## CHROME RIVER QUICK GUIDE- CREATING A HOTEL EXPENSE

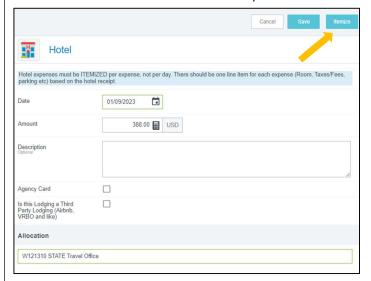
1. From the Add Expenses window in the applicable expense report, select CREATE NEW to access the expense tile.



2. In the expense tiles, Select **Hotel**.



3. Complete the expense tile form, including uploading the hotel receipt/folio and selecting the appropriate allocation/Index (s). Once completed, click **ITEMIZE** in the top right corner. (Note: Any personal expenses, meals, or disallowed items should be excluded from the **AMOUNT**)

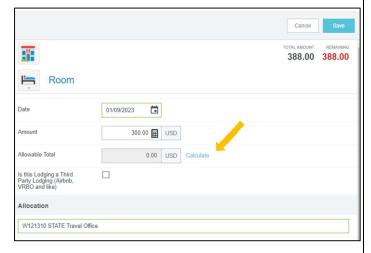


4. This will open the Add Itemization window. The expenses that you can ITEMIZE on a hotel folio are Room, Taxes/Fees, Internet, Phone, Transport, Parking, and Resort Fees. To begin, Select Room

Note: Expenses are ITEMIZED by Expense, not by date.



5. Complete the "Room" form. For the Date, use the check-in date of the hotel receipt. Add up all the room rate amounts for each day on the hotel receipt and submit the total under AMOUNT. Enter the allocation/index and Click "Calculate".

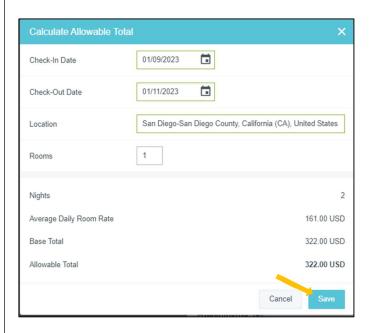


- 6. Complete the Widget Form.
  - Check-In and Check-Out Dates
  - Location of Hotel
  - # of Rooms

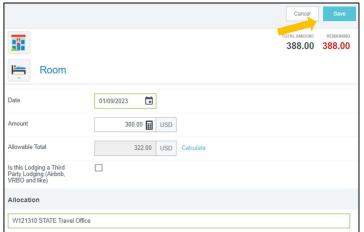
This will calculate the allowable standard per diem rates for the location.

Click **Save.** This will take you back to the Room Form.

## **CHROME RIVER QUICK GUIDE: CREATING A HOTEL EXPENSE**



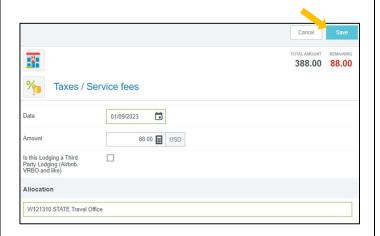
7. Click Save.



8. Click on the next Itemization expense, **Taxes and Fees** 



 Use the same Check-In date for the **DATE.** Enter the total amount of all taxes and fees for each day on the hotel receipt and submit the total under **AMOUNT.**



10. Click **Save.** The expense will be added to the report summary on the left side of the screen and the Add Itemization page will again display on the right. The remaining amount to be itemized will be displayed in the upper right corner. Continue adding any additional itemized expenses (such as internet, parking etc) until the bill has been fully itemized and the **Remaining** amount equals zero.



11. Click **Done.** Once all expenses have been itemized, the Add Itemization window will disappear, and all the itemized expenses will now appear on your report



