



How to Enter and Itemize Out of Pocket Hotel Expenses not reserved through TTE Travel

The following procedure is used to enter a hotel expense you did not or could not book in the TTE Travel system AND you paid out of your "own pocket." An example of this is a conference that offers a special low rate that is only available by calling an 800 number. 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 'Expense Type' selection screen. The 'Hotel' option is highlighted under 'Recently Used Expense Types' and 'Lodging' is highlighted under 'All Expense Types'.

- Select Hotel from New Expense
 - Select from *All Expense Types* under **Lodging** or from *Recently Used Expense Types* if you have entered hotel expense before.

The screenshot shows the 'New Expense' form with the 'Expense Type' field set to 'Hotel'. The 'Travel Allowance' checkbox is unchecked and circled in red. The 'Itemize' button is also circled in red.

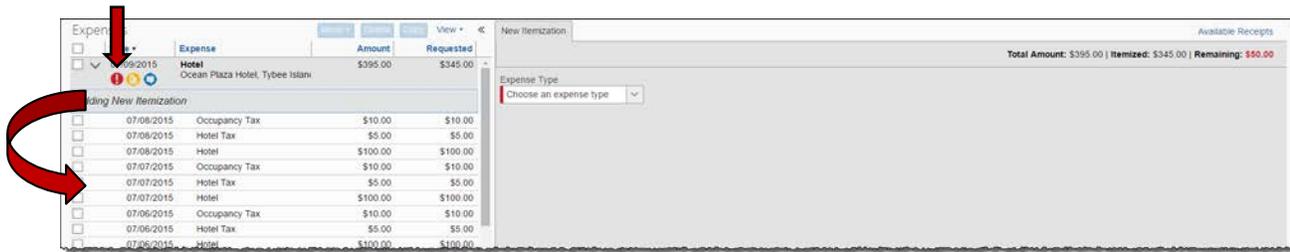
- Uncheck **Travel Allowance** ****You MUST do this!!*
- Enter the date of the hotel receipt in **Transaction Date**
- **Purpose of Trip** will automatically populate
- Select the hotel vendor from the dropdown list or enter the hotel name in the **Vendor** field
- Enter the city where the hotel was located in the **City** field
- The **Payment Type** field defaults to *Out of Pocket*
- Enter the total *reimbursable* amount from the Hotel Receipt in the **Amount** field.

- Mark and deduct any non-reimbursable expense items, adjust the total on the receipt for the non-reimbursable total, write the reimbursable total on your receipt and circle it.
- **Trip Type** will automatically populate
- Enter a comment into the **Comment** field to indicate why it was not booked through the TTE Travel system.
- If you have a Request assigned to this expense report make certain the **Request** field is correct.
- Click **Itemize** to display the itemization window.

- Enter either the **Number of Nights** you stayed and the Check-In date will populate
- **Recurring Charges:**

NOTE: In our example the total Hotel Expense was \$395 with two nights at a \$100 Room Rate, Sales Tax of \$15, Transportation Bill Tax of \$5 and Occupancy Tax at \$10 and the last night was at a Room Rate of \$95, Sales Tax of \$12, Transportation Bill Tax of \$5 and an Occupancy Tax of \$8.

- Enter the room rate (if you had multiple room rates during your stay enter the amount for the majority of the nights of your stay) in **Room Rate**
- Enter the sales tax (if you had a different Sales Tax during your stay enter the amount for the majority of the nights of your stay) in **Room Tax**
- To enter the \$5 per night Transportation Tax for hotels in Georgia, 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**
- If a Georgia hotel would not remove the **Occupancy Tax** based on the Tax Exemption certificate you provided, click on the drop down under Expense Type in the **Additional Charges (each night)** section
 - Scroll to *Lodging* and select **Occupancy Tax**
 - Enter the amount charged most nights
- Click **Save Itemizations**
- The next step in the process will display



- A Red Flag Error is displayed on the Expense Item itself if there is a balance in **Remaining**. The **Recurring Charges** are displayed on the Expense Report under the main hotel expense entry.

Expenses				
	Date	Expense	Amount	Requested
<input type="checkbox"/>	07/09/2015	Hotel Ocean Plaza Hotel, Tybee Island	\$395.00	\$390.00
<i>Adding New Itemization</i>				
<input type="checkbox"/>	07/08/2015	Occupancy Tax	\$10.00	\$10.00
<input type="checkbox"/>	07/08/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	07/08/2015	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	07/08/2015	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/07/2015	Occupancy Tax	\$10.00	\$10.00
<input type="checkbox"/>	07/07/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	07/07/2015	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	07/07/2015	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/06/2015	Occupancy Tax	\$10.00	\$10.00
<input type="checkbox"/>	07/06/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	07/06/2015	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	07/06/2015	Hotel Tax	\$15.00	\$15.00

- To correct an itemization entry for Hotel, Hotel (Sales Tax) or Occupancy tax that were a different amount for a specific night, click on the expense for that night to edit it:
- Enter the correct **Room Rate** for that night.

