

Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemized your expenses

- Click on the expense you need to itemize, in this example I will do my lodging.

The screenshot shows the SAP Concur 'Expense Testing' interface. At the top, it displays 'Expense Testing \$535.42' and 'Not Submitted' status. Below this, there are tabs for 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. The main section is titled 'Expenses (13)' and shows a list of transactions. The table has columns for selection, alerts, date, receipt, amount, expense type, vendor, payment type, and amount requested. One row, dated 12/17/2026 for 'TR-Meal Per Diem' at 'Dallas, Texas', is highlighted with a blue border. Above the table, there are buttons for 'Add Expense', 'Edit', 'Delete', 'Duplicate', 'Allocate', 'Combine Expenses', and 'Move'.

	Alerts	Date	Receipt	Amount	Expense Type	Vendor	Payment Type	Amount Requested	Actions
☒	✖	12/18/2026			TR-Incidentals	Dallas, Texas	Out of Pocket	\$3.75	...
☐	✖	12/18/2026			TR-Meal Per Diem	Dallas, Texas	Out of Pocket	\$36.25	...
☐	✖	12/17/2026			TR-Incidentals	Dallas, Texas	Out of Pocket	\$5.00	...
☐	✖	12/17/2026			TR-Meal Per Diem	Dallas, Texas	Out of Pocket	\$55.00	...
☐		12/16/2026			TR-Transportation	Uber Augusta, Georgia	Out of Pocket	\$50.00	...
☐	✖	12/16/2026			TR-Incidentals	Dallas, Texas	Out of Pocket	\$5.00	...

Lodging transactions must be itemized but any other transactions may also be itemized to split between two or more expense types (account codes).

Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemize Your Expenses

- Click on Itemization

[< Expense Testing](#)

12 of 14

[View Alerts](#) [Save Expense](#) [...](#)

TR-Lodging \$1,259.00

[Details](#) [Itemizations](#)

Required field *

Expense Type *

TR-Lodging

Trip Type

In State

Traveler Type

Employee

Report/Trip Purpose

TRV-Attend Meeting, Conf, etc.

Date Range *

12/14/2026 - 12/18/2026

Nights:

4

Transaction Date *

08/24/2026

Business Purpose

Vendor *

Sheraton

Vendor Location *

Dallas, Texas

Payment Type *

Out of Pocket

Amount *

Currency *

Receipt

[Hide Receipt Viewer](#)

0A0FBABA61... 1 / 1 50% +

Sheraton Hotel
Sample Hotel Folio - Demo Purposes Only
NOT A VALID RECEIPT - FOR CONCUR TRAINING DEMO ONLY

Guest Name: Brittany Ramirez

Check-In: August 24, 2026

Confirmation #: 87456219

Check-Out: August 28, 2026

Room Type: Standard King

Nights: 4

Travel Purpose: Conference / Business Travel Demo

Folio Date: August 28, 2026

Itemized Charges

Date	Description	Amount
Aug 24, 2026	Room Charge	\$275.00
Aug 24, 2026	Hotel Taxes & Fees	\$39.75
Aug 25, 2026	Room Charge	\$275.00
Aug 25, 2026	Hotel Taxes & Fees	\$39.75
Aug 26, 2026	Room Charge	\$275.00
Aug 26, 2026	Hotel Taxes & Fees	\$39.75
Aug 27, 2026	Room Charge	\$275.00
Aug 27, 2026	Hotel Taxes & Fees	\$39.75
	Subtotal - Lodging	\$1,100.00
	Taxes & Fees	\$159.00
	Other Charges	\$0.00
	Total Amount Paid	\$1,259.00

Payment Method: Visa ending in 1234

Payment Status: Paid in Full - Demo Only

Demo note: This sample folio is intended for Concur presentation and training use only. All amounts, confirmation numbers, and payment...

Split one transaction into multiple expense types (account codes).

- Fill out the expense type, choose your recurrence, and fill in the table below.

Receipt

Hide Receipt Vower

☰

0A0FBABA61...

1 / 1

50%

+

📄

🔄

🔍

↶

↷

📁

⬇️

🖨️

⋮

1

DEMO HOTEL FOLIO

Synthetic sample for Concur training only

Sheraton Hotel

Sample Hotel Folio - Demo Purposes Only

NOT A VALID RECEIPT - FOR CONCUR TRAINING DEMO ONLY

Guest Name	Brittany Ramirez	Check-In	August 24, 2026
Confirmation #	87456219	Check-Out	August 28, 2026
Room Type	Standard King	Nights	4
Travel Purpose	Conference / Business Travel Demo	Folio Date	August 28, 2026

Itemized Charges

Date	Description	Amount
Aug 24, 2026	Room Charge	\$275.00
Aug 24, 2026	Hotel Taxes & Fees	\$39.75
Aug 25, 2026	Room Charge	\$275.00
Aug 25, 2026	Hotel Taxes & Fees	\$39.75
Aug 26, 2026	Room Charge	\$275.00
Aug 26, 2026	Hotel Taxes & Fees	\$39.75
Aug 27, 2026	Room Charge	\$275.00
Aug 27, 2026	Hotel Taxes & Fees	\$39.75
	Subtotal - Lodging	\$1,100.00
	Taxes & Fees	\$159.00
	Other Charges	\$0.00
	Total Amount Paid	\$1,259.00

Payment Method	Visa ending in 1234
Payment Status	Paid in Full - Demo Only

Demio note: This sample folio is intended for Concur presentation and training use only. All amounts, confirmation numbers, and payment de

This is a synthetic sample receipt created for demonstration and training purposes. Not a valid receipt, invoice, or proof of payment.

Split one transaction into multiple expense types (account codes).

- This is the how it looks when you add in the itemizations.
- Click '**Save Expense**'

Receipt
Hide Receipt Viewer

≡ F7E90A3... 1 / 1 - 50% +
📄 ↺ Tt ↻ ↶ ↷ 🗑️ ⬇️ 🖨️ ⋮



1

DEMO HOTEL FOLIO
Synthetic sample for Concur training only

Sheraton Hotel

Sample Hotel Folio - Demo Purposes Only
NOT A VALID RECEIPT - FOR CONCUR TRAINING DEMO ONLY

Guest Name	Brittany Ramirez	Check-In	December 14, 2026
Confirmation #	87456219	Check-Out	December 18, 2026
Room Type	Standard King	Nights	4
Travel Purpose	Conference / Business Travel Demo	Folio Date	December 18, 2026

Itemized Charges

Date	Description	Amount
Dec 14, 2026	Room Charge	\$275.00
Dec 14, 2026	Hotel Taxes & Fees	\$39.75
Dec 15, 2026	Room Charge	\$275.00
Dec 15, 2026	Hotel Taxes & Fees	\$39.75
Dec 16, 2026	Room Charge	\$275.00
Dec 16, 2026	Hotel Taxes & Fees	\$39.75
Dec 17, 2026	Room Charge	\$275.00
Dec 17, 2026	Hotel Taxes & Fees	\$39.75
Subtotal - Lodging		\$1,100.00
Taxes & Fees		\$159.00
Other Charges		\$0.00
Total Amount Paid		\$1,259.00

Payment Method	Visa ending in 1234
Payment Status	Paid in Full - Demo Only

Demo note: This sample folio is intended for Concur presentation and training use only. All amounts, confirmation numbers, and payment de-