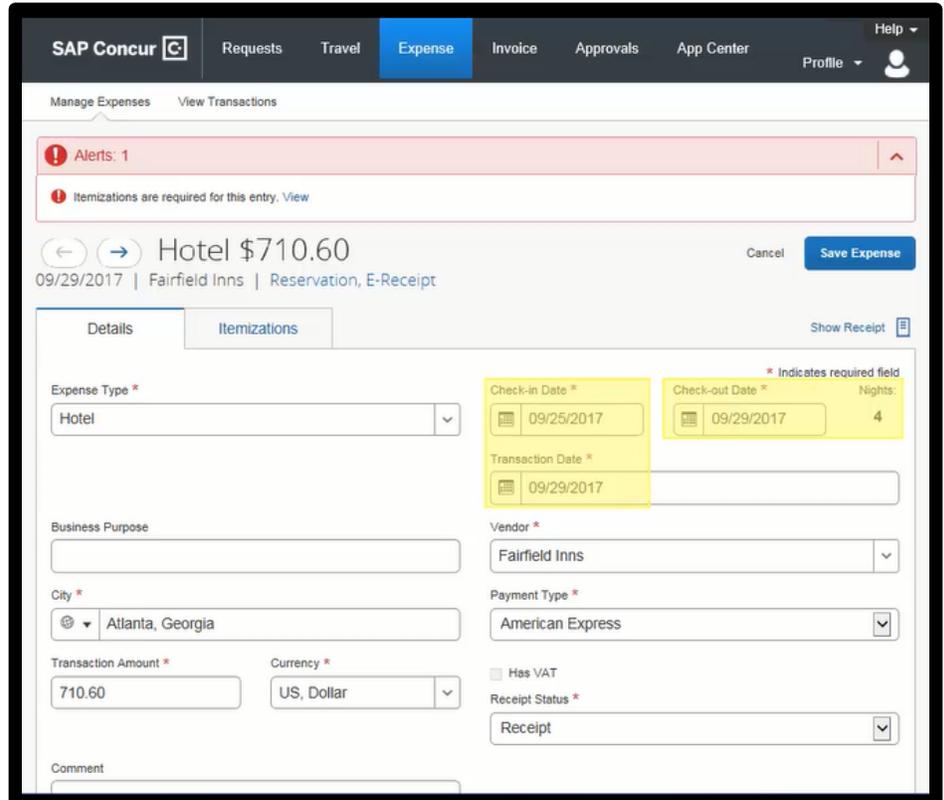# Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that your company can correctly account for all expenditures.

1. From the **Manage Expenses** page, select the expense report that contains the nightly expenses that you want to itemize.

Expense populates the **Check-out Date** and the **Nights** based on the **Transaction Date** and the **Check-in Date**.

2. Modify the fields as needed.

3. Click the **Itemizations** tab.

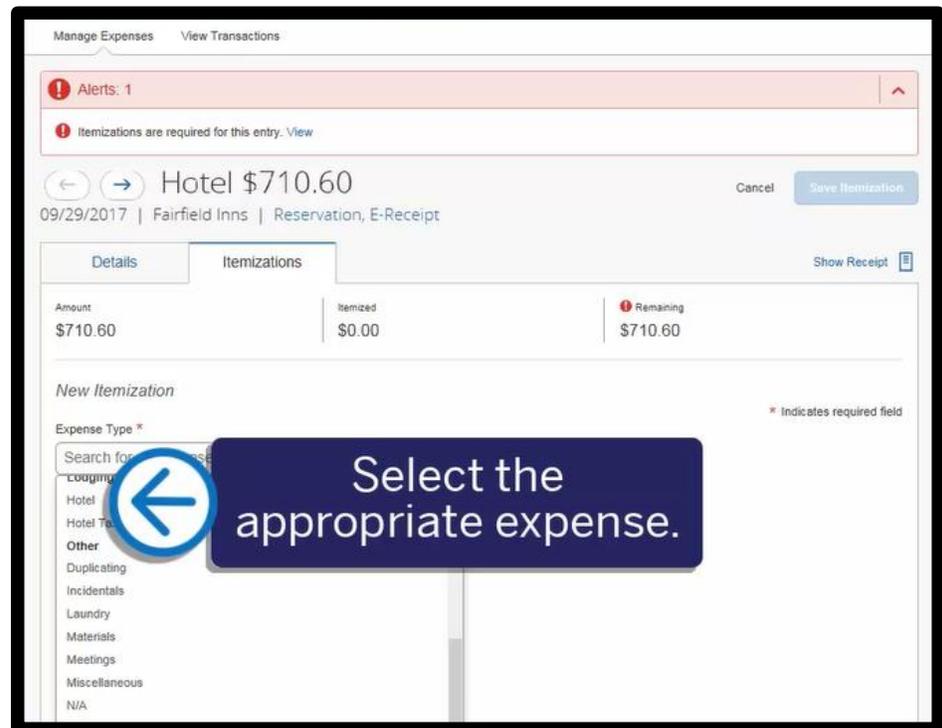The **Itemizations** tab displays the amount **Remaining** that requires itemization.

