

Hotel Overage – With a Different Account for the Overage

Pre-Approval:

- 1.) At the bottom of the Pre-Approval header, include all of the allocations to be used as the funding sources. Chrome River will automatically populate percentages.
 - a. **Please do not complete the exact percentages and dollar amounts.** This will be completed after all expenses have been entered. **(0010=state fund & 0100=local fund)**

Allocations			
		Split Equally	Clear Splits
×	0100-60010-6010 President's Office General Administration	50.00 %	0.00
×	0010-60105-6020 IT Technology Services General Institutional	50.00 %	0.00
		100.00 %	0.00

- 2.) Select the Lodging expense tile and fill out the applicable boxes.
 - a. **NOTE:** If at any time you do not see the “Add Pre-Approval Types” pane, select the PLUS icon in the left-hand pane to open the “Add Pre-Approval Types” pane.

← Pre-Approvals For Roscoe Ram

Ram-Denver, CO 4/11/19

0 Comments 0 Attachments

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Add Pre-Approval Types

 AIRFARE	 GROUND TRANSPORTATION	 LODGING	 MEALS	 REGISTRATION	 MISCELLANEOUS
 ATHLETIC TOURNAMENT ENTRY/TICKETS					

Lodging	
Allowable Total	290.00 USD Show Details
Estimated Amount	350.00 USD
Lodging	300
Taxes/Fees	50
Lodging Overage Justification	Decreased total cost
Additional Comments	I am staying at the conference hotel which eliminates travel costs.
Paid By	Traveler Reimbursement
GL_ACCT	7106

3.) After entering all expenses on the Pre-Approval, go back to Pre-Approval Header and edit the dollar amounts and/or the percentages to be paid out of the multiple allocations.

Allocations			
		Split Equally	Clear Splits
×	0010-48610-5010 Center for Academic Excellence Student Services	82.86 %	290.00 ◀
×	0100-60105-6020 IT Technology Services General Institutional	17.14 %	60.00 ◀
		100.00 %	350.00

- 4.) Upon submittal, you will receive a “warning” that requires a response in order to proceed.
- If using state funds, provide a response that explains your situation.
 - You can choose to either not be reimbursed for the hotel overage, or you can list a local account to satisfy the warning.

Submit Preapproval

I hereby certify that these estimated expenses listed here are true and correct to the best of my knowledge and are for legitimate business purposes. I understand that I should keep all receipts for ease of Expense Reporting.

⚠ Lodging Overage #620

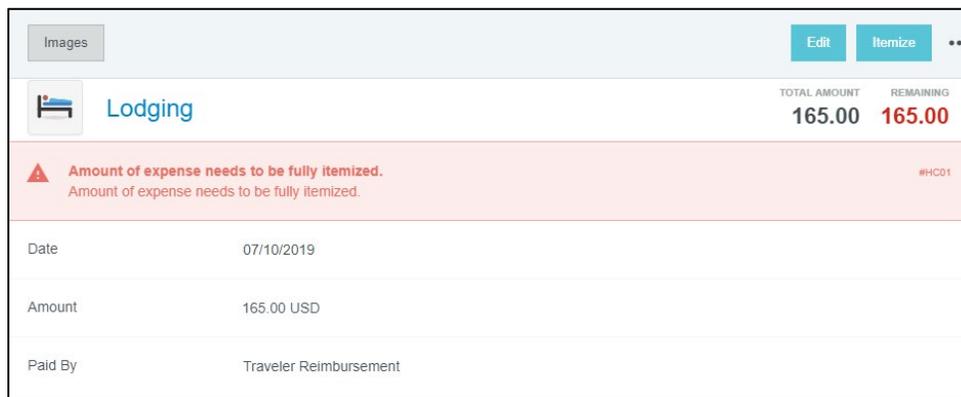
Lodging overage is not allowed for funds 0010, 0014, 0015, 0018 and 0019. Have you added a local account to cover the overage? If you cannot add a local account for the overage, please decrease the room rate and correlating taxes to match the state rate.

Add Response

I have listed a local account to cover the hotel overage.

