

How to Itemize Hotel/Lodging Expenses in Concur

Itemizing Hotel/Lodging Expenses

Step 1: Are there any other charges on the receipt?

ex: meals, parking, personal expenses etc.

This receipt *does not* have any additional expenses.

Receipt with no additional expenses:

INVOICE		Folio No.	
Membership No :		Conf. No.	
Group Code :			
Company Name :			
Thank You For Staying With Us			
Date	Text	Charges USD	Credits USD
04/17/24	Room Charge	199.00	
04/17/24	State Occupancy Tax 6%	11.94	
04/17/24	Local Occupancy Tax 5%	9.95	
04/18/24	Room Charge	199.00	
04/18/24	State Occupancy Tax 6%	11.94	
04/18/24	Local Occupancy Tax 5%	9.95	
04/19/24	Room Charge	559.00	
04/19/24	State Occupancy Tax 6%	33.54	
04/19/24	Local Occupancy Tax 5%	27.95	
04/20/24	Room Charge	559.00	
04/20/24	State Occupancy Tax 6%	33.54	
04/20/24	Local Occupancy Tax 5%	27.95	
04/21/24	Mastercard		1,682.76
Total / Balance		1,682.76	1,682.76 / 0.00
Merchant ID		Credit Card #	XXXXXXXXXXXX
Transaction ID		Credit Card Expiry	XX/XX
Approval Code		Capture Method	Manual
Approval Amount	1,682.76	Transaction Amount	1,682.76

Step 1: Enter date range as one day (even if it is more than one)

← → **Hotel \$1,682.76**

04/21/2024 | Peachtree Hotel

Details | Itemizations

Allocate * Required field

Expense Type *
Hotel

Date Range * Nights: 1 Transaction Date * 04/21/2024

04/17/2024 - 04/18/2024

Business Purpose: Example Vendor: Peachtree Hotel

City *: Savannah, Georgia Payment Type *: Cash/Personal Credit Card

Amount *: 1,682.76 Currency *: US, Dollar (USD)

Comment: 0/500

Save Expense | Save and Add Another | Cancel

Receipt with no additional expenses:

INVOICE Folio No.
Membership No : Conf. No.
Group Code :
Company Name :

Thank You For Staying With Us

Date	Text	Charges USD	Credits USD
04/17/24	Room Charge	199.00	
04/17/24	State Occupancy Tax 6%	11.94	
04/17/24	Local Occupancy Tax 5%	9.95	
04/18/24	Room Charge	199.00	
04/18/24	State Occupancy Tax 6%	11.94	
04/18/24	Local Occupancy Tax 5%	9.95	
04/19/24	Room Charge	559.00	
04/19/24	State Occupancy Tax 6%	33.54	
04/19/24	Local Occupancy Tax 5%	27.95	
04/20/24	Room Charge	559.00	
04/20/24	State Occupancy Tax 6%	33.54	
04/20/24	Local Occupancy Tax 5%	27.95	
04/21/24	Mastercard		1,682.76
Total / Balance		1,682.76	1,682.76 / 0.00

Merchant ID Credit Card # XXXXXXXXXXXXX
Transaction ID Credit Card Expiry XX/XX
Approval Code Capture Method Manual
Approval Amount 1,682.76 Transaction Amount 1,682.76

Step 2: Select 'Hotel' for Expense Type

Hotel \$1,682.76

04/21/2024 | Peachtree Hotel

Details

Itemizations

Amount \$1,682.76	Itemized \$0.00	Remaining \$1,682.76
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New Itemization * Required field

Expense Type *
 Hotel ✕ ▾

Entry Type:
 Recurring Itemization 04/17/2024 - 04/21/2024 (Nights: 4)

Your hotel room rate was:

The Same Every Night
Not the Same

Room Rate (per night)*	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)

(Amounts in USD) Add Tax Fields

Save Itemization
Save and Add Another
Cancel

Receipt with no additional expenses:

