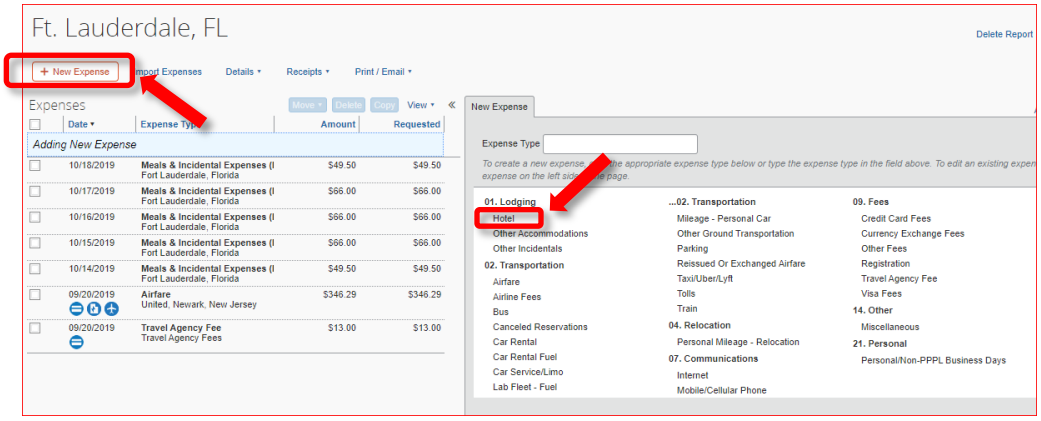
Enter and Itemize Lodging Expense

Objective: This section will go over the steps to itemize lodging (required for the lodging expense type)

Note: A hotel bill typically contains a variety of expenses including the base room rate, taxes & fees, parking, meals, and other incidental charges. You must itemize each expense so that they can be reimbursed correctly. Lodging itemization allows you to quickly itemize recurring room rates and taxes.

1. Click on **+ New Expense** > select **Hotel**

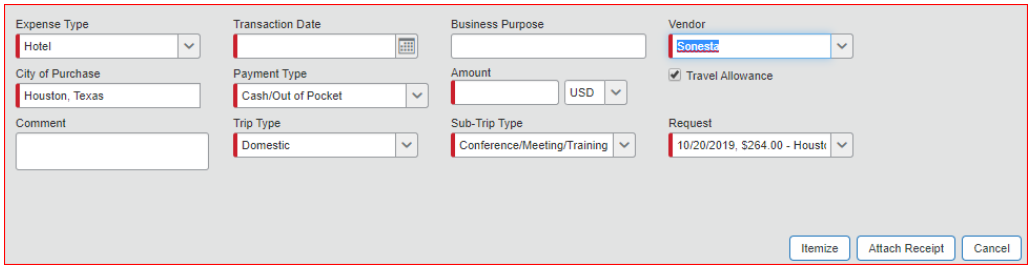


2. Enter the following information:

- Transaction Date: ***your check out date**
- Vendor: ***select the Hotel brand***
- City of Purchase: ***the city that your hotel is located***
- Payment Type: **Cash/Out of Pocket**
- Amount: **Total amount of your full hotel bill (base rate + tax & fees)** ***do not include any incidental expenses (ie. room service, meals, etc.)***

Note: Do **not** uncheck the Travel Allowance check box

Note: If your hotel is not listed in the dropdown of the Vendor field, manually type in the name



Contact **ConcurSupport@pppl.gov** for additional questions

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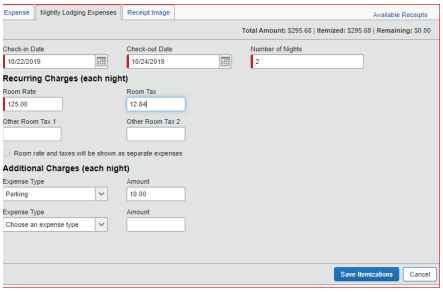
3. Click **Itemize**. Unlike other expenses, clicking itemize will take you to the Nightly Lodging Expenses tab. This is where you will enter pertinent information about your trip, including duration of stay, room rate, additional room taxes and fees, and any additional charges associated with the lodging.

