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.

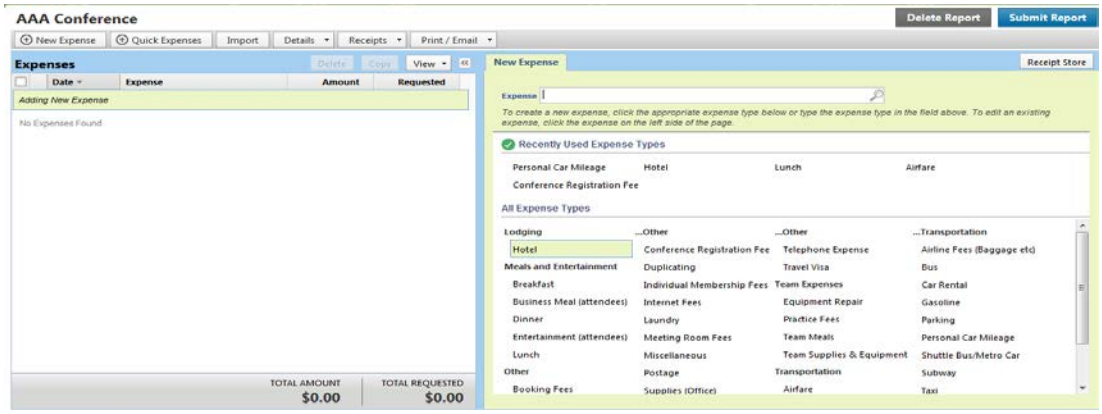
Section 1: Add a nightly lodging expense to an expense report

How to...

Create a lodging expense:

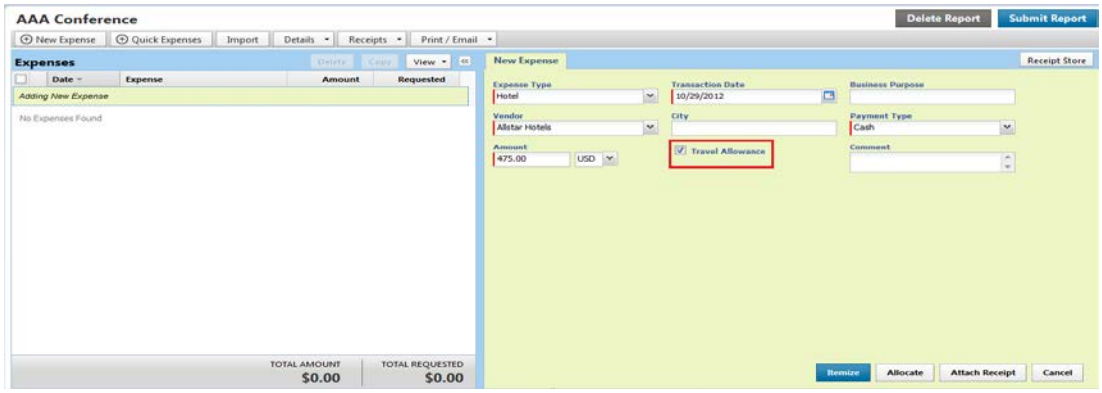
1. On the **New Expense** tab, select the **Hotel** expense type.

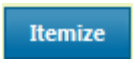
   NOTE: The page refreshes, displaying the required and optional fields for the selected expense type.



