

Some Tips for Chrome River

- For conferences within the US
 - ❖ Travel Types is Domestic US
 - ❖ Allocations -
 - Airfare – 1SC00 **SOCIOLOGY** 011001 *Airfare (Training) - 7109*
 - Meals Per Diem - 1SC00 **SOCIOLOGY** 011001 *Meals & Incidentals (Training) - 7109*
 - Parking - 1SC00 **SOCIOLOGY** 011001 *Parking (Training) - 7109*
- **Hotels/Lodging:**
 - You add “Hotel” and enter the total charge (while there is only 1 day listed at the top, enter the full amount paid)
 - then under allocation on the main page, the first allocation is the amount for the room (which is charged to **Lodging - Training** (b/c conferences are considered Training) – add up all of the room charges over the time period)
 - and then you have to add a second allocation for the taxes (which is charged to **Lodging Tax Training**) (again, all taxes across the different nights)
 - And then you attach your receipt(s)
 - You then have to click **itemize** on the top right.
 - Itemize Room Charge – **Here you calculate the room rate. Enter the full range of dates here, and enter the location, and it will give you the total amount allowed for the room charge.**
 - if your charges are more than the allowable rate, you will have to allot the excess to a “discretionary budget amount.”
 - Where it lists the sociology department – use the code **6SC05** and then in the second line you will fill in whatever category you used before.
 - Itemize Room Tax – Enter the total amount paid to tax over the total number of nights.

