Create Hotel Expense (Travel)

Create Hotel Expense

1. Select the Hotel tile

2. Complete the expense tile form

- **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the Hotel receipt. Note: this date must be within the date range listed on the header of the expense report.
- **Spent:** Enter the total amount of the Hotel expense as noted on the hotel invoice.
- **Allowable Total:** This amount represents the maximum allowable lodging rate for the destination location. The field is calculated based upon the details entered on the Calculate Allowable Total page which is accessed by clicking the Calculate link. This field must be filled out or an error will occur.
- **Business Purpose:** Enter a clear, detailed business purpose for the travel event.
- **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this

field. This field is optional for most expense types.

- **Personal Expense Charged on PCARD:** Select the check box if there are any personal expenses included on the hotel receipt. An Explanation field will display. Enter the amount and a brief description of the personal charge. The cardholder will need to submit reimbursement to WSU via cash or personal check for any personal charges. If there are no personal expenses charged on the pcard, leave the box unchecked.
- **Merchant:** This field will automatically populate if the expense was created from a pcard transaction. Otherwise, enter the name of the Hotel.
- **Check In Date:** Click the calendar icon to select the date which represents the actual hotel check in date for this travel event.
- **Check Out Date:** Click the calendar icon to select the date which represents the actual hotel check out date for this travel event.
- **Add Banner Activity and/or Location?:** Select this check box if you would like to add a Banner Activity and/or Location code.
  - o **Activity:** Click the drop-down box and select the appropriate value from the list.
  - o **Location:** Click the drop-down box and select the appropriate value from the list.
- **Funding:** Select the proper funding for the expense type.
- **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

  Once a funding option has been selected, Chrome River will carry forward the funding information to each subsequent expense added to the report.

3. Click on the Calculate link next to the Allowable Total field to open the Calculate Allowable Total page.

- **Departure Date/Time:** Click the calendar icon to select the date which represents the actual hotel check in date for this travel event.
- **End Date/Time:** Click the calendar icon to select the date which represents the actual hotel check out date for this travel event.
- **Location:** Begin typing to locate and select the appropriate location of your stay.
- **Rooms:** Enter the number of hotel rooms.
- **Nights:** Calculated number of nights based upon the Departure Date and End Date entered above.
- **Average Daily Room Rate:** This is the base allowable lodging amount per night.
- **Base Total:** Calculated total of the Average Daily Room Rate multiplied by the calculated number of nights.
- **Allowable Total:** This is the total maximum lodging amount allowed. This amount applies only to the room rate – not taxes and fees.

4. Click Save to return to the Hotel form.

Cancel   Save   Itemize

Hotel

Date	05/03/2019 📅

Enter the total amount spent on the hotel, including all taxes and fees.

Spent	305.55 🔢 USD

Click the Calculate link to calculate the maximum allowable room rate.

Allowable Total	282.00 USD Calculate

Business Purpose	Hotel Expense Tile Demonstration

Description Optional	

Personal Expense Charged on PCARD?	☐

Merchant	

Check In Date	05/01/2019 📅

Check Out Date	05/03/2019 📅

Add Banner Activity and/or Location?	☐

Step 1: Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection. Step 2: In the --Select-- box, choose the value that best describes the expense. The -- Select-- box will not appear until Step 1 has been completed.

Funding

D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations

-- Select --

➕ **Add Funding**

Attachments (0)

Drag image here to upload   Add Attachments ▾

5. Click on the Itemize button in the upper right corner. This will display the Add Itemization page.

6. Click on the Hotel – Lodging tile.

Add Itemization   Done

Hotel   TOTAL AMOUNT **305.55**   REMAINING **305.55**

HOTEL - LODGING | HOTEL - TAXES / FEES | HOTEL - INTERNET / WIFI | HOTEL - PARKING | MEALS
HOTEL - LAUNDRY | HOTEL - OTHER

7. The Hotel – Lodging form is displayed.

Cancel   Save

Hotel – Lodging   TOTAL AMOUNT **305.55**   REMAINING **305.55**

Date	05/03/2019 📅

Spent	300.00 🔢 USD

Description Optional	

Check In Date Optional	05/01/2019 📅

Check Out Date Optional	05/03/2019 📅

Add Banner Activity and/or Location?	☐

Step 1: Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection. Step 2: In the --Select-- box, choose the value that best describes the expense. The -- Select-- box will not appear until Step 1 has been completed.

Funding

D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations

2581-Employee In-State Meals/Lodging

➕ **Add Funding**

Attachments (0)

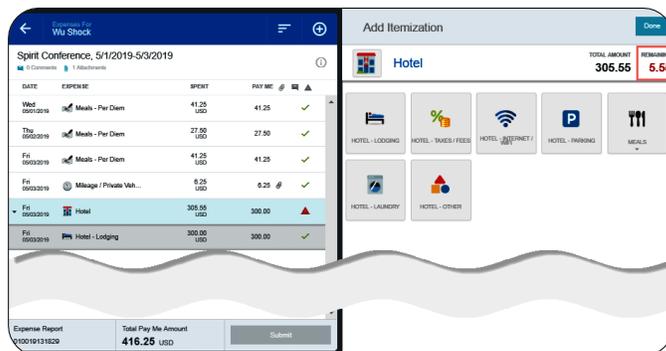Drag image here to upload   Add Attachments ▾

- **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the Hotel receipt. Note: this date must be within the date range listed on the header of the expense report.

- **Spent:** Enter the total Room Charge for the total stay. Do not include taxes or fees in this total.
- **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
- **Check In Date:** The date is populated based upon the dates entered on the previous form.
- **Check Out Date:** The date is populated based upon the dates entered on the previous form.
- **Add Banner Activity and/or Location?:** Select this check box if you would like to add a Banner Activity and/or Location code.
    - **Activity:** Click the drop-down box and select the appropriate value from the list.
    - **Location:** Click the drop-down box and select the appropriate value from the list.
- **Funding:** Select the proper funding for the expense type.
- **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

    Once a funding option has been selected, Chrome River will carry forward the funding information to each subsequent expense added to the report.

8. Click Save.

9. The Hotel expense will be added to the Expense Report on the left side of the screen. The Add Itemization page will be displayed on the right side of the screen. The remaining amount to be itemized will be displayed in the upper right corner.

10. Click on the Hotel – Taxes / Fees tile.

11. The Hotel – Taxes / Fees form is displayed.

- **Date:** Click the calendar icon to select the date for the expense. This should be the invoice date on the Hotel receipt. Note: this date must be within the date range listed on the header of the expense report.
- **Spent:** Enter the total Taxes and fees for the entire stay.
- **Description:** Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
- **Check In Date:** The date is populated based upon the dates entered on the previous form.
- **Check out Date:** The date is populated based upon the dates entered on the previous form.
- **Add Banner Activity and/or Location:** Select this check box if you would like to add a Banner Activity and/or Location code.

  - o **Activity:** Click the drop-down box and select the appropriate value from the list.
  - o **Location:** Click the drop-down box and select the appropriate value from the list.
- **Funding:** Select the proper funding for the expense type.
- **-Select-:** Tap anywhere in the field labeled -Select- and chose the appropriate account code.

  Once a funding option has been selected, Chrome River will carry forward the funding information to each subsequent expense added to the report.

12. Click Save.

13. The Hotel expense will be added to the Expense Report on the left side of the screen. The Add Itemization page will be displayed on the right side of the screen. When the expense has been fully itemized, the Done button will appear in the upper right corner.