

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), Additional Information, Vendor (Ramada), City of Purchase (Denver, Colorado), Payment Type (Cash/Personal Funds), and Amount (\$52.36). Below these are fields for Comment, Cost Object Type ((CC) Cost Center), and Cost Object ((9146200500) Administrative). At the bottom, there are four buttons: 'Save' (highlighted with a blue box), 'Add Itemization', 'Attach Receipt', and 'Cancel'.

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

