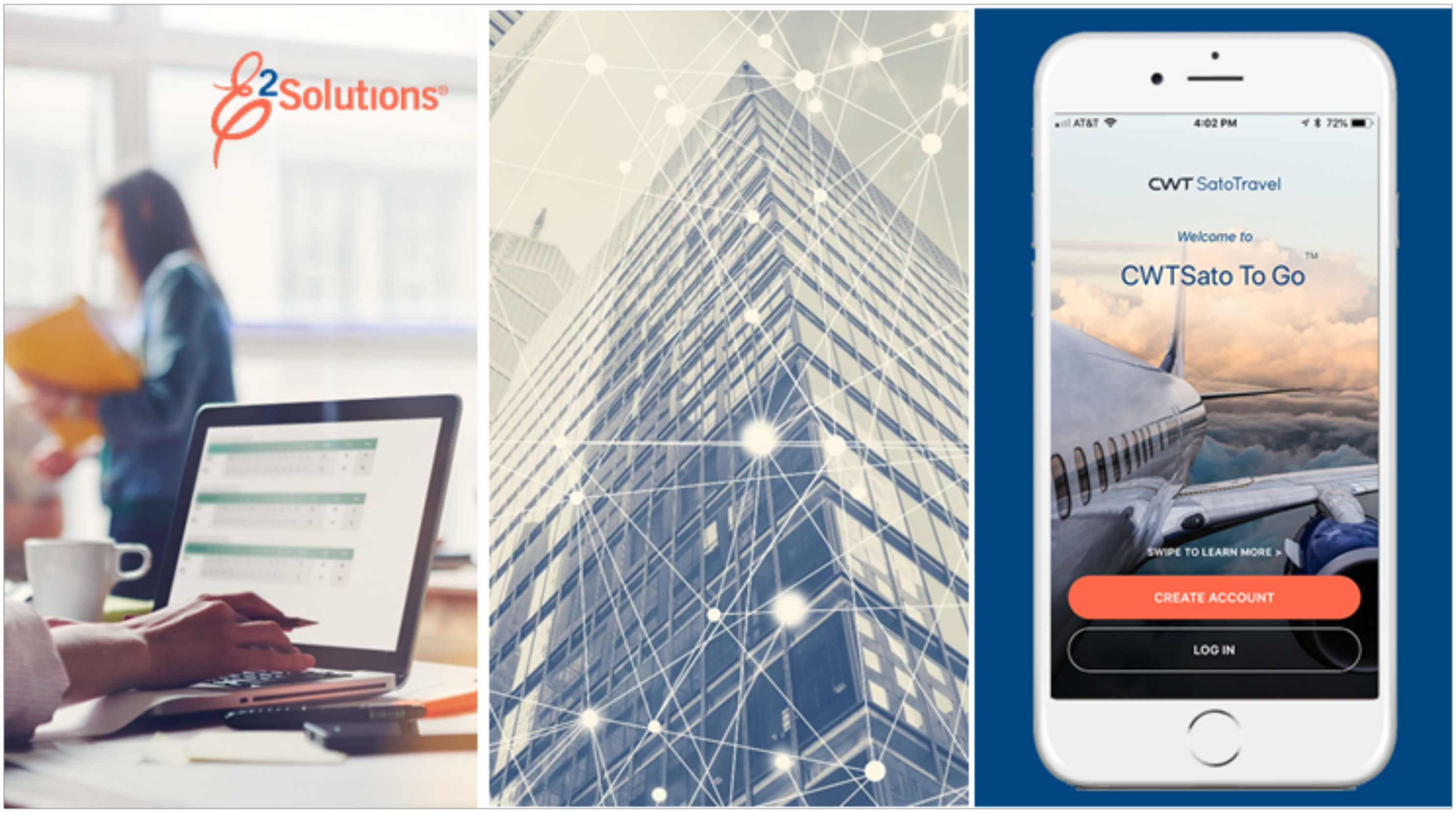


UG25: Creating Authorizations

Requesting Approval to Travel
Release 24.2 | April 2024

CWT SatoTravel

Table of Contents

1 Introduction

This document contains information regarding the trip authorization process for E2 Solutions users utilizing both Federal Travel Regulations (FTR) and Joint Travel Regulations (JTR). Features and options specific to JTR functionality will be indicated when possible. Additionally, many FTR and JTR features and functionality may be subject to your agency's configurations.

2 Understanding Travel Authorizations

In E2 Solutions (E2), an authorization is a request to travel. There are several types of authorizations, outlined in the following table. This user guide covers the creation of simple requests to travel (trip-by-trip authorizations) and dependent travel.

