UW-Shared Services
University of Wisconsin System

Entering a Lodging Claim

This tip sheet will show you how to enter a Lodging claim on an expense report. The lodging policy may be found in Policy 415.

Getting Your Receipt

1. The lodging company will either print or email a receipt after checkout. That receipt must be attached to the expense report.
   - Documents created before hotel checkout do not serve as receipts. This includes documents like Concur reservations, reservations with the hotel, bills/invoices created prior to payment, etc.
   - Please note that third-party vendors such as Expedia, Hotels.com, etc. are not reimbursable under travel policy. Those receipts will not be accepted. Airbnb is allowed per policy.

2. Please check the receipt to make sure it has the following data
   - Vendor name and address
   - Traveler's name
   - Dates of stay
   - Number of people in the room
   - Daily room rate
   - Itemization of goods, services, taxes and fees
   - Proof of payment

Hilton
HOTELS & RESORTS

HILTON - MILWAUKEE
509 W. WISCONSIN AVE
MILWAUKEE, WI 53203
United States of America
TELEPHONE 414-271-7250 • FAX 414-271-1039
Reservations
www.hilton.com or 1 800 HILTONS

DOE, JANE
555 RESIDENCE ST

MADISON WI 53703
UNITED STATES OF AMERICA

Room No: 1000/K1D
Arrival Date: 2/25/2020 3:49:00 PM
Departure Date: 2/26/2020 1:53:00 PM
Adult/Child: 1/0
Cashier ID: ALEMMENES
Room Rate: 90.00
AL:
HH # 123456789
VAT #
Folio No/Che 7654321 A

Confirmation Number: 1111111111

HILTON - MILWAUKEE 2/26/2020 1:53:00 PM

DATE	DESCRIPTION	ID	REF NO	CHA GES	CREDIT	BALANCE
2/25/2020	PARKING OVERNIGHT	EROBB	2222222	$28.00		
2/25/2020	GUEST ROOM EXEMPT	EROBB	3333333	$90.00		
2/26/2020	VS *1234	ALEMMEN ES	4444444		($118.00)	
				BALANCE		$0.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 5,700 hotels and resorts in 113 countries, please visit Honors.com

Thank you for choosing Hilton. You'll get more when you book directly with us - more destinations, more points, and more value. Book your next stay at hilton.com.

Thank you for choosing to be our guest at the Hilton Milwaukee. Should you have any comments or concerns about your stay please contact us at QUALITY@HILTONMILWAUKEE.COM.

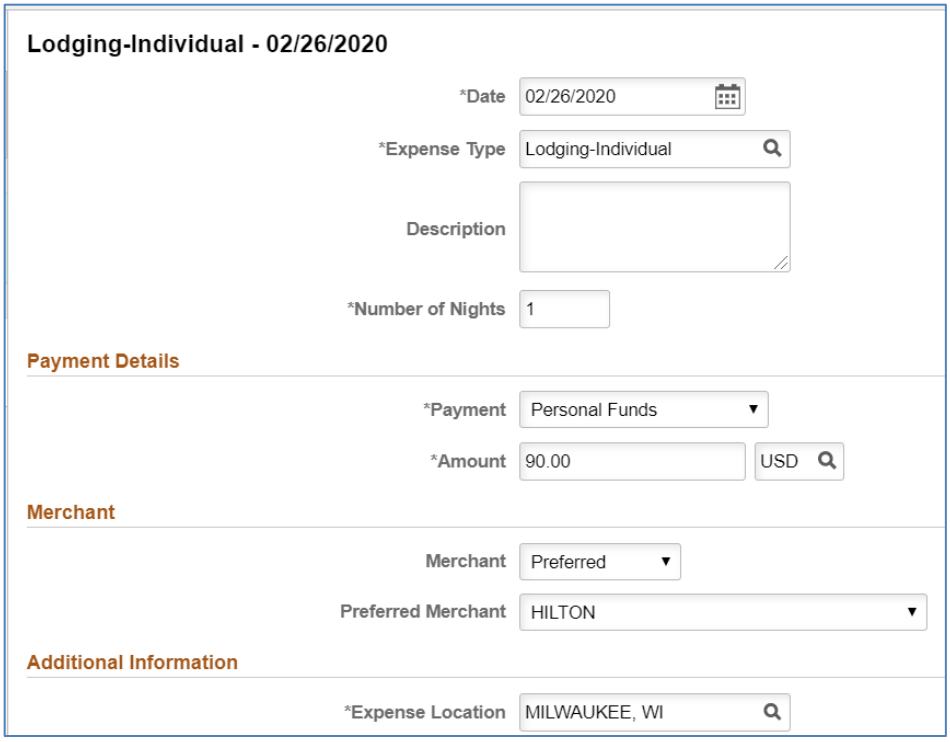
CREDIT CARD DETAIL

APPR CODE	000001	MERCHANT ID	84020
CARD NUMBER	VS *1234	EXP DATE	02/23
TRANSACTION ID	1234567	TRANS TYPE	Sale

Entering Your Claim

Enter the following information into a new expense line:

1. **Date**: Enter the date of purchase from your receipt. This date is when the hotel charged your credit card.
2. **Description**: Enter additional clarifying information about this transaction. This section may be left blank.
3. **Number of Nights**: Enter the number of nights being paid for by the dollar amount claimed. For example, if you are expensing a single night's advanced deposit on a weeklong stay, the number of nights should be one (1), not seven (7).
4. **Reimbursement Method**: Choose how you would like to be reimbursed.
    - **Personal Funds** are reimbursed to you through ACH (direct deposit) or check.
    - **Corporate Card** reimbursements go directly to your US Bank corporate card.
    - **Prepaid** indicates the university has already paid for this and no reimbursement is due.
5. **Amount**: Enter the amount of this transaction. Your lodging claim is limited to the room rate plus any taxes and fees assessed on the room. Cleaning fees on Airbnb lodging also count towards this lodging maximum. Other items that may appear on your hotel receipt, such as hotel parking, should be split out to the proper expense type. The hotel receipt above would have two lines on an expense report – a $93 line for lodging, and a $28 line for parking.
6. **Merchant**: Please type the hotel chain at which you stayed. The merchant name should be at the chain level ("Hilton" is correct, "Hilton – Milwaukee" is incorrect).
7. **Expense Location:** Enter the city where the hotel is located. You may enter this by typing the city and state in directly (ex. "Atlanta, GA"), or by searching using the magnifying glass. Foreign locations are city and country (ex. "Paris, France"). If a location is not in SFS's database, use the county for domestic locations (ex. "Cook County, IL") or "Country, Other Locations" for foreign travel (ex. "China, Other Locations").



Lodging-Group claims have a few additional requirements. Under **How Many People**, please enter the number of people staying in that room. Please also provide their names and affiliations, either in the description or in the report's Justification and Supporting Details.

If you wish to change the funding string of your expense, you may do so within the same business unit in the Accounting section.

The **Non-Reimbursable** switch should not be used. Non-reimbursable expenses should not be reported, and if your campus asks you to do so, this should be done by selecting a **Prepaid**

Reimbursement Method, not by using the non-reimbursable switch. Setting non-reimbursable to yes will void any amount entered in the Amount box and set the line to $0.

Once you have completed your expense line, you may add additional claims by clicking the **Add** button on the left side of the screen. If you've entered all your expenses and are ready to submit, press the gray **Review and Submit** button in the upper right to take you to the Expense Summary page. Once you review the Expense Summary page, click **Submit** in the upper right. If you'd like to save the expense report for future modification, click the green **Save** button.