



How to Itemize a Hotel Expense Imported from Available Expenses

The following procedure is used to itemize hotel expenses imported from Available Expenses that were booked through TTE Travel. 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.

Import the hotel expense from Available Expenses into your Expense Report.

- Click on the imported hotel expense to open it

The screenshot shows the 'Expenses' interface. On the left, a table lists expenses with columns for Date, Expense Type, Amount, and Requested. The selected expense is dated 07/11/2016, for 'Hotel Ocean Plaza Hotel, Savannah, G', with an amount of \$0.00. A red box highlights the message 'Itemizations are required for this entry.' Below the table, the total amount and total requested are both \$8.54. On the right, the 'Expense' detail form is open, showing fields for Expense Type (Hotel), Transaction Date (07/11/2016), Purpose of Trip (Training), Vendor (Ocean Plaza Hotel), City (Savannah, Georgia), Payment Type (Out of Pocket), Amount (0.00), and Trip Type (In-State Travel). A comment field contains 'Forgot exemption form'. At the bottom right, there are buttons for 'Itemize', 'Attach Receipt', and 'Cancel'.

- Enter/correct the date you checked out of the hotel in the **Transaction Date** field.
- Enter the total *reimbursable* amount from the Hotel Receipt in the **Amount** field.
Note: If you had any non-reimbursable items on your hotel receipt draw a single line through each one, and write the adjusted total on the receipt and circle it.
- Update or enter any other required fields
- Click on **Itemize**

This annotated screenshot shows the 'Expense' detail form. A red arrow points to the 'Transaction Date' field, which contains '07/11/2016'. A blue arrow points to the 'Amount' field, which contains '395.00'. The 'Itemize' button at the bottom right is highlighted with a red box. Other fields include Expense Type (Hotel), Vendor (Ocean Plaza Hotel), City (Savannah, Georgia), Purpose of Trip (Training), Payment Type (Out of Pocket), and Trip Type (In-State Travel). A comment field contains 'Add any comments needed here.' The 'Travel Allowance' checkbox is checked.

NOTE: In our example the total Hotel Expense was \$395 with three nights at a \$100 Room Rate, Sales Tax at \$15 per night, Ga. Transportation Funding Bill Tax of \$5 per night and Ga. Occupancy Tax of \$10 per night and a \$5 one-time charge for Wi-Fi access..

- Enter the number of nights stayed in **Number of Nights**
- Click in the **Check-in Date** field and the check in date will populate.
- Enter the nightly room charge in **Room Rate**
- Enter the Sales Tax in **Room Tax**
 - For hotels *outside* of Georgia, enter nightly total for all room taxes here
 - For hotels *inside* Georgia enter only the Sales Tax
- Do not enter data into either of the Other Tax fields
- 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.
 - If the hotel was not in Georgia, you may select any other nightly charge such as Internet Charges or Parking from the drop down and enter the nightly amount in **Amount**.
- 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**
 - If the hotel was not in Georgia, you may select any other nightly charge such as Internet Charges or Parking from the drop down and enter the nightly amount in **Amount**.
- Click **Save Itemizations**.

The screenshot shows the 'Nightly Lodging Expenses' form with the following fields and values:

| Field | Value |
|-------------------------------------------------|--------------------------|
| Check-in Date | 07/08/2016 |
| Check-out Date | 07/11/2016 |
| Number of Nights | 3 |
| 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 | <input type="checkbox"/> |
| Expense Type (Additional Charges) | Hotel Tax |
| Amount (Additional Charges) | 5.00 |
| Expense Type (Additional Charges) | Occupancy Tax |
| Amount (Additional Charges) | 10.00 |

Annotations: A red arrow points to the 'Recurring Charges' section. A blue arrow points to the 'Room Tax' field. A yellow arrow points to the 'Hotel Tax' field. A green arrow points to the 'Occupancy Tax' field. A red box highlights the 'Save Itemizations' button.

- The **Recurring Charges** are displayed on the Expense Report. If there is a remaining balance the **New Itemization** tab opens on the right; if there is no remaining balance, the right side clears.

