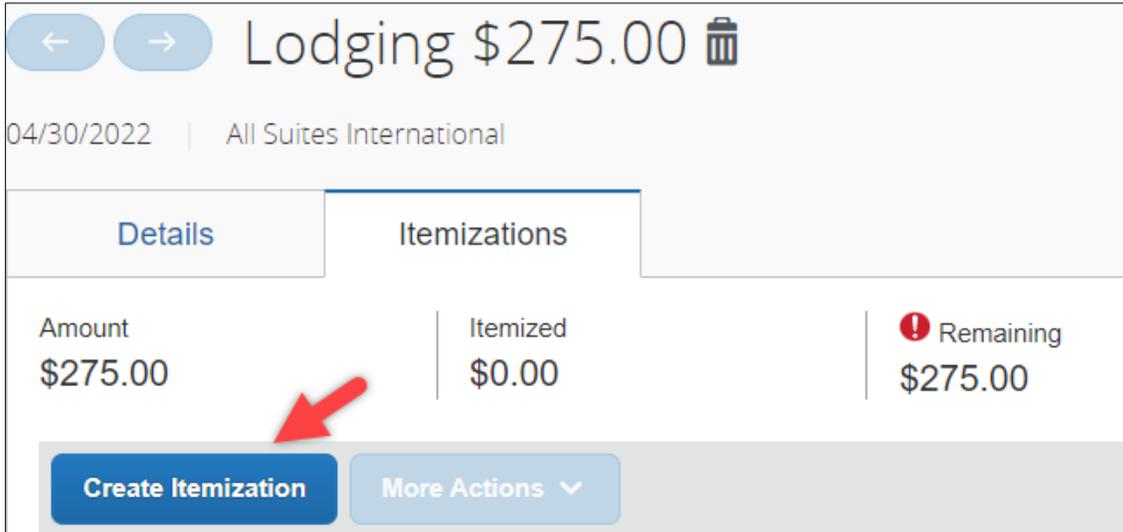


The purpose of this document is to guide UTRGV users to accurately itemize lodging expenses in iTravel+.

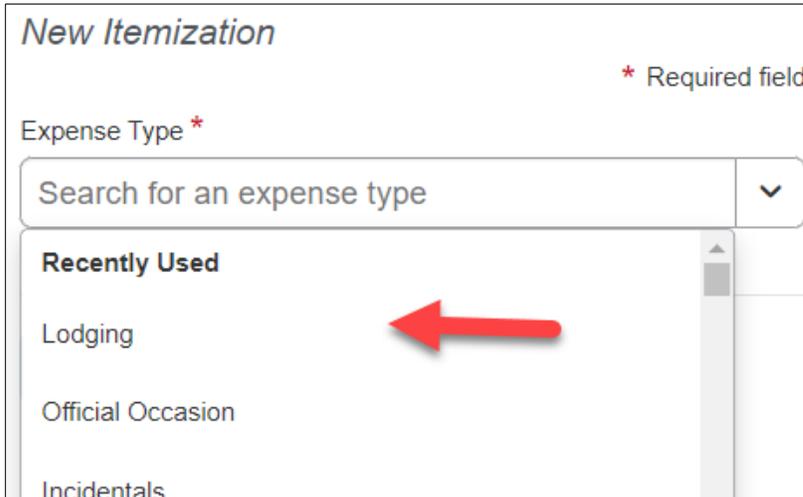
1. Select the lodging expense and click **Itemizations**.



2. Click **Create Itemization**.



3. From the **Expense Type** menu, select the applicable expense type.



4. If the nightly rate is the same, select **The Same Every Night** tab or  
 If the nightly rate is different, select the **Not the Same** tab.

**Enter the room rate and tax rate for each night and click Save Itemization.**

Entry Type: **Recurring Itemization** ▼ 04/28/2022 - 04/30/2022 (Nights: 2)

Your hotel room rate was:

The Same Every Night
Not the Same

Date	Room Rate	Room Tax	Tax 2	Tax 3
04/28/2022	125.00	12.50		
04/29/2022	125.00	12.50		

*(Amounts in USD)*

Save Itemization
Cancel

5. To add additional lodging expenses, click **Create Itemization**. Once the Remaining balance is \$0, click **Save Expense**.

Details	Itemizations	
Amount <b>\$275.00</b>	Itemized <b>\$275.00</b>	<span style="color: green;">✔</span> Remaining <b>\$0.00</b>
<span style="background-color: #0070c0; color: white; padding: 5px 15px; border-radius: 3px;">Create Itemization</span> <span style="margin-left: 10px; text-decoration: underline;">More Actions</span> ▼		
<input type="checkbox"/>	<b>Alerts</b> ↑↓	<b>Date</b> ≡
<input type="checkbox"/>	<b>Expense Type</b> ↑↓	<b>Requested</b> ↑↓
<input type="checkbox"/>	04/28/2022	Lodging
<input type="checkbox"/>	04/28/2022	LodgingTax
<input type="checkbox"/>	04/29/2022	Lodging
<input type="checkbox"/>	04/29/2022	LodgingTax

**\*Parking, parking sales tax, and resort fees should be expensed as INCIDENTALS. Please ensure that each expense is separated by the transaction date.**

\*State Cost Recovery Fees should be expensed as Lodging Tax.

**NOTES:**

- Please do not lump daily fees into one line item. Bulking will result in a returned expense report for correction. Example: The screenshot below has separated the lodging fees but include the daily taxes together. This is not allowed as the fees should also be itemized.

**INCORRECT:**

04/09/2024	Lodging	N	\$368.42	\$368.42
04/07/2024	Lodging	N	\$169.00	\$169.00
04/08/2024	Lodging	N	\$169.00	\$169.00
04/08/2024	LodgingTax	N	\$30.42	\$30.42

**CORRECT:**

Lodging	04/08/2024	\$368.42
		Itemized
LodgingTax	04/08/2024	\$15.21
Lodging	04/08/2024	\$169.00
LodgingTax	04/07/2024	\$15.21
Lodging	04/07/2024	\$169.00
		<b>\$368.42</b>

- When paying out of pocket, please note the payment method in the comments section, (i.e., cash, personal check, or credit card). A traveler may also attach a copy of their bank statement.
- Expenses NOT ALLOWED for hotel and lodging. (Please refer to the UTRGV Expense Resource Guide for a detailed list of applicable expenses.)
  - Movie charges
  - Laundry
  - Alcoholic beverage
  - Room service
  - Gift shop
  - Texas State Occupancy State Tax (note in the comments if the hotel did not accept certificate)