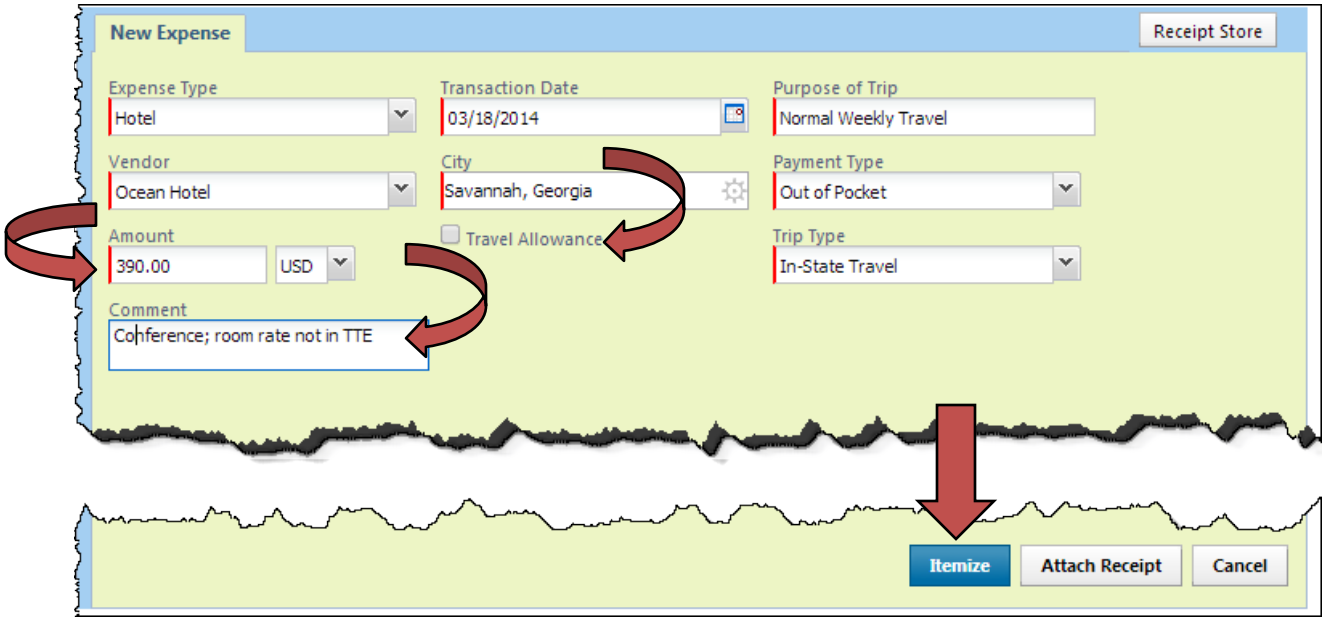
How to Itemize a Hotel Expenses with Multiple Room Rates on the Same Stay

