EXPENSE REPORT: HOTEL/LODGING ITEMIZATION

A hotel bill can include multiple expenses including nightly rate, multiple taxes, parking, meals, internet charges, and sometimes personal items such as movies. You must itemize all expenses that are on the hotel bill. Hotel/Lodging Itemization allows you to quickly itemize these expenses.

Per CSU policy, the nightly lodging rate for domestic travel may not exceed $333 per night, not including taxes and other related charges. Conference hotels can be higher and no justification is needed.

First add Hotel/Lodging to the Expense Report, then follow the steps below to itemize:

Enter the **Date Range.** You must fill in these fields, which are used in the itemization process. Complete the expense and then click **Itemizations**.
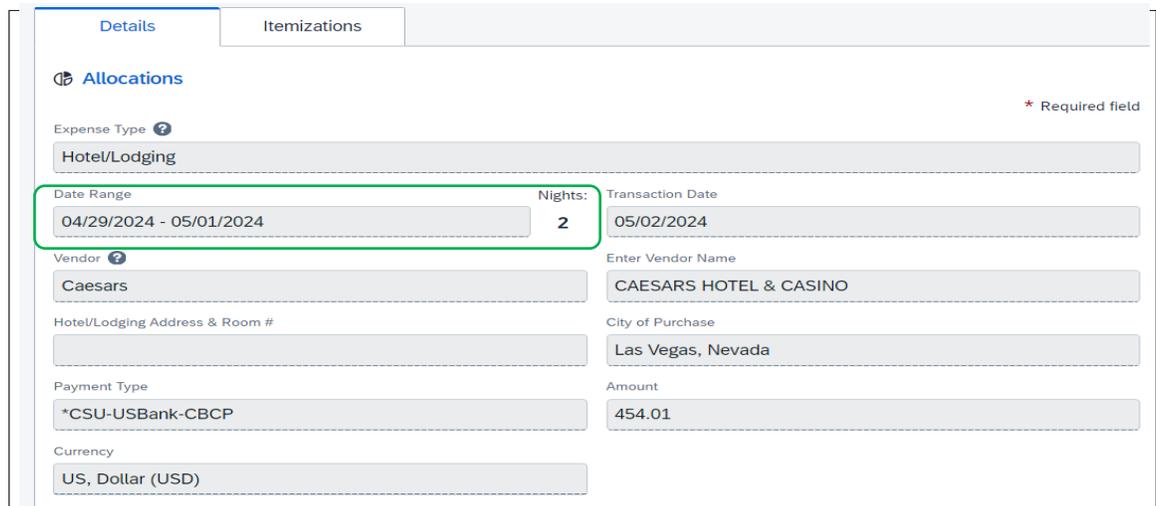
Then you will need to itemize the hotel receipt separating the Hotel/Lodging Rate and the Hotel/Lodging Tax. This is also where you add any other expenses that are added to your final hotel folio.

Click **Itemizations Tab**.

Click the desired expense type, in this case, *Hotel/Lodging*.
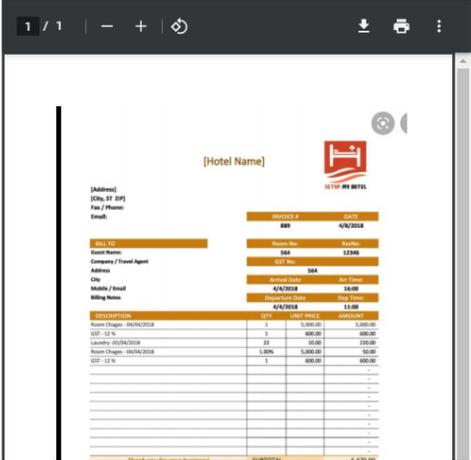
Enter the daily room rate and taxes and click **Save Itemization**. The check-in and check-out dates from the main hotel expense are used here to define the dates that require a recurring itemization.
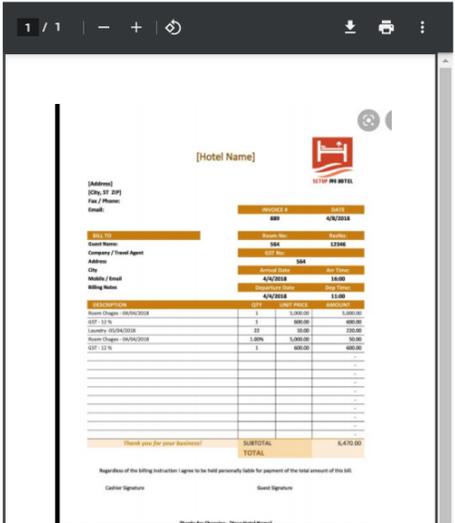
NOTE: This example uses the entry type of *Recurring Itemization* and the **The Same Every Night** tab. The other options are described later in this section.

The itemizations appear along with any remaining balance.

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

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 $5.97 charge.

Complete the expense until the Remaining Balance is $0.00 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).

"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 sta