

## Reconciling Hotel Expenses

Hotel expenses must be reconciled in detail on the ER using the itemization feature within Infor.

1. Select a lodging Expense Type from the drop-down list

Travel Category	Lodging Expense
Host Travel	HXLDG
Interview Travel	HXINLDG
Business Travel	TBLDG
Pro Dev Travel	TPLDG
Recruiting Travel	TRLDG
Team Travel	TTLDG

2. Click 'Add Expense'
3. Fill out \*Required fields in the 'Standard Information' section
4. Indicate if the transaction is a University or personal expense using the checkboxes.
5. Add list of other travelers, if applicable, in 'Guests' section
6. Add FOAPAL information to 'Charge Code Allocations' section
7. Fill out any applicable fields in 'Additional Information' section
8. Using the vendor invoice as a guide, itemize each hotel charge by selecting the

'Itemizations' button

- a. Itemize daily charges first using the 'Quick Itemize' tool
- b. Using hotel bill as a guide, input daily charges and 'Continue'

**Note: If rates change during stay, use the quick itemize feature again for each daily rate**

- c. Itemize other charges by selecting the appropriate 'Expense Type' from drop-down list
  - i. Update amount to match vendor invoice for each charge
  - ii. Indicate if any of the itemizations are personal by checking the 'Personal or Per Diem' checkbox
- d. Save and repeat steps for each charge

The screenshot shows a web-based form for itemizing hotel charges. At the top, it instructs the user to enter the checkout date and the number of nights. Below this, there are two input fields: 'Checkout Date' with the value '7/30/14' and 'Number of Nights/Days' with the value '5'. The form is divided into two columns: 'Daily Lodging Charges' and 'Other Daily Charges'. Under 'Daily Lodging Charges', there are three rows: 'Room Rate - Business' (89.00), 'Room Tax - Business' (6.25), and another 'Room Tax - Business' (2.30). Under 'Other Daily Charges', there are two rows: 'Internet - Business' and 'Parking - Business' (5.00). A note at the bottom states 'Note: Room taxes will be combined' and there is a checkbox for 'Delete current itemization before quick itemize.'. A 'Continue' button is located at the bottom right of the form.

Daily Lodging Charges	Other Daily Charges
Room Rate - Business 89.00	Internet - Business
Room Tax - Business 6.25	Parking - Business 5.00
Room Tax - Business 2.30	
Room Tax - Business	