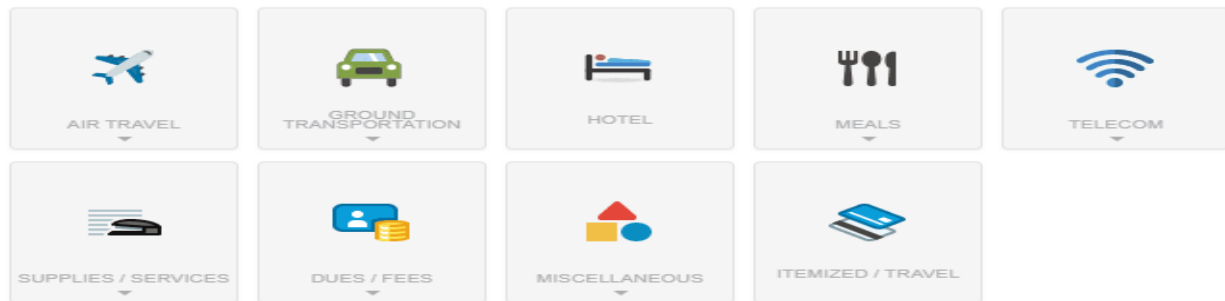Example of International Hotel Receipt with Room Rate and Taxes/Fees Only

Currency is India Rupees and the lodging takes place in New Delhi

Date	Description	Reference	Debit	Credit
03-01-20	Accommodation Charges		9,000.00	
03-01-20	CGST-Rooms-N-9%		810.00	
03-01-20	SGST-Rooms-N-9%		810.00	
04-01-20	Accommodation Charges		9,000.00	
04-01-20	CGST-Rooms-N-9%		810.00	
04-01-20	SGST-Rooms-N-9%		810.00	
05-01-20	Visa Card			21,240.00

Select the Hotel Mosaic in Chrome River

AIR TRAVEL   GROUND TRANSPORTATION   HOTEL   MEALS   TELECOM

SUPPLIES / SERVICES   DUES / FEES   MISCELLANEOUS   ITEMIZED / TRAVEL

Complete the Hotel Header

The amount field should equal the total amount paid on the hotel receipt. Click the calculate hyperlink to complete the information for the system to calculate per diem based upon the location.

		TOTAL AMOUNT	REMAINING
Hotel		21,240.00	0.00

Date	01/03/2020
Allowable Total	1,036.00 USD Show Details
Amount	21,240.00 INR ⇄ 297.71 USD
Description	Lodging at the JW Marriott New Delhi Aerocity
Check In	01/03/2020
Check Out	01/05/2020
Merchant	Marriott Hotels
Hotel Justification	Field Service Location
Student Lodging Included?	No
Activity Code	--None--

Click on USD button to select from other available currencies

Allocation

When you click the calcuate link, the following screen appears: Note: Make sure your start and end dates match the Check In and Check Out dates from the header.

Allowable Total ✕

Start Date	01/03/2020
End Date	01/05/2020
Location	India, New Delhi, None
Rooms	1

Nights	2
Average Daily Room Rate	259.00 USD
Base Total	518.00 USD
Allowable Total	**1,036.00 USD**

Close

Click the Itemize button to itemize the hotel receipt.

Cancel   Save   Itemize

Click the Recurring Icon and enter as follows:

	Cancel	Save

TOTAL AMOUNT 21,240.00 **REMAINING** 21,240.00

↻ **Recurring**

Check-in	01/03/2020 📅
Check-out	01/05/2020 📅
Nights	2

General - Per Diem	9,000.00
Hotel Room Tax / Fees	1,620.00
Internet / Wifi	0.00
Parking	0.00
Hotel - Other	0.00
Lodging / Non-Hotel	0.00

Enter the amount charged on the receipt for one night for the room in the general - per diem field. Add the taxes/fees charged on the receipt for one night in the hotel room tax/fees field.

Click the Save button

	Cancel	Save

When you have fully itemized the hotel receipt, you will see a remaining amount of $0.00.

🛏 **Hotel**

TOTAL AMOUNT 21,240.00 **REMAINING** 0.00

Click the Done button:

Add Itemization		Done

This is what the entries will look like on the left hand side of the screen:

▾	Fri 01/03/2020	🛏 Hotel	21,240.00 INR	308.24
	Fri 01/03/2020	🛏 General - Per Diem	9,000.00 INR	130.61
	Fri 01/03/2020	%🗒 Hotel Room Tax / Fees	1,620.00 INR	23.51
	Sat 01/04/2020	🛏 General - Per Diem	9,000.00 INR	130.61
	Sat 01/04/2020	%🗒 Hotel Room Tax / Fees	1,620.00 INR	23.51