



# **TravelWayne**

Hotel Itemization

# Hotel Itemization – Overview

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges and personal items. These expenses must be itemized so that they can be accounted for correctly. Lodging Itemization allows you to quickly itemize room rates and taxes, which are the same for each night of your stay. You can then itemize the remaining charges on your hotel bill.

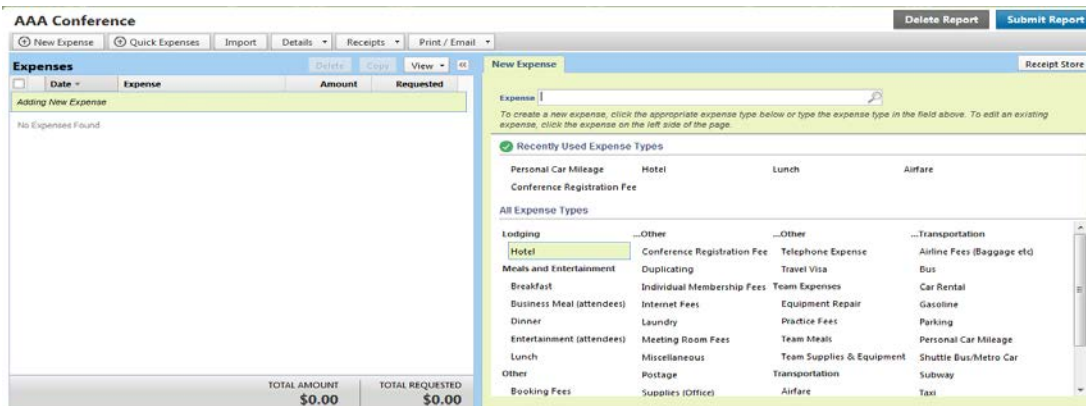
## Section 1: Add a nightly lodging expense to an expense report

### How to...

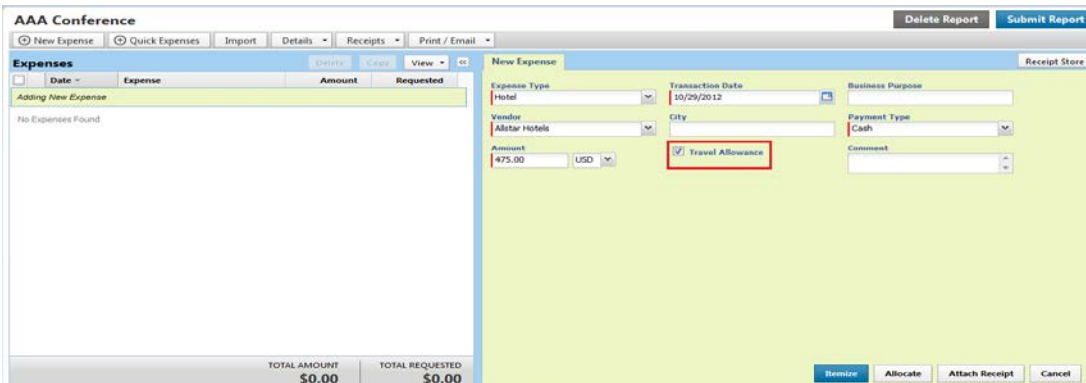
Create a lodging expense:

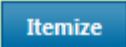
1. On the **New Expense** tab, select the **Hotel** expense type.

