



User Impact Notice #2

July 19, 2019

Overview: Account for lodging booked outside the system and correctly claim hotel expenses

Itemization of lodging expenses (Attachment #1)

- DTM automatically itemizes lodging receipts
 - Allows users to easily separate out personal expenses like movies, meals already covered under M&IE, extra pillows etc...
- DTM automatically separates out hotel taxes and fees (no more manual calculation of taxes!)
 - Users must click the itemize box to utilize this feature; if not selected there is a hard stop preventing further processing
- The “**Travel Allowance**” box, on each itemized expense must be checked for daily lodging expenses
 - Travel Allowance
 - **WARNING:** Red icon exception appears if the box is not checked for daily lodging

Exceptions			
Expense Type	Date	Amount	Exception
Hotel/Lodging	09/05/2019	\$551.48	! This itemized entry has sub-entries with one or more exceptions.
Hotel/Lodging	09/02/2019	\$135.00	! Please comment as to why this hotel night is not counted as part of your daily Hotel allowance.

Manually adding a hotel booked outside the system on the request (Attachment #2)

- For lodging booked outside the system, manually add it to the request
- This ensures a more complete travel cost estimate and makes it easier to expense on the report

What’s new & cool in DTM?

- Use the convenient **SAP Concur MOBILE APP** on your personal devices now!
 - Register for instructions by digitally signing an email to dodhra.mc-alex.dmdc.mbx.dmdc-dtmodernizationmobileenrollment@mail.mil and GO MOBILE TODAY!
- **Early Ticketing** option available via a check box on the last screen of the reservation confirmation page
- **TriplT Pro** is ready!
 - Download the mobile app for your personal device today and register on your SAP Concur homepage by following the prompts under “Alerts.” Details of your itinerary, airport maps, notifications of gate changes baggage claim status and location are a few items available through TriplT Pro.
 - To link your itineraries, ensure all email addresses registered in TriplT Pro are also included in your SAP Concur profile.

DID YOU KNOW?
EFT travel reimbursement appears on the personal bank statements as “**ID Treasury Miscellaneous Payment**”.



Attachment #1 – Itemize Hotel Receipt

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1. In the report, under Manage Expenses, a warning icon appears prompting itemization.

The screenshot shows the SAP Concur Expense report interface. The 'Manage Expenses' tab is selected. A warning icon (a red circle with an exclamation mark) is visible next to the 'Hotel/Lodging' expense entry for 09/12/2019. The 'Exceptions' dialog box is open, showing the warning message: 'Itemizations are required for this entry.'

Expense Type	Date	Amount	Exception
Hotel/Lodging	09/12/2019	\$320.69	Itemizations are required for this entry.

Date	Expense Type	Amount	Requested
06/06/2019	Airfare United Airlines, Washington, Dist	\$511.31	\$511.31
09/10/2019	Hotel/Lodging Best Western International, Chic	\$597.16	\$597.16
09/12/2019	Hotel/Lodging Best Western International, Dalu	\$320.69	\$320.69
09/05/2019	M and IE Allowance Chicago, Illinois	\$57.00	\$57.00
06/09/2019	M and IE Allowance Chicago, Illinois	\$76.00	\$76.00
09/10/2019	M and IE Allowance Dallas, Texas	\$66.00	\$66.00
09/11/2019	M and IE Allowance Dallas, Texas	\$66.00	\$66.00
09/12/2019	M and IE Allowance Dallas, Texas	\$49.50	\$49.50

2. Select the box next to Hotel/Lodging, where the matching warning icon appears on the list of expenses. Notice the gray Expense box opens up. Click Itemize button.

The screenshot shows the SAP Concur Expense report interface with the 'Itemize' button highlighted. The 'Hotel/Lodging' expense entry for 09/12/2019 is selected, and the 'Expense' dialog box is open, showing the warning message: 'Itemizations are required for this entry.'

