

# Columbia University Finance Training

## Training Guide: Itemizing Hotel/Lodging in a Travel Expense Report in Concur

This training guide covers how to itemize hotel/lodging expenses and includes examples of a hotel bill with the same nightly rate and another for when the rate differs from night to night (including a segregated expense which is required when exceeding policy thresholds).

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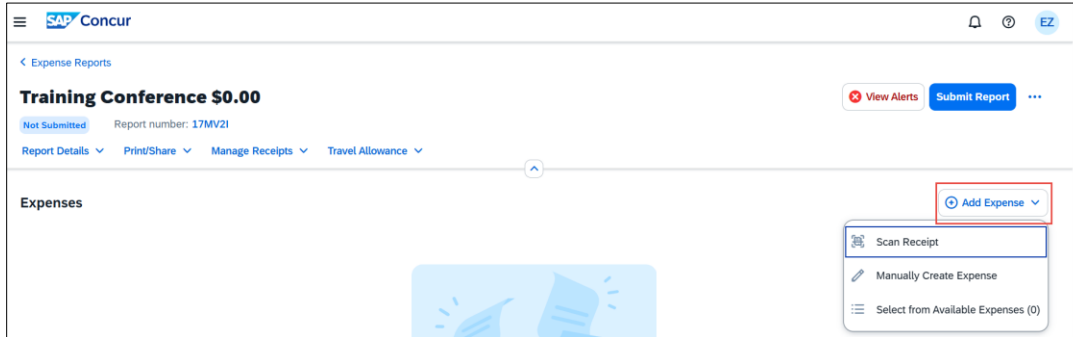
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### Adding a Hotel/Lodging Expense to a Travel Expense Report

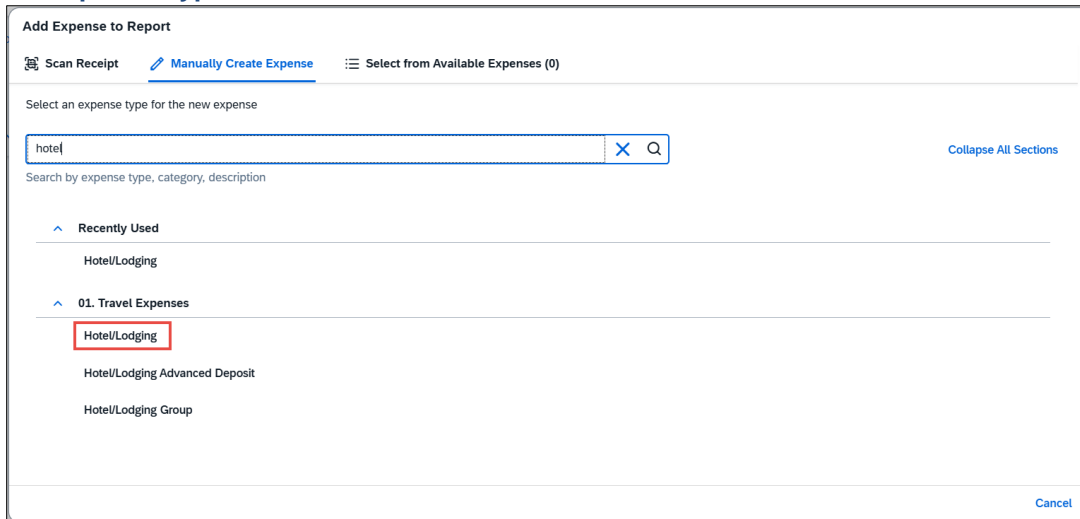
You cannot submit a Hotel/Lodging Expense for reimbursement until after the trip end date. If you need to purchase hotels/rentals in advance, you should use the Corporate Card. If you do not have a Corporate Card and do not want to be out of pocket, you can request a Travel Cash Advance in Concur.

After initially creating your Travel Expense Report, you will be on the Manage Expenses screen of your Report.

