



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

- Move the *Available Expense* into an existing or new expense report or enter the expense manually when there is no matching TTE Reservation. Open the Hotel Expense.
  - If the expense was not imported as an *Available Expense*, uncheck the **Travel Allowance** box and enter an explanation in the **Comment** box.
- Enter the total reimbursable amount from the Hotel Receipt in the Amount field.
- Update or enter any required fields necessary
- Click on **Itemize**

Expense: Nightly Lodging Expenses

Expense Type: Hotel | Transaction Date: 04/03/2015 | Purpose of Trip: Normal biz travel | Vendor: Ocean Plaza Hotel

City: Savannah, Georgia | Payment Type: Out of Pocket | Amount: 398.00 | USD |  Travel Allowance

Trip Type: In-State Travel | Comment: Conference Hotel had to book outside of the system

Buttons: Itemize, Attach Receipt, Cancel

- 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 \$398 with two nights at a \$100 Room Rate, Sales Tax at \$15 and Occupancy Tax at \$10 and the last night was at a Room Rate of \$95, Sales Tax at \$12 and Occupancy Tax of \$8.

- Enter the **Room Rate** for the majority of the nights of your stay
- Enter the **Room Tax** (Sales Tax) for the majority of the nights of your stay
- Enter any **Occupancy Tax** in the **Additional Charges** section
- Click **Save Itemizations**.

Expense: Nightly Lodging Expenses

Check-in Date: 03/31/2015 | Check-out Date: 04/03/2015 | 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

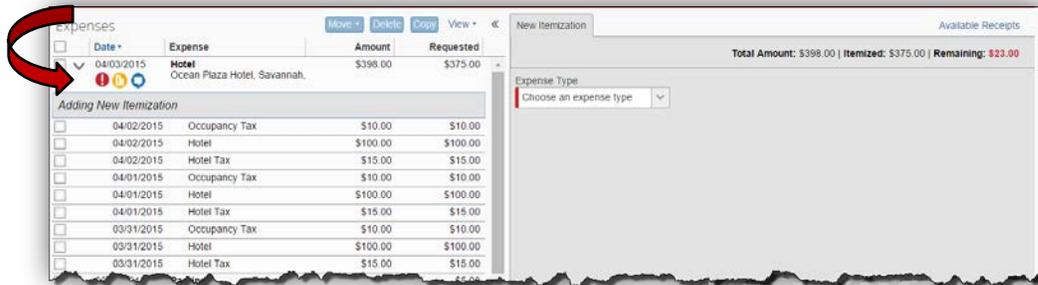
**Additional Charges (each night)**

Expense: Occupancy Tax | Amount: 10.00

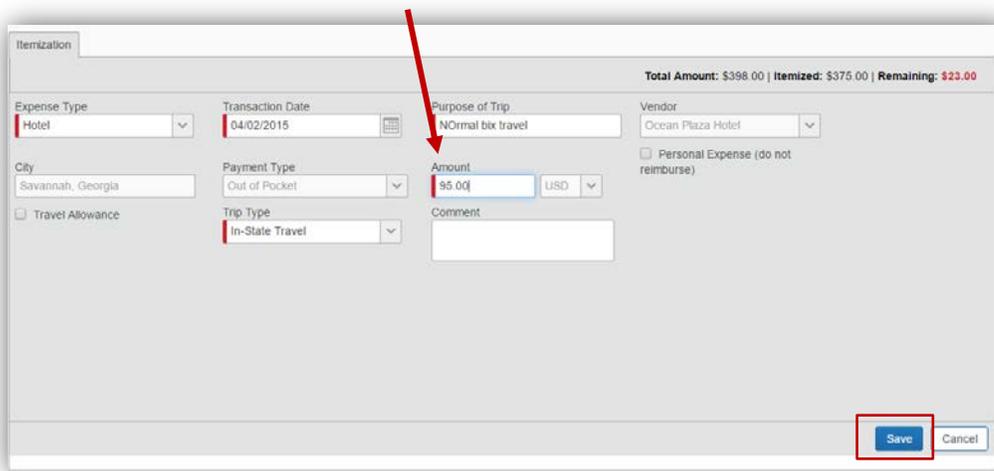
Expense: Choose an expense type | Amount: |

Buttons: Save Itemizations, Cancel

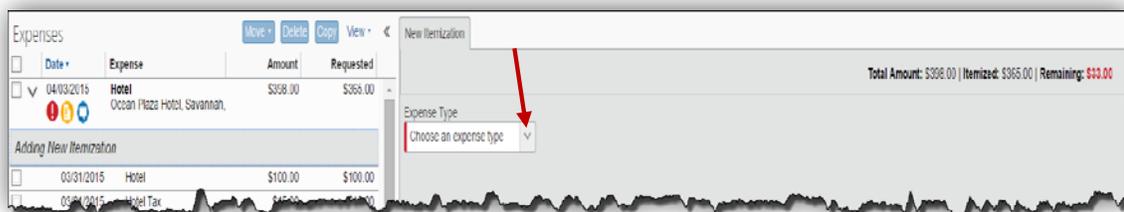
- The **Recurring Charges** are displayed on the Expense Report and a Red Flag Error is registered in Exceptions and on the Expense Item itself since there is an Un-Itemized Remaining Balance.
  - Click on the hotel expense for a night that had a different Room Rate



- The itemization for that one day opens:



- Enter the correct **Room Rate** for that night.
- Click **Save**
- Repeat the same process of selecting the **Hotel, Room Tax, Occupancy Tax** and any other nightly recurring items that need a different rate on one or more days of your stay.
- If the **Remaining Balance** is not zero you will need to choose an **Expense Type** and register it. These expenses would be one time charges and not a nightly fee.



- Click on the arrow in the **Expense Type** field and select the expense type you need to add charges for. For this example, we are using **Copy Charges** and posting the \$33.00 remaining amount to that Expense.

However, you can distribute the remaining balance to as many Expense Types as required.

- Click **Save**

New Itemization
Total Amount: \$398.00 | Itemized: \$365.00 | Remaining: \$33.00

Expense Type  
Copy Charges

Transaction Date  
04/03/2015

Purpose of Trip  
Normal bix travel

Vendor Name  
Ocean Plaza Hotel

City  
Savannah, Georgia

Payment Type  
Out of Pocket

Amount  
33.00 USD

Personal Expense (do not reimburse)

Comment

When the total amount of the Hotel Expense originally entered is completely itemized, any Exceptions will clear and the expense entry is finished.

<input type="checkbox"/>	▼	04/03/2015	<b>Hotel</b>	\$398.00	\$398.00
			Ocean Plaza Hotel, Savannah,		
<input type="checkbox"/>		03/31/2015	Hotel	\$100.00	\$100.00
<input type="checkbox"/>		03/31/2015	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>		03/31/2015	Occupancy Tax	\$10.00	\$10.00
<input type="checkbox"/>		04/01/2015	Hotel	\$100.00	\$100.00
<input type="checkbox"/>		04/01/2015	Hotel Tax	\$15.00	\$15.00
<input type="checkbox"/>		04/01/2015	Occupancy Tax	\$10.00	\$10.00
<input type="checkbox"/>		04/02/2015	Hotel	\$95.00	\$95.00
<input type="checkbox"/>		04/02/2015	Hotel Tax	\$12.00	\$12.00
<input type="checkbox"/>		04/02/2015	Occupancy Tax	\$8.00	\$8.00
<input type="checkbox"/>		04/03/2015	Copy Charges	\$33.00	\$33.00