

## Lodging

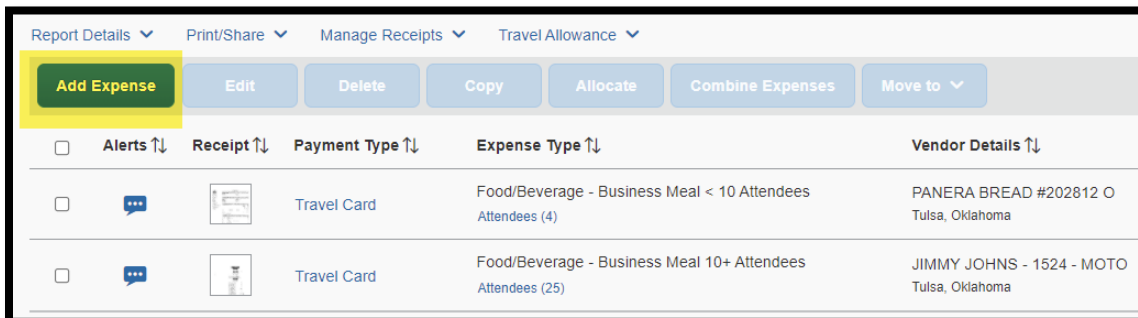
**Lodging** is classified as the expense, for employees or non-employees, for lodging while in travel status. **Lodging – Advance Deposit** is classified as the expense charged by some facilities to guarantee a room prior to the actual stay. **Lodging – Group** is classified as the expense for lodging while in travel status for more than one room. Please refer to OU Travel Policy for specific guidelines and use this guide to appropriately expense all charges for **Lodging**.

### Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.
2. Click **Expense** from the main menu and either select **+ Create New Report** or access an open report by clicking on the **report name**.
3. For more information on how to complete the report header, see the **Report Header** job aid.

### Travel Card Charges - Lodging

4. To expense a Travel Card charge, select **Add Expense**.



<input type="checkbox"/>	Alerts ↓	Receipt ↓	Payment Type ↑	Expense Type ↑	Vendor Details ↑
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal < 10 Attendees Attendees (4)	PANERA BREAD #202812 O Tulsa, Oklahoma
<input type="checkbox"/>			Travel Card	Food/Beverage - Business Meal 10+ Attendees Attendees (25)	JIMMY JOHNS - 1524 - MOTO Tulsa, Oklahoma

5. The available card charges will appear under the **Available Expenses** tab in the pop-up window.
6. Click the **box** to the left of the transaction and click **Add To Report** to pull the charge over to the expense report.

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The screenshot shows the 'Add Expense' window with a table of expenses. The first row is selected, showing a 'Travel Card' payment type, 'Airfare' expense type, and a total amount of \$467.40. The second row is unselected, showing 'Agency Booking Fee' with an amount of \$5.00.

Payment Type	Expense Type	Vendor Details	Date	Amount
Travel Card	Airfare	DELTA AIR 0067674724735 Omaha, Nebraska	11/18/2021	\$467.40
Travel Card	Agency Booking Fee	AGENT FEE 8900805382510	11/18/2021	\$5.00

7. Click on the transaction.
8. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Lodging**.
9. Enter in the **Check-in Date** and the **Check-out Date** using the calendar option. Concur will automatically calculate the number of nights for the stay.

The screenshot shows the 'Expense Type' dropdown menu set to 'Lodging'. Below it, the 'Type of Lodging Rate' dropdown menu is set to 'Sponsored Event Rate'. The 'Check-in Date' is 09/12/2022 and the 'Check-out Date' is 09/17/2022. A yellow box next to the dates indicates 'Nights: 5'.

10. Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose**, **Event Name/Nature of Business** and **City** fields all fill down appropriately from the report header as these are required entries.
11. Select from the drop-down list under **Type of Lodging Rate** the type of rate that was paid.
  - a. **N/A – GSA Rate**. This selection is used when the standard GSA rate for the location was charged.
  - b. **Non-Sponsored Event Rate**. This selection is used when a sponsored event rate was not available, the GSA rate was not obtained and the event was not sponsored by OU. Documentation detailing why a different rate was charged must be included with the expense. Without a justifiable reason for choosing this rate, the expense may be considered personal and result in a reduction.

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- c. **OU Sponsored Event Rate.** This selection is used when OU is sponsoring the event and the rate paid was the negotiated OU rate. An approved Agency Sponsored Designated Lodging form must be included with the expense.
- d. **Sponsored Event Rate.** This selection is used when a sponsored event rate was charged. Documentation detailing the event rate must be included with the expense.

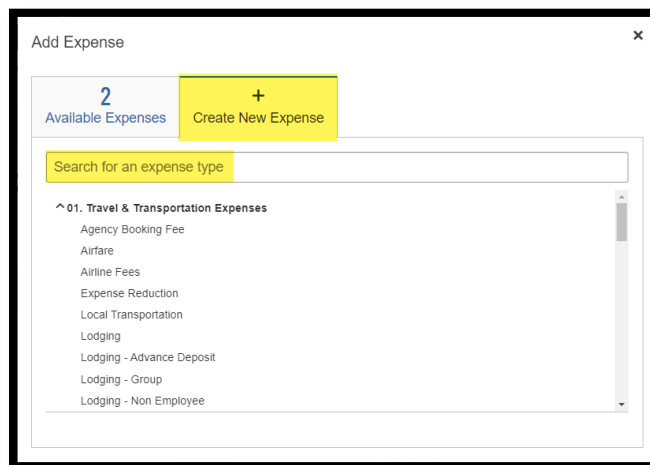
12. Additional information may also be entered in the available fields.

### Cash/Out of Pocket Charges - Lodging

13. To expense a Cash/Out of Pocket charge, click **Add Expense**.



14. Select the **+ Create New Expense** tab in the pop-up window.



15. Either type in **Lodging** in the **Expense Type** search bar or scroll through the list of expense types and select **Lodging**.

16. Enter in the **Check-in Date** and the **Check-out Date** using the calendar option. Concur will automatically calculate the number of nights for the stay.

## Lodging

\* Required field

Expense Type \*  
Lodging

Type of Lodging Rate \*  
Sponsored Event Rate

Check-in Date \* 09/12/2022

Check-out Date \* 09/17/2022

Nights: 5

17. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.
18. Enter the city of purchase in the **City** field.
19. Change the **Payment Type** to **Cash/Out of Pocket**.
20. Select from the drop-down list under **Type of Lodging Rate** the type of rate that was paid.
  - a. **N/A – GSA Rate**. This selection is used when the standard GSA rate for the location was charged.
  - b. **Non-Sponsored Event Rate**. This selection is used when a sponsored event rate was not available, the GSA rate was not obtained and the event was not sponsored by OU. Documentation detailing why a different rate was charged must be included with the expense. Without a justifiable reason for choosing this rate, the expense may be considered personal and result in a reduction.
  - c. **OU Sponsored Event Rate**. This selection is used when OU is sponsoring the event and the rate paid was the negotiated OU rate. An approved Agency Sponsored Designated Lodging form must be included with the expense.
  - d. **Sponsored Event Rate**. This selection is used when a sponsored event rate was charged. Documentation detailing the event rate must be included with the expense.
21. Enter the amount in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

### Itemization - Lodging

22. All charges for **Lodging** must be itemized to a zero balance as reflected on your folio. Once the basic information has been entered, click **Itemizations** at the top of the expense.

## Lodging

← → Lodging \$1,553.05 🗑️

09/16/2022

Details Itemizations

Expense Type \* \* Required field

Lodging ▼

23. On the **Itemizations** tab, click **Create Itemization**.

← → Lodging \$1,553.05 🗑️

09/16/2022

Details Itemizations

Amount	Itemized	Remaining
\$1,553.05	\$0.00	\$1,553.05

Create Itemization More Actions ▼

No Itemizations.  
Create itemizations for the items on your receipt.

