



MYTRAVEL TIPS

Lodging Booked Outside MyTravel



Overview

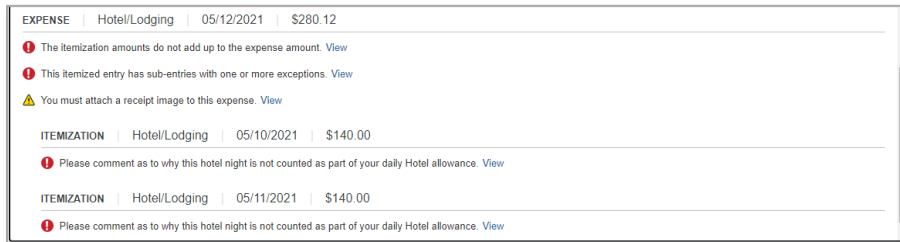
This Tips document explains how to account for lodging booked outside the system to claim hotel expenses correctly, as well as, how to itemize hotel receipts on the Expense Report.

Itemization of lodging expenses

- MyTravel automatically itemizes lodging receipts allowing users to easily separate personal expenses like movies, meals already covered under M&IE, extra pillows etc.
- MyTravel automatically separates hotel taxes and fees (no more manual calculation of taxes!) Users must click the itemize box to utilize this feature. If not selected, a hard stop prevents further processing.
- The **“Travel Allowance”** box, on each itemized expense must be checked for daily lodging expenses

Travel Allowance

WARNING: Red icon exception appears if the box is not checked for daily lodging

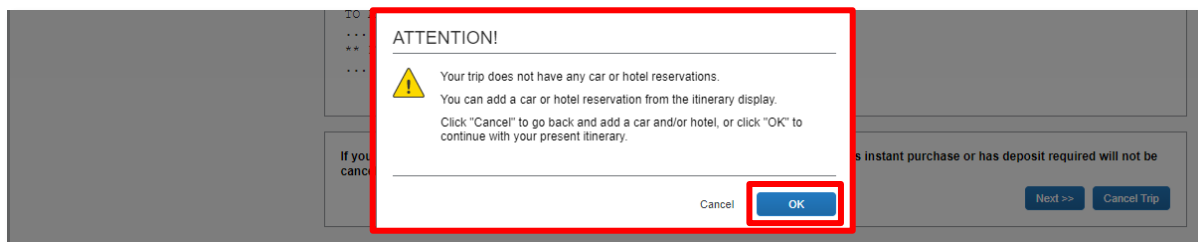


Manually adding a hotel booked outside the system on the request

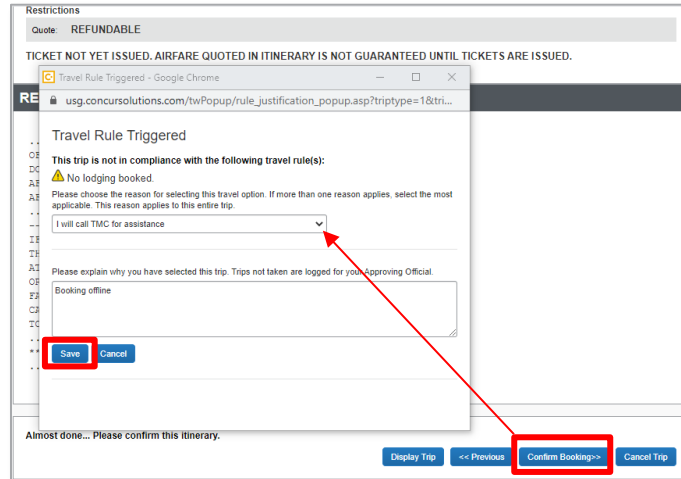
For lodging booked outside the system, manually add it to the request using the Hotel/Lodging – booked w/o MyTravel expense, ensuring a more complete travel cost estimate and easier expense report.

