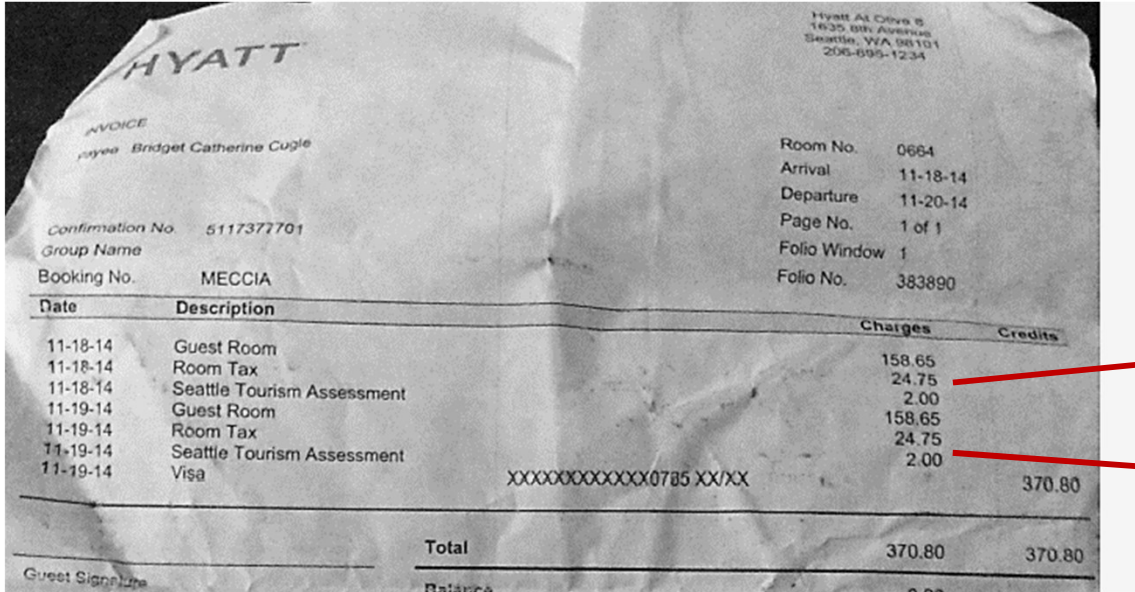


Expense – Hotel

- Itemizations must match folio exactly as it appears
- Room rates and tax rates must be separated
- Hotel deposits are included in the itemizations
- In-room movies/phones are not reimbursable
- If traveling to another country, request that the bill is charged in the local currency, not US dollars. This allows Citibank to calculate the foreign exchange conversion, not the hotel.

Expense – Hotel



Same room/tax rate per night

Taxes can be combined on a single line item for each night

Hotel \$370.80

11/19/2014 | Hyatt Hotels

Details | Itemizations

Amount \$370.80 | Itemized \$370.80 | Remaining \$0.00

Create Itemization | More Actions

Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	11/18/2014	Hotel	\$158.65
<input type="checkbox"/>	11/18/2014	Hotel Tax	\$26.75
<input type="checkbox"/>	11/18/2014	Hotel	\$158.65
<input type="checkbox"/>	11/18/2014	Hotel Tax	\$26.75

Room and tax rates have been separated for each night

Expense – Hotel Different Daily Amount

Enter the expense *Details* and select the *Itemizations* tab

New Expense

Details **Itemizations**

Allocate * Required field

Expense Type *

Check-in Date * Check-out Date * Nights:

Transaction Date * Vendor *

City * Payment Type *

Amount * Currency *

Comment

Save Expense **Save and Add Another** Cancel

Dates of stay: Dec 02, 2014 - Dec 06, 2014 Room number: 404
 Guest number: 54564 Group number:
 Marriott Rewards number: XXXXX4833

Date	Description	Reference	Charges	Credits
12/02/14	ROOM CHARGE	RB404	169.99	
12/02/14	Room Tax	RT404	10.20	
12/02/14	Occupancy Tax	CT404	8.50	
12/03/14	ROOM CHARGE	RB404	179.99	
12/03/14	Room Tax	RT404	10.80	
12/03/14	Occupancy Tax	CT404	9.00	
12/04/14	ROOM CHARGE	RB404	179.99	
12/04/14	Room Tax	RT404	10.80	
12/04/14	Occupancy Tax	CT404	9.00	
12/05/14	ROOM CHARGE	RB404	169.99	
12/05/14	Room Tax	RT404	10.20	
12/05/14	Occupancy Tax	CT404	8.50	
12/06/14	Restaurant Room Charge	FD6747	14.99	
12/06/14	Payment - Visa XXXXXXXXXXXX2924	VI09:47AM		791.95