Date	Expense Type	Amount	Requested
09/06/2019	Airfare United Airlines, Washington, Dist	\$511.31	\$511.31
09/10/2019	Hotel/Lodging Best Western International, Chic	\$597.16	\$597.16
09/12/2019	Hotel/Lodging Best Western International, Dalu	\$320.69	\$320.69
09/05/2019	M and IE Allowance Chicago, Illinois	\$57.00	\$57.00
06/09/2019	M and IE Allowance Chicago, Illinois	\$76.00	\$76.00
09/10/2019	M and IE Allowance Dallas, Texas	\$66.00	\$66.00
09/11/2019	M and IE Allowance Dallas, Texas	\$66.00	\$66.00
09/12/2019	M and IE Allowance Dallas, Texas	\$49.50	\$49.50

TOTAL AMOUNT: \$1,743.66
TOTAL REQUESTED: \$1,743.66

Itemize Attach Receipt Cancel



Attachment #1 – Itemize Hotel Receipt (continued)

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3. **Nightly Lodging Expenses** tab opens up. Ensure room rate, room tax, and other daily charges are entered. Click **Save Itemization**.

Date	Expense Type	Amount	Requested
06/06/2019	Airfare United Airlines, Washington, Dc	\$511.31	\$511.31
08/03/2019	Hotel/Lodging East Western International, Chic	\$397.16	\$397.16
09/12/2019	Hotel/Lodging East Western International, Data	\$320.69	\$320.69
09/09/2019	M and IE Allowance Chicago, Illinois	\$57.00	\$57.00
09/09/2019	M and IE Allowance Chicago, Illinois	\$76.00	\$76.00
09/10/2019	M and IE Allowance Dallas, Texas	\$66.00	\$66.00
09/11/2019	M and IE Allowance Dallas, Texas	\$66.00	\$66.00
09/12/2019	M and IE Allowance Dallas, Texas	\$49.50	\$49.50

TOTAL AMOUNT: \$1,743.66 | TOTAL REQUESTED: \$1,743.66

4. Select the arrow to expand and drop-down the list of itemized hotel/lodging expenses. Click on the daily lodging/hotel claim. A gray Itemize box opens.

Date	Expense Type	Amount	Requested
09/05/2019	Hotel/Lodging Hilton Hotels, Tampa, Florida	\$551.48	\$434.14
09/02/2019	Hotel/Lodging	\$135.00	\$135.00
09/02/2019	Hotel Taxes (CORUS, Non-F	\$16.88	\$16.88
09/02/2019	Hotel Parking	\$10.00	\$10.00
09/02/2019	Hotel Extras/GR Shop/Move	\$8.38	\$0.00

5. Check the **Travel Allowance** box for daily lodging expenses. Click **Save**.

Date	Expense Type	Amount	Requested
09/05/2019	Hotel/Lodging Hilton Hotels, Tampa, Florida	\$551.48	\$434.14
09/02/2019	Hotel/Lodging	\$135.00	\$135.00
09/02/2019	Hotel Taxes (CORUS, Non-F	\$16.88	\$16.88
09/02/2019	Hotel Parking	\$10.00	\$10.00
09/02/2019	Hotel Extras/GR Shop/Move	\$8.38	\$0.00
09/02/2019	Hotel Extras/GR Shop/Move	\$9.95	\$0.00
09/02/2019	Individual Meals Charged on	\$50.61	\$0.00
09/02/2019	Telephone/Fax (Incidental E)	\$3.42	\$0.00
09/02/2019	Tips/Duties (Incidental Ex	\$2.00	\$0.00
09/03/2019	Hotel/Lodging	\$135.00	\$121.00
09/03/2019	Hotel Taxes (CORUS, Non-F	\$16.88	\$16.13
09/03/2019	Telephone/Fax (Incidental E)	\$3.42	\$0.00
09/03/2019	Tips/Duties (Incidental Ex	\$2.00	\$0.00

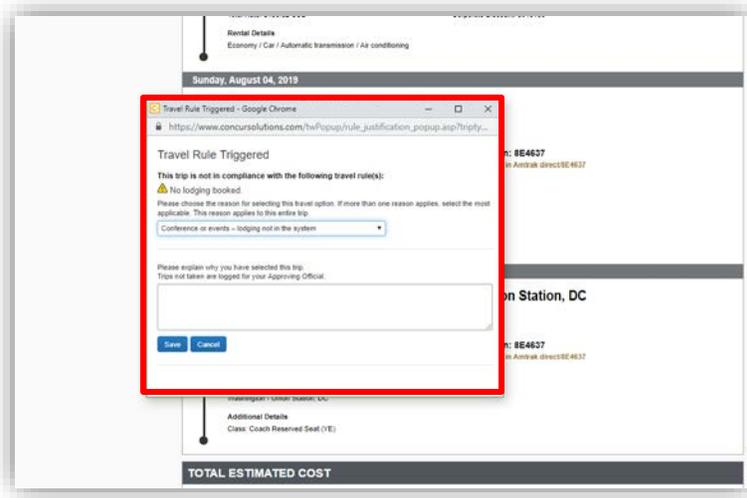
TOTAL AMOUNT: \$1,041.01 | TOTAL REQUESTED: \$923.67



