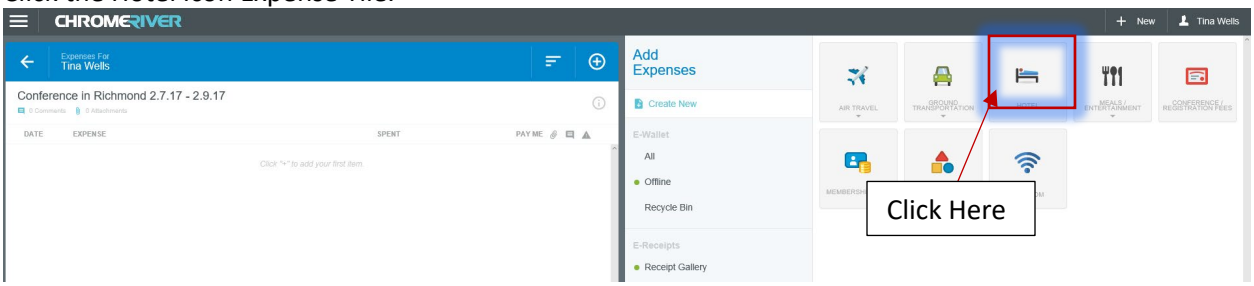
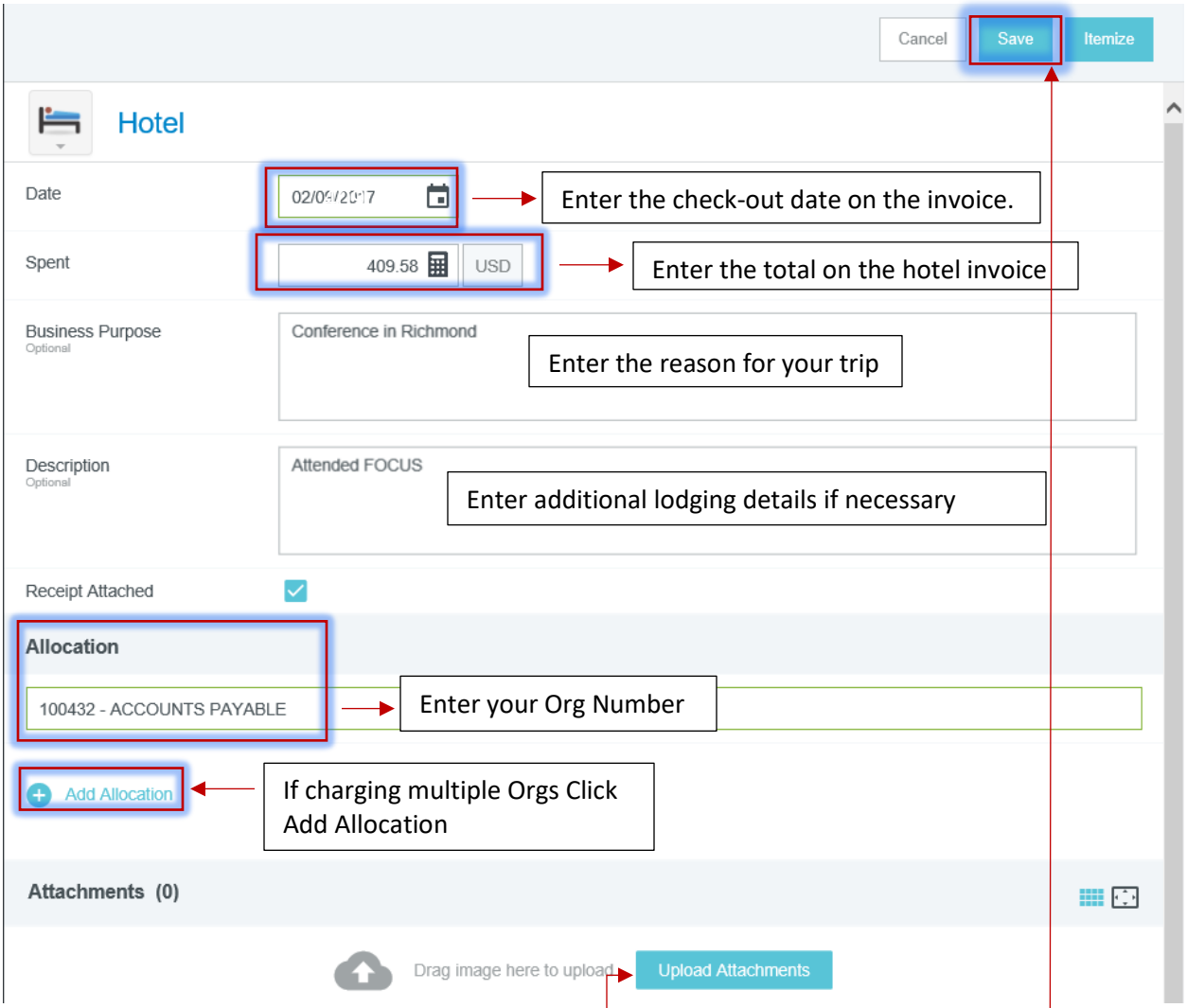
HOW TO ENTER HOTEL EXPENSES

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.

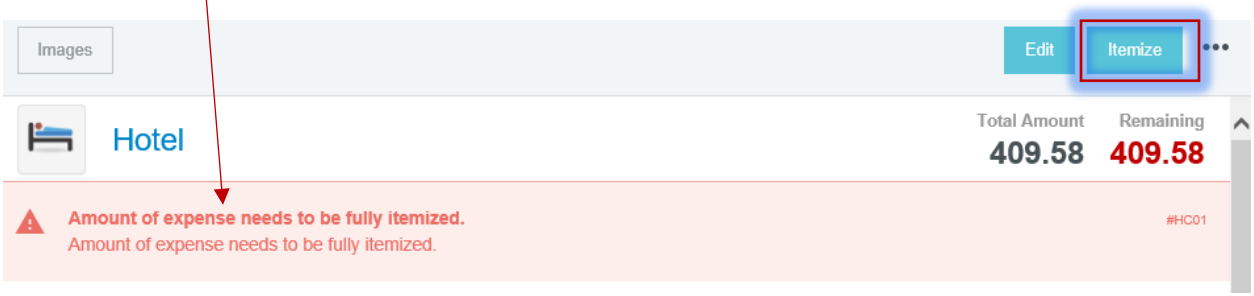


The Hotel Header opens up and you will need to enter in all of the following:

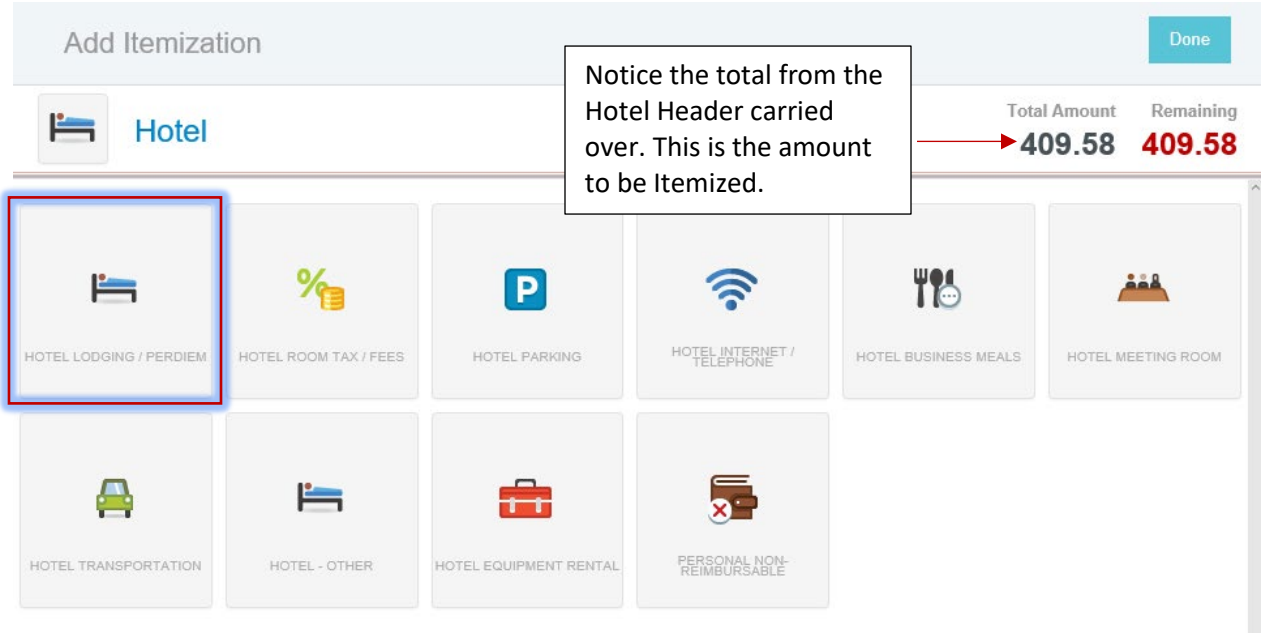


After entering the Hotel Header information Click Save.

Notice the Message. Click Itemize.