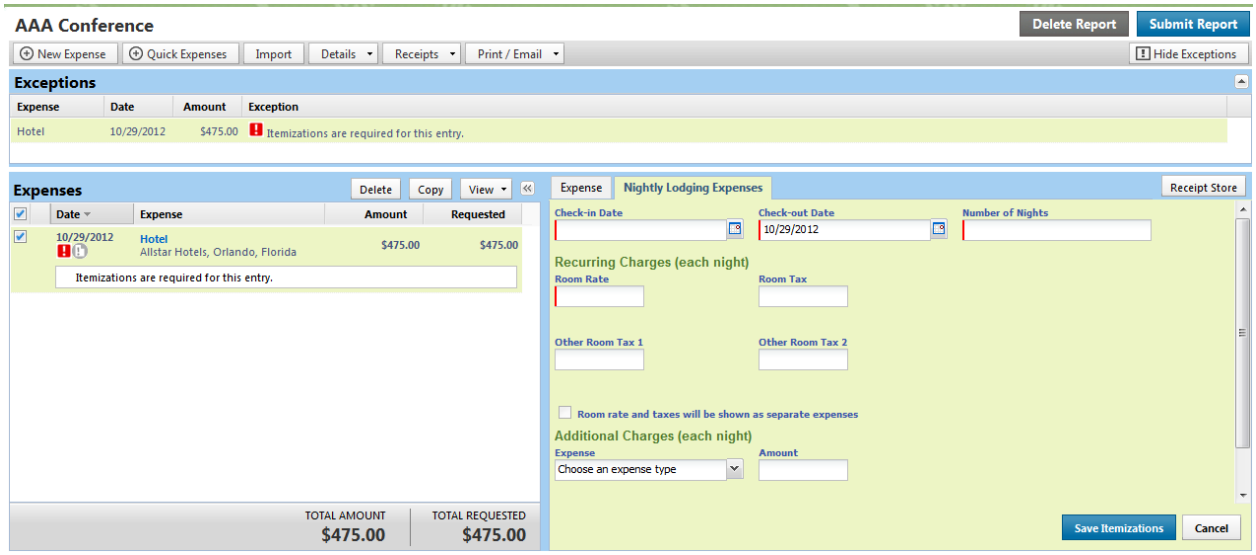
2. Complete the required fields (noted with a red line on the left side of the boxes.)

