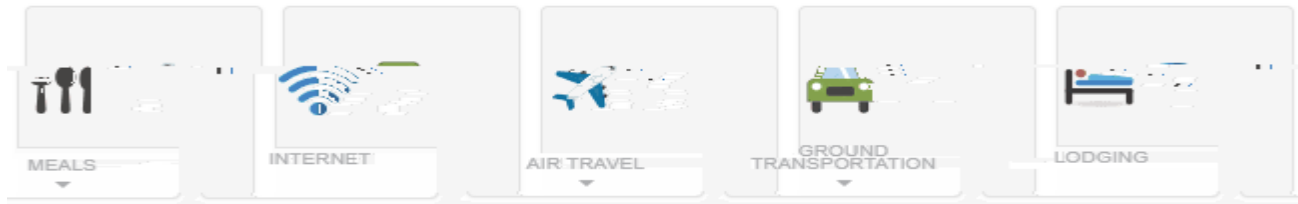


Lodging Expense Type

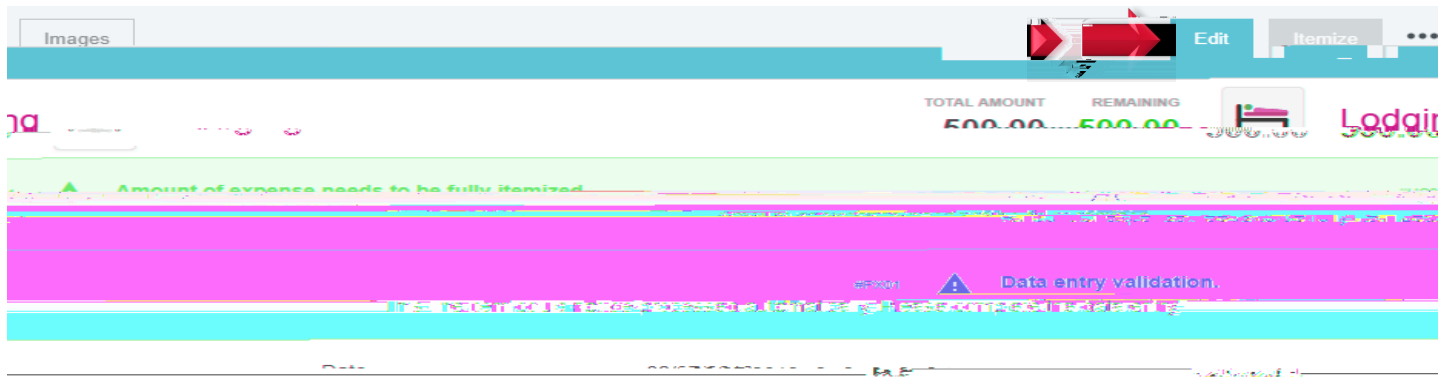
This expense type does not have sub-mosaic tiles.



Click the Lodging expense line, in the left-hand column, on the Expense Report.

- *Tip:* If this expense type was not estimated on the Pre-Approval, then click the Lodging mosaic to add it to the Expense Report. In the Date field, enter the payment date and in the Spent field, enter the total of the hotel receipt. Click Save. Then proceed with the steps below.

Click **Edit**.



Scroll to the bottom of the screen. Attach the receipt to the expense line item.