Manually Add a Hotel Booked outside of MyTravel to a Request

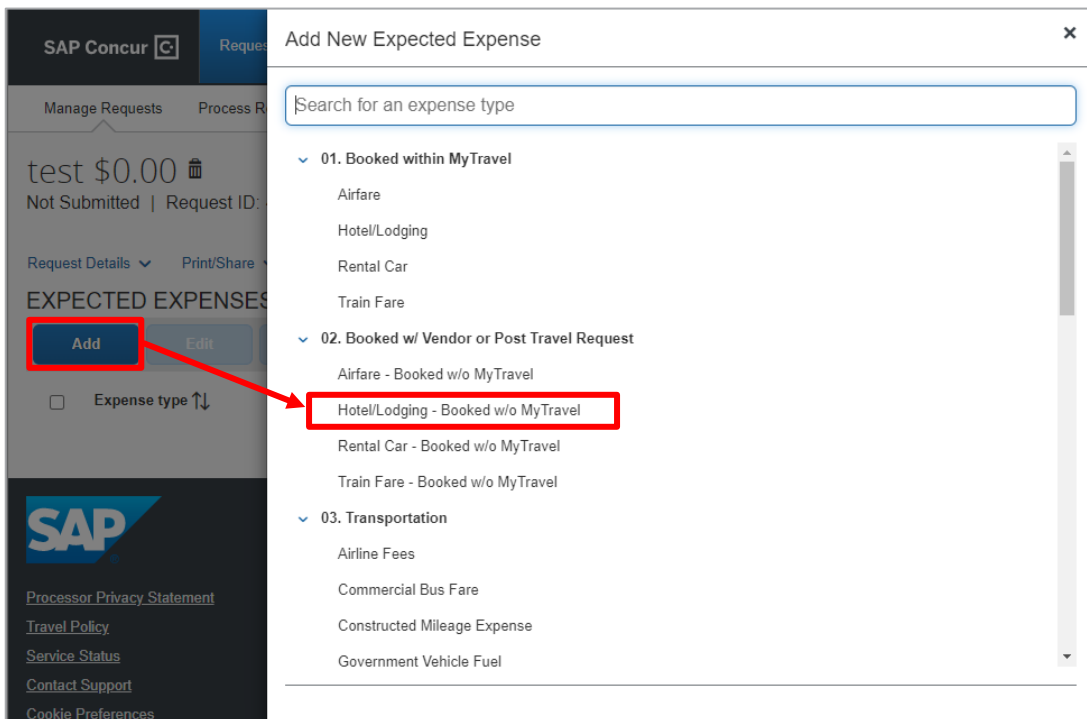
1. Select Next on the Travel Details page. An alert pops up stating which reservations you have not made (i.e. hotel). You can cancel to go back and add reservations or select OK to continue. Select OK.



- Upon confirming your reservations on the Submit Trip Confirmation screen, an alert will pop up for No Lodging Booked. Select your reason from the drop down, provide comments, then select Save.



- On the Request, select Add then click on Hotel/Lodging – Booked w/o MyTravel under 02. Booked w/Vendor or Post Travel Request.



4. The New Expense screen for Hotel Reservation appears. Enter the Hotel Information then click Save.

New Expense: Hotel/Lodging - Booked w/o MyTravel Cancel **Save**

* Required field

Check-In

Date: 04/05/2021 At: 03:00 PM City*:

Detail *

Check-Out

Date: 04/05/2021 At: 11:00 AM

Comment

Amount * **Currency ***

5. Verify lodging expenses are included under Expected Expenses.

Trip from Washington to Burlington \$888.20 **More Actions** **Submit Request**

Not Submitted | Request ID: 43KJN | ⚠ Must be approved by: 04/03/2021 12:03 PM

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add | Edit | Allocate | Delete

<input type="checkbox"/>	Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	⚠	Air Ticket (Self Booked)	Washington (DCA) - Burlington (BTV)	04/05/2021	\$556.20	\$556.20
<input type="checkbox"/>	⚠	Hotel Reservation	Burlington, Vermont	04/05/2021	\$332.00	\$332.00

Estimated Total: \$888.20

6. Accept & Submit request. *Great job!*

Itemize Hotel Receipt on the Expense Report

1. In the report, under Manage Expenses, a warning icon appears prompting itemization.

The screenshot shows the SAP Concur interface. The 'Expense' tab is selected. Under 'Manage Expenses', there is a warning icon and the text 'Alerts: 1'. Below this, an expense entry is shown: 'EXPENSE | Hotel/Lodging | 05/12/2021 | \$280.12'. A red box highlights the warning icon and the text 'Itemizations are required for this entry. View'. Below the warning, the trip details are shown: 'Trip from Washington to Orlando \$445.12'. A table of expenses is visible below, with the following data:

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Orlando, Florida	05/14/2021	\$49.50	\$49.50 Allocated
<input type="checkbox"/>		GTCC	Hotel/Lodging	Best Western International Orlando, Florida	05/12/2021	\$280.12	\$280.12 Allocated

2. Select the Hotel/Lodging expense item, then click the Itemizations tab and select Create Itemizations.

The screenshot shows the 'Itemizations' tab selected for the expense entry. The header shows 'Hotel/Lodging \$280.12' with '05/12/2021 | Best Western International | Corporate Card'. Below the header, there is a summary table:

Amount	Itemized	Remaining
\$280.12	\$0.00	\$280.12

Below the summary table, there is a button labeled 'Create Itemization' which is highlighted with a red box. Other buttons include 'Edit', 'Delete', 'Copy', and 'Allocate'. At the bottom, it says 'No Itemizations. Create itemizations for the items on your receipt.'

- Nightly Lodging Expenses tab opens up. Ensure room rate, room tax, and other daily charges are entered. Click Save Itemization.

- Select the Itemizations tab and notice the itemized entries display with alerts next to each Hotel/Lodging expense type.

Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	05/10/2021	Hotel/Lodging	\$130.00 Allocated
<input type="checkbox"/>	05/10/2021	Hotel Taxes	\$10.06 Allocated
<input type="checkbox"/>	05/11/2021	Hotel/Lodging	\$130.00 Allocated
<input type="checkbox"/>	05/11/2021	Hotel Taxes	\$10.06 Allocated

- Click on each of the Hotel/Lodging expense types one at a time then check the Travel Allowance box for daily. Click Save Itemizations.