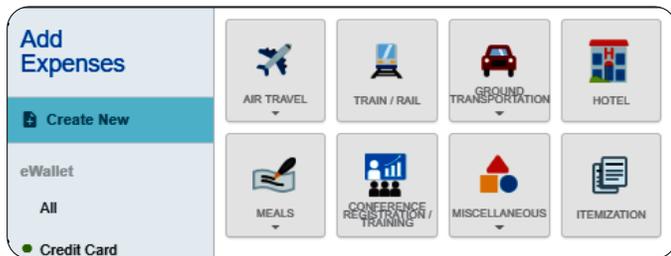


## Create Hotel Expense (Travel)

### Create Hotel Expense

#### 1. Select the Hotel tile



#### 2. Complete the expense tile form

The screenshot shows the '740130-Hotel' expense form. At the top right are 'Cancel', 'Save', and 'Itemize' buttons. The form fields include:
 

- Date: 10/11/2024
- Spent: 0.00 USD
- Description: (empty text area)
- Type of Travel: Domestic
- Activity Code (Optional): -- Select --
- Location (Optional): -- Select --
- Merchant: (empty text field)
- Check In Date: (calendar icon)
- Check Out Date: (calendar icon)
- Funding Source - Fund/Org/Program: 100100-50400-77 Educational & General Funds Office-Controller
- Attachments (0): (Add Attachments button)

- **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the Hotel receipt. Note: this date must be within the date range listed on the header of the expense report.
- **Spent:** Enter the total amount of the Hotel expense as noted on the hotel invoice.
- **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field.
- **Type of Travel:** Choose either Domestic or International.
- **Activity Code:** Click the drop-down box and select the appropriate value from the list.
- **Location:** Click the drop-down box and select the appropriate value from the list.
- **Merchant:** Enter the name of the Hotel.
- **Check In Date:** Click the calendar icon to select the date which represents the actual hotel check in date for this travel event.
- **Check Out Date:** Click the calendar icon to select the date which represents the actual hotel check out date for this travel event.
- **Funding Source:** Select the proper funding for the expense type.
- **Attachments:** Add invoices that match the expense total from your receipt gallery or by uploading them and dragging them in to this section.

3. Click Save in the top right corner once you've entered all the necessary information.

4. Click the green Submit button at the bottom of the screen to submit for processing.

Hotel Expense Quick Reference 0 Comments 1 Attachments ?

DATE	EXPENSE	SPENT	PAY ME
Thu 10/03/2024	 740130-Hotel Paid By Mamos	475.00 USD	475.00 

Expense Report  
010040341897

Total Pay Me Amount  
**475.00** USD

[Submit](#)