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](http://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.

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.
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.

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

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

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

32. Choose 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.
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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.

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

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.
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**.
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**.

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.