



# How to Enter Hotel Expenses not Reserved Through TTE Travel

The following procedure shows you how to enter a hotel expense you did not or could not book in the TTE Travel system AND you paid out of your “own pocket.” An example of this is a conference that offers a special low rate that is only available by calling an 800 number. 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 #: [Empty field]
- Recently Used Expense Types: Hotel (highlighted), Personal Car Mileage, Cash Advance Return
- All Expense Types: Lodging (highlighted), Hotel, Other Meals, Group Meals, Transportation, Airfare, Board Members, Other, Other Promotional Expense, Trade Shows, Cash Advance

- 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: Out of Pocket
- Amount: 395.00 USD
- Request: 06/15/2015, \$375.00 - BBC
- Comment: Conference Hotel - could not book in TTE
- Travel Allowance:  (unchecked and circled in red)
- Itemize button: highlighted with a red box

- 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
- The **Payment Type** field defaults *Out of Pocket*
- Enter the total reimbursable amount from the Hotel Receipt in the **Amount** field.
- **Trip Type** will automatically populate

- Enter a comment into the **Comment** field to indicate why it was not booked through the TTE Travel system.
- 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, Sales Tax of \$15, Transportation Bill Tax of \$5 and Occupancy Tax at \$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.

- Enter the rate for the majority of the nights of your stay in **Room Rate**
- Enter any Sales Tax in **Room Tax**
- If there is a \$5 per night Transportation Tax for hotels in Georgia, click on the dropdown under Expense in the **Additional Charges (each night)** section
  - Under *Lodging* select **Hotel Tax**
  - Enter \$5 in **Amount**
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- If they did not remove the **Occupancy Tax** for a hotel in Georgia based on the Tax Exemption certificate you provided, click on the drop down under Expense in the **Additional Charges (each night)** section
  - Under *Lodging* select **Occupancy Tax**
  - Enter the amount charged most nights
- 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

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

- 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	<b>Hotel</b> Ocean Plaza Hotel, Tybee Island	\$395.00	\$390.00
<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"/>	07/08/2015	Hotel Tax	\$15.00	\$15.00
<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"/>	07/07/2015	Hotel Tax	\$15.00	\$15.00
<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
<input type="checkbox"/>	07/06/2015	Hotel Tax	\$15.00	\$15.00

- 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: \$390.00 | Remaining: \$5.00

Expense Type <input type="text" value="Hotel"/>	Transaction Date <input type="text" value="07/08/2015"/>	Purpose of Trip <input type="text" value="Normal biz"/>	Vendor <input type="text" value="Ocean Plaza Hotel"/>
City <input type="text" value="Tybee Island, Georgia"/>	Payment Type <input type="text" value="Out of Pocket"/>	Amount <input type="text" value="95.00"/> <input type="text" value="USD"/>	<input type="checkbox"/> Personal Expense (do not reimburse)
<input type="checkbox"/> Travel Allowance	Trip Type <input type="text" value="In-State Travel"/>	Comment <input type="text"/>	Request <input type="text" value="None"/>

- 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: \$380.00 | Remaining: \$15.00

Expense Type  
Choose an expense type

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

New Itemization

Total Amount: \$395.00 | Itemized: \$380.00 | Remaining: \$15.00

Expense Type: Parking  
Transaction Date: 07/09/2015  
Purpose of Trip: Normal biz  
Vendor Name: Ocean Plaza Hotel

City: Tybee Island, Georgia  
Payment Type: Out of Pocket  
Amount: 10.00 USD  
Personal Expense (do not reimburse):

Trip Type: In-State Travel  
Comment:

Save Cancel

- Click on the drop down arrow in the **Expense Type** field to select the expense type. For this example, we selected **Parking** (which is located under the **Transportation** heading) and entered \$10.00 to that Expense.
- Click **Save**

New Itemization

Total Amount: \$395.00 | Itemized: \$390.00 | Remaining: \$5.00

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: Out of Pocket  
Amount: 5.00 USD  
Personal Expense (do not reimburse):

Comment:

Save Cancel

- Enter any remaining reimbursable expenses until the total of the hotel bill is accounted for.
  - In our example we entered \$5 for internet access fee. Select **Internet Charges** be found under **Communications** in the Expense Type list.
- Click **Save**



Expenses				
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<input type="checkbox"/>	07/09/2015	<b>Hotel</b> 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	Hotel Tax	\$15.00	\$15.00
<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	\$15.00	\$15.00
<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	\$95.00	\$95.00
<input type="checkbox"/>	07/08/2015	Hotel Tax	\$5.00	\$5.00
<input type="checkbox"/>	07/08/2015	Hotel Tax	\$12.00	\$12.00
<input type="checkbox"/>	07/08/2015	Occupancy Tax	\$8.00	\$8.00
<input type="checkbox"/>	07/09/2015	Internet Charges	\$5.00	\$5.00
<input type="checkbox"/>	07/09/2015	Parking	\$10.00	\$10.00

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.

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

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

The Statewide Travel Policy requires you to attach copies of receipts for any hotel expense.