

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>.

Lodging

Date 02/26/2024

Spent 312.48 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 Hampton Inn

U Travel Card Transaction ☐

Allocation

1000-12247-20135 NONSP Financial Training - System Finance

720601-Travel Minnesota (MN)

[Add Allocation](#)

Attachments (1)

Itemizing Lodging Expenses (cont.)

- Click the <Room Charge> expense icon.

The screenshot shows the 'Add Itemization' interface. At the top, there's a 'Done' button. Below it, the 'Lodging' category is selected, showing a 'TOTAL AMOUNT' of 312.48 and a 'REMAINING' amount of 312.48. A grid of expense icons is displayed, with 'ROOM CHARGE' highlighted by a red border. Other icons include TAXES / FEES, PARKING, INTERNET / PHONE, MEALS, BUSINESS CENTER / MEETING ROOM, LAUNDRY, and OTHER.

- Enter/verify the date of the expense.
- 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.
- If applicable, add more information about the lodging in the *Additional Information* field.

The screenshot shows the 'Room Charge' form. The 'Spent' field is set to 284.00 USD. The 'Business Purpose' field contains text about attending a HERS conference. The 'Additional Information' field is empty. The 'Merchant' field is set to 'Hampton Inn'. The 'Allowable Total' field shows 0.00 USD and a 'Calculate' link. A red arrow points to the 'Calculate' link with a callout box that says: 'Clicking <Calculate> is required to get to Allowable Total.'

- 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

02/26/2024

End Date

03/29/2024

Location

Minneapolis-Hennepin County, Minnesota (MN), United St...

Rooms

1

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

312.48

REMAINING

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.

Cancel
Save




TOTAL AMOUNT
312.48

REMAINING
28.48




Taxes / Fees

Date



Spent



USD

Business Purpose
Optional

Additional Information
Optional

Merchant

U Travel Card Transaction

☐

Allocation

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.