1. Click the **Add Expense** dropdown.



2. **Select from Available Expenses** to add a Corporate Card or Concur Travel transaction to your Expense Report (refer to the [Concur Tip on reconciling Corporate Card and Air/Rail Central Pay transactions](#)) or **Manually Create Expense** to manually enter the Expense details.
3. If you are manually creating a new expense, search and select the **Expense Type** for **Hotel/Lodging**. You can type the **Expense Type** to find it from the list.



**Note:** Any payments for hotels/rentals made in advance as a personal expenditure will not be reimbursed until after the trip end date. Use the Hotel/Lodging Advance Deposit expense type in Concur after the trip end date to be reimbursed for deposits.

### Completing the Expense Details

Complete the details for the hotel stay. Some of the details, such as Trip Type and Purpose, are automatically populated based on what you entered when you created the Expense Report.

1. Enter or select the **Date Range** of your stay. The **Transaction Date**, which defaults to the Check-out Date.
2. If applicable, indicate if **a spouse/significant other/dependent was present for business reasons**.
3. Select the **Vendor Name (Hotel)**.  
If you cannot find a matching hotel name, select **Other** and enter the hotel name in the **Comments** field.  
**Note:** *If you do not enter a Vendor Name, you cannot save the expense item.*
4. Select the **Lodging Location**.
5. Enter the total **Amount** of the hotel bill.
6. If applicable, indicate if the hotel expense is **Subject to Govt (GSA) Rate** and **Apply Gov (GSA) Rate** (for sponsored projects). If you have questions regarding whether your sponsored project funded hotel expense is Subject to Govt (GSA) Rate, please contact your [Sponsored Projects Finance Project Manager](#). If your trip is Subject to Govt (GSA) Rate, select **Yes**. Concur will prompt you to check the Apply Govt (GSA) Rate box and complete an itinerary. See the section on Creating a Travel Allowance Itinerary for GSA Rates.
7. Click to **Add Receipt** to this Expense. You can also drag and drop an image file add the receipt.

8. If you have **Available Receipts**, such as those you photographed using the Concur Mobile app or emailed to Concur, you can select them from here. If you saved your Receipt Image to your files, you can click to **Upload New Receipt**.

### Completing the Expense Itemizations

Itemizations must include all expenses that appear on your hotel bill. In the examples below, the hotel bill consists only of the room rate and taxes/fees for simplicity purposes. If you incurred other expenses that are reflected on your hotel bill, such as meals or parking, you must also include those in your itemizations with the correct Expense Type. Items which are not reimbursable by policy, such as in-room movies, must be itemized as Personal/Non-Reimbursable.

#### Room Rate is the Same Every Night of Your Stay

In this example, the Room Rate, taxes and other fees are the same for all nights of your stay.

1. Click the **Itemizations** tab and click **Create Itemization**

SAP Concur  
Training Conference  
Hotel/Lodging \$600.00  
Details Itemizations  
Allocate  
Expense Type \*  
Hotel/Lodging

2. In the **Recurrence** dropdown, select **Same daily amount**.

Expense  
Add Itemization  
Amount \$600.00 Itemized \$0.00 Remaining \$600.00  
Expense Type \*  
Hotel/Lodging  
Recurrence \*  
Same daily amount  
Nights: 3  
Date Room Rate \* Room Tax Tax 2 Tax 3  
03/03/2026  
03/04/2026  
03/05/2026

4. Enter the **Room Rate (per night)** and **Room Tax (per night)**. In the example above, the hotel stay is 3 nights, the Room Rate is \$2150 per night and the Room Tax is \$50 per night.
5. Click **Save Itemization**. Notice the expense is fully itemized.

Expense  
Add Itemization  
Amount \$600.00 Itemized \$600.00 Remaining \$0.00  
Expense Type \*  
Hotel/Lodging  
Recurrence \*  
Same daily amount  
Nights: 3  
Date Room Rate \* Room Tax Tax 2 Tax 3  
03/03/2026 150.00 50.00  
03/04/2026 150.00 50.00  
03/05/2026 150.00 50.00  
(Amounts in USD) Add Tax Fields

**Note:** If you have a remaining amount on your bill for items such as meals or parking, click Create Itemization to continue itemizing your hotel bill.