INVOICE	Folio No.
Membership No :	Conf. No.
Group Code :	
Company Name :	

Thank You For Staying With Us

Date	Text	Charges USD	Credits USD
04/17/24	Room Charge	199.00	
04/17/24	State Occupancy Tax 6%	11.94	
04/17/24	Local Occupancy Tax 5%	9.95	
04/18/24	Room Charge	199.00	
04/18/24	State Occupancy Tax 6%	11.94	
04/18/24	Local Occupancy Tax 5%	9.95	
04/19/24	Room Charge	559.00	
04/19/24	State Occupancy Tax 6%	33.54	
04/19/24	Local Occupancy Tax 5%	27.95	
04/20/24	Room Charge	559.00	
04/20/24	State Occupancy Tax 6%	33.54	
04/20/24	Local Occupancy Tax 5%	27.95	
04/21/24	Mastercard		1,682.76
Total / Balance		1,682.76	1,682.76 / 0.00

Merchant ID	Credit Card #	XXXXXXXXXXXX
Transaction ID	Credit Card Expiry	XX/XX
Approval Code	Capture Method	Manual
Approval Amount 1,682.76	Transaction Amount	1,682.76

Step 3: Change Entry Type from Recurring Itemization to Single Itemization. Then Save.

←
→

Hotel \$1,682.76

04/21/2024 | Peachtree Hotel

Details

Itemizations

Amount \$1,682.76	Itemized \$0.00	✖ Remaining \$1,682.76
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New Itemization

* Required field

Expense Type *

Hotel
✕
▼

Entry Type:

Recurring Itemization
▼

04/17/2024 - 04/18/2024 (Nights: 1)

Recurring Itemization

Not the Same

Single Itemization

Room Rate (per night)*
Room Tax (per night)
Tax 2 (per night)
Tax 3 (per night)

(Amounts in USD) Add Tax Fields

Save Itemization

Save and Add Another

Cancel

Receipt with no additional expenses:

INVOICE		Folio No.	
Membership No :		Conf. No.	
Group Code :			
Company Name :			

Thank You For Staying With Us

Date	Text	Charges USD	Credits USD
04/17/24	Room Charge	199.00	
04/17/24	State Occupancy Tax 6%	11.94	
04/17/24	Local Occupancy Tax 5%	9.95	
04/18/24	Room Charge	199.00	
04/18/24	State Occupancy Tax 6%	11.94	
04/18/24	Local Occupancy Tax 5%	9.95	
04/19/24	Room Charge	559.00	
04/19/24	State Occupancy Tax 6%	33.54	
04/19/24	Local Occupancy Tax 5%	27.95	
04/20/24	Room Charge	559.00	
04/20/24	State Occupancy Tax 6%	33.54	
04/20/24	Local Occupancy Tax 5%	27.95	
04/21/24	Mastercard		1,682.76
Total / Balance		1,682.76	1,682.76 / 0.00

Merchant ID	Credit Card #	XXXXXXXXXXXX
Transaction ID	Credit Card Expiry	XX/XX
Approval Code	Capture Method	Manual
Approval Amount 1,682.76	Transaction Amount	1,682.76

Step 4: Enter the total amount to be itemized. Then Save.

← → **Hotel \$1,682.76**

04/21/2024 | Peachtree Hotel

Details | **Itemizations**

Amount	Itemized	Remaining
\$1,682.76	\$0.00	\$1,682.76

New Itemization * Required field

Expense Type *
Hotel

Entry Type: Single Itemization
Transaction Date * 05/21/2024

Business Purpose: Example
Vendor: Peachtree Hotel

City: Savannah, Georgia

Amount * 1,682.76
Currency: US, Dollar (USD)

Personal Expense (do not reimburse)

Comment 0/500

Receipt with no additional expenses:

INVOICE Folio No.
Membership No : Conf. No.
Group Code :
Company Name :