24. The expense type drop-down box will appear where you can scroll through the available expense types.
25. Select **Lodging**.
26. By default, Concur will assume that every night of the stay was assessed the same charges each night.
27. Leave the rate selection on **The Same Every Night** tab and enter in **Room Rate** and any applicable **taxes** in the available boxes.

## Lodging

Amount \$1,553.05	Itemized \$0.00	Remaining \$1,553.05
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**New Itemization**

Expense Type \*  
Lodging

Entry Type: Recurring Itemization 09/12/2022 - 09/17/2022 (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)
265.00	41.61	4.00	

(Amounts in USD)

Save Itemization Cancel

28. However, if that is not true, click on the **Not the Same** tab and enter in the amount charged for each night.

Amount \$1,553.05	Itemized \$0.00	Remaining \$1,553.05
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**New Itemization**

Expense Type \*  
Lodging

Entry Type: Recurring Itemization 09/12/2022 - 09/17/2022 (Nights: 5)

Your hotel room rate was:

The Same Every Night **Not the Same**

Date	Room Rate	Room Tax	Tax 2	Tax 3
09/12/2022	265.00	41.61	10.00	11.44
09/13/2022	265.00	30.00	2.00	1.00
09/14/2022	265.00	30.00	2.00	1.00
09/15/2022	265.00	30.00	2.00	1.00
09/16/2022	265.00	30.00	2.00	1.00

(Amounts in USD)

Save Itemization Cancel

29. Click **Save Itemization**.
30. If any amount is left in the **Remaining** section, either the total charged amount needs to be reduced (for Cash/Out of Pocket Charges) or separately itemized.

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The screenshot shows the 'Lodging' itemization screen for a total amount of \$1,553.05. The 'Itemizations' tab is active, showing a summary where the total amount is \$1,553.05, the itemized amount is \$1,520.05, and the remaining amount is \$33.00. Below the summary is a table of itemizations with columns for Date, Expense Type, and Requested amount.

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	09/12/2022	Lodging Tax	\$63.05
<input type="checkbox"/>	09/12/2022	Lodging	\$265.00
<input type="checkbox"/>	09/13/2022	Lodging Tax	\$33.00
<input type="checkbox"/>	09/13/2022	Lodging	\$265.00
<input type="checkbox"/>	09/14/2022	Lodging Tax	\$33.00
<input type="checkbox"/>	09/14/2022	Lodging	\$265.00
<input type="checkbox"/>	09/15/2022	Lodging Tax	\$33.00
<input type="checkbox"/>	09/15/2022	Lodging	\$265.00
<input type="checkbox"/>	09/16/2022	Lodging Tax	\$33.00
<input type="checkbox"/>	09/16/2022	Lodging	\$265.00

31. To continue further itemization, select **Create Itemization** from the **Itemizations** tab.

32. Chose **the appropriate expense type(s)** until the **Remaining** amount is \$0.00.

### Itemization - Lodging Credits/Advance Deposits

33. When a vendor requires an advanced deposit for **Lodging**, that advanced deposit is credited on the folio during checkout. However, the advanced deposit amount charged is often only an estimate for one night of room rate and taxes. When this situation occurs, the credit needs to be added as an itemization to **Lodging**.

34. Itemize the lodging charges as outlined in the previous steps. Once itemization is complete, there will be a remaining amount over what was charged.

The screenshot shows the 'Lodging' itemization screen after additional itemizations. The total amount remains \$1,553.05, but the itemized amount has increased to \$1,675.00, resulting in an 'Over' amount of \$121.95.

