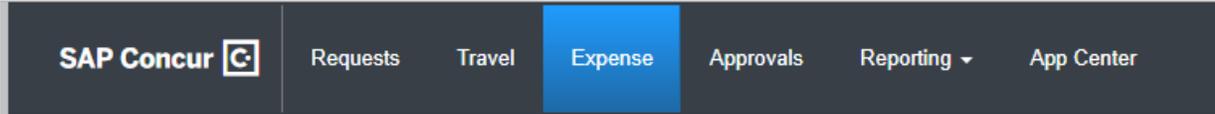


# EXPENSE REPORT: HOTEL/LODGING ITEMIZATION



**CAL POLY**  
Strategic Business Services  
ADMINISTRATION & FINANCE

## Itemize – Typical Process

Two new fields are added to the main hotel expense entry page: **Check-in Date** and **Check-out Date**. You must fill in these fields, which are used in the itemization process. Complete the expense and then click **Itemizations**.

The screenshot shows the 'New Expense' form with the following details:

- Details:** Allocate button, Expense Type (Room Rate), Check-in Date (03/07/2018), Check-out Date (03/10/2018), Nights (3), Transaction Date (03/10/2018), Business Purpose, Vendor (Search for Vendor).
- Itemizations:** A button labeled 'Itemizations' is highlighted with a red box and a hand cursor.
- Receipt:** A preview of a Hyatt receipt for \$614.13, dated 03/09/2018 3:05 PM, with a Visa - 1111 card.

If you started the expense with a card charge or e-receipt (from the **Available Expenses** list), the itemizations may have been created automatically, depending on the hotel charge details provided by the vendor. If not, follow the steps below.

### 1. Click **Create Itemization**.

The screenshot shows the 'Room Rate' form with the following details:

- Room Rate:** \$614.13, 03/10/2018 | Hyatt Hotels.
- Details:** Amount (\$614.13), Itemized (\$0.00), Remaining (\$614.13).
- Itemizations:** A button labeled 'Create Itemization' is highlighted with a red box and a hand cursor. Below it, a message states 'No Itemizations. Create itemizations for the items on your receipt.'
- Receipt:** A preview of a Hyatt receipt for \$614.13, dated 03/09/2018 3:05 PM, with a Visa - 1111 card.

2. Click the desired expense type, in this case, *Hotel/Lodging*.

The screenshot shows the 'Manage Expenses' interface. At the top, it displays 'Hotel/Lodging \$700.00' with a trash icon. Below this, the date '11/09/2020' and 'Marriott Hotels' are visible. There are two tabs: 'Details' (selected) and 'Itemizations'. A blue 'Allocate' button is present. The 'Expense Type' field is set to 'Hotel/Lodging'. Below this, there is a 'Recently Used' list containing 'Hotel/Lodging', 'Airfare', 'Hospitality', 'Dinner - Domestic', and 'Parking/Tolls'. A '01. Travel Expenses' section is also visible, with 'Hotel/Lodging' listed below it. A red asterisk indicates a required field.

3. Enter the daily room rate and taxes and click **Save Itemization**. The check-in and check-out dates from the main hotel expense are used here to define the dates that require a recurring itemization.

**NOTE:** This example uses the entry type of *Recurring Itemization* and the **The Same Every Night** tab. The

The screenshot shows the 'Room Rate \$614.13' itemization form for 'Hyatt Hotels' on '03/10/2018'. The form has 'Details' and 'Itemizations' tabs. The 'Amount' is \$614.13, 'Itemized' is \$0.00, and 'Remaining' is \$614.13. The 'New Itemization' section shows 'Expense Type' as 'Room Rate', 'Entry Type' as 'Recurring Itemization', and dates '03/07/2018 - 03/10/2018 (Nights: 3)'. There are two tabs for 'Your hotel room rate was:': 'The Same Every Night' (selected) and 'Not the Same'. Below these are input fields for 'Room Rate (per night)', 'Room Tax (per night)', 'Tax 2 (per night)', and 'Tax 3 (per night)'. The 'Room Rate (per night)' field is highlighted with a red box and contains the value '170.15'. The 'Room Tax (per night)' field contains '28.57'. There are 'Save Itemization' and 'Cancel' buttons. To the right, a receipt is shown for 'HYATT Grand Hotel' with a total of '\$614.13' for '03/09/2018 3:05 PM'. The receipt includes a table with columns for 'Check-in', 'Daily Rate', 'Number of Guests', 'Check-out', 'Room Number', and 'Total Nights'. Below the receipt is a table with columns for 'Date', 'Description', 'Type', and 'Amount'.