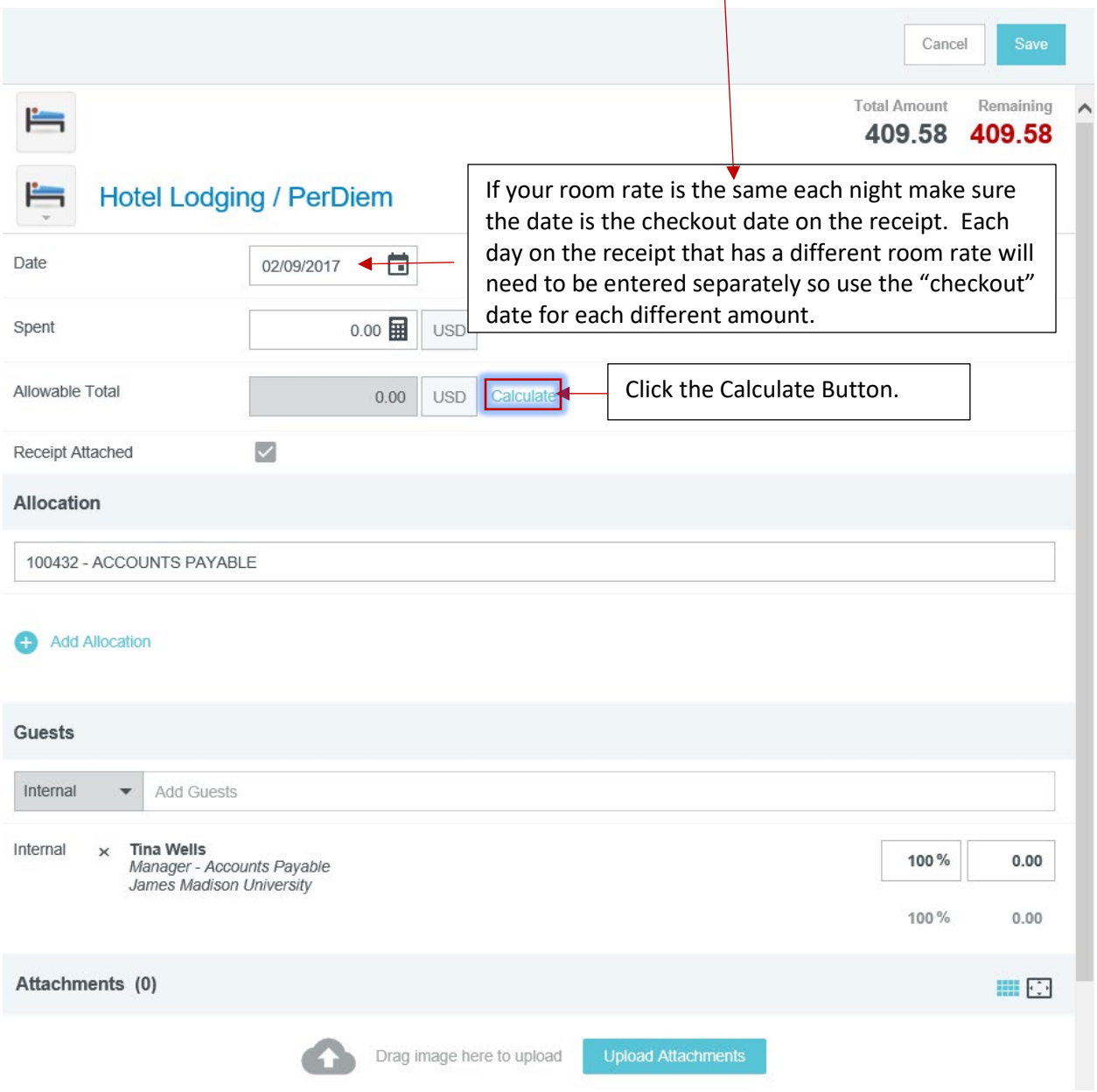
The Expenses Icons pop up for itemizing your hotel bill. First, Click on the Hotel Lodging/Per Diem Button. This button is for the room rate from your hotel bill.



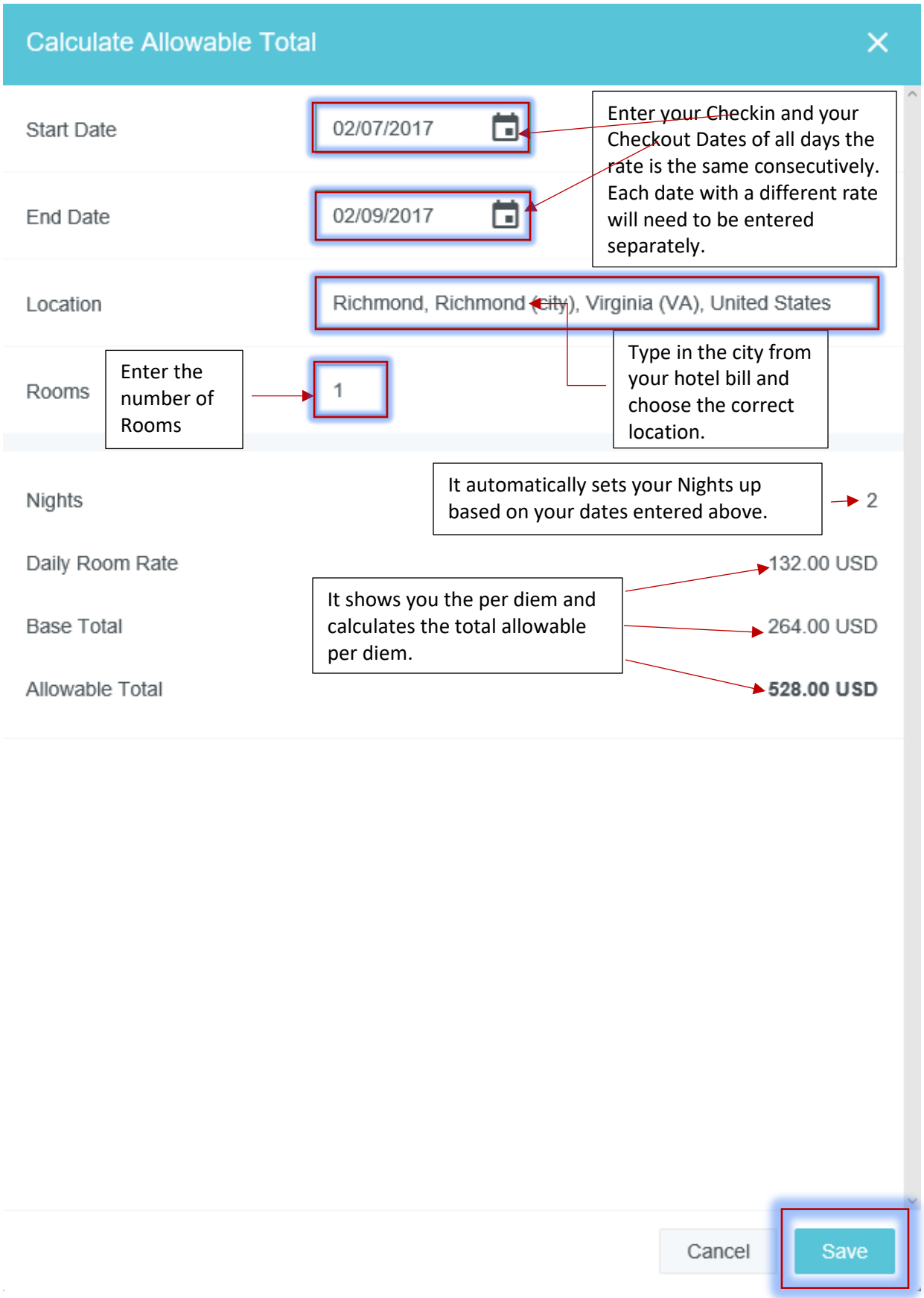
Here is the Scenario for the following instructions for entering your Hotel Invoice: (It will be a 3 Business Day trip)