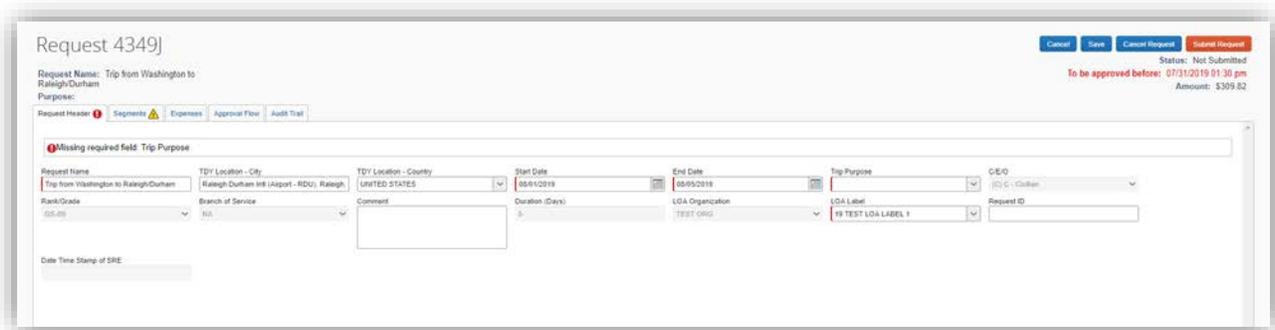
Attachment #2 – Manually Add a Hotel Booked Offline to a Request

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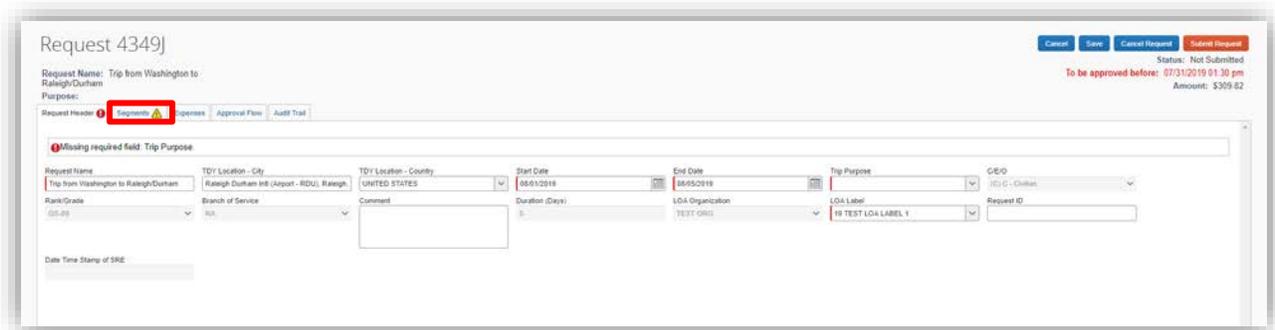
1. An exception drop-down appears when a hotel is not reserved. Choose the reason for no hotel reservations. Enter comments and Save.