- Click **Save**
- Repeat the same process to change the **Hotel Tax**, **Occupancy Tax** or any other nightly recurring items that were a different rate on one or more days of your stay.

New Itemization

Total Amount: \$395.00 | Itemized: \$380.00 | Remaining: \$15.00

Expense Type
Choose an expense type

- If the balance in **Remaining** is *not* zero you will need to itemize the remaining balance.

New Itemization

Total Amount: \$395.00 | Itemized: \$380.00 | Remaining: \$15.00

Expense Type: Parking

Transaction Date: 07/09/2015

Purpose of Trip: Normal biz

Vendor Name: Ocean Plaza Hotel

City: Tybee Island, Georgia

Payment Type: Out of Pocket

Amount: 10.00 USD

Trip Type: In-State Travel

Personal Expense (do not reimburse)

Comment

Save Cancel

- Click on the drop down arrow in the **Expense Type** field to select the expense type. For this example, we selected **Parking** (which is located under the **Transportation** heading) and entered \$10.00 to that Expense.
- Click **Save**

New Itemization

Total Amount: \$395.00 | Itemized: \$390.00 | Remaining: \$5.00

Expense Type: Internet Charges

Transaction Date: 07/09/2015

Purpose of Trip: Normal biz

Vendor Name: Ocean Plaza Hotel

City: Tybee Island, Georgia

Payment Type: Out of Pocket

Amount: 5.00 USD

Personal Expense (do not reimburse)

Comment

Save Cancel

- Enter any remaining reimbursable expenses until the total of the hotel bill is accounted for.
 - In our example we entered \$5 for internet access fee. Scroll to the category (in our example **Communications**) and select the

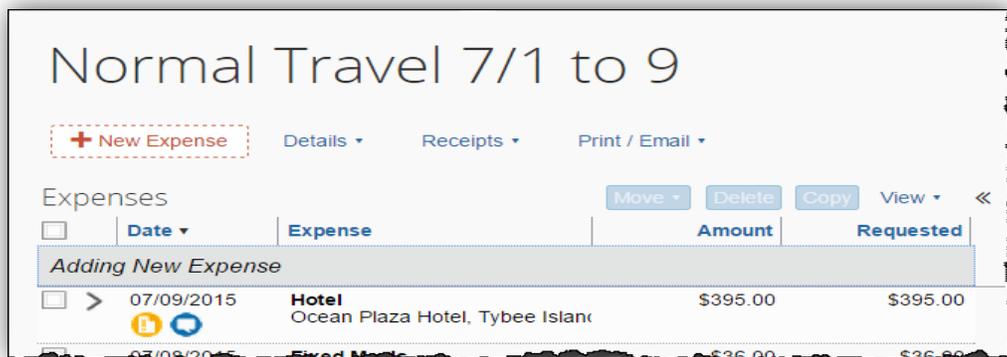
expense (in our example **Internet Charges**) and enter the amount in the **Amount** field.

- Click **Save**



<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<input checked="" type="checkbox"/>	07/09/2015	Hotel Ocean Plaza Hotel, Tybee Island	\$395.00	\$395.00
<input type="checkbox"/>	07/06/2015	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	07/06/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	07/06/2015	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/06/2015	Occupancy Tax	\$10.00	\$10.00
<input type="checkbox"/>	07/07/2015	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	07/07/2015	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>	07/07/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	07/07/2015	Occupancy Tax	\$10.00	\$10.00
<input type="checkbox"/>	07/08/2015	Hotel	\$95.00	\$95.00
<input type="checkbox"/>	07/08/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	07/08/2015	Hotel Tax	\$12.00	\$12.00
<input type="checkbox"/>	07/08/2015	Occupancy Tax	\$8.00	\$8.00
<input type="checkbox"/>	07/09/2015	Internet Charges	\$5.00	\$5.00
<input type="checkbox"/>	07/09/2015	Parking	\$10.00	\$10.00

- When the total amount of the Hotel Expense entered has been itemized the New Itemization form clears and the data entry is complete.
- You can collapse all the hotel line entries into one line by clicking on the arrow between the check box and the date.



Normal Travel 7/1 to 9

[+ New Expense](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
<input checked="" type="checkbox"/>	> 07/09/2015	Hotel Ocean Plaza Hotel, Tybee Island	\$395.00	\$395.00
<input type="checkbox"/>	> 07/08/2015	Fixed Motor Vehicle	\$36.00	\$36.00

- At some point *prior* to submitting this expense report you must attach a copy of the hotel receipt.

NOTE: The Statewide Travel Policy requires you to attach copies of receipts for any hotel expense.