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

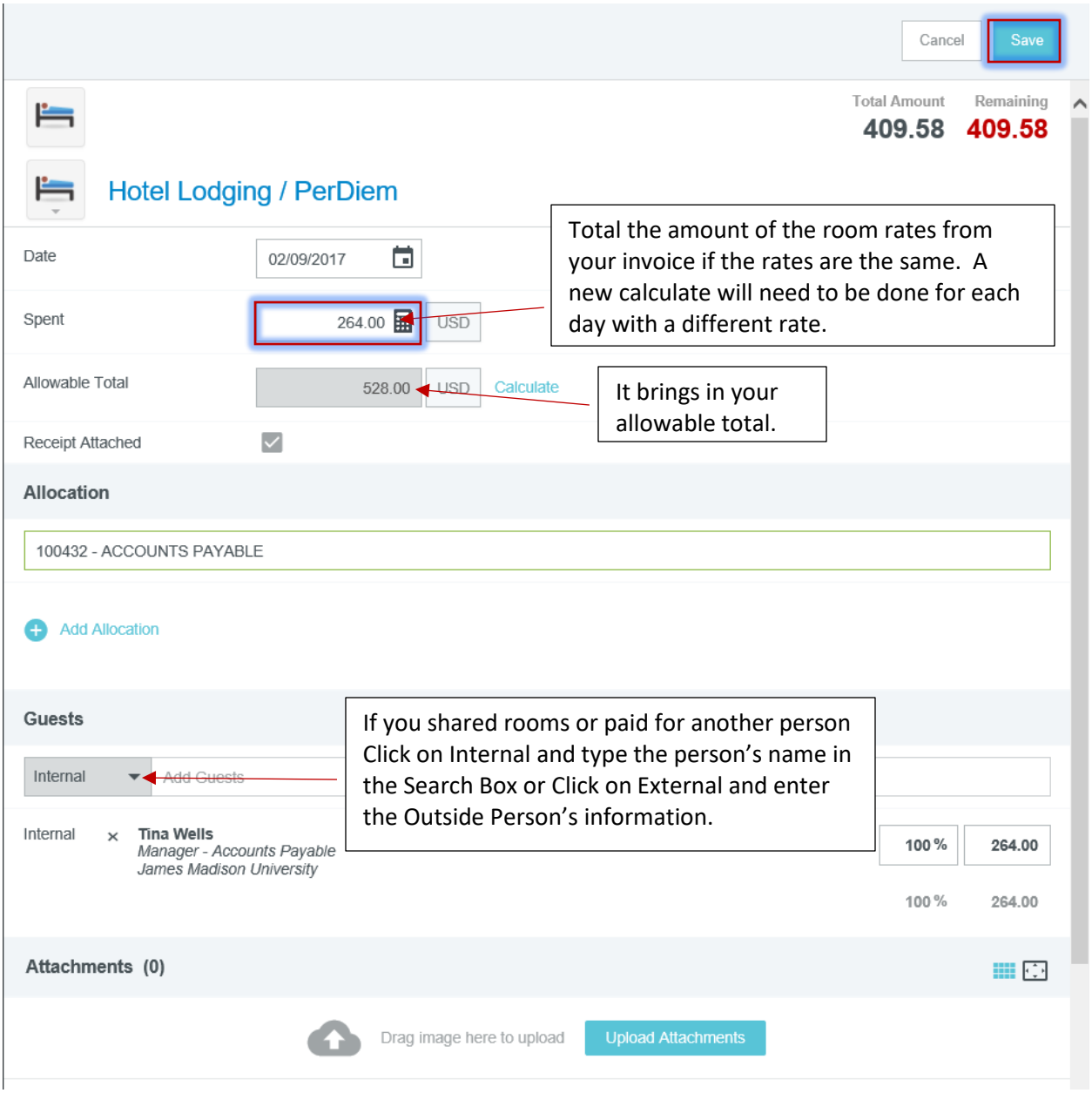
The Hotel Lodging Per Diem form opens up. Check the date that defaulted and then Click Calculate.



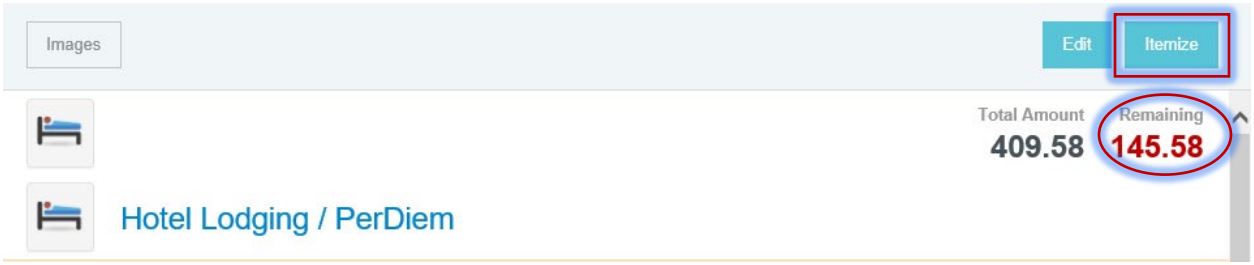
This is the Calculate table. Fill in the Dates, Location and number of Rooms. Then Save.



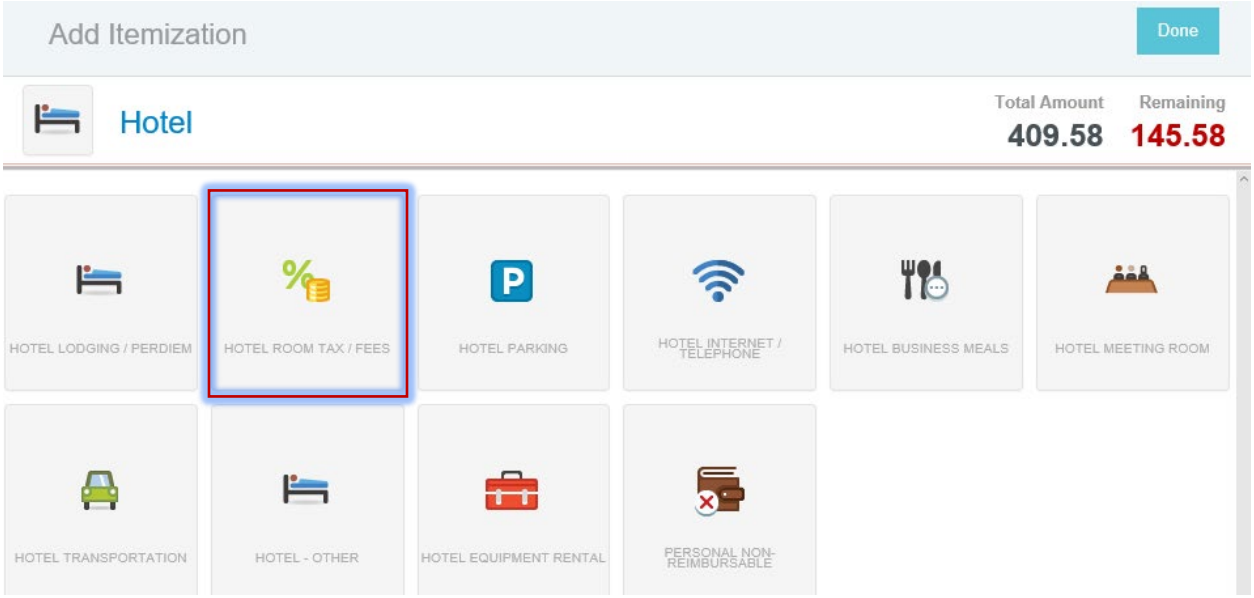
After calculating the per diem information, the Hotel Lodging Per Diem form returns with the Allowable Total. For this example, the Hotel Dates were 2/7/17-2/9/17. I entered $264.00 for my two night's stay (both days rate were $132.00) and Click Save.



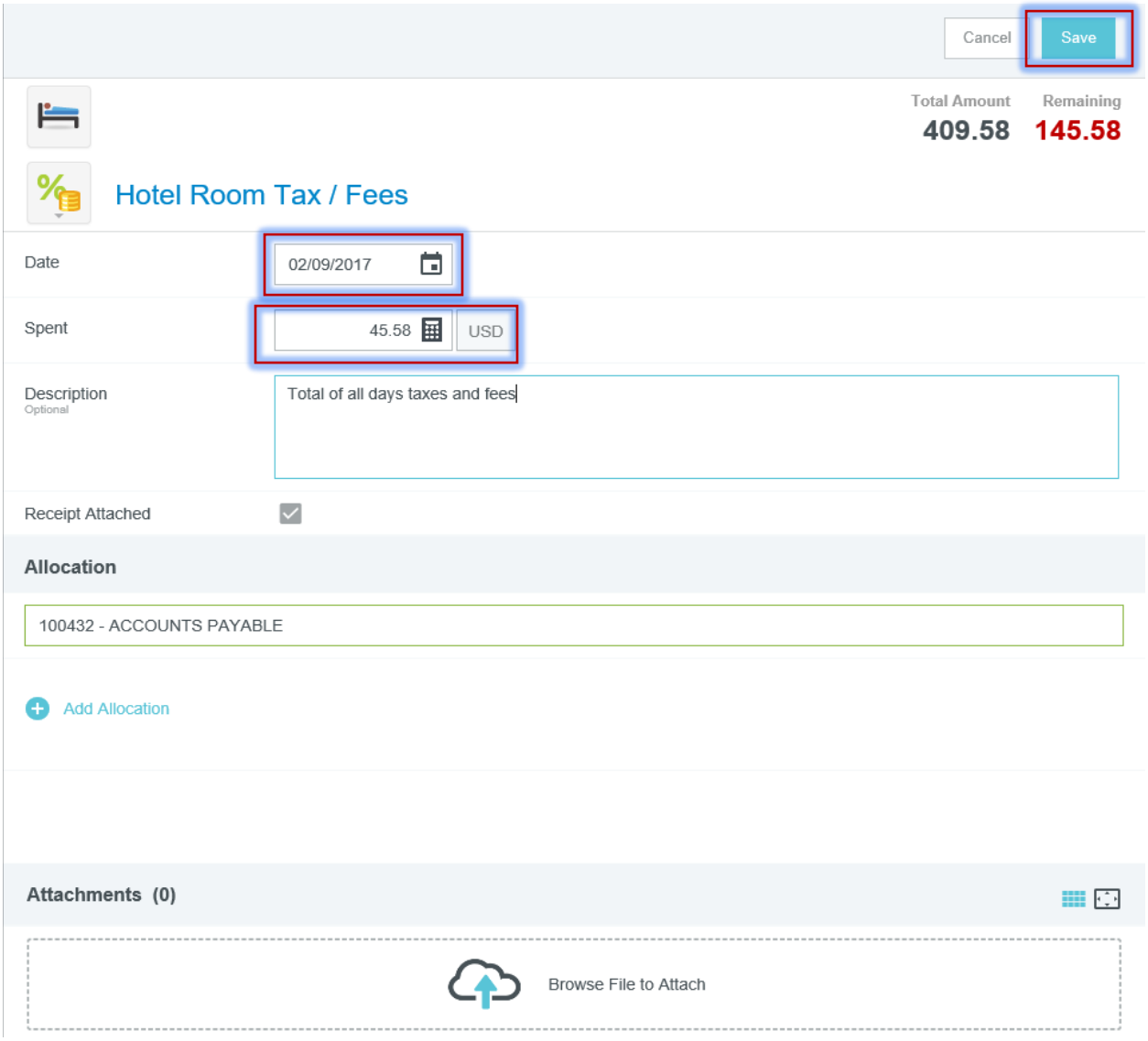
Once saved the Itemize Tiles appear. Notice the amount remaining is reduced.