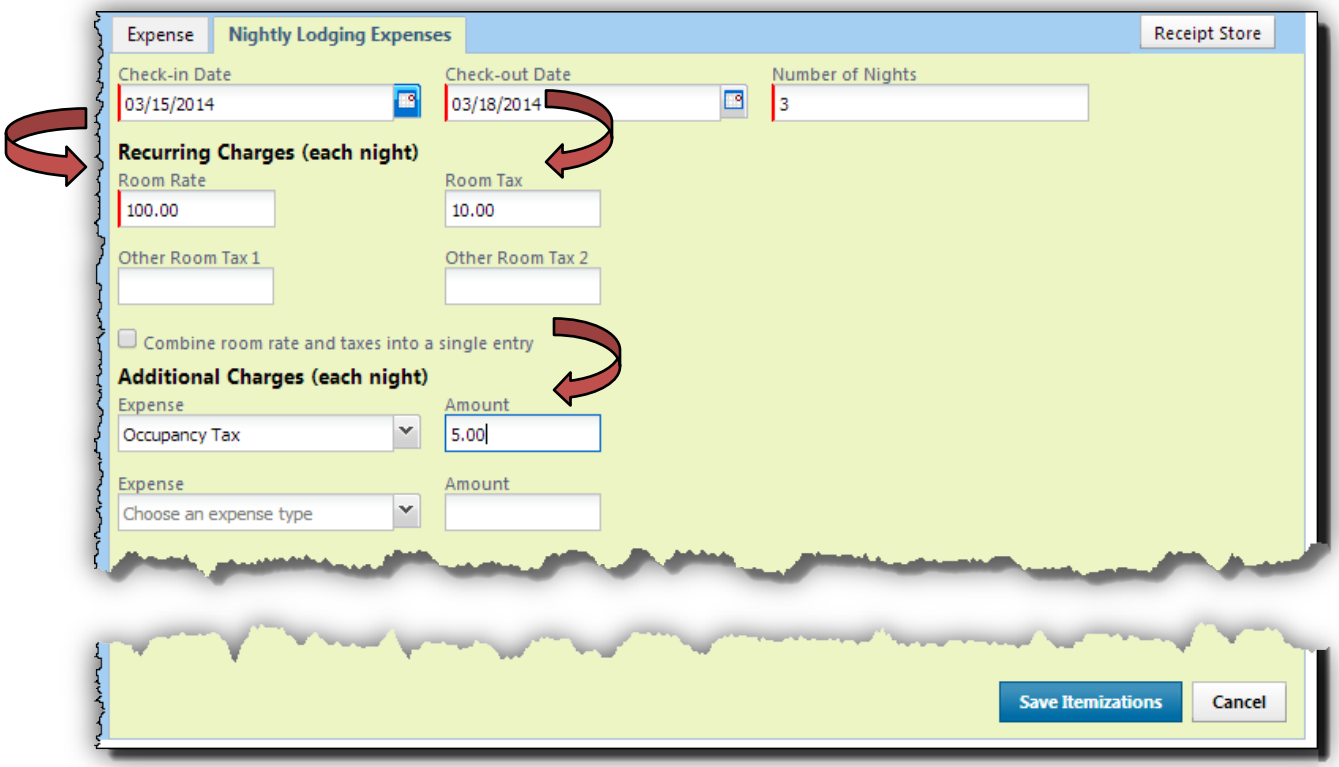
- Import the *Smart Expense* and open the Expense or Enter the Expense manually when there is no matching TTE Reservation.
    - If the expense was <u>not</u> imported as a *Smart Expense*, uncheck the **Travel Allowance** box and enter an explanation in the **Comment** box.
- Enter the total amount from the Hotel Receipt in the Amount field.
- Update any required fields necessary
- Click on **Itemize.**



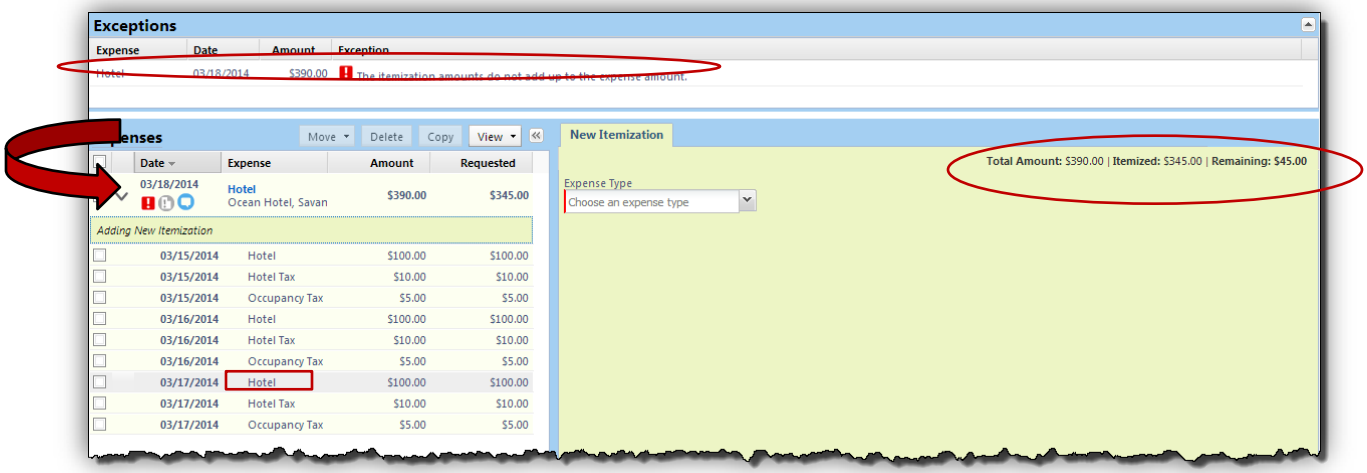
- Enter either the **Number of Nights** you stayed or the **Check-in Date**
- Enter ***Recurring Charges***:

  NOTE: In our example the total Hotel Expense was $390 with two nights at a $100 Room Rate, Sales Tax at $10 and Occupancy Tax at $5 and the last night was at a Room Rate of $125, Sales Tax at $12 and Occupancy Tax of $5.

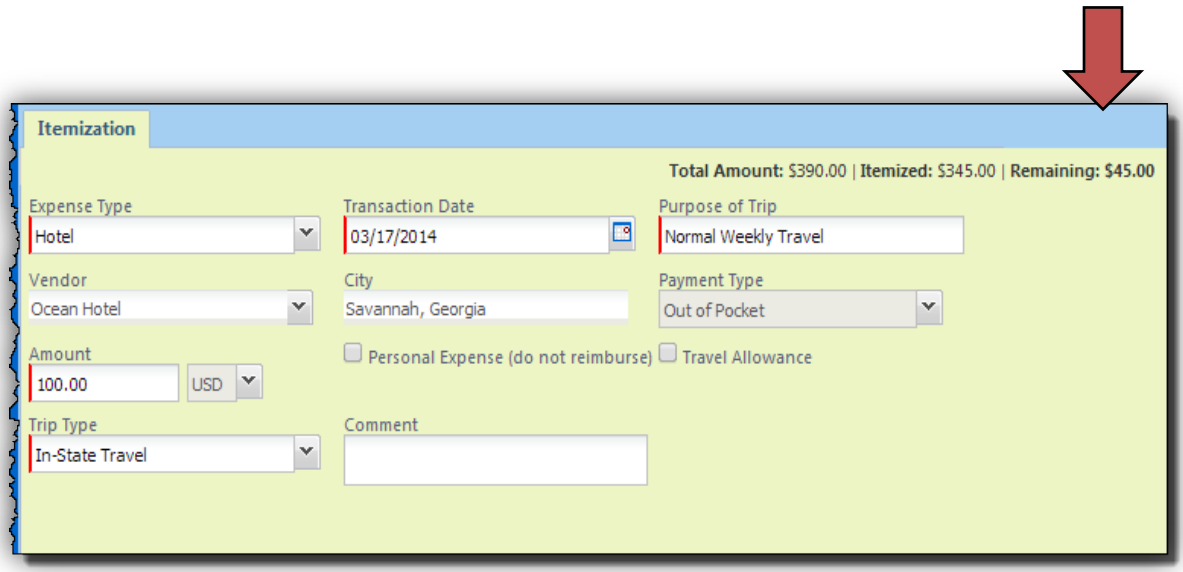
    - Enter the **Room Rate** that was for the <u>majority of the nights</u> of your stay
    - Enter the **Room Tax** (Sales Tax) that was for the <u>majority of the nights</u> of your stay
    - Enter any **Occupancy Tax** in the ***Additional Charges*** *section*
    - Click **Save Itemizations.**



- The **Recurring Charges** are displayed on the Expense Report and a Red Flag Error is registered in Exceptions and on the Expense Item itself since there is an Un-itemized Remaining Balance.
    - Click on the hotel expense for the night that had the different Room Rate

