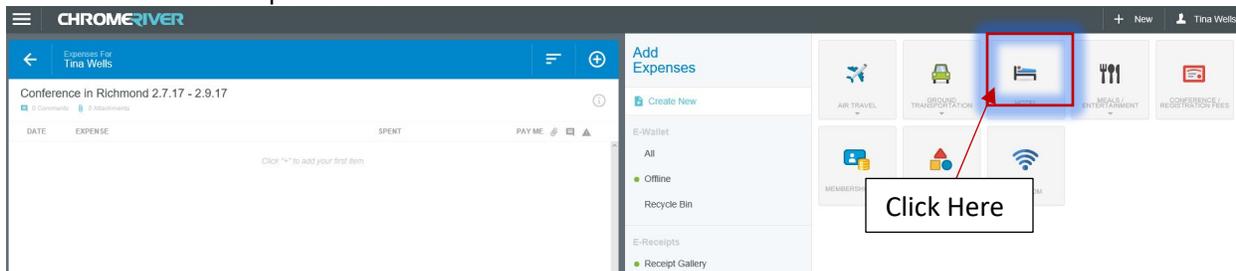


HOW TO ENTER HOTEL EXPENSES

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.

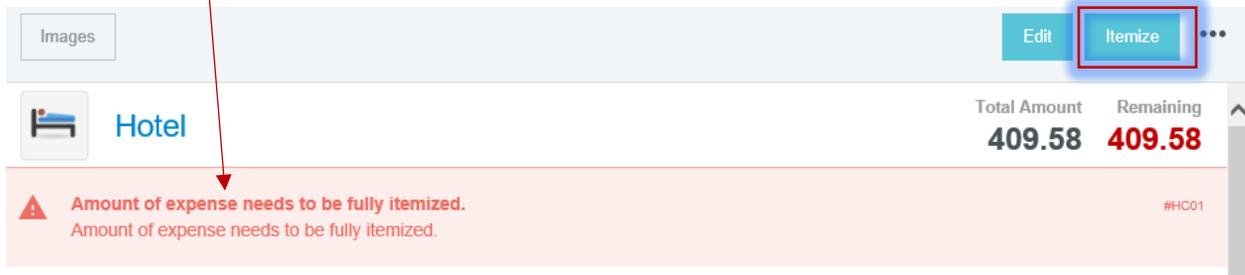


The Hotel Header opens up and you will need to enter in all of the following:

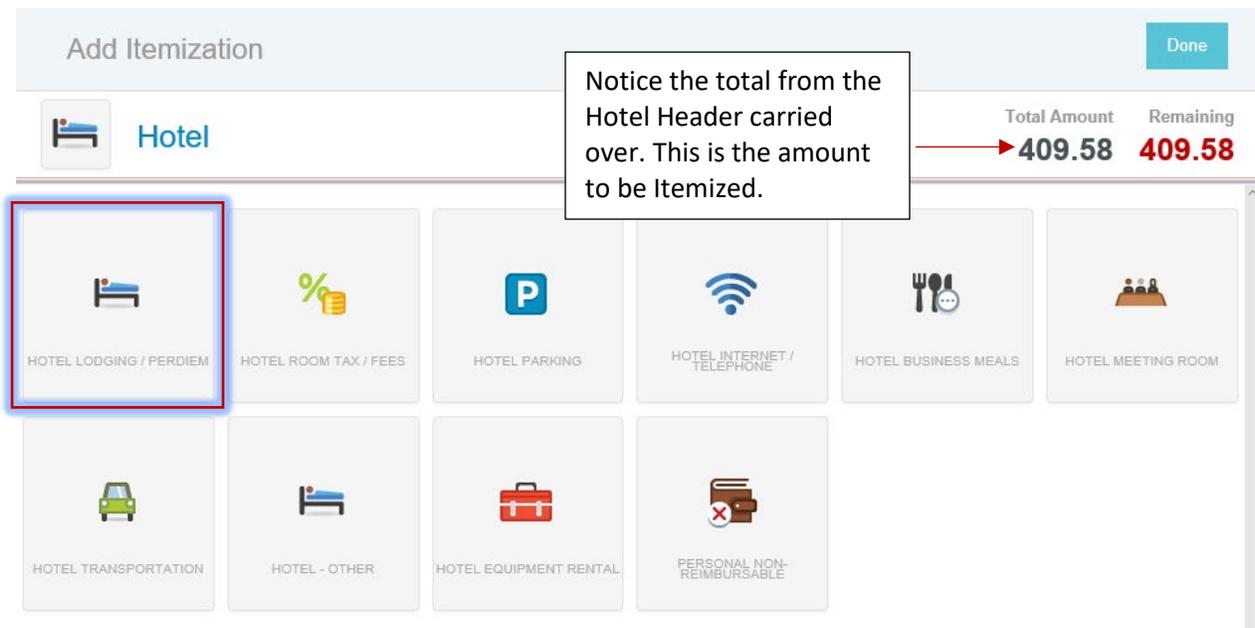
A screenshot of the 'Hotel' expense form in the CHROMERIVER system. The form is titled 'Hotel' and includes several input fields and buttons. A red box highlights the 'Save' button at the top right. A red arrow points from the 'Save' button down to the 'Allocation' field. The 'Date' field contains '02/09/2017' and is annotated with 'Enter the check-out date on the invoice.' The 'Spent' field contains '409.58 USD' and is annotated with 'Enter the total on the hotel invoice'. The 'Business Purpose' field contains 'Conference in Richmond' and is annotated with 'Enter the reason for your trip'. The 'Description' field contains 'Attended FOCUS' and is annotated with 'Enter additional lodging details if necessary'. The 'Receipt Attached' checkbox is checked. The 'Allocation' field contains '100432 - ACCOUNTS PAYABLE' and is annotated with 'Enter your Org Number'. Below the 'Allocation' field is an 'Add Allocation' button, annotated with 'If charging multiple Orgs Click Add Allocation'. At the bottom, there is an 'Attachments (0)' section with a 'Drag image here to upload' area and an 'Upload Attachments' button. A callout box at the bottom left says '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.



