

- All lodging expenses must have an original receipt showing a zero balance. The receipt must also have the form of payment and the dates of stay.
- Lodging is only reimbursable if the destination location is more than 40 miles from your home.

1. Select expense type "Lodging"

02-Subsistence

- Group Lodging
- Group Meals
- Laundry (Trip Over 6 Days)
- Lodging ←
- Lodging-Other

2. Fill in required fields

- a. Transaction Date
- b. Vendor Name
- c. City of Purchase
- d. Amount

3. Click Itemize

4. Next use the hotel receipt to enter the expenses by type. At minimum a hotel receipt must separate out the room cost and the total taxes paid. Fill in required fields.

- a. Check-in Date
- b. Room Rate
- c. Room Tax
- d. Any other taxes itemized in the receipt. If there are more than three taxes you can combine as needed.
- e. Only add "Additional Charges" if the expense applies to each day, like parking
- f. Only add "Additional Charges" if the expense applies to each day, like parking.

Enter the amounts single night and the system will multiply the number of nights for you.

5. Click Save Itemizations

DATE	REF NO	DESCRIPTION	CHARGES
4/16/2017		*ROOM SERVICE	Meal Expense → \$61.08
4/16/2017		GUEST ROOM	\$91.00
4/16/2017		OCCUPANCY TAX	Nightly Rate → \$8.19
4/16/2017		CA TOURISM ASSESSMENT	\$0.36
4/16/2017		DOWN TOWN IMPROVEMENT DISTRICT	\$0.35
4/17/2017		GUEST ROOM	\$91.00
4/17/2017		OCCUPANCY TAX	\$8.19
4/17/2017		CA TOURISM ASSESSMENT	\$0.36
4/17/2017		DOWN TOWN IMPROVEMENT DISTRICT	\$0.35
4/18/2017		VS *1934	Total (\$260.88)
BALANCE			\$0.00

6. Additional charges that only apply to one night like a meal will be added after you have saved the expenses that applied to each night

7. Multiple nights at different rates.

- a. If the lodging rate is different for one night compared to the other then an extra step is needed.
 - i. Follow the steps above and enter the rate for one of the nights.
 - ii. After the itemizations have been saved, from the home expense page the rate needs to be adjusted within the individual date expense. Reminder the rate and tax total will both need to be updated.
 - iii. Check the box next to the itemized expense that need to be changed.

<input type="checkbox"/>	04/17/2017	Lodging	\$255.46	\$303.98
<div style="border: 1px solid #ccc; padding: 2px;"> Adding New Itemization </div>				
<input type="checkbox"/>	04/15/2017	Lodging	\$115.00	\$115.00
<input type="checkbox"/>	04/15/2017	Lodging Tax	\$36.99	\$36.99
<input checked="" type="checkbox"/>	04/16/2017	Lodging	\$115.00	\$115.00
<input type="checkbox"/>	04/16/2017	Lodging Tax	\$36.99	\$36.99

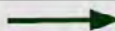
- iv. Update the amount to the rate that is different and corresponds with date selected.

Total Amount: \$255.46 | Itemized: \$303.98 | Remaining: \$-48.52

Expense Type: Lodging | Transaction Date: 04/16/2017 | Business Purpose: []

Enter Vendor Name: Hyatt | City of Purchase: Sacramento, California | Payment Type: Out of Pocket

Amount: 75.00 | USD | Comment: []

 Save Allocate Cancel

- v. Repeat for the tax line.


Itemization

Total Amount: \$255.46 | Itemized: \$263.98 | Remaining: \$ 8.52

Expense Type: Lodging Tax | Transaction Date: 04/16/2017 | Business Purpose: []

Vendor: Hyatt | City of Purchase: Sacramento, California | Payment Type: Out of Pocket

Amount: 28.47 | USD | Comment: []

 Save Allocate Cancel

- vi. After the individual expenses have been updated to the true charges for each date your lodging total should not be equal. (unless you have additional charges to now enter)

<input type="checkbox"/>	▼ 04/17/2017	Lodging Hyatt, Sacramento, California	\$255.46	\$255.46
<input type="checkbox"/>	04/15/2017	Lodging	\$115.00	\$115.00
<input type="checkbox"/>	04/15/2017	Lodging Tax	\$36.99	\$36.99
<input type="checkbox"/>	04/16/2017	Lodging	\$75.00	\$75.00
<input type="checkbox"/>	04/16/2017	Lodging Tax	\$28.47	\$28.47

- 8. Additional Charges cover any expense on a lodging receipt that is not room or tax, such as parking or food. After you have clicked “Saved Itemizations” the system will let you know if your itemizations balance to the original

total entered. In this example there is still \$61.08 remaining that has not been accounted for.

