

# 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.

## TEST - Hotel Itemization

[Delete Report](#) [Submit Report](#)

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

[Show Exceptions](#)

Expenses				
<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	01/15/2017	53104-US LODGING EXPENSE Hilton Hotels, Orlando, Florida	\$637.89	\$637.89

The University's Travel & Entertainment policy requires a receipt for all expenditures in excess of \$35. Please attach your receipt or if you have misplaced your receipt and cannot obtain a duplicate, please attach a signed statement that includes an explanation of the omission, the date, time and the business purpose of the expense.

ExpenseNightly Lodging ExpensesAvailable Receipts

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

Expense Type	Transaction Date	Business Purpose
53104-US LODGING EXPENSE	01/15/2017	Conference
Vendor	City	Payment Type
Hilton Hotels	Orlando, Florida	Out of Pocket
Amount	Comment	<input type="checkbox"/> Missing Receipt Acknowledgment Form Attached
637.89 USD	EXAMPLE OF LODGING ITEMIZATION	
Is this a Vendor Invoice		
No		

[Save](#) [Add Itemization](#) [Attach Receipt](#) [Cancel](#)

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:

# TEST - Hotel Itemization

[Delete Report](#) [Submit Report](#)

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

### Exceptions

Expense Type	Date	Amount	Exception
53104-US LOD...	01/15/2017	\$637.89	The University's Travel & Entertainment policy requires a receipt for all expenditures in excess of \$35. Please attach your receipt or if you have misplaced your receipt and cannot obtain a duplicate, please attach a signed statement that includes an explanation of the omission, the date, time and the business purpose of the expense.

### Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	01/15/2017	53104-US LODGING EXPENSE Hilton Hotels, Orlando, Florida	\$637.89	\$637.89
<input type="checkbox"/>	01/12/2017	53104-US LODGING EXPENS	\$212.63	\$212.63
<input type="checkbox"/>	01/13/2017	53104-US LODGING EXPENS	\$212.63	\$212.63
<input type="checkbox"/>	01/14/2017	53104-US LODGING EXPENS	\$212.63	\$212.63

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**TOTAL AMOUNT**  
\$637.89

**TOTAL REQUESTED**  
\$637.89

### Nightly Lodging Expenses

[Available Receipts](#)

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

Check-in Date: 01/12/2017    Check-out Date: 01/15/2017

Number of Nights: 3

#### Recurring Charges (each night)

Room Rate: 189.00    Room Tax: 11.34

Other Room Tax 1: 12.29    Other Room Tax 2:

Room rate and taxes will be shown as a single expense

#### Additional Charges (each night)

Expense Type	Amount
Choose an expense type	

[Save Itemizations](#) [Cancel](#)

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

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	01/15/2017	53104-US LODGING EXPENSE Hilton Hotels, Orlando, Florida	\$637.89	\$637.89
<input type="checkbox"/>	01/12/2017	53104-US LODGING EXPENS	\$212.63	\$212.63
<input type="checkbox"/>	01/13/2017	53104-US LODGING EXPENS	\$212.63	\$212.63
<input type="checkbox"/>	01/14/2017	53104-US LODGING EXPENS	\$212.63	\$212.63

Expense
Nightly Lodging Expenses
Receipt Image
Available Receipts

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

Expense Type:

Business Purpose:

City:

Amount:

Missing Receipt Acknowledgment Form Attached

Transaction Date:

Vendor:

Payment Type:

Comment:

Is this a Vendor Invoice:

Save
Add Itemization
Attach Receipt
Cancel

TOTAL AMOUNT: \$637.89      TOTAL REQUESTED: \$637.89

**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**.

Expenses		Move ▾	Delete	Copy	View ▾	«	New Itemization
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested			Expense Type
<input type="checkbox"/>	05/03/2015	53104-US LODGING EXPENSE Holiday Inn, Las Vegas, Nevada	\$619.08	\$619.11			

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

Expenses					Itemization	
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested	Expense Type	Transaction Date
<input type="checkbox"/>	05/03/2015	53104-US LODGING EXPENSE Holiday Inn, Las Vegas, Nevada	\$619.08	\$619.11	53104-US LODGING EXPEN	05/01/2015
<input checked="" type="checkbox"/>	05/01/2015	53104-US LODGING EXPENSE	\$206.37	\$206.37		
<input type="checkbox"/>	05/02/2015	53104-US LODGING EXPENSE	\$206.37	\$206.37		
<input type="checkbox"/>	05/03/2015	53104-US LODGING EXPENSE	\$206.37	\$206.37		

  

Vendor	City
Holiday Inn	Las Vegas, Nevada
Amount	<input type="checkbox"/> Personal Expense (do not reimburse)
206.34	
USD	

3) Click Save to input the correction.

Expenses					Move ▾	Delete	Copy	View ▾	«
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested					
<i>Adding New Expense</i>									
<input type="checkbox"/>	05/03/2015	53104-US LODGING EXPENSE Holiday Inn, Las Vegas, Nevada	\$619.08	\$619.08					
<input type="checkbox"/>	05/01/2015	53104-US LODGING EXPENSE	\$206.34	\$206.34					
<input type="checkbox"/>	05/02/2015	53104-US LODGING EXPENSE	\$206.37	\$206.37					
<input type="checkbox"/>	05/03/2015	53104-US LODGING EXPENSE	\$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 ”

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