3. Uncheck the Travel Allowance Box. WSU is not using Per Diem for lodging.

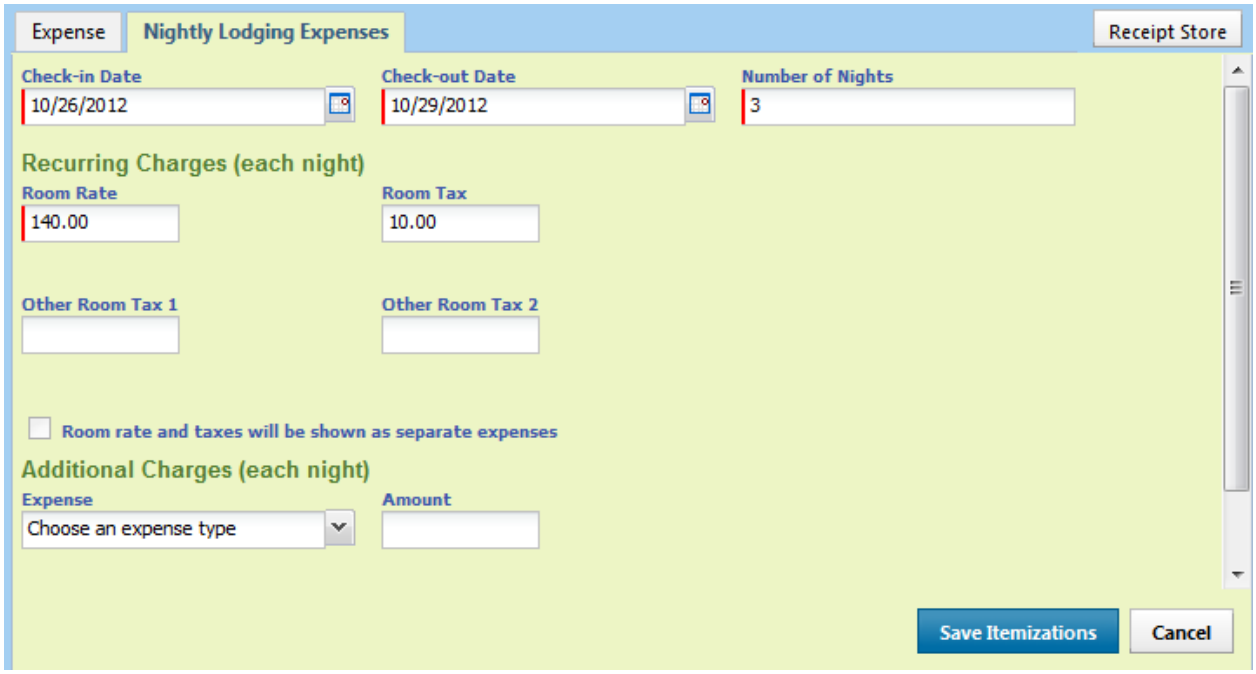


4. Click **Itemize**. 

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



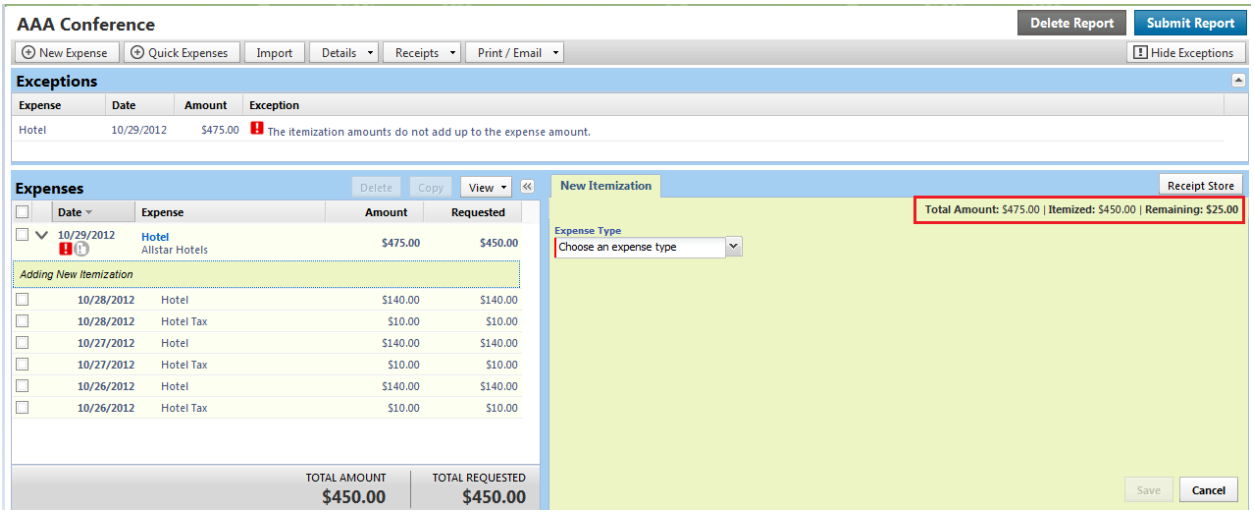
5. On the **Nightly Lodging Expenses** tab, use the calendar to select the check-in date. **The number of nights is automatically calculated**.