6. Click **Save Expense**. Continue to Add Expenses to your Report, such as Airfare, Meals or Ground Transportation. After adding all your Expenses to the Report, click **Submit Report**.

### Segregating a Room Rate (Same Every Night) above Policy Threshold

[< Expense](#)

**Add Itemization**

Amount **\$1,350.00**      Itemized **\$1,200.00**      ✖ Remaining **\$150.00**

Required field \*

Expense Type \*  
 v X

Recurrence \* ?

Nights: 3

Date	Room Rate *	Room Tax	Tax 2	Tax 3
03/03/2026	<input type="text" value="350.00"/>	<input type="text" value="50.00"/>	<input type="text"/>	<input type="text"/>
03/04/2026	<input type="text" value="350.00"/>	<input type="text" value="50.00"/>	<input type="text"/>	<input type="text"/>
03/05/2026	<input type="text" value="350.00"/>	<input type="text" value="50.00"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD) [Add Tax Fields](#)

1. Enter the **Room Rate (per night)** and **Room Tax (per night)**. In the example above, the hotel stay is 3 nights, the Room Rate is \$400 per night (\$50 over policy threshold) and the Room Tax is \$50 per night for this example. Enter the maximum allowed amount of **\$350** for the Room Rate and \$50 for Room Tax.
5. Click **Save Itemization**. Notice the expense is not yet fully itemized.

**Hotel/Lodging \$1,350.00** ← →

**Details**    Itemizations

Amount **\$1,350.00**      Itemized **\$1,200.00**      ✖ Remaining **\$150.00**

**Itemizations (6)**    [Add Itemization](#)    [Edit](#)    [Delete](#)    [Duplicate](#)    [Allocate](#)

<input type="checkbox"/>	Expense Type ↓↑	Date ↓↑	Requested Amount ↓↑	Actions
<input type="checkbox"/>	Hotel/Lodging Tax	03/05/2026	\$50.00	...
<input type="checkbox"/>	Hotel/Lodging	03/05/2026	\$350.00	...
<input type="checkbox"/>	Hotel/Lodging Tax	03/04/2026	\$50.00	...
<input type="checkbox"/>	Hotel/Lodging	03/04/2026	\$350.00	...
<input type="checkbox"/>	Hotel/Lodging Tax	03/03/2026	\$50.00	...
<input type="checkbox"/>	Hotel/Lodging	03/03/2026	\$350.00	...

6. Click **Add Itemization** and select **Hotel - Segregated** for the **Expense Type**.

< Expense

### Add Itemization

Amount \$1,350.00 Itemized \$1,350.00 Remaining \$0.00

Allocate Required field \*

Expense Type \*  
Hotel - Segregated

Recurrence \*  
Same daily amount

Nights: 3

Transaction Date	Amount *
03/03/2026	50.00
03/04/2026	50.00
03/05/2026	50.00

7. Select the **Same daily amount** option in the **Recurrence** dropdown and enter the **Amount** of \$50 for this example, which is the amount above policy for each night. In the **Comment/Justification** section explain why the amount is above policy.

03/05/2026 50.00

Trip Type \*  
Domestic / Non-Travel

Purpose \*  
Conference

Was a spouse/sig other/dependent present for business reasons? \*  
No

Vendor Name \*  
Hilton Hotels

Lodging Location \*  
Las Vegas, Nevada

Comment/Justification 43/500  
Hotel was only accommodation for this event.

8. Click **Save Itemization**. The Expense is now fully Itemized.

Details Itemizations

Amount \$1,350.00 Itemized \$1,350.00 Remaining \$0.00

Itemizations (9)

Item	Amount
Hotel - Segregated 03/05/2026	\$50.00
Hotel/Lodging Tax 03/05/2026	\$50.00
Hotel/Lodging 03/05/2026	\$350.00
Hotel - Segregated 03/04/2026	\$50.00
Hotel/Lodging Tax 03/04/2026	\$50.00
Hotel/Lodging 03/04/2026	\$350.00

**Note:** If you have a remaining amount on your bill for items such as meals or parking, click **Create Itemization** to continue itemizing your hotel bill.

