Report Expenses: Itemize

Some expenses require itemizations to separate “child” Expense Types from the “parent.” This is primarily used for “Lodging” expenses as they contain nightly charges for the lodging rate, taxes, and fees. However, the itemization process is also used when the expense includes personal portions or when multiple Expense Types apply to a single charge.

For example, the business + personal airfare is purchased on the agency card, but the business-only itinerary is lower in cost. The user creates an expense for the full amount and itemizes the expense, creating two itemizations: one for the business-only airfare cost and one for the additional personal cost.

**Lodging**

Concur prompts the user to itemize Expense Type “Lodging.” If not itemized, an Exception alert bars the user from Report submission.
1. Add the “Lodging” expense and click Itemize

![Image of a form with fields for lodging expenses]

2. The Nightly Lodging Expenses tab activates
   a. Use the calendar to select the check-in and check-out dates (number of nights auto-calculates)
   b. Enter the room rate, tax, and other recurring charges
      i. Enter the average nightly rate in the charged currency
      ii. Do not worry if there are different rates for different nights – entering the average is acceptable

![Image of a form with fields for nightly lodging expenses]
iii. Do not worry if the total cost does not divide evenly – individual itemization amounts are adjustable once Nightly Lodging Expenses is saved

3. Concur calculates and provides any remaining amount unaccounted for in the itemizations

   a. Correct the costs in the Nightly Lodging Expenses tab or
   b. Add a one-time charge itemization(s)
4. “Child” expenses are itemized under the “parent” expense

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/2020</td>
<td>Per Diem Offset Meal</td>
<td>$118.94</td>
</tr>
<tr>
<td>10/24/2020</td>
<td>Lodging Fees</td>
<td>$3.11</td>
</tr>
<tr>
<td>10/24/2020</td>
<td>Lodging</td>
<td>$140.00</td>
</tr>
<tr>
<td>10/24/2020</td>
<td>Lodging Tax</td>
<td>$17.50</td>
</tr>
<tr>
<td>10/23/2020</td>
<td>Lodging Fees</td>
<td>$3.10</td>
</tr>
<tr>
<td>10/23/2020</td>
<td>Lodging</td>
<td>$140.00</td>
</tr>
<tr>
<td>10/23/2020</td>
<td>Lodging Tax</td>
<td>$17.50</td>
</tr>
</tbody>
</table>

**Note:** Transaction Date, Amount, Expense Type, and additional information are adjustable on the individual itemizations even on agency and travel card charges. See previous one-time itemization example. The Transaction Date was originally entered as 07/20/2020. Once saved, the date was corrected to 10/24/2020 to match the actual date of purchase.
All Else

1. Select the expense and choose Itemize

2. Choose the first Expense Type, fill in the associated information including amount assigned to that portion, and Save

3. Concur prompts user to enter additional itemization for remaining amount; repeat until no remaining amount

**Hot Tip:** Concur provides the remaining amount for ease of reference.

4. “Child” expenses are itemized under the “parent” expense