Authorization Type	Description
Trip-by-Trip	A simple request to travel. This is a one-time request for a specific travel itinerary. Also called "TDY travel."
Open (Blanket) Authorization	An open authorization (often known as a "blanket authorization" or OA) is a preapproved request to travel at a future date. It may be limited to specific time periods, locations, or maximum costs. An open authorization can cover trips for up to one fiscal year.
Trip Under an Open Authorization	After an open authorization is approved, you can create requests to travel under the OA. As long as the individual travel request conforms to all of the properties and limitations of the open authorization, it automatically inherits the approval status of the open authorization and does not require additional approval steps.
Group Authorization	A request for a group of travelers to go to a common destination or itinerary. The group authorization allows each traveler to depart from (and return to) their own home site.
Trip Under a Group Authorization	After the group travel authorization is complete and approved, each traveler is notified that they can create an authorization for travel under the GA. As long as the individual authorization conforms to all of the properties and limitations of the group authorization, it automatically inherits the approval status of the group authorization and does not require additional approval steps.
Dependent Travel	This is a request to travel for a dependent (e.g., spouse, child). Dependent travel requests may be single requests, or may be requests to travel under an open authorization. There are specific restrictions that apply to dependent travel. ***NOTE****: Dependent travel is a controlled feature and may not be available to all users.*

3 The Workflow Workspace

Each time you create an authorization, you enter a document workflow. Each page you encounter is a step in the workflow and includes the following items:

- Left side navigation and links to optional features, functions, and secondary actions
- Header with general traveler and document information
- Main area, where you enter or select information
- Buttons and links, below the main area, allow you to complete a step
- Dynamic message area, which appears below the header and may include agency- or workgroup-specific information, warnings, and errors
- Help icon ( ) links to online help for the page or window

3.1 Left Side Navigation

The left side of the page provides links to navigate the main workflow process and to perform other related functions. Left side navigation includes:

- **Workflow steps** – Each step is a link and can be used to go to that place in the workflow, when necessary.
    - Workflows are dynamic – some actions that you take may add additional steps to the workflow. For example, if you add an advance request to your travel authorization, two steps are added to the authorization workflow (i.e., Step 6: Advance and Step 7: Advance Accounting).
    - You must complete the first workflow step (i.e., Step 1: Basic Information) before the other workflow steps are enabled.
- **Other Actions** – Links to functions that are not part of the basic workflow. These links only appear if the function is available to you, based on the state of the document and related travel policies. If no actions are available, Other Actions links do not appear on the page.
- **Extras** – Links to additional actions. These links may take you out of the document workflow. Common Extras links include leaving the workflow to view a document list or deleting the current document.

3.2 Document Header Information

The header section is just below the page banner and appears on every workflow page.

Figure 1: Authorization header

For authorizations, the header always includes:

- The name of the traveler
- Trip ID
- Status information

3.3 Main Area

The main area of each page allows you to enter or select the information needed to complete the workflow step.

- The primary buttons appear in bold and is always on the left side.
- Secondary buttons appear to the right of the primary button. A typical secondary button allows you to save the values you have entered on the page without moving to the next step in the process.
- The link just below the main area returns you to the previous workflow step.

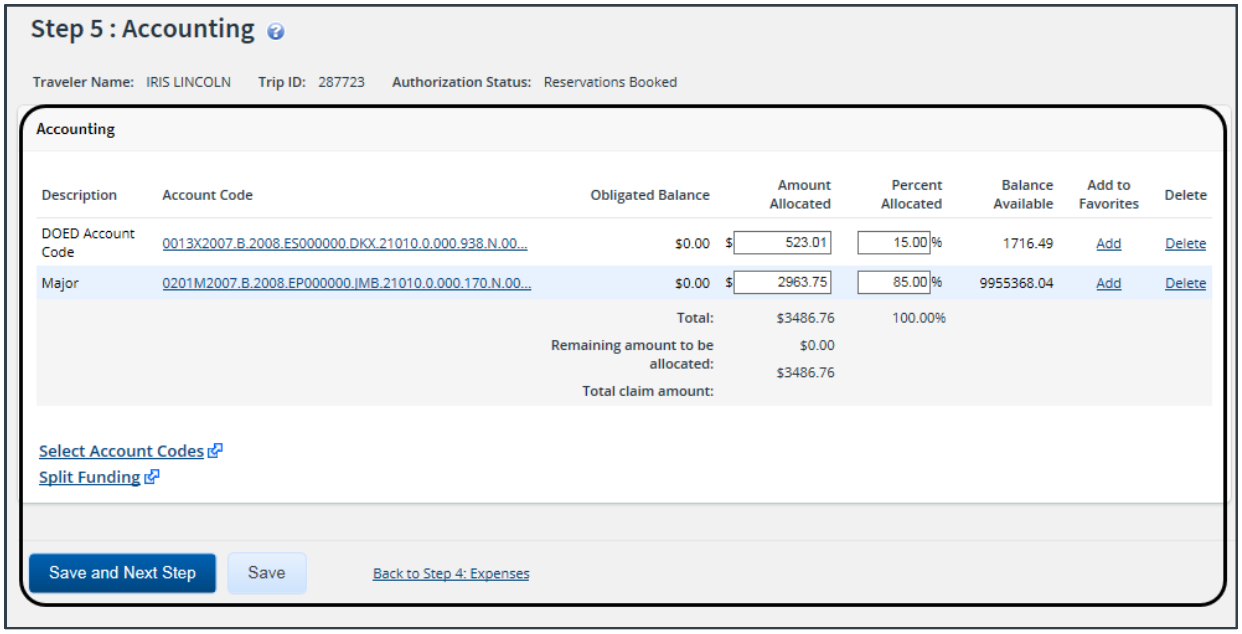


Figure 2: Authorization Accounting — Main Area

3.4 Buttons and Links

Buttons and links display at the bottom of the main area. (You may need to scroll to the bottom of the page or window for these buttons to display.)

