

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.

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Calculate Allowable Total
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Check-In Date

Check-Out Date

Location

Rooms

Nights 2

Average Daily Room Rate 161.00 USD

Base Total 322.00 USD

Allowable Total 322.00 USD

Cancel Save

7. Click **Save**.

Room

Cancel Save

TOTAL AMOUNT 388.00

REMAINING 388.00

Date

Amount USD

Allowable Total USD Calculate

Is this Lodging a Third Party Lodging (Airbnb, VRBO and like)

Allocation

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

ROOM

TAXES / SERVICE FEES

INTERNET

PHONE

TRANSPORT

PARKING

RESORT FEES

OFFICE SUPPLIES

9. 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**.

Cancel Save

TOTAL AMOUNT 388.00

REMAINING 88.00

Taxes / Service fees

Date

Amount USD

Is this Lodging a Third Party Lodging (Airbnb, VRBO and like)

Allocation

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.

Add Itemization

Done

Hotel

TOTAL AMOUNT 388.00

REMAINING 0.00

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

National World Conference 2022- San Diego, CA

DATE	EXPENSE	AMOUNT	PAY ME		
Mon 01/09/2023	Hotel	388.00 USD	388.00		
Mon 01/09/2023	Room	300.00 USD	300.00		
Mon 01/09/2023	Taxes / Service fees	88.00 USD	88.00		