The screenshot shows the 'Exp Rpt Basics-Jul-Aug' interface. At the top right, there are buttons for 'Delete Report' and 'Submit Report'. Below the title bar, there are navigation options: '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A 'Hide Exceptions' link is also present.

The 'Exceptions' table is highlighted with a blue arrow. It contains the following data:

| Expense Type | Date | Amount | Exception |
|------------------|------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rental Cars Only | 07/07/2016 | \$0.00 | ⚠ This expense entry may be a duplicate of the following expense. Report: C58FE6E2A4994C09B8E3 Exp Rpt Basics-Jul-Aug Expense: 2016-07-07, Rental Cars Only, 0.00 USD |
| Rental Cars Only | 07/07/2016 | \$0.00 | ! You have included a \$0 expense. Please enter the amount billed to your department. |
| Rental Cars Only | 07/07/2016 | \$0.00 | ! Missing required field: Total Miles Driven. |

The 'Expenses' table is highlighted with a red arrow. It shows a selected expense for 'Hotel Ocean Plaza Hotel, Savannah, G' with an amount of \$395.00 and a requested amount of \$390.00. Below it, the 'Adding New Itemization' table lists various charges:

| Date | Expense Type | Amount | Requested |
|------------|---------------------------------|--------------|-----------------|
| 07/10/2016 | Occupancy Tax | \$10.00 | \$10.00 |
| 07/10/2016 | Hotel Tax | \$5.00 | \$5.00 |
| 07/10/2016 | Hotel | \$100.00 | \$100.00 |
| 07/10/2016 | Hotel Tax | \$15.00 | \$15.00 |
| 07/09/2016 | Occupancy Tax | \$10.00 | \$10.00 |
| 07/09/2016 | Hotel Tax | \$5.00 | \$5.00 |
| 07/09/2016 | Hotel | \$100.00 | \$100.00 |
| 07/09/2016 | Hotel Tax | \$15.00 | \$15.00 |
| 07/08/2016 | Occupancy Tax | \$10.00 | \$10.00 |
| 07/08/2016 | Hotel Tax | \$5.00 | \$5.00 |
| 07/08/2016 | Hotel | \$100.00 | \$100.00 |
| 07/08/2016 | Hotel Tax | \$15.00 | \$15.00 |
| 07/11/2016 | For Travel Agent (In-State Trav | \$4.27 | \$4.27 |
| 07/08/2016 | For Travel Agent (In-State Trav | \$4.27 | \$4.27 |
| | | TOTAL AMOUNT | TOTAL REQUESTED |
| | | \$398.54 | \$398.54 |

The 'New Itemization' modal is open on the right, showing a dropdown menu for 'Expense Type' with the text 'Choose an expense type'. At the top right of the modal, it displays: 'Total Amount: \$395.00 | Itemized: \$390.00 | Remaining: \$5.00'. There are 'Save' and 'Cancel' buttons at the bottom right of the modal.

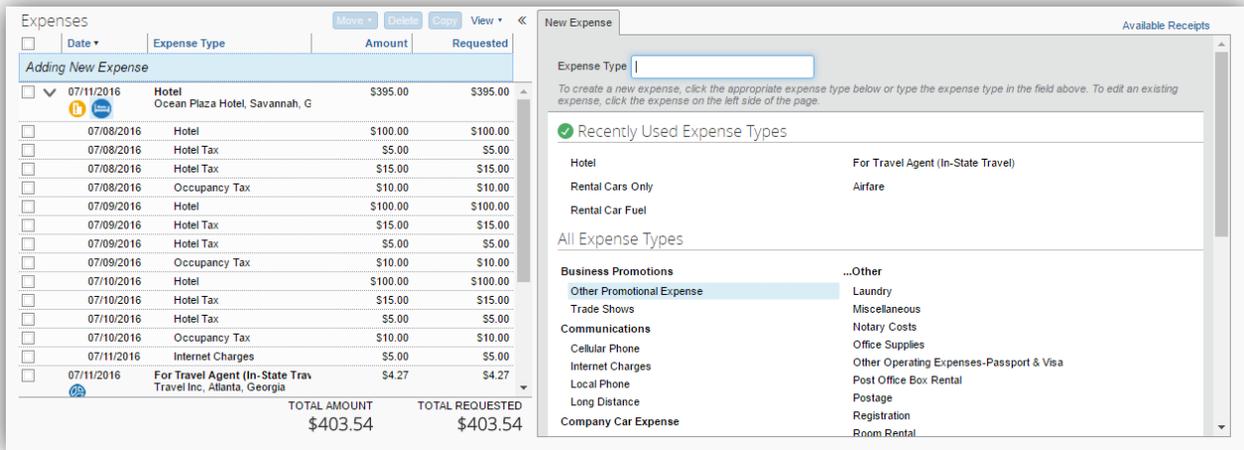
NOTE: All data entered from this point on is not a daily amount but the total amount for the hotel stay.

