

EX.020.109 - Itemizing a Lodging Bill using the Hotel Wizard

Purpose	To understand how to use the Hotel Wizard to quickly split a Hotel/Lodging expense type into multiple expense lines.
Description	The Hotel Wizard is a convenient and optional way for travelers to itemize a lodging bill with multiple charges. Using the Hotel Wizard, users can quickly split the lodging bill by expense type, date, and amount. The Hotel Wizard can be used on the following types of Expense Reports: • Creating a Fluid Expense Report (recommended if creating expense report on a mobile device) • Creating a Classic Plus Expense Report
Security Role	BOR PeopleSoft User BOR PeopleSoft User - No Tauth
Assumptions	None
Dependencies/ Constraints	Lodging expenses and additional expenses were incurred during overnight travel.
Additional Information	None

Procedure: Using Hotel Wizard on a Fluid Expense Report

Below are step-by-step instructions on how to split a lodging bill into multiple expenses on a Fluid Expense Report using the Hotel Wizard.

Step	Action
1.	Click the Create Expense Report tile on the homepage.
2.	Select a Business Purpose from the dropdown menu.
3.	Enter a Description .
4.	Enter a Destination Location .
5.	If needed, select Attach Receipt to attach supporting travel documents.
6.	If needed, select Accounting Defaults to review or change the accounting details for the Expense Report.
7.	Click the Expense Report Action dropdown menu.
8.	Select Add Expense Lines . The Expense Entry page displays.
9.	Enter the Date .
10.	Click the Look up Expense Type icon and select an Expense Type for Lodging. The possible Lodging Expense Types are: • Emp Lodging • Interntl Emp Lodging • Interntl Non Emp Lodging • Non Emp Lodging • Recruiting Emp Lodging • Recruiting Non Emp Lodging
11.	If needed, enter a Description .
12.	Enter the Number of Nights .
13.	Click the Payment dropdown menu and select a payment type.
14.	Enter the total amount of the lodging bill to be itemized in the Amount field.
15.	The Expense Location field pre-populates with the Destination Location entered on the previous General Information page. If the location for the lodging differs from the location entered on the General Information page, edit the Expense Location .
16.	Click the Itemize Hotel Bill button.

Step	Action
17.	A Questionnaire page displays with the following questions. Select Yes next to the options that apply to this trip only. • Do you have room charges or taxes? • Do you have room service charges? • Do you have telephone or internet charges? • Do you have parking charges? • Do you have laundry charges?
18.	Click Next .
19.	The Expenses Hotel Wizard displays. The number of steps within the Hotel Wizard varies depending on the items selected on the Questionnaire page. There are a total of seven possible steps: • Room Charges • Room Service • Phone/Internet • Parking • Laundry • Miscellaneous (this option displays automatically as an optional expense. No entry is required.) • Review
20.	Complete the details in each step and click Next until the Review step is reached.
21.	Confirm the breakdown of expenses and amounts is correct and that the Remaining amount equals 0.00.
22.	Click Submit . A window displays asking, "Are you sure you want to create X expense entries?"
23.	Click OK . Hotel Wizard is complete and the expense lines are added to the Expense Report

Procedure: Using Hotel Wizard on the Classic Plus Expense Report

Below are step-by-step instructions on how to split a lodging bill into multiple expenses on a Classic Plus Expense Report using the Hotel Wizard.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Employee Self-Service link.
4.	Click the Travel and Expenses link.
5.	Click the Expense Reports link.
6.	Click the Create/Modify link.
7.	The system navigates to the Expense Report page. Verify the correct user Empl ID defaults in the Empl ID field.
8.	Click the Add button.
9.	A blank Expense Report displays. Select a Business Purpose from the dropdown menu.
10.	Enter a Report Description .
11.	Enter a Destination Location or click the Lookup Destination Location icon to select a location.
12.	Enter the Date of the lodging expense
13.	Click the Expense Type drop-down list.
14.	Select the appropriate Lodging expense type. The possible Lodging Expense Types are: • Emp Lodging • Interntl Emp Lodging • Interntl Non Emp Lodging • Non Emp Lodging • Recruiting Emp Lodging • Recruiting Non Emp Lodging
15.	If needed, enter a Description .
16.	Click the Payment Type dropdown menu and select a payment type.
17.	Enter the total amount of the lodging bill to be itemized in the Amount field.
18.	The Location field pre-populates with the Destination Location entered at the top of the page. If the location for the lodging differs from this location, edit the Location.
19.	Enter the Number of Nights

Step	Action
20.	Click the Itemize Hotel Bill link.
21.	The Itemize Hotel Bill page displays. In the Charges Incurred on This Bill section, check the boxes for all charges present on the hotel bill. There are five possible charges: • Room Charge • Room Service Telephone/Internet • Parking • Laundry • Miscellaneous Charges
22.	Click the Continue button.
23.	Notice the colored icons near the top of the page which indicate the expenses selected on the previous page.
24.	Verify the Transaction Date populates with the date entered previously.
25.	Verify the Number of Nights is the total number of lodging nights reflected on the lodging bill.
26.	Enter the Room Rate .
27.	Click the Continue button.
28.	Complete the details in each step and click Continue until the Hotel Itemization – Finish! page is reached.
29.	Confirm the breakdown of expenses and amounts are correct and that the Remaining amount equals 0.00.
30.	Click Done . Hotel Wizard is complete and the expense lines are added to the Expense Report.