- When you have completed entering or selecting information, click the primary button (always shown in bold and located on the left side) to continue to the next step in the workflow. **Save and Next Step** is a common primary button.
- Secondary buttons display to the right of the primary button. In general, a secondary button will allow you to save your input without moving to the next step in the process. **Save** is a common secondary button.
- Links that display next to the buttons at the bottom of the page allow you to return to the previous step in the process. For example, on the Accounting page (shown in the previous figure), the **Back to Step 4: Expenses** link returns you to the Expenses page in the authorization workflow.

  ***TIP**: If you have entered information on a page, be sure to save that information before you return to a previous step in the process.*

3.5 Dashboards

In E2, authorizations, vouchers, and travel advances are individual documents. In combination with other items, such as reservations, these documents represent your travel plans, actual travel activity, and expenses. This combination of document is known as your trip. The dashboard concept in E2 provides a way for you to access the individual documents and take actions that may impact multiple documents.

When you create an authorization, you are taken directly into the authorization workflow. After you have completed the first step in the process, the authorization is assigned a trip ID and a **Trip Dashboard** displays. The trip ID is a unique identifier that is used to track all of the individual documents that combine to represent the trip, while the **Trip Dashboard** tab provides a single access point for all of those documents.

NOTE*: Depending on the status of the document you are accessing, you may be taken directly to the document workflow (i.e.,* ***Authorization*** *tab) or to the dashboard (i.e.,* ***Trip Dashboard*** *tab).*