Expense Report:

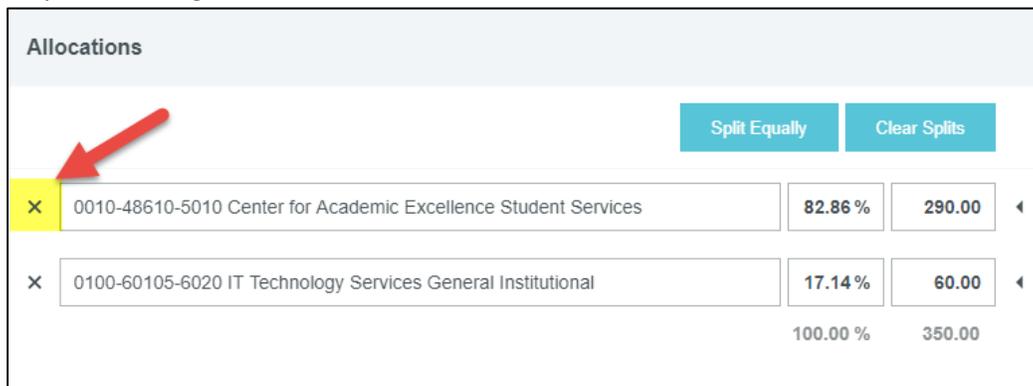
- 1.) After importing the Pre-Approval, you will see that the lodging was more than the allowed amount.
- 2.) On the expense report, this needs to be itemized.



The screenshot shows an expense report for 'Lodging'. At the top right, there are buttons for 'Edit' and 'Itemize'. Below the title, it shows 'TOTAL AMOUNT' as 165.00 and 'REMAINING' as 165.00. A red warning banner states: 'Amount of expense needs to be fully itemized. Amount of expense needs to be fully itemized. #HCD1'. Below this, a table lists details: Date (07/10/2019), Amount (165.00 USD), and Paid By (Traveler Reimbursement).

Lodging		TOTAL AMOUNT	REMAINING
		165.00	165.00
Amount of expense needs to be fully itemized. Amount of expense needs to be fully itemized. #HCD1			
Date	07/10/2019		
Amount	165.00 USD		
Paid By	Traveler Reimbursement		

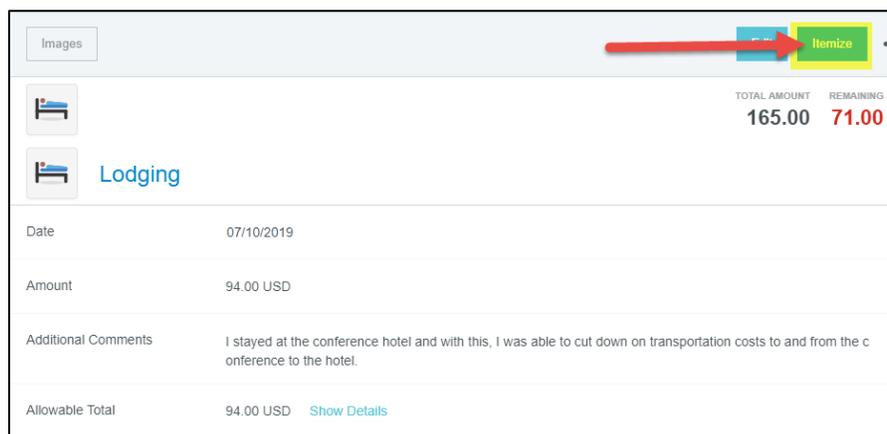
- 3.) Itemize the lodging expense to indicate how much from each allocation is being used to cover the total lodging expense.
- 4.) Since an allocation cannot be set to "zero", remove an allocation as highlighted below, so that only one is being used.



The screenshot shows the 'Allocations' section. At the top right, there are buttons for 'Split Equally' and 'Clear Splits'. Below, a table lists two allocations. The first allocation, '0010-48610-5010 Center for Academic Excellence Student Services', is highlighted in yellow and has a red arrow pointing to its 'x' icon. The second allocation, '0100-60105-6020 IT Technology Services General Institutional', is also highlighted in yellow. The table shows percentages and amounts for each, totaling 100.00% and 350.00.

Allocations			
		Split Equally	Clear Splits
x	0010-48610-5010 Center for Academic Excellence Student Services	82.86 %	290.00
x	0100-60105-6020 IT Technology Services General Institutional	17.14 %	60.00
		100.00 %	350.00

- 5.) Once you click "save", you will see that there is a remaining balance that needs to be itemized.
- 6.) Click "Itemize".