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.

Total Amount **Remaining**
409.58 **409.58**


 **Hotel Lodging / PerDiem**

Date 

Spent 

Allowable Total

Receipt Attached

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.

Click the Calculate Button.

Allocation

100432 - ACCOUNTS PAYABLE

[+ Add Allocation](#)

Guests

Internal

Internal	×	Tina Wells <i>Manager - Accounts Payable</i> <i>James Madison University</i>	<input type="text" value="100 %"/>	<input type="text" value="0.00"/>
				100 % 0.00

Attachments (0)  

 Drag image here to upload

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

Calculate Allowable Total ✕

Start Date	<input type="text" value="02/07/2017"/>	<p>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.</p>
End Date	<input type="text" value="02/09/2017"/>	
Location	<input type="text" value="Richmond, Richmond (city), Virginia (VA), United States"/>	
Rooms	<input type="text" value="1"/>	<p>Enter the number of Rooms</p> <p>Type in the city from your hotel bill and choose the correct location.</p>
Nights	<p>It automatically sets your Nights up based on your dates entered above.</p> <p>→ 2</p>	
Daily Room Rate	<p>→ 132.00 USD</p>	
Base Total	<p>It shows you the per diem and calculates the total allowable per diem.</p> <p>→ 264.00 USD</p>	
Allowable Total	<p>→ 528.00 USD</p>	

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.

The screenshot shows a web form for 'Hotel Lodging / PerDiem'. At the top right, there are 'Cancel' and 'Save' buttons. Below this, a summary shows 'Total Amount' as 409.58 and 'Remaining' as 409.58. The form fields include: 'Date' (02/09/2017), 'Spent' (264.00 USD), 'Allowable Total' (528.00 USD), and 'Receipt Attached' (checked). A section titled 'Allocation' contains '100432 - ACCOUNTS PAYABLE' and an 'Add Allocation' button. The 'Guests' section has a dropdown set to 'Internal' and a list of one guest: 'Tina Wells, Manager - Accounts Payable, James Madison University', with a 100% allocation of 264.00. At the bottom, there is an 'Attachments (0)' section and an 'Upload Attachments' button. Three callout boxes provide instructions: one for the 'Spent' field, one for the 'Calculate' button, and one for the 'Internal' dropdown.

Cancel Save

Total Amount Remaining
409.58 409.58

Hotel Lodging / PerDiem

Date 02/09/2017

Spent 264.00 USD

Allowable Total 528.00 USD Calculate

Receipt Attached

Allocation

100432 - ACCOUNTS PAYABLE

+ Add Allocation

Guests

Internal Add Guests

Internal × Tina Wells
Manager - Accounts Payable
James Madison University

100 % 264.00

100 % 264.00

Attachments (0)

Drag image here to upload Upload Attachments

Total the amount of the room rates from your invoice if the rates are the same. A new calculate will need to be done for each day with a different rate.

It brings in your allowable total.