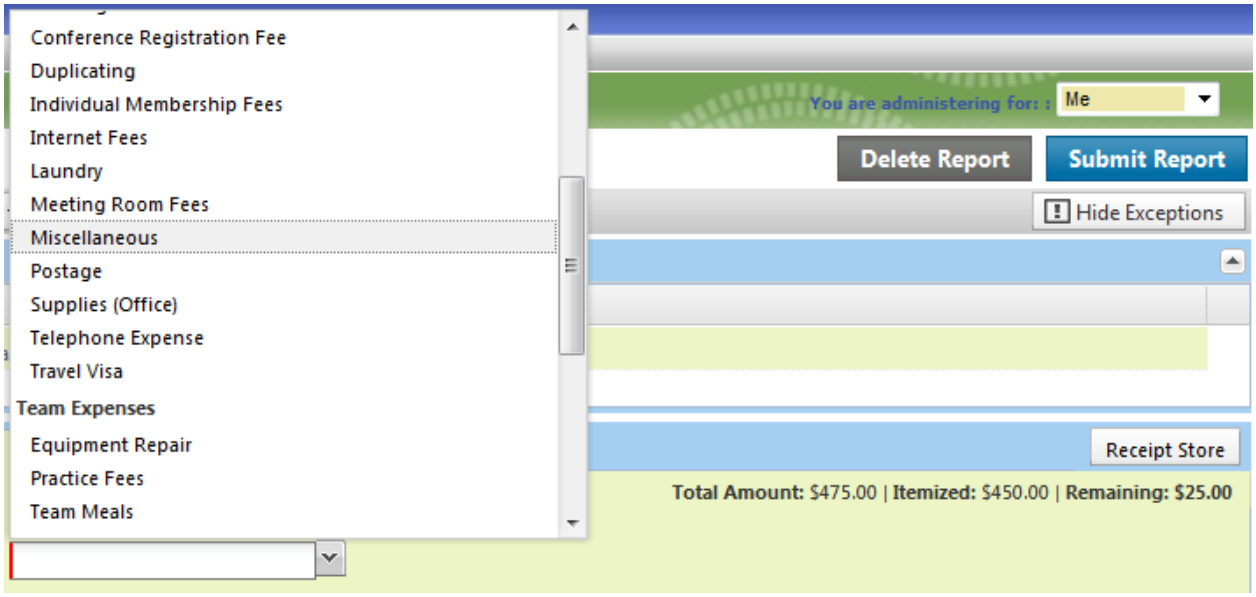
6. Enter the room rate, tax and other recurring charges.

7. Click **Save Itemizations**.

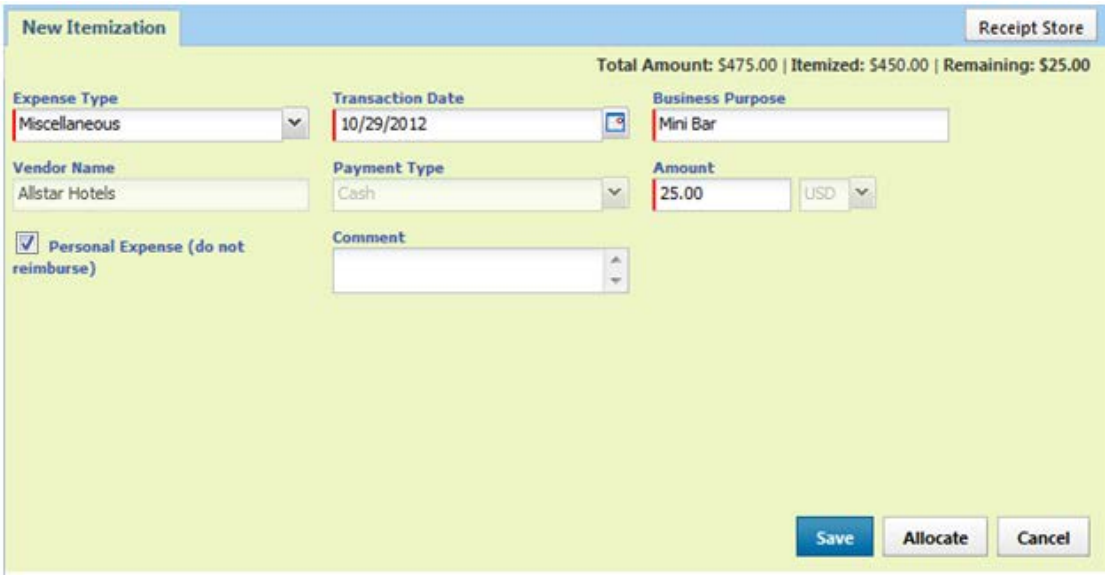
8. If there is a remaining amount to be itemized (For example, incidentals or room service), the remaining amount is displayed in the **Remaining** field.