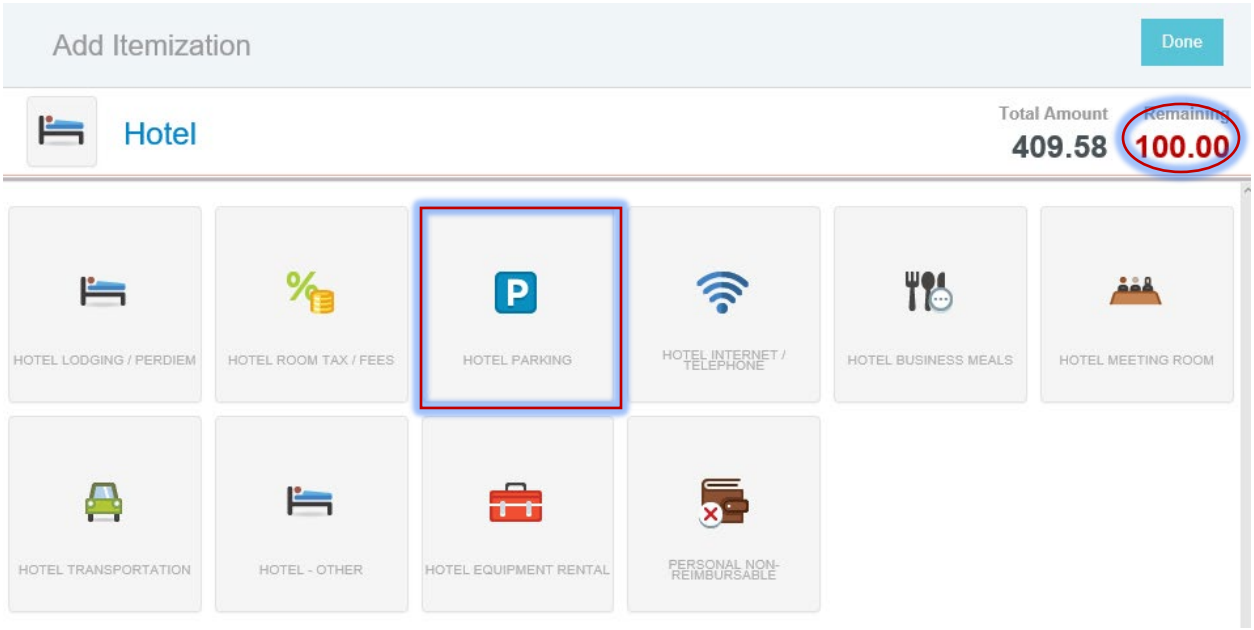
Click on Hotel Room Tax/Fees.



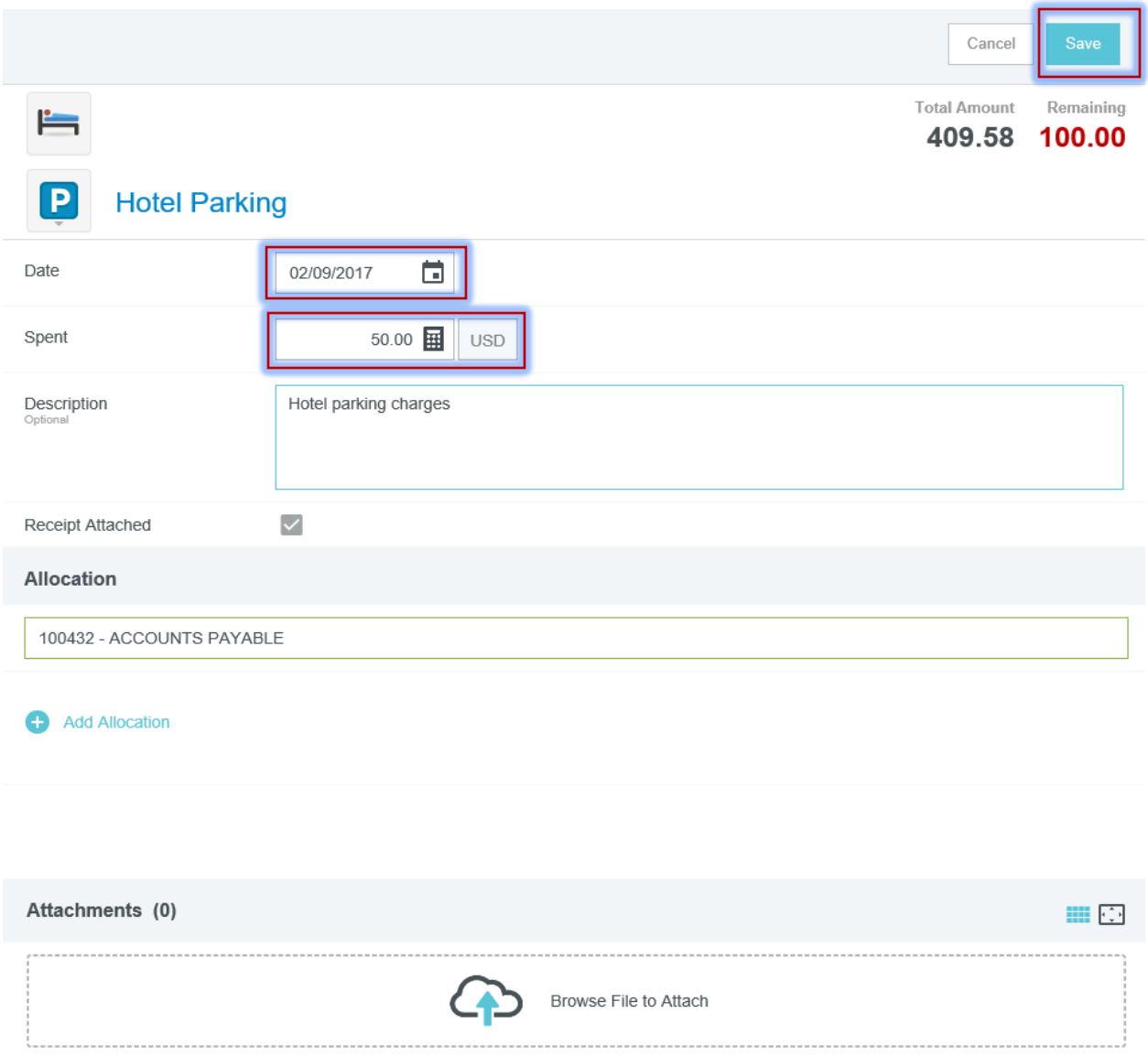
Enter the Checkout Date on the hotel receipt if it is a different date showing in the Date Box. Total **all** the taxes/fees and enter it in the Spent Box. Click Save.



