



## 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 | 07/20/2020 | \$921.95

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

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
✖			zNotUsed-IBCP	Lodging	Courtyards Seattle, Washington	07/20/2020	\$921.95	\$921.95

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

← → **Lodging \$921.95**

07/20/2020 | Courtyards | Corporate Card

Details | Itemizations

Allocate

\* Required field

Expense Type \*

Lodging

Check-in Date \* 10/20/2023

Check-out Date \* 10/25/2023

Nights: 5



2. Open the Itemizations tab
  - 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** \* Required field

Expense Type \*  
 x v

Entry Type:  
 10/20/2023 - 10/25/2023 (Nights: 5)

Your hotel room rate was:

Room Rate (per night)*	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
<input type="text" value="250.00"/>	<input type="text" value="15.00"/>	<input type="text"/>	<input type="text"/>

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

Your hotel room rate was:

Date	Room Rate*	Room Tax	Tax 2	Tax 3
10/20/2023	<input type="text" value="250.00"/>	<input type="text" value="15.00"/>	<input type="text"/>	<input type="text"/>
10/21/2023	<input type="text" value="200.00"/>	<input type="text" value="10.00"/>	<input type="text"/>	<input type="text"/>
10/22/2023	<input type="text" value="250.00"/>	<input type="text" value="12.50"/>	<input type="text"/>	<input type="text"/>
10/23/2023	<input type="text" value="100.00"/>	<input type="text" value="10.00"/>	<input type="text"/>	<input type="text"/>
10/24/2023	<input type="text" value="350.00"/>	<input type="text" value="20.00"/>	<input type="text"/>	<input type="text"/>



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

Details	Itemizations	
Amount \$921.95	Itemized \$550.00	✖ Remaining \$371.95

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

Amount \$921.95	Itemized \$550.00	✖ Remaining \$371.95
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px; margin-right: 10px;">Create Itemization</div> <div style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px; margin-right: 10px;">More Actions</div> <div style="font-size: 0.8em;">▼</div> </div>		

**New Itemization** \* Required field

Expense Type \*

Recurring Every Night

Transaction Date \*

Trip Purpose \*

Trip Type \*

Traveler Type \*

Amount \*

Currency



b. Add multiple charge itemizations for other recurring costs

Expense Type \*  
Laundry Services

Recurring Every Night  
10/20/2023 - 10/25/2023 (Nights: 5)

Number of consecutive travel days \*  
5

Trip Purpose \*  
.Professional Development/T...

Trip Type \*  
Alaska

Traveler Type \*  
Staff

Amount \*  
20.00

Currency  
US, Dollar

**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.

- “Child” expenses are listed in the “parent” expense and the Expense is marked as “Itemized” in the full list

“Parent”

Lodging \$921.95			
<input type="checkbox"/>	Date ↑	Expense Type ↓	Requested ↓
<input type="checkbox"/>	10/20/2023	Lodging Tax	\$10.00
<input type="checkbox"/>	10/20/2023	Lodging	\$100.00 Allocated
<input type="checkbox"/>	10/21/2023	Lodging Tax	\$10.00
<input type="checkbox"/>	10/21/2023	Lodging	\$100.00 Allocated

“Child”

<input type="checkbox"/>	Comment ↓	Receipt ↓	Payment Type ↓	Expense Type ↓	Vendor Details ↓	Date ↓	Amount ↓	Requested ↓
<input type="checkbox"/>			zNotUsed-IBCP	Lodging	Courtyards Seattle, Washington	07/20/2020	\$921.95	\$921.95 Allocated Itemized

**Note:** Transaction Date, Amount, Expense Type, and additional information are adjustable on the individual itemizations even on agency and travel card charges.



## All Else

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

Airfare \$306.20		
07/10/2020   Alaska Airlines   Corporate Card, Reservation		
Details		Itemizations
Amount	Itemized	Remaining
\$306.20	\$0.00	\$306.20
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 \*  
07/10/2020

Enter Vendor Name  
Alaska Airlines

Destination City ?  
Fairbanks, Alaska

Trip Purpose \*  
.Professional Developm...

Trip Type \*  
Alaska

Traveler Type \*  
Staff

Amount \*  
200.00

Currency  
US, Dollar

Request \*  
10/20/2022, \$900.00 - S...

Comment  
Business-Only Cost

3. Repeat until there is no remaining amount

Amount	Itemized	Remaining
\$306.20	\$200.00	\$106.20



Expense Type \*  
Personal/Non Reimbursable

Transaction Date \*  
07/10/2020

Amount \*  
106.20

Currency  
US, Dollar

Request \*  
None Selected

Comment \*  
Personal portion of the ticket

Amount \$306.20	Itemized \$306.20	Remaining \$0.00
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**Hot Tip:** Concur provides the remaining amount for ease of reference.

- “Child” expenses are listed in the “parent” expense and the Expense is marked as “Itemized” in the full list

**“Parent”**

← → **Airfare \$306.20** More Actions Save Expense

07/10/2020 | Alaska Airlines | Corporate Card, Reservation

Details **Itemizations** Show Receipt

Amount \$306.20	Itemized \$306.20	Remaining \$0.00
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Create Itemization Edit Delete Copy Allocate

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	07/10/2020	Personal/Non Reimbursable	\$0.00 Personal
<input type="checkbox"/>	07/10/2020	Airfare	\$200.00 Allocated

**“Child”**

<input type="checkbox"/>	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			zNotUsed-IBCP	Airfare Reservation	Alaska Airlines Fairbanks, Alaska	07/10/2020	\$306.20 Allocated Itemized