Quick Reference Guide: Lodging

**Lodging** is classified as the expense, for employees or non-employees, for lodging while in travel status. **Lodging – Advance Deposit** is classified as the expense charged by some facilities to guarantee a room prior to the actual stay. **Lodging – Group** is classified as the expense for lodging while in travel status for more than one room. Please refer to OU Travel Policy for specific guidelines and use this guide to appropriately expense all charges for **Lodging**.

**Accessing Concur**

1. Go to [Travel.ou.edu](http://Travel.ou.edu) and login with your 4x4.
2. Click **Expense** from the main menu and either select + Create New Report or access an open report by clicking on the report name.

**Travel Card Charges - Lodging**

3. To expense a Travel Card charge, select **Import Expenses** and the available card charges will appear on the right side of the screen.
4. Click the box to the left of the transaction and click **Move** to pull the charge over to the expense report or click on the charge and drag it to the expense report on the left side of the screen.
5. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Lodging**.
6. Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose**, **Event Name/Nature of Business** and **City** fields all fill down appropriately from the report header as these are required entries.
7. Select from the drop-down list under **Type of Lodging Rate** the type of rate that was paid.
   a. **N/A – GSA Rate**. This selection is used when the standard GSA rate for the location was charged.
   b. **Non Sponsored Event Rate**. This selection is used when a sponsored event rate was not available, the GSA rate was not obtained and the event was not sponsored by OU. Documentation detailing why a different rate was charged must be included with the expense. Without a justifiable reason for choosing this rate, the expense may be considered personal and result in a reduction.
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c. **OU Sponsored Event Rate.** This selection is used when OU is sponsoring the event and the rate paid was the negotiated OU rate. An approved Agency Sponsored Designated Lodging form must be included with the expense.

d. **Sponsored Event Rate.** This selection is used when a sponsored event rate was charged. Documentation detailing the event rate must be included with the expense.

8. Additional information may also be entered in the available fields.

Cash/Out of Pocket Charges - Lodging

9. To expense a Cash/Out of Pocket charge, click on **+ New Expense** at the top of the screen.

10. Either type in **Lodging** in the **Expense Type** search bar at the top right of the expense report or scroll through the list of **All Expense Types** at the bottom right of the expense report and select **Lodging**.

11. Enter in the **Transaction Date** by using the calendar option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.

12. Enter the city of purchase in the **City** field.

13. Change the **Payment Type** to **Cash/Out of Pocket**. Please note that **Pending Card Transactions** should not be expensed until the transaction has posted. Please see the above section on **Travel Card Charges** for more information.

14. Select from the drop-down list under **Type of Lodging Rate** the type of rate that was paid.

a. **N/A – GSA Rate.** This selection is used when the standard GSA rate for the location was charged.

b. **Non Sponsored Event Rate.** This selection is used when a sponsored event rate was not available, the GSA rate was not obtained and the event was not sponsored by OU. Documentation detailing why a different rate was charged must be included with the expense. Without a justifiable reason for choosing this rate, the expense may be considered personal and result in a reduction.

c. **OU Sponsored Event Rate.** This selection is used when OU is sponsoring the event and the rate paid was the negotiated OU rate. An approved Agency Sponsored Designated Lodging form must be included with the expense.
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**d. Sponsored Event Rate.** This selection is used when a sponsored event rate was charged. Documentation detailing the event rate must be included with the expense.

15. Enter the amount in the Amount field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

**Itemization - Lodging**

16. All charges for Lodging must be itemized to a zero balance as reflected on your folio. Once the basic information has been entered, select Itemize.

17. The Nightly Lodging Expenses tab will appear and you can either type in the Check-in Date, as the Check-out Date is prepopulated based on the Transaction Date, or type in the Number of Nights.

18. Under Room Rate, enter in the rate paid for the room each night. If rates vary per night, please see the section below of Additional Information for instructions on how to list the nightly variances.

19. If additional nightly fees were charged (city tax, resort fees, occupancy fees, etc.), enter those fees in the Room Tax, Other Room Tax 1 and Other Room Tax 2 fields.

20. If more nightly fees were charged, use the Additional Charges section to select an Expense Type, such as Parking, and enter the Amount.

21. Click Save Itemizations.
22. All of the nightly fees will be listed as one expense per day. If any amount is left in the Remaining section, either the total charged amount needs to be reduced (for Cash/Out of Pocket Charges) or separately itemized.

23. To continue further itemization, select the main Lodging expense and click Add Itemization.

24. Chose the appropriate expense type(s) until the Remaining amount is $0.00.

**Itemization - Lodging Credits**

26. When a vendor requires an advanced deposit for Lodging, that advanced deposit is credited on the folio. However, the advanced deposit amount charged is often only an estimate for one night of room rate and taxes. When this situation occurs, the credit needs to be added as an itemization to Lodging.

