



4. Additional one-time charges can be added





9. Click on save.

The screenshot shows a web-based expense entry form. At the top, there are tabs for 'Expense', 'Nightly Lodging Expenses', and 'Receipt Image'. A summary bar indicates 'Total Amount: \$452.36 | Itemized: \$452.36 | Remaining: \$0.00'. The form fields include: Expense Type (Lodging), Transaction Date (04/11/2018), Report/Trip Purpose (Business Trip), Vendor (Ramada), City of Purchase (Denver, Colorado), Payment Type (Cash/Personal Funds), and Amount (\$52.36). Below these are fields for 'Additional Information' and 'Comment'. At the bottom, there are dropdowns for 'Cost Object Type' (CC Cost Center) and 'Cost Object' (9146200500 Administrative). A row of buttons at the bottom includes 'Save' (highlighted with a blue box), 'Add Itemization', 'Attach Receipt', and 'Cancel'.

The details for the lodging itemization appear below the expense type.

