



Itemizing Lodging in Chrome River

Lodging Receipt

Bates Motel

We make your stay "special"!

Sold To Alfred Hitchcock
Indiana University

Receipt

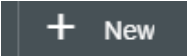
Date: August 7, 2018
Receipt # 156

| Payment Method | Check No. | Total Fee |
|----------------|-----------|-----------|
| Visa | | \$670 |

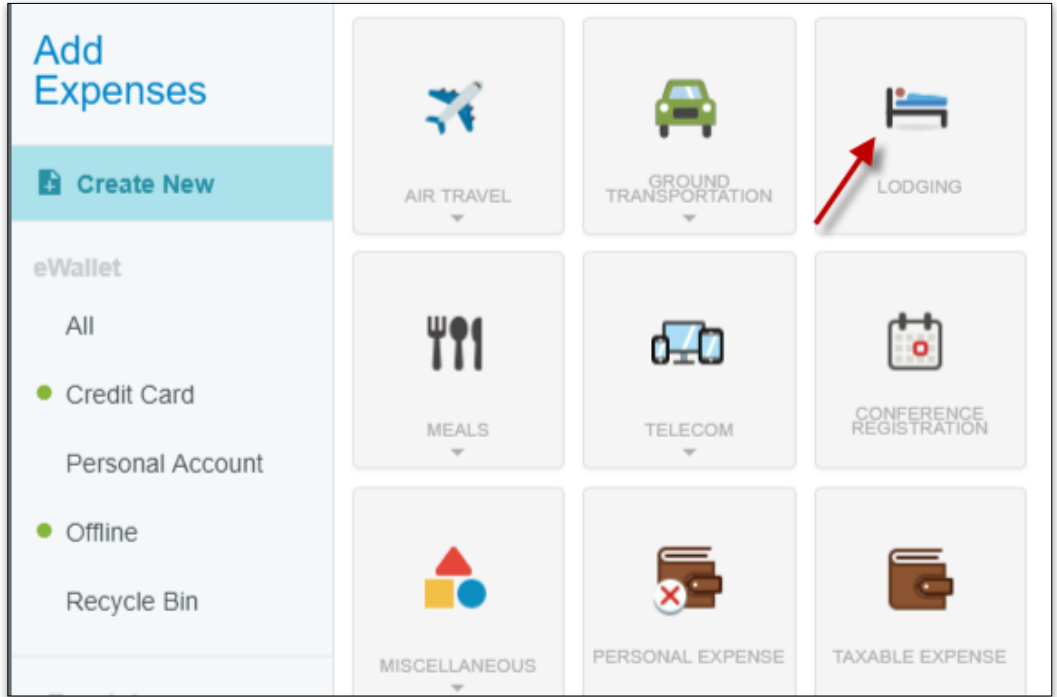
| Qty | Item # | Description | Unit Price | Discount | Line Total |
|-----|--------|----------------|------------|----------|------------|
| 6 | | King bed | \$100 | | \$600.00 |
| 6 | | Taxes and Fees | \$10 | | \$60.00 |
| 1 | | Parking | \$10 | | \$10.00 |
| | | | | | |
| | | | | | |
| | | | | | |



1. Create the Expense Report



2. Click the Lodging Mosaic





3. Complete the fields as in the example below and then click 'Save'

Lodging

Enter the transaction date

Date **Enter the Transaction Date**

Spent amount must be itemized. Use the Itemize button to itemize lodging total

Spent **Enter the Total Amount of the Bill**

Hotel **Name of the Hotel**

City, State **Enter Location**

Allocation - Select department account

Select Allocation

Project Code Optional

Organization Document Number Optional

Attachments (0)

Drag image here to upload



- 4. Click 'Itemize' to break out the charges. Notice that the Total Amount is \$670 and the Remaining amount is \$670. Therefore each expense will need to be itemized to total the \$670.

Edit **Itemize** ...

Lodging

| TOTAL AMOUNT | REMAINING |
|--------------|-----------|
| 670.00 | 670.00 |

Amount of expense needs to be fully itemized.
Amount of expense needs to be fully itemized.