Thank You For Staying With Us

Date	Text	Charges USD	Credits USD
04/17/24	Room Charge	199.00	
04/17/24	State Occupancy Tax 6%	11.94	
04/17/24	Local Occupancy Tax 5%	9.95	
04/18/24	Room Charge	199.00	
04/18/24	State Occupancy Tax 6%	11.94	
04/18/24	Local Occupancy Tax 5%	9.95	
04/19/24	Room Charge	559.00	
04/19/24	State Occupancy Tax 6%	33.54	
04/19/24	Local Occupancy Tax 5%	27.95	
04/20/24	Room Charge	559.00	
04/20/24	State Occupancy Tax 6%	33.54	
04/20/24	Local Occupancy Tax 5%	27.95	
04/21/24	Mastercard		1,682.76
Total / Balance		1,682.76	1,682.76 / 0.00

Merchant ID Credit Card # XXXXXXXXXXXXX
Transaction ID Credit Card Expiry XX/XX
Approval Code Capture Method Manual
Approval Amount 1,682.76 Transaction Amount 1,682.76

Step 5: The amount remaining should be \$0.00. Then save again.

Hotel \$1,682.76

04/21/2024 | Peachtree Hotel

Details | Itemizations

Amount \$1,682.76 | Itemized \$1,682.76

Remaining \$0.00

Create Itemization | Edit | Delete | Copy | Allocate

<input type="checkbox"/>	Alerts↓↑	Date↑≡	Expense Type↓↑	Requested↓↑	
<input type="checkbox"/>	✖	05/21/2024	Hotel	\$1,682.76	...

Receipt with no additional expenses:

INVOICE

Membership No : | Folio No. |
 Group Code : | Conf. No. |
 Company Name : |

Thank You For Staying With Us

Date	Text	Charges USD	Credits USD
04/17/24	Room Charge	199.00	
04/17/24	State Occupancy Tax 6%	11.94	
04/17/24	Local Occupancy Tax 5%	9.95	
04/18/24	Room Charge	199.00	
04/18/24	State Occupancy Tax 6%	11.94	
04/18/24	Local Occupancy Tax 5%	9.95	
04/19/24	Room Charge	559.00	
04/19/24	State Occupancy Tax 6%	33.54	
04/19/24	Local Occupancy Tax 5%	27.95	
04/20/24	Room Charge	559.00	
04/20/24	State Occupancy Tax 6%	33.54	
04/20/24	Local Occupancy Tax 5%	27.95	
04/21/24	Mastercard		1,682.76
Total / Balance		1,682.76	1,682.76 / 0.00

Merchant ID | Transaction ID | Approval Code | Approval Amount 1,682.76

Credit Card # XXXXXXXXXXXX | Credit Card Expiry XX/XX | Capture Method Manual | Transaction Amount 1,682.76

Step 6: Completed.

Example Report \$1,682.76

Delete Report

Copy Report

Submit Report

Not Submitted | Report Number: ORJ997

Report Details ▾

Print/Share ▾

Manage Receipts ▾

View Available Receipts 📄

Add Expense

Edit

Delete


Copy

Allocate

Combine Expenses

Move to ▾

View: Standard ▾

<input type="checkbox"/>	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↕	Requested↑↓		^
<input type="checkbox"/>		Cash/Personal Credit Card	Hotel	Peachtree Hotel Savannah, Georgia	04/21/2024	\$1,682.76 Itemized	...	^
<input type="checkbox"/>		Cash/Personal Credit Card	Hotel	Peachtree Hotel Savannah, Georgia	05/10/2024	\$1,682.76	...	
						\$1,682.76		

If you used your NMU credit card the payment type will be Travel Card.


Itemizing Hotel/Lodging Expenses

Step 1: Are there any other charges on the receipt?

ex: meals, parking, personal expenses etc.

This receipt *does* have additional expenses.

