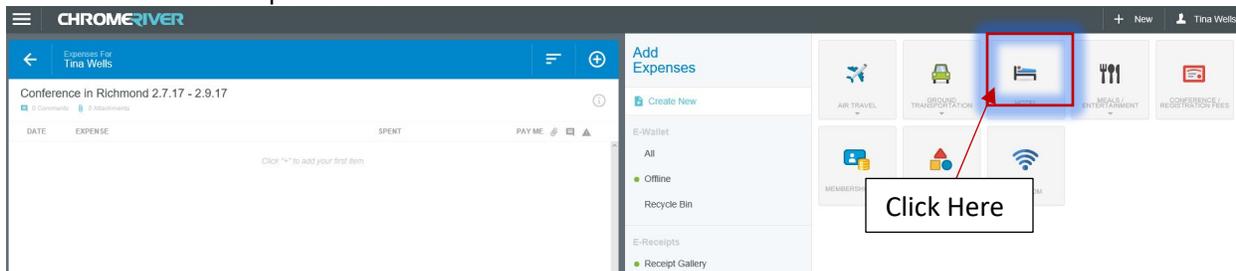# HOW TO ENTER HOTEL EXPENSES

First, you will have to have filled in your Report Header information for your trip. When you Save the Report Header the Expense Tiles will appear.

Click the Hotel Icon Expense Tile.

Click Here

The Hotel Header opens up and you will need to enter in all of the following:

Cancel Save Itemize

Hotel

| Date | 02/04/2017 | → Enter the check-out date on the invoice. |

Spent 409.58 USD → Enter the total on the hotel invoice

Business Purpose
Optional Conference in Richmond Enter the reason for your trip

Description
Optional Attended FOCUS Enter additional lodging details if necessary

Receipt Attached ✓

Allocation

100432 - ACCOUNTS PAYABLE → Enter your Org Number

⊕ Add Allocation ← If charging multiple Orgs Click Add Allocation

Attachments (0)

Drag image here to upload → Upload Attachments

Click in Browse File to Attach for your Hotel Receipt or Save and Click the Plus Sign and choose Receipt Gallery

After entering the Hotel Header information Click Save.

Notice the Message. Click Itemize.
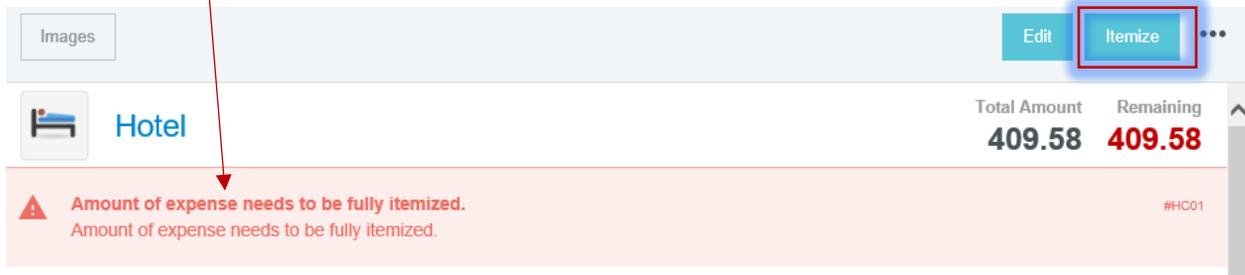
The Expenses Icons pop up for itemizing your hotel bill. First, Click on the Hotel Lodging/Per Diem Button. This button is for the room rate from your hotel bill.

