

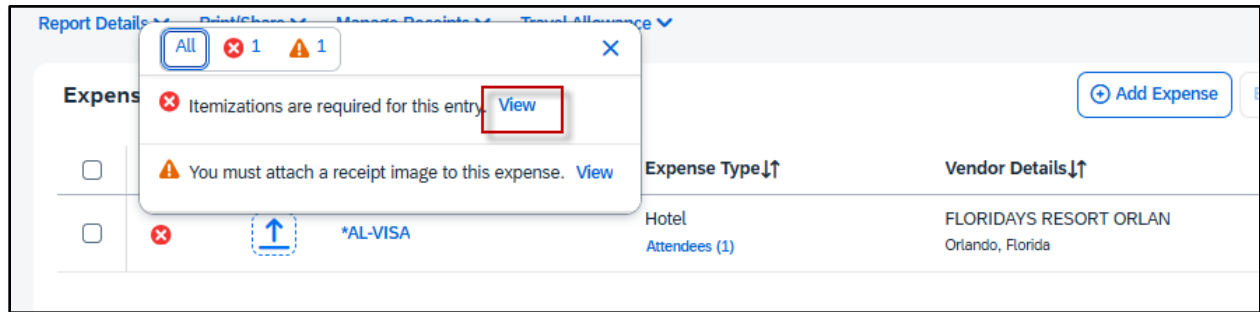


# ITEMIZE HOTEL BILL





When keying a hotel reimbursement, a red alert will be visible until the expense is itemized. Either select the “View” hyperlink next to the alert or click in the expense line to open the expense for more details.



Enter the **Date Range** of your stay. The number of nights will automatically calculate.

**Hotel \$1,012.50**  
02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

**Attendees (1)**

Expense Type \* **Hotel**

Date Range \* **02/20/2020 - 02/24/2020** Nights: **4** Transaction Date \* **02/20/2020**

Business Purpose:

Vendor:

Enter Vendor Name: **FLORIDAYS RESORT ORLAN** City of Purchase \* **Orlando, Florida**

Payment Type: **\*AL-VISA** Amount \* **1,012.50**

Currency: **US, Dollar (USD)** Request \* **02/20/2020, \$1,200.00 - Charlotte, NC 02/20-02/24/2020**

Comment:

**Save Expense** Save and Add Another Cancel



Next, click the **Itemizations** tab.

Amount	Itemized	Remaining
\$1,012.50	\$0.00	\$1,012.50

Select the Expense Type associated with the charge on the hotel bill.

**New Itemization** \* Required field

Expense Type \*

Search for an expense type

**Recently Used**

- Agency Booking Fees
- Airfare
- Miscellaneous
- Transit Costs
- Dinner

**01. Hotel Expenses**

- Hotel**

If the room rate and tax rates are the same each night, select **Same daily amount**. If they differ each night, select **Different Daily Amount**. If you are entering a one-time charge for a hotel, select **Not Recurring**. Enter the **Room Rate** and **Room Tax(s)** amount for each night. **Note: These amounts should be *per night* amounts.** After entering the nightly amounts, select **Save Itemization**.



### Same daily amount

Details **Itemizations**

Amount	Itemized	Remaining
\$1,339.51	\$0.00	\$1,339.51

**New Itemization** \* Required field

Expense Type \*  
Hotel

Recurrence \*  
Same daily amount

Not recurring

Same daily amount

Different daily amount

### Different Daily amount

Details **Itemizations**

Amount	Itemized	Remaining
\$1,339.51	\$0.00	\$1,339.51

**New Itemization** \* Required field

Expense Type \*  
Hotel

Recurrence \*  
Different daily amount

Not recurring

Same daily amount

Different daily amount

### Not recurring

Details **Itemizations**

Amount	Itemized	Remaining
\$1,339.51	\$0.00	\$1,339.51

**New Itemization** \* Required field

Expense Type \*  
Hotel

Recurrence \*  
Not recurring

Not recurring

Same daily amount

Different daily amount

Hyatt Hotels | HYATT REGENCY LONG BEACH



If there are other amounts that need to be itemized, such as Hotel Parking, there will be a Remaining Amount visible. Select the **Create Itemization** button.

