

Adding Hotel Expenses to your Expense Report – Part 1

Receipt Sample:

Date	Description	Additional Information	Charges	Credits
02-27-17	Room Charge		189.00	
02-27-17	Taxes Room Tax		10.87	
02-27-17	Taxes State Sales Tax		12.95	
02-28-17	Room Charge		189.00	
02-28-17	Taxes Room Tax		10.87	
02-28-17	Taxes State Sales Tax		12.95	
03-01-17	Room Charge		189.00	
03-01-17	Taxes Room Tax		10.87	
03-01-17	Taxes State Sales Tax		12.95	
03-02-17	Room Charge		189.00	
03-02-17	Taxes Room Tax		10.87	
03-02-17	Taxes State Sales Tax		12.95	
03-03-17	Visa Payment			851.28
Total			851.28	851.28
Balance				0.00

Concur Expense Summary:

New Expense

Expense Type Hotel	Transaction Date 03/03/2017	Vendor Best Western International	City of Purchase Portland, Oregon
Payment Type Employee Paid	Amount 851.28 USD	Comment	

Transaction Date – Enter the check-out date.

Vendor – The hotel brand (optional field)

City of Purchase – The city/state where the hotel is located.

Payment Type - If the University paid for your hotel, select “Company Paid.” If you paid out-of-pocket, select “Employee Paid.”

Amount – Enter the total on the hotel receipt.

Then click “Itemize”



Itemize	Allocate	Attach Receipt	Cancel
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Itemize Nightly Lodging Expenses

Receipt Sample:

Date	Description	Additional Information	Charges	Credits
02-27-17	Room Charge		189.00	
02-27-17	Taxes Room Tax		10.87	
02-27-17	Taxes State Sales Tax		12.95	
02-28-17	Room Charge		189.00	
02-28-17	Taxes Room Tax		10.87	
02-28-17	Taxes State Sales Tax		12.95	
03-01-17	Room Charge		189.00	
03-01-17	Taxes Room Tax		10.87	
03-01-17	Taxes State Sales Tax		12.95	
03-02-17	Room Charge		189.00	
03-02-17	Taxes Room Tax		10.87	
03-02-17	Taxes State Sales Tax		12.95	
03-03-17	Visa Payment			851.28
Total			851.28	851.28
Balance				0.00

Now enter the itemized hotel charges.

Expense Nightly Lodging Expenses

Check-in Date: Check-out Date: Number of Nights:

Recurring Charges (each night)

Room Rate: Room Tax:

Other Room Tax 1: Other Room Tax 2:

Check-In Date – Enter the first date of hotel stay. The system will automatically calculate the Number of Nights.

Room Rate – Enter the base rate per night.

Room Tax – Enter all taxes separate from the base rate.

Click “Save Itemizations”



When all itemized hotel charges are entered, the Expense Summary should match your receipt

8/3/2017

Receipt Sample:

Date	Description	Additional Information	Charges	Credits
02-27-17	Room Charge		189.00	
02-27-17	Taxes Room Tax		10.87	
02-27-17	Taxes State Sales Tax		12.95	
02-28-17	Room Charge		189.00	
02-28-17	Taxes Room Tax		10.87	
02-28-17	Taxes State Sales Tax		12.95	
03-01-17	Room Charge		189.00	
03-01-17	Taxes Room Tax		10.87	
03-01-17	Taxes State Sales Tax		12.95	
03-02-17	Room Charge		189.00	
03-02-17	Taxes Room Tax		10.87	
03-02-17	Taxes State Sales Tax		12.95	
03-03-17	Visa Payment			851.28
Total			851.28	851.28
Balance				0.00

Concur Expense Summary:

Expenses				
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	03/03/2017	Hotel Best Western International, Portlan	\$851.28	\$851.28
<input type="checkbox"/>	02/27/2017	Hotel	\$189.00	\$189.00
<input type="checkbox"/>	02/27/2017	Hotel Tax	\$23.82	\$23.82
<input type="checkbox"/>	02/28/2017	Hotel	\$189.00	\$189.00
<input type="checkbox"/>	02/28/2017	Hotel Tax	\$23.82	\$23.82
<input type="checkbox"/>	03/01/2017	Hotel	\$189.00	\$189.00
<input type="checkbox"/>	03/01/2017	Hotel Tax	\$23.82	\$23.82
<input type="checkbox"/>	03/02/2017	Hotel	\$189.00	\$189.00
<input type="checkbox"/>	03/02/2017	Hotel Tax	\$23.82	\$23.82

Adding Hotel Expenses – Part 2

Different Rates and Additional Charges

Receipt Sample:

Group Name		Folio No.		
Date	Description		Charges	Credits
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789	28.93	
03-15-17	Valet Parking	7958	30.00	
03-15-17	Accommodation		354.00	
03-15-17	Occupancy Tax 12%		42.48	
03-15-17	Tourism Fee		2.00	
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291	22.40	
03-16-17	Valet Parking	7958	30.00	
03-16-17	Package Room		195.00	
03-16-17	Occupancy Tax 12%		23.40	
03-16-17	Tourism Fee		2.00	
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529	26.58	
03-17-17	Valet Parking	7958	30.00	
03-17-17	Package Room		195.00	
03-17-17	Occupancy Tax 12%		23.40	
03-17-17	Tourism Fee		2.00	
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417	28.93	
03-18-17	Valet Parking	7958	30.00	
03-18-17	Package Room		195.00	
03-18-17	Occupancy Tax 12%		23.40	
03-18-17	Tourism Fee		2.00	
03-19-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5AR7	27.66	
03-19-17	Visa			1,314.18
Total			1,314.18	1,314.18
Guest Signature			Balance	0.00

Concur Expense Summary:

Expense Nightly Lodging Expenses

Expense Type <input type="text" value="Hotel"/>	Transaction Date <input type="text" value="03/19/2017"/>	Vendor <input type="text" value="Hyatt Hotels"/>	City of Purchase <input type="text" value="Sacramento, California"/>
Payment Type <input type="text" value="Employee Paid"/>	Amount <input type="text" value="1,314.18"/> x <input type="text" value="USD"/>	Comment <input type="text"/>	

Transaction Date – Enter the check-out date.

Vendor – The hotel brand (optional field)

City of Purchase – The city/state where the hotel is located.

Payment Type - If the University paid for your hotel, select “Company Paid.” If you paid out-of-pocket, select “Employee Paid.”

Amount – Enter the total on the hotel receipt.

Then click “Itemize”

Itemize
Allocate
Attach Receipt
Cancel

Itemize Nightly Lodging Expenses

Receipt Sample:

Group Name		Folio No.	
Date	Description	Charges	Credits
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789	28.93
03-15-17	Valet Parking	7958	30.00
03-15-17	Accommodation		354.00
03-15-17	Occupancy Tax 12%		42.48
03-15-17	Tourism Fee		2.00
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291	22.40
03-16-17	Valet Parking	7958	30.00
03-16-17	Package Room		195.00
03-16-17	Occupancy Tax 12%		23.40
03-16-17	Tourism Fee		2.00
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529	26.58
03-17-17	Valet Parking	7958	30.00
03-17-17	Package Room		195.00
03-17-17	Occupancy Tax 12%		23.40
03-17-17	Tourism Fee		2.00
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417	28.93
03-18-17	Valet Parking	7958	30.00
03-18-17	Package Room		195.00
03-18-17	Occupancy Tax 12%		23.40
03-18-17	Tourism Fee		2.00
03-19-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5RR7	27.66
03-19-17	Visa		
			1,314.18
Total		1,314.18	1,314.18
Guest Signature		Balance	0.00

Expense
Nightly Lodging Expenses

Check-in Date

Check-out Date

Number of Nights

Recurring Charges (each night)

Room Rate

Room Tax

Other Room Tax 1

Other Room Tax 2

Combine room rate and taxes into a single entry

Additional Charges (each night)

Expense Type

Amount

Expense Type

Amount

Check-In Date – Enter the first date of hotel stay. The system will automatically calculate the Number of Nights.

