

ITEMIZE LODGING EXPENSE

Updated November 15, 2018

TRAVEL APPLICATION

Expense

HELPFUL HINTS

- If the nightly rate for a hotel room is different (lower or higher price) for part of the trip, the different rate and tax will need to be entered as a separate itemization within the lodging expense type.
- Additional one-time charges on the hotel folio (receipt) need to be itemized. This can include if the room rate was different for one or more nights of stay or if the traveler incurred any one-time expenses listed on the hotel folio such as a room service meal.

PROCEDURE

Hotel invoice expenses must be itemized to correctly account for all expenditures.

1. On the new expense tab, complete the required fields indicated with a red bar (|) and any additional information.
2. Click itemize.

3. For all recurring charges (*charged each night*), enter the check-in date, check-out date, room rate, and room tax. Enter any additional recurring charges (*charged each night*), and then click save itemizations.

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The screenshot shows the 'Expense Management' interface. On the left, a table lists expenses with columns for Date, Expense Type, Amount, and Requested. A selected row for 'Lodging Ramada, Denver, Colorado' has a red box around it with the message: 'This entry must be itemized before the report can be submitted. Itemizations are required for this entry.' On the right, the 'Nightly Lodging Expenses' form is open, showing fields for Check-in Date (04/11/2018), Check-out Date (04/13/2018), and Number of Nights (2). It includes sections for 'Recurring Charges (each night)' with fields for Room Rate (199.00), Room Tax (27.18), and Other Room Tax 1 and 2. There is also a section for 'Additional Charges (each night)' with dropdown menus for Expense Type and input fields for Amount. At the bottom, a 'Save Itemizations' button is highlighted with a red box. Summary statistics at the bottom show 'TOTAL AMOUNT \$694.61' and 'TOTAL REQUESTED \$694.61'.

- 4. Additional one-time charges can be added to the itemized expenses. Such itemizations can include if the room rate was different for one or more nights of stay or if the traveler incurred any one-time expenses listed on the hotel folio (receipt) such as a room service meal. Click on the expense line to open and edit. Select **Add Itemization** from within the lodging expense. This could include if the room rate was different one or more nights of stay.

The screenshot shows the 'Add Itemization' form for a 'Nightly Lodging Expense'. At the top, it displays 'Total Amount: \$978.36 | Itemized: \$978.36 | Remaining: \$0.00'. The form contains several fields: Expense Type (Lodging), Transaction Date (06/08/2018), Report/Trip Purpose (Conference Attendee), Additional Information (empty), Vendor (Hilton Hotels), City of Purchase (Orlando, Florida), Payment Type (Cash/Personal Funds), Amount (978.36), USD currency, Comment (empty), Cost Object Type ((CC) Cost Center), and Cost Object ((9146200500) Administrative). At the bottom, the 'Add Itemization' button is highlighted with a red box.

- 5. Select an expense type from the dropdown menu. Note: if the hotel bill includes a room service charge, it must have an itemized list of what was ordered.

The screenshot shows the 'New Itemization' dropdown menu. The 'Expense Type' dropdown is open, showing a list of options under two categories: '02. Travel Expenses' and '03. Food/Meals'. Under '02. Travel Expenses', the options are 'Lodging' and 'Lodging Tax'. Under '03. Food/Meals', the options are 'Meal (including tip)' and 'Meal (excluding tip)'. The 'Lodging' option is currently selected.

- 6. Enter the new itemization information. Click on save.

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7. When all additional itemizations are complete and saved, click on cancel on the new itemization screen.

8. Attach the receipts. This should include the itemized hotel bill and any related receipts for expenses listed on it.

9. Click on save.

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Expense
Nightly Lodging Expenses
Receipt Image
Available Receipts

Total Amount: \$452.36 | Itemized: \$452.36 | Remaining: \$0.00

Expense Type <input type="text" value="Lodging"/>	Transaction Date <input type="text" value="04/11/2018"/>	Report/Trip Purpose <input type="text" value="Business Trip"/>	Additional Information <input type="text"/>
Vendor <input type="text" value="Ramada"/>	City of Purchase <input type="text" value="Denver, Colorado"/>	Payment Type <input type="text" value="Cash/Personal Funds"/>	Amount <input type="text" value="452.36"/> <input type="text" value="USD"/>
Comment <input type="text"/>			
Cost Object Type <input type="text" value="(CC) Cost Center"/>	Cost Object <input type="text" value="(9146200500) Administrative"/>		

The details for the lodging itemization appear below the expense type.

ASUG Conference

[+ New Expense](#)
[Details](#)
[Receipts](#)
[Print / Email](#)

	Date	Expense Type	Amount	Requested
Adding New Expense				
<input checked="" type="checkbox"/>	06/08/2018	Lodging Marriott Hotels, Orlando, Florida	\$838.46	\$838.46
<input type="checkbox"/>	06/08/2018	Lodging Tax	\$12.89	\$12.89
<input type="checkbox"/>	06/08/2018	Lodging	\$159.00	\$159.00
<input type="checkbox"/>	06/06/2018	Lodging	\$199.00	\$199.00
<input type="checkbox"/>	06/06/2018	Lodging Tax	\$23.19	\$23.19
<input type="checkbox"/>	06/05/2018	Lodging	\$199.00	\$199.00
<input type="checkbox"/>	06/05/2018	Lodging Tax	\$23.19	\$23.19
<input type="checkbox"/>	06/04/2018	Lodging	\$199.00	\$199.00
<input type="checkbox"/>	06/04/2018	Lodging Tax	\$23.19	\$23.19
TOTAL AMOUNT			\$838.46	\$838.46
TOTAL REQUESTED				