9. Click **Save Expense**. Continue to Add Expenses to your Report, such as Airfare, Meals or Ground Transportation. After adding all your Expenses to the Report, click **Submit Report**.

### Room Rate is Not the Same Every Night (with Segregation)

In this example, the Room Rate for the third night is different from the other nights. In addition, the third night is priced above the University's policy threshold. You must appropriately segregate the extra cost and provide justification.

1. Click the **Itemizations** link.
2. Select the **Different daily amount** option in the **Recurrence** dropdown.

Date	Room Rate	Room Tax	Tax 2	Tax 3
03/03/2026				
03/04/2026				
03/05/2026				

4. Enter the **Room Rate** and **Taxes** for nights 1, 2 and 3.
5. The Room Rate for night 3 was \$400. However, the maximum Room Rate by policy is \$350. You must enter \$350.

Date	Room Rate	Room Tax	Tax 2	Tax 3
03/03/2026	300.00	50.00		
03/04/2026	300.00	50.00		
03/05/2026	350.00	50.00		

Notice the amount **Remaining** is \$100.

6. Click **Save Itemization**.

Expense Type	Date	Requested Amount	Actions
Hotel/Lodging Tax	03/05/2026	\$50.00	...
Hotel/Lodging	03/05/2026	\$350.00	...
Hotel/Lodging Tax	03/04/2026	\$50.00	...
Hotel/Lodging	03/04/2026	\$300.00	...
Hotel/Lodging Tax	03/03/2026	\$50.00	...
Hotel/Lodging	03/03/2026	\$300.00	...

7. Click **Add Itemization**.

Transaction Date	Amount
03/03/2026	0.00
03/04/2026	0.00
03/05/2026	100.00

8. select **Hotel - Segregated** for the **Expense Type**.

9. Select the **Different daily amount** option in the **Recurrence** dropdown

10. Enter the **Amount** of \$100 for night 3 for this example (the night and the amount we are above policy) and enter \$0 for the other nights not over policy. In the **Comment/Justification** section explain why the amount is above policy.

Comment/Justification 50/500  
Rate for this hotel was more expensive Friday evenings.

11. Click **Save Itemization**. The Expense is now fully Itemized.

Item	Amount
Hotel - Segregated (03/05/2026)	\$100.00
Hotel/Lodging Tax (03/05/2026)	\$50.00
Hotel/Lodging (03/05/2026)	\$950.00
Hotel - Segregated (03/04/2026)	\$0.00
Hotel/Lodging Tax (03/04/2026)	\$50.00
Hotel/Lodging (03/04/2026)	\$300.00

**Note:** If you have a remaining amount on your bill for items such as meals or parking, click **Create Itemization** to continue itemizing your hotel bill.

10. Click **Save Expense**. Continue to Add Expenses to your Report, such as Airfare, Meals or Ground Transportation. After adding all your Expenses to the Report, click **Submit Report**.

**Note:** Non-Profiled Payee Expense Reports are subject to per night hotel thresholds. However, Concur combines totals for the same night across multiple Non-Profiled Payee expenses processed by the same Concur user.

For example, a Concur user submits a Non-Profiled Payee Expense Report for four different individuals, each with a hotel stay on the same night at a rate of \$225:

- First report will not require Payee Justification because the combined nightly cost (\$225) is less than the established threshold
- Second report will require Payee Justification because the combined nightly cost (\$450) exceeds the first established threshold (\$350 US / \$400 Intl)
- Third and Fourth report will require Payee Justification and SBO approval because the combined nightly cost exceeds the maximum threshold (\$525 US / \$600 Intl)

### Itemizing Personal/Non-Reimbursable Items

If your hotel bill includes items that are not reimbursable, such as in-room movies or personal items from the hotel gift shop charged to your room, you should itemize your hotel expense to account for the total amount of personal/non-reimbursable items.

