



# How to Correct a Manual Hotel Expense Entry with a “Travel Allowance Itinerary” Error

If you enter a hotel expense manually (selected Hotel expense and not Import Expenses) because the reservation was made outside of TTE Travel, leave the Travel Allowance box checked and itemize the expense, the transaction immediately displays an error message that says “*This entry cannot be submitted until a Travel Allowance Itinerary is created.*”

The screenshot shows the 'New Expense' form with the following fields:

- Expense Type: Hotel
- Transaction Date: 04/08/2016
- Purpose of Trip: Annual conference
- Vendor: Embassy Suites
- City: Savannah, Georgia
- Payment Type: Company Paid
- Amount: 300.00 USD
- Travel Allowance:
- Trip Type: In-State Travel
- Comment: (empty)

A red arrow points to the 'Travel Allowance' checkbox. Buttons at the bottom right include 'Itemize', 'Attach Receipt', and 'Cancel'.

The screenshot shows the 'Manage Expenses' interface for the 'FMC Conference (4/1 to 15)'. It includes a 'New Expense' button and a list of exceptions and expenses.

Exceptions			
Expense Type	Date	Amount	Exception
Hotel	04/05/2016	\$100.00	! This entry cannot be submitted until a Travel Allowance Itinerary is created.
Hotel	04/06/2016	\$100.00	! This entry cannot be submitted until a Travel Allowance Itinerary is created.
Hotel	04/07/2016	\$100.00	! This entry cannot be submitted until a Travel Allowance Itinerary is created.

Expenses				
	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	04/08/2016	Hotel Embassy Suites, Savannah, Geor	\$300.00	\$300.00
<input type="checkbox"/>	04/05/2016	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	04/06/2016	Hotel	\$100.00	\$100.00
<input type="checkbox"/>	04/07/2016	Hotel	\$100.00	\$100.00

Once the itemizations have been added and saved, the Travel Allowance check box disappears.

Expense: Nightly Lodging Expenses Available Receipts

Total Amount: \$300.00 | Remized: \$300.00 | Remaining: \$0.00

Expense Type: Hotel | Transaction Date: 04/08/2016 | Purpose of Trip: Annual conference | Vendor: Embassy Suites | City: Savannah, Georgia | Payment Type: Company Paid

Amount: 300.00 | USD | Trip Type: In-State Travel | Comment:

Buttons: Save, Add Itemization, Attach Receipt, Cancel

To fix this issue, select each itemization line including hotel, hotel tax, occupancy tax and any other itemized expenses and not the expense total.

Click on **Delete**.

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	04/08/2016	<b>Hotel</b> Embassy Suites, Savannah, Geoi	\$300.00	\$300.00
<div style="border: 1px solid red; padding: 5px; margin: 5px 0;">This expense has no matching travel reservation. Please import trips and apply the booking or use the expense report comments to explain why there was no reservation made for this expense. This itemized entry has sub-entries with one or more exceptions.</div>				
<input checked="" type="checkbox"/>	04/05/2016	Hotel	\$100.00	\$100.00
<input checked="" type="checkbox"/>	04/06/2016	Hotel	\$100.00	\$100.00
<input checked="" type="checkbox"/>	04/07/2016	Hotel	\$100.00	\$100.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$300.00	\$300.00

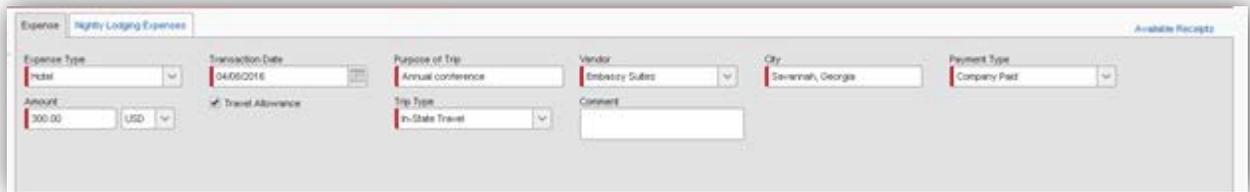
Click **Yes** to confirm the deletion.

**Please Confirm** ✕

? Are you sure you want to delete these itemizations?

Yes No

Open the hotel expense item. The option to uncheck the Travel Allowance box is now visible.



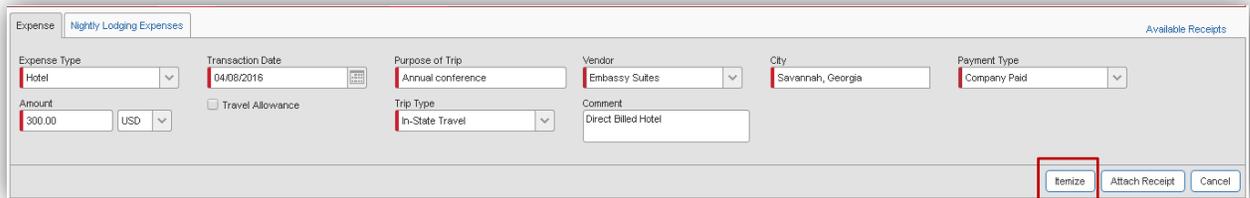
The screenshot shows the 'Expense' form for 'Nightly Lodging Expenses'. The 'Travel Allowance' checkbox is checked. The form fields are: Expense Type: Hotel; Transaction Date: 04/08/2016; Purpose of Trip: Annual conference; Vendor: Embassy Suites; City: Savannah, Georgia; Payment Type: Company Paid; Amount: 300.00 USD; Trip Type: In-State Travel; Comment: (empty).

Uncheck the **Travel Allowance** box.

Enter the reason you unchecked the Travel Allowance box in **Comment**. In this example, it is because it was a Direct Billed hotel and there was no matching TTE Travel Reservation.

**Note:** If this had been a conference hotel that you could not book in TTE Travel the explanation might be conference hotel and the payment type would have been **Out of Pocket**.

Click on **Itemize**, re-enter the hotel expense itemizations and **Save Itemizations**.



The screenshot shows the 'Expense' form with the 'Travel Allowance' checkbox unchecked. The 'Comment' field now contains 'Direct Billed Hotel'. The 'Itemize' button is highlighted with a red box. The form fields are: Expense Type: Hotel; Transaction Date: 04/08/2016; Purpose of Trip: Annual conference; Vendor: Embassy Suites; City: Savannah, Georgia; Payment Type: Company Paid; Amount: 300.00 USD; Trip Type: In-State Travel; Comment: Direct Billed Hotel.

The error condition will be eliminated and expense will process correctly.