

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.

The screenshot shows a web form for entering a hotel expense. At the top right, there are three buttons: 'Cancel', 'Save', and 'Itemize'. The 'Save' and 'Itemize' buttons are circled in red. Below the buttons is a header section with a 'Hotel' icon and the word 'Hotel'. The form contains several input fields: 'Date' (02/03/2017), 'Spent' (0.00 USD), 'Description' (Optional), 'Merchant' (Hyatt), 'FM Work Order #' (Optional), 'Company Paid' (checkbox), and 'Personal Charge' (checkbox). Below these is an 'Allocation' section with two text boxes containing '101472-101 SG00025 MB-Procurement Services-Task 1' and '20490 FI-Finance Outreach & Compliance'. At the bottom left, there is a '+ Add Allocation' button.

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.

The screenshot displays a user interface for a line-item preview. At the top, there is a header bar with an 'Images' button on the left and 'Edit' and 'Itemize' buttons on the right, along with a three-dot menu icon. Below the header, the main content area shows a line item for 'Hotel' with a bed icon. To the right of the item name, there are two columns: 'Total Amount' and 'Remaining', both showing the value '300.00'. Below this, a red warning banner contains a red triangle icon, the text 'Amount of expense needs to be fully itemized.', and the code '#HC01'.

	Total Amount	Remaining
Hotel	300.00	300.00

Amount of expense needs to be fully itemized.
Amount of expense needs to be fully itemized. #HC01