

ITEMIZE LODGING EXPENSE

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.

ITEMIZE LODGING EXPENSE

Updated November 15, 2018

The screenshot shows the 'Expense Management System' interface. On the left, there is a table of expenses:

Date	Expense Type	Amount	Requested
04/11/2018	Mileage/Personal Car	\$242.25	\$242.25
04/11/2018	Lodging Ramada, Denver, Colorado	\$452.36	\$452.36

Below the table, there is a red box with the message: "This entry must be itemized before the report can be submitted. Itemizations are required for this entry." At the bottom of the table, it shows "TOTAL AMOUNT \$694.61" and "TOTAL REQUESTED \$694.61".

On the right, there is a detailed view of the 'Nightly Lodging Expenses' form. It includes fields for 'Check-in Date' (04/11/2018), 'Check-out Date' (04/13/2018), and 'Number of Nights' (2). Under 'Recurring Charges (each night)', there are fields for 'Room Rate' (199.00), 'Room Tax' (27.18), and 'Other Room Tax 1' and 'Other Room Tax 2'. There is also a checkbox for 'Room rate and taxes will be shown as separate expenses'. Under 'Additional Charges (each night)', there are two rows for 'Expense Type' and 'Amount'. At the bottom right, there are 'Save Itemizations' and 'Cancel' buttons.

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 lodging expense. At the top, it displays "Total Amount: \$978.36 | Itemized: \$978.36 | Remaining: \$0.00". The form includes the following 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
- Comment: (empty)
- Cost Object Type: (CC) Cost Center
- Cost Object: (9146200500) Administrative :

At the bottom, there are four buttons: 'Save', 'Add Itemization' (highlighted with a red box), 'Attach Receipt', and 'Cancel'.

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 the following options:

- 02. Travel Expenses
 - Lodging
 - Lodging Tax
- 03. Food/Meals
 - Meal (including tip)

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

ITEMIZE LODGING EXPENSE

New Itemization Available Receipts
 Total Amount: \$978.36 | Itemized: \$978.36 | Remaining: \$0.00

Expense Type: Meal (including tip) | Transaction Date: 06/08/2018 | Report/Trip Purpose: Conference Attendee

Additional Information: | Enter Vendor Name: Hilton Hotels | City of Purchase: Orlando, Florida

Payment Type: Cash/Personal Funds | Amount: 12.78 USD | GSA Meal Rate

Comment: | Cost Object Type: (CC) Cost Center | Cost Object: (9146200500) Administrative | Request: 06/04/2018, \$207.00 - ASUG

Buttons: Save, Allocate, Cancel

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

New Itemization Available Receipts
 Total Amount: \$991.14 | Itemized: \$991.14 | Remaining: \$0.00

Expense Type: Choose an expense type

Buttons: Save, Cancel

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

Expense Nightly Lodging Expenses Available Receipts
 Total Amount: \$452.36 | Itemized: \$452.36 | Remaining: \$0.00

Expense Type: Lodging | Transaction Date: 04/11/2018 | Report/Trip Purpose: Business Trip | Additional Information: | Vendor: Ramada | City of Purchase: Denver, Colorado | Payment Type: Cash/Personal Funds | Amount: 452.36 USD

Comment: | Cost Object Type: (CC) Cost Center | Cost Object: (9146200500) Administrative

Buttons: Save, Add Itemization, Attach Receipt, Cancel

ITEMIZE LODGING EXPENSE

9. Click on save.

Expense: Nightly Lodging Expenses | Receipt Image | Available Receipts

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

Expense Type: Lodging | Transaction Date: 04/11/2018 | Report/Trip Purpose: Business Trip | Additional Information: []

Vendor: Ramada | City of Purchase: Denver, Colorado | Payment Type: Cash/Personal Funds | Amount: 452.36 USD

Comment: []

Cost Object Type: (CC) Cost Center | Cost Object: (9146200500) Administrative

Buttons: Save, Add Itemization, Attach Receipt, Cancel

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

ASUG Conference

+ New Expense | Details | Receipts | Print / Email

Expenses | Move | Delete | Copy | View | <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<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				