The screenshot shows a header bar with 'New Itemization' on the left and 'Available Receipts' on the right. Below this, a summary line reads 'Total Amount: \$260.88 | Itemized: \$199.80 | Remaining: \$61.08'. The 'Remaining: \$61.08' is circled in red. Below the summary is an 'Expense Type' dropdown menu with the text 'Choose an expense type'.

9. Add additional charges by selecting the correct expense type.
 - a. The date and vendor will auto populate.
 - b. Entered the amount
 - c. Click Save
 - d. The section with the remaining amount listed will disappear when the amounts balance.

The screenshot shows a detailed expense entry form. At the top, it repeats the summary: 'Total Amount: \$260.88 | Itemized: \$199.80 | Remaining: \$61.08'. The form fields include:

- Expense Type:** 'Meals and Incidentals (incl. tip)'
- Transaction Date:** '04/18/2017' with a calendar icon.
- Business Purpose:** An empty text field.
- City of Purchase:** 'San Diego, California'
- Amount:** '61.08' with a 'USD' dropdown.
- Enter Vendor Name:** 'Dolubletree'
- Payment Type:** 'Out of Pocket' with a dropdown.
- Comment:** An empty text field.

 At the bottom right, there are three buttons: 'Save', 'Allocate', and 'Cancel'. A red arrow points to the 'Save' button.

- e. In the main expense page will be the original total amount listed with a grey arrow on the left side. This arrow allows you to open the expense and view the itemization breakdown.

<input type="checkbox"/>		04/18/2017	Lodging Dolubletree, San Diego, Califorr	\$260.88	\$260.88
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<input checked="" type="checkbox"/>		04/18/2017	Lodging Dolubletree, San Diego, Califorr	Total \$260.88	\$260.88
<input type="checkbox"/>		04/16/2017	Lodging	\$91.00	\$91.00
<input type="checkbox"/>		04/16/2017	Lodging Tax	Breakdown \$8.90	\$8.90
<input type="checkbox"/>		04/17/2017	Lodging	\$91.00	\$91.00
<input type="checkbox"/>		04/17/2017	Lodging Tax	\$8.90	\$8.90
<input type="checkbox"/>		04/18/2017	Meals and Incidentals (incl.	\$61.08	\$61.08

10. Attach the receipt. The yellow circle indicate that a receipt is required for this expense.

- a. Click the box to the left of the expense
- b. Select "Attach receipt"

The screenshot shows the 'Expenses' section of the Aggie Travel system. On the left, a table lists expenses with a yellow circle around the checkbox for the first entry:

Date	Expense Type	Amount	Requested
04/18/2017	Lodging Dolubletree, San Diego, Califorr	\$260.88	\$260.88
03/04/2017	Mileage - Google Maps	\$24.08	\$24.08

At the bottom of the table, it shows 'TOTAL AMOUNT \$284.96' and 'TOTAL REQUESTED \$284.96'. To the right, the 'Expense' form is open for 'Nightly Lodging Expenses'. The 'Expense Type' is 'Lodging', 'Transaction Date' is '04/18/2017', 'Business Purpose' is empty, 'Enter Vendor Name' is 'Dolubletree', 'City of Purchase' is 'San Diego, California', and 'Payment Type' is 'Out of Pocket'. The 'Amount' is '260.88' USD. At the bottom right of the form, the 'Attach Receipt' button is circled in red.

- c. Attach the receipt by either browsing for the saved file with the receipt or if the receipt has already been scanned or dropped into your Aggie Travel available receipt area check the box next to it.

The 'Attach Receipt' dialog box is shown. It has a close button (X) in the top right corner. Below the title bar, there is a message: 'Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file. No Receipt? Create a missing Receipt Affidavit here.' Below this, there is a section 'File Selected for uploading:' with a 'Browse...' button circled in red and an 'Attach' button. Below that, it says 'No file selected'. Then, there is a section 'Or choose an image from your Available Receipts.' with an 'Attach' button. Below this, there is a list of 'Available Receipts' with a search icon and a checkbox circled in red next to the first item: 'Pages from Cohen 4-16-18-2017.pdf'. At the bottom right of the dialog, there is a 'Cancel' button.

- i. Once receipt image is selected click attach.

- ii. The circle will change from yellow to blue indicating the receipt has been successfully attached.

<input checked="" type="checkbox"/>	>	04/18/2017	Lodging Dolubletree, San Diego, Califorr	\$260.88	\$260.88
		