

How to itemize your hotel expenses

Itemizing hotel expenses consists of accurately categorizing daily/nightly expenses for reporting purposes. For example, isolating the hotel room rates helps with aggregate hotel rate reporting. Itemizing hotel parking will track that expense under the transportation category.

This Job Aid assumes you have already entered your hotel stay. It begins with the itemization process

Screenshots are provided to use as visual guides for certain steps.

After you Save Expense...

1. An alert will show because we need to itemize this expense. Click **Yes**.

2. You will be brought to the **Itemizations** tab. Click **Create Itemization**.

3. Search for and select **Hotel/Lodging**

4. Click on **The Same Every Night** if the room rate was the same every night. If the rates were different, click on **Not the Same** to enter the rates/taxes (if applicable) by day.

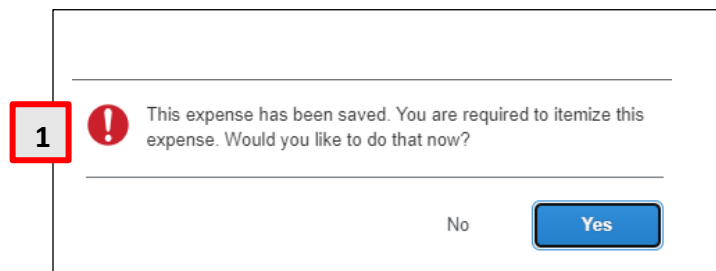
5. Enter the **Room Rate (per night)** field and any applicable taxes.


6. Click **Save Itemization**.

7. If you need to add another item, click **Create Itemization**.

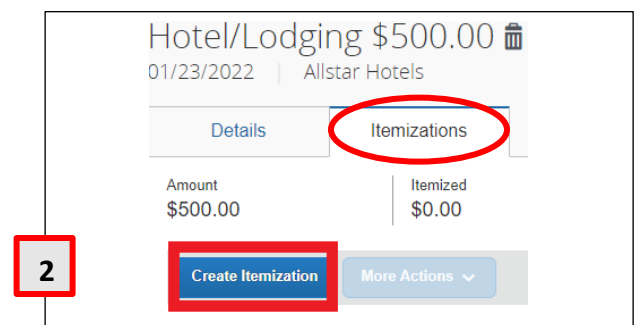
8. Search and select the applicable Expense Type, for example: **Parking**


9. Change the **Transaction Date** to the first day of the expense charged.



1  This expense has been saved. You are required to itemize this expense. Would you like to do that now?

No

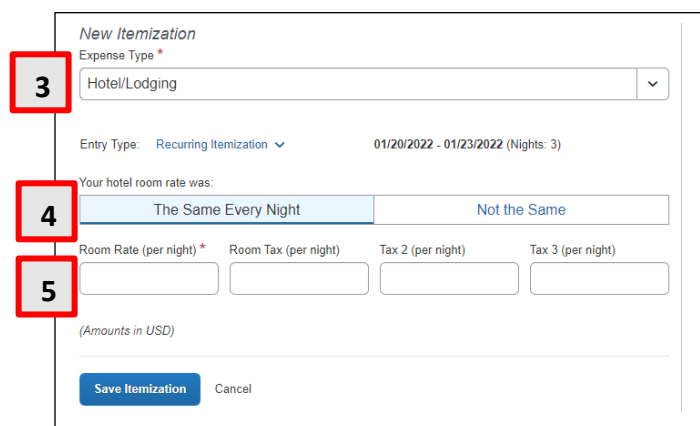


Hotel/Lodging \$500.00 
01/23/2022 | Allstar Hotels

Details **Itemizations**

Amount	Itemized
\$500.00	\$0.00

2



3 **New Itemization**

Expense Type *
Hotel/Lodging

Entry Type: Recurring Itemization 01/20/2022 - 01/23/2022 (Nights: 3)

Your hotel room rate was:

4 The Same Every Night Not the Same

5 Room Rate (per night) * Room Tax (per night) Tax 2 (per night) Tax 3 (per night)

(Amounts in USD)

10. In the **Amount** field, enter the rate day.

11. Click **Save Itemization**.

12. If an expense was used for more than one night, you can use the **Copy** function to copy the same expense that was created.

13. Check the box for the expense you want to copy, then click **More Actions**.

14. Click **Copy**. This will copy all the information from the first expense and **automatically** advance the Transaction Date by one (1) day.

