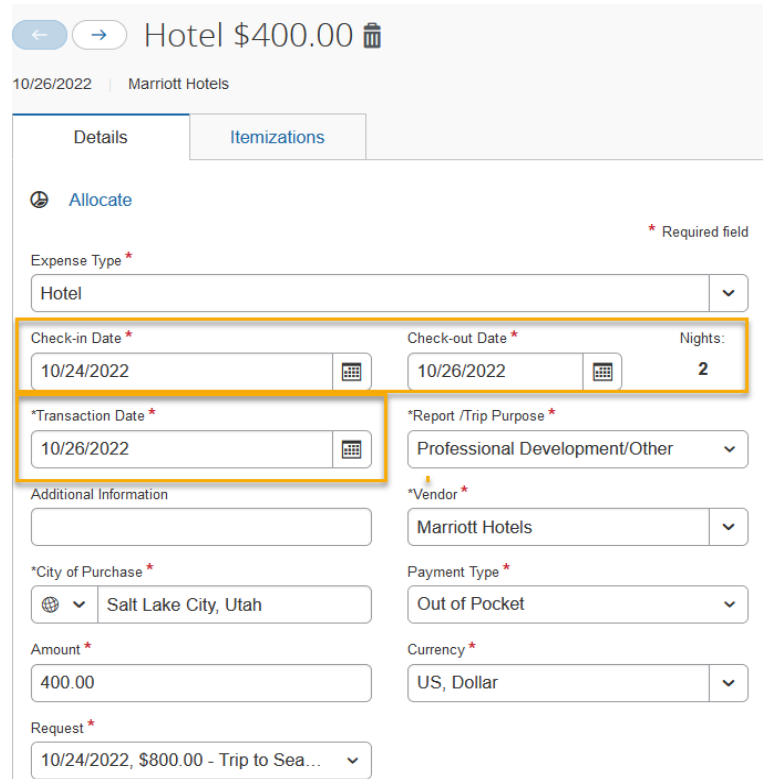# Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that your company can correctly account for all expenditures.

In the lodging expense report, Concur Expense populates the **Check-out Date** and the **Nights** based on the **Transaction Date** and the **Check-in Date**.
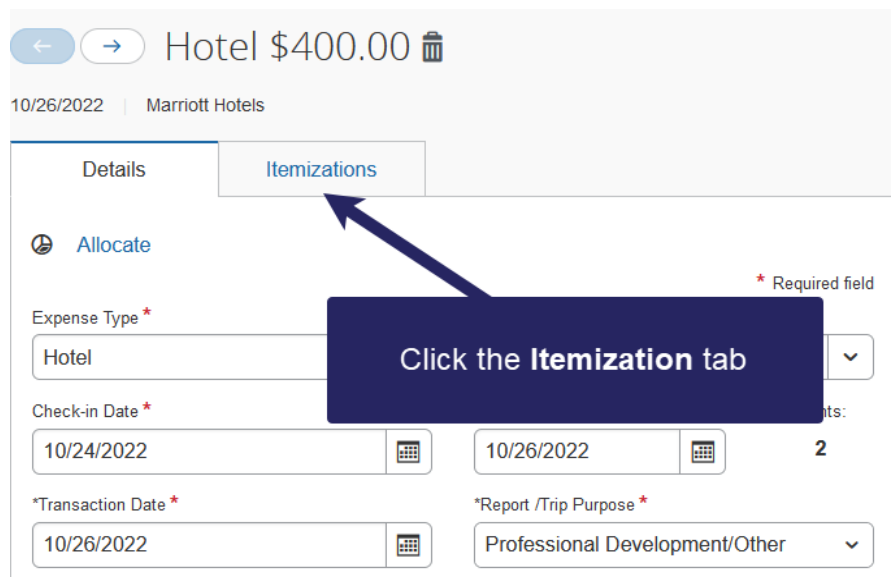
In the following steps, you will see how to enter all your itemizations.

