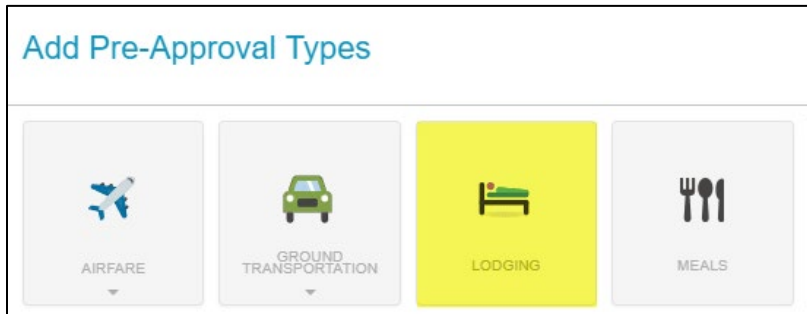


Hotel Pre-Paid on Business Travel Account (BTA)

**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:

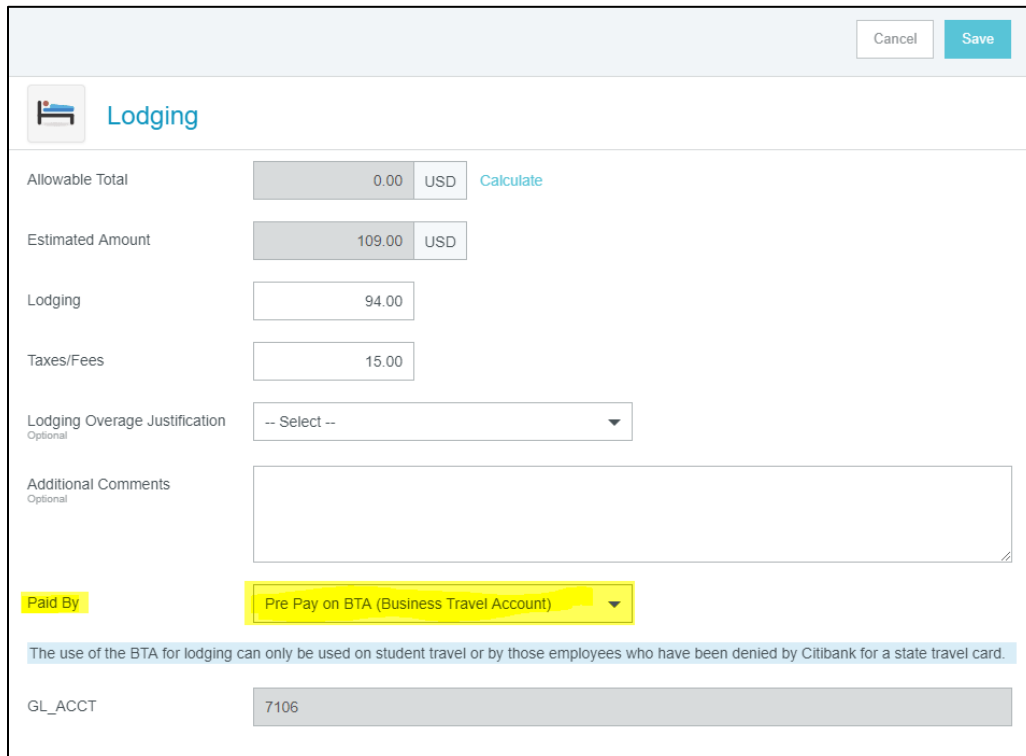
- 1.) In the “Add Pre-Approval Types” pane, select the “Lodging” expense tile.



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.



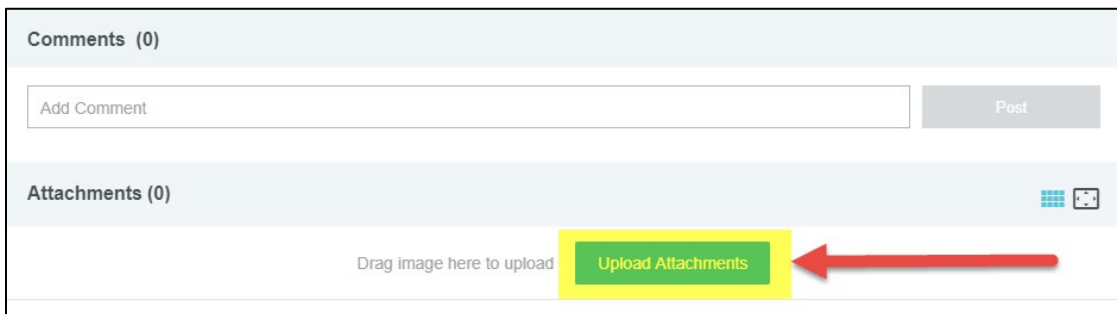
- 2.) Enter the estimated amount and select “Pre Pay on BTA (Business Travel Account)” from the “Paid by” drop-down menu.
- 3.) Click “Save” to continue.

A screenshot of the 'Lodging' form. The form has a title bar with 'Cancel' and 'Save' buttons. Below the title bar is a header with a bed icon and the word 'Lodging'. The form contains several fields: 'Allowable Total' (0.00 USD), 'Estimated Amount' (109.00 USD), 'Lodging' (94.00), 'Taxes/Fees' (15.00), 'Lodging Overage Justification' (Optional, -- Select --), 'Additional Comments' (Optional, empty text area), 'Paid By' (Pre Pay on BTA (Business Travel Account)), and 'GL_ACCT' (7106). A blue banner 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.'

- 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 need to include this expense on the lodging line, attach a correct hotel receipt, and select the “Pre Pay on BTA (Business Travel Account)” option.

Important Note: The lodging expense paid on the BTA will be calculated in the total "Pay Me" Amount, however, the traveler will not be reimbursed for this expense.