# **EX16\_XL\_CH01\_GRADER\_CAP\_HW - Travel Expenses 1.11**

## **Project Description:**

You are a division manager for a regional hearing aid company in Cheyenne, Wyoming. Your sales managers travel frequently to some of the offices in the western region. You need to create a travel expense report for your managers to use to record their budgeted and actual expenses for their travel reports. The draft report contains a title, input areas, and a detailed expense area.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| 1 | Start Excel. Download and open the file named *e01\_grader\_h1.xlsx*. | 0 |
| 2 | Merge and center the *Travel Expense Report* title in the range A1:E1. | 3 |
| 3 | In cell E5, enter a formula that calculates the number of days between the return date and the departure date. | 4 |
| 4 | In cell B12, enter a formula to calculate the amount budgeted for Mileage to/from Airport. The amount is based on the Mileage Rate to/from Airport and the Roundtrip Miles to Airport located in the Standard Inputs section. | 4 |
| 5 | In cell B13, enter a formula to calculate the amount budgeted for Airport Parking. Use the Airport Parking Daily Rate and calculate the number of total days traveling (use the # of Nights+1 in your formula) to include both the departure and return dates. For example, if a person departs on June 1 and returns on June 5, the total number of nights at a hotel is 4, but the total number of days the vehicle is parked at the airport is 5. | 5 |
| 6 | In cell B17, enter a formula to calculate the amount budgeted for Hotel Accommodations. This amount is based on the # of Nights, the Hotel Rate/Night, and the Hotel Tax Rate. In parentheses add the Hotel Tax Rate to 1 to equal 118% percent before multiplying. | 5 |
| 7 | In cell B18, enter a formula to calculate the amount budgeted for Meals. This amount is based on the Daily Meal Allowance and the total travel days (# of Nights+1). | 5 |
| 8 | In cell D12, enter a formula to calculate the difference between the Actual and Budget. Copy the formula to the range D13:D19. Delete the formula in cell D15. If the Actual expense is more than the Budget expense, the result is positive. If the Actual expense is less than the Budget expenses, the result is negative, indicating under budget. | 4 |
| 9 | In cell E12, enter a formula to calculate the % of Budget by dividing the Actual expense by the Budget expense to indicate the percent of the budgeted amount used in that category. Copy the formula to the range E13:E19. Delete the formula in cell E15. | 3 |
| 10 | Insert a new row 19. Type **Other** in cell A19. Bold the label. Delete the formula in cell E19. | 3 |
| 11 | Indent twice the labels in the ranges A12:A14, A16:A18, and A20. | 5 |
| 12 | Apply Accounting Number Format to the ranges B12:D12 and B21:D21. | 5 |
| 13 | Apply Comma Style to the range B13:D20. | 4 |
| 14 | Apply Percent Style with one decimal place the range E12:E20. | 5 |
| 15 | Ensure that the Comma style is applied to the range B20:D20. Use the Underline button to underline the range B20:D20. Do not use the border feature. | 3 |
| 16 | Apply the cell style Bad to cell D21 because the trip went over budget. | 5 |
| 17 | Select the range A10:E21 and apply Thick Outside Borders. Note, depending upon the version of Office being used, the border may be named Thick Box Border. | 5 |
| 18 | Select the range A10:E10 and apply Blue-Gray, Text 2, Lighter 80% fill color. Apply Center alignment and apply Wrap Text. | 12 |
| 19 | Set a 1.5-inch top margin and select the margin setting to center the data horizontally on the page. | 10 |
| 20 | Insert a footer with the text **Exploring Series** on the left side, the sheet name code in the center, and the file name code on the right side. | 10 |
| 21 | Save the workbook. Close the workbook and then exit Excel. Submit the workbook as directed. | 0 |

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| **Total Points** | **100** |