



Expense Reports: Hotel Information

If hotel rates differ depending on the day, the VUMC employee can enter the total cost of the hotel expense and Workday will calculate the average cost per day to match the receipt provided. Complete Expense Report instructions can be found [here](#). Follow the steps below to create an expense report with hotel information.

From the Create Expense Report, Expense Lines:

1. Select **Add**.
 2. Attach the **receipt** for the Hotel.
 3. Select the **Expense Date**.
- Note:** this is the day of the charge, usually the day you check **out** of the hotel.
4. Select the **Expense Item**. You can select from the list or type **Hotel** to search.
 5. Enter the **total amount** of the hotel stay including tax. This should match the total on the receipt.
 6. Under **Item Details**, enter the **Hotel name**, the **Arrival Date**, and **Departure Date**. Make sure that this matches the receipt you attached.
 7. Under Itemization, note the **Remaining Amount to Itemize**, along with the information under **Daily Expenses**. These will populate based on your responses under Expense Line. Select **Edit** under **Daily Expenses**.

Create Expense Report EXP-00027337

Pay To Employee: Status Draft Personal 0.00 USD

Header Attachments **Expense Lines**

Add 1

Expense Line

Drop files here

or

Select files 2

Expense Date * 07/11/2023 3

Expense Item * x Domestic Hotel 4

Total Amount * 650.00 5

Currency * x USD

Memo

Item Details 6

Hotel * x Best Western

Arrival Date * 06/27/2023

Departure Date * 06/30/2023

Itemization

Remaining Amount to Itemize 650.00/650.00 USD

Add 0 items

Daily Expenses

Edit 7 2 items

Room Rate *	0.00 USD
Tue, Jun 27, 2023	
Room Tax *	0.00 USD
Tue, Jun 27, 2023	

Receipt Included



Expense Reports: Hotel Information

From the Daily Expense Window:

1. Ensure the number of **Nights** is correct. It will auto-populate based on previous responses.
2. Enter the **Total Amount**. The **Daily Rate** will calculate based on the **Total Amount** and the **Number of Nights** provided.
3. Scroll down and make sure that all of the cost centers are correct. Stop at the **Room Tax** section. A **Remaining** total will be visible which is the difference from the total you already entered and the room rate from above. Again, enter the **Total Amount** first and the **Daily Rate** will populate.
4. Select **Done** once all information has been reviewed.
5. When you return to the previous screen, note the updated totals under **Itemization**.

Complete the Expense Report using instructions from [WDSC-606-Q1 Create an Expense Report](#).

Daily Expenses

Remaining 0.00/600.00 USD

Check in Date * 06/27/2023

Expense Item * Room Rate

Number of Nights * 3 1

Daily Rate * 200.00

Total Amount * 600.00 2

Memo

Company x Vanderbilt University Medical Center ...

Grant :≡

Gift :≡

Project :≡

Done

Remaining (50.00)/600.00 USD

Check in Date * 06/27/2023

Expense Item * Room Tax

Number of Nights * 3

Daily Rate * 16.666667

Total Amount * 50.00 3

Memo

Company x Vanderbilt University Medical Center ...

Grant :≡

Gift :≡

Project :≡

Done 4

Itemization

Remaining Amount to Itemize 0.00/650.00 USD

0 Items

5

Daily Expenses

2 Items

Room Rate *	600.00 USD
Tue, Jun 27, 2023	
Room Tax *	50.00 USD
Tue, Jun 27, 2023	

Receipt Included

QUESTIONS?

Please email BusinessEducation@vumc.org.