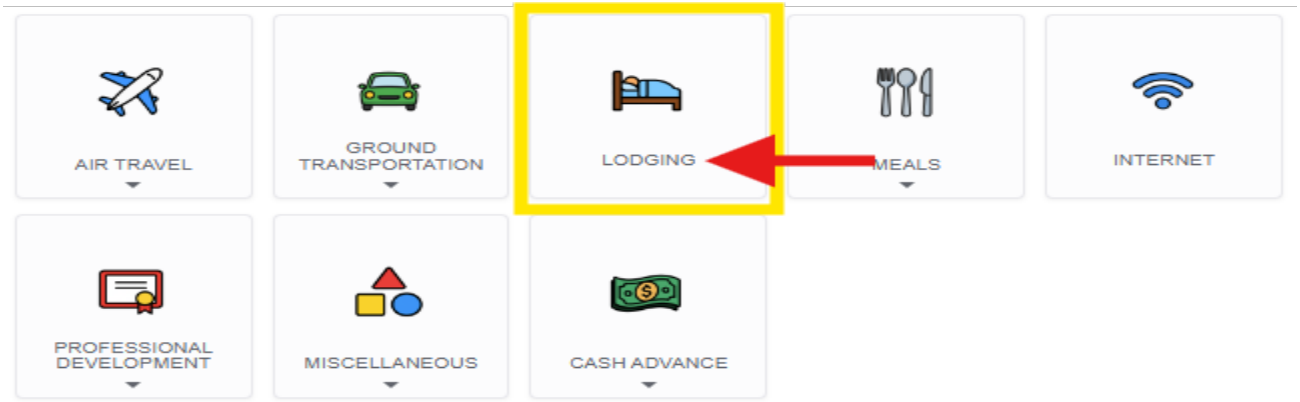
Emburse User Guide:
Lodging Expense Type

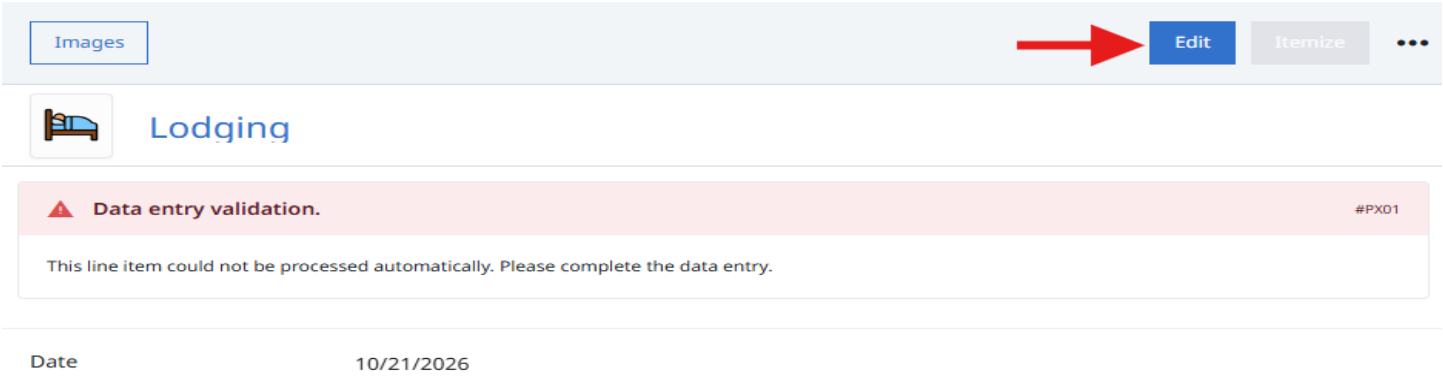
This expense type does not have sub-tiles.

- Tip: If this expense type was estimated on the Pre-Approval, then click that expense line in the Expense Report to edit.
- Tip: If this expense type was not estimated on the Pre-Approval, then add it to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).

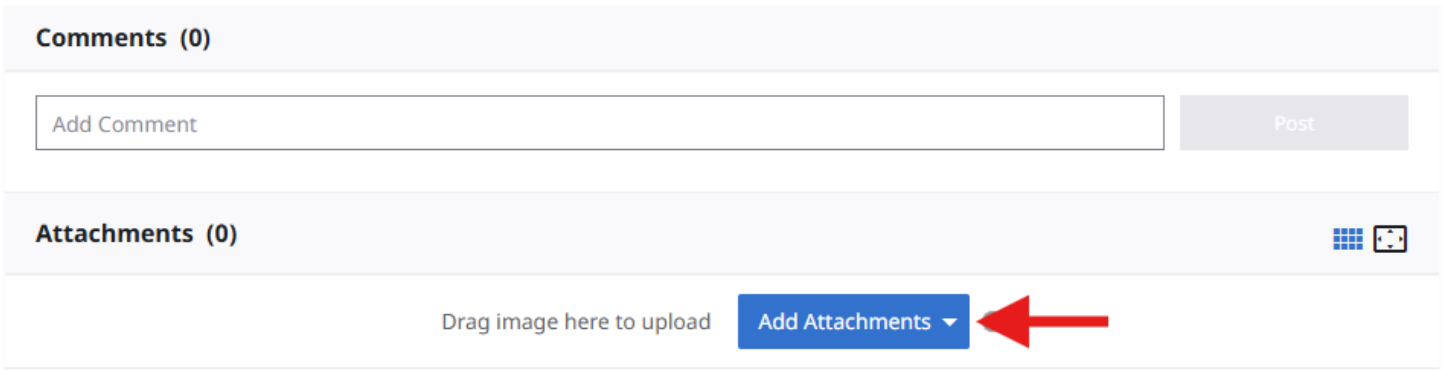


Click the Lodging expense line in the left-hand column on the Expense Report.