Check-in	Daily Rate	Number of Guests
March 6, 2018	\$170.15	1
Check-out	Room Number	Total Nights
March 9, 2018	1601	3

Date	Description	Type	Amount
03/06/2018	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$28.57
03/06/2018	Internet	FEE	\$5.00
03/07/2018	Room Rate	ROOMRATE	\$170.15
	Hotel Room Tax	Tax	\$28.57

other options are described later in this section.

The itemizations appear along with any remaining balance.

Room Rate \$614.13 Cancel **Save Expense**

03/10/2018 | Hyatt Hotels

Details **Itemizations** Hide Receipt

Amount	Itemized	<b>Remaining</b>
\$614.13	\$596.16	\$17.97

**Create Itemization** **More Actions**

<input type="checkbox"/>	Date	Expense Type	Amount
<input type="checkbox"/>	03/07/2018	Room Tax	\$28.57
<input type="checkbox"/>	03/07/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/08/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/08/2018	Room Tax	\$28.57
<input type="checkbox"/>	03/09/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/09/2018	Room Tax	\$28.57

**Receipt** **CFDi**

**HYATT**  
Grand Hotel  
1435 8th Ave  
Seattle WA US 98101  
123-456-1999

**\$614.13**

Visa - 1111  
03/09/2018 3:05 PM

Tax Invoice  
Tax ID: 123-21213  
1234 Main St  
Dallas TX US 75001  
Receipt: 6343430

Check-in March 6, 2018	Daily Rate \$170.15	Number of Guests 1
Check-out March 9, 2018	Room Number 1601	Total Nights 3

Date	Description	Type	Amount
03/06/2018	Room Rate	ROOMRATE	\$170.15
03/06/2018	Hotel Room Tax	Tax	\$28.57
03/06/2018	Internet	FEE	\$5.99
03/07/2018	Room Rate	ROOMRATE	\$170.15

4. If there is a remaining balance, click **Create Itemization** and select the expense type for the remaining amount, in this case, Internet (5.97 USD for each of the 3 nights).

Room Rate \$614.13 Cancel **Save Itemization**

03/10/2018 | Hyatt Hotels

Details **Itemizations** Hide Receipt

Amount	Itemized	<b>Remaining</b>
\$614.13	\$596.16	\$17.97

**New Itemization**

Expense Type \* \* Indicates required field

Internet

03/07/2018 - 03/10/2018 (Nights: 3)

Recurring Every Night

Business Purpose

after-hours work

Transaction Amount \*  Currency \*

**Receipt** **CFDi**

**HYATT**  
Grand Hotel  
1435 8th Ave  
Seattle WA US 98101  
123-456-1999

**\$614.13**

Visa - 1111  
03/09/2018 3:05 PM

Tax Invoice  
Tax ID: 123-21213  
1234 Main St  
Dallas TX US 75001  
Receipt: 6343430

Check-in March 6, 2018	Daily Rate \$170.15	Number of Guests 1
Check-out March 9, 2018	Room Number 1601	Total Nights 3

Date	Description	Type	Amount
03/06/2018	Room Rate	ROOMRATE	\$170.15
03/06/2018	Hotel Room Tax	Tax	\$28.57
03/06/2018	Internet	FEE	\$5.99
03/07/2018	Room Rate	ROOMRATE	\$170.15

**NOTE:** Click the **Recurring Every Night** check box to repeat the itemization, saving you from manually creating the same itemization for each night. In this case, instead of entering \$17.97, the expense is a recurring \$5.99 charge.