Receipt with additional expenses:

		Hyatt Regency Minneapolis 1300 Nicollet Mall Minneapolis, MN 55403 Tel: 612-370-1234 Fax: 612-370-1463 minneapolis.hyatt.com	
INVOICE			
Marquette MI 49855 United States		Room No. 1012	
Confirmation No.		Arrival 04-11-24	
Group Name American Society for Public Administrati		Departure 04-14-24	
		Folio Window 1	
		Folio No.	
Date	Description	Charges	Credits
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Package		219.00
04-11-24	Occupancy Tax		32.90
04-12-24	Package		219.00
04-12-24	Occupancy Tax		32.90
04-13-24	Package		219.00
04-13-24	Occupancy Tax		32.90
04-14-24	Master Card	XXXXXXXXXXXX XX/XX	809.70
Total		809.70	809.70
Guest Signature		Balance	0.00
<small>I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.</small>			
World of Hyatt Summary		WE HOPE YOU ENJOYED YOUR STAY WITH US!	
Membership:		Thank you for choosing the Hyatt Regency Minneapolis. We enjoyed having you as our guest. If, for any reason, we fell short of your expectations we want to know about it. Please call our Quality Assurance Department at 612-596-4685 or send your comments to qualitymsprm@hyatt.com . Once again, thank you, we appreciate the opportunity to serve you.	
Bonus Codes:		For inquiries concerning your bill please call 405-912-4111.	
Qualifying Nights: 3		Please remit payment to: Hyatt Regency Minneapolis PO Box 860122 Minneapolis, MN 55486-0122	
Eligible Spend: 657.00			
Redemption Eligible: 54.00			
Summary Invoice, please see front desk for eligibility details.			

Step 1: Enter date range as one day (even if it is more than one)

← →

Hotel \$809.70

04/14/2024 | Hyatt Hotels

Details

Itemizations

Allocate

* Required field

Expense Type *

Hotel
✕ ▼

Date Range *

04/11/2024 - 04/12/2024
🗑

Nights:

1

Transaction Date *

04/14/2024
🗑

Business Purpose

Example Report

Vendor *

Hyatt Hotels
▼

City *

Minneapolis, Minnesota
✕ ▼

Payment Type *

Cash/Personal Credit Card
▼

Amount *

809.70
✕ ▼

Currency *

US, Dollar (USD)
✕ ▼

Comment 0/500

Save Expense

Save and Add Another

Cancel

Receipt with additional expenses:



Hyatt Regency Minneapolis
 1300 Nicollet Mall
 Minneapolis, MN 55403
 Tel: 612-370-1234
 Fax: 612-370-1463
 minneapolis.hyatt.com

INVOICE

Marquette MI 49855
 United States

Room No. 1010
 Arrival 04-11-24
 Departure 04-14-24

Confirmation No.

Folio Window 1

Group Name American Society for Public Administrati

Folio No.

Date	Description	Charges	Credits
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Package		219.00
04-11-24	Occupancy Tax		32.90
04-12-24	Package		219.00
04-12-24	Occupancy Tax		32.90
04-13-24	Package		219.00
04-13-24	Occupancy Tax		32.90
04-14-24	Master Card	XXXXXXXXXXXX XX/XX	809.70

Total 809.70 809.70

Guest Signature

Balance 0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

Membership:
 Bonus Codes:
 Qualifying Nights: 3
 Eligible Spend: 657.00
 Redemption Eligible: 54.00

Thank you for choosing the Hyatt Regency Minneapolis. We enjoyed having you as our guest. If, for any reason, we fell short of your expectations we want to know about it. Please call our Quality Assurance Department at 612-596-4685 or send your comments to qualitymsprm@hyatt.com. Once again, thank you, we appreciate the opportunity to serve you.

For inquiries concerning your bill please call 405-912-4111.

Please remit payment to: Hyatt Regency Minneapolis
 PO Box 860122
 Minneapolis, MN 55486-0122

Summary Invoice, please see front desk for eligibility details.

