Hotel Deposit Expenses | Hotel Itemization

With more and more hotel chains requiring a deposit, the Hotel/Lodging – Advance Deposit expense type has been made available in Concur Expense. Please review each of these scenarios for guidance on how to appropriately code and enter this type of expense.

Contents

Hotel Advance Deposit – Employee Paid

1. Use Expense Type = "Hotel/Lodging – Advance Deposit"
2. Enter Amount of deposit
3. Complete required fields
4. Attach receipt/proof of payment

Hotel Expense, with Advance Deposit – Employee Paid

1. Use Expense Type = "Hotel/Lodging"
2. Enter Amount paid (this would NOT include the deposit)
3. Complete required fields
4. Click on Itemization and enter nightly/tax rates as applicable to account for the Amount paid
   NOTE: The advance deposit amount typically accounts for one night stay; when paid out of pocket and not on a TCU card, the itemization entries would exclude one night that is covered by the 'advance deposit' entry that was already entered on your expense report.
5. Attach receipt/proof of payment

Example: Hotel Folio with Advance Deposit – Employee Paid

Hotel Folio –

- Deposit of $358.98 accounts for first night
- Remaining balance paid is $717.36, which is for final two nights

DATE	REFERENCES		CHARGES	CREDITS	BALANCES DUE
09/06	ADVDP-CA	GL 38047		358.98	
	FROM:				
09/13	GP ROOM	814, 1	310.00		
09/13	ST OCC	814, 1	48.78		
09/14	GP ROOM	814, 1	310.00		
09/14	ST OCC	814, 1	48.78		
09/15	GP ROOM	814, 1	310.00		
09/15	ST OCC	814, 1	48.78		
09/16	CCARD-VS			717.36	
	PAYMENT RECEIVED BY: VISA				.00

Concur Expense Entry with Itemization –

- Amount is the $717.36 that you paid upon checking out
- Itemization is adjusted to that amount, which is not the night covered by the hotel deposit

Date	Type		Amount
09/13/2023	**Hotel/Lodging** AUTOGRAPH NOTARY HTL, Philadelphia, Pennsylvania	N	$717.36
09/14/2023	Hotel/Lodging	N	$310.00
09/14/2023	Hotel/Lodging Tax	N	$48.58
09/15/2023	Hotel/Lodging	N	$310.00
09/15/2023	Hotel/Lodging Tax	N	$48.78

Hotel Advance Deposit – paid with TCU Travel Card

1. Use Expense Type = "Hotel/Lodging – Advance Deposit"
2. Complete required fields
3. Attach receipt/proof of payment

Hotel Expense, with Advance Deposit – paid with TCU Travel Card

1. Use Expense Type = "Hotel/Lodging"
2. Complete required fields
3. Complete Itemization:
   o Use the ExpenseIt app to take a picture of your hotel folio and let Concur do the itemization for you, or -
   o Forward your hotel folio to receipts@expenseit.com, or –
   o Click on Itemization and enter nightly/tax rates as applicable to account for the Amount paid. NOTE: if the hotel folio shows the deposit as a negative, you can code the itemization as a credit to account advance deposit.
4. Attach receipt/proof of payment

Example: Hotel Folio with Advance Deposit paid with TCU Travel Card

Hotel Folio –

DATE	DESCRIPTION	ID	REF. NO	CHARGES	CREDITS	BALANCE
7/30/2023	Advance Deposit	RGRAH	6902536		($231.84)	
9/23/2023	STUDENT LOANS	PAULT	7027179	$192.00		
9/23/2023	TAXES	PAULT	7027179	$19.44		
9/24/2023	STUDENT LOANS	PAULT	7029104	$192.00		
9/24/2023	TAXES	PAULT	7029104	$19.44		
9/25/2023	STUDENT LOANS	PAULT	7031589	$192.00		
9/25/2023	TAXES	PAULT	7031589	$19.44		
9/26/2023	STUDENT LOANS	PAULT	7033370	$192.00		
9/26/2023	TAXES	PAULT	7033370	$19.44		
	BALANCE					$613.92

Concur Expense Entry with Itemization –

Date	Description		Amount
09/27/2023	**Hotel/Lodging** HILTON HOTELS, Myrtle Beach, South Ca	N	$613.92
09/23/2023	Hotel/Lodging	N	$192.00
09/23/2023	Hotel/Lodging Tax	N	$19.44
09/24/2023	Hotel/Lodging	N	$192.00
09/24/2023	Hotel/Lodging Tax	N	$19.44
09/25/2023	Hotel/Lodging	N	$192.00
09/25/2023	Hotel/Lodging Tax	N	$19.44
09/26/2023	Hotel/Lodging	N	$192.00
09/26/2023	Hotel/Lodging Tax	N	$19.44
09/27/2023	Hotel/Lodging - Advance Deposit	N	$-231.84