9. Click the **Expense Type** dropdown and choose for example **Miscellaneous**



10. 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**

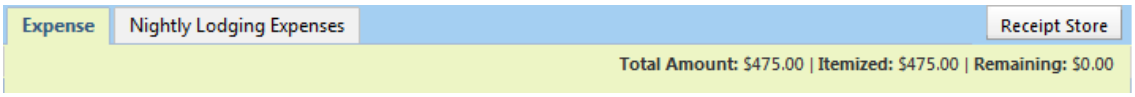
- For each additional itemization, on the **New Itemization** tab, select the appropriate expense type and complete the appropriate fields.

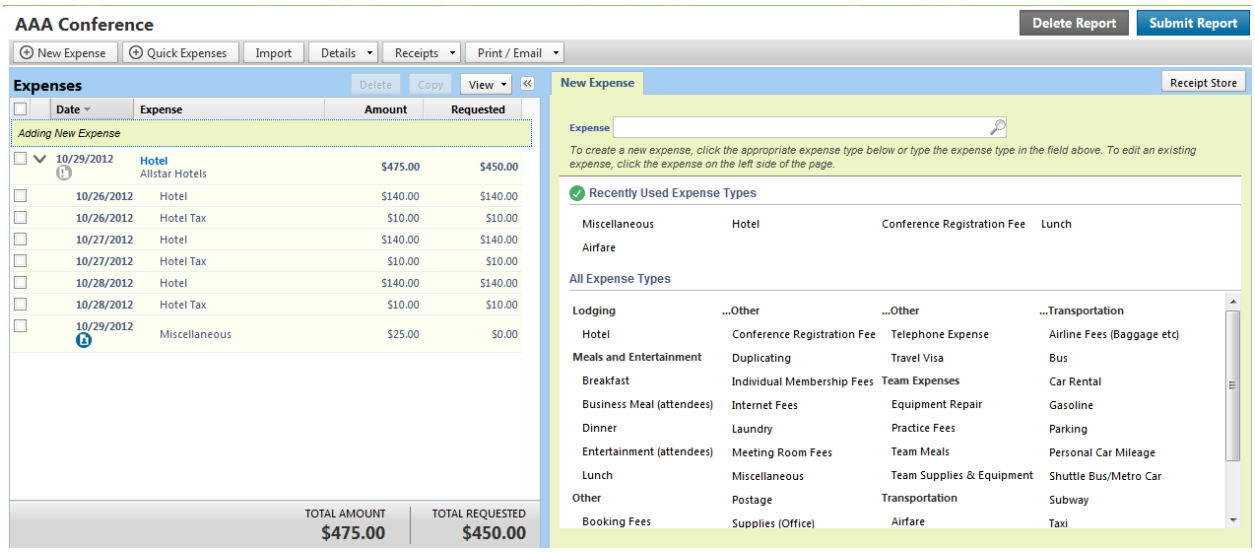
Then click:

- **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.



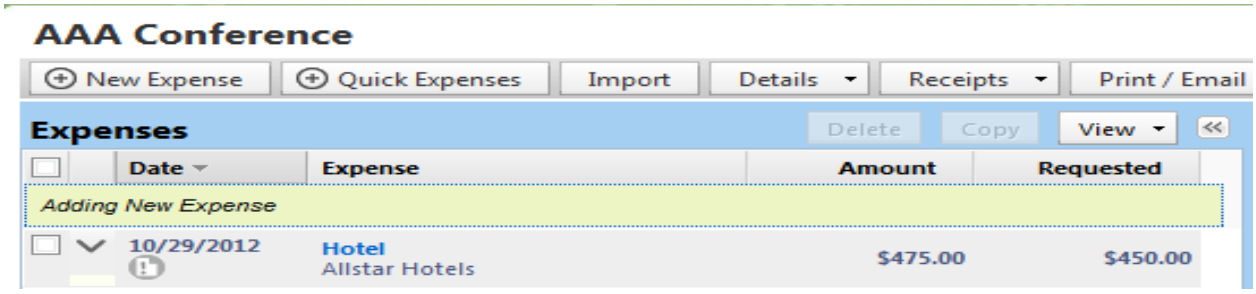


YOU HAVE SUCCESSFULLY COMPLETED A HOTEL ITEMIZATION!!