If you shared rooms or paid for another person Click on Internal and type the person's name in the Search Box or Click on External and enter the Outside Person's information.

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

Images Edit **Itemize**

 Total Amount **409.58** Remaining **145.58**

 **Hotel Lodging / PerDiem**

Click on Hotel Room Tax/Fees.

Add Itemization Done

 **Hotel** Total Amount **409.58** Remaining **145.58**

 HOTEL LODGING / PERDIEM	 HOTEL ROOM TAX / FEES	 HOTEL PARKING	 HOTEL INTERNET / TELEPHONE	 HOTEL BUSINESS MEALS	 HOTEL MEETING ROOM
 HOTEL TRANSPORTATION	 HOTEL - OTHER	 HOTEL EQUIPMENT RENTAL	 PERSONAL NON-REIMBURSABLE		

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	<input type="text" value="02/09/2017"/> 		
Spent	<input type="text" value="45.58"/>  <input type="text" value="USD"/>		
Description <small>Optional</small>	<input type="text" value="Total of all days taxes and fees"/>		
Receipt Attached	<input checked="" type="checkbox"/>		
Allocation			
<input type="text" value="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.

Add Itemization Done

 **Hotel** Total Amount 409.58 Remaining 100.00

 HOTEL LODGING / PERDIEM	 HOTEL ROOM TAX / FEES	 HOTEL PARKING	 HOTEL INTERNET / TELEPHONE	 HOTEL BUSINESS MEALS	 HOTEL MEETING ROOM
 HOTEL TRANSPORTATION	 HOTEL - OTHER	 HOTEL EQUIPMENT RENTAL	 PERSONAL NON-REIMBURSABLE		

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

Cancel Save

 **Hotel** Total Amount 409.58 Remaining 100.00

 **Hotel Parking**

Date 02/09/2017

Spent 50.00 USD

Description Hotel parking charges

Receipt Attached

Allocation

100432 - ACCOUNTS PAYABLE

[+ Add Allocation](#)

Attachments (0)  

 Browse File to Attach

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.

Add Itemization Done

 **Hotel** Total Amount 409.58 Remaining **50.00**

 HOTEL LODGING / PERDIEM	 HOTEL ROOM TAX / FEES	 HOTEL PARKING	 HOTEL INTERNET / TELEPHONE	 HOTEL BUSINESS MEALS	 HOTEL MEETING ROOM
 HOTEL TRANSPORTATION	 HOTEL - OTHER	 HOTEL EQUIPMENT RENTAL	 PERSONAL NON-REIMBURSABLE		

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.

Cancel Save

 **Personal Non-Reimbursable** Total Amount 409.58 Remaining **50.00**

 **Personal Non-Reimbursable**

Date 02/09/2017

Spent 50.00 USD

Description Purchased alcohol

Personal Charge

Allocation

9900 - Non-Reimbursable ← All non-reimbursable charges are automatically coded to Allocation 9900.

Attachments (0)  

 Drag image here to upload Upload Attachments

Your hotel bill is now fully itemized.

Expenses For Tina Wells				
Conference in Richmond				
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	✓

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

Click on Hotel Business Meals.

Add Itemization Done

 **Hotel** Total Amount **409.58** Remaining **0.00**

 HOTEL LODGING / PERDIEM	 HOTEL ROOM TAX / FEES	 HOTEL PARKING	 HOTEL INTERNET / TELEPHONE	 HOTEL BUSINESS MEALS	 HOTEL MEETING ROOM
 HOTEL TRANSPORTATION	 HOTEL - OTHER	 HOTEL EQUIPMENT RENTAL	 PERSONAL NON-REIMBURSABLE		

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

 **Business Meals**

Date

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

Spent	<input type="text" value="0.00"/> <input type="button" value="USD"/>
Tax Amount <small>Optional</small>	<input type="text" value="0"/>
Tip Amount <small>Optional</small>	<input type="text" value="0.00"/>
Tip Percentage <small>Optional</small>	<input type="text" value="0"/>
Allowable Food Total	<input type="text" value="0.00"/> <input type="button" value="USD"/> <input style="border: 2px solid blue;" type="button" value="Calculate"/>
Overage Total	<input type="text" value="0.00"/> <input type="button" value="USD"/>
Business Purpose	<input type="text"/>

Receipt Attached

Allocation

[+ Add Allocation](#)

Guests

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.

