

# Lodging Calculator

**For prorating taxes when lodging expenses exceed the allowable amount.**

Line A: Daily room charge shown on hotel bill:

Line B: Maximum room rate for area traveled:

Taxes and surcharges on voucher:

Tax Amount 1

Tax Amount 2

Tax Amount 3

Tax Amount 4

Tax Amount 5

Line C: Total taxes and surcharges hotel bill: \_\_\_\_\_  
\_\_\_\_\_

Line D: Percentage of allowable taxes and surcharges:  
(Line B divided by Line A)

Line E: Allowable reimbursement of taxes and surcharges:  
(Line C multiplied by Line D)

Line F: Disallowed lodging, taxes, and surcharges:  
(Line A minus B) plus (Line C minus Line E)

Line G: Total reimbursable lodging: \_\_\_\_\_  
(Including taxes and surcharges) \_\_\_\_\_