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	09/12/2022	Lodging Tax	\$63.05
<input type="checkbox"/>	09/12/2022	Lodging	\$265.00
<input type="checkbox"/>	09/13/2022	Lodging Tax	\$33.00
<input type="checkbox"/>	09/13/2022	Lodging	\$265.00
<input type="checkbox"/>	09/14/2022	Lodging Tax	\$33.00
<input type="checkbox"/>	09/14/2022	Lodging	\$265.00
<input type="checkbox"/>	09/15/2022	Lodging Tax	\$33.00
<input type="checkbox"/>	09/15/2022	Lodging	\$265.00
<input type="checkbox"/>	09/16/2022	Lodging Tax	\$33.00
<input type="checkbox"/>	09/16/2022	Lodging	\$265.00

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35. An additional itemization will need to be created by selecting **Create Itemization**.
36. Choose **Lodging – Advance Deposit** from the Expense Type menu.
37. Enter in the **over amount** as a negative number in the **Amount** field.

Details | Itemizations

Amount \$1,553.05 | Itemized \$1,675.00 | Over \$121.95

**New Itemization** \* Required field

Expense Type \*  
Lodging - Advance Deposit

Recurring Every Night | Transaction Date \* 09/16/2022

Traveler Type \* Employee | Trip Type \* Out of State

Report/Trip Purpose \* Conference | Event Name/Nature of Business \* ABC CONFERENCE

Vendor Name | City Portland, Oregon

Amount \* -121.95 | Currency US, Dollar

Comment

Save Itemization Cancel

38. Click **Save Itemization**. The amount remaining should reflect as \$0.00

← → Lodging \$1,553.05 🗑️

09/16/2022

Details | Itemizations

Amount \$1,553.05 | Itemized \$1,553.05 | Remaining \$0.00

Create Itemization More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	09/12/2022	Lodging Tax	\$55.00
<input type="checkbox"/>	09/12/2022	Lodging	\$280.00
<input type="checkbox"/>	09/13/2022	Lodging Tax	\$55.00
<input type="checkbox"/>	09/13/2022	Lodging	\$280.00
<input type="checkbox"/>	09/14/2022	Lodging Tax	\$55.00
<input type="checkbox"/>	09/14/2022	Lodging	\$280.00
<input type="checkbox"/>	09/15/2022	Lodging Tax	\$55.00
<input type="checkbox"/>	09/15/2022	Lodging	\$280.00
<input type="checkbox"/>	09/16/2022	Lodging - Advance Deposit	\$-121.95
<input type="checkbox"/>	09/16/2022	Lodging Tax	\$55.00
<input type="checkbox"/>	09/16/2022	Lodging	\$280.00



# Lodging

## Lodging - Group

39. To expense a Travel Card charge for **Lodging - Group**, add the expense line to your report.
40. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Lodging - Group**.
41. Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose**, **Event Name/Nature of Business** and **City** fields all fill down appropriately from the report header as these are required entries.
42. Enter in the **Number of Nights** and the **Number of Rooms**.
43. Click on the **Attendees** hyperlink at the top of the screen to add information for all of the individuals that stayed in the rooms for business purposes, including the traveler.

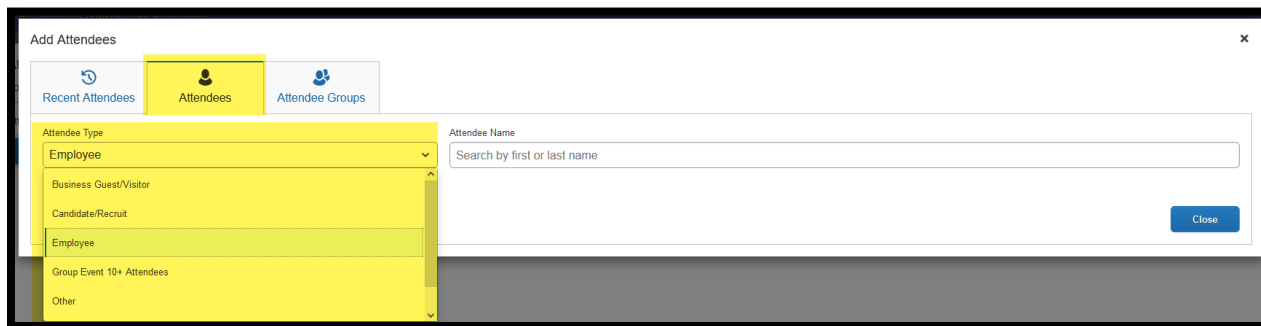
The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type \***: Lodging - Group
- Transaction Date \***: 09/16/2022
- Traveler Type \***: Employee
- Trip Type \***: Out of State
- Report/Trip Purpose \***: Conference
- Event Name/Nature of Business \***: ABC CONFERENCE
- Vendor Name**: (empty)
- City \***: Portland, Oregon
- Payment Type \***: Cash/Out of Pocket
- Number of Nights \***: 5
- Number of Rooms \***: 2
- Amount \***: 1,000.00
- Currency \***: US, Dollar