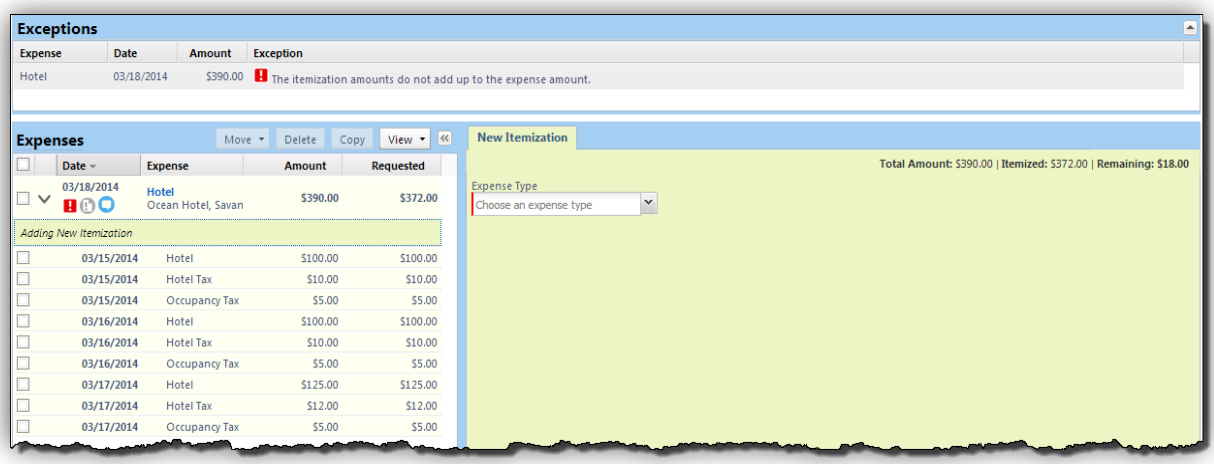


    - The itemization for that one day opens:

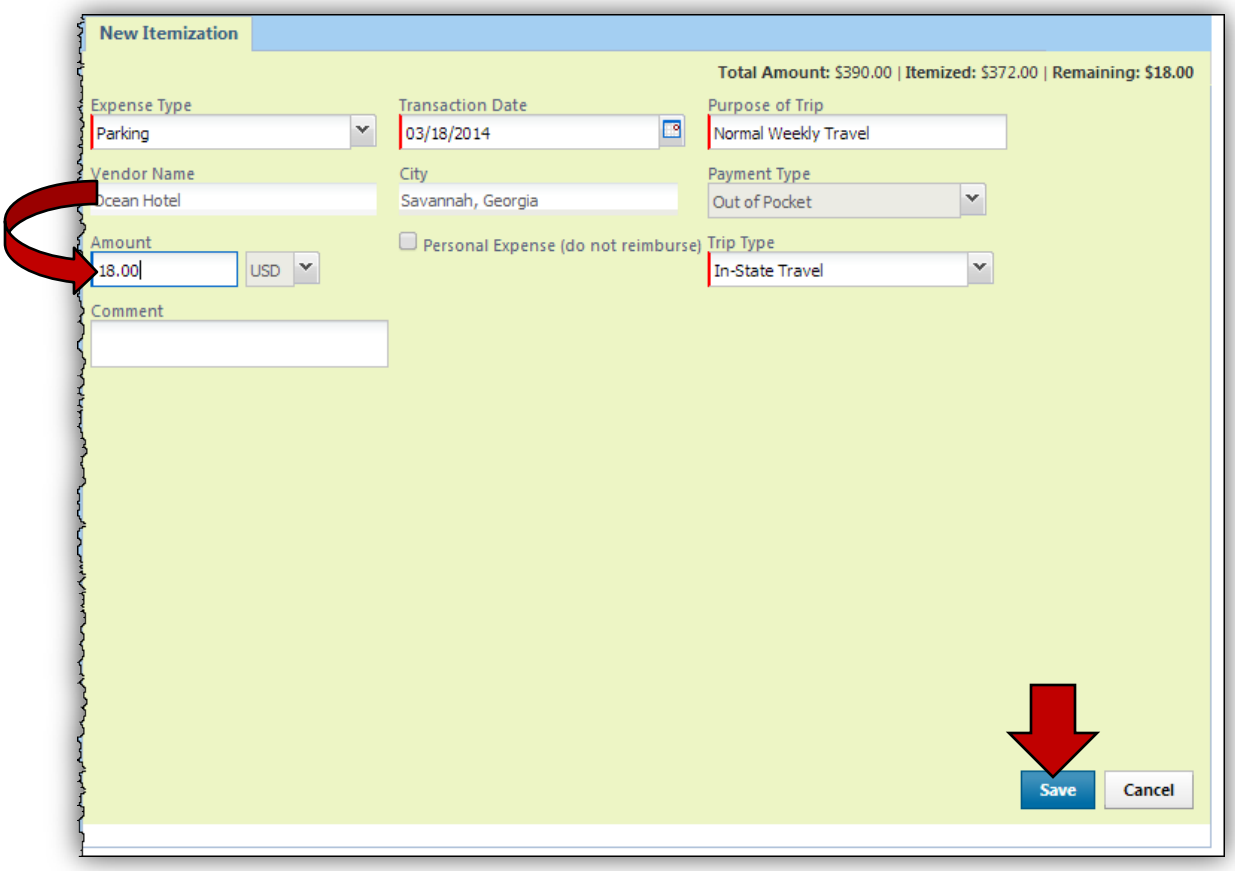
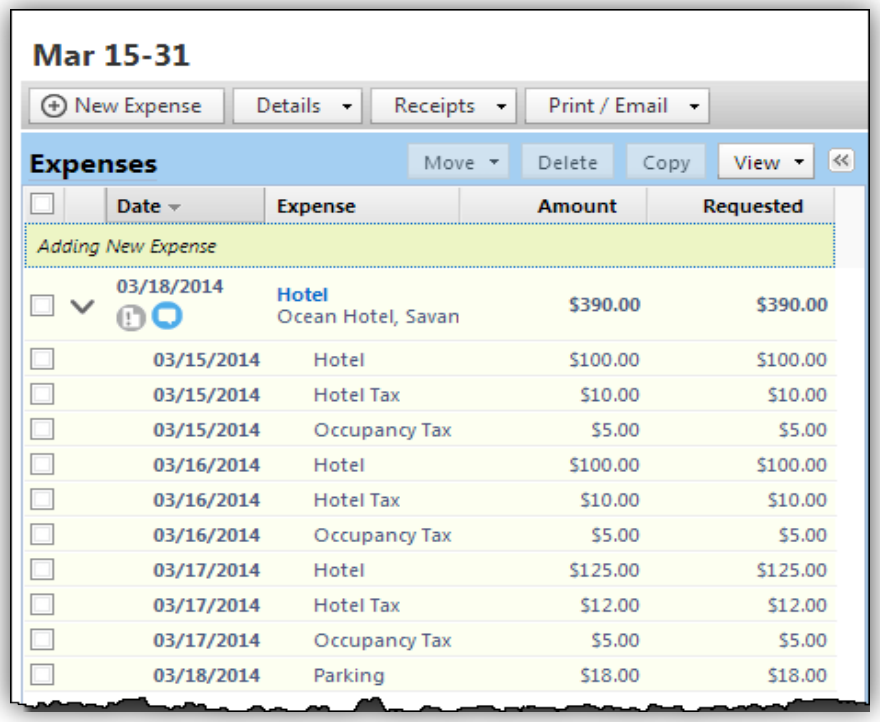


- Enter the correct **Room Rate** for that night.
- Click **Save**
- Select any other line items, such as **Room Tax** and or **Occupancy Tax**, for that date and make the corrections the same ways as done for the Hotel Room.

- Repeat the same process of selecting the **Hotel**, **Room Tax**, **Occupancy Tax** and any other nightly recurring items that need a different rate on one or more days of your stay.
- If the **Remaining Balance** is not zero you will need to choose an **Expense Type** and register it. These expenses would be one time charges and not a nightly fee.



- Click on the arrow in the **Expense Type** field and select the expense type you need to add charges for. For this example, we are using **Parking** and charging the $18.00 Remaining Balance to that Expense. However, you can distribute the remaining balance to as many Expense Types as required.
- Click **Save**



- When the total amount of the Hotel Expense originally entered is completely itemized, any Exceptions will clear and the expense entry is finished.