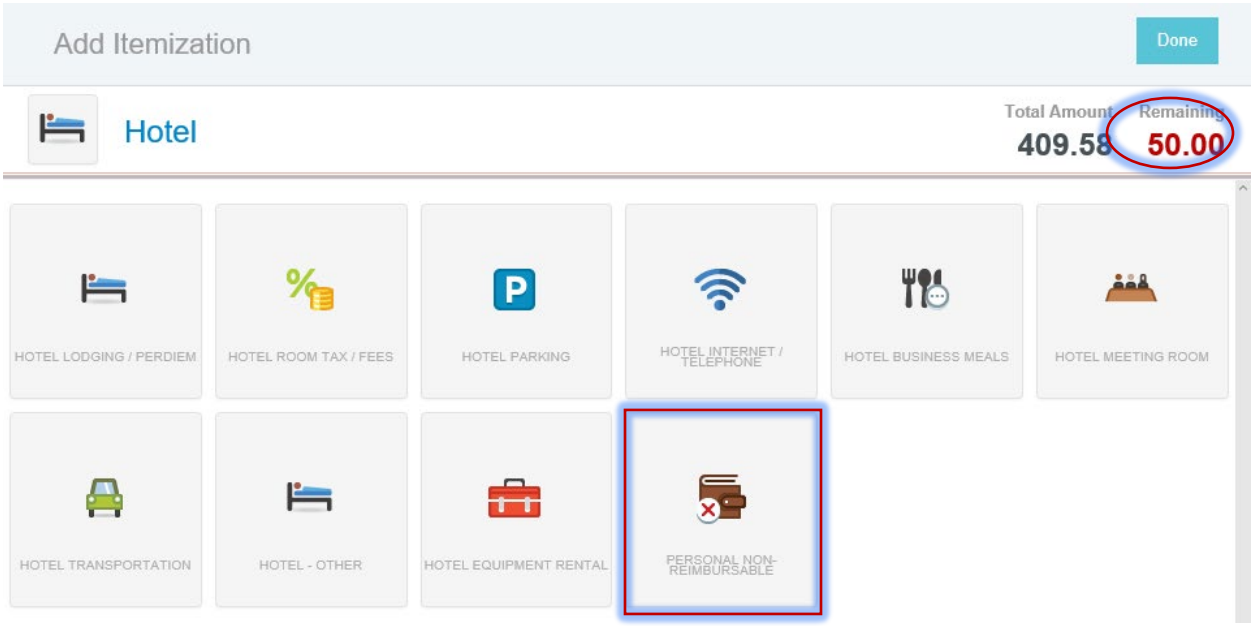
You now have $100 remaining to be itemized. From the example above, hotel parking was on the hotel receipt. Click the Hotel Parking Button.



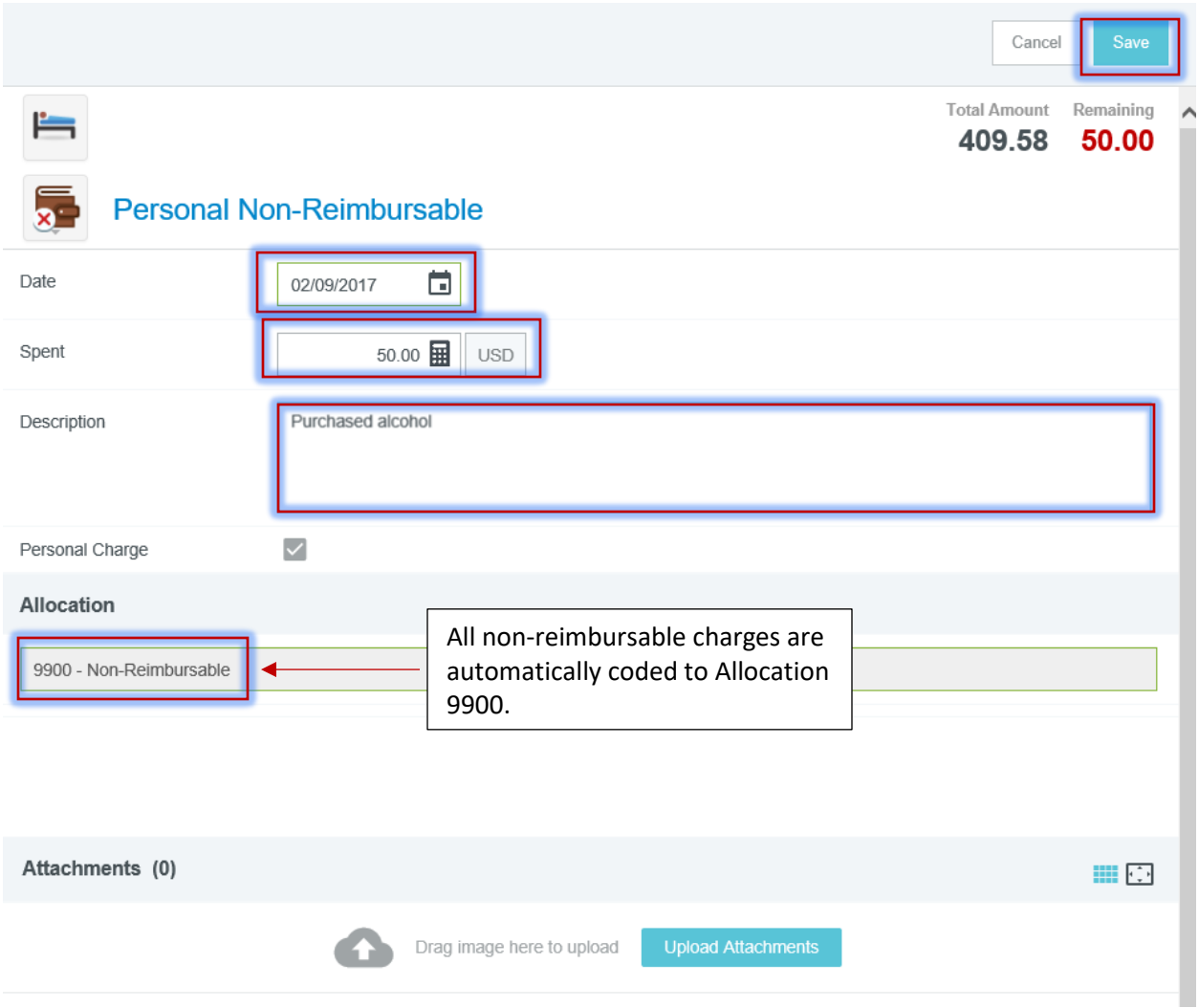
Make sure the Checkout Date is in the Date Box. Enter the parking amount in the Spent Box. Click Save.



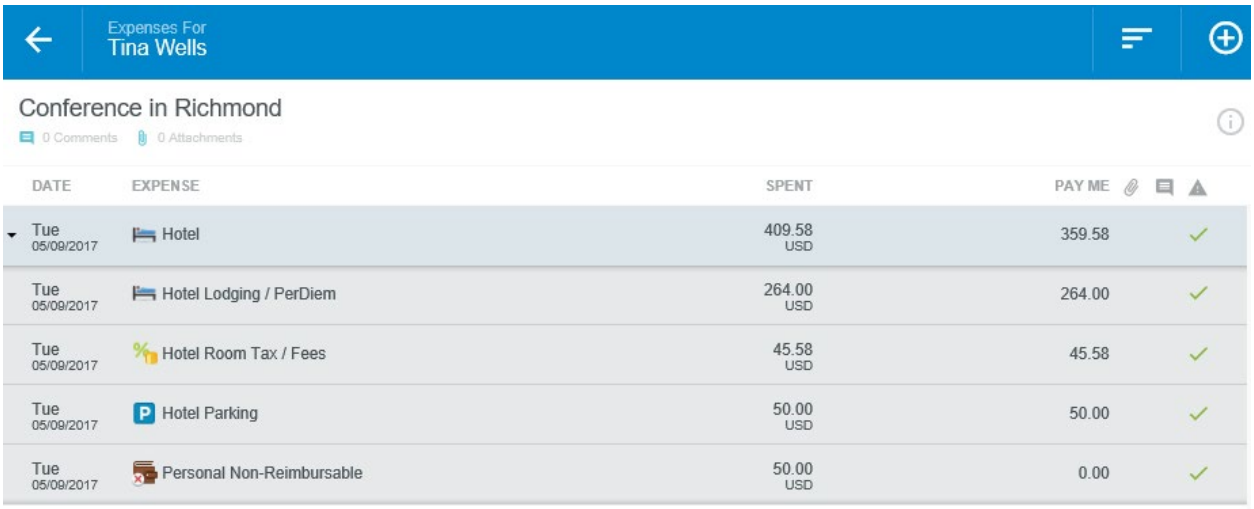
You now have $50 remaining to be itemized. From the example above, there was a Personal Non-Reimbursable charge on the hotel receipt. Click the Personal Non-Reimbursable Button.



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.

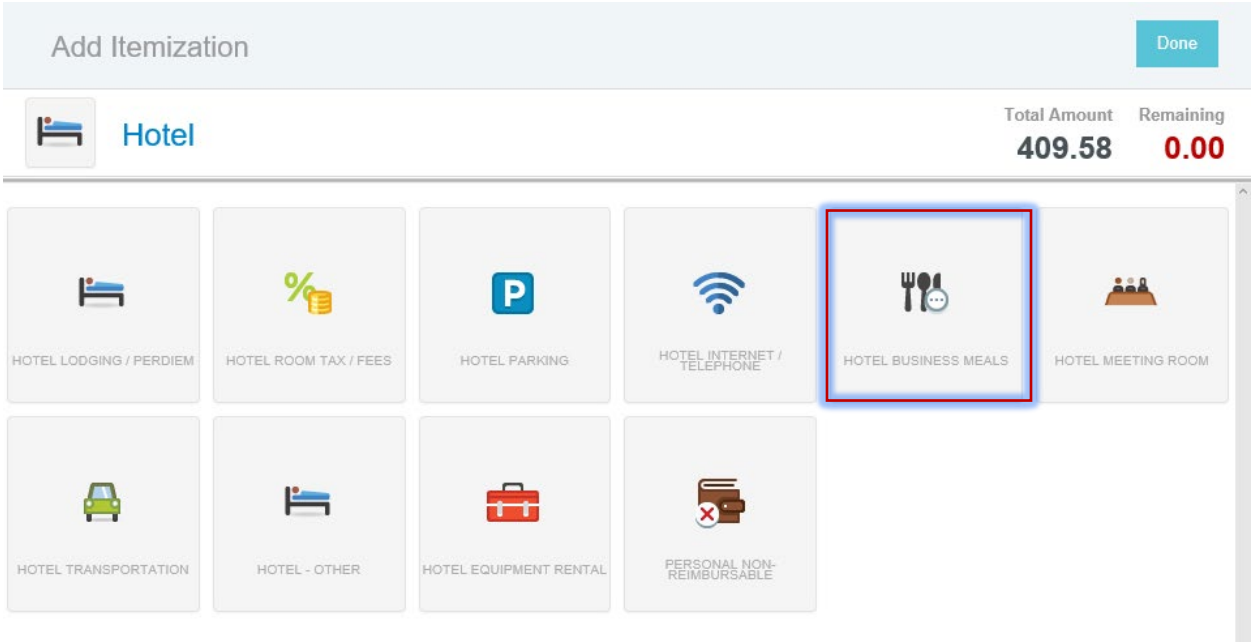


Your hotel bill is now fully itemized.