#HC01

Date: 08/07/2018

Spent: 670.00 USD

Hotel: Other

City, State: Madison, WI

- 5. Click 'Recurring' to add the daily room rate and daily taxes.

Add Itemization **Done**

Lodging

| TOTAL AMOUNT | REMAINING |
|--------------|-----------|
| 670.00 | 670.00 |

RECURRING HOTEL - PARKING HOTEL - INTERNET HOTEL - OTHER PERSONAL EXPENSE



6. Enter the required information and click 'Save'. NOTE: The Room Rate and the Hotel, Taxes, Fees are DAILY rates.

| | | | |
|----------------------|------------------|---------------|---------------|
| | | TOTAL AMOUNT | REMAINING |
| | | 670.00 | 670.00 |
| | Recurring | | |
| Check-in | 08/01/2018 | | |
| Check-out | 08/07/2018 | | |
| Nights | 6 | | |
| Room Rate | 100 | | |
| Lodging | 100.00 | | |
| Hotel - Taxes / Fees | 10.00 | | |

7. Notice now that the Remaining amount is now \$10. Click 'Itemize' again.


| | | | |
|--|----------------|---------------|--------------|
| | Lodging | TOTAL AMOUNT | REMAINING |
| | | 670.00 | 10.00 |


Amount of expense needs to be fully itemized. #HC01
Amount of expense needs to be fully itemized.





8. Click 'Parking' to enter the final \$10.


Add Itemization Done


 **Lodging** TOTAL AMOUNT 670.00 REMAINING 10.00

 RECURRING

 HOTEL - PARKING

 HOTEL - INTERNET

 HOTEL - OTHER

 PERSONAL EXPENSE



- 9. Enter the information, click 'Add Attachments' to add the hotel receipt. Click 'Save'. NOTE: in the case of parking, it is the total fee.

Cancel Save

TOTAL AMOUNT 670.00 REMAINING 10.00

Hotel - Parking

Enter the transaction date

Date 08/07/2018

Spent 10.00 USD

Business Purpose Optional
Optional

Allocation - Select department account

1915030 UA-PUR PURCHASING DEPARTMENT

Add Allocation

Project Code Optional
-- Select --

Organization Document Number Optional

Attachments (0)

Drag image here to upload Add Attachments



10. The lodging fee has now been fully itemized. Add other expenses or if there are no other expenses to add, you are ready to submit.

| Lodging | | | | | | |
|-------------------|----------------------|---------------|--------|---------------|--|--|
| 0 Comments | | | | 1 Attachments | | |
| DATE | EXPENSE | SPENT | PAY ME | | | |
| Tue 08/07/2018 | Lodging | 670.00 USD | 670.00 | | | |
| Wed 08/01/2018 | Hotel - Lodging | 100.00 USD | 100.00 | | | |
| Thu 08/02/2018 | Hotel - Lodging | 100.00 USD | 100.00 | | | |
| Fri 08/03/2018 | Hotel - Lodging | 100.00 USD | 100.00 | | | |
| Sat 08/04/2018 | Hotel - Lodging | 100.00 USD | 100.00 | | | |
| Sun 08/05/2018 | Hotel - Lodging | 100.00 USD | 100.00 | | | |
| Mon 08/06/2018 | Hotel - Lodging | 100.00 USD | 100.00 | | | |
| Wed 08/01/2018 | Hotel - Taxes / Fees | 10.00 USD | 10.00 | | | |
| Thu 08/02/2018 | Hotel - Taxes / Fees | 10.00 USD | 10.00 | | | |
| Fri 08/03/2018 | Hotel - Taxes / Fees | 10.00 USD | 10.00 | | | |
| Sat 08/04/2018 | Hotel - Taxes / Fees | 10.00 USD | 10.00 | | | |
| Sun 08/05/2018 | Hotel - Taxes / Fees | 10.00 USD | 10.00 | | | |
| Mon 08/06/2018 | Hotel - Taxes / Fees | 10.00 USD | 10.00 | | | |
| Tue 08/07/2018 | Hotel - Parking | 10.00 USD | 10.00 | | | |

Expense Report
QA0026133239

Total Pay Me Amount

670.00

 USD

Submit