

## Hotel Expense Entry


In addition to room charges, hotel bills usually include charges for meals and other expenses related to your stay. To make the process of recording these charges quick and simple, the Hotel expense-entry screen allows you to itemize them.

### Itemize Expenses


Enter the **total** dollar amount of the hotel bill and tap **ITEMIZE**.

Cancel Save Itemize


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 **Hotel**

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Date  

---

Spent  


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Business Purpose


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


Add Itemization Done


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 **Hotel** Total Amount **539.31** Remaining **539.31**


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HOTEL - LODGING

  
HOTEL - PARKING

  
HOTEL - INTERNET


  
MEALS

  
MISCELLANEOUS


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

Cancel Save


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 Total Amount **539.31** Remaining **139.31**


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 **Hotel - Lodging**

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Date  

---

Spent  

When all the hotel expenses have been entered, click **DONE**.

Expenses For Catherine Hansen

Cathy Hansen

0 Comments 1 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Fri 09/01/2017	Hotel	539.31 USD	539.31	✓
Fri 09/01/2017	Hotel - Lodg...	400.00 USD	400.00	✓
Fri 09/01/2017	Hotel - Parking	50.00 USD	50.00	✓
Fri 09/01/2017	Hotel - Meal...	29.31 USD	29.31	✓
Fri 09/01/2017	Hotel - Internet	60.00 USD	60.00	✓

Expense Report QA0018854299

Total Pay Me Amount **539.31** USD

Submit

Add Itemization

Done

Total Amount **539.31** Remaining **0.00**

HOTEL - LODGING

HOTEL - PARKING

HOTEL - INTERNET

MEALS

MISCELLANEOUS