Notice the total from the Hotel Header carried over. This is the amount to be Itemized.
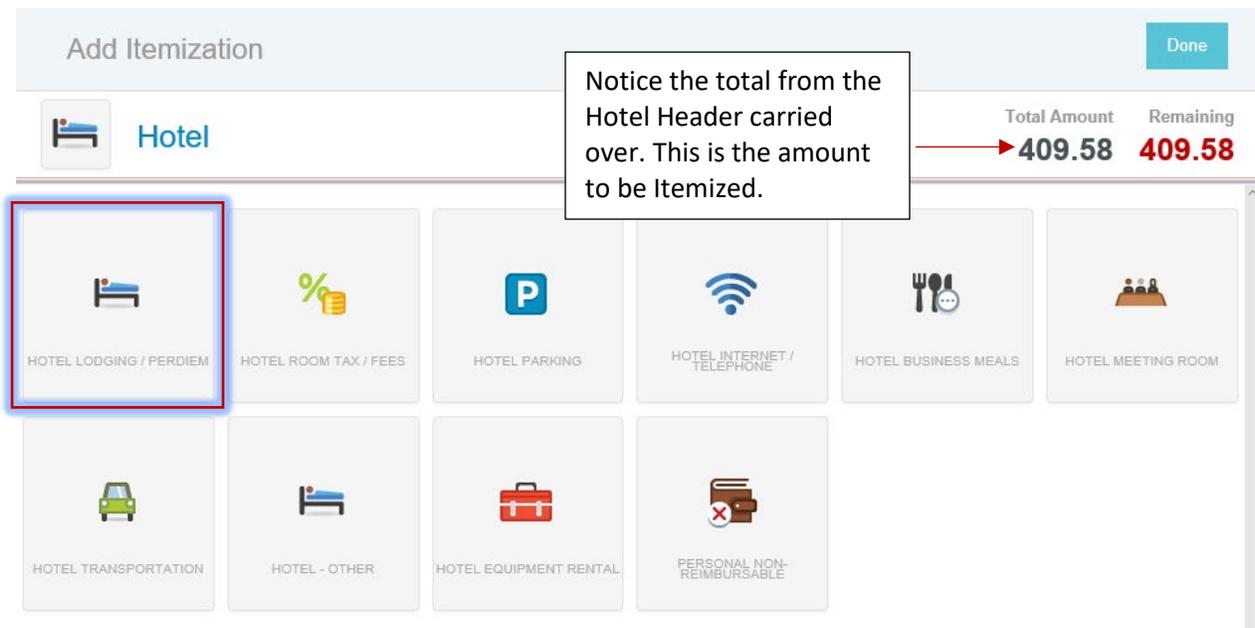
Here is the Scenario for the following instructions for entering your Hotel Invoice: (It will be a 3 Business Day trip)

1) Conference location – Richmond
2) Travel Dates – (Use current month dates)
3) Room Rate for each night - $132
4) Total Room Taxes - $45.58
5) Non-reimbursable charge - $50
6) Hotel Parking - $50

The Hotel Lodging Per Diem form opens up. Check the date that defaulted and then Click Calculate.

	Cancel	Save

Total Amount 409.58   **Remaining** 409.58

Hotel Lodging / PerDiem

Date	02/09/2017 📅		If your room rate is the same each night make sure the date is the checkout date on the receipt. Each day on the receipt that has a different room rate will need to be entered separately so use the "checkout" date for each different amount.
Spent	0.00 🖩	USD	
Allowable Total	0.00	USD	Calculate

Click the Calculate Button.

Receipt Attached ☑

Allocation

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➕ Add Allocation

Guests

Internal ▼	Add Guests

Internal	✕	**Tina Wells** *Manager - Accounts Payable* *James Madison University*		100 %	0.00
				100 %	0.00

Attachments (0)

Drag image here to upload   Upload Attachments

This is the Calculate table. Fill in the Dates, Location and number of Rooms. Then Save.