Click **Edit**.



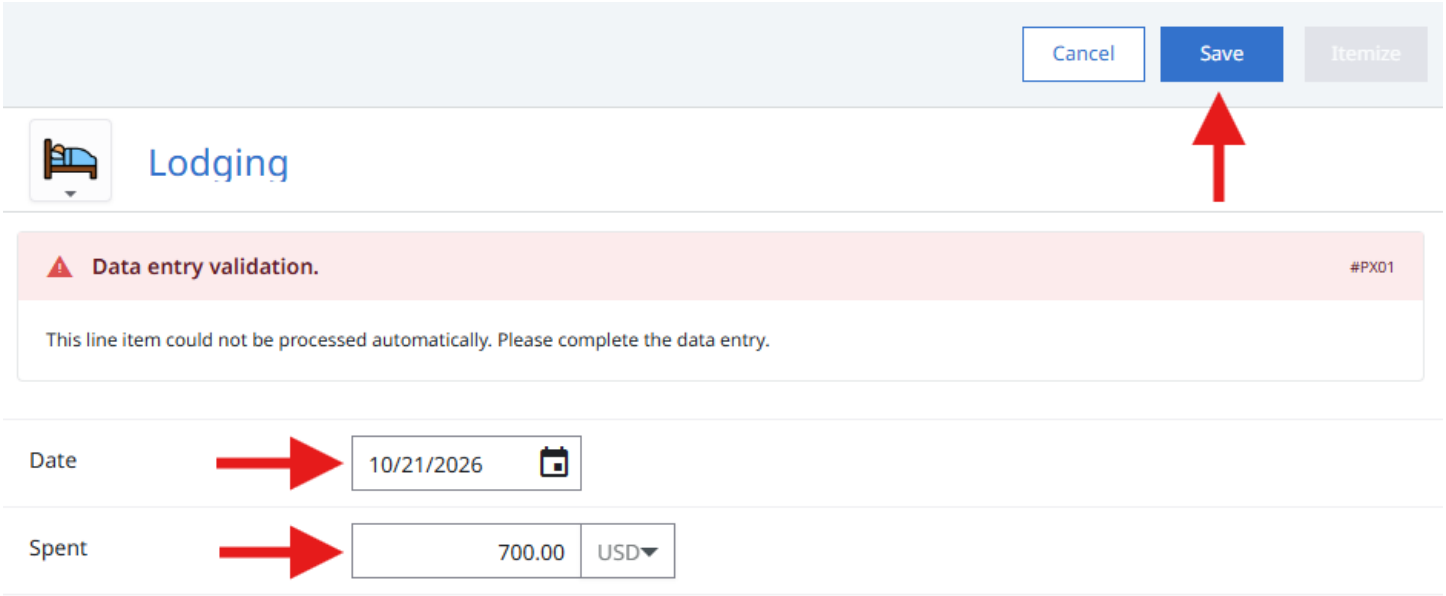
Scroll to the bottom of the screen.
Click **Add Attachments** to upload the receipt to the expense line item (PDF or JPEG format).



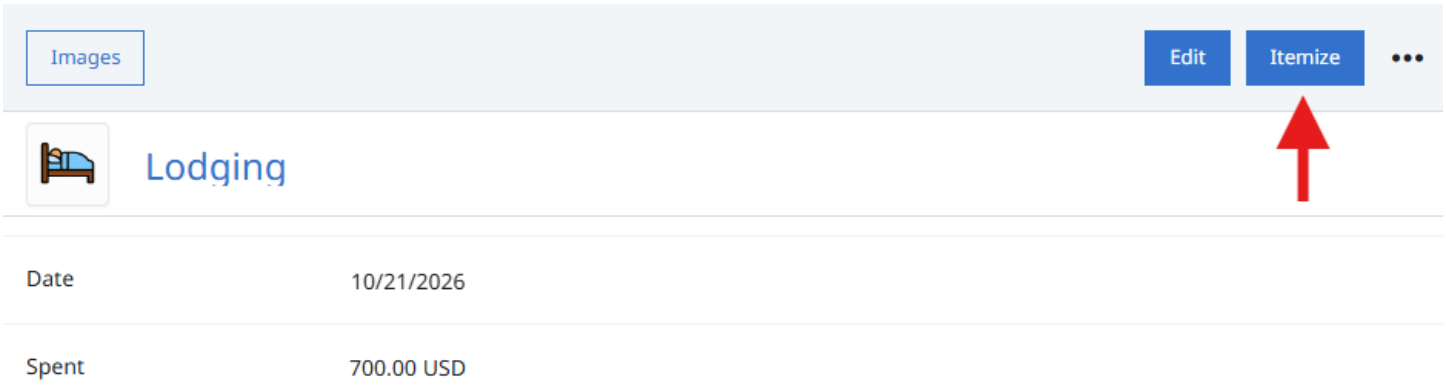
Check the **Date** and **Spent** fields to ensure the information matches the lodging receipt.

