



Management Office

# 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

EXPENSE   Hotel/Lodging   05/12/2021   \$280.12	*
It is itemization amounts do not add up to the expense amount. View	
O This itemized entry has sub-entries with one or more exceptions. View	l
A You must attach a receipt image to this expense. View	
ITEMIZATION Hotel/Lodging 05/10/2021 \$140.00	I
Please comment as to why this hotel night is not counted as part of your daily Hotel allowance. View	I
ITEMIZATION Hotel/Lodging 05/11/2021 \$140.00	I
Please comment as to why this hotel night is not counted as part of your daily Hotel allowance. View	Ŧ

## 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.

. 01  **	ATTENTION!  Your trip does not have any car or hotel reservations. You can add a car or hotel reservation from the itinerary display.	
If you cance	Click "Cancel" to go back and add a car and/or hotel, or click "OK" to continue with your present itinerary.	s instant purchase or has deposit required will not be Next >> Cancel Trip



2. 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.

ß	🛛 Travel Rule Triggered - Google Chrome — 🗆 🗙	
	usg.concursolutions.com/twPopup/rule_justification_popup.asp?triptype=1&tri	
L	Travel Rule Triggered	
E	This trip is not in compliance with the following travel rule(s):	
2	A No lodging booked.	
	Please choose the reason for selecting this travel option. If more than one reason applies, select the most applicable. This reason applies to this entire trip.	
-	I will call TMC for assistance	
F		
1	Please explain why you have selected this trip. Trips not taken are logged for you Approving Official.	
F	Booking offline	
3		
.c		
	Save Cancel	
P		
Ŀ		

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

SAP Concur 💽 Reques	Add New Expected Expense	×
Manage Requests Process R	Search for an expense type	
test \$0.00 <b>m</b>	✓ 01. Booked within MyTravel	^
Not Submitted   Request ID:	Airfare Hotel/Lodging	
Request Details 🗸 Print/Share 🗸	Rental Car	
EXPECTED EXPENSES	Train Fare	
Add Edit	✓ 02. Booked w/ Vendor or Post Travel Request	
	Airfare - Booked w/o MyTravel	
☐ Expense type ↑↓	Hotel/Lodging - Booked w/o MyTravel	
	Rental Car - Booked w/o MyTravel	
	Train Fare - Booked w/o MyTravel	
CVD	<ul> <li>03. Transportation</li> </ul>	
	Airline Fees	
Processor Privacy Statement	Commercial Bus Fare	
Travel Policy	Constructed Mileage Expense	
Service Status	Government Vehicle Fuel	*
Contact Support		
Cookie Preferences		



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

New Expense: Hotel	′Lodging - Booked w/o	MyTravel	Cance Save
			* Required field
Check-In			
Date	At	City*	
04/05/2021	03:00 PM ()	🐵 🗸 Burlington, Vermont	
Detail *			
Hilton Garden Inn			
Check-Out			
Date	At		
04/05/2021	11:00 AM (9)		
Comment			
	lb		
Amount *	Currency *		
332.00	US, Dollar 🗸		

5. Verify lodging expenses are included under Expected Expenses.

0	More Actions  Submit Request
ments ▼ Delete	
Details	Date Amount Requested
d) Washington (DCA) - Burlington (BTV)	04/05/2021 \$556.20 \$556.20
Burlington, Vermont	04/05/2021 \$332.00 \$332.00
	Estimated Total: \$888.20
	Details d) Washington (DCA) - Burlington (BTV)

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.

					Suppor	t   Help▼
SAP Concur 🖸	Requests Travel	Expense App Center			Prof	file 🝷 💄
Manage Expenses	View Transactions					
Alerts: 1						^
EXPENSE Hote	el/Lodging   05/12/202	1 \$280.12				
Itemizations are re	equired for this entry. View					
Not Submitted	Vashington to	) Orlando \$445. iipts 🔹 Travel Allowance 👻	.12 🖻	Сору Керо	Sub	mit Report
Add Expense						
Alerts Recei	pt Payment Type	Expense Type	Vendor Details	Date 🔻	Amount	Requested
	Other Payment Method	M and IE Allowance	Orlando, Florida	05/14/2021	\$49.50	\$49.50 Allocated
- 0	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.

Manage Expenses V	/iew Transactions	
Alerts: 1		^
Itemizations are required.	ired for this entry. View	
	tel/Lodging \$280.12 st Western International Corporate Card	Cancel Save Expense
Details	Itemizations	Bhow Receipt
Amount \$280.12	Itemized <b>Q</b> Remaining \$0.00 \$280.12	
Create Itemization	Edit Delete Copy Allocate	
	No Itemizations. Create itemizations for the items on your receipt.	



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

Details	Itemizations				Show Receipt
Amount \$280.12		Itemized \$0.00		Remaining \$280.12	
New Itemization Expense Type *					
Hotel/Lodging			~	Entry Type: Recurring Itemization 🔻	05/10/2021 - 05/12/2021 (Nights: 2)
Your hotel room rate was	e.				
	The Same Ev	ery Night		Not th	e Same
Room Rate (per night) *	R	oom Tax (per night)		Tax 2 (per night)	Tax 3 (per night)
130.00		10.06			
(Amounts in USD)					
	nd taxes into a single entry				
	,				
Save Itemization	Cancel				

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

Details	Itemizations		
Amount \$280.12	Itemized \$280.12	Remaining \$0.00	
Create Itemization	More Actions 🔻		
Alerts Date		Expense Type	Requested
05/10/	2021	Hotel/Lodging	\$130.00 Allocated
05/10/	2021	Hotel Taxes	\$10.06 Allocated
05/11/	2021	Hotel/Lodging	\$130.00 Allocated
05/11/	2021	Hotel Taxes	\$10.06 Allocated

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

Details	Itemizations		
Amount \$280.12	Itemized \$280.12	Remaining \$0.00	
Hotel/Lodging \$13	0.00 💼		
Allocate			
Expense Type *		*	Required field
Hotel/Lodging			~
Transaction Date *			
05/10/2021			
Amount*		Currency	
130.00		US, Dollar	
Travel Allowance		Personal Expense	
	8 - Trip from Washi 🗸		
	Cancel	Travel Allowance	li