



How to Enter and Itemize Direct Billed Hotel Expenses

The following procedure is used when entering the expense for a hotel direct billed to your agency. Direct Billed hotels reservations 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. Under 'Recently Used Expense Types', 'Hotel' is highlighted with a red box. Under 'All Expense Types', 'Lodging' is highlighted with a red box, and 'Hotel' is also highlighted under 'Lodging'.

- Select Hotel from New Expense
 - 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.
 - The New Expense opens

The screenshot shows the 'New Expense' form with the following fields filled out: 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; Trip Type: In-State Travel; Comment: Direct Billed Hotel; Request: 09/10/2014, \$300.00 - South. The 'Travel Allowance' checkbox is unchecked and circled in red. A red arrow points to the 'Itemize' button.

- 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 hotel location in the **City** field
- Click on the drop down 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 the Check-In date will populate
- Enter **Recurring Charges**:
 - NOTE:** In our example the total Hotel Expense was \$300 a \$100 Room Rate, no Sales Tax, Transportation Bill Tax of \$5 and no Occupancy Tax.
- Enter the nightly room rate in **Room Rate**.
 - No **Room Tax** (Sales Tax) should appear on your receipt
 - 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**
 - Click **Save Itemizations** to add the expense.

	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	09/12/2015	Hotel The Olde Inn, Valdosta, Georgia	\$300.00	\$300.00
<input type="checkbox"/>	09/09/2015	Hotel	\$95.00	\$95.00
<input type="checkbox"/>	09/09/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	09/10/2015	Hotel	\$95.00	\$95.00
<input type="checkbox"/>	09/10/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	09/11/2015	Hotel	\$95.00	\$95.00
<input type="checkbox"/>	09/11/2015	Hotel Tax	\$5.00	\$5.00

- 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.

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<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Add New Expense				
<input type="checkbox"/>	09/12/2015	Hotel The Olde Inn, Valdosta, Georgia	\$300.00	\$300.00
<input type="checkbox"/>	09/09/2015	Hotel	\$95.00	\$95.00
<input type="checkbox"/>	09/09/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	09/10/2015	Hotel	\$95.00	\$95.00
<input type="checkbox"/>	09/10/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	09/11/2015	Hotel	\$95.00	\$95.00
<input type="checkbox"/>	09/11/2015	Hotel Tax	\$5.00	\$5.00

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

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<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Add New Expense				
<input type="checkbox"/>	> 09/12/2015	Hotel The Olde Inn, Valdosta, Georgia	\$300.00	\$300.00

- 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.

All state agencies are required to attach copies of receipts for any hotel expense.