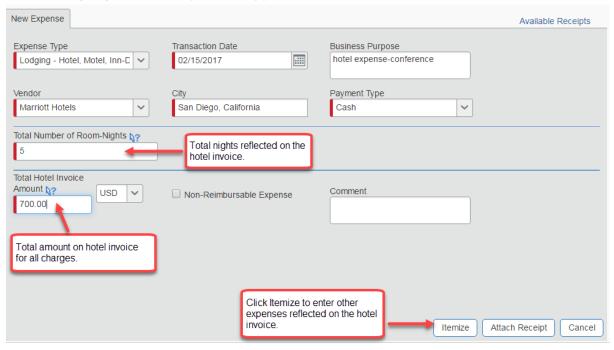# Concur Lodging/Hotel Expense Type

As part of continuing efforts to improve the user experience for all Concur/travelND users, we have made adding a lodging/hotel expense to your expense report easier. You will no longer need to itemize each night of your stay, instead you will be able to enter the total hotel invoice amount and itemize the extra charges, such as food, internet, incidentals, etc. You will continue to use the account numbers 77050 (domestic) and 77550 (foreign) for lodging/hotel expenses. This change will be in Concur on March 21, 2017. The screenshots below show the new fields with explanations of each new field.

New lodging/hotel expense type:

Itemization Tab:

Expense	Expense Hotel Itemization-Domestic		A new tab is created	Available Receipts

Total Amount: $700.00 | **Itemized:** $700.00 | **Remaining:** $0.00

	Amount	Non-Reimbursable Expense	
Total Amount for all rooms booked, including taxes (77050)	500.00	☐	Total reimbursement amount for rooms including all taxes.
Total Amount for non-reimbursable Rooms - Domestic (77050)	100.00	☑	Total amount for rooms - personal use and/or non-reimbursable.
Meals-Domestic-Breakfast, Lunch, Dinner (77060)	25.00	☐	
Entertainment-Beverage/Alcohol (72451)	20.00	☐	
Telecommunications-Internet (71293)	25.00	☐	Fill in the remainder of the hotel expenses under the appropriate expense type. If the expense type you want to use is not listed, a new itemization option will appear after clicking save itemizations in the lower right. The total amount and the itemized should be the same so the expense line balances.
Incidentals / Other-Domestic (77040)	10.00	☐	
Taxi, Tolls, Parking-Domestic (77030)	20.00	☐	

[Save Itemizations] [Cancel]