- 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**.

- The expense type opens.
- Enter the total charge for this expense type in **Amount** and click **Save**.
 - You must fully account for any remaining balance and use as many Expense Types as required.

- 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.



| Date | Expense Type | Amount | Requested |
|------------------------|-----------------------------------------------------------------|-----------------|-----------------|
| 07/11/2016 | Hotel Ocean Plaza Hotel, Savannah, G | \$395.00 | \$395.00 |
| 07/08/2016 | Hotel | \$100.00 | \$100.00 |
| 07/08/2016 | Hotel Tax | \$5.00 | \$5.00 |
| 07/08/2016 | Hotel Tax | \$15.00 | \$15.00 |
| 07/08/2016 | Occupancy Tax | \$10.00 | \$10.00 |
| 07/09/2016 | Hotel | \$100.00 | \$100.00 |
| 07/09/2016 | Hotel Tax | \$15.00 | \$15.00 |
| 07/09/2016 | Hotel Tax | \$5.00 | \$5.00 |
| 07/09/2016 | Occupancy Tax | \$10.00 | \$10.00 |
| 07/10/2016 | Hotel | \$100.00 | \$100.00 |
| 07/10/2016 | Hotel Tax | \$15.00 | \$15.00 |
| 07/10/2016 | Hotel Tax | \$5.00 | \$5.00 |
| 07/10/2016 | Occupancy Tax | \$10.00 | \$10.00 |
| 07/11/2016 | Internet Charges | \$5.00 | \$5.00 |
| 07/11/2016 | For Travel Agent (In-State Trav Travel Inc, Atlanta, Georgia | \$4.27 | \$4.27 |
| TOTAL AMOUNT | | \$403.54 | \$403.54 |
| TOTAL REQUESTED | | \$403.54 | \$403.54 |

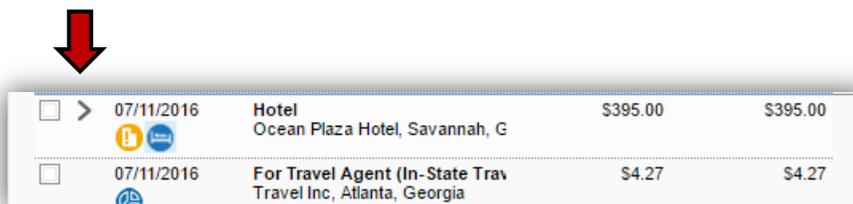
All state agencies are required to attach copies of receipts for any hotel expense entered on an expense report.

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



| | | | | |
|--------------------------|--------------|-----------------------------------------|----------|----------|
| <input type="checkbox"/> | ▼ 07/11/2016 | Hotel Ocean Plaza Hotel, Savannah, G | \$395.00 | \$395.00 |
| <input type="checkbox"/> | 07/08/2016 | Hotel | \$100.00 | \$100.00 |
| <input type="checkbox"/> | 07/08/2016 | Hotel Tax | \$5.00 | \$5.00 |
| <input type="checkbox"/> | 07/08/2016 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 07/08/2016 | Occupancy Tax | \$10.00 | \$10.00 |

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



| | | | | |
|--------------------------|--------------|-----------------------------------------------------------------|----------|----------|
| <input type="checkbox"/> | > 07/11/2016 | Hotel Ocean Plaza Hotel, Savannah, G | \$395.00 | \$395.00 |
| <input type="checkbox"/> | 07/11/2016 | For Travel Agent (In-State Trav Travel Inc, Atlanta, Georgia | \$4.27 | \$4.27 |