

Lodging and Car Rental Itemization

The *Lodging* and *Car Rental* expense types require additional steps on the Expense Report (ER). These expense types must be itemized to distinguish the separation of charges (e.g., room charge, parking, car rental, or fuel charge).

Step	Task
1.	Click the Expense Report icon.
2.	Complete the Document Header information.
3.	Click the Continue button.
4.	Select an Expense Type (e.g., Lodging or Car Rental) from the menu.
5.	Click the Add Expense button.
6.	Enter the information in the fields under Standard Information .
7.	Select a C-FOP from the Project menu under Charge Code Allocations .
8.	Click the View/Add Itemizations icon and complete the steps for Lodging or Car Rental (below), and then proceed to step 9 on page 2.

Lodging

Step	Task
1.	Click the Quick Itemize button.
2.	Enter the total Number of Nights/Days .
3.	Enter the Daily Lodging Charges (per night charge).*
4.	Click the Continue button.
5.	Click Finish Itemization .
	NOTE: If the room is shared with another employee, enter the Name of Shared Employee .

Car Rental

Step	Task
1.	Select the Expense Type from the menu.
2.	Click the Add Expense button.
3.	Enter the Amount (total charge).

Step	Task
4.	Click the Save button.
5.	Repeat steps 1 through 4 for all expense types, and then click Finish Itemization .

Continued from step 8 on page 1.

Step	Task
9.	Enter a note in the Notes field if necessary.
10.	Click the Save button.
11.	Repeat steps 4 through 10 to add additional Expense Types.
12.	Attach any receipts if necessary. For more information on how to attach receipts, review the <i>Browse and Attach Receipts</i> job aid.
13.	Click the Submit button.
14.	Read the certification information, and click View Policy if necessary.
15.	Click the Continue button.

For more information, refer to the *Create an Expense Report (ER)* job aid.

*TEM will not allow lodging t-card charges to be itemized to future dates. Please itemize the lodging to the same number of days using current dates and make a note on the ER of the actual dates of stay.

*Expense reports with lodging expenses not itemized by day will be returned for correction and will require re-submission.