Calculate Allowable Total

Date: 05/15/2017

Location: United States, Virginia (VA), Harrisonburg-Harrisonburg (ci)

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

Food	40.97
Food	

Spent 40.97 USD of 103.50 USD
Over 0.00 USD

Total Spent	40.97 USD
Total Overages	0.00 USD

Cancel Save

TASTE OF THAI
917 South High Street
Harrisonburg, VA 22801

CHECK #143976-2
TABLE #660
DUPLICATE
CUSTOMER # 2

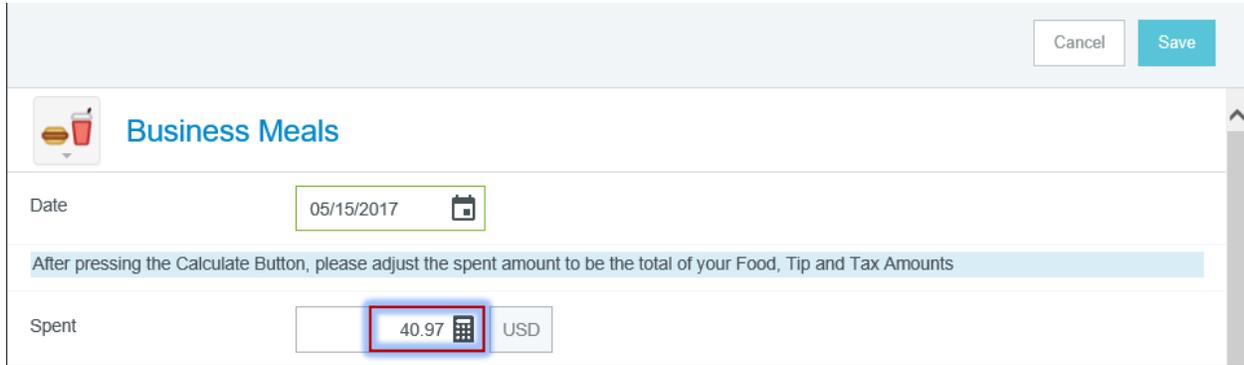
1 24 ASPAR SAUTE \$15.99
1 SHRIMP \$10.99
1 45 PAD PAK \$10.99
1 BROCCOLI CHICKEN \$10.99
SUB-TOTAL \$40.97
TAX \$1.55
TOTAL \$45.80
Time: 20:34 1 CUSTOMER
3 CHECKS
THANK YOU
YOU HAVE BEEN SERVED
BY: Sint

TRANSACTION RECORD
TASTE OF THAI
917 South High Street
Harrisonburg, VA 22801

CARD TYPE: MASTER CARD
Nu. *****
ENTRY: SWIPED, EXPI.: ****
Customer:
AUTHORIZATION: 004407
STORE #: 0
TERMINAL: 2
REFERENCE: 143976