1. Click the **Itemizations** tab.

The **Itemizations** tab displays the amount **Remaining** that requires itemization.

You need to continue itemizing all one-time charges that appear on your bill until the remaining amount is $0.00.

2. Click **Create Itemization**.

← → Hotel $400.00 🗑

10/26/2022 | Marriott Hotels

Click Create Itemization

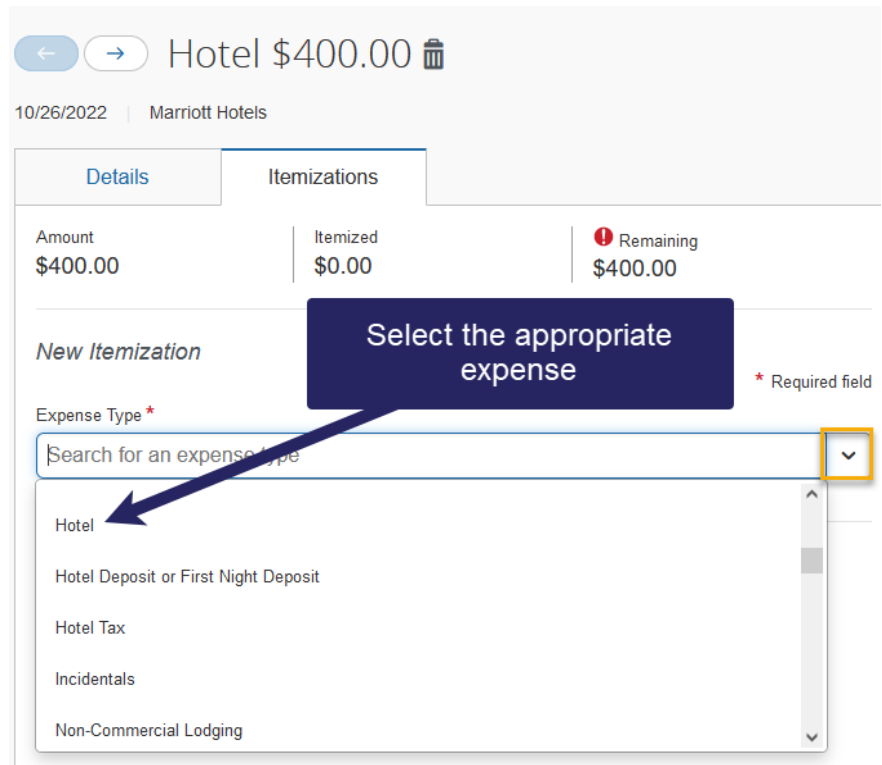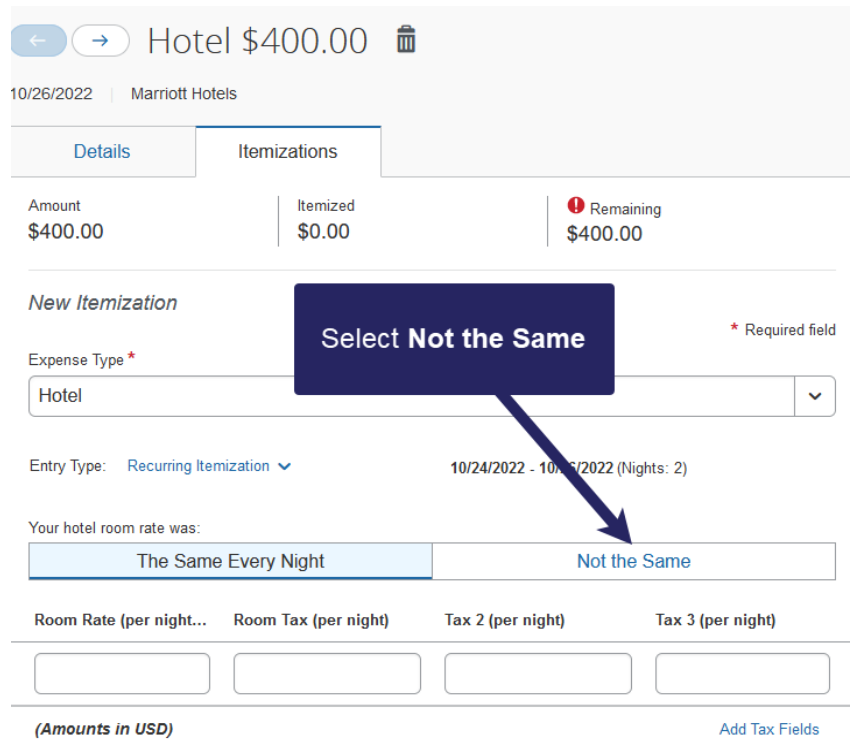Details | Itemizations