You need to continue itemizing all one-time charges that appear on your bill until the remaining amount is $0.00.
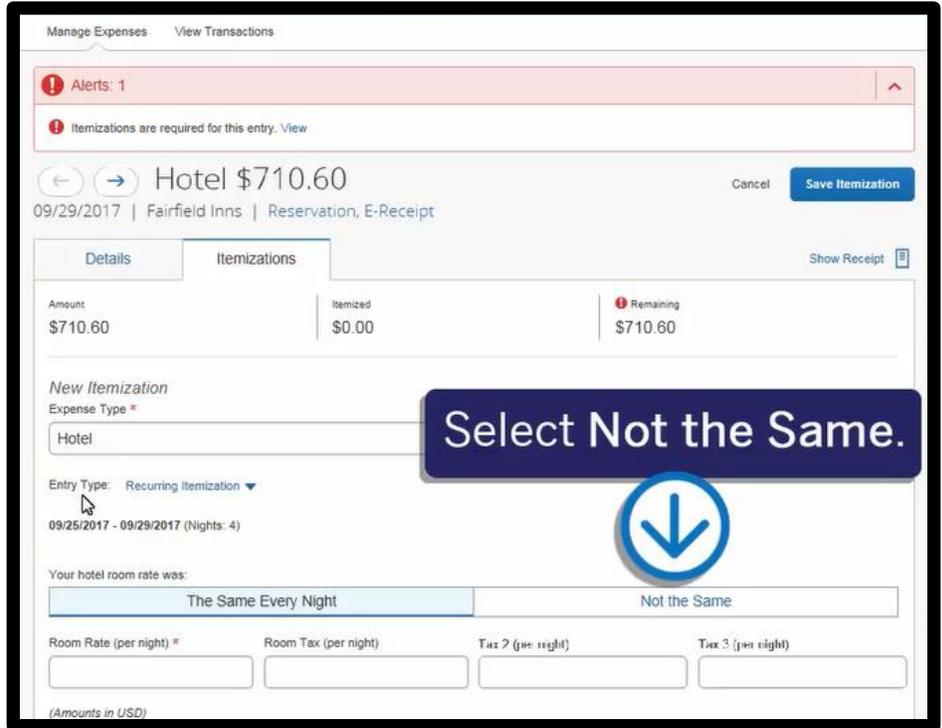
4. Click **Create Itemization**.
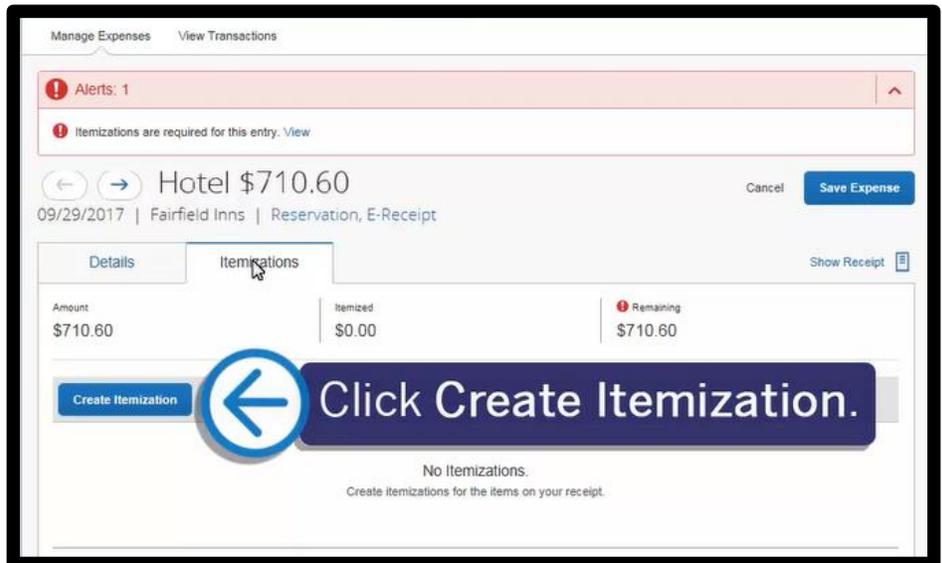
5. Click the **Expense Type** dropdown arrow, and then select the appropriate expense.

You can select whether your hotel room rate was **The Same Every Night** or **Not the Same**.

For this example, you will see how to enter a different rate for the last night of your stay.

6. Select **Not the Same**.

7. Scroll down to enter the **Room Rate (per night)** and **Room Tax (per night)** for each night.

Note that you can use the **Tax 2** and **Tax 3** fields to enter additional tax amounts.

8. Click **Save Itemization**.

3

9. Click **Create Itemization** to continue itemizing your hotel expenses until the remaining amount is $0.

After you finish itemizing all of your charges, and the remaining amount is $0.00, a green checkmark displays showing that you have successfully cleared all alerts for this expense.

10. Click **Save Expense**.

11. Click **Submit Report** to submit your expense report for approval.