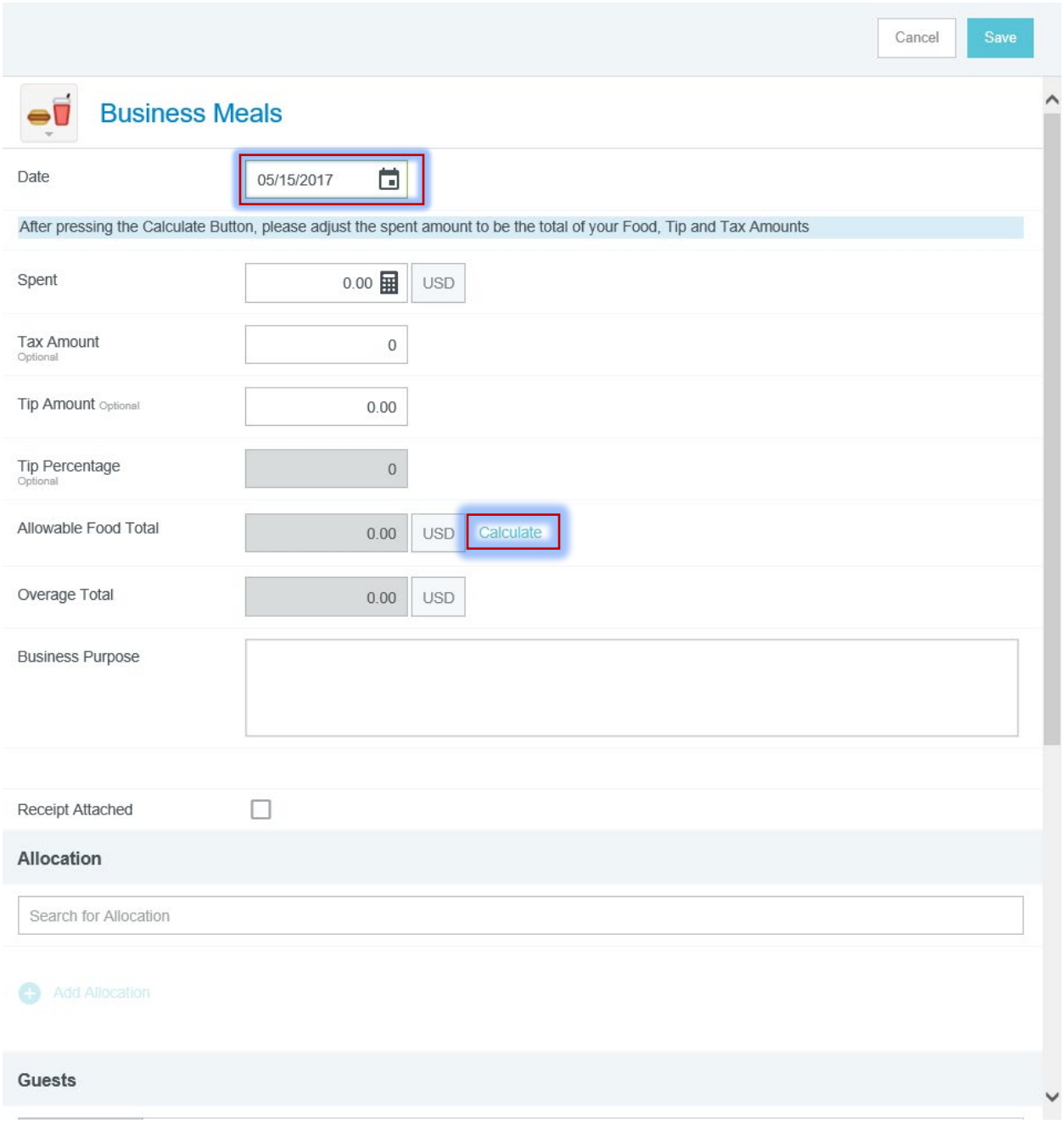


To Itemize a Hotel Business Meal (a meal that is on your hotel invoice)

Click on Hotel Business Meals.

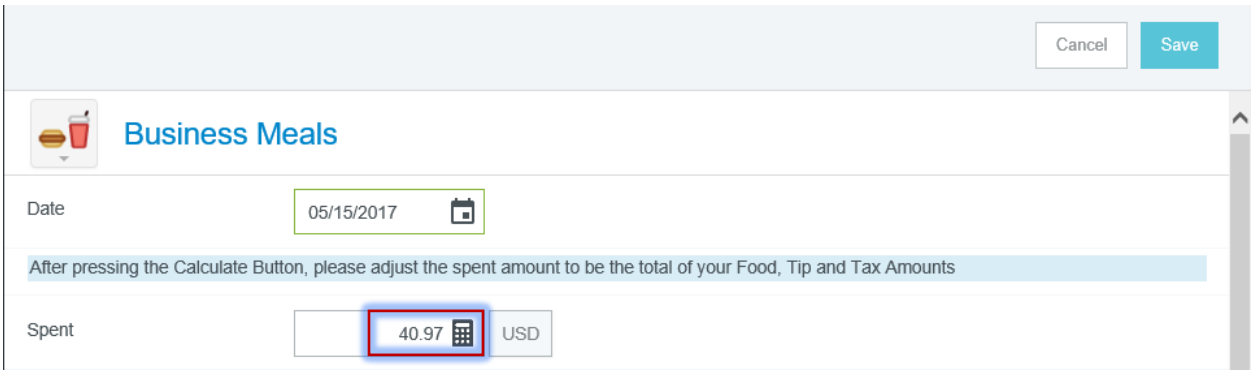


Enter the Date of your business meal from the hotel receipt and Click Calculate.