Amount
$400.00

Itemized
$0.00

❗ Remaining
$400.00

Create Itemization | More Actions ⌄

No Itemizations.
Create itemizations for the items on your receipt.
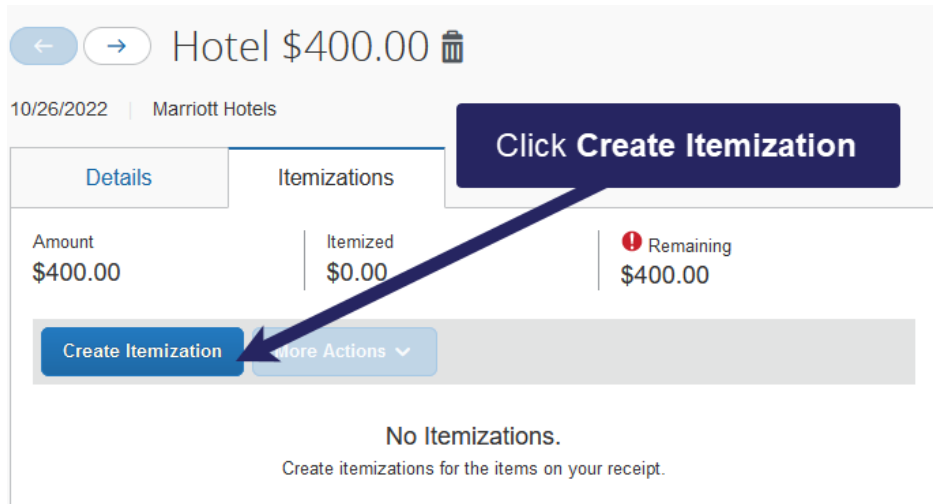
3. Click the **Expense Type** dropdown arrow, and then select the appropriate expense.

