Overview: While Duke does not require taxes or other charges related to a lodging stay to be itemized, lodging expenses may automatically be itemized when they enter Concur via an e-receipt or via Expense It when the optical character recognition (OCR) is used. If a lodging charge is automatically itemized, users are encouraged to review the itemization, but no additional action is necessary – it can stay itemized.

Please note: Other expense types (meals for example) that are included as part of the hotel charge should be itemized to reflect the appropriate expense type. The only type of tax that should be itemized is NC state sales tax using the appropriate GL account. Room taxes and other city/state taxes are not required to be itemized and can be included with the lodging expense type.

Step 1
Pull the hotel expense into an expense report by selecting the expense and either selecting Move or by dragging the expense into the report. Itemization will not display until the expense is added to an expense report.

Step 2
A variety of exception messages may display. This is related to the automatic itemization and will be cleared as each item is addressed.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
**Step 3**

Select the *arrow* beside the date of the expense to see the system itemization.

**Step 4**

You will need to look at the receipt to determine what has been itemized. In some situations, Concur will assign the itemization to the appropriate expense type while in other situations it will not. You will need to review the receipt to determine the appropriate way to itemize the receipt making changes as appropriate.

*Please note:* Lodging itemizations will behave differently based on how Concur reads a receipt. Duke policy does not require any taxes to be broken out other than NC sales tax. You are not required to itemize other lodging taxes more specifically.

**Example 1**

In this example, Concur itemized the room charge and the business district assessment (tax) as lodging. There is no need to change the expense type to lodging tax. Concur did not itemize a credit due to an advanced payment that was reflected on the receipt. To fully account for this expense, the credit must be itemized.
Example 1 – continued

In this example, Concur itemized $50.00 in room charges to lodging and itemized a $6.00 water charge as undefined. To process this expense, you must itemize the remaining $293.56 capturing all the remaining lodging expenses in a lodging charge and adding the $.60 in tax to the water charge.

Example 2

In this example, Concur itemized $50.00 in room charges to lodging and itemized a $6.00 water charge as undefined. To process this expense, you must itemize the remaining $293.56 capturing all the remaining lodging expenses in a lodging charge and adding the $.60 in tax to the water charge.
Example 2 – continued

Select **Add Itemization** on the lodging expense and itemize the remaining lodging expense ($292.96). Select **Save**.

Select **Add Itemization** on the undefined expense (for water) and change the expense type to incidentals. Add the $.60 to cover the total cost. This will itemize the total value of the expense. Select **Save**.

Once the expense is itemized and saved, any error messages clear and the expense has been handled. Continue processing other expense(s) in the report or select **Submit Report** as appropriate.