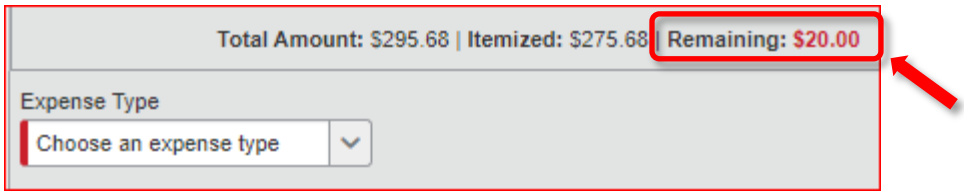
4. Enter the following information:

- Check In Date: ***the date you checked into the hotel***
- Check Out Date: ***the date you checked out of the hotel***
- Number of Nights: ***auto-populated based on the check-in/out dates***
- Room Rate: ***Your base room rate***
- Room Tax: ***Itemize each individual tax / fees***
- Additional Charges (each night): ***select the appropriate <u>recurring</u> expense type from the drop down menu, and enter the amount of the expense***

5. Click **Save Itemizations**



6. If the amount remaining is not zero, on the new Itemization tab, select the appropriate expense type from the dropdown list for the remaining charge(s).



7. Complete all required and optional fields. Click Save.

8. Repeat steps 6 & 7 until the Remaining Amount equals $0.00.

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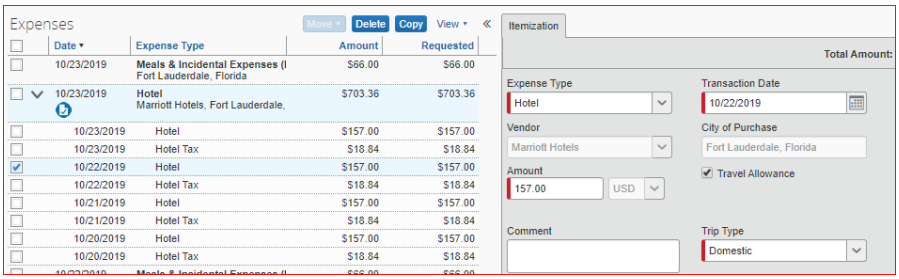
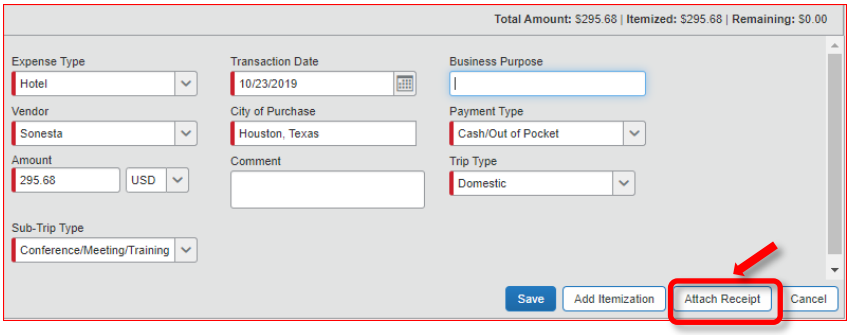
7. A breakdown of the itemization will show below the Lodging Expense Type.

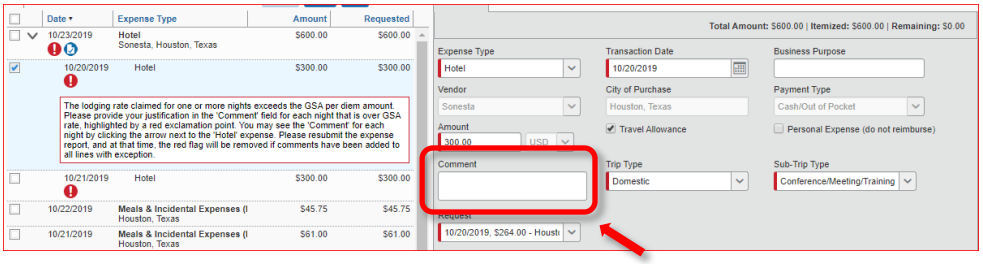
Note: If your rate changed during your stay at the hotel, select the specific hotel night and manually change the amount.

Note: Itemizing your lodging expense requires an itinerary, so be sure to enter your itinerary when creating your expense report. *You can create/update your itinerary even after you begin entering your expenses by going to the Details drop down menu and click on New Itinerary. Edit as necessary and click Update Expenses when finished.



8. Click **Attach Receipt**, upload your **itemized lodging receipt**, then click the **Save** button.



9. If any night of your hotel stay is over the published per diem rate, enter an **explanation for why you are over per diem** in the comment field of each night that is over, and click **Save**.

Note: The system will not allow you to submit your Expense Report until an explanation is provided for the overage. The justification will be reviewed by the Travel Office for reasonableness.