

CreateHotelExpense (Travel)

Create Hotel Expense

7. The Hotel- Lodging form is displayed.

5. Click on the Itemize button in the upper right corner. This will display the Add Itemization page.

x Date:

6. Click on the Hotel Lodging tile.

x Spent

11. The Hotel- Taxes / Fees form is displayed.

x Date: Click the calendar icon to select the date for the expense. This should be the invoice date on the Hotel receipt. Note: this date must be within the date range listed on the header of the expense report.

x Spent: Enter the total Taxes and fees for the entire stay.

x Description: Provide any additional information about this expense. Any special circumstances or relev.