Request: Hotel and Lodging per Diem

There are several options to add estimated lodging to the travel Request. These expenses can be used individually or in combination depending on destination, budget, funding and amounts.

**When to Use the Hotel Icon under the Segments tab**
- For total estimated lodging expense amount
- When staying in multiple destinations, or different destinations than listed in air segment, to support Locate feature which provides traveler safety information
- Can include the Hotel Segment with $0 amount in combination with Hotel or Lodging, Other expense types
- When not allocating (split funding) the lodging estimated expenses

**When to Use the Hotel Expense type under the Expenses tab**
- To check and/or add estimated lodging per diem amounts (check rates by adding 1 night for the destination)
- May add multiple estimated lodging per diem expenses for multi-leg trips
- To request an exception to lodging per diem
- When the estimated lodging per diem must be allocated (charged) to a fund that is different than the estimated airfare, because segments may not be allocated separately

**When to Use the Lodging, Other Expense type under the Expenses tab**
- For total estimated lodging expense amount
- To request an exception to lodging per diem
- When the estimated lodging amount must be allocated (charged) to a fund that is different than the estimated airfare, because segments cannot be individually allocated