


How to itemize your hotel expenses

Itemizing hotel expenses means breaking down the expenses on your hotel receipt into categories: room rate, associated taxes, and any additional add-ons like room service or telephone expenses.

This Job Aid assumes you have already Added Expense for your Hotel/Lodging stay. After you Save Expense:

1. An alert will appear because we need to itemize this expense. Click **Yes**.
2. You will be brought to the **Itemizations** tab.
3. The Recurrence is automatically set to “Same daily amount,” however if the rates were variable then change this to “Different daily amount.”
4. Enter the **Room Rate (per night)** field and any applicable taxes.
5. Click **Save Itemization**. If you need to add another item, click Save and Add Another.

Alert ✕


 This expense has been saved. You are required to itemize this expense. Would you like to do that now?

No

Details Itemizations

Amount \$500.00	Itemized \$0.00	✖ Remaining \$500.00
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New Itemization


 Attendees (1)

Expense Type * * Required field

Hotel/Lodging ✕ ▾

Recurrence * ?

Same daily amount ▾

 Nights: 2

Date	Room Rate*	Room Tax	Tax 2	Tax 3
01/27/2025	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
01/28/2025	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD) Add Tax Fields

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6. Search and select the applicable Expense Type, for example: **Parking**

7. In the **Amount** field, enter the amount charged, and in the **Transaction Date** field enter the day you were charged.

8. Click **Save Itemization**.

9. If an expense was used for more than one night, for example parking for each day, you can use the **Copy** function to copy the same expense that was created.

- Check the box for the expense you want to copy, then click **Copy**
- This will copy all the information from the first expense and **automatically** advance the Transaction Date by one (1) day.

The screenshot displays the 'Itemizations' tab of a software interface. At the top, there are summary statistics: 'Amount \$500.00', 'Itemized \$500.00', and 'Remaining \$0.00'. Below this is a table of itemizations with columns for Alerts, Date, Expense Type, and Requested amount. The first row is selected, and its checkbox is checked. A red box highlights the 'Copy' button in the top right corner of the table area.

Details		Itemizations			
Amount	\$500.00	Itemized	\$500.00	Remaining	\$0.00
Itemizations					
+ Create Itemization Edit Delete Copy Allocate					
<input type="checkbox"/>	Alerts↓↑	Date↑≡	Expense Type↓↑	Requested↓↑	
<input checked="" type="checkbox"/>	⚠	01/21/2025	Hotel/Lodging	\$242.00	...
<input type="checkbox"/>	⚠	01/21/2025	Hotel/Lodging Tax	\$8.00	...
<input type="checkbox"/>	⚠	01/22/2025	Hotel/Lodging	\$242.00	...
<input type="checkbox"/>	⚠	01/22/2025	Hotel/Lodging Tax	\$8.00	...