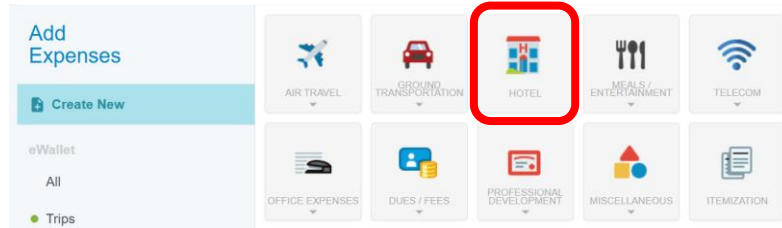


Chrome River – Hotel Itemization

Step-by-step instructions on how to input hotel expenses in Chrome River:

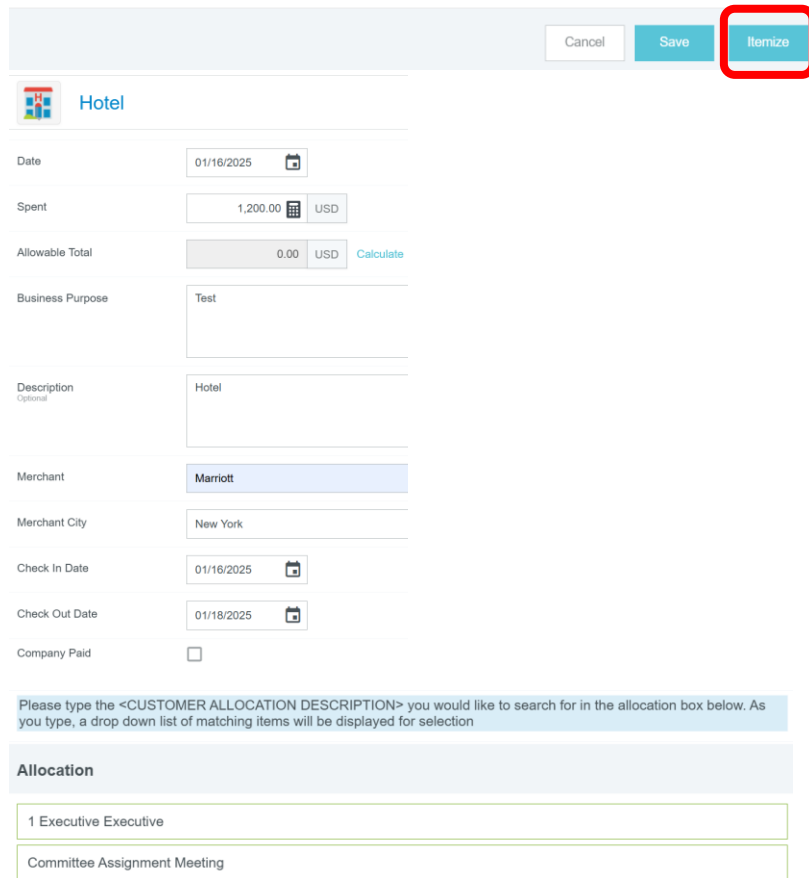
Create New Expense by selecting HOTEL from the category options



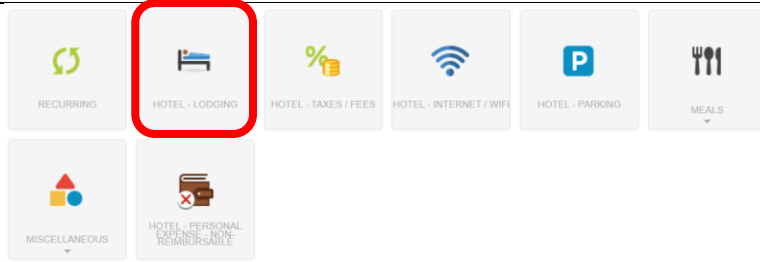
Input total amount spent and other details into necessary fields

Add appropriate allocations

Select "Itemize" in the top, right corner

A screenshot of the 'Hotel' expense entry form. At the top right, there are three buttons: 'Cancel', 'Save', and 'Itemize' (highlighted with a red box). The form fields include: Date (01/16/2025), Spent (1,200.00 USD), Allowable Total (0.00 USD with a 'Calculate' link), Business Purpose (Test), Description (Optional, Hotel), Merchant (Marriott), Merchant City (New York), Check In Date (01/16/2025), Check Out Date (01/18/2025), and Company Paid (checkbox). Below the form is an 'Allocation' section with a text input field and a list of items: '1 Executive Executive' and 'Committee Assignment Meeting'. A note above the list reads: 'Please type the <CUSTOMER ALLOCATION DESCRIPTION> you would like to search for in the allocation box below. As you type, a drop down list of matching items will be displayed for selection'.

Select HOTEL –
LODGING from the
categories



Input total amount
spent and other details
into necessary fields
(again)

Add appropriate
allocations

Upload correlating
receipt/attachment

Select "Save" in the top,
right corner

A screenshot of an expense entry form. The 'Save' button in the top right corner is highlighted with a red square. The form shows a total amount of 1,200.00 and a remaining amount of 1,200.00. The category is 'Hotel - Lodging'. The date is 01/16/2025, and the amount spent is 1,200.00 USD. The business purpose is 'Test' and the description is 'Hotel'. There is an 'Allocation' section with '1 Executive Executive' and 'Committee Assignment Meeting'. The 'Attachments (0)' section has a 'Drag image here to upload' area and an 'Add Attachments' button.

Contact NAIC Finance
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