Expense – Hotel Different Daily Amount

Hotel \$791.95

12/06/2014 | Marriott Hotels

Select *Different daily amount*

Amount \$791.95 | Itemized \$777.06 | Remaining \$14.89

New Itemization

Expense Type * * Required field

Recurrence *

Nights: 4

Date	Room Rate*	Room Tax	Tax 2	Tax 3
12/02/2014	<input type="text" value="169.99"/>	<input type="text" value="18.70"/>	<input type="text"/>	<input type="text"/>
12/03/2014	<input type="text" value="179.99"/>	<input type="text" value="19.80"/>	<input type="text"/>	<input type="text"/>
12/04/2014	<input type="text" value="179.99"/>	<input type="text" value="19.90"/>	<input type="text"/>	<input type="text"/>
12/05/2014	<input type="text" value="169.99"/>	<input type="text" value="18.70"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD) [Add Tax Fields](#)

Dates of stay: Dec 02, 2014 - Dec 06, 2014 Room number: 404
 Guest number: 54564 Group number:
 Marriott Rewards number: XXXXX4833

Date	Description	Reference	Charges	Credits
12/02/14	ROOM CHARGE	RB404	169.99	
12/02/14	Room Tax	RT404	10.20	
12/02/14	Occupancy Tax	CT404	8.50	
12/03/14	ROOM CHARGE	RB404	179.99	
12/03/14	Room Tax	RT404	10.80	
12/03/14	Occupancy Tax	CT404	9.00	
12/04/14	ROOM CHARGE	RB404	179.99	
12/04/14	Room Tax	RT404	10.80	
12/04/14	Occupancy Tax	CT404	9.00	
12/05/14	ROOM CHARGE	RB404	169.99	
12/05/14	Room Tax	RT404	10.20	
12/05/14	Occupancy Tax	CT404	8.50	
12/06/14	Restaurant Room Charge	FD6747	14.99	
12/06/14	Payment - Visa XXXXXXXXXXXX2924	VI09:47AM		791.95

Enter varying room rates and tax

Select *Save Itemization*

Expense – Hotel Different Daily Amount

Hotel \$791.95 *Amount and Itemized are equal*

12/06/2014 | Marriott Hotels

Amount \$791.95 | Itemized \$791.95 | Remaining \$0.00

Itemizations

Alerts	Date	Expense Type	Requested
⚠	12/02/2014	Hotel	\$169.99 Allocated
	12/02/2014	Hotel Tax	\$18.70 Allocated
⚠	12/03/2014	Hotel	\$179.99 Allocated
	12/03/2014	Hotel Tax	\$19.80 Allocated
⚠	12/04/2014	Hotel	\$179.99 Allocated
	12/04/2014	Hotel Tax	\$19.90 Allocated
⚠	12/05/2014	Hotel	\$169.99 Allocated
	12/05/2014	Hotel Tax	\$18.70 Allocated
	12/06/2014	Meals-Employee Only	\$14.89 Allocated

Dates of stay: Dec 02, 2014 - Dec 06, 2014 | Room number: 404
 Guest number: 54564 | Group number:
 Marriott Rewards number: XXXXX4833

Date	Description	Reference	Charges	Credits
12/02/14	ROOM CHARGE	RB404	169.99	
12/02/14	Room Tax	RT404	10.20	
12/02/14	Occupancy Tax	CT404	8.50	
12/03/14	ROOM CHARGE	RB404	179.99	
12/03/14	Room Tax	RT404	10.80	
12/03/14	Occupancy Tax	CT404	9.00	
12/04/14	ROOM CHARGE	RB404	179.99	
12/04/14	Room Tax	RT404	10.80	
12/04/14	Occupancy Tax	CT404	9.00	
12/05/14	ROOM CHARGE	RB404	169.99	
12/05/14	Room Tax	RT404	10.20	
12/05/14	Occupancy Tax	CT404	8.50	
12/06/14	Restaurant Room Charge	FD6747	14.99	
12/06/14	Payment - Visa XXXXXXXXXXXXXXXX2924	VI09:47AM		791.95