Step 2: Select 'Parking' for Expense Type (or Meals, Personal Expense, etc.)

← → **Hotel \$809.70**

04/14/2024 | Hyatt Hotels

Details **Itemizations**

Amount \$809.70	Itemized \$0.00	✖ Remaining \$809.70
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New Itemization

Allocate

Expense Type * ✖

Recurring Every Night

Transaction Date *

Business Purpose *

Vendor Name

City

Amount *

Currency

Personal Expense (do not reimburse)

Comment

0/500

Enter amount and date. Then save.

Receipt with additional expenses:

HYATT REGENCY
MINNEAPOLIS

Hyatt Regency Minneapolis
1300 Nicollet Mall
Minneapolis, MN 55403
Tel: 612-370-1234
Fax: 612-370-1463
minneapolis.hyatt.com

INVOICE

Marquette MI 49855
United States

Confirmation No.

Group Name American Society for Public Administrati

Room No.

Arrival 04-11-24

Departure 04-14-24

Folio Window 1

Folio No.

Date	Description	Charges	Credits
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Package		219.00
04-11-24	Occupancy Tax		32.90
04-12-24	Package		219.00
04-12-24	Occupancy Tax		32.90
04-13-24	Package		219.00
04-13-24	Occupancy Tax		32.90
04-14-24	Master Card	XXXXXXXXXXXX XX/XX	809.70
Total		809.70	809.70
Guest Signature		Balance	0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for choosing the Hyatt Regency Minneapolis. We enjoyed having you as our guest. If, for any reason, we fell short of your expectations we want to know about it. Please call our Quality Assurance Department at 612-596-4685 or send your comments to qualitymsprm@hyatt.com . Once again, thank you, we appreciate the opportunity to serve you.

For inquiries concerning your bill please call 405-912-4111.

Please remit payment to: Hyatt Regency Minneapolis
PO Box 860122
Minneapolis, MN 55486-0122

World of Hyatt Summary

Membership:

Bonus Codes:

Qualifying Nights: 3

Eligible Spend: 657.00

Redemption Eligible: 54.00

Summary Invoice, please see front desk for eligibility details.

Step 2 continued: Create new itemization. Select 'Hotel' for Expense Type

←
→

Hotel \$809.70

04/14/2024 | Hyatt Hotels

Details

Itemizations

Amount \$809.70	Itemized \$54.00	✖ Remaining \$755.70
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New Itemization * Required field

Expense Type *

Hotel
✕
▾

Entry Type:

Recurring Itemization ▾

04/11/2024 - 04/12/2024 (Nights: 1)

Your hotel room rate was:

The Same Every Night

Not the Same

Room Rate (per night)*	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)

(Amounts in USD) [Add Tax Fields](#)

Save Itemization

Save and Add Another

Cancel

Receipt with additional expenses:



Hyatt Regency Minneapolis
 1300 Nicollet Mall
 Minneapolis, MN 55403
 Tel: 612-370-1234
 Fax: 612-370-1463
 minneapolis.hyatt.com

INVOICE

Marquette MI 49855
 United States

Room No. 1017
 Arrival 04-11-24
 Departure 04-14-24

Confirmation No.

Folio Window 1

Group Name American Society for Public Administrati

Folio No.

Date	Description	Charges	Credits
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Package		219.00
04-11-24	Occupancy Tax		32.90
04-12-24	Package		219.00
04-12-24	Occupancy Tax		32.90
04-13-24	Package		219.00
04-13-24	Occupancy Tax		32.90
04-14-24	Master Card	XXXXXXXXXXXX XX/XX	809.70

Total	809.70	809.70
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Guest Signature

Balance	0.00	
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I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

Membership:
 Bonus Codes:
 Qualifying Nights: 3
 Eligible Spend: 657.00
 Redemption Eligible: 54.00

Thank you for choosing the Hyatt Regency Minneapolis. We enjoyed having you as our guest. If, for any reason, we fell short of your expectations we want to know about it. Please call our Quality Assurance Department at 612-596-4685 or send your comments to qualitymsprm@hyatt.com. Once again, thank you, we appreciate the opportunity to serve you.