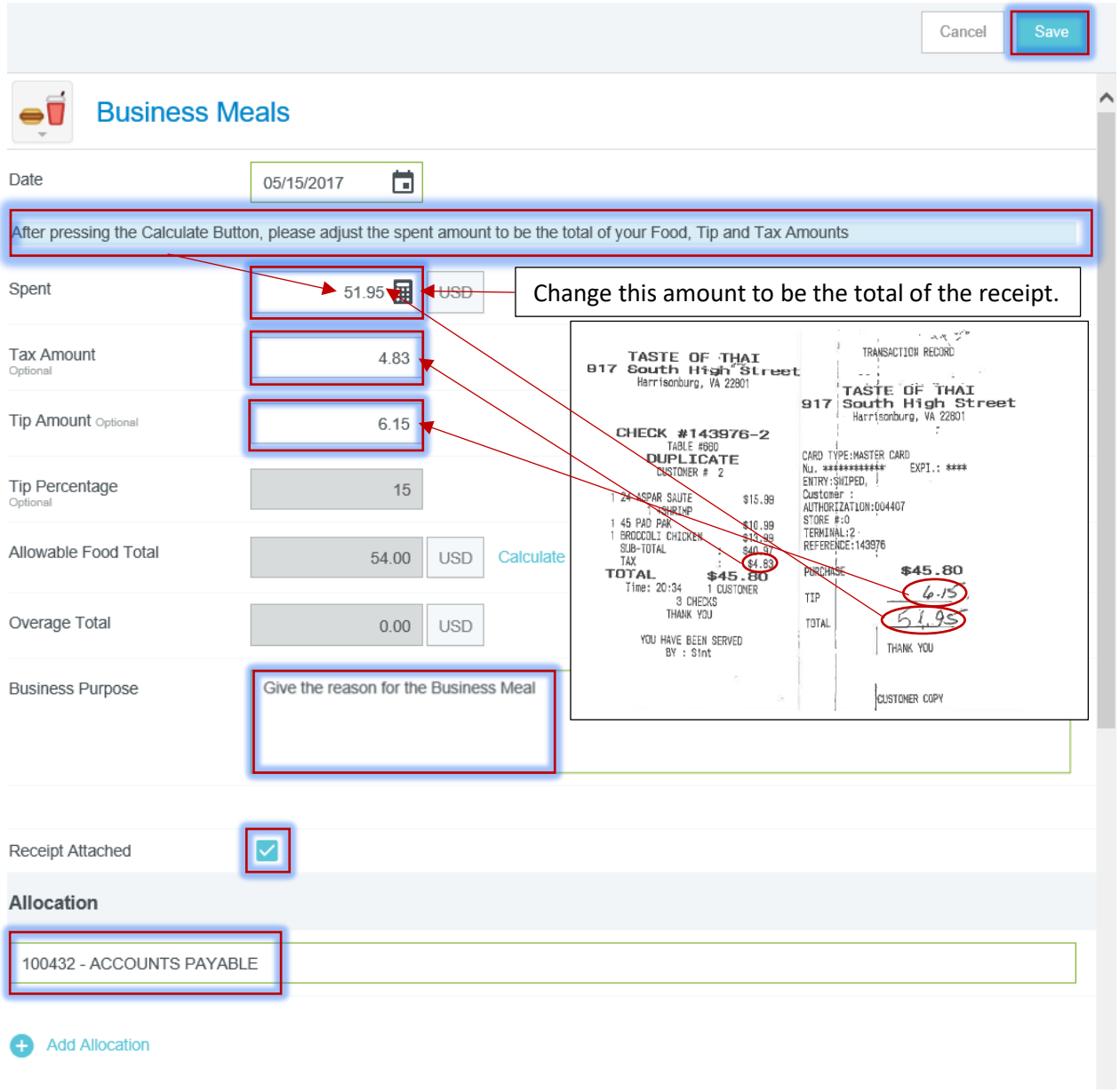


The per diem Calculate Allowable Total form opens up. Enter your meal Location, Meal Type and number of Attendees. This provides you with the correct meal per diems. Enter the total of the food amount spent in the Food Box. Click Save.

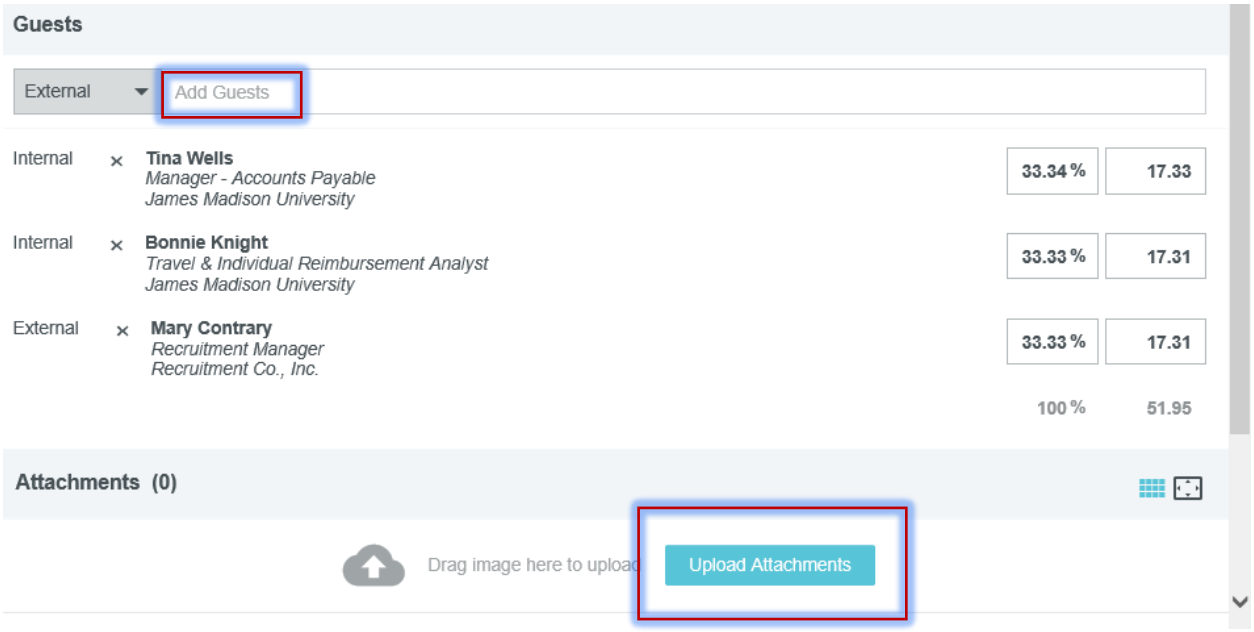
After clicking the save button you are brought back to the Business Meals Form. Notice the Food total carried over from the Calculate Tab.



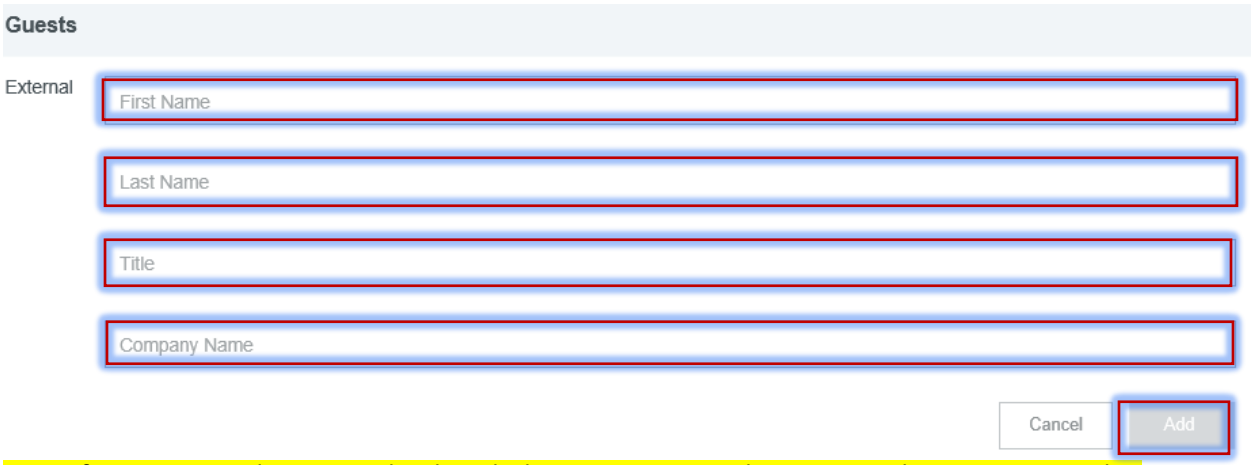
Now you need to enter over that total with the entire Food Receipt Total in the Spent Box. Enter in the Tax Amount in the box and Tip Amount in the box. Complete the Business Purpose, Click the Receipt Attached Checkbox and Click on Allocation to enter your Org number.



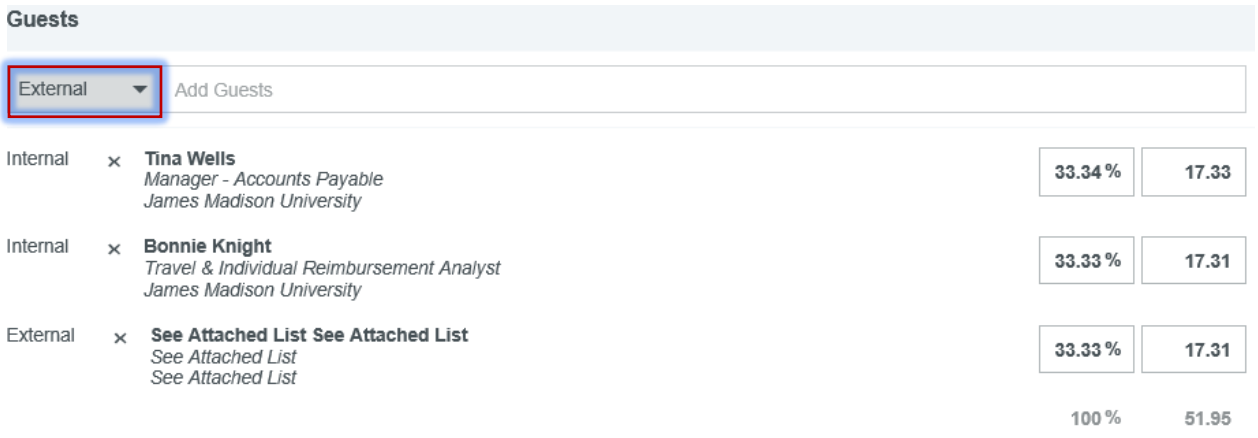
Click on Add Guests and enter in all parties who attended the Business Meal (internal and external). Upload your receipt. Click Save. **See below for entering External Guest**



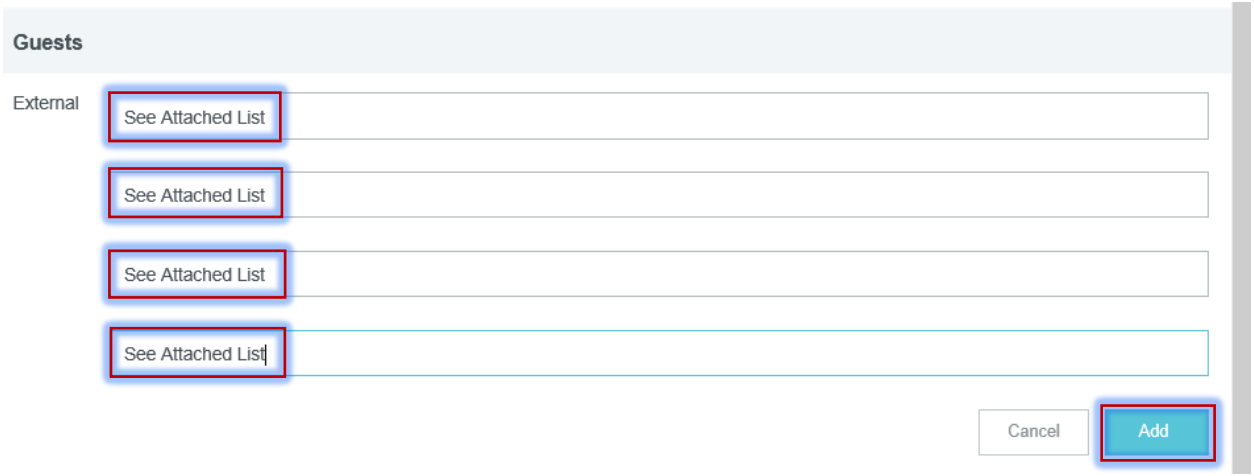
**To enter an External Guest click the Dropdown Arrow and choose External. Then Click the box Add Guests. Click the + Add New External Guest? box. You will need to fill in all the information boxes before it will allow you to save the guest. Click Add.