2. Reservations transfer into the Request Header.



3. Select the “Segments” tab.

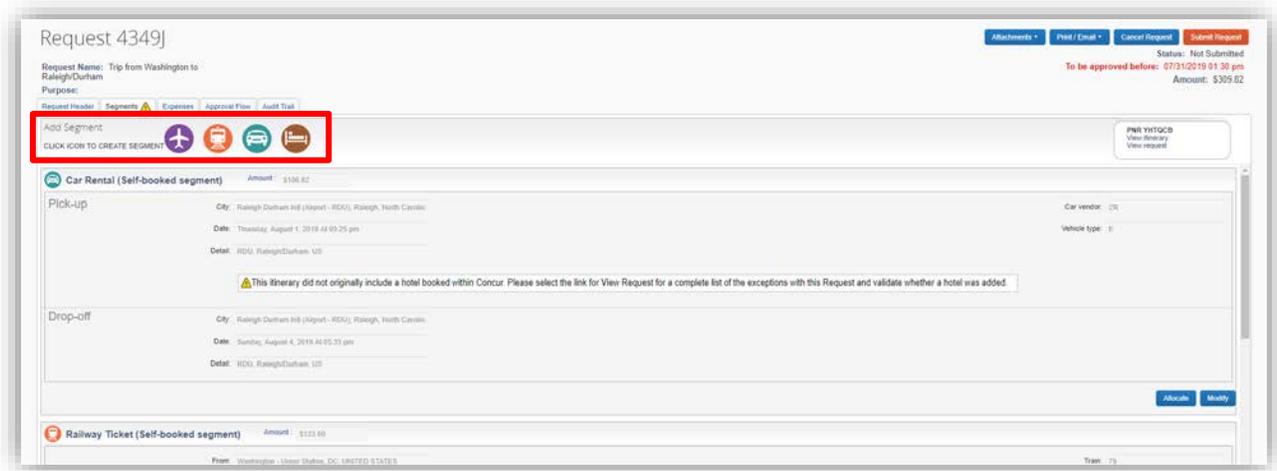




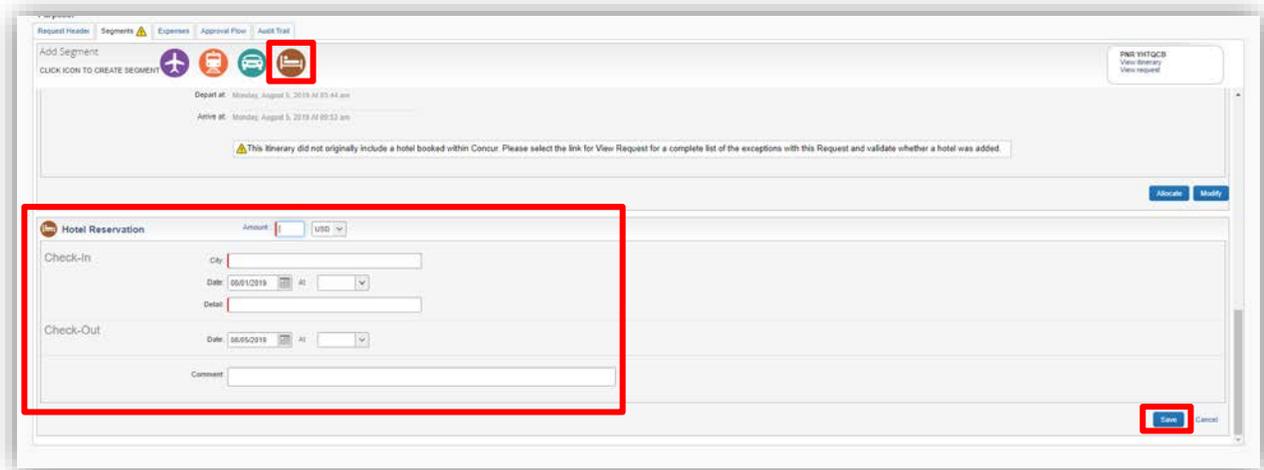
Attachment #2 – Manually Add a Hotel (continued)

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4. The option icons for adding segments appears.



5. Click on the Bed icon to add a hotel.



6. Enter hotel information and Save.





Attachment #2 – Manually Add a Hotel (continued)

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7. Verify lodging expenses are included on the “Expenses” tab.

Date	Expense Type	Amount	Requested
05/01/2019	Rental Car	\$186.82	\$186.82
06/01/2019	Train Fare	\$123.00	\$123.00
06/05/2019	M and IE Allowance	\$252.00	\$252.00
06/01/2019	Hotel/Lodging	\$300.00	\$300.00

8. Accept & Submit request. *Great job!*

Final Review

Traveler Confirmation Agreement

By submitting this request, you accept personal financial liability for any additional costs not reimbursed by the government if you change your itinerary. Consult your Approving Official before making any reservation changes to ensure compliance.

Accept & Submit **Cancel**