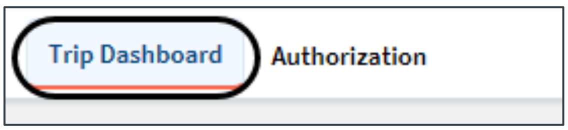


Figure 3: Trip Dashboard and Authorization tabs

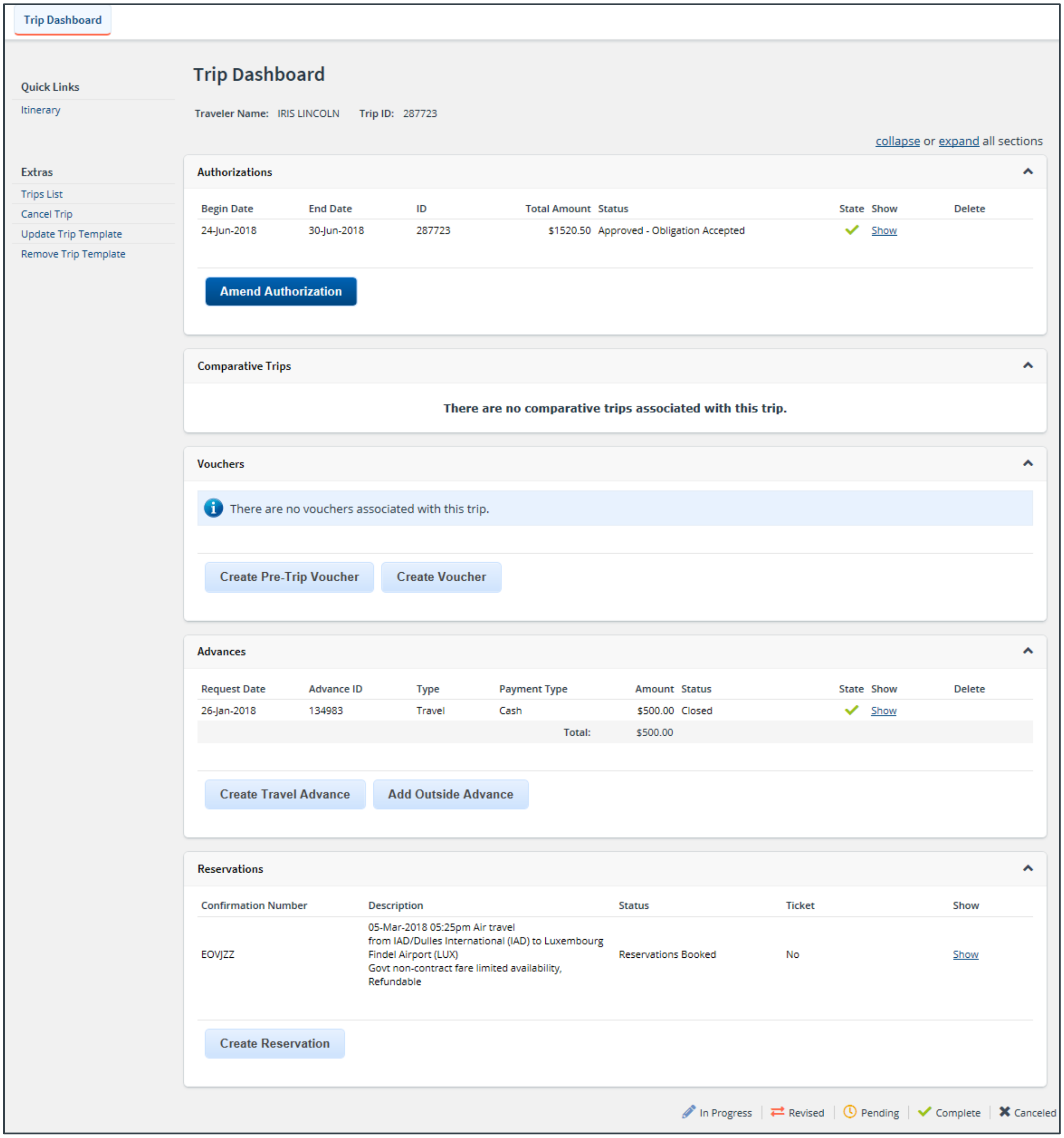


Figure 4: Trip Dashboard

4 Creating Travel for Another User

The Travel for Others feature allows those users with arranger access, or who have been selected as an arranger by a traveler, to make trip arrangements or take other actions for another user.

- Travelers can select other users to perform travel arranger functions on their behalf in their E2 user profiles. These users are referred to as *designated travel arrangers*. As a designated travel arranger, you can arrange travel for the person who selected you as an arranger. (You can be a designated travel arranger for one person or multiple people.)
- Your office, workgroup, or agency may permit select users to arrange travel for travelers within their group, without being designated as an arranger in each traveler's E2 user profile. A user with this permission has the role of arranger.

NOTE*: An error message* (You are not an arranger for any traveler) *displays as you access the Travel for Others page if you do not have arranger access and you are not listed as an arranger for any travelers. This message is informational only and no further action may be taken on the page. If you believe you should be able to access the Travel for Others page, contact your system administrator for assistance.*

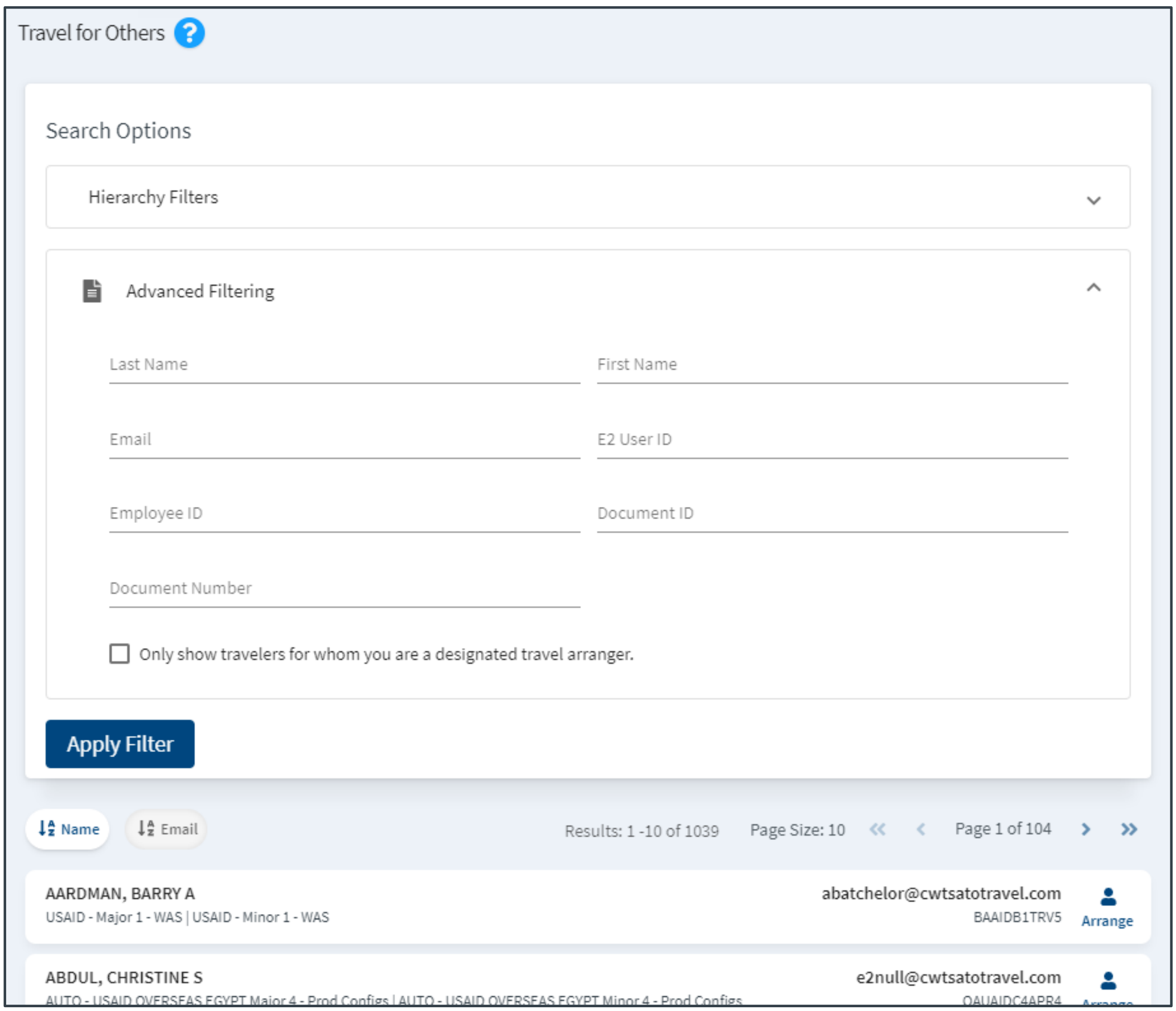


Figure 5: Travel for Others page

4.1 Search for a Traveler

When you access the Travel for Others page, the search results are automatically populated, based on your arranger access.