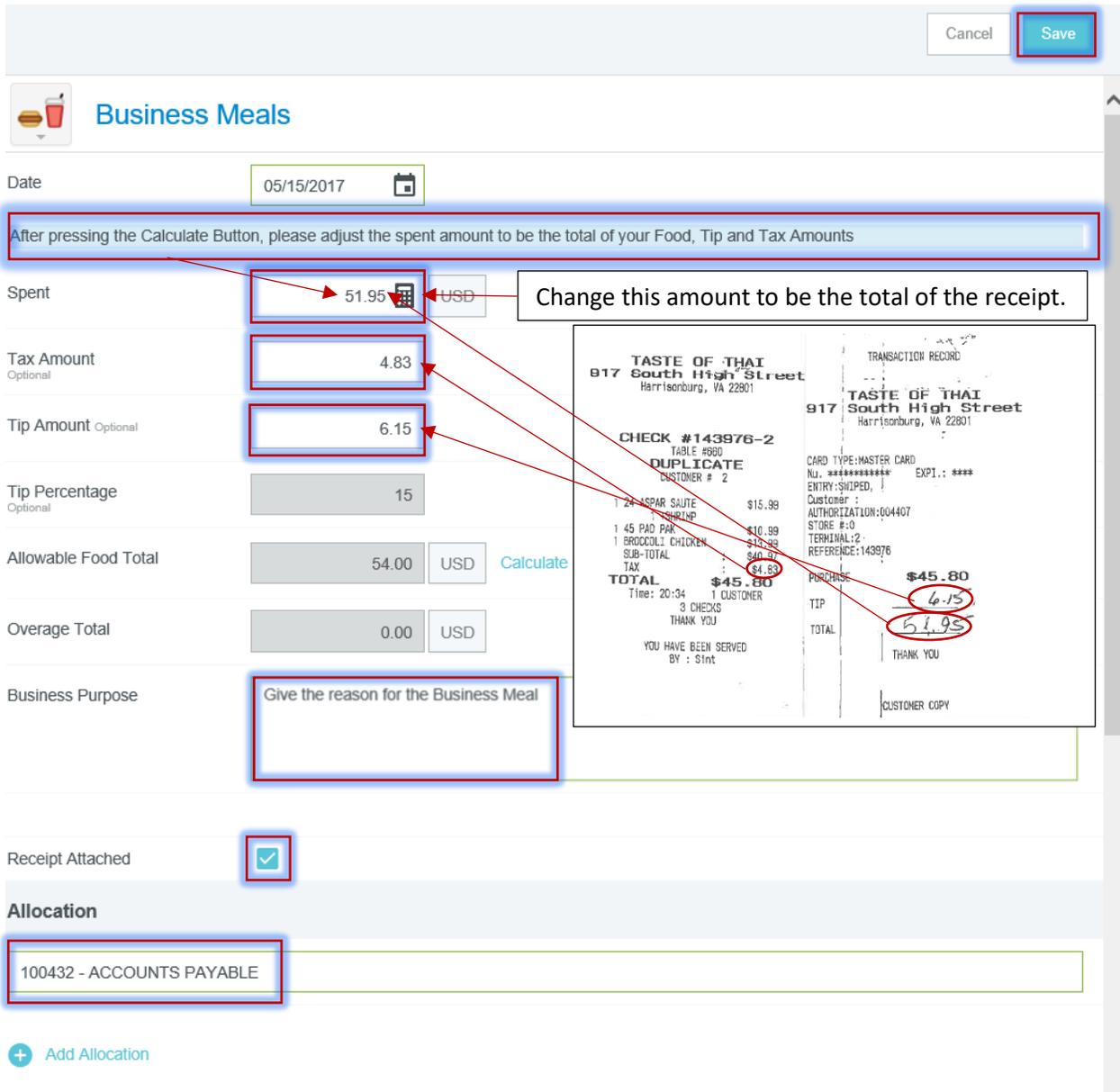
PURCHASE \$45.80
TIP 6.15
TOTAL 51.95
THANK YOU
CUSTOMER COPY

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



A screenshot of the 'Business Meals' form. At the top right are 'Cancel' and 'Save' buttons. Below is a header with a burger and drink icon and the title 'Business Meals'. The 'Date' field is set to '05/15/2017'. A light blue instruction bar reads: 'After pressing the Calculate Button, please adjust the spent amount to be the total of your Food, Tip and Tax Amounts'. The 'Spent' field contains '40.97' with a calculator icon and 'USD'.

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.



A screenshot of the 'Business Meals' form with a receipt and annotations. The 'Spent' field is now '51.95'. A text box says 'Change this amount to be the total of the receipt.' The 'Tax Amount' is '4.83' and 'Tip Amount' is '6.15'. The 'Allowable Food Total' is '54.00'. A receipt from 'TASTE OF THAI' is shown with a 'TOTAL' of '\$45.80' and a 'TIP' of '\$4.15'. The 'Business Purpose' field contains 'Give the reason for the Business Meal'. The 'Receipt Attached' checkbox is checked. The 'Allocation' field contains '100432 - ACCOUNTS PAYABLE'. A '+ Add Allocation' button is at the bottom left.

Item	Amount
1 24 ASPAR SAUTE	\$15.99
1 45 PAD PAK	\$10.99
1 BROCCOLI CHICKEN	\$12.99
SUB-TOTAL	\$40.97
TAX	\$4.83
TOTAL	\$45.80

Item	Amount
PURCHASE	\$45.80
TIP	\$4.15
TOTAL	\$49.95

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 Conrtry Recruitment Manager Recruitment Co., Inc.	33.33 %	17.31
			100 %	51.95

Attachments (0)

Drag image here to upload 

**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.

Guests

External

See Attached 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 (ci)

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

	SPENT AMOUNT
Food	<input type="text" value="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



Business Meals

Date

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

Spent	<input type="text" value="103.50"/>	<input type="text" value="USD"/>
Tax Amount <small>Optional</small>	<input type="text" value="0"/>	
Tip Amount <small>Optional</small>	<input type="text" value="0.00"/>	
Tip Percentage <small>Optional</small>	<input type="text" value="0"/>	
Allowable Food Total	<input type="text" value="103.50"/> <input type="text" value="USD"/>	Calculate
Overage Total	<input type="text" value="0.00"/> <input type="text" value="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.

Business Purpose

Receipt Attached

Allocation

[+ Add Allocation](#)