Additional Information Below:

Show / Hide itemizations

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



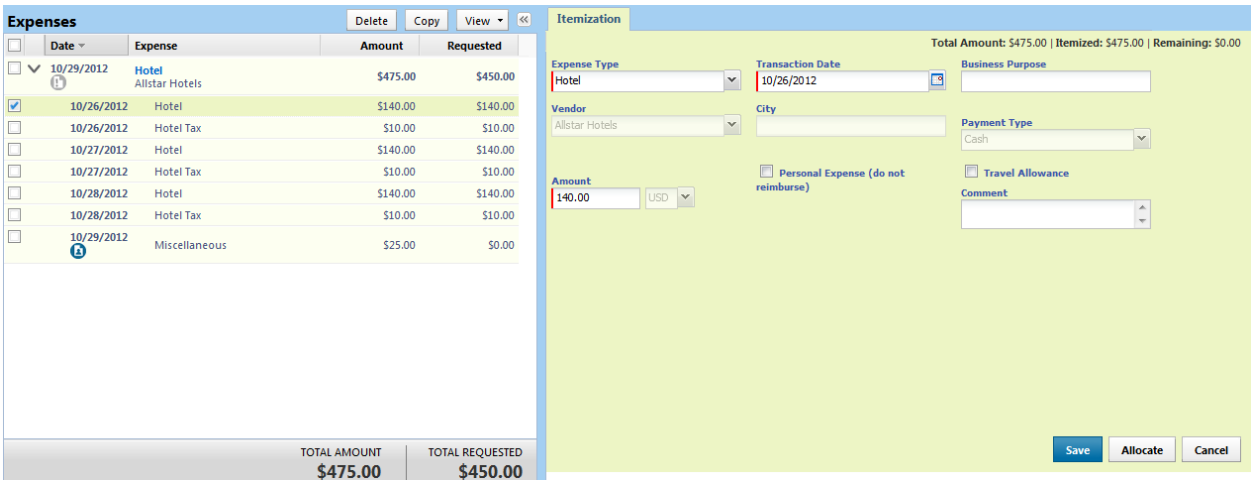
View an itemization

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

Edit an itemization

To edit an itemization:

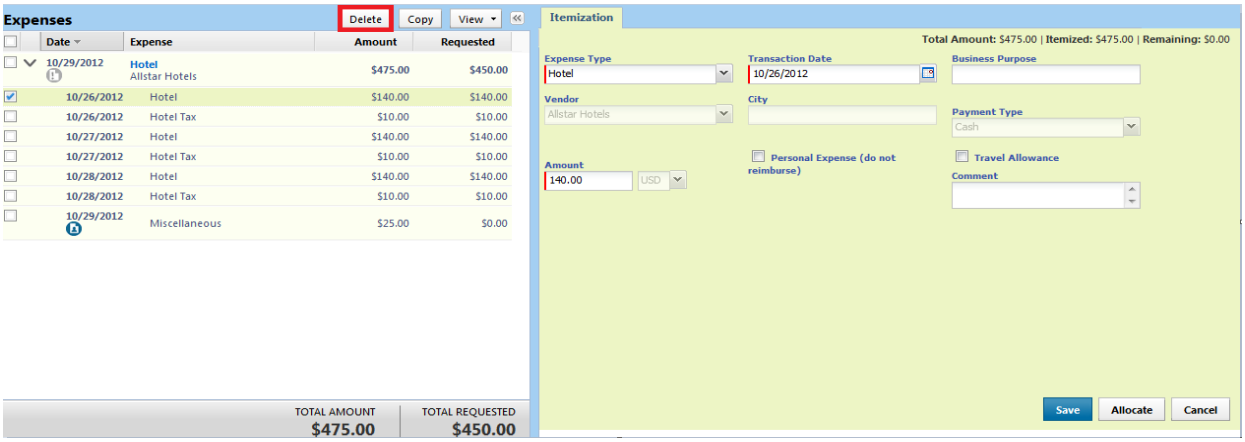
1. Click the itemization. It appears on the right side of the page.
2. Make the desired changes.
3. Click **Save**.