For inquiries concerning your bill please call 405-912-4111.

Please remit payment to: Hyatt Regency Minneapolis
 PO Box 860122
 Minneapolis, MN 55486-0122

Summary Invoice, please see front desk for eligibility details.

Step 3: Change Entry Type from Recurring Itemization to Single Itemization. Then Save.

← →

Hotel \$809.70

04/14/2024 | Hyatt Hotels

Details

Itemizations

Amount \$809.70	Itemized \$54.00	✖ Remaining \$755.70
--------------------	---------------------	-------------------------

New Itemization

* Required field

Expense Type *

Hotel
✕ ▾

Entry Type:

Recurring Itemization ▾

04/11/2024 - 04/12/2024 (Nights: 1)

Recurring Itemization

Not the Same

Single Itemization

Not the Same

Room Rate (per night)*	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)

(Amounts in USD) Add Tax Fields

Save Itemization
Save and Add Another
Cancel

Receipt with additional expenses:



Hyatt Regency Minneapolis
 1300 Nicollet Mall
 Minneapolis, MN 55403
 Tel: 612-370-1234
 Fax: 612-370-1463
 minneapolis.hyatt.com

INVOICE

Marquette MI 49855
 United States

Room No. 1010
 Arrival 04-11-24
 Departure 04-14-24

Confirmation No.

Folio Window 1

Group Name American Society for Public Administrati

Folio No.

Date	Description	Charges	Credits
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Package		219.00
04-11-24	Occupancy Tax		32.90
04-12-24	Package		219.00
04-12-24	Occupancy Tax		32.90
04-13-24	Package		219.00
04-13-24	Occupancy Tax		32.90
04-14-24	Master Card	XXXXXXXXXXXX XX/XX	809.70

Total	809.70	809.70
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Guest Signature

Balance	0.00	
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I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

Membership:
 Bonus Codes:
 Qualifying Nights: 3
 Eligible Spend: 657.00
 Redemption Eligible: 54.00

Thank you for choosing the Hyatt Regency Minneapolis. We enjoyed having you as our guest. If, for any reason, we fell short of your expectations we want to know about it. Please call our Quality Assurance Department at 612-596-4685 or send your comments to qualitymsprm@hyatt.com. Once again, thank you, we appreciate the opportunity to serve you.

For inquiries concerning your bill please call 405-912-4111.

Please remit payment to: Hyatt Regency Minneapolis
 PO Box 860122
 Minneapolis, MN 55486-0122

Summary Invoice, please see front desk for eligibility details.

Step 4: Enter the total amount to be itemized. Then Save.

Receipt with additional expenses:

← → **Hotel \$809.70**

04/14/2024 | Hyatt Hotels

Details **Itemizations**

Amount \$809.70	Itemized \$54.00	Remaining \$755.70
--------------------	---------------------	-------------------------------

New Itemization

Expense Type * * Required field

Hotel

Entry Type: Single Itemization Transaction Date * MM/DD/YYYY

Business Purpose: Example Report Vendor: Hyatt Hotels

City: Minneapolis, Minnesota

Amount * 755.70 Currency: US, Dollar (USD)

Personal Expense (do not reimburse)

Comment 0/500



Hyatt Regency Minneapolis
1300 Nicollet Mall
Minneapolis, MN 55403
Tel: 612-370-1234
Fax: 612-370-1463
minneapolis.hyatt.com

INVOICE

Marquette MI 49855
United States

Room No. 1010
Arrival 04-11-24
Departure 04-14-24
Folio Window 1
Folio No.

Confirmation No.

