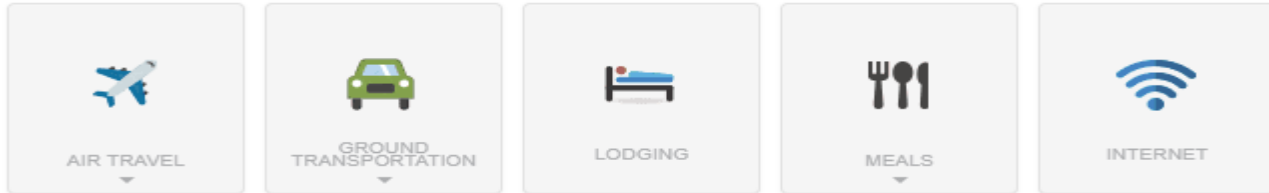


## Lodging Expense Type

This expense type does not have sub-mosaic tiles.



Click the Lodging expense line, in the left-hand column, on the Expense Report.

- *Tip:* If this expense type was not estimated on the Pre-Approval, then click the Lodging mosaic to add it to the Expense Report. In the Date field, enter the payment date and in the Spent field, enter the total of the hotel receipt. Click Save. Then proceed with the steps below.

Click **Edit**.

Images

Edit
Itemize
⋮

### Lodging

TOTAL AMOUNT	500.00
REMAINING	500.00

⚠

**Amount of expense needs to be fully itemized.**

Amount of expense needs to be fully itemized.

#HC01

---

⚠

**Data entry validation.**

This line item could not be processed automatically. Please complete the data entry.

#PX01

Date 02/07/2019

**Comments (0)**

Post

**Attachments (0)** 📎 📄

Drag image here to upload


Add Attachments
▼


# CHROME RIVER USER GUIDE

Check the **Date** and **Spent** fields to make sure the information matches the lodging receipt.

- *Tip:* The date entered in the **Date** field must be the date of payment for the lodging as indicated on the receipt. The amount entered in the **Spent** field must equal the total on the lodging receipt.

Click **Save**.


[Save](#)
[Itemize](#)







## Lodging

TOTAL AMOUNT	500.00	REMAINING	500.00
--------------	--------	-----------	--------


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


**⚠ Data entry validation.** #PX01  
 This line item could not be processed automatically. Please complete the data entry.

Date   

Spent   

Click **Itemize** to break out the expenses listed on the receipt.

Images

[Itemize](#)
...



## Lodging

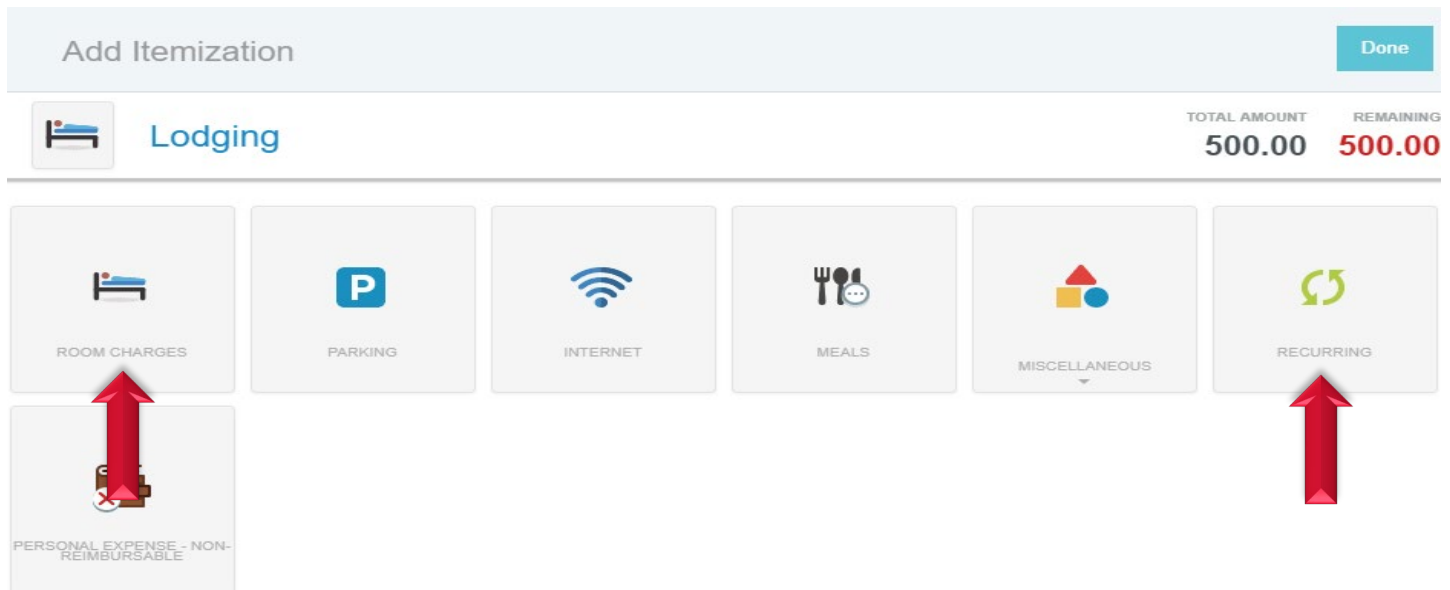
TOTAL AMOUNT	500.00	REMAINING	500.00
--------------	--------	-----------	--------

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

Date 02/07/2019

Spent 500.00 USD

The **Add Itemization** screen will appear.



If the hotel room rate charges were the same for each night, then click the **Recurring** mosaic tile. Enter the required information and click **Save**.

If the hotel room rate charges varied for each night, then click the **Room Charges** mosaic tile. Enter the required information and click **Save**.

The **Personal Expense, Non-Reimbursable** mosaic is for a charge, such as room service, that is not covered travel under the USI Travel Policy.

- *Tip:* Personal expenses, such as room service, should not be charged to the Travel card. Traveler should work with hotel to have personal expenses billed separately to a personal payment method.

The other mosaic tiles of **Parking**, **Internet**, and **Miscellaneous** may be used as needed for USI Travel business expenses. Click on the appropriate mosaic tile. Enter the required information and click **Save**.