27. Itemize the Lodging as the expenses are listed on the folio. When you Save the expense, an error will appear noting that there is a remaining negative amount.

28. Click Add Itemization and choose Lodging – Advance Deposit from the drop-down menu.

29. Enter in the Amount field the amount credited on the folio from the advanced deposit. In the example below, a Lodging – Advance Deposit amount of $156.32 was credited on the folio.
30.

Travel Card Charges – Lodging - Group

31. To expense a Travel Card charge, select **Import Expenses** and the available card charges will appear on the right side of the screen.

32. Click the box to the left of the transaction and click **Move** to pull the charge over to the expense report or **click on the charge and drag** it to the expense report on the left side of the screen.

33. If the transaction does not default to the correct expense type, use the drop-down menu under **Expense Type** to select **Lodging - Group**.

34. Ensure that the **Traveler Type**, **Trip Type**, **Report/Trip Purpose**, **Event Name/Nature of Business** and **City** fields all fill down appropriately from the report header as these are required entries.

35. Enter in the **Number of Nights** and the **Number of Rooms**.

36. Click on **Advanced Search** at the bottom of the screen to add information for all of the individuals that stayed in the rooms for business purposes, including the traveler.
37. By default, the attendee type of **Business Guest** will be selected. If that is the appropriate affiliation, type in their **Last Name, First Name** and click **New Attendee** at the bottom right of the page.

38. A pop-up attendee box will appear to confirm the information.
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41. Click Save & Add Another to add more attendees or Save if that is the only attendee.
42. If entering in additional attendees, the pop-up attendee box will be cleared of previously entered information so that additional attendees can be added.
43. You can continue adding attendees by type. Note that some attendee types, like Other, will require additional Institution/Affiliation information.
44. If the attendee is an Employee, those individuals must be selected through Advanced Search.
45. Click Advanced Search and select from the Choose an Attendee Type drop-down the option of Employee.
46. Type in the employee’s Last Name, First Name and click Search. Please note that employee names will display as they are listed with HR. If unsure of an employee’s HR name, you can type in the percentage sign (%) and click Search.
47. Select the Employee by clicking the box of the left of their name and click Add to Expense.
48. When all attendees have been added, click Close to cancel out of the pop-up window.
49. Additional information may also be entered in the available fields.

Itemization – Lodging - Group

50. All charges for Lodging - Group must be itemized. Once the basic information has been entered, select Itemize.
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52. The **Lodging - Group** tab will appear and you should enter only the additional fees and expenses charged outside of the room rate. The room rate will be automatically calculated based on the number of rooms and nights.

53. Click **Save Itemizations**.

**Cash/Out of Pocket Charges – Lodging - Group**

54. To expense a Cash/Out of Pocket charge, click on **+ New Expense** at the top of the screen.

55. Either type in **Lodging - Group** in the **Expense Type** search bar at the top right of the expense report or scroll though the list of **All Expense Types** at the bottom right of the expense report and select **Lodging - Group**.

56. Enter in the **Transaction Date** by using the **calendar** option or type in the date using the format of **MM/DD/YYYY**. The date used should be the transaction date noted on the receipt.

57. Enter the city of purchase in the **City** field.

58. Change the **Payment Type** to **Cash/Out of Pocket**. Please note that **Pending Card Transactions** should not be expensed until the transaction has posted. Please see the above section on **Travel Card Charges** for more information.

59. Enter in the **Number of Nights** for the stay as well as the **Number of Rooms**.

60. Enter the amount in the **Amount** field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

61. Click on **Advanced Search** at the bottom of the screen to add information for all of the individuals that stayed in the rooms for business purposes, including the traveler.
62. To By default, the attendee type of **Business Guest** will be selected. If that is the appropriate affiliation, type in their **Last Name**, **First Name** and click **New Attendee** at the bottom right of the page.

64. A pop-up attendee box will appear to confirm the information.
66. Click **Save & Add Another** to add more attendees or **Save** if that is the only attendee.

67. If entering in additional attendees, the pop-up attendee box will be cleared of previously entered information so that additional attendees can be added.

68. You can continue adding attendees by type. Note that some attendee types, like **Other**, will require additional **Institution/Affiliation** information.

69. If the attendee is an **Employee**, those individuals must be selected through **Advanced Search**.

70. Click **Advanced Search** and select from the **Choose an Attendee Type** drop-down the option of **Employee**.

71. Type in the employee’s **Last Name, First Name** and click **Search**. Please note that employee names will display as they are listed with HR. If unsure of an employee’s HR name, you can type in the percentage sign (%) and click **Search**.