Employee has added a single Line item for their meal

Itemizations need to match the folio exactly

Expense – Hotel Deposit



Mr. Joseph Rojas
1831 Mezes Ave
Belmont, CA 94002

Room No. 06123
Conf No. 744570335
Arrival 11/20/14
Departure 11/21/14

Employees may submit hotel deposit and final charge on different reports

Hotel advance deposit

Itemizations show an overage

Hotel itemization is entered under final charge from vendor

Enter room rate →
and tax rate →

DATE	DESCRIPTION	CHARGES	CREDITS
11/20/14	Deposit Applied		178.08
11/20/14	Room Rate	159.00	
11/20/14	BEL Room Tax - 12%	19.08	
11/20/14	BEL Resort Fee	25.00	
11/20/14	BEL Resort Fee Tax -12%	3.00	
11/21/14	Visa XXXXXXXXXXXX7045 XX/XX		28.00
Total		206.08	206.08
Balance		0.00	

Hotel \$28.00

11/21/2014 | Allstar Hotels

Details | Itemizations

Amount \$28.00 | Itemized \$206.08

Over \$178.08

Create Itemization | More Actions

<input type="checkbox"/>	Alerts ↑↓	Date ≡	Expense Type ↑↓	Requested ↑↓
<input type="checkbox"/>	⚠	11/20/2014	Hotel	\$159.00
<input type="checkbox"/>		11/20/2014	Hotel Tax	\$47.08

Expense – Hotel Deposit



Mr. Joseph Rojas
1831 Mezes Ave
Belmont, CA 94002

Room No. 06123
Conf No. 744570335
Arrival 11/20/14
Departure 11/21/14

DATE	DESCRIPTION	CHARGES	CREDITS
11/20/14	Deposit Applied		178.08
11/20/14	Room Rate	159.00	
11/20/14	BEL Room Tax - 12%	19.08	
11/20/14	BEL Resort Fee	25.00	
11/20/14	BEL Resort Fee Tax -12%	3.00	
11/21/14	Visa XXXXXXXXXXXX7045 XX/XX		28.00
Total		206.08	206.08
Balance		0.00	

Hotel Deposit expense type is used in the report for advance deposit

Itemizations will show a \$0 balance

Hotel \$28.00

11/21/2014 | Allstar Hotels

Details | Itemizations

Amount \$28.00 | Itemized \$28.00 | ✔ Remaining \$0.00

Create Itemization | More Actions ▾

<input type="checkbox"/>	Alerts ↑↓	Date ≡	Expense Type ↑↓	Requested ↑↓
<input type="checkbox"/>	⚠	11/20/2014	Hotel	\$159.00
<input type="checkbox"/>		11/20/2014	Hotel Tax	\$47.08
<input type="checkbox"/>		11/21/2014	Hotel Deposit	-\$178.08

Advance deposit is listed as a negative amount in hotel itemization

Expense – Hotel with VAT

An official VAT invoice from a hotel must contain:

1. The company name and business address
2. Your name
3. The vendor VAT number

VAT is included in the room rate for most international hotels and must be broken out to find the tax rate per night

NBC Universal
30 Rockefeller Plaza
New York
NY 10112
VAT No. 820 4359 51

Booking Ref. : HANNAH.WESTCAR@NBCUNI.
Room No. : 5018
Arrival : 02/09/14
Departure : 05/09/14
Cashier : 5519 / Manish Singh
Reserv No. : 128685589
Date : 05/09/14
Page : 1 of 1
Invoice No. : 009-110190

Customer

INVOICE

Date	Description		Debit (£)	Credit (£)
02/09/14	Unclaimed Accommodation	01/09	198.00	
02/09/14	ACCOMMODATION		198.00	
03/09/14	ACCOMMODATION		198.00	
04/09/14	ACCOMMODATION		198.00	
04/09/14	Paid Out Others	Taxi Fare	65.00	
05/09/14	Visa Card			857.00
Total £			857.00	857.00
Total Balance Due £				0.00

VAT Breakdown	NET	VAT	GROSS
VAT @ 20%	£ 495.00	99.00	594.00
VAT @ 4%	£ 0.00	0.00	0.00
VAT Exempt	£ 263.00	0.00	263.00
Total	£ 758.00	99.00	857.00