The screenshot shows the expense report after itemization. The 'Itemize' button at the top right is highlighted in green with a red arrow pointing to it. The 'REMAINING' amount is now 71.00. The 'Amount' is updated to 94.00 USD. The 'Additional Comments' field contains: 'I stayed at the conference hotel and with this, I was able to cut down on transportation costs to and from the conference to the hotel.' The 'Allowable Total' is 94.00 USD with a 'Show Details' link.

Lodging		TOTAL AMOUNT	REMAINING
		165.00	71.00
Date	07/10/2019		
Amount	94.00 USD		
Additional Comments	I stayed at the conference hotel and with this, I was able to cut down on transportation costs to and from the conference to the hotel.		
Allowable Total	94.00 USD Show Details		

- 7.) Click on the lodging expense tile once again to account for the hotel overage.
- 8.) Be sure that you are only including the **room rate** at this time.
- 9.) Click "Save".

Cancel Save



TOTAL AMOUNT	REMAINING
165.00	71.00



Lodging

Date 

Amount  USD

- 10.) Next, you will need to account for the taxes/fees that were on the hotel bill.
- 11.) Click "Itemize" and click on the "Taxes/Fees" expense tile to proceed.

Cancel Save



TOTAL AMOUNT	REMAINING
165.00	3.00



Taxes / Fees

If there is an overage on the lodging, taxes on overage also have to be prorated to a local fund.

Date 

Amount  USD

- 12.) Click Itemize to account for the rest of the hotel taxes/fees that the other account is going to cover. You will see now that there is "0.00" remaining now.

Images
Edit
Itemize
...



TOTAL AMOUNT	REMAINING
165.00	0.00



Taxes / Fees

Date

Amount USD

13.)Expense Report will look similar to this when completed.

← Expenses For Kara Gray

Gray-Abilene, TX

0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Wed 07/10/2019	Lodging	165.00 USD	165.00	✓
Wed 07/10/2019	Lodging	94.00 USD	94.00	✓
Wed 07/10/2019	Lodging	56.00 USD	56.00	✓
Wed 07/10/2019	Taxes / Fees	12.00 USD	12.00	✓
Wed 07/10/2019	Taxes / Fees	3.00 USD	3.00	✓

Expense Report QA0034453046	Total Pay Me Amount 165.00 USD	Submit
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How to Calculate Overage Amounts for Two Different Accounts:

STAYBRIDGE SUITES		10-04-18	
Folio No. :	Cashier No. : 52	Room No. : 150	
A/R Number :		Arrival : 10-03-18	
Group Code :		Departure : 10-04-18	
Company : Business		Conf. No. : 48159317	
Membership No. :		Rate Code : IMSTI	
Invoice No. :		Page No. : 1 of 1	

Date	Description	Charges	Credits
10-03-18	*Accommodation	89.00	
10-03-18	City Tax - Room	6.23	
10-04-18	MasterCard XXXXXXXXXXXX		95.23
Total		95.23	95.23
Balance		0.00	

Information on Hotel Receipt:

Accommodation Total (Actual Room Rate): **\$89.00**

City Tax: **\$6.23**

GSA Website Information:

GSA Total (Allowable Room Rate): **\$82.00**

1. **Calculate the Room Overage.**
 - a. The \$82.00 will be paid from the main account of the trip, the \$7.00 will need to be paid out of the overage account. **(\$89.00-82.00=\$7.00).**
2. **Find Percentage of Tax.**
 - a. Divide the tax rate by the allowable room rate **(\$6.23/\$82.00=7%).**
3. **Calculate the two different tax amounts.**
 - a. First, find 7% of \$82.00 **(.07*\$82.00=\$5.74).** The \$5.74 is the allowable and will be needed to taken out of the main account listed. So as you can see, the total amount of taxes was \$6.23, so this means \$0.49 is leftover and should be taken out of the overage account number.
4. **Make sure all 4 of the numbers calculated equal to total amount on the hotel receipt.**
 - a. From this example, it should amount to **\$95.23 (\$82.00+\$5.74+\$7.00+\$0.49=\$95.23)**
5. **In conclusion,** it should be similar to as follows:

Main Account on Lodging Expense tile: \$82.00

Overage Account on Lodging Expense Tile: \$7.00

Main on Account for Hotel Taxes/Fees: \$5.74

Overage Account for Hotel Taxes/Fees: \$0.49

Total Amount =\$95.23