72. Select the **Employee** by clicking the box of the left of their name and click **Add to Expense**.

73. When all attendees have been added, click **Close** to cancel out of the pop-up window.

74. Additional information may also be entered in the available fields.

**Travel Card Charges – Lodging – Advanced Deposit**

75. To expense a Travel Card charge, select **Import Expenses** and the available card charges will appear on the right side of the screen.
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77. Click the box to the left of the transaction and click Move to pull the charge over to the expense report or click on the charge and drag it to the expense report on the left side of the screen.

78. If the transaction does not default to the correct expense type, use the drop-down menu under Expense Type to select Lodging – Advanced Deposit.

79. Ensure that the Traveler Type, Trip Type, Report/Trip Purpose, Event Name/Nature of Business and City fields all fill down appropriately from the report header as these are required entries.

80. Additional information may also be entered in the available fields.

81. Receipts are required for all Lodging – Advanced Deposit expenses. Please see the section below on Receipts for more information.

Cash/Out of Pocket Charges – Lodging – Advanced Deposit

82. To expense a Cash/Out of Pocket charge, click on + New Expense at the top of the screen.

83. Either type in Lodging in the Expense Type search bar at the top right of the expense report or scroll though the list of All Expense Types at the bottom right of the expense report and select Lodging – Advanced Deposit.

84. Enter in the Transaction Date by using the calendar option or type in the date using the format of MM/DD/YYYY. The date used should be the transaction date noted on the receipt.

85. Select the vendor by using the drop-down Vendor List.

86. Enter the city of purchase in the City field.

87. Change the Payment Type to Cash/Out of Pocket. Please note that Pending Card Transactions should not be expensed until the transaction has posted. Please see the above section on Travel Card Charges for more information.

88. Enter the amount in the Amount field. Note that the amount will default to US Dollars (USD). Do not enter in commas or dollar signs in this field.

89. Receipts are required for all Lodging – Advanced Deposit expenses. Please see the section below on Receipts for more information.
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Travel Card Charges – Lodging – Non Employee

90. To expense a Travel Card charge, select Import Expenses and the available card charges will appear on the right side of the screen.

91. Click the box to the left of the transaction and click Move to pull the charge over to the expense report or click on the charge and drag it to the expense report on the left side of the screen.

92. If the transaction does not default to the correct expense type, use the drop-down menu under Expense Type to select Lodging – Non Employee.

93. Ensure that the Traveler Type, Trip Type, Report/Trip Purpose, Event Name/Nature of Business and City fields all fill down appropriately from the report header as these are required entries.

94. Additional information may also be entered in the available fields.

95. All charges for Lodging – Non Employee will require itemization. Please see the previous instructions on itemizations for more information.

96. Receipts are required for all Lodging – Non Employee expenses. Please see the section below on Receipts for more information.

Cash/Out of Pocket Charges – Lodging – Non Employee

97. To expense a Cash/Out of Pocket charge, click on + New Expense at the top of the screen.

98. Either type in Lodging – Non Employee in the Expense Type search bar at the top right of the expense report or scroll though the list of All Expense Types at the bottom right of the expense report and select Lodging – Non Employee.

99. Enter in the Transaction Date by using the calendar option or type in the date using the format of MM/DD/YYYY. The date used should be the transaction date noted on the receipt.

100. Enter the city of purchase in the City field.

101. Change the Payment Type to Cash/Out of Pocket. Please note that Pending Card Transactions should not be expensed until the transaction has posted. Please see the above section on Travel Card Charges for more information.

102. Additional information may also be entered in the available fields.

103. All charges for Lodging – Non Employee will require itemization. Please see the previous instructions on itemizations for more information.
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104. Receipts are required for all Lodging – Non Employee expenses. Please see the section below on Receipts for more information.

Receipts

105. All charges for Lodging will require a zero balance receipt. To satisfy the receipt requirement if the vendor did not provide an e-Receipt, this is a Cash/Out of Pocket expense or there is a more detailed receipt to add to the expense line, add the receipt by selecting Attach Receipt.

106. A pop-up box will appear and you can click Browse to locate the receipt saved on a local device or, if the receipt image was uploaded previously, the receipt will be available in Available Receipts. Locate the correct receipt and select Attach.

107. Once the receipt requirement has been added, the icon will show a blue check box indicating that the receipt requirement has been met.

108. Click Save.

Additional Information

109. Expenses for any type of Lodging can only be included on an expense report with a Travel Itinerary. To add an Itinerary to an expense report, see the document on Itineraries for more information.

110. If the nightly room varies, please enter the information for the first night as if that is the same calculation for the following nights. Once the individual lines for Lodging, taxes, fees, etc. have been created for each night, please click on the lines with incorrect amounts and make the adjustments for each line to match the folio. Once finished, click Save and the amount expensed should match the amount that was charged.

111. Lodging expenses paid to non-traditional facilities, such as Airbnb, should have mandatory fees for cleaning and other services incorporated into the Room Rate. This total rate is used when calculating GSA rates. Taxes should be itemized separately from the Room Rate.