The screenshot shows the 'Itemizations' tab in Concur. At the top, it displays 'Amount \$1,250.00', 'Itemized \$1,200.00', and 'Remaining \$50.00'. Below this is a table of 6 itemizations. Each row has a checkbox, an 'Expense Type', a 'Date', a 'Requested Amount', and an 'Actions' column. The items are: Hotel/Lodging Tax (\$50.00), Hotel/Lodging (\$350.00), Hotel/Lodging Tax (\$50.00), Hotel/Lodging (\$350.00), Hotel/Lodging Tax (\$50.00), and Hotel/Lodging (\$350.00).

Expense Type	Date	Requested Amount	Actions
Hotel/Lodging Tax	03/05/2026	\$50.00	...
Hotel/Lodging	03/05/2026	\$350.00	...
Hotel/Lodging Tax	03/04/2026	\$50.00	...
Hotel/Lodging	03/04/2026	\$350.00	...
Hotel/Lodging Tax	03/03/2026	\$50.00	...
Hotel/Lodging	03/03/2026	\$350.00	...

After itemizing the Room Rate and Room Tax (including any segregation), notice in the graphic above that there is still an amount of \$50 remaining. In this example, this is the total for Personal/Non-Reimbursable Items on the hotel bill.

1. Click the **Add Itemization** button.
2. Select **Personal/Non Reimbursable** for the **Expense Type**.

The screenshot shows the 'Add Itemization' form. The 'Expense Type' dropdown is set to 'Personal/Non Reimbursable'. The 'Recurrence' is set to 'Different daily amount'. The 'Nights' is set to 3. The 'Transaction Date' and 'Amount' fields are populated for three dates: 03/03/2026 (0.00), 03/04/2026 (50.00), and 03/05/2026 (0.00). A 'Comment/Justification' field contains the text: 'Purchased personal sundry items from lobby shop.'

3. Select the **Recurrence**, **Different daily amount** or **Same daily amount**. If it was a one-time purchase, select Different Daily amount as pictured above.
4. Enter the total **Amount** for all personal and/or non-reimbursable items on the hotel bill for the date they were purchased. You do not need to create individual itemization lines for multiple personal/non-reimbursable items.
5. Enter a **Comment/Justification**.
6. Click **Save Itemization**. Notice the expense is fully itemized.

The screenshot shows the 'Itemizations' tab in Concur. At the top, it displays 'Amount \$1,250.00', 'Itemized \$1,250.00', and 'Remaining \$0.00'. Below this is a table of 8 itemizations. Each row has a checkbox, a 'Date', an 'Expense Type', and a 'Requested Amount'. The items are: Hotel/Lodging (\$350.00), Hotel/Lodging Tax (\$50.00), Hotel/Lodging (\$350.00), Hotel/Lodging Tax (\$50.00), Hotel/Lodging (\$350.00), Hotel/Lodging Tax (\$50.00), Hotel/Lodging Tax (\$50.00), and Personal/Non Reimbursable (\$0.00).

Date	Expense Type	Requested
10/18/2021	Hotel/Lodging	\$350.00
10/18/2021	Hotel/Lodging Tax	\$50.00
10/19/2021	Hotel/Lodging	\$350.00
10/19/2021	Hotel/Lodging Tax	\$50.00
10/20/2021	Hotel/Lodging	\$350.00
10/20/2021	Hotel/Lodging Tax	\$50.00
10/20/2021	Personal/Non Reimbursable	\$0.00

6. Click **Save Expense**. Continue to Add Expenses to your Report, such as Airfare, Meals or Ground Transportation. After adding all your Expenses to the Report, click **Submit Report**.

### Editing Multiple Itemization Lines

If your list of itemizations contains alerts that you must address, you can select the appropriate lines to edit. If multiple lines require editing, you can select them all simultaneously to edit them at the same time. In the example below, the Hotel – Segregation itemizations are missing the required Comments/Justification.

Amount	Itemized	Remaining
\$1,700.00	\$1,700.00	\$0.00

Itemization	Amount
<input type="checkbox"/> Hotel - Segregated 03/05/2026 Errors: 1	\$25.00
<input type="checkbox"/> Hotel/Lodging Tax 03/05/2026	\$50.00
<input type="checkbox"/> Hotel/Lodging 03/05/2026	\$350.00
<input type="checkbox"/> Hotel - Segregated 03/04/2026 Errors: 1	\$25.00
<input type="checkbox"/> Hotel/Lodging Tax 03/04/2026	\$50.00
<input type="checkbox"/> Hotel/Lodging 03/04/2026	\$350.00
<input type="checkbox"/> Hotel - Segregated	\$25.00

To edit and add the required information:

1. Select the **checkbox** for each itemization to be edited.

Itemization	Amount
<input checked="" type="checkbox"/> Hotel - Segregated 03/05/2026 Errors: 1	\$25.00
<input type="checkbox"/> Hotel/Lodging Tax 03/05/2026	\$50.00
<input type="checkbox"/> Hotel/Lodging 03/05/2026	\$350.00
<input checked="" type="checkbox"/> Hotel - Segregated 03/04/2026 Errors: 1	\$25.00
<input type="checkbox"/> Hotel/Lodging Tax 03/04/2026	\$50.00
<input type="checkbox"/> Hotel/Lodging 03/04/2026	\$350.00
<input checked="" type="checkbox"/> Hotel - Segregated	\$25.00

2. Click the **Edit** button. The Edit Itemizations window appears showing the fields common to the selected itemizations.

**Edit Itemizations**

Expenses: 4

Trip Type  
 Domestic / Non-Travel

Purpose  
 Conference

Was a spouse/sig other/dependent present for business reasons?  
 No

Amount  
 25.00

Comment/Justification 52/500  
 This was the only hotel available for the conference

Next Cancel

3. Edit any fields as needed. In this example, a Comment/Justification was needed.
4. Click **Next**. The Confirm window shows the field(s) that were edited for the selected itemizations.

**Confirm**

Expenses: 4

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Comment/Justification 52/500

This was the only hotel available for the conference

**Save** Cancel

5. Click **Save**. In this example, editing and entering the Comment/Justification rectified the alerts.

**Details** Itemizations

Original: \$1,700.00 Remaining: \$0.00

Itemizations (12)

Item	Amount
Hotel - Segregated (03/05/2026)	\$25.00
Hotel/Lodging Tax (03/05/2026)	\$50.00
Hotel/Lodging (03/05/2026)	\$350.00
Hotel - Segregated (03/04/2026)	\$25.00
Hotel/Lodging Tax (03/04/2026)	\$50.00
Hotel/Lodging (03/04/2026)	\$300.00

## Creating a Travel Allowance Itinerary for GSA Rates

If your hotel expense is **Subject to Govt (GSA) Rate** and you selected the **Apply Gov (GSA) Rate** option in the Expense Details, you must create a **Travel Allowance Itinerary**. By creating an Itinerary, Concur automatically segregates your hotel/lodging expense above the GSA rate. If you have questions regarding whether your sponsored project funded hotel expense is Subject to Govt (GSA) Rate, please contact your [Sponsored Projects Finance Project Manager](#).

After initially creating your Travel Expense Report, you will be on the Manage Expenses screen of your Report.

1. Click **Travel Allowance** and select **Manage Travel Allowance**.

**Training Conference \$0.00**

Not Submitted Report number: VKT388

Report Details Print/Share Manage Receipts **Travel Allowance**

Expenses **Manage Travel Allowance**

The Travel Allowances screen appears. If you previously created Itineraries, they would be listed in the Available Itineraries section, which you can use and assign to this report, if needed.

Travel Allowances For Report: Training Conference

Create New Itinerary Available Itineraries Expenses & Adjustments

**Assigned Itineraries**

Itinerary	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found					

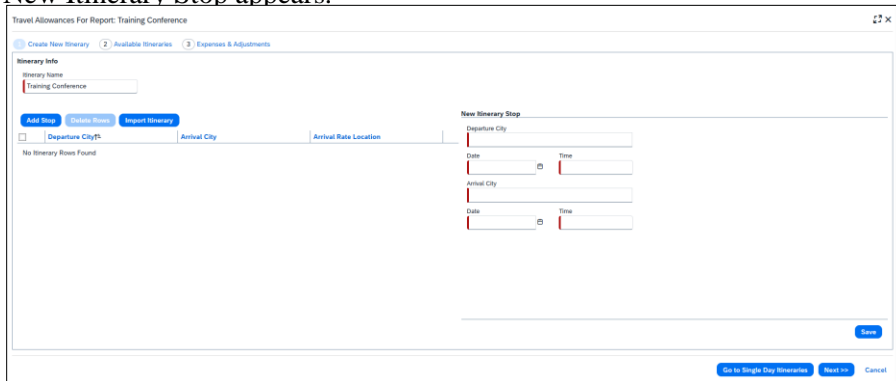
**Available Itineraries**

Current Itineraries

Itinerary	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found					

Previous Next

- Click **Create New Itinerary** 1 **Create New Itinerary** to create a new itinerary for this Report. The screen to enter a **New Itinerary Stop** appears.



**Note:** If you used Concur Travel to book your itinerary, you can click Import Itinerary and edit departure times for each stop.

### Completing the First Itinerary Stop (leg) of Your Trip

New Itinerary Stop	
Departure City	New York, New York
Date	03/02/2026
Time	9:00 AM
Arrival City	Las Vegas, Nevada
Date	03/02/2026
Time	1:00 PM

- Enter the **Departure City**. You can type and select a matching city or select from previously entered cities.
- Enter the departure **Date** and **Time**. This should be when you leave your home or office.
- Enter the **Arrival City**.
- The arrival **Date** defaults to the same day. You can change it, if necessary.
- Enter the **Time** of arrival to the destination city. This should be the time you arrived at your hotel.
- Click **Save**.

### Completing the Second Itinerary Stop (leg) of Your Trip

In this example, the Second Itinerary Stop is the return home. The **Departure City** defaults to the arrival city of the previous stop and **Arrival City** defaults to the original departure city. It is possible to edit and then enter additional legs for multiple trip locations.

New Itinerary Stop	
Departure City	Las Vegas, Nevada
Date	03/06/2026
Time	9:00 AM
Arrival City	New York, New York
Date	03/06/2026
Time	6:00 PM

- Enter the departure **Date** and the departure **Time**.
- Enter the Date and **Time** when you arrived at your home or office.
- Click **Save**.
- After all Stops (legs) are entered click **Next** and **Next** again. The Expenses & Adjustment tab appears showing the daily allowance

### Viewing the Reimbursable Allowances Summary

The Expense & Adjustments tab displays the GSA rates based on your itinerary trip location(s). The Allowance Limit displayed will not affect your reimbursement, which is based on your actual room rate. Concur automatically segregates your hotel/lodging expense above the GSA rate.

	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
03/02/2026 (Las Vegas, Nevada)	\$159.00	\$0.00	\$0.00	\$0.00
03/03/2026 (Las Vegas, Nevada)	\$159.00	\$0.00	\$0.00	\$0.00
03/04/2026 (Las Vegas, Nevada)	\$159.00	\$0.00	\$0.00	\$0.00
03/05/2026 (Las Vegas, Nevada)	\$159.00	\$0.00	\$0.00	\$0.00
03/06/2026 (Las Vegas, Nevada)	\$0.00	\$0.00	\$0.00	\$0.00

1. Click the **Reimbursable Allowances Summary** tab.
2. Click **Done** to return to your Expense Report.

### Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>