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

The following procedure is used is used to itemize hotel expenses. You are required to itemize all expenses for hotel stays whether direct billed or paid by the traveler. Please refer to the **Statewide Travel Policy**, **Section 3: Lodging** for more details regarding Lodging expenses**.**

Once you have imported the hotel expense from Available Expenses open the hotel expense. However, if the expense was <u>not</u> imported as an *Available Expense* and you entered the expense manually, uncheck the **Travel Allowance** box and enter an explanation in the **Comment** box why the hotel was not booked through TTE Travel. This could be as simple as *Direct Billed Hotel* or *Conference Hotel could not book in TTE*.

- Verify or enter the total reimbursable amount from the Hotel Receipt in the Amount field.
- Verify that the transaction date is the date you checked out of the hotel
- Update or enter any other required fields if necessary
- If this hotel was <u>not</u> booked through TTE Travel, you must uncheck *Travel Allowance*.
- Click on **Itemize**

- Verify or enter the Check Out date
- 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 $395 with two nights at a $100 Room Rate, Sales Tax at $15, Transportation Tax of $5 and Occupancy Tax of $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.

    - o Enter the nightly **Room Rate,** if you had a different nightly rate on one or more nights enter the room rate for the <u>majority of the nights</u> of your stay.
    - o Enter the **Room Tax** (Sales Tax), if you had a different nightly sales tax on one or more nights enter the sales tax for the <u>majority of the nights</u> of your stay.
        - ▪ Do not enter data into either of the Other Tax fields

- o If the hotel was in Georgia, to enter the flat nightly Transportation Bill Tax of $5, go to the ***Additional Charges*** *section,* click on the drop down in Expense Type, scroll to *Lodging Expense,* select **Hotel Tax**
  - ▪ Enter $5.
- o If the hotel was in Georgia and the Occupancy (Hotel motel) Tax was not exempted, go to the ***Additional Charges*** *section,* click on the drop down in the second Expense Type, scroll to *Lodging Expense* and select **Occupancy Tax**
- o Click **Save Itemizations.**

Expense	Nightly Lodging Expenses		Available Receipts

Check-in Date
10/13/2015

Check-out Date
10/16/2015

Number of Nights
3

Recurring Charges (each night)

Room Rate
100.00

Room Tax
15.00

Other Room Tax 1

Other Room Tax 2

☐ Combine room rate and taxes into a single entry

Additional Charges (each night)

Expense Type
Hotel Tax

Amount
5.00

Expense Type
Occupancy Tax

Amount
10.00

Save Itemizations   Cancel

- • 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.
  - o Adjust each Hotel, Hotel Tax (Sales Tax) or Occupancy Tax item that was a different rate on your hotel receipt.
  - o Click on the hotel expense for a night that had a different Room Rate
    - ▪ In our example we are choosing Hotel for 10/15/2015

o   The itemization for that one day opens:

   o   Enter the correct **Room Rate** for that night.
      ▪   In our example it is $95
   o   Click **Save**
- Repeat the same process of for the entry for that same date for **Hotel Tax** (Sales Tax) and **Occupancy Tax** (for Georgia hotels). The Transportation Bill Tax for Georgia hotels will not vary. It is a flat $5 per night.
- If the **Remaining Balance** is *not* zero you will need to choose enter any un-itemized expenses included in the total for the hotel stay.

T e a m W o r k s   T r a v e l   &   E x p e n s e   S y s t e m   Version Date: 11/13/15
                                 Atlanta, Georgia 30334
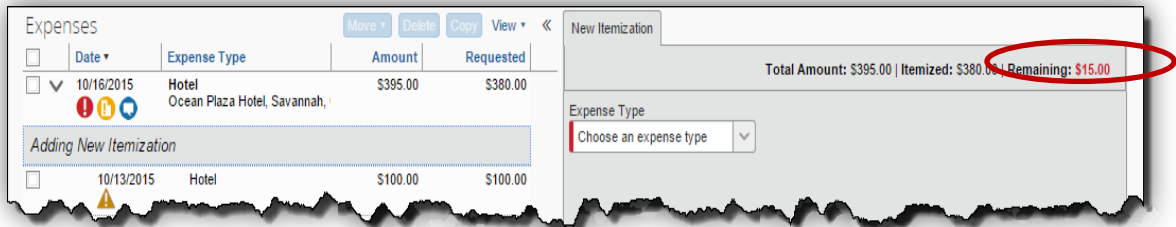
- o Click on the arrow in the **Expense Type** field and select the expense type you need to add charges for. For this example, we scrolled to Communications and selected **Internet Charges** and entered the $15 remaining amount to that Expense.
  - You must fully account for any remaining balance and use as many Expense Types as required.
- o Click **Save**
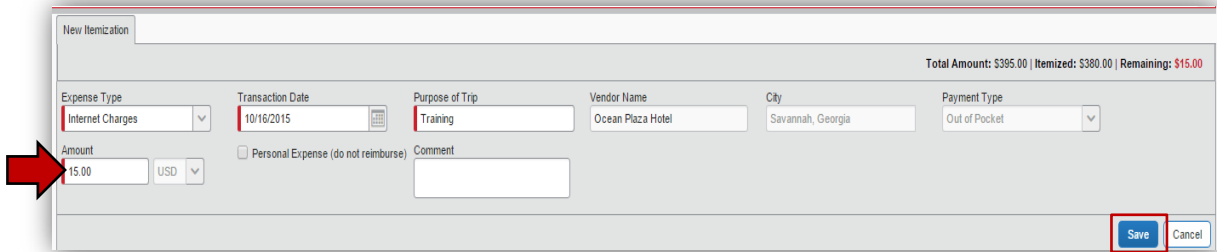
- When the total amount of the Hotel Expense originally entered is completely itemized, any Exceptions will clear and the expense entry is finished.
- At some point prior to submitting your expense report you must attach a copy of the hotel bill to the expense report as indicated by the 🔵 icon.
  - o 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.

<u>All state agencies are required to attach copies of receipts for any hotel expense.</u>

NOTE: To collapse the hotel expense entry to one line, click on the down arrow to the left of the date.

NOTE: You can reopen the expense at any time by clicking on the right facing arrow to the left of the expense date.