



How to Enter and Itemize Direct Billed Hotel Expense

The following procedure is used when entering the expense for a hotel direct billed to your agency on your expense report. Direct Billed hotels are paid directly by your agency and are NOT booked through TTE Travel. Please refer to the **Statewide Travel Policy, Section 3: Lodging** for more details regarding Lodging Expenses.

- Open an existing expense report or create a new one.

The screenshot shows the 'New Expense' form with the following details:

- Expense Type:** A search box is present.
- Recently Used Expense Types:** A list containing 'Hotel' (highlighted with a red box), 'Tolls', 'Personal Car Mileage', 'Parking', and 'Cash Advance Return'.
- All Expense Types:** A grid of categories including 'Business Promotions', 'Other Promotional Expense', 'Trade Shows', 'Cash Advance', 'Lodging' (highlighted with a red box), 'Other', 'Board Members', 'Other Meals', 'Group Meals', 'Transportation', and 'Airfare'.

- Select Hotel from New Expense:
 - a. Scroll to **Lodging** under *All Expense Types* and select Hotel or select Hotel from *Recently Used Expense Types* if you have entered hotel expense before.
 - b. The New Expense opens.

The screenshot shows the 'New Expense' form with the following populated fields:

- Expense Type:** Hotel
- Transaction Date:** 09/12/2015
- Purpose of Trip:** Normal Monthly visits
- Vendor:** The Olde Inn
- City:** Valdosta, Georgia
- Payment Type:** Company Paid
- Amount:** 300.00 USD
- Travel Allowance:** (unchecked and circled in red)
- Trip Type:** In-State Travel
- Comment:** Direct Billed Hotel
- Request:** 09/10/2014, \$300.00 - South

A red arrow points to the **Itemize** button at the bottom right of the form.

- You must uncheck **Travel Allowance**.
- Enter the date of the hotel receipt in **Transaction Date**.
- **Purpose of Trip** will automatically populate.
- Select the hotel vendor from the dropdown list or enter the hotel name in the **Vendor** field.
- Enter the hotel location in the **City** field.
- Click on the dropdown arrow in the **Payment** field and select *Company Paid*.

- Enter the total reimbursable amount from the Hotel Receipt in the **Amount** field.
- **Trip Type** will automatically populate.
- Enter a comment such as *Direct Billed* or *Direct Billed to Agency* into the **Comment** field.
- If you have a Request assigned to this expense report, make certain the **Request** field is correct.
- Click **Itemize** to open the itemization window.

- Enter the **Number of Nights** you stayed and click in the Check-In date to populate it.
- Enter **Recurring Charges**:

NOTE: In our example the hotel is in Georgia and the total Hotel Expense was \$300. The nightly Room Rate was \$95, there was no Sales Tax and no Occupancy Tax. The nightly GA Transportation Funding Bill Tax was \$5.

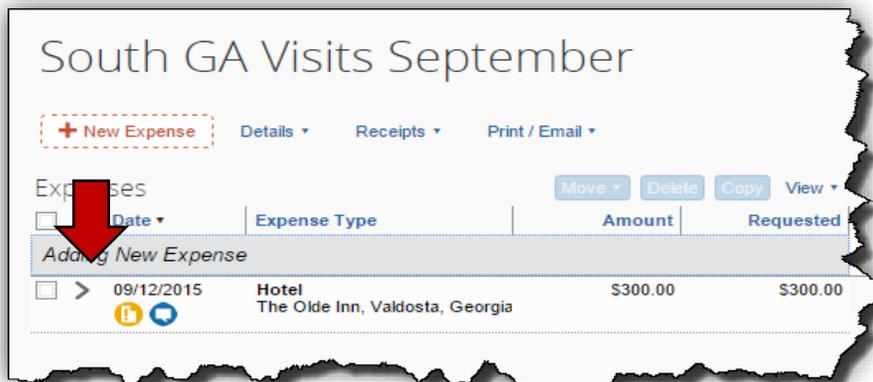
- Enter the nightly room rate in **Room Rate**.
- No **Room Tax** (Sales Tax) should appear on your direct billed receipt.
- Go to the **Additional Charges (each night)** section and click on the dropdown under **Expense Type**
- Scroll to *Lodging* and select **Hotel Tax**.
- Enter \$5 in **Amount**.
- Click **Save Itemizations**.



- The **Itemized Charges** display under the total hotel expense on the Expense Report.
- You can collapse all the hotel line entries into one line by clicking on the downward arrow between the check box and the date.



- You can expand the hotel itemization by clicking on the right facing arrow between the check box and the date.



NOTE: The Statewide Travel Policy requires all state agencies to attach copies of receipts for hotel expense.

- At some point prior to submitting your expense report you must attach a copy of the hotel bill to the expense report as indicated by the  icon.
- If your entry was for a direct billed stay and the hotel could not give you an itemized receipt, your agency is required to provide this to you.