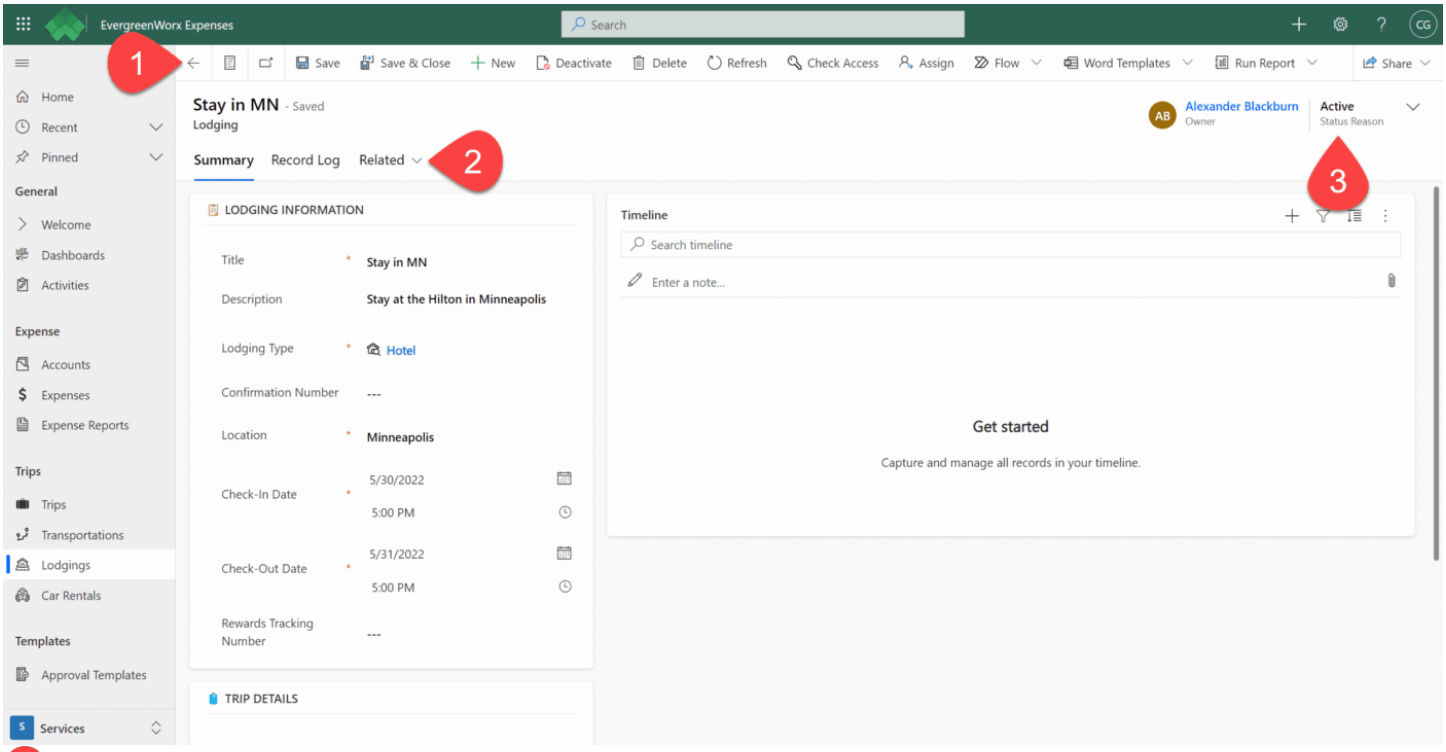
Lodgings

Expenses · https://evergreenworx.com/docs/lodgings/

The Lodging record form stores key information about the housing accommodations needed for a specific business travel trip.



1 In the ribbon, available actions are displayed for the current Lodging record, such as deactivating the record, deleting the record, or running a report. The actions available depend on your security role and permissions.

2 Record forms have tabs that allow the user to move between different data elements of the record. On the Lodging record, you'll see the following tabs:

- Summary – Displays details about the housing accommodation, including the type, location, check in and check out dates, confirmation number, and a rewards tracking number, if applicable. The Timeline stores historical notes and activities against the record. For more information, see Timeline | EvergreenWorx.
- Related – Other related items, such as Record Audit History and Activities.

3 Status of the record shows whether this Expense is New, Reported, Pending Approval, Approved, or Canceled.