Complete the expense and then click **Save Itemization**.

An alert appears until the entire amount is itemized. A one-time success message appears when you clear all the alerts on the expense and the remaining amount is 0.00).

Success! You have cleared all alerts on this expense.

Room Rate \$614.13  Cancel Save Expense

03/10/2018 | Hyatt Hotels Hide Receipt 

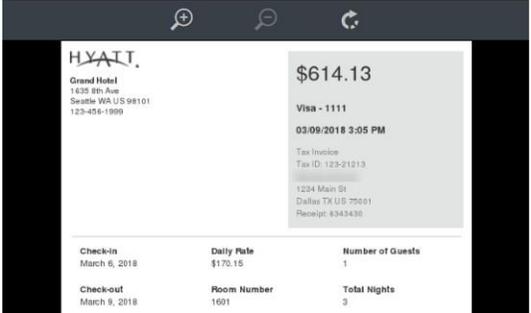
Details **Itemizations**

Amount	Itemized	Remaining
\$614.13	\$614.13	\$0.00

Create Itemization More Actions 

<input type="checkbox"/>	Date ▲	Expense Type	Amount
<input type="checkbox"/>	03/07/2018	Room Tax	\$28.57
<input type="checkbox"/>	03/07/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/07/2018	Incidentals	\$5.99
<input type="checkbox"/>	03/08/2018	Room Rate	\$170.15
<input type="checkbox"/>	03/08/2018	Room Tax	\$28.57

**Receipt** **CFDi**



HYATT.  
Grand Hotel  
1635 8th Ave  
Seattle WA U.S 98101  
123-456-1999

**\$614.13**

Visa - 1111  
03/09/2018 3:05 PM  
Tax Invoice  
Tax ID: 123-21213  
1234 Main St  
Dallas TX US 75001  
Receipt: 8343436

Check-in March 6, 2018	Daily Rate \$170.15	Number of Guests 1
Check-out March 9, 2018	Room Number 1601	Total Nights 3

## EXPENSE LIST



Refer to the *Additional Information in the Expense List* section in this guide to see how itemizations appear in the expense list.

## "Not the Same" Tab

If the nightly rates are different, use the **Not the Same** tab to define the rates for each date of the hotel stay.

Hotel \$420.00   
02/09/2018

Details | **Itemizations**

Amount	Itemized	Remaining
\$420.00	\$0.00	\$420.00

*New Itemization*

Expense Type \*  
Hotel

Entry Type: Recurring Itemization

02/06/2018 - 02/09/2018 (Nights: 3)

Your hotel room rate was:

The Same Every Night | **Not the Same**

Date	Room Rate *	Room Tax	Tax 2	Tax 3
02/06/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02/07/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
02/08/2018	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD)

**Save Itemization** Cancel

## Use Entry Type

Generally, the entry type is *Recurring Itemization*, which you use to define nightly rates, fees, and taxes.

Amount	Itemized	Remaining
\$420.00	\$0.00	\$420.00

**New Itemization**

Expense Type \*  
Hotel

Entry Type: **Recurring Itemization**  
02/06/2018  
Recurring Itemization  
Single Itemization

Your hotel room rate was.

The Same Every Night | Not the Same

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

(Amounts in USD)

Save Itemization | Cancel

You can use *Single Itemization* to define one-time charges, like deposit amounts, or to enter a missed itemization from a hotel stay that was automatically itemized on your behalf from detailed e-receipt information.

Amount	Itemized	Remaining
\$420.00	\$0.00	\$420.00

**New Itemization**

Expense Type \*  
Hotel

Entry Type: Single Itemization

Transaction Date \*  
02/09/2018

Business Purpose

Transaction Amount \*  
Currency \*  
US, Dollar