Room Rate – Enter the common base rate per night. In this example, the common base rate for three nights is \$195.00.

Room Tax – Enter all common taxes separate from the base rate. In this example, the taxes charged with the common base rate are \$23.40 and \$2.00 per night.

Adding Additional Charges (Ex: parking, room service, internet, etc.)

Receipt Sample:

Group Name		Folio No.	
Date	Description	Charges	Credits
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789	28.93
03-15-17	Valet Parking	7958	30.00
03-15-17	Accommodation		354.00
03-15-17	Occupancy Tax 12%		42.48
03-15-17	Tourism Fee		2.00
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291	22.40
03-16-17	Valet Parking	7958	30.00
03-16-17	Package Room		195.00
03-16-17	Occupancy Tax 12%		23.40
03-16-17	Tourism Fee		2.00
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529	26.58
03-17-17	Valet Parking	7958	30.00
03-17-17	Package Room		195.00
03-17-17	Occupancy Tax 12%		23.40
03-17-17	Tourism Fee		2.00
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417	28.93
03-18-17	Valet Parking	7958	30.00
03-18-17	Package Room		195.00
03-18-17	Occupancy Tax 12%		23.40
03-18-17	Tourism Fee		2.00
03-19-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5RR7	27.66
03-19-17	Visa		
Total		1,314.18	1,314.18
Guest Signature		Balance	0.00

Additional Charges (each night)

Expense Type: Choose an expense type (dropdown) Amount:

Expense Type: Choose an expense type (dropdown) Amount:

Select the appropriate Expense Type. In this example, there are valet parking charges of \$30.00 per night.

Remember that the system will add the Additional Charges for each night.

Additional Charges (each night)

Expense Type: Parking (dropdown) Amount: 30.00 (input with clear button)

Expense Type: Choose an expense type (dropdown) Amount:

Adding Additional Charges (Ex: parking, room service, internet, etc.)

Receipt Sample:

Group Name		Folio No.	
Date	Description	Charges	Credits
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789	28.93
03-15-17	Valet Parking	7958	30.00
03-15-17	Accommodation		354.00
03-15-17	Occupancy Tax 12%		42.48
03-15-17	Tourism Fee		2.00
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291	22.40
03-16-17	Valet Parking	7958	30.00
03-16-17	Package Room		195.00
03-16-17	Occupancy Tax 12%		23.40
03-16-17	Tourism Fee		2.00
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529	26.58
03-17-17	Valet Parking	7958	30.00
03-17-17	Package Room		195.00
03-17-17	Occupancy Tax 12%		23.40
03-17-17	Tourism Fee		2.00
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417	28.93
03-18-17	Valet Parking	7958	30.00
03-18-17	Package Room		195.00
03-18-17	Occupancy Tax 12%		23.40
03-18-17	Tourism Fee		2.00
03-19-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5RR7	27.66
03-19-17	Visa		
Total			1,314.18
Balance			0.00

Additional Charges (each night)

Expense Type: Amount:

Expense Type: Amount:

There are also meal expenses for all four nights. In this example, I am entering a common meal and an average cost, and I'll edit the charges later.

Remember that the system will add all Additional Charges for each night.

Now that I've added all additional itemized charges on my hotel receipt, I'm ready to Save Itemizations.

Modify Your Entries

Now I'm ready to modify my entries. Taking one line item at a time, I'll compare my entries to the line items on my receipt, and correct any amounts that are different.

Group Name		Folio No.		
Date	Description		Charges	Credits
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789	28.93	
03-15-17	Valet Parking	7958	30.00	
03-15-17	Accommodation		354.00	
03-15-17	Occupancy Tax 12%		42.48	
03-15-17	Tourism Fee		2.00	
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291	22.40	
03-16-17	Valet Parking	7958	30.00	
03-16-17	Package Room		195.00	
03-16-17	Occupancy Tax 12%		23.40	
03-16-17	Tourism Fee		2.00	
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529	26.58	
03-17-17	Valet Parking	7958	30.00	
03-17-17	Package Room		195.00	
03-17-17	Occupancy Tax 12%		23.40	
03-17-17	Tourism Fee		2.00	
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417	28.93	
03-18-17	Valet Parking	7958	30.00	
03-18-17	Package Room		195.00	
03-18-17	Occupancy Tax 12%		23.40	
03-18-17	Tourism Fee		2.00	
03-19-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5RR7	27.66	
03-19-17	Visa			1,314.18
Total			1,314.18	1,314.18
Guest Signature			Balance	0.00

The first line item on my receipt is not a breakfast, but a Bistro Dinner for \$28.93.