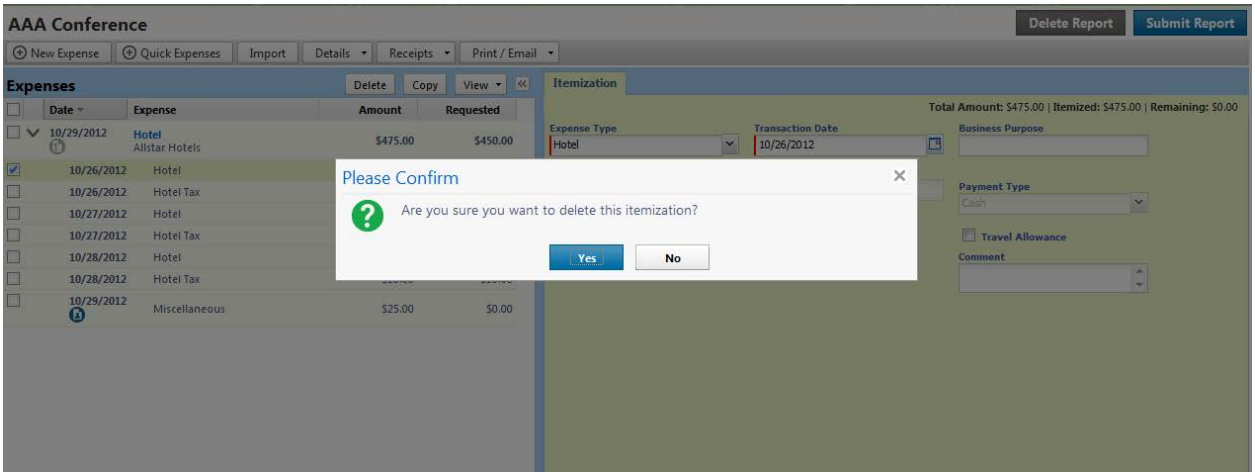


Delete an itemization

To delete an itemization:

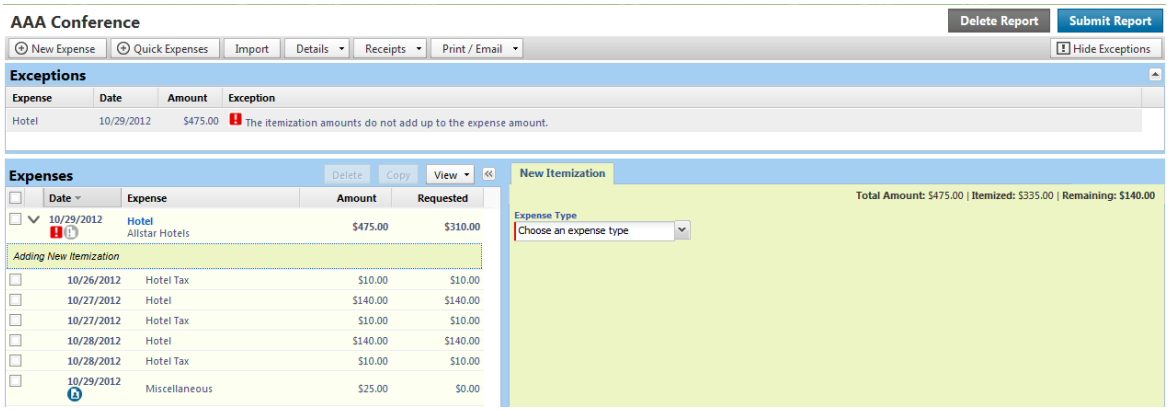
1. In the expense list on the left side of the page, select one or more itemizations.
2. Click **Delete**.
3. Click **Yes**

