



How to Enter Hotel Expenses for Direct Billed Hotels

The following procedure is used when entering the expense for a hotel direct billed to your agency. Please read 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 following details:

- Expense Type:** A search bar with the text 'Expense'.
- Recently Used Expense Types:** A list of expense types including 'Hotel' (highlighted with a red box), 'Tolls', 'Parking', 'Cash Advance Return', and 'Personal Car Mileage'.
- All Expense Types:** A list of expense types including 'Lodging' (highlighted with a red box), 'Business Promotions', 'Other Promotional Expense', 'Trade Shows', 'Cash Advance', 'Other', 'Board Members', 'Other Meals', 'Group Meals', 'Transportation', and 'Airfare'.

- 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 following details:

- Expense Type:** Hotel
- Transaction Date:** 07/09/2015
- Purpose of Trip:** Normal biz
- Vendor:** Ocean Plaza Hotel
- City:** Tybee Island, Georgia
- Payment Type:** Company Paid
- Amount:** 395.00 USD
- Trip Type:** In-State Travel
- Comment:** Direct Billed
- Request:** 06/15/2015, \$375.00 - BBC
- Travel Allowance:** Unchecked (highlighted with a red circle)

- 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
- 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 *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**

- 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, no Sales Tax, Transportation Bill Tax of \$5 and Occupancy Tax at \$10 and the last night was at a Room Rate of \$115, no Sales Tax, Transportation Bill Tax of \$5 and an Occupancy Tax of \$12.

- Enter the rate for the majority of the nights of your stay in **Room Rate**
- No **Room Tax** (Sales Tax) should appear on your receipt
- If they did not remove the **Occupancy Tax** click on the dropdown under Expense in the **Additional Charges (each night)** section
 - Under *Lodging* select **Occupancy Tax**
 - Enter the amount charged most nights
- If there is a \$5 per night Transportation Tax click on the dropdown under Expense in the **Additional Charges (each night)** section
 - Under *Lodging* select **Hotel Tax**
 - Enter \$5 in **Amount**
- Click **Save Itemizations**.

Date	Expense	Amount	Requested
07/09/2015	Hotel Ocean Plaza Hotel, Tybee Island	\$395.00	\$345.00
07/08/2015	Occupancy Tax	\$10.00	\$10.00
07/08/2015	Hotel Tax	\$5.00	\$5.00
07/08/2015	Hotel	\$100.00	\$100.00
07/07/2015	Occupancy Tax	\$10.00	\$10.00
07/07/2015	Hotel Tax	\$5.00	\$5.00
07/07/2015	Hotel	\$100.00	\$100.00
07/06/2015	Occupancy Tax	\$10.00	\$10.00
07/06/2015	Hotel Tax	\$5.00	\$5.00
07/06/2015	Hotel	\$100.00	\$100.00

- The **Recurring Charges** are displayed on the Expense Report and a Red Flag Error is displayed on the Expense Item itself if there is a balance in **Remaining**.

Expenses				
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<input type="checkbox"/>	07/09/2015	Hotel Ocean Plaza Hotel, Tybee Island	\$395.00	\$345.00
<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"/>	07/07/2015	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"/>	07/06/2015	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

- Click on the Hotel expense for the night that had a different Room Rate to open the itemization for that day:

Itemization

Total Amount: \$395.00 | Itemized: \$345.00 | Remaining: \$50.00

Expense Type: Hotel

Transaction Date: 07/08/2015

Purpose of Trip: Normal biz

Vendor: Ocean Plaza Hotel

City: Tybee Island, Georgia

Payment Type: Company Paid

Amount: 115.00 USD

Trip Type: In-State Travel

Request: 06/15/2015, \$375.00 - BBC (

Personal Expense (do not reimburse)

Travel Allowance

Comment

Save Cancel

- 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: \$362.00 | Remaining: \$33.00