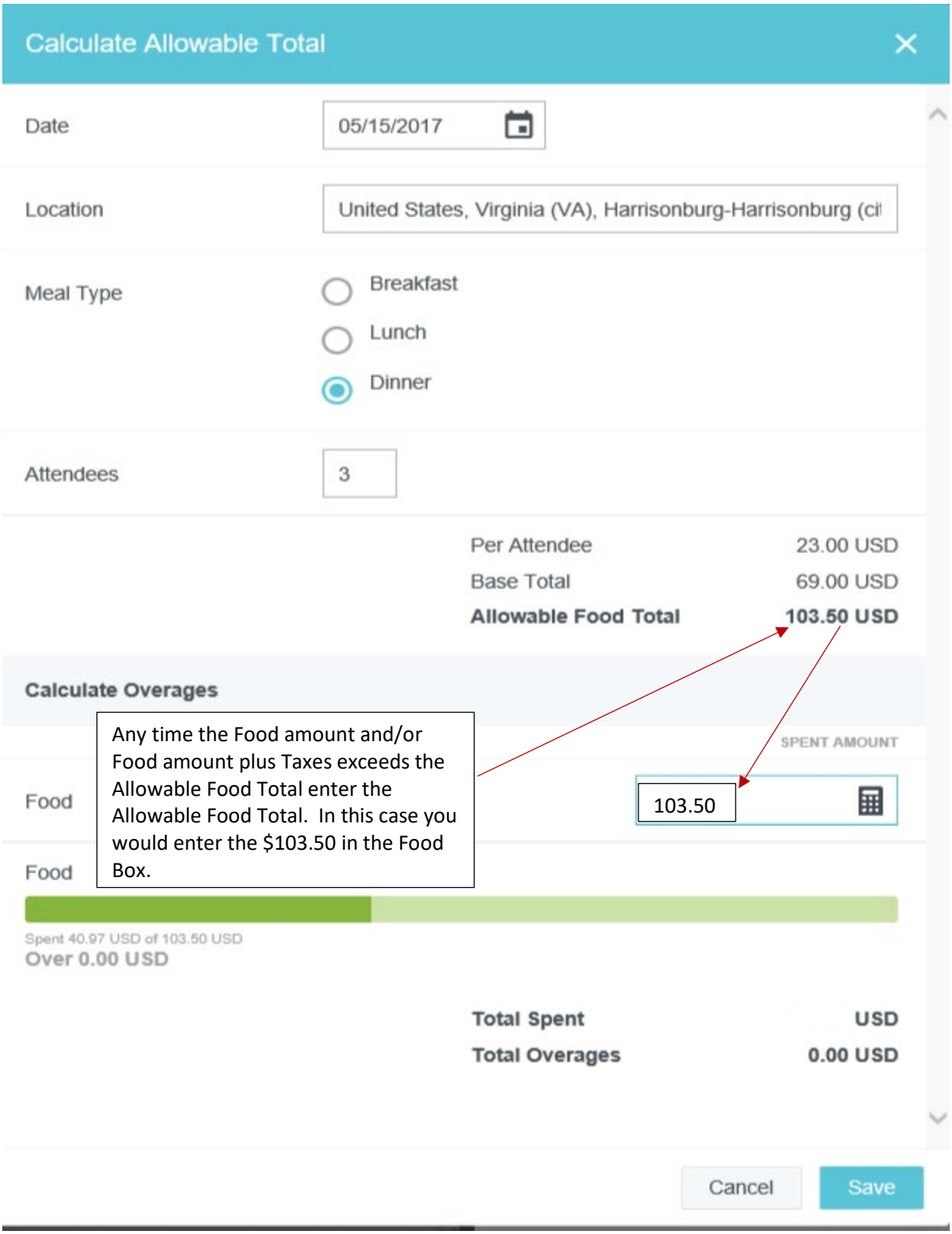
Repeat for every External Guest not already in the list. Once an External Guest is Saved it remains in your list.

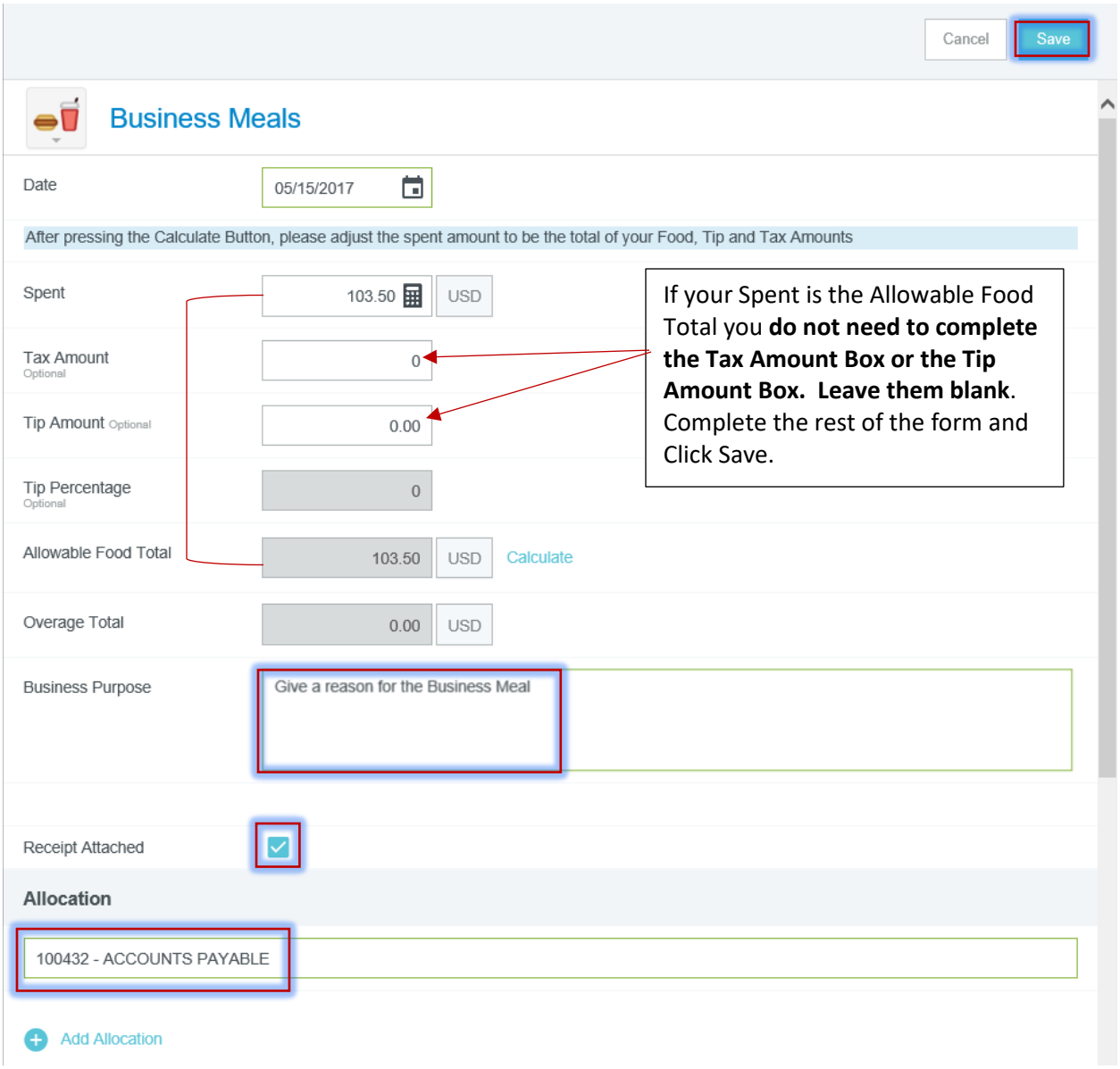


If you have multiple External Guests and want to provide a list, you will need to enter into all the boxes “See Attached List”. You will need to upload the list in Upload Attachments if you indicated you attached a list.



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




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
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
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.