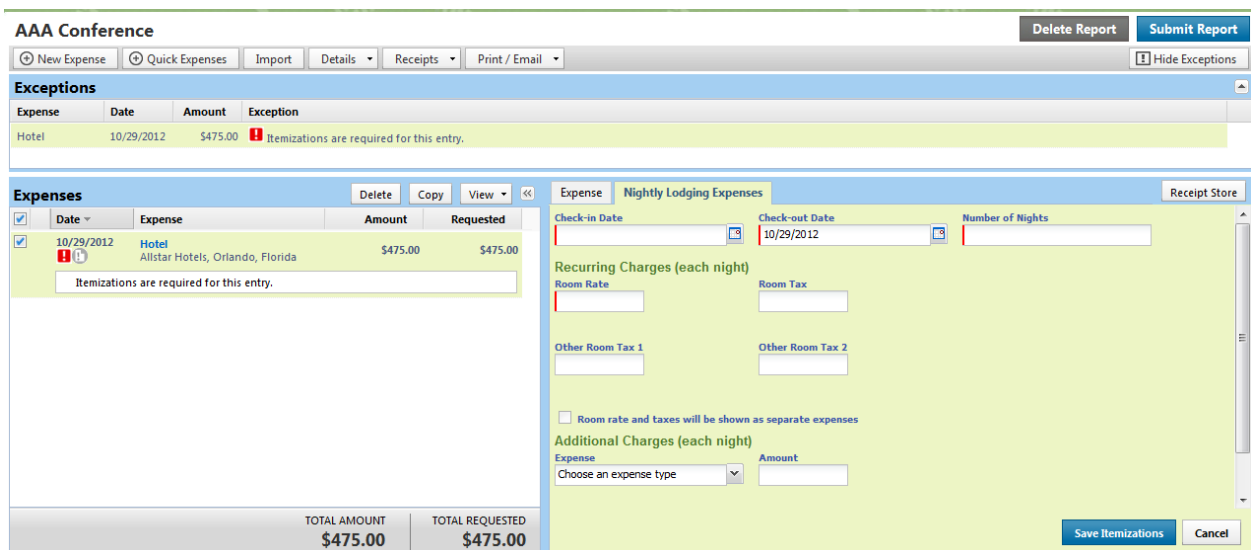
**NOTE:** The page refreshes, displaying the required and optional fields for the selected expense type.



2. Complete the required fields (noted with a red line on the left side of the boxes.)
3. Uncheck the Travel Allowance Box. WSU is not using Per Diem for lodging.



- Click **Itemize**.  The expense appears on the left side of the page and the **Nightly Lodging Expenses** tab appears.



**AAA Conference** Delete Report Submit Report

New Expense Quick Expenses Import Details Receipts Print / Email Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Hotel	10/29/2012	\$475.00	Itemizations are required for this entry.

**Expenses** Delete Copy View

Date	Expense	Amount	Requested
10/29/2012	Hotel Allstar Hotels, Orlando, Florida	\$475.00	\$475.00

Itemizations are required for this entry.

**Nightly Lodging Expenses** Receipt Store

Check-in Date:  Check-out Date: 10/29/2012 Number of Nights:

**Recurring Charges (each night)**

Room Rate:  Room Tax:

Other Room Tax 1:  Other Room Tax 2:

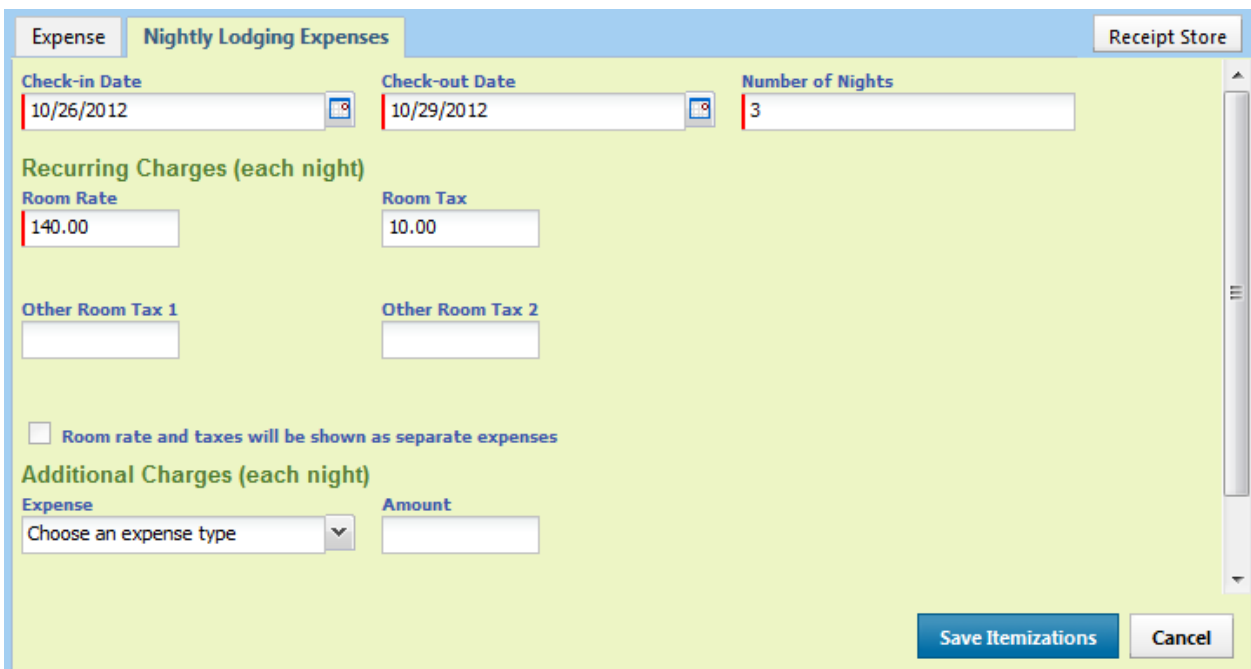
Room rate and taxes will be shown as separate expenses

**Additional Charges (each night)**

Expense: Choose an expense type Amount:

TOTAL AMOUNT: \$475.00 TOTAL REQUESTED: \$475.00 Save Itemizations Cancel

- On the **Nightly Lodging Expenses** tab, use the calendar to select the check-in date. **The number of nights is automatically calculated.**



**Expense** **Nightly Lodging Expenses** Receipt Store

Check-in Date: 10/26/2012 Check-out Date: 10/29/2012 Number of Nights: 3

**Recurring Charges (each night)**

Room Rate: 140.00 Room Tax: 10.00

Other Room Tax 1:  Other Room Tax 2:

Room rate and taxes will be shown as separate expenses

**Additional Charges (each night)**

Expense: Choose an expense type Amount:

**Save Itemizations** **Cancel**

- Enter the room rate, tax and other recurring charges.
- Click **Save Itemizations**.

- If there is a remaining amount to be itemized (For example, incidentals or room service), the remaining amount is displayed in the **Remaining** field.

The screenshot shows the 'AAA Conference' expense report interface. At the top, there are buttons for 'Delete Report' and 'Submit Report'. Below that, a navigation bar includes 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. A 'Hide Exceptions' button is also present.

The 'Exceptions' section contains a table with one entry:

Expense	Date	Amount	Exception
Hotel	10/29/2012	\$475.00	The itemization amounts do not add up to the expense amount.

The 'Expenses' section shows a table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. A dropdown menu is open for the expense type, showing 'Hotel' and 'Allstar Hotels'.

The 'New Itemization' section is highlighted with a red box and contains the following text: 'Total Amount: \$475.00 | Itemized: \$450.00 | Remaining: \$25.00'. Below this, there is an 'Expense Type' dropdown menu with the text 'Choose an expense type'.

At the bottom of the 'Expenses' table, there are two summary fields: 'TOTAL AMOUNT \$450.00' and 'TOTAL REQUESTED \$450.00'. There are also 'Save' and 'Cancel' buttons at the bottom right.

- Click the **Expense Type** dropdown and choose for example **Miscellaneous**

The screenshot shows the same expense report interface as above, but with the 'Expense Type' dropdown menu open. The menu lists various expense categories, with 'Miscellaneous' highlighted. The categories listed are: Conference Registration Fee, Duplicating, Individual Membership Fees, Internet Fees, Laundry, Meeting Room Fees, Miscellaneous, Postage, Supplies (Office), Telephone Expense, Travel Visa, Team Expenses, Equipment Repair, Practice Fees, and Team Meals.