- Tip: The date entered in the **Date** field must be the date of payment for the lodging as indicated on the receipt. The amount entered in the **Spent** field must equal the total on the lodging receipt.

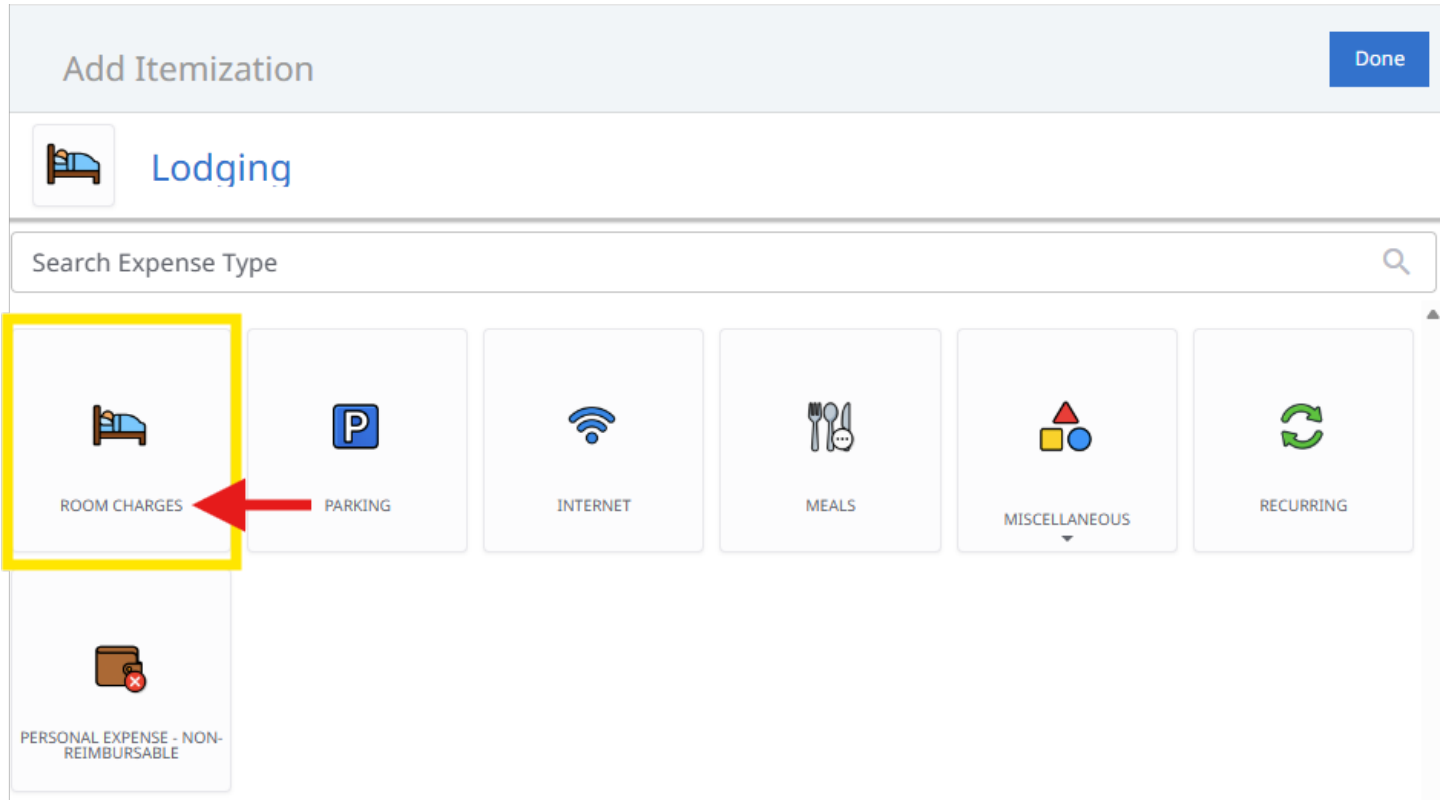
Click **Save**.



Click **Itemize** to break out the expenses listed on the receipt.



The **Add Itemization** screen will appear.



Click the **Room Charges** tile. Enter the amount of the room rate and applicable taxes. Click **Save**.

- If Parking or Internet is listed on the receipt, then separate those from the room charges and tax by adding the applicable sub-tile and entering the amount charged for them.

The **Personal Expense, Non-Reimbursable** tile is for a charge, such as room service, not covered travel under the USI Travel Policy.

- Tip: Personal expenses, such as room service, should not be charged to the Travel Card. The traveler should work with the hotel to have personal expenses billed separately to a personal payment method.