Group Name American Society for Public Administrati

Date	Description	Charges	Credits
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Package		219.00
04-11-24	Occupancy Tax		32.90
04-12-24	Package		219.00
04-12-24	Occupancy Tax		32.90
04-13-24	Package		219.00
04-13-24	Occupancy Tax		32.90
04-14-24	Master Card	XXXXXXXXXXXX XX/XX	809.70

Total 809.70 809.70

Guest Signature

Balance 0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

Membership:
Bonus Codes:
Qualifying Nights: 3
Eligible Spend: 657.00
Redemption Eligible: 54.00

Thank you for choosing the Hyatt Regency Minneapolis. We enjoyed having you as our guest. If, for any reason, we fell short of your expectations we want to know about it. Please call our Quality Assurance Department at 612-596-4685 or send your comments to qualitymsprm@hyatt.com. Once again, thank you, we appreciate the opportunity to serve you.

For inquiries concerning your bill please call 405-912-4111.

Summary Invoice, please see front desk for eligibility details.

Please remit payment to: Hyatt Regency Minneapolis
PO Box 860122
Minneapolis, MN 55486-0122

Step 5: The amount remaining should be \$0.00. Then save again.

Hotel \$809.70

04/14/2024 | Hyatt Hotels

Amount \$809.70 | Itemized \$809.70 | **Remaining \$0.00**

Create Itemization Edit Delete Copy Allocate

<input type="checkbox"/>	Date↑	Expense Type↑	Requested↓	
<input type="checkbox"/>	04/11/2024	Parking/Tolls	\$54.00	...
<input type="checkbox"/>	04/11/2024	Hotel	\$755.70	...

Receipt with additional expenses:



Hyatt Regency Minneapolis
 1300 Nicollet Mall
 Minneapolis, MN 55403
 Tel: 612-370-1234
 Fax: 612-370-1463
 minneapolis.hyatt.com

INVOICE

Marquette MI 49855 United States | Room No. | Arrival 04-11-24 | Departure 04-14-24

Confirmation No. | Folio Window 1

Group Name American Society for Public Administrati | Folio No.

Date	Description	Charges	Credits
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Parking Overnight - Self	30.00 auto routing split into 12.00 and 18.00.	18.00
04-11-24	Package		219.00
04-11-24	Occupancy Tax		32.90
04-12-24	Package		219.00
04-12-24	Occupancy Tax		32.90
04-13-24	Package		219.00
04-13-24	Occupancy Tax		32.90
04-14-24	Master Card	XXXXXXXXXXXX XX/XX	809.70
Total		809.70	809.70
Balance		0.00	

Guest Signature

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

World of Hyatt Summary

Membership:
 Bonus Codes:
 Qualifying Nights: 3
 Eligible Spend: 657.00
 Redemption Eligible: 54.00

Summary Invoice, please see front desk for eligibility details.

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For inquiries concerning your bill please call 405-912-4111.

Please remit payment to: Hyatt Regency Minneapolis
 PO Box 860122
 Minneapolis, MN 55486-0122


Step 6: Completed.

Example Report \$809.70 Delete Report Copy Report Submit Report

Not Submitted | Report Number: V5U4RX

Report Details ▾ Print/Share ▾ Manage Receipts ▾ View Available Receipts 📄

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾

<input type="checkbox"/>	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑		^
<input type="checkbox"/>		Cash/Personal Credit Card	Hotel	Hyatt Hotels Minneapolis, Minnesota	04/14/2024	\$809.70 Itemized	...	^
<input type="checkbox"/>		Cash/Personal Credit Card	Hotel	Hyatt Hotels Minneapolis, Minnesota	04/11/2024	\$755.70	...	
<input type="checkbox"/>		Cash/Personal Credit Card	Parking/Tolls	Hyatt Hotels Minneapolis, Minnesota	04/11/2024	\$54.00	...	
						\$809.70		

If you used your NMU credit card the payment type will be Travel Card.

Any questions?

reach out to
Vendor Payables
at venpay@nmu.edu
or ext 2339