Amount	Itemized	Remaining
\$1,012.50	\$880.00	\$132.50

**Create Itemization** Edit Delete

Select the appropriate expense type from the available drop-down menu.

**Hotel \$1,012.50**  
02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

Amount	Itemized	Remaining
\$1,012.50	\$880.00	\$132.50

**New Itemization**

Expense Type \* \* Required field

Search for an expense type

Laundry

**Parking - Hotel**

Enter the amount per the hotel bill. If the charge is the same each night, click the box next to **Same Daily Amount**.

**New Itemization**

Allocate \* Required field

Expense Type \*  
Parking - Hotel

Recurrence \* ?  
**Same daily amount**

Nights: 4

Transaction Date: 02/20/2020

Amount \*



Once you have entered the charges, select **Save Itemization**.

Repeat this process until all hotel charges are itemized.

The screenshot shows a summary of itemizations. At the top, there are two tabs: 'Details' and 'Itemizations', with 'Itemizations' selected. Below the tabs, there are three columns: 'Amount' with a value of '\$1,012.50', 'Itemized' with a value of '\$1,012.50', and 'Remaining' with a value of '\$0.00' and a green checkmark icon. Below this summary, there is a section titled 'Itemizations' with a '+ Create Itemization' button and 'Edit', 'Delete', 'Copy', and 'Allocate' options.

If you are claiming CONUS rate and inadvertently charged something to your hotel bill, such as a meal, you will need to be sure the expense is marked as **Personal Expense**.

The screenshot shows the 'New Itemization' form. At the top, there are two tabs: 'Details' and 'Itemizations', with 'Itemizations' selected. Below the tabs, there are three columns: 'Amount' with a value of '\$1,012.50', 'Itemized' with a value of '\$1,012.50', and 'Remaining' with a value of '\$0.00' and a green checkmark icon. Below this summary, there is a section titled 'New Itemization' with an 'Allocate' button. The form contains several fields: 'Expense Type' (Miscellaneous), 'Recurrence' (Not recurring), 'Transaction Date' (02/20/2020), 'Business Purpose', 'Enter Vendor Name' (FLORIDAYS RESORT ORLAN), 'City of Purchase' (Orlando, Florida), 'Amount' (33.12), and 'Currency' (US, Dollar (USD)). A red box highlights the 'Personal Expense (do not reimburse)' checkbox, which is checked. At the bottom left, there is a 'Commit' button and at the bottom right, there is a '0/500' character count.

Click **Save Itemization**.



The itemizations will display by date, so they should reflect how charges are broken down per the hotel receipt.

Details		Itemizations		
Amount	\$1,012.50	Itemized	\$1,012.50	
		Remaining	\$0.00	
<b>Itemizations</b>		<a href="#">Create Itemization</a>	<a href="#">Edit</a>	
<input type="checkbox"/>	Alerts↑↓	Date↑↓	Expense Type↑↓	Requested↑↓
<input type="checkbox"/>		02/20/2020	Hotel	\$200.00
<input type="checkbox"/>		02/20/2020	Hotel Tax	\$20.00
<input type="checkbox"/>		02/20/2020	Hotel Tax	\$0.02
<input type="checkbox"/>	⚠	02/20/2020	Miscellaneous	\$0.00 Personal
<input type="checkbox"/>		02/21/2020	Hotel	\$200.00
<input type="checkbox"/>		02/21/2020	Hotel Tax	\$20.00
<input type="checkbox"/>	⚠	02/21/2020	Parking - Hotel	\$33.12
<input type="checkbox"/>		02/22/2020	Hotel	\$200.00
<input type="checkbox"/>		02/22/2020	Hotel Tax	\$20.00
<input type="checkbox"/>	⚠	02/22/2020	Parking - Hotel	\$33.12
<input type="checkbox"/>		02/23/2020	Hotel	\$200.00
<input type="checkbox"/>		02/23/2020	Hotel Tax	\$20.00
<input type="checkbox"/>	⚠	02/23/2020	Parking - Hotel	\$33.12