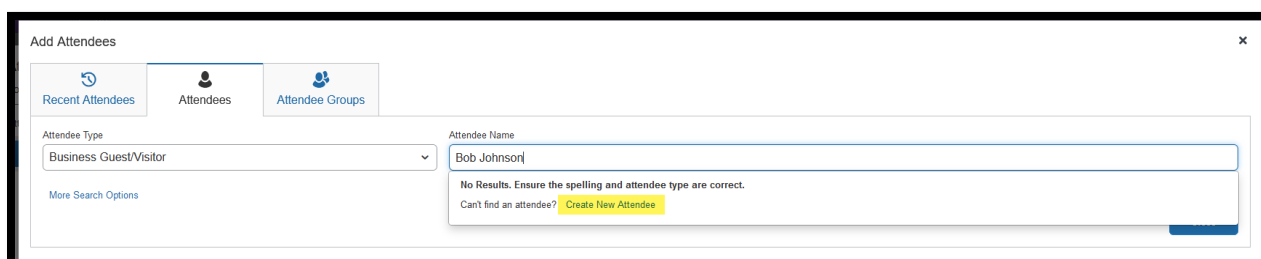
Additional elements include 'Attendees (0)' and 'Allocate' buttons at the top, and a 'Comment' field at the bottom.

44. In the attendees pop-up, click **Add** to add the appropriate attendees from the group.
45. **Recent Attendees** to previous events will appear and can be selected. To add a new attendee, select **Attendees** at the top of the screen and then use the drop-down menu to select the correct attendee type.