Expense Type: Choose an expense type

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

The screenshot shows the 'New Itemization' form with the following details:

- Total Amount:** \$395.00 | **Itemized:** \$362.00 | **Remaining:** \$33.00
- Expense Type:** Parking
- Transaction Date:** 07/09/2015
- Purpose of Trip:** Normal biz
- Vendor Name:** Ocean Plaza Hotel
- City:** Tybee Island, Georgia
- Payment Type:** Company Paid
- Amount:** 25.00 USD
- Trip Type:** In-State Travel
- Personal Expense (do not reimburse):**
- Comment:** (empty)
- Buttons:** Save (highlighted), Cancel

- Click on the drop down arrow in the **Expense Type** field to select the expense. For this example, we selected **Parking** (which is located under the **Transportation** heading) and entered \$25.00 for that Expense.
- Click **Save**

The screenshot shows the 'New Itemization' form with the following details:

- Total Amount:** \$395.00 | **Itemized:** \$387.00 | **Remaining:** \$8.00
- 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:** Company Paid
- Amount:** 8.00 USD
- Personal Expense (do not reimburse):**
- Comment:** (empty)
- Buttons:** Save (highlighted), Cancel

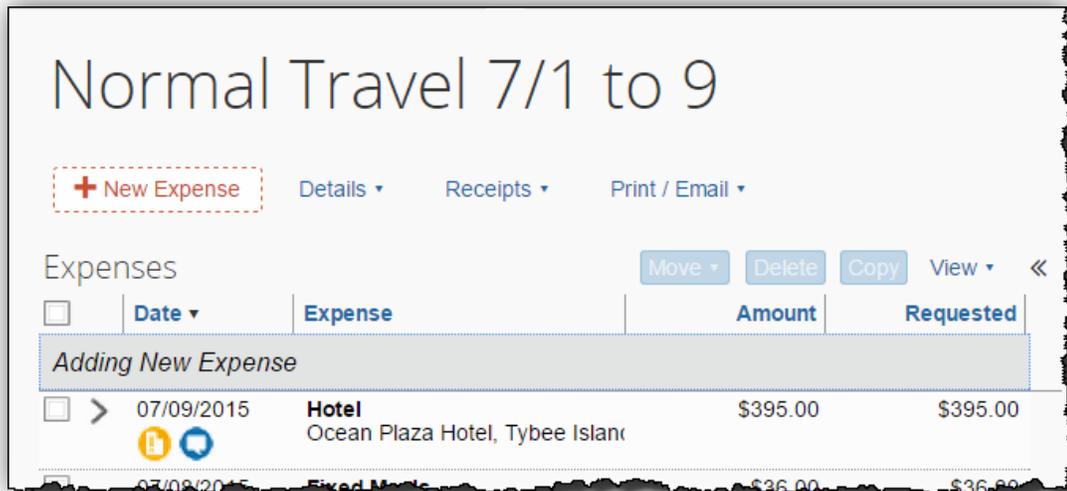
- Enter any remaining reimbursable expenses until the total of the hotel bill is accounted for.
 - In our example we entered \$8 for internet access fees. Select **Internet Charges** be found under **Communications** in the Expense Type list.
- Click **Save**



<input 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	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	\$5.00	\$5.00
<input type="checkbox"/>	07/07/2015	Occupancy Tax	\$10.00	\$10.00
<input type="checkbox"/>	07/08/2015	Hotel	\$115.00	\$115.00
<input type="checkbox"/>	07/08/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	07/08/2015	Occupancy Tax	\$12.00	\$12.00
<input type="checkbox"/>	07/09/2015	Internet Charges	\$8.00	\$8.00
<input type="checkbox"/>	07/09/2015	Parking	\$25.00	\$25.00

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](#)

Expenses Move Delete Copy View <<

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

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

If you could not get a copy at checkout from the hotel, it is the responsibility of your agency to provide you with a copy of the hotel receipt to attach to your expense report.

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