



Concur- How to Expense Hospitality

DATE OF LAST UPDATE

February 12, 2020

LAST UPDATED BY

Steve Bagley

STEP	ACTIVITY
------	----------

This guide will show you how to reconcile the expenditure known as **“Hospitality”** in your **Expense Report**.

Begin your **Expense Report**.

If you gave a gift in lieu of staying at a hotel, click on the **“Hospitality”** expense type.

The screenshot shows the 'New Expense' form. The 'Expense Type' dropdown is open, displaying a list of categories. Under 'Recently Used Expense Types', 'Personal Car Mileage' and 'Incidentals' are listed. Under 'All Expense Types', there are two columns of categories. In the right column, '05. Hospitality' is highlighted with a green box, and the word 'Hospitality' is also highlighted with a green box.

Next, add a **comment** explaining the business justification of your hospitality expense.

Then click on **“New Attendee”** near the bottom of that section.

The screenshot shows the 'New Expense' form with 'Hospitality' selected in the 'Expense Type' dropdown and 'Out of Pocket' in the 'Payment Type' dropdown. The 'Transaction Date' is empty, and the 'Amount' is set to 'USD'. The 'City of Purchase' is empty. The 'Comments To/From Approvers/Processors' field is highlighted with a green box, and a green arrow points to it. At the bottom, the 'Attendees' section is visible, with a 'New Attendee' button highlighted in green.

Clicking “**New Attendee**” will open a pop-up box.

Choose “**Other**” from the “Attendee Type” drop down menu.

Add the **First** and **Last Name** of the person you purchased the gift for.

Type “**Travel**” into the “Affiliation” field.

Click “**Save**” at the bottom.

This box will close once you save it.

Add Attendee ✕

Attendee Type: Other
Last Name:
First Name:
Affiliation: Travel

Save & Add Another Save Cancel

Now, click “**Save**” on the bottom right of the following screen.

Continue adding in your other expenses before submitting the report.

Attendees Attendees: 1 | Attendee

New Attendee Advanced Search Favorites Search Recently Used

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Com...
<input type="checkbox"/>	Springsteen, Bruce	Travel	

Save Itemize A