Total VAT for four nights is £99

£ 99/4 nights = £ 24.75 per night

Tax Rate

Room rate including VAT – Tax Rate = Room Rate

£ 198 - £ 24.75 = £ 173.25 per night

Room Rate

Expense – Hotel with VAT

NBC Universal
30 Rockefeller Plaza
New York
NY 10112

VAT No. 820 4359 51

Booking Ref. : HANNAH.WESTCAR@NBCUNI.
Room No. : 5018
Arrival : 02/09/14
Departure : 05/09/14
Cashier : 5519 / Manish Singh
Reserv No. : 128685589
Date : 05/09/14
Page : 1 of 1
Invoice No. : 009-110190

Customer

INVOICE

Date	Description		Debit (£)	Credit (£)
02/09/14	Unclaimed Accommodation	01/09	198.00	
02/09/14	ACCOMMODATION		198.00	
03/09/14	ACCOMMODATION		198.00	
04/09/14	ACCOMMODATION		198.00	
04/09/14	Paid Out Others	Taxi Fare	65.00	
05/09/14	Visa Card			857.00
Total £			857.00	857.00
Total Balance Due £				0.00

VAT Breakdown	NET	VAT	GROSS
VAT @ 20%	£ 495.00	99.00	594.00
VAT @ 4%	£ 0.00	0.00	0.00
VAT Exempt	£ 263.00	0.00	263.00
Total	£ 758.00	99.00	857.00

Hotel £857.00

09/05/2014 | Hyatt Hotels

Details

Itemizations

Amount £857.00 | Itemized £857.00 | ✔ Remaining £0.00

Create Itemization

More Actions

<input type="checkbox"/>	Alerts ↑↓	Date ≡	Expense Type ↑↓	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	⚠	09/02/2014	Hotel	£173.25	\$284.60
<input type="checkbox"/>		09/02/2014	Hotel Tax	£24.75	\$40.66
<input type="checkbox"/>	⚠	09/03/2014	Hotel	£173.25	\$284.61
<input type="checkbox"/>		09/03/2014	Hotel Tax	£24.75	\$40.66
<input type="checkbox"/>	⚠	09/04/2014	Hotel	£173.25	\$284.61
<input type="checkbox"/>		09/04/2014	Hotel Tax	£24.75	\$40.66
<input type="checkbox"/>	⚠	09/05/2014	Hotel	£173.25	\$284.61
<input type="checkbox"/>		09/05/2014	Hotel Tax	£24.75	\$40.66
<input type="checkbox"/>		09/05/2014	Taxi	£65.00	\$106.78

Room rate, taxes, and the taxi charge have all been separated in the hotel itemization in Concur

Expense – Hotel with Different Currency

日付/ Date	ご明細/ Description	詳細/ Supplement	金額/ Debit	Credit
17-FEB-16	Room Charge		35,000	
17-FEB-16	Service Charge		4,550	
17-FEB-16	Consumption Tax		3,164	
18-FEB-16	Room Charge		35,000	
18-FEB-16	Service Charge		4,550	
18-FEB-16	Consumption Tax		3,164	
19-FEB-16	In Room Dining Breakfast		3,729	
19-FEB-16	Visa Card			89,157
Total			89,157	89,157
Balance			JPY	0

Expense Type Hotel	Transaction Date 02/19/2016	Vendor ▼	Vendor Name THE RITZ-CARLTON OSAKA	City Osaka, JAPAN
Payment Type Citibank VISA - US ▼	Amount 823.40	USD ▼		

When the hotel folio is in a currency other than what is listed in Concur, you must calculate the exchange rate. To avoid this process, remember to tell the hotel to charge the corporate card in the country's local currency.

Expense – Hotel with Different Currency

To calculate the exchange rate used by the vendor, divide the total USD by the total in the foreign currency.

$$\text{Exchange Rate} = 823.40 / 89,157 = 0.0092354$$

Now multiply each itemization on the folio by this exchange rate (you can use excel formulas as detailed below):

	A	B	C	D	E
1	Exchange Rate	0.0092354			
2					
3		JPY	Formula		USD
4	Hotel	35,000	= B4*\$B\$1		323.24
5	Hotel Tax	4,550	= B5*\$B\$1		42.02
6	Hotel Tax	3,164	= B6*\$B\$1		29.22
7	Hotel	35,000	= B7*\$B\$1		323.24
8	Hotel Tax	4,550	= B8*\$B\$1		42.02
9	Hotel Tax	3,164	= B9*\$B\$1		29.22
10	Meals-Employee Only	3,729	= B10*\$B\$1		34.44
11	Total	89,157	= sum(D4:D10)		823.40