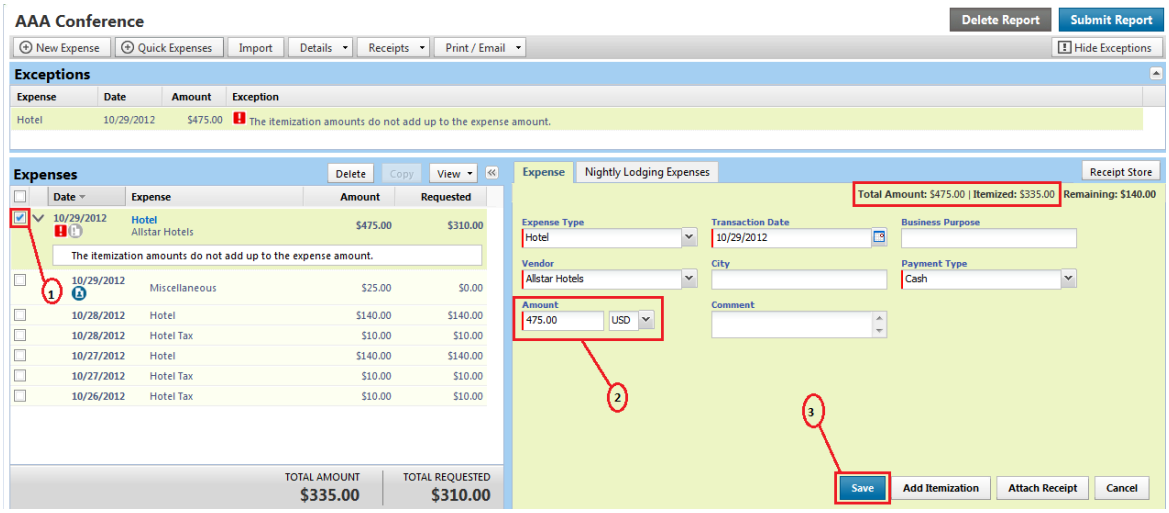
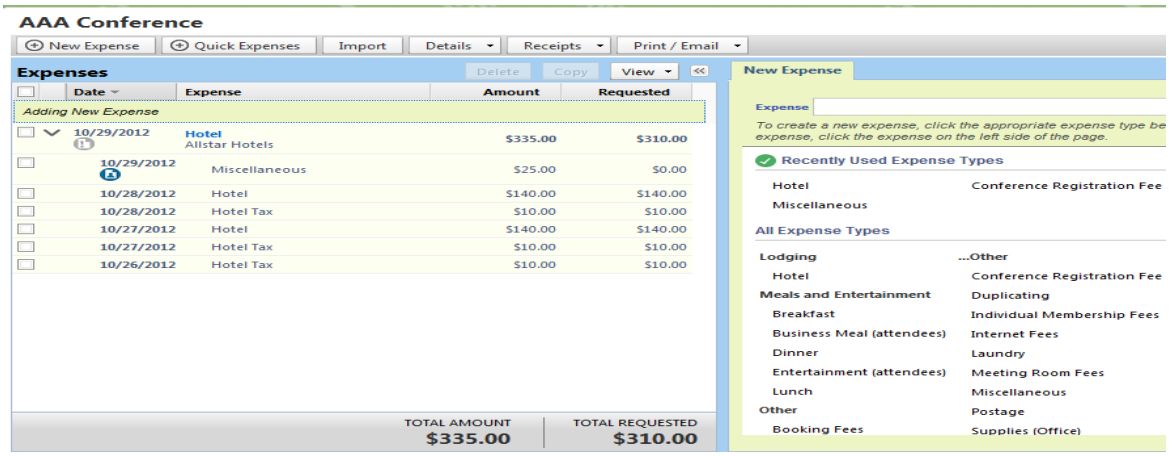




Once an itemization has been deleted you will receive a **Hard Stop**

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



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**