- If you have arranger access privileges, the search results list all users for whom you can arrange travel based on those privileges.
- If you have no arranger access privileges, the search results list all users for whom you are a designated travel arranger.

4.1.1 Search Results

A card displays in the search results for every user for whom you can arrange travel.

Figure 6: Travel for Others — Traveler Card

Each card includes the following information:

- Traveler's name (formatted *Last Name, First Name Middle Initial*)
- Email address
- Major customer | Minor customer
- E2 user ID
- **Arrange** icon

4.1.2 Advanced Filtering

Use the fields in the Advanced Filtering section to define the travelers displayed in the search results. Establish your search criteria by entering values in the available fields in the Advanced Filtering panel, and then click the **Apply Filter** button.

Field	Description
Last Name	Enter the last name of the traveler for whom you wish to arrange travel.
First Name	Enter the first name of the traveler for whom you wish to arrange travel.
Email	Enter the email address of the traveler for whom you wish to arrange travel.
E2 User ID	Enter the E2 user ID of the traveler for whom you wish to arrange travel.
Employee ID	Enter the employee ID of the traveler for whom you wish to arrange travel.
Document ID	Enter a document ID (i.e., advance, group authorization, local travel claim, open authorization, or trip ID) to display only those travelers associated with that document in the search results.
Document Number	Enter a document number to display only those travelers associated with that document in the search results.
Only show travelers for whom you are a designated travel arranger.	Select this check box to filter the search results to display only those travelers for whom you are a designated travel arranger. ***NOTE**: This check box only displays for those users who have arranger access privileges. If you have no arranger access privileges, the check box does not display*

Field	Description
	and the search results, by default, only display those travelers for whom you are a designated travel arranger.

4.1.3 Hierarchy Filters

For those users who have arranger access privileges, you can use the Hierarchy Filters section to further define the travelers displayed in the search results, based on hierarchy. Click the down arrow (˅) to expand the panel, and then select options from the available fields.

TIP*: The availability and content of the hierarchy field filters are based on your arranger access level*.

Field	Description
Agency	This field defaults to the name of your agency and cannot be changed.
Organization	Select the organization associated with the traveler for whom you are searching from the drop-down list.
Major Customer	Select the major customer associated with the traveler for whom you are searching from the drop-down list.
Minor Customer	Select the minor customer associated with the traveler for whom you are searching from the drop-down list.

4.2 Arranger Session

Click the **Arrange** icon for a traveler listed in the search results on the Travel for Others page to start arranging travel for that user. You can tell that you are in an arranger session by the task bar, which is limited to the following selections:

- **Traveler's Trips** – Click this option to view the traveler's My E2 tabs (i.e., **At a Glance**, **Trips**, **Local Travel**, **Open Authorization**, and **Group Authorization**). When you begin an arranger session, the traveler's **At a Glance** tab displays by default.
- **Traveler's Profile** – Click this option to open the traveler's profile.
- **Traveler’s Dependents** – If the Dependent Travel feature is enabled, click this option to open the Manage Dependents page and manage the traveler’s dependents.

The label on the User Options menu identifies you as well as the traveler for whom you are arranging travel (i.e., *Traveler's Name // Your Name*). As an arranger, you can take most of the same actions for the traveler as you can take for yourself. You cannot, however, change the traveler's default landing page.

To exit the arranger session, click the User Options menu, and then select *Stop arranging for* from the drop-down list. You are returned to your E2 session, as the Travel for Others page, and your normal task bar functions are again available.