Expenses				
<input type="checkbox"/>	Date ▲	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/15/2017	Hotel Hyatt Hotels, Sacramento, California	\$1,314.18	\$1,113.60
The itemization amounts do not add up to the expense amount.				
<input type="checkbox"/>	03/15/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/15/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/15/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/15/2017	Breakfast	\$28.00	\$28.00
<input type="checkbox"/>	03/16/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/16/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/16/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/16/2017	Breakfast	\$28.00	\$28.00
<input type="checkbox"/>	03/17/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/17/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/17/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/17/2017	Breakfast	\$28.00	\$28.00
<input type="checkbox"/>	03/18/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/18/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/18/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/18/2017	Breakfast	\$28.00	\$28.00

By selecting the line item on the Concur Expense Summary, I can change the Expense Type to "Dinner," and change the amount to \$28.93.

Itemization				
Total Amount: \$1,314.18 Itemized: \$				
Expense Type	Transaction Date	City of Purchase	Payment Type	Amount
Breakfast	03/15/2017	Sacramento, California	Employee Paid	28.00
Breakfast				
Dinner				
Lunch				

Modify Your Entries

Group Name		Folio No.		
Date	Description		Charges	Credits
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789	28.93	
03-15-17	Valet Parking	7958	30.00	
03-15-17	Accommodation		354.00	
03-15-17	Occupancy Tax 12%		42.48	
03-15-17	Tourism Fee		2.00	
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291	22.40	
03-16-17	Valet Parking	7958	30.00	
03-16-17	Package Room		195.00	
03-16-17	Occupancy Tax 12%		23.40	
03-16-17	Tourism Fee		2.00	
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529	26.58	
03-17-17	Valet Parking	7958	30.00	
03-17-17	Package Room		195.00	
03-17-17	Occupancy Tax 12%		23.40	
03-17-17	Tourism Fee		2.00	
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417	28.93	
03-18-17	Valet Parking	7958	30.00	
03-18-17	Package Room		195.00	
03-18-17	Occupancy Tax 12%		23.40	
03-18-17	Tourism Fee		2.00	
03-19-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5897	27.66	
03-19-17	Visa			1,314.18
Total			1,314.18	1,314.18
Guest Signature			Balance	0.00

The next line item that is different on my receipt is the base rate and taxes on 3/15/17.

Again, by selecting the line item on the Concur Expense Summary, I can change the base rate to \$354.00. The same has to be done with the taxes on 3/15/17.

Expenses				
<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/15/2017	Hotel Hyatt Hotels, Sacramento, California	\$1,314.18	\$1,136.10
The itemization amounts do not add up to the expense amount.				
<input type="checkbox"/>	03/15/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/15/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/15/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/15/2017	Dinner	\$28.93	\$28.93
<input type="checkbox"/>	03/16/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/16/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/16/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/16/2017	Breakfast	\$22.40	\$22.40
<input type="checkbox"/>	03/17/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/17/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/17/2017	Parking	\$30.00	\$30.00

Itemization

Expense Type:

Transaction Date:

Amount: USD

Personal Expense (do not itemize)

Modify Your Entries

Receipt Sample:

Date	Description	Folio No.	Charges	Credits
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789	28.93	
03-15-17	Valet Parking	7958	30.00	
03-15-17	Accommodation		354.00	
03-15-17	Occupancy Tax 12%		42.48	
03-15-17	Tourism Fee		2.00	
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291	22.40	
03-16-17	Valet Parking	7958	30.00	
03-16-17	Package Room		195.00	
03-16-17	Occupancy Tax 12%		23.40	
03-16-17	Tourism Fee		2.00	
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529	26.58	
03-17-17	Valet Parking	7958	30.00	
03-17-17	Package Room		195.00	
03-17-17	Occupancy Tax 12%		23.40	
03-17-17	Tourism Fee		2.00	
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417	28.93	
03-18-17	Valet Parking	7958	30.00	
03-18-17	Package Room		195.00	
03-18-17	Occupancy Tax 12%		23.40	
03-18-17	Tourism Fee		2.00	
03-18-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5RR7	27.66	
03-19-17	Visa			1,314.18
Total			1,314.18	1,314.18
Guest Signature			Balance	0.00

All itemized charges on the hotel receipt have been added, but notice that the hotel charges are still out of balance. Notice that there is a breakfast on the receipt on 3/19 that has not been added to the Expense Report.

Expenses Move Delete Copy View <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/15/2017	Hotel Hyatt Hotels, Sacramento, Californ	\$1,314.18	\$1,286.52

The itemization amounts do not add up to the expense amount.

Select the Hotel expense on the Concur Expense Summary page.
Click Add Itemization on the right side.



New Itemization

Expense Type

03. Meals

- Breakfast
- Dinner
- Lunch

Select the appropriate Expense Type. In this example, I'll select "Breakfast."

New Itemization Total Amount: \$1,314.18 | Itemized:

Expense Type: Transaction Date: City of Purchase: Payment Type: Amount:

Personal Expense (do not reimburse) Comment:

Complete the required fields and Save your entry.

Hotel Expense Completed

Group Name		Folio No.		
Date	Description		Charges	Credits
03-15-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1789	28.93	
03-15-17	Valet Parking	7958	30.00	
03-15-17	Accommodation		354.00	
03-15-17	Occupancy Tax 12%		42.48	
03-15-17	Tourism Fee		2.00	
03-16-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5291	22.40	
03-16-17	Valet Parking	7958	30.00	
03-16-17	Package Room		195.00	
03-16-17	Occupancy Tax 12%		23.40	
03-16-17	Tourism Fee		2.00	
03-17-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5529	26.58	
03-17-17	Valet Parking	7958	30.00	
03-17-17	Package Room		195.00	
03-17-17	Occupancy Tax 12%		23.40	
03-17-17	Tourism Fee		2.00	
03-18-17	- 3SIXTY Bistro Dinner Food	Room# 6111 : CHECK# 1417	28.93	
03-18-17	Valet Parking	7958	30.00	
03-18-17	Package Room		195.00	
03-18-17	Occupancy Tax 12%		23.40	
03-18-17	Tourism Fee		2.00	
03-19-17	- 3SIXTY Market Breakfast Food	Room# 6111 : CHECK# 5RR7	27.66	
03-19-17	Visa			1,314.18
Total			1,314.18	1,314.18
Guest Signature			Balance	0.00

Expenses				
<input type="checkbox"/>	Date ▼	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	03/15/2017	Hotel Hyatt Hotels, Sacramento, Californ	\$1,314.18	\$1,314.18
<input type="checkbox"/>	03/15/2017	Hotel	\$354.00	\$354.00
<input type="checkbox"/>	03/15/2017	Hotel Tax	\$44.48	\$44.48
<input type="checkbox"/>	03/15/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/15/2017	Dinner	\$28.93	\$28.93
<input type="checkbox"/>	03/16/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/16/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/16/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/16/2017	Breakfast	\$22.40	\$22.40
<input type="checkbox"/>	03/17/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/17/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/17/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/17/2017	Breakfast	\$26.58	\$26.58
<input type="checkbox"/>	03/18/2017	Hotel	\$195.00	\$195.00
<input type="checkbox"/>	03/18/2017	Hotel Tax	\$25.40	\$25.40
<input type="checkbox"/>	03/18/2017	Parking	\$30.00	\$30.00
<input type="checkbox"/>	03/18/2017	Dinner	\$28.93	\$28.93
<input type="checkbox"/>	03/19/2017	Breakfast	\$27.66	\$27.66

All hotel expenses are now entered, and itemized charges balance to the total.