

Itemizing Lodging Expenses

Itemization is required for specific types of expenses in Chrome River. Lodging expenses must be broken out by room charges, taxes, and other items charged to the overall lodging costs.

1. Click the <Lodging> expense icon.
2. Enter or verify the *Date* of the first night of lodging.
3. Enter the total amount *Spent* for the entire lodging stay.
4. If applicable, add more information about the lodging in the *Additional Information* field.
5. Verify or search for the *Allocation* or ChartField string paying for the lodging.
6. Click <Add Attachments>, navigate to the receipt, and upload the attachment.
7. Click <Itemize>.

Cancel Save Itemize

 **Lodging**

Date

Spent USD

Business Purpose Optional Attended a HERS conference regarding the latest Training Development approaches in higher education. Conference had ran for four days and had over 50 Universities and colleges participants and speakers.

Additional Information Optional

Merchant

U Travel Card Transaction

Allocation

+ Add Allocation

Attachments (1)  

Itemizing Lodging Expenses (cont.)

8. Click the <Room Charge> expense icon.

The screenshot shows the 'Add Itemization' interface. At the top, there is a 'Done' button. Below it, the 'Lodging' category is selected, with a 'TOTAL AMOUNT' of 312.48 and a 'REMAINING' amount of 312.48. A grid of icons represents different expense categories: ROOM CHARGE (highlighted with a red box), TAXES / FEES, PARKING, INTERNET / PHONE, MEALS, BUSINESS CENTER / MEETING ROOM, LAUNDRY, and OTHER.

9. Enter/verify the date of the expense.

10. Enter the total amount for the room charges only in the *Spent* field. The best practice is adding all room charges and entering a single line. Example: 4 nights of lodging x \$71.00/night entered as one expense totaling \$284.00.

11. If applicable, add more information about the lodging in the *Additional Information* field.

The screenshot shows the 'Room Charge' form. The 'Date' is 02/26/2024. The 'Spent' field is 284.00 USD. The 'Business Purpose' field contains the text: 'Attended a HERS conference regarding the latest Training Development approaches in higher education. Conference had ran for four days and had over 50 Universities and colleges participants and speakers.' The 'Additional Information' field is empty. The 'Merchant' field is Hampton Inn. The 'Allowable Total' field is 0.00 USD, with a 'Calculate' link highlighted by a red box and an arrow pointing to it from a callout box. The callout box contains the text: 'Clicking <Calculate> is required to get to Allowable Total.'

12. Click the <Calculate> link in the *Allowable Total* field.

Itemizing Lodging Expenses (cont.)

13. Enter the *Start Date* or first night of lodging.
14. Enter the *End Date* or last night of lodging.
15. Enter the city name in the *Location* field to search for the trip destination.
16. Select the city name from the search results.
17. Enter the number of rooms in the *Rooms* field.
18. The **Calculate Allowable Total** displays the *Average Daily Room Rate*, *Base Total*, and *Allowable Total*. The *Allowable Total* reflects the allowable per diem at 150%.

Calculate Allowable Total
✕

Start Date

End Date

Location

Rooms

Nights	32
Average Daily Room Rate	148.00 USD
Base Total	4,736.00 USD
Allowable Total	7,104.00 USD

Cancel
Save

19. Click <Save> on the **Calculate Allowable Total** pop-up window.
20. Click <Save>.
21. Click the <Taxes/Fees> expense icon on the **Add Itemization** page.

Add Itemization
Done

Lodging

TOTAL AMOUNT	REMAINING
312.48	28.48

ROOM CHARGE

TAXES / FEES

PARKING

INTERNET / PHONE

MEALS

BUSINESS CENTER / MEETING ROOM

LAUNDRY

OTHER

Itemizing Lodging Expenses (cont.)

22. Enter/verify the date of the expense.
23. Enter the total amount for the taxes/fees only in the *Spent* field. The best practice is adding all taxes/fees on a single line. Example: 4 nights of taxes/fees x \$7.12/night entered as one expense totaling \$28.48.
24. If applicable, add more information about the lodging in the *Additional Information* field.

The screenshot shows a web-based expense entry form. At the top right, there are 'Cancel' and 'Save' buttons. Below them, a summary shows 'TOTAL AMOUNT' as 312.48 and 'REMAINING' as 28.48. The main section is titled 'Taxes / Fees' with a percentage icon. The 'Date' field is set to 02/26/2024. The 'Spent' field is set to 28.48 USD. The 'Business Purpose' field contains the text: 'Attended a HERS conference regarding the latest Training Development approaches in higher education. Conference had ran for four days and had over 50 Universities and colleges participants and speakers.' The 'Additional Information' field is empty. The 'Merchant' field is set to 'Hampton Inn'. There is a checkbox for 'U Travel Card Transaction' which is unchecked. Below the main form is an 'Allocation' section with two lines: '1000-12247-20135 NONSP Financial Training - System Finance' and '720601-Travel Minnesota (MN)'.

25. Click <Save>.

Add additional itemization types until all expenses are accounted for and the *Remaining* amount reflects 0.00.



- If the credit card transaction includes the word “folio,” the itemization occurs automatically.
- Expense owner must edit the lines to include the allowable total or conference lodging.