← → Hotel $400.00 🗑

10/26/2022 | Marriott Hotels

Details | Itemizations

Amount
$400.00

Itemized
$0.00

❗ Remaining
$400.00

New Itemization

Select the appropriate expense

* Required field

Expense Type *

Search for an expense type   ⌄

Hotel

Hotel Deposit or First Night Deposit

Hotel Tax

Incidentals

Non-Commercial Lodging

You can select whether your hotel room rate was **The Same Every Night** or **Not the Same**.
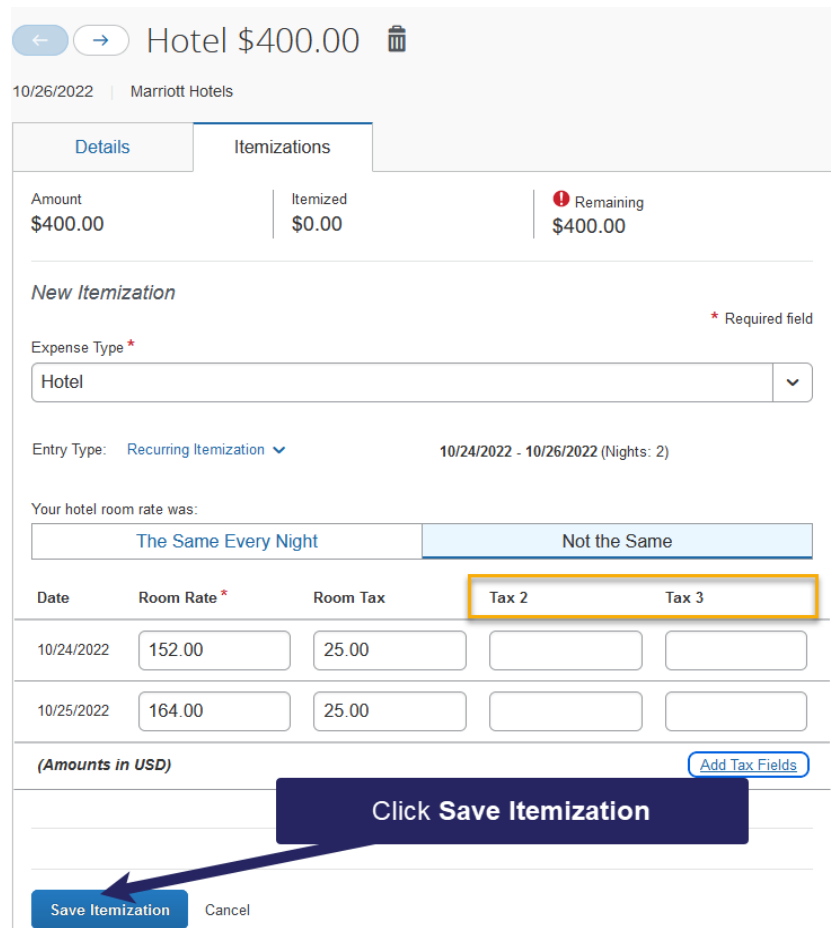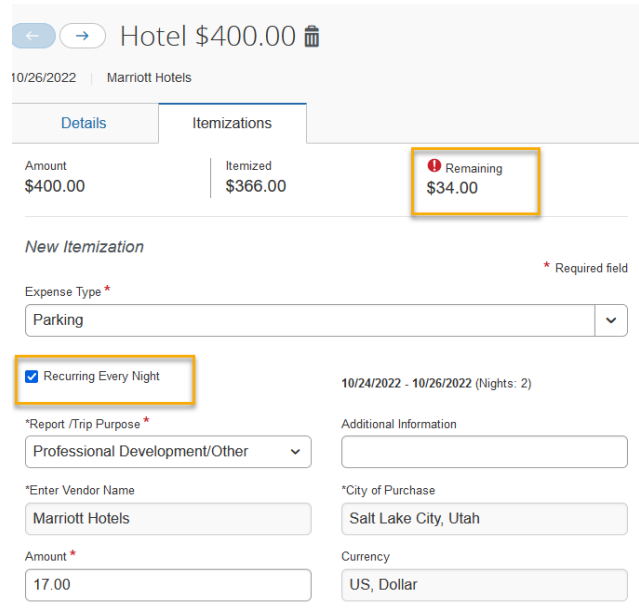
For this example, you will see how to enter a different rate for the last night of your stay.

4. Select **Not the Same**.

5. Scroll down to enter the **Room Rate (per night)** and **Room Tax (per night)** for each night.

Note that you can use the **Tax 2** and **Tax 3** fields to enter additional tax amounts.

6. Click **Save Itemization**.

7. Click **Create Itemization** to continue itemizing your hotel expenses until the remaining amount is $0.

After you finish itemizing all of your charges, and the remaining amount is $0.00, a green checkmark displays showing that you have successfully cleared all alerts for this expense.