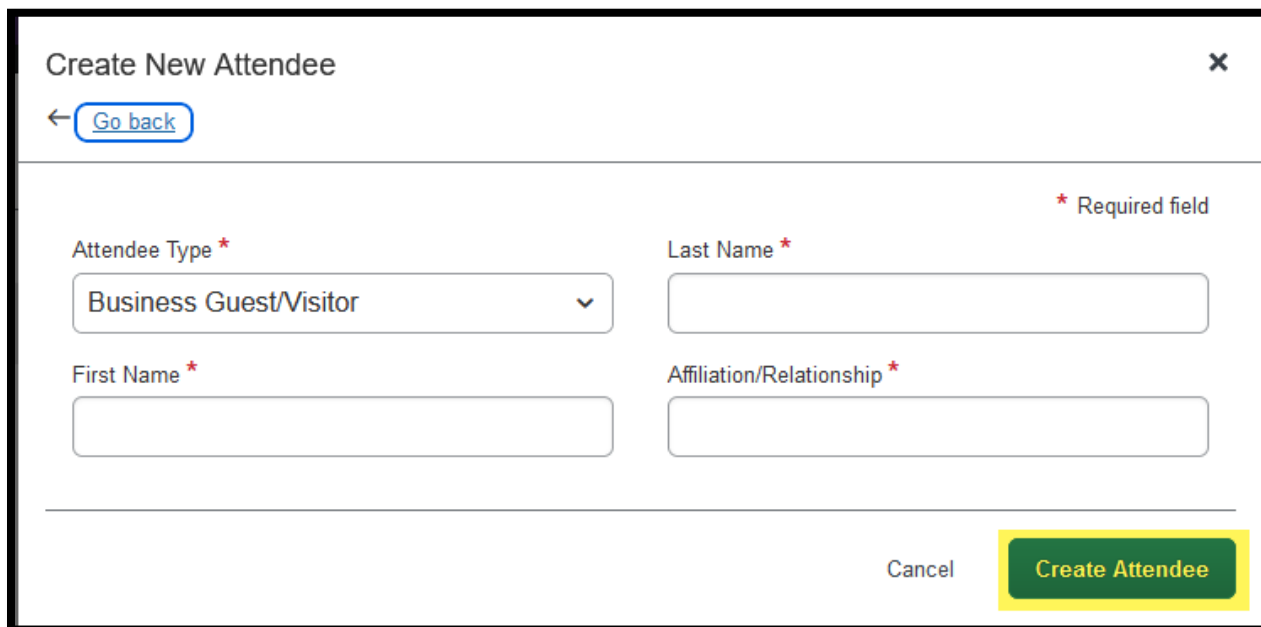
## Lodging



46. After typing in their name, if the attendee has not been utilized in Concur previously, click **Create New Attendee**.



47. Enter in the required information and then click **Create Attendee**.



48. When all applicable attendees have been entered, click **Save**.

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The screenshot shows a window titled "Attendees" with a sub-header "Lodging - Group" and a total amount of "\$1,000.00". Below the header, there are buttons for "Add", "Remove", "Create Group", and "Copy from Request". The main area contains a table with the following data:

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Johnson, Bob	Alumni		Business Guest/Visitor	1	\$500.00
<input type="checkbox"/>	Turner, Bob			Candidate/Recruit	1	\$500.00

At the bottom right of the window, there are "Cancel" and "Save" buttons.

49. Click **Save Expense** and a new pop-up will appear requiring an additional itemization.
50. In the **Itemizations** tab, enter in any additional charges that may be listed on the folio such as meals, parking, etc. Click **Save Itemizations**.

The screenshot shows a window titled "Lodging - Group \$1,000.00" with a date of "09/16/2022". It has two tabs: "Details" and "Itemizations". The "Itemizations" tab is active, showing a summary table:

Amount	Itemized	Remaining
\$1,000.00	\$0.00	\$1,000.00

Below the summary, there are several input fields with checkboxes for "Personal Expense (do not reimburse)":

- Lodging - Advance Deposit (Required field)
- Lodging Fees
- Lodging Tax
- Miscellaneous Travel Expenses
- Parking

51. If there are no additional fees, leave these entries blank and click **Save Itemizations**.

### Receipts

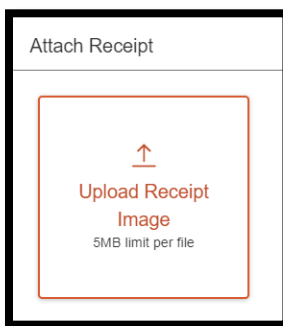
52. All charges for **Lodging** will require a zero-balance receipt. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket

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expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting **Attach Receipt Image** to the right of the expense. Note that if the receipt field is not present, click on the **Show Receipt** hyperlink at the top right of the screen.



53. A pop-up box will appear and you can click **Upload Receipt Image** to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available to select.



54. Click on the correct **receipt** and click **Attach**.
55. The receipt image will appear to the right of the screen. Click **Save Expense** at the top right or bottom left of the screen.
56. **Additional Information**
57. Expenses for any type of **Lodging** can only be included on an expense report with a **Travel Itinerary**. To add an Itinerary to an expense report, see the document on **Itineraries and Per Diem** for more information.
58. **Lodging** expenses paid to non-traditional facilities, such as Airbnb, should have mandatory fees for cleaning and other services incorporated into the Room Rate. This total rate is used when calculating GSA rates. Taxes should be itemized separately from the Room Rate.