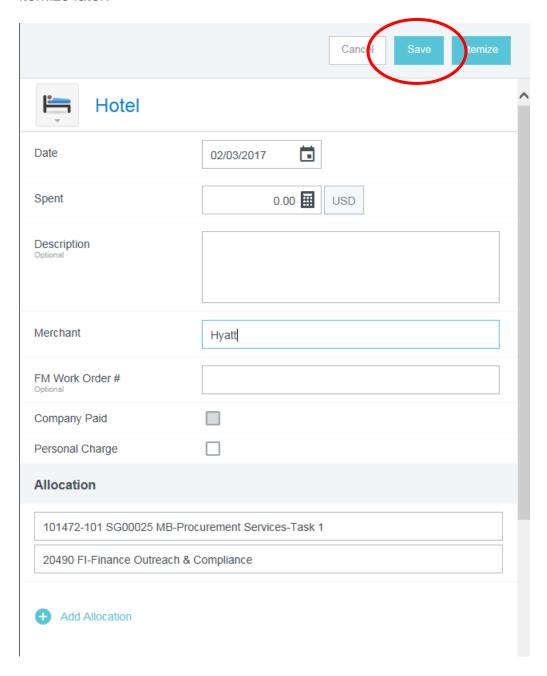


Hotel Expense Entry

In addition to room charges, hotel bills usually include charges for taxes, meals and other expenses related to your stay. To make the process of recording these charges quick and simple, the Hotel expense-entry screen requires you to itemize them.

If you are not ready to itemize, you may fill out the header info and save the line item to itemize later.



You will see a violation message in the line-item preview screen if you don't itemize the expense, but this does give you the flexibility to add those later rather than forcing you to enter them in order to create the line-item.