← → Hotel $400.00 🗑

10/26/2022 | Marriott Hotels

Details	Itemizations

Amount	Itemized	❗ Remaining
$400.00	$366.00	$34.00

New Itemization

* Required field

Expense Type *

Parking ⌄

☑ Recurring Every Night   10/24/2022 - 10/26/2022 (Nights: 2)

*Report /Trip Purpose *   Additional Information

Professional Development/Other ⌄

*Enter Vendor Name   *City of Purchase

Marriott Hotels   Salt Lake City, Utah
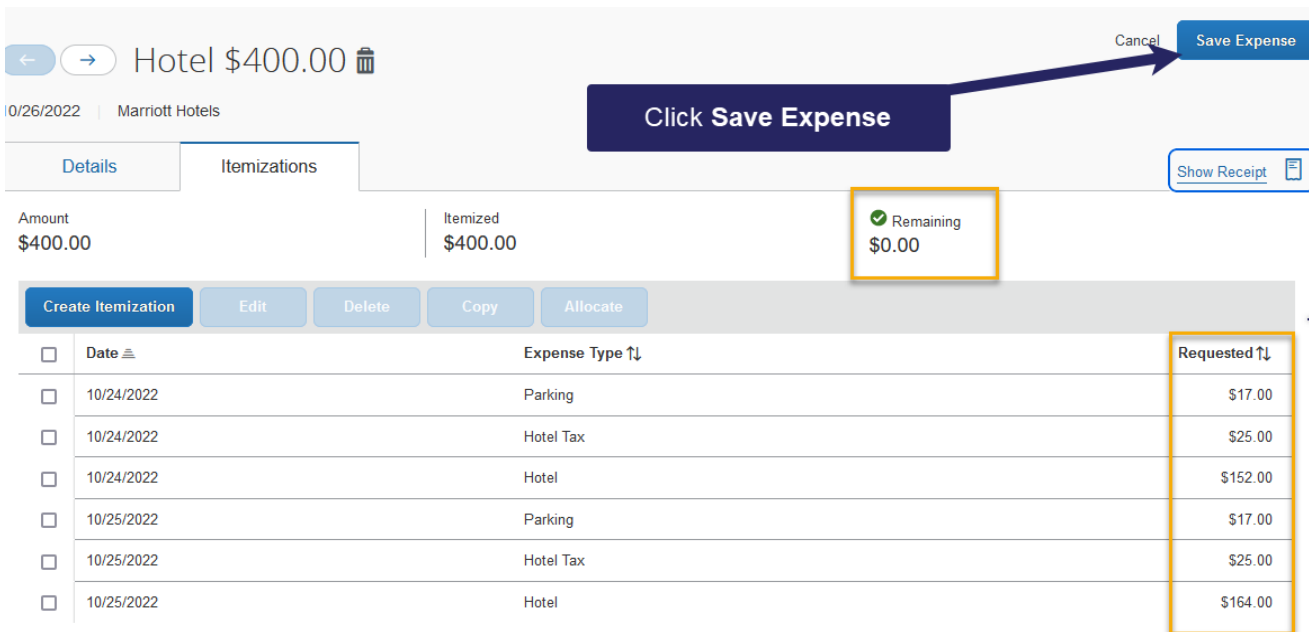
Amount *   Currency

17.00   US, Dollar

8. Click **Save Expense**.

← → Hotel $400.00 🗑

10/26/2022 | Marriott Hotels

Cancel   **Save Expense**

Click Save Expense

Details	Itemizations

Show Receipt 📄

Amount	Itemized	✅ Remaining
$400.00	$400.00	$0.00

Create Itemization	Edit	Delete	Copy	Allocate

☐	Date ⬆	Expense Type ⇅	Requested ⇅
☐	10/24/2022	Parking	$17.00
☐	10/24/2022	Hotel Tax	$25.00
☐	10/24/2022	Hotel	$152.00
☐	10/25/2022	Parking	$17.00
☐	10/25/2022	Hotel Tax	$25.00
☐	10/25/2022	Hotel	$164.00

Note that when you are itemizing a hotel bill from a foreign country, the amounts that you enter are in that foreign currency. After itemizing all of your charges, you might have a small remaining amount.

If this is the case, you must create a single itemization for the remaining amount before you can submit your report.