Expense Report – Hotel Expense

Hotel Header:

1. Date: The date of the hotel receipt. If the date default is incorrect, it can be changed manually.
2. Allowable Total: The calculation of the per-diem needs to be calculated before expenses are allocated. Click on “Calculate to begin this process.”
3. Start Date: Re-enter the start date of the stay that is on the Hotel Header.
4. End Date: Re-enter the end date of the stay that is on the Hotel Header.
5. Location: Enter in the location of the Hotel. (Note this is by name only and not by zip-code)
6. Rooms: The number of rooms that is associated with the hotel stay.

The rate information fields are automatically filled with:

a. The number of nights based on the Start Date and End Date
b. The Average Daily Room Rate
c. The base total which is the Average Daily Room Rate multiplied by the number of nights
d. The Allowable Total which is 200% of the Base Total

7. Save: After the information has been entered, click on the Save button to proceed.
8. Amount: Insert the total amount associated with the Hotel Expense (if not already pre-entered from a receipt uploaded from the Receipt Gallery)

9. Description: This space is an optional description of the hotel stay or any other information that needs to be documented.

10. Check In: This date is imported from the Start Date field on the Expense Report Header. The date can be changed if needed.

11. Check Out: This date is imported from the End Date field on the Expense Report Header. The date can be changed if needed.

12. Merchant: Choose the correct hotel from a list of vendors. Select “Other” and manually insert the hotel name (under Other Hotel Merchant) if the vendor is not available from the list.

13. Hotel Justification: Select from a pre-loaded list of reasons why this hotel was chosen. If the justification isn’t available in the list, choose “Other” and insert the justification (under Other Hotel Justification).

14. Student Lodging Included?: If this is an expense report for a VT Student, the field will already be pre-populated with “Yes” and cannot be changed. If no students were associated with this expense report, select the “No” option. When “Yes” is selected, two pieces of information must be entered in order to comply with the Clery Act:
   a. Hotel Address and Room Number
   b. Nearest Police Station Name and Address

15. Activity Code: If there is an activity code, select it from the pre-populated list.
16. Allocation: Insert the funding for all of the hotel expenses
17. Add Attachments: If this expense was not created from the Receipt Gallery, attach the receipt here through either the Receipt Gallery or File Upload.

18. Itemize: After all of the information has been entered, select “Itemize” to begin allocating the hotel expense line items.
Hotel Expense Line Items:

Note: In the right-hand corner, there is a **Total Amount** and a **Remaining** amount. The **Total Amount** is how much was inserted into the **Amount** field on the Hotel Header. The **Remaining** amount is how much the user has left to allocate. Notice that both amounts are the same as in this example no expense line items have been entered.

1. Recurring: If there were the same expenses with the same amounts on sequential days, select this expense to being allocating expenses to multiple days.
2. General – Per Diem: Room expense for one night of stay
3. Hotel Room Tax/Fees: All of the taxes and extra fees associated with one night of stay.
4. Lodging/Non-Hotel: Use this expense type for one night of stay in Airbnb, etc.
5. Internet/WIFI: Access to internet for one night of stay.
6. Parking: Parking expense for one night of stay. (Will need to designate if Personal, Rental, or State vehicle)
7. Business Meals: If a meal is one the hotel receipt and **not** a meal that is going to per-diem, select this expense. See Meals Overview for a detailed breakdown of this expense.
8. Business Center: If a business center expense is on the hotel receipt, this expense type is selected.
9. Meeting Room Rental: If a meeting room expense is on the hotel receipt, this expense type is selected.
10. Other: If there is a separate hotel expense that not listed in the above icons, select this expense type.
11. Person/ Non-Reimbursable: The amount for all unallowable expenses is entered here.
Hotel Expense Line Item - Recurring:

Note: As stated before, use this expense type if the same amount is occurring for the same expense type across multiple days.

1. Check-In: Enter the Check-in (or begin date) for these expenses.
2. Check Out: Enter the Check-out (or end date) for these expenses.
3. There are a select amount of expenses available in the Recurring expense line item:
   a. General – Per Diem (the hotel room rate expense)
   b. Hotel Room Tax/Fees
   c. Internet/WIFI
   d. Hotel – Other
   e. Lodging/Non-Hotel
4. Save: After all expenses have been entered, select Save to begin the allocation process for each night in the Check-in/Check-out date range.

Note: All line items have a green check mark, which means that no further details need to be added. The Remaining amount is at zero and there are no further expenses to allocate.