



How to Correct a Manual Hotel Expense Entry with a “Travel Allowance Itinerary” Error

If you enter a hotel expense manually (select Hotel expense from New Expense and not use Import Expenses) because the reservation was made outside of TTE Travel, leave the Travel Allowance box checked, itemize the expense and save it, the expense report transaction immediately displays an Exceptions message that says “*This entry cannot be submitted until a Travel Allowance Itinerary is created.*”

- Select the hotel expense.

Expense Type	Date	Amount	Exception
Hotel	04/05/2016	\$100.00	This entry cannot be submitted until a Travel Allowance Itinerary is created.
Hotel	04/06/2016	\$100.00	This entry cannot be submitted until a Travel Allowance Itinerary is created.
Hotel	04/07/2016	\$100.00	This entry cannot be submitted until a Travel Allowance Itinerary is created.

Expense Type	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	04/08/2016	Hotel Embassy Suites, Savannah, Geoi	\$300.00	\$300.00
<input type="checkbox"/>	04/05/2016	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	04/06/2016	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	04/07/2016	Hotel	\$100.00	\$100.00

- Once the itemizations have been added and saved, the Travel Allowance check box disappears when the expense is opened.

Expense: Nightly Lodging Expenses

Total Amount: \$300.00 | Itemized: \$300.00 | Remaining: \$0.00

Expense Type: Hotel | Transaction Date: 04/08/2016 | Purpose of Trip: Annual conference | Vendor: Embassy Suites | City: Savannah, Georgia | Payment Type: Company Paid

Amount: 300.00 USD | Trip Type: In-State Travel

Buttons: Save, Add Itemization, Attach Receipt, Cancel

- To fix this issue, select each itemization line including hotel, sales tax, occupancy tax and any other itemized expenses but **not the expense total** and click on **Delete**.

The screenshot shows a table titled 'Expenses' with columns: Date, Expense Type, Amount, and Requested. The first row is expanded to show details for a hotel expense on 04/08/2016 for Embassy Suites, Savannah, Geoi, with an amount of \$300.00. A red box highlights the three itemization lines below it, each for a hotel expense on 04/05/2016, 04/06/2016, and 04/07/2016, each with an amount of \$100.00. A red arrow points to the 'Delete' button in the top right corner. A text box above the itemization lines states: 'This expense has no matching travel reservation. Please import trips and apply the booking or use the expense report comments to explain why there was no reservation made for this expense. This itemized entry has sub-entries with one or more exceptions.'

Date	Expense Type	Amount	Requested
04/08/2016	Hotel Embassy Suites, Savannah, Geoi	\$300.00	\$300.00
04/05/2016	Hotel	\$100.00	\$100.00
04/06/2016	Hotel	\$100.00	\$100.00
04/07/2016	Hotel	\$100.00	\$100.00
TOTAL AMOUNT		\$300.00	\$300.00
TOTAL REQUESTED		\$300.00	\$300.00

- Click **Yes** to confirm the deletion.

The dialog box is titled 'Please Confirm' and contains the question: 'Are you sure you want to delete these itemizations?'. There are 'Yes' and 'No' buttons at the bottom right.

- Open the hotel expense item. The Travel Allowance box is now visible.

The screenshot shows the 'Expense' form with a red arrow pointing to the 'Travel Allowance' checkbox, which is currently checked. The form includes fields for Expense Type (Hotel), Date (04/08/2016), Purpose of Trip (Annual conference), Vendor (Embassy Suites), City (Savannah, Georgia), Payment Type (Company Paid), Amount (300.00), and Trip Type (In-State Travel). There is also a 'Comment' field.

- Uncheck the **Travel Allowance** box.
- Enter the reason you unchecked the Travel Allowance box in **Comment**. In our example, a comment as simple as *Direct Billed hotel* would suffice.

Note: If this had been a conference hotel that you could not book in TTE Travel the explanation might be *Conference Hotel* or *Conference Hotel rate not in TTE* and the payment type would have been **Out of Pocket**.

The screenshot shows a software interface for entering travel expenses. The title bar reads 'Expense' and 'Nightly Lodging Expenses'. The main area contains several input fields: 'Expense Type' is set to 'Hotel'; 'Transaction Date' is '04/08/2016'; 'Purpose of Trip' is 'Annual conference'; 'Vendor' is 'Embassy Suites'; 'City' is 'Savannah, Georgia'; 'Payment Type' is 'Company Paid'; 'Amount' is '300.00' with 'USD' as the currency; 'Trip Type' is 'In-State Travel'; and 'Comment' is 'Direct Billed Hotel'. There is also a 'Travel Allowance' checkbox which is unchecked. At the bottom right, there are three buttons: 'Itemize' (highlighted with a red box), 'Attach Receipt', and 'Cancel'. The text 'Available Receipts' is visible in the top right corner.

- Click on **Itemize**, re-enter the hotel expense itemizations and **Save Itemizations**
- **Save** the expense.

RESULT: The error condition will be eliminated and expense will process correctly.