The 'New Itemization' section at the bottom right still shows the summary: 'Total Amount: \$475.00 | Itemized: \$450.00 | Remaining: \$25.00'. The 'Expense Type' dropdown is now set to 'Miscellaneous'.

- The **New Itemization** page will appear; complete the required fields.

11. If the expense is a personal charge please **Click** the box **Personal Expense (do not reimburse)**

12. Click **Save**

- For each additional itemization, on the **New Itemization** tab, select the appropriate expense type and complete the appropriate fields.

Then click:

- **Add Another Itemization** if you another itemization  
- or -
- **Save** for your last itemization

When done:

- All itemizations appear on the left side of the page, below the expense.
- The remaining amount becomes zero.

**AAA Conference** Delete Report Submit Report

Expenses				
<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	10/29/2012	Hotel Allstar Hotels	\$475.00	\$450.00
<input type="checkbox"/>	10/26/2012	Hotel	\$140.00	\$140.00
<input type="checkbox"/>	10/26/2012	Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/27/2012	Hotel	\$140.00	\$140.00
<input type="checkbox"/>	10/27/2012	Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/28/2012	Hotel	\$140.00	\$140.00
<input type="checkbox"/>	10/28/2012	Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/29/2012	Miscellaneous	\$25.00	\$0.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$475.00	\$450.00

**New Expense** Receipt Store

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Miscellaneous	Hotel	Conference Registration Fee	Lunch
Airfare			

All Expense Types

Lodging	...Other	...Other	...Transportation
Hotel	Conference Registration Fee	Telephone Expense	Airline Fees (Baggage etc)
Meals and Entertainment	Duplicating	Travel Visa	Bus
Breakfast	Individual Membership Fees	Team Expenses	Car Rental
Business Meal (attendees)	Internet Fees	Equipment Repair	Gasoline
Dinner	Laundry	Practice Fees	Parking
Entertainment (attendees)	Meeting Room Fees	Team Meals	Personal Car Mileage
Lunch	Miscellaneous	Team Supplies & Equipment	Shuttle Bus/Metro Car
Other	Postage	Transportation	Subway
Booking Fees	Supplies (Office)	Airfare	Taxi

**YOU HAVE SUCCESSFULLY COMPLETED A HOTEL ITEMIZATION!!**

**Additional Information Below:**

**Show / Hide itemizations**

Click the  and  icons (next to the expense) to show or hide the itemizations.

**AAA Conference**

Expenses				
<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	10/29/2012	Hotel Allstar Hotels	\$475.00	\$450.00

**View an itemization**

To view an itemization, click it. It appears on the right side of the page.

**Edit an itemization**

To edit an itemization:

1. Click the itemization. It appears on the right side of the page.
2. Make the desired changes.
3. Click **Save**.

Date	Expense	Amount	Requested
10/29/2012	Hotel Allstar Hotels	\$475.00	\$450.00
10/26/2012	Hotel	\$140.00	\$140.00
10/26/2012	Hotel Tax	\$10.00	\$10.00
10/27/2012	Hotel	\$140.00	\$140.00
10/27/2012	Hotel Tax	\$10.00	\$10.00
10/28/2012	Hotel	\$140.00	\$140.00
10/28/2012	Hotel Tax	\$10.00	\$10.00
10/29/2012	Miscellaneous	\$25.00	\$0.00

TOTAL AMOUNT: \$475.00 | TOTAL REQUESTED: \$450.00

Itemization details: Expense Type: Hotel, Transaction Date: 10/26/2012, Vendor: Allstar Hotels, Amount: 140.00 USD.

## Delete an itemization

To delete an itemization:

1. In the expense list on the left side of the page, select one or more itemizations.
2. Click **Delete**.
3. Click **Yes**

The 'Delete' button in the top toolbar is highlighted in red.

Please Confirm  
Are you sure you want to delete this itemization?

