

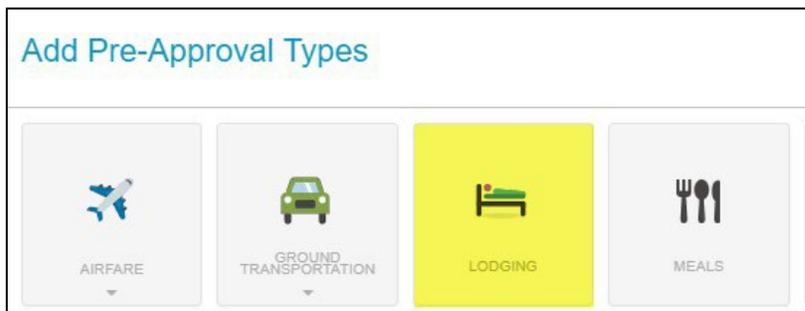
*Be sure there is no sensitive information visible (Example: ssn, driver's license number, home addresses, phone numbers, personal/business financial information, biometric identifiers, benefits/health information, access device numbers, etc.)

Hotel Pre-Paid on Business Travel Account (BTA)

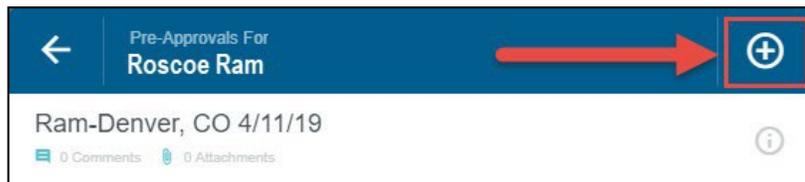
**This is only for travelers who have students traveling
OR travelers who have applied and been denied by Citibank for a State Travel Card.**

Pre-Approval:

1.) In the "Add Pre-Approval Types" pane, select the "Lodging" expense tile.

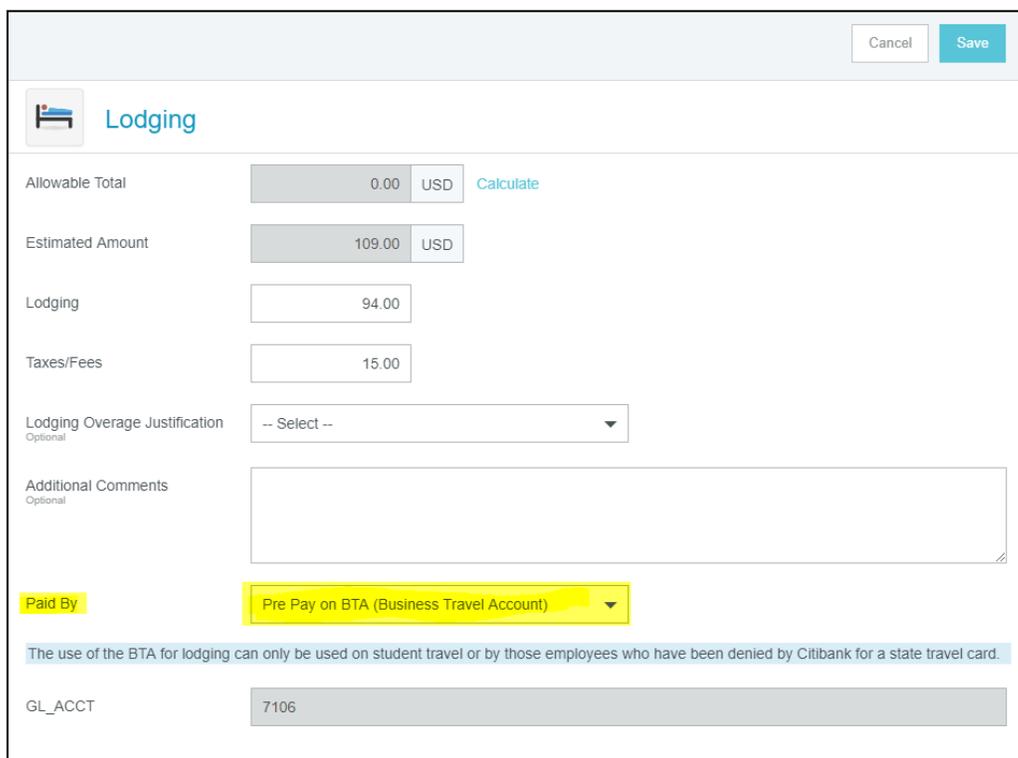


NOTE: If at any time you do not see the "Add Pre-Approval Types" pane, select the PLUS icon in the left-hand pane to open the "Add Pre-Approval Types" pane.



2.) Enter the estimated amount and select "Pre-Pay on BTA (Business Travel Account)" from the "Paid by" drop-down menu.

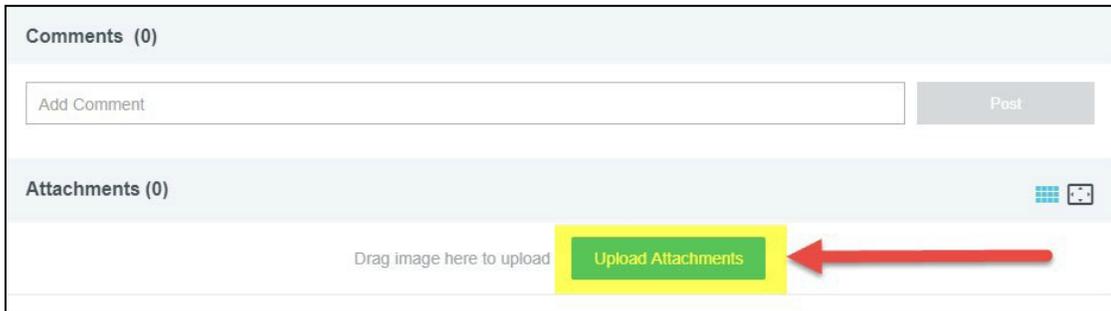
3.) Click "Save" to continue.

A screenshot of a "Lodging" pre-approval form. It includes fields for "Allowable Total" (0.00 USD), "Estimated Amount" (109.00 USD), "Lodging" (94.00), and "Taxes/Fees" (15.00). There is a "Paid By" dropdown menu highlighted in yellow, currently set to "Pre Pay on BTA (Business Travel Account)". A "Save" button is visible in the top right corner. A note at the bottom states: "The use of the BTA for lodging can only be used on student travel or by those employees who have been denied by Citibank for a state travel card." The form also shows "GL_ACCT" as 7106.

4.) Click the trip name in the left-hand pane to return to the Pre-Approval header section.



5.) At the bottom of the Pre-Approval Header, click “**Upload Attachments**” or drag the file into the pane to upload the hotel reservation to Chrome River on the Pre-Approval header.



6.) If applicable, please finish completing your other estimated expenses that you plan to be reimbursed for upon the trip and submit the Pre-Approval.

Expense Report:

1.) Traveler will not include any BTA/Direct Bill expenses on the Expense Report. Please send a copy of the hotel folio or rental receipt to traveloffice@angelo.edu.

