Lodging: How to Itemize Nightly Lodging Expenses

In this example, the GW employee is reporting a hotel stay for a conference in Orlando FL. Payment was made with a personal credit card rather than a P-Card, so after creating the Report Header, the employee clicked on the + New Expense tab. (If a P-Card had been used, the employee would have imported the JP Morgan-Chase charge from their Available Expenses box). The user was then prompted to enter the Expense Type. In this case, they entered 53104-US LODGING EXPENSE and completed the required fields.

Note that the box for the expense line must be checked to allow data entry or editing for that expense.

Unchecking that box will hide the action tabs needed for completing the expense details and itemization.

The next step is to click on the Nightly Lodging Expenses tab and complete the required information:

Click Save Itemizations and re-click the main expense line box. You can now click the Attach Receipt button and attach the hotel bill/statement from your Available Receipts box or by browsing for it if it has been saved one's desktop. This completes the expense itemization and the user can submit the report.

TEST - Hotel Itemization

Delete Report   **Submit Report**

+ New Expense   **+ Quick Expenses**   Import Expenses   Details ▾   Receipts ▾   Print / Email ▾

xpenses   Move ▾ Delete Copy View ▾ «   Expense Nightly Lodging Expenses Receipt Image   Available Receipts

Date ▾	Expense Type	Amount	Requested
01/15/2017	**53104-US LODGING EXPENSE** Hilton Hotels, Orlando, Florida	**$637.89**	**$637.89**
01/12/2017	53104-US LODGING EXPENS	$212.63	$212.63
01/13/2017	53104-US LODGING EXPENS	$212.63	$212.63
01/14/2017	53104-US LODGING EXPENS	$212.63	$212.63

Total Amount: $637.89 | Itemized: $637.89 | Remaining: $0.00

Expense Type
53104-US LODGING EXPENS ▾

Transaction Date
01/15/2017

Business Purpose
Conference

Vendor
Hilton Hotels ▾

City
Orlando, Florida

Payment Type
Out of Pocket ▾

Amount
637.89 USD ▾

Comment
EXAMPLE OF LODGING ITEMIZATION

☐ Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice
No ▾

TOTAL AMOUNT
$637.89

TOTAL REQUESTED
$637.89

Save Add Itemization Attach Receipt Cancel

Note: To enter lodging expenses shared with another traveler, the names of all persons who shared lodging should be included in the business purpose along with the reason for the travel (e.g., "attended XYZ conference, room for person *a* and person *b*").

Lodging Expenses – Handling Multiple Night Charges with Varying Rates

From the hotel bill/invoice, a user should take note of the breakdown of charges for each night, typically a room charge and one or more additional room taxes or fees. If these charges are all identical, the user need only input these figures along with the other required information and click **Save Itemizations**. The **Total Amount** and **Total Requested** will automatically show as being equal for that expense.

However, in a report with multiple **Nightly Lodging Expenses**, at times the nightly charges will vary, in which case the user must manually calculate the average expenses in the **Recurring Charges (each night)** field for Room Rates and Room Taxes as well as for the **Additional Charges (each night)** fields, such as parking fees.

This averaging will sometimes result in a slightly skewed **Total Requested**, usually just pennies off from the **Total Amount** on the report. To correct this slight variance, it is acceptable to adjust one of the itemized line amounts for the lodging expense. See the example below.

1) In this report, there is a $ .03 discrepancy between the **Total Amount** and **Total Requested.**

2) Select any itemization line for the expense and change the $ amount by 3 cents.

3) Click Save to input the correction.

Expenses		Move ▾	Delete	Copy	View ▾	«
☐	Date ▾	Expense		Amount	Requested	
Adding New Expense						
☐ ﹀	05/03/2015	**53104-US LODGING EXPENSE** Holiday Inn, Las Vegas, Nevada		$619.08	$619.08	
☐	05/01/2015	53104-US LODGING EXPENS		$206.34	$206.34	
☐	05/02/2015	53104-US LODGING EXPENS		$206.37	$206.37	
☐	05/03/2015	53104-US LODGING EXPENS		$206.37	$206.37	

TOTAL AMOUNT   TOTAL REQUESTED

$619.08 $619.08

In the **Comment** field, enter a note that "Amount adjusted to correct system calculation error "