Buttons: Yes, No

Once an itemization has been deleted you will receive a **Hard Stop**

**!** The itemization amounts do not add up to the expense amount.

AAA Conference Delete Report Submit Report

New Expense Quick Expenses Import Details Receipts Print / Email Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Hotel	10/29/2012	\$475.00	<b>!</b> The itemization amounts do not add up to the expense amount.

**Expenses** Delete Copy View

Date	Expense	Amount	Requested
10/29/2012	Hotel Allstar Hotels	\$475.00	\$310.00
<i>Adding New Itemization</i>			
<input type="checkbox"/>	10/26/2012 Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/27/2012 Hotel	\$140.00	\$140.00
<input type="checkbox"/>	10/27/2012 Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/28/2012 Hotel	\$140.00	\$140.00
<input type="checkbox"/>	10/28/2012 Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/29/2012 Miscellaneous	\$25.00	\$0.00

**New Itemization** Total Amount: \$475.00 | Itemized: \$335.00 | Remaining: \$140.00

Expense Type: Choose an expense type

The Expense Amount must match the Itemized Amount

1. Click the **Hotel Expense** on the left side of the page.
2. The **Hotel Expense** will appear on the right to edit the **Amount**
3. Click **Save**

AAA Conference Delete Report Submit Report

New Expense Quick Expenses Import Details Receipts Print / Email Hide Exceptions

**Exceptions**

Expense	Date	Amount	Exception
Hotel	10/29/2012	\$475.00	<b>!</b> The itemization amounts do not add up to the expense amount.

**Expenses** Delete Copy View

Date	Expense	Amount	Requested
10/29/2012	Hotel Allstar Hotels	\$475.00	\$310.00
<input type="checkbox"/>	10/29/2012 Miscellaneous	\$25.00	\$0.00
<input type="checkbox"/>	10/28/2012 Hotel	\$140.00	\$140.00
<input type="checkbox"/>	10/28/2012 Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/27/2012 Hotel	\$140.00	\$140.00
<input type="checkbox"/>	10/27/2012 Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/26/2012 Hotel Tax	\$10.00	\$10.00

**Expense** Total Amount: \$475.00 | Itemized: \$335.00 | Remaining: \$140.00

Expense Type: Hotel Transaction Date: 10/29/2012 Business Purpose:

Vendor: Allstar Hotels City: Payment Type: Cash

Amount: 475.00 USD Comment:

**Save** Add Itemization Attach Receipt Cancel

AAA Conference Delete Report Submit Report

New Expense Quick Expenses Import Details Receipts Print / Email Hide Exceptions

**Expenses** Delete Copy View

Date	Expense	Amount	Requested
10/29/2012	Hotel Allstar Hotels	\$335.00	\$310.00
<input type="checkbox"/>	10/29/2012 Miscellaneous	\$25.00	\$0.00
<input type="checkbox"/>	10/28/2012 Hotel	\$140.00	\$140.00
<input type="checkbox"/>	10/28/2012 Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/27/2012 Hotel	\$140.00	\$140.00
<input type="checkbox"/>	10/27/2012 Hotel Tax	\$10.00	\$10.00
<input type="checkbox"/>	10/26/2012 Hotel Tax	\$10.00	\$10.00

**New Expense**

Expense:

To create a new expense, click the appropriate expense type below. To edit an existing expense, click the expense on the left side of the page.

**Recently Used Expense Types**

- Hotel
- Miscellaneous
- Conference Registration Fee

**All Expense Types**

- Lodging**
  - Hotel
  - Miscellaneous
- Meals and Entertainment**
  - Breakfast
  - Business Meal (attendees)
  - Dinner
  - Entertainment (attendees)
  - Lunch
  - Other
  - Booking Fees
- ...Other**
  - Conference Registration Fee
  - Duplicating
  - Individual Membership Fees
  - Internet Fees
  - Laundry
  - Meeting Room Fees
  - Miscellaneous
  - Postage
  - Supplies (Office)

TOTAL AMOUNT: \$335.00 TOTAL REQUESTED: \$310.00