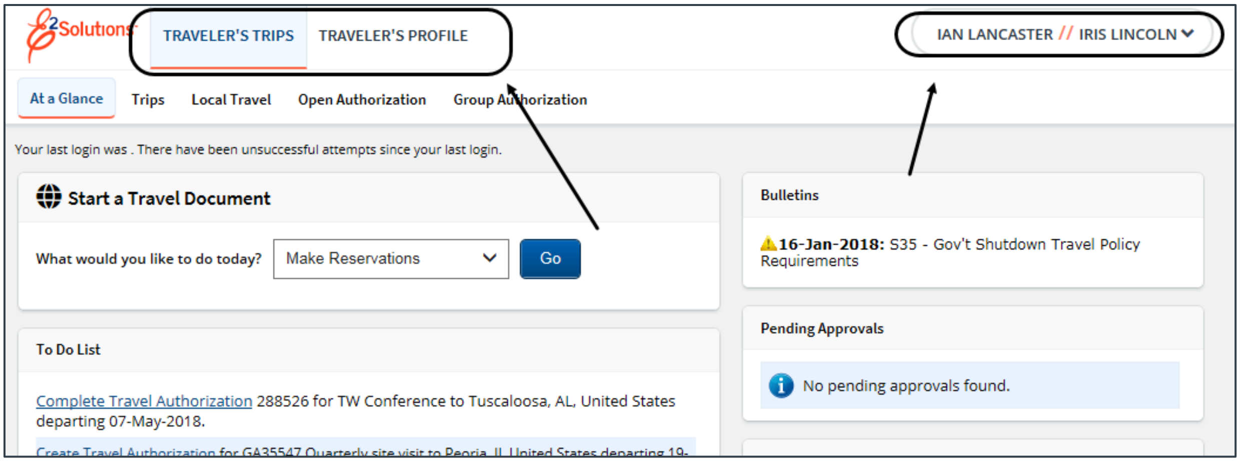


Figure 7: My E2 At a Glance — Arranger Session

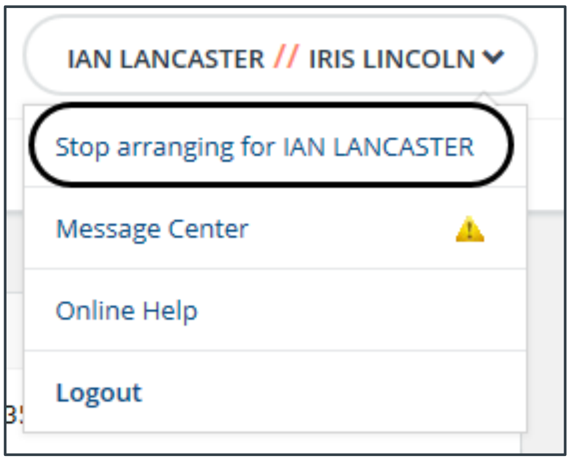


Figure 8: Arranger Session — User Options menu

5 Getting Started

There are multiple ways to start an authorization in E2. From your My E2 page:

- Select *Create an Authorization* from the **Start a Travel Document** list.
- Select *Make Reservations* from the **Start a Travel Document** list. When you return from the online booking tool (OBT), you are prompted to either start an authorization or hold the reservation for future use.
- Select the **Trips** tab, and then click **Start a New Authorization**.

You can also access authorizations that were previously started but not completed:

- Select the My E2 **Trips** tab, locate the trip on the list, and then click the **Show** link.
- From the My E2 **At a Glance** tab, click the link for the trip in the To Do List. Depending on the number of documents requiring your attention, however, this link may not always be available.

5.1 Authorizations Exist

If you have open (OAs) or group authorizations (GAs) available, you are reminded of these documents when you start a new authorization. The Authorizations Exist window automatically displays and lists every available document under which trips may be created.

Figure 9: Authorizations Exist window

If the window displays, complete the following steps:

1. Select an option from the **OA or GA selection** drop-down list.
    - Select *Do not use an available authorization* to create a single-trip/TDY authorization.
    - Select an OA or GA to create an authorization under the corresponding document.
2. Click the **Create Trip** button to continue to the authorization's Basic Information page.

6 Completing the Basic Information Step

The Basic Information step in the authorization workflow is the starting point for all new authorizations. To begin an authorization, you must complete and save this basic information before continuing. If you navigate away from the Basic Information page before you save your input, that information will be lost.

Proceed through the following steps to complete the Basic Information step in the authorization workflow.

1. Enter the required information on the Basic Information page.

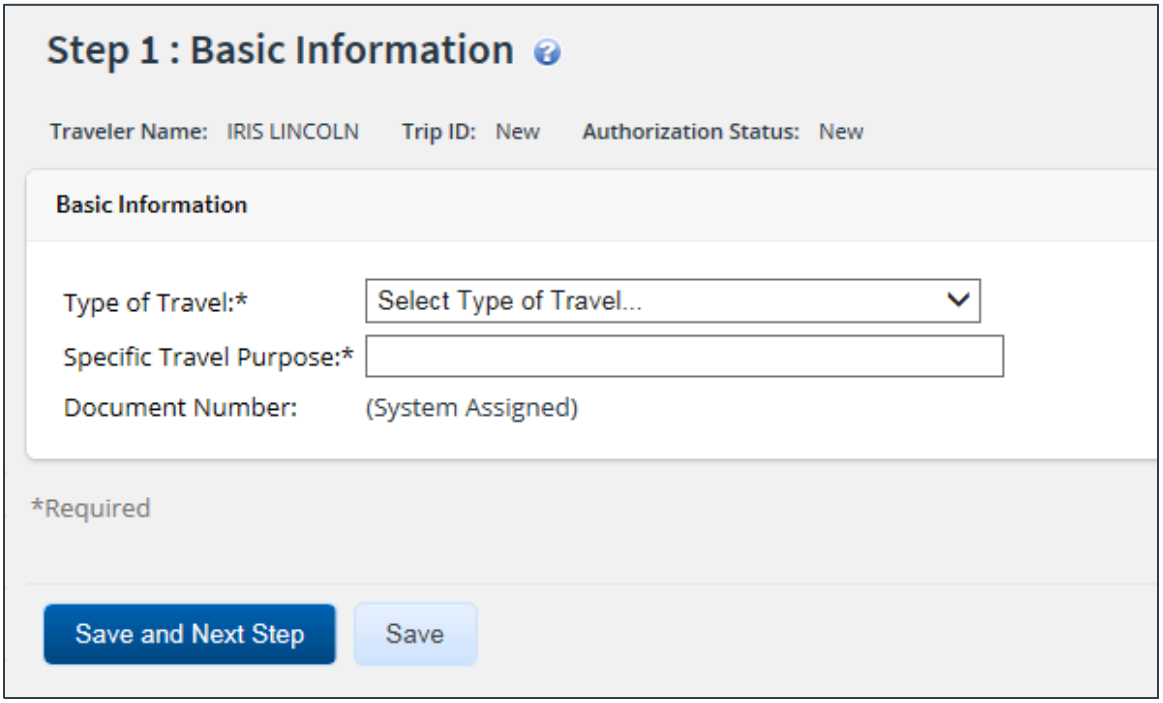


Figure 10: Authorization — Basic Information page

   a. Select the type of trip you are creating from the **Type of Travel** drop-down list. Available selections are controlled by your agency's travel policy.

      NOTE*: Special rules apply if you select* Dependent Travel *from the list. Refer to* *Creating Dependent Travel* *for additional information.*

   b. Enter the purpose of your trip in the **Specific Travel Purpose** field.
   c. If enabled, enter the authorization's document number in the **Document Number** field. This field is used by the financial system during authorization processing and payment.

      TIP*: Float your cursor over the field to display format information in the hover text*.

      - If the field displays *(System Assigned*) and is disabled, E2 automatically assigns a document number. The number is assigned when the authorization is submitted for approval.
      - Adding a manual document number is an optional feature that may not be available to you. Even if this field is enabled, you may not need to add the information. Consult your workgroup's travel policies for appropriate actions.
2. Click **Save and Next Step** to move to the next step in the authorization process.

7 Completing the Reservation Step

Use the Reservation page to make and manage your trip reservations. The page allows you to:

- Make online flight, rail, rental car, and hotel reservations
- Associate existing held reservations with the authorization and retrieve reservations made for you by the travel management center (TMC)
- Review reservations associated with the authorization
- Refresh updated reservation details

Review the reservation information available on the page and select from the following options. When you are finished, click the **Next Step** button to continue.

- Click the **Make New Reservation** link to make an online reservation now. (Refer to the *UG22: Making Reservations* user guide for more information on making reservations in the online booking tool.) After you make your bookings, you are returned to a refreshed Reservation page displaying those reservation details.

  WARNING*: You cannot book a reservation to an embargoed location (e.g., Cuba, Iran, North Korea, Syria, etc.) via the online booking tool. You must contact your TMC directly to make the reservation. Refer to* 15 CFR 740.2(a)(6) *for a list of destinations currently sanctioned by the U.S. government, and answer 4733 (*Troubleshooting: Booking Travel to Embargoed Locations*) in the online help for more information on successfully creating a trip in this scenario.*

- Click the **Change Existing Reservation** link for a flight, rental car, or hotel reservation made via E2 to change or cancel that booking. (You cannot make online changes to rail reservations. Contact your TMC via the **Travel Agent Assistance** link in the Other Actions section to make those changes.)

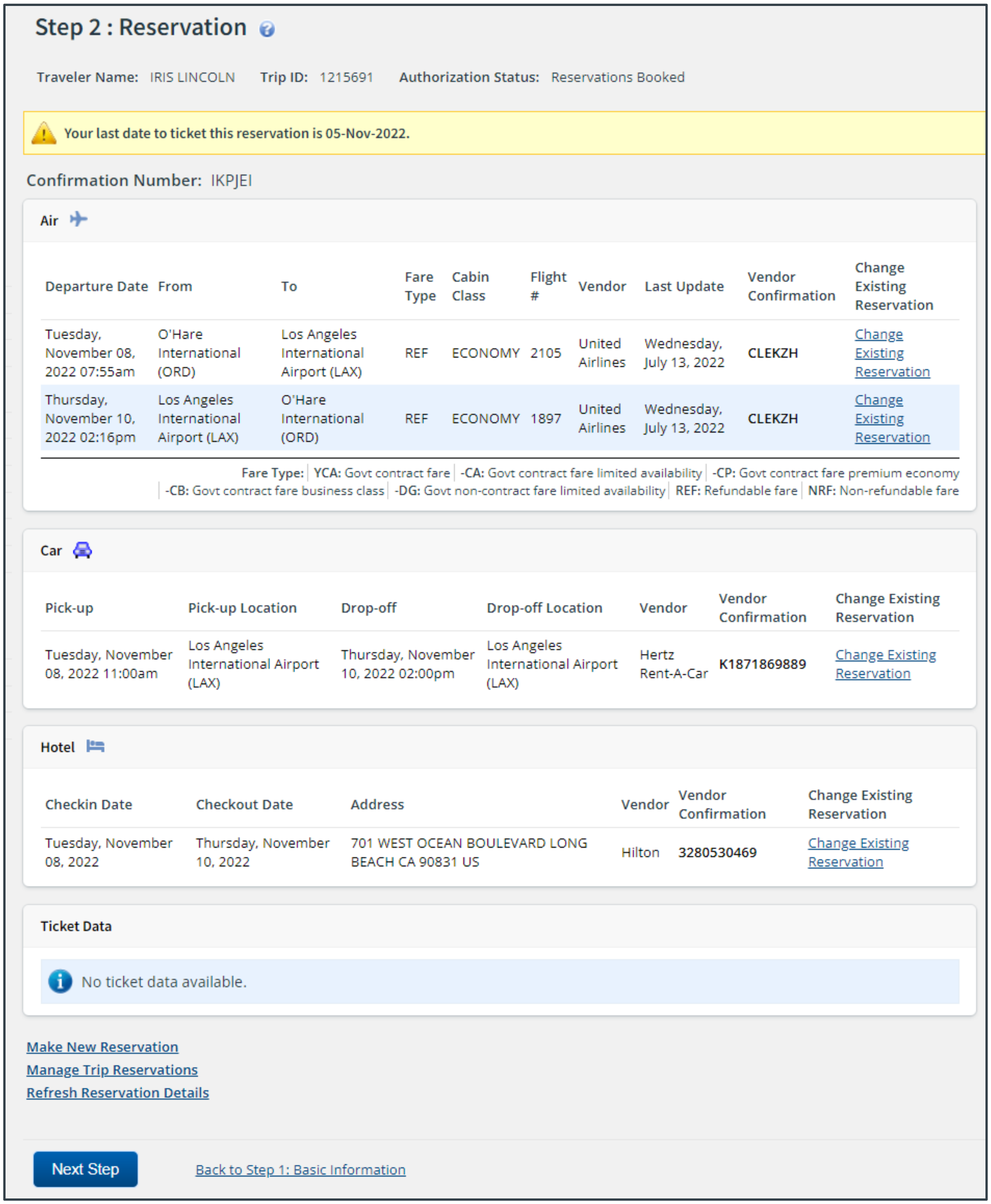
  TIP*: Refer to the* QRG23: Changing & Cancelling Trip Reservations *quick reference guide for more information on changing your trip reservations, and the* QRG23AIR: Changing & Cancelling Flight Reservations, QRG23CAR: Changing & Cancelling Rental Car Reservations*, or* QRG23HOTEL: Changing & Cancelling Hotel Reservations *quick reference guide for information on changing your reservation for a specific component.*

- Click the **Manage Trip Reservations** link to locate a held reservation or retrieve a reservation made for you by your TMC and associate it with this trip. This link also allows you to move a reservation from the trip to your Held Reservations list and, when necessary, cancel your trip reservations.
- If changes have been made to the reservation, click the **Refresh Reservation Details** link to update the reservation details. The Last Update column included with the reservation indicates the last time a change was made to the reservation via the **Change Existing Reservation** or **Refresh Reservation Details** link.

7.1 Reservation Data

The information that is initially available to you on the Reservation page differs, based on whether you have already associated reservations with your new authorization.

- If you made reservations using the *Make Reservations* option in the **Start a Travel Document** list or on the **Trips** tab, and chose to create an authorization after completing the purchase, the Reservation page shows the reservation details, including confirmation numbers and the last day to ticket for air travel.



Step 2 : Reservation

Traveler Name: IRIS LINCOLN   Trip ID: 1215691   Authorization Status: Reservations Booked

Your last date to ticket this reservation is 05-Nov-2022.

Confirmation Number: IKPJEI

Air

Departure Date	From	To	Fare Type	Cabin Class	Flight #	Vendor	Last Update	Vendor Confirmation	Change Existing Reservation
Tuesday, November 08, 2022 07:55am	O'Hare International (ORD)	Los Angeles International Airport (LAX)	REF	ECONOMY	2105	United Airlines	Wednesday, July 13, 2022	CLEKZH	Change Existing Reservation
Thursday, November 10, 2022 02:16pm	Los Angeles International Airport (LAX)	O'Hare International (ORD)	REF	ECONOMY	1897	United Airlines	Wednesday, July 13, 2022	CLEKZH	Change Existing Reservation

Fare Type: | YCA: Govt contract fare | -CA: Govt contract fare limited availability | -CP: Govt contract fare premium economy | -CB: Govt contract fare business class | -DG: Govt non-contract fare limited availability | REF: Refundable fare | NRF: Non-refundable fare

Car

Pick-up	Pick-up Location	Drop-off	Drop-off Location	Vendor	Vendor Confirmation	Change Existing Reservation
Tuesday, November 08, 2022 11:00am	Los Angeles International Airport (LAX)	Thursday, November 10, 2022 02:00pm	Los Angeles International Airport (LAX)	Hertz Rent-A-Car	K1871869889	Change Existing Reservation

Hotel

Checkin Date	Checkout Date	Address	Vendor	Vendor Confirmation	Change Existing Reservation
Tuesday, November 08, 2022	Thursday, November 10, 2022	701 WEST OCEAN BOULEVARD LONG BEACH CA 90831 US	Hilton	3280530469	Change Existing Reservation

Ticket Data

No ticket data available.

Make New Reservation
Manage Trip Reservations
Refresh Reservation Details

Next Step   Back to Step 1: Basic Information

Figure 11: Authorization Reservation — Itinerary Information

- If there are no reservations associated with the authorization, the Reservation page is blank.