Calculate Allowable Total   ✕

Start Date	02/07/2017 📅	Enter your Checkin and your Checkout Dates of all days the rate is the same consecutively. Each date with a different rate will need to be entered separately.
End Date	02/09/2017 📅	
Location	Richmond, Richmond (city), Virginia (VA), United States	
		Type in the city from your hotel bill and choose the correct location.
Rooms	Enter the number of Rooms → 1	
Nights	It automatically sets your Nights up based on your dates entered above. → 2	
Daily Room Rate		132.00 USD
Base Total	It shows you the per diem and calculates the total allowable per diem.	264.00 USD
Allowable Total		**528.00 USD**

Cancel   Save

After calculating the per diem information, the Hotel Lodging Per Diem form returns with the Allowable Total. For this example, the Hotel Dates were 2/7/17-2/9/17. I entered $264.00 for my two night's stay (both days rate were $132.00) and Click Save.

Once saved the Itemize Tiles appear. Notice the amount remaining is reduced.

Click on Hotel Room Tax/Fees.

Enter the Checkout Date on the hotel receipt if it is a different date showing in the Date Box. Total **all** the taxes/fees and enter it in the Spent Box. Click Save.

	Cancel	Save

	Total Amount	Remaining
	409.58	**145.58**

Hotel Room Tax / Fees

Date	02/09/2017
Spent	45.58 USD
Description Optional	Total of all days taxes and fees
Receipt Attached	☑

Allocation

100432 - ACCOUNTS PAYABLE

⊕ Add Allocation

Attachments (0)

☁ Browse File to Attach

You now have $100 remaining to be itemized. From the example above, hotel parking was on the hotel receipt. Click the Hotel Parking Button.

Make sure the Checkout Date is in the Date Box. Enter the parking amount in the Spent Box. Click Save.

You now have $50 remaining to be itemized. From the example above, there was a Personal Non-Reimbursable charge on the hotel receipt. Click the Personal Non-Reimbursable Button.

Make sure the Checkout Date is in the Date Box. Enter the Non-Reimbursable amount in the Spent Box and provide an explanation of the purchase in the Description Box then Click Save.

Your hotel bill is now fully itemized.

DATE	EXPENSE	SPENT	PAY ME		
Tue 05/09/2017	🛏 Hotel	409.58 USD	359.58		✓
Tue 05/09/2017	🛏 Hotel Lodging / PerDiem	264.00 USD	264.00		✓
Tue 05/09/2017	Hotel Room Tax / Fees	45.58 USD	45.58		✓
Tue 05/09/2017	🅿 Hotel Parking	50.00 USD	50.00		✓
Tue 05/09/2017	Personal Non-Reimbursable	50.00 USD	0.00		✓

Expenses For
Tina Wells

Conference in Richmond
0 Comments   0 Attachments

To Itemize a Hotel Business Meal (a meal that is on your hotel invoice)

Click on Hotel Business Meals.

Enter the Date of your business meal from the hotel receipt and Click Calculate.

The per diem Calculate Allowable Total form opens up. Enter your meal Location, Meal Type and number of Attendees. This provides you with the correct meal per diems. Enter the total of the food amount spent in the Food Box. Click Save.

After clicking the save button you are brought back to the Business Meals Form. Notice the Food total carried over from the Calculate Tab.
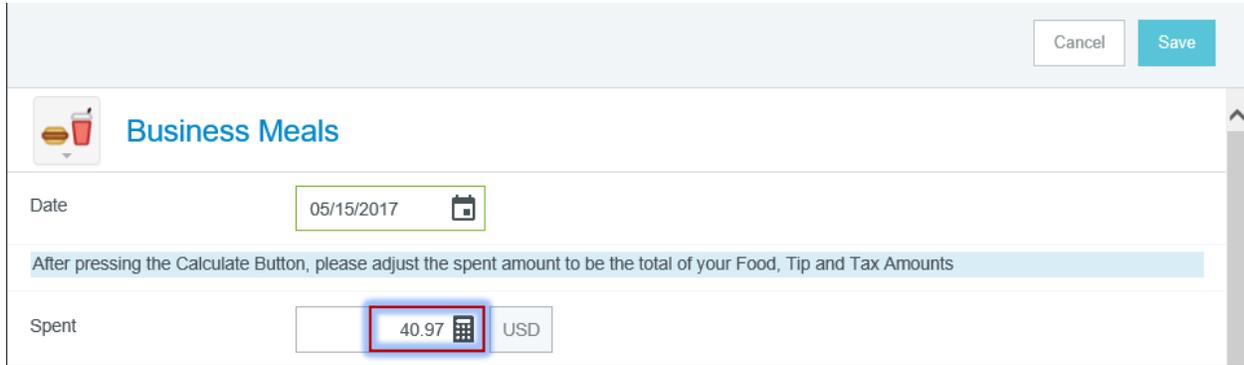
Now you need to enter over that total with the entire Food Receipt Total in the Spent Box. Enter in the Tax Amount in the box and Tip Amount in the box. Complete the Business Purpose, Click the Receipt Attached Checkbox and Click on Allocation to enter your Org number.

Click on Add Guests and enter in all parties who attended the Business Meal (internal and external). Upload your receipt. Click Save. **See below for entering External Guest**

Guests

External ▼	Add Guests		
Internal ✕	**Tina Wells** Manager - Accounts Payable James Madison University	33.34 %	17.33
Internal ✕	**Bonnie Knight** Travel & Individual Reimbursement Analyst James Madison University	33.33 %	17.31
External ✕	**Mary Contrary** Recruitment Manager Recruitment Co., Inc.	33.33 %	17.31
		100 %	51.95

Attachments (0)

⬆ Drag image here to upload   **Upload Attachments**

**To enter an External Guest click the Dropdown Arrow and choose External. Then Click the box Add Guests. Click the + Add New External Guest? box. You will need to fill in all the information boxes before it will allow you to save the guest. Click Add.

Guests

External

First Name

Last Name

Title

Company Name

Cancel   Add

Repeat for every External Guest not already in the list. Once an External Guest is Saved it remains in your list.

Guests

External ▼	Add Guests		
Internal ✕	**Tina Wells** Manager - Accounts Payable James Madison University	33.34 %	17.33
Internal ✕	**Bonnie Knight** Travel & Individual Reimbursement Analyst James Madison University	33.33 %	17.31
External ✕	**See Attached List See Attached List** See Attached List See Attached List	33.33 %	17.31
		100 %	51.95

If you have multiple External Guests and want to provide a list, you will need to enter into all the boxes "See Attached List". You will need to upload the list in Upload Attachments if you indicated you attached a list.

How to enter Business Meals where the total amount spent is over the Allowable Food Total.

Calculate Allowable Total   ✕

Date	05/15/2017 📅
Location	United States, Virginia (VA), Harrisonburg-Harrisonburg (cit

Meal Type
- ◯ Breakfast
- ◯ Lunch
- ◉ Dinner

Attendees 3

Per Attendee	23.00 USD
Base Total	69.00 USD
Allowable Food Total	**103.50 USD**

Calculate Overages

Any time the Food amount and/or Food amount plus Taxes exceeds the Allowable Food Total enter the Allowable Food Total. In this case you would enter the $103.50 in the Food Box.

SPENT AMOUNT

Food   103.50   ▦

Food

Spent 40.97 USD of 103.50 USD
Over 0.00 USD

Total Spent	USD
Total Overages	0.00 USD

Cancel   Save

Cancel Save

🍔🥤 **Business Meals**

| Date | 05/15/2017 📅 |

After pressing the Calculate Button, please adjust the spent amount to be the total of your Food, Tip and Tax Amounts

| Spent | 103.50 🔢 | USD |

If your Spent is the Allowable Food Total you **do not need to complete the Tax Amount Box or the Tip Amount Box. Leave them blank**. Complete the rest of the form and Click Save.

Tax Amount Optional	0
Tip Amount Optional	0.00
Tip Percentage Optional	0
Allowable Food Total	103.50	USD	Calculate
Overage Total	0.00	USD
Business Purpose	Give a reason for the Business Meal

| Receipt Attached | ☑ |

Allocation

100432 - ACCOUNTS PAYABLE

➕ Add Allocation