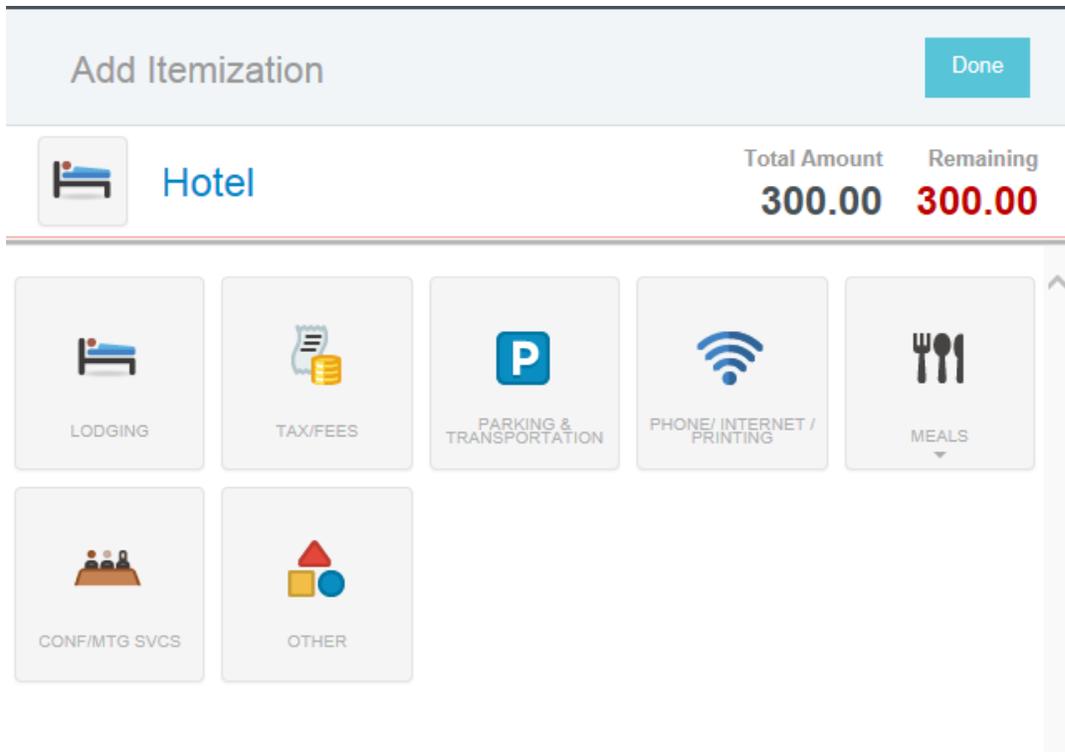


# Itemize Expenses

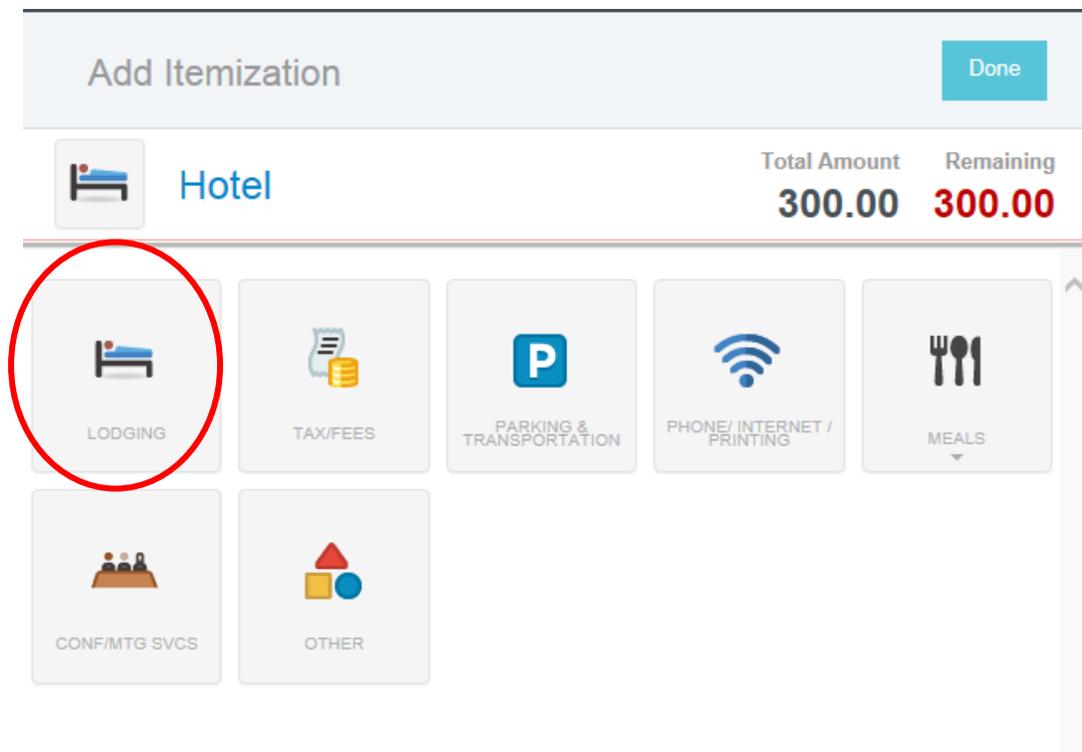
- 1. When you are ready to itemize the expense on the bill, enter the **total** amount of the hotel bill and tap **ITEMIZE**.

The screenshot shows a mobile application interface for itemizing expenses. At the top right, there are three buttons: 'Cancel', 'Save', and 'Itemize'. The 'Itemize' button is highlighted with a red circle. Below the buttons, the form is titled 'Hotel' with a bed icon. The form fields include: 'Date' (02/03/2017), 'Spent' (300.00 USD), 'Description' (Optional), 'Merchant' (Hyatt), 'FM Work Order #' (Optional), 'Company Paid' (checkbox), and 'Personal Charge' (checkbox). At the bottom, there is an 'Allocation' section with two input fields containing text: '101472-101 SG00025 MB-Procurement Services-Task 1' and '20490 FI-Finance Outreach & Compliance'.

A variety of hotel expense types on the **Add Itemization** screen appear. The total amount of the bill appears in gray in the upper right-hand corner of the screen. The amount remaining to be itemized appears in red.



2. Tap the desired tile to add an expense. To add the cost of the hotel room, tap **LODGING**.



The Expense Entry screen for hotel items is similar to that of other expense types, except that it displays a running total of hotel expense allocation at the top.

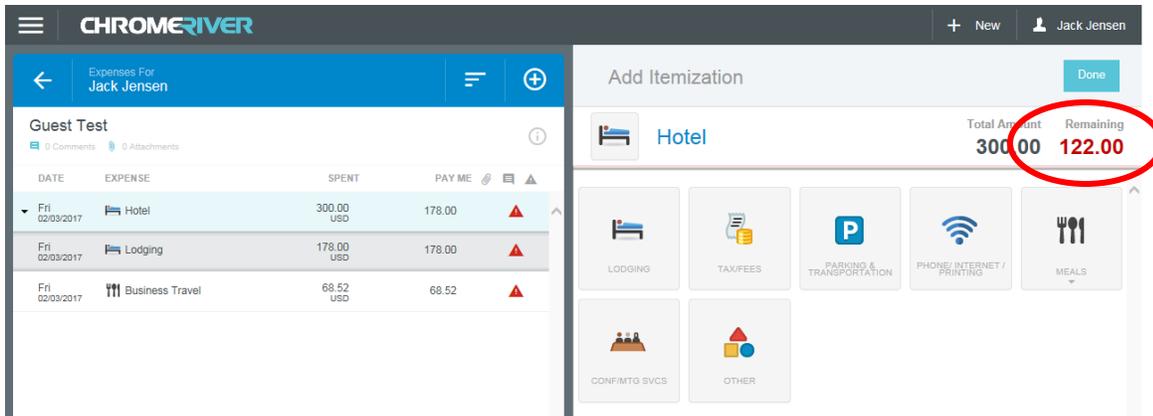
		<b>Total Amount</b>	<b>Remaining</b>
		<b>300.00</b>	<b>300.00</b>
	<h2>Lodging</h2>		
Date	<input type="text" value="02/03/2017"/> 		
Daily Rate	<input type="text" value="89"/>		
Number of Nights	<input type="text" value="2"/>		
Spent	<input type="text" value="178.00"/>	<input type="text" value="USD"/>	
Description <small>Optional</small>	<div style="border: 1px solid #ccc; height: 60px;"></div>		
<b>If the daily rate exceeds 2X the standard nightly rate of \$300, this expense will be routed for additional approval.</b>			
Student lodging included?	<input type="checkbox"/>		
Company Paid	<input checked="" type="checkbox"/>		
Personal Charge	<input type="checkbox"/>		
<b>Allocation</b>			
<div style="border: 1px solid #ccc; padding: 5px;">101472-101 SG00025 MB-Procurement Services-Task 1</div>			

## Personal Expenses

The Personal Charge checkbox is used to itemize expenses that are on the total hotel bill but were personal charges that should **not** be reimbursed by the University.

	<b>Total Amount</b> <b>300.00</b>	<b>Remaining</b> <b>122.00</b>
	<b>Phone/ Internet / Printing</b>	
Date	02/03/2017 	
Spent	12.00 	USD
Description	<input type="text"/>	
Company Paid	<input type="checkbox"/>	
Personal Charge	<input checked="" type="checkbox"/>	
<b>Allocation</b>		
<input type="text" value="PERSONAL MATTER"/>		
<a href="#">+ Add Allocation</a>		

As you save hotel expenses, the red **Remaining** total will update to reflect how much of the bill remains to be allocated.



You may delete any individual hotel expense, including lodging, without removing the "parent" hotel expense from the report. To delete all the hotel expenses, select the parent hotel expense from the grid and tap **DELETE**.

