Quick Reference

Create Hotel Expense (Travel)

Create Hotel Expense

1. Select the Hotel tile



2. Complete the expense tile form

Top half of form		Cancel	Save	Itemize
	_			
Hotel				
Date	05/03/2019			
Enter the total amount sp	ent on the hotel, incl	uding all taxes	and fees.	
Spent	0.0	0 🖬 USD		
Click the Calculate link to	calculate the maxim	ium allowable r	oom rate.	
Allowable Total		0.00 USD	Calculate	
Business Purpose	Hotel Expense	lie Demonstra	tion	li
Description Optional				1
Personal Expense Charged on PCARD?				

Bottom half of form	-		
Merchant			
Check In Date	05/01/2019		
Check Out Date	05/03/2019		
Add Banner Activity and/or Location?			
Step 1: Type the fundi below. As you type, a Step 2: In the –Select Select– box will not ap	ng you would like to se drop down list of match – box, choose the valu opear until Step 1 has t	arch for in the Search for ing items will be displaye e that best describes the been completed.	Funding box d for selection. expense. The –
Funding			
D10252-101510-016	20 D10252: RU Contr	oller's Office 101510: Fina	ancial Opera
Select			
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 amount of the Hotel expense as noted on the hotel invoice.
- <u>Allowable Total:</u> 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.
- <u>Business Purpose</u>: Enter a clear, detailed business purpose for the travel event.
- <u>Description</u>: 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.
- <u>Merchant</u>: This field will automatically populate if the expense was created from a pcard transaction. Otherwise, enter the name of the Hotel.
- <u>Check In Date</u>: Click the calendar icon to select the date which represents the actual hotel check in date for this travel event.
- <u>Check Out Date</u>: Click the calendar icon to select the date which represents the actual hotel check out date for this travel event.
- <u>Add Banner Activity and/or Location?</u>: Select this check box if you would like to add a Banner Activity and/or Location code.
 - <u>Activity</u>: 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.
- <u>-Select-</u>: 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.

0.00

USD

Calculate

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

Allowable Total

Calculate Allowable T	otal	×
Departure Date/Time		
End Date/Time		
Location	Search for Location	
Rooms		
Nights		
Average Daily Room Rate		
Base Total		
Allowable Total		
	Ca	ancel Save

- <u>Departure Date/Time</u>: Click the calendar icon to select the date which represents the actual hotel check in date for this travel event.
- <u>End Date/Time:</u> 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.
- **<u>Rooms</u>**: Enter the number of hotel rooms.
- <u>Nights:</u> Calculated number of nights based upon the Departure Date and End Date entered above.
- <u>Average Daily Room Rate</u>: This is the base allowable lodging amount per night.
- <u>Base Total</u>: Calculated total of the Average Daily Room Rate multiplied by the calculated number of nights.
- <u>Allowable Total</u>: 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	ne hotel, including all tax	es and f	ees.		
Spent	305.55	USD			
Click the Calculate link to calculate	e the maximum allowabl	e room i	rate.		
Allowable Total	282.00	USD	Calculate		
Business Purpose	Hotel Expense Tile De	monstra	tion		<i>I</i> i
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 wou drop down list of matching items v value that best describes the exp	ld like to search for in the will be displayed for select ense. The Select box	e Search ction. Ste will not	n for Funding be ep 2: In the –Se appear until St	ox below. As yo elect box, cho ep 1 has been o	u type, a ose the completed.
Funding					
D10252-101510-01620 D10252	RU Controller's Office	101510:	Financial Oper	ations	
Add Funding					
Attachments (0)					
Drag	mage here to upload	Add At	tachments 👻		

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

0 Comments	nference, 5/1/2019-5/3/2019)		i	Hotel	305.55 305.
DATE	EXPENSE	SPENT	PAY ME	■ ▲		
Wed 16/01/2019	Meals - Per Diem	41.25 USD	41.25	× ^	~ %	•••
Thu 15/02/2019	Meals - Per Diem	27.50 USD	27.50	1	HOTEL - LODGING HOTEL - TAXES / FEES HOTEL - MITERNET	7 HOTEL - PARKING MEALS
Fri 16/03/2019	Meals - Per Diem	41.25 USD	41.25	~		· · ·
n 6032019	Mileage / Private Veh	6.25 USD	6.25 <i>Ø</i>	~	🐱 📤	
ni 5032019	Hotel	305.55 USD	0.00		HOTEL - LAUNDRY HOTEL - OTHER	
ense Rep	ort Total Pay Me An	nount	C. damit			

6. Click on the Hotel – Lodging tile.

Add Item	nization			Done
Ho	itel	TOTAL #	MOUNT 5.55	REMAINING 305.55
HOTEL - LODGING	Motel - Taxes / Fees	P HOTEL - PARKING	N.	HEALS
HOTEL - LAUNDRY	HOTEL - OTHER			

7. The Hotel – Lodging form is displayed.

			Cancel	Save
			TOTAL AMOUNT	remaining
Hotel - Lod	ging			
Date	05/03/2019			
Spent	300.00	USD		
Description Optional				
Check In Date	05/01/2019	I		
Check Out Date	05/03/2019	I		
Add Banner Activity and/or Location?				
Step 1: Type the funding you w drop down list of matching item value that best describes the ex	ould like to search for in t s will be displayed for se kpense. The Select be	he Search for Funding I lection. Step 2: In the ox will not appear until S	box below. As yo Select box, cho Step 1 has been	ou type, a bose the completed.
Funding				
D10252-101510-01620 D102	52: RU Controller's Office	e 101510: Financial Ope	erations	
2581-Employee In-State Mea	ls/Lodging			
+ Add Funding				
Attachments (0)				
Dra	g image here to upload	Add Attachments 👻		

• <u>Date:</u> 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.

- <u>Spent:</u> Enter the total Room Charge for the total stay. Do not include taxes or fees in this total.
- <u>Description</u>: 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.
- <u>Check In Date</u>: The date is populated based upon the dates entered on the previous form.
- <u>Check Out Date</u>: The date is populated based upon the dates entered on the previous form.
- <u>Add Banner Activity and/or Location?</u>: Select this check box if you would like to add a Banner Activity and/or Location code.
 - <u>Activity</u>: 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.
- **<u>Funding</u>**: Select the proper funding for the expense type.
- <u>-Select-:</u> 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.



L. The Hotel – T	axes / Fees fo	orm is display	yed.	
			Cancel	Save
Hotel - Taxe	es / Fees		TOTAL AMOUNT 305.55	remaining 5.55
Date	05/03/2019			
Spent	5.55	USD		
Description Optional				//
Check In Date	05/01/2019			
Check Out Date	05/03/2019]		
Add Banner Activity and/or ocation?				
Step 1: Type the funding you wa drop down list of matching item value that best describes the ex	ould like to search for in th s will be displayed for sele opense. The Select boy	e Search for Funding box ction. Step 2: In the –Sel will not appear until Step	c below. As you ect box, choo o 1 has been o	u type, a ose the completed.
Funding				
D10252-101510-01620 D102	52: RU Controller's Office	101510: Financial Opera	tions	
2581-Employee In-State Meal	s/Lodging			
+ Add Funding				
Attachments (0)				
Dra	g 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 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.
- <u>Check In Date</u>: The date is populated based upon the dates entered on the previous form.
- <u>Check out Date</u>: The date is populated based upon the dates entered on the previous form.
- <u>Add Banner Activity and/or Location</u>: Select this check box if you would like to add a Banner Activity and/or Location code.

- <u>Activity</u>: 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.
- **<u>Funding</u>**: Select the proper funding for the expense type.
- <u>-Select-:</u> 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.

