



Itemize Expenses

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.

Alerts: 1

EXPENSE | Lodging | 08/15/2022 | \$1,343.33

Itemizations are required for this entry. [View](#)

Alerts		Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input checked="" type="checkbox"/>			zNotUsed-IBCP	Lodging	Noble House Seattle - King St. Station, UNITED STATES	08/15/2022	\$1,343.33	\$1,343.33 Allocated

1. Add the “Lodging” expense and enter the Check-in and Check-out Dates

Lodging \$1,343.33

08/15/2022 | Noble House | Corporate Card

Details | Itemizations

Allocate

Expense Type *
Lodging

Check-in Date *
10/20/2022

Check-out Date *
10/25/2022

Nights:
5



2. Open the Itemizations tab, click “Create Itemization,” and select Expense Type “Lodging”

Details	Itemizations	
Amount \$1,343.33	Itemized \$0.00	Remaining \$1,343.33
<div style="display: flex; justify-content: space-between;"> Create Itemization More Actions ▾ </div>		
<p>No Itemizations.</p> <p><small>Create itemizations for the items on your receipt.</small></p>		

- a. The check-in and check-out dates auto-populate from the dates entered in the Details tab (number of nights also auto-calculates)
- b. Select “The Same Every Night” or “Not the Same” to determine the room rate and taxes fields
- c. Enter the room rate and taxes then “Save Itemization”

New Itemization

Expense Type *
Lodging ▾

Entry Type: Recurring Itemization ▾ 10/20/2022 - 10/25/2022 (Nights: 5)

Your hotel room rate was:

The Same Every Night
Not the Same

Room Rate (per night) * Room Tax (per night) Tax 2 (per night) Tax 3 (per night)

(Amounts in USD)

Save Itemization
Cancel

Your hotel room rate was:

The Same Every Night
Not the Same

Date	Room Rate	Room Tax	Tax 2	Tax 3
10/20/2022	<input style="width: 80px;" type="text" value="250.00"/>	<input style="width: 80px;" type="text" value="15.00"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
10/21/2022	<input style="width: 80px;" type="text" value="200.00"/>	<input style="width: 80px;" type="text" value="10.00"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
10/22/2022	<input style="width: 80px;" type="text" value="250.00"/>	<input style="width: 80px;" type="text" value="12.50"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
10/23/2022	<input style="width: 80px;" type="text" value="200.00"/>	<input style="width: 80px;" type="text" value="10.00"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>
10/24/2022	<input style="width: 80px;" type="text" value="350.00"/>	<input style="width: 80px;" type="text" value="20.00"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

(Amounts in USD)



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

Details	Itemizations	
Amount \$1,343.33	Itemized \$1,325.00	! Remaining \$18.33

- a. Correct the itemizations,
- a. Add a one-time charge itemization, or

Create Itemization
More Actions ▾

Parking/Tolls \$18.33

Allocate * Required field

Expense Type *

Transaction Date *

Trip Purpose *

Trip Type *

Traveler Type *

Amount *

Currency

Request *

- b. Add multiple charge itemizations for other recurring costs

Expense Type *

Recurring Every Night 10/20/2022 - 10/25/2022 (Nights: 5)

Number of consecutive travel days *

Trip Purpose *

Trip Type *

Traveler Type *

Amount *

Currency

Note: If Concur resets the lodging rate itemizations to the same transaction date after adding additional itemizations, try adding the additional itemizations before creating the room rate and tax itemizations.



4. "Child" expenses are listed in the "parent" expense and the Expense is marked as "Itemized" in the full list

"Parent" → ← → Lodging \$1,343.33 🗑️

"Child" →

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	10/24/2022	Parking/Tolls	\$18.33
<input type="checkbox"/>	10/24/2022	Lodging	\$250.00 Allocated
<input type="checkbox"/>	10/24/2022	Lodging Tax	\$15.00 Allocated
<input type="checkbox"/>	10/23/2022	Lodging	\$250.00 Allocated

<input type="checkbox"/>	Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>	View		zNotUsed-IBCP	Lodging	Noble House Seattle - King St. Station, UNITED STATES	08/15/2022	\$1,343.33	\$1,343.33 Allocated Itemized

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 08/15/2022. Once saved, the date was corrected to 10/24/2022 to match the actual date of purchase.

All Else

1. Open the expense, select the Itemizations tab, and Create Itemization

← → Airfare \$857.99 🗑️

07/21/2021 | Alaska Airlines | E-Receipt, Corporate Card

Details | **Itemizations**

Amount	Itemized	Remaining
\$857.99	\$0.00	\$857.99

Create Itemization | More Actions ▾

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



Expense Type *
Airfare

Transaction Date * 07/21/2021 Vendor Alaska Airlines Destination City Juneau, Alaska Trip Purpose * .Professional Devel...
 Trip Type * Alaska Traveler Type * Staff Amount * 800.00 Currency US, Dollar
 Request * 10/20/2022, \$900....

Comment
Business-only cost

3. Repeat until there is no remaining amount

Amount \$857.99	Itemized \$800.00	Remaining \$57.99
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New Itemization

Expense Type * Personal/Non Reimbursable

Transaction Date * 07/21/2021 Amount * 57.99 Currency US, Dollar Request * 10/20/2022, \$50.0...

Comment * Personal portion of ticket

Amount \$857.99	Itemized \$857.99	Remaining \$0.00
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Hot Tip: Concur provides the remaining amount for ease of reference.

4. "Child" expenses are listed in the "parent" expense and the Expense is marked as "Itemized" in the full list

"Parent" → Airfare \$857.99

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	07/21/2021	Personal/Non Reimbursable	\$0.00 Personal
<input type="checkbox"/>	07/21/2021	Airfare	\$800.00 Allocated

"Child" →

<input type="checkbox"/>	Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>			zNotUsed-IBCP	Airfare	Alaska Airlines Juneau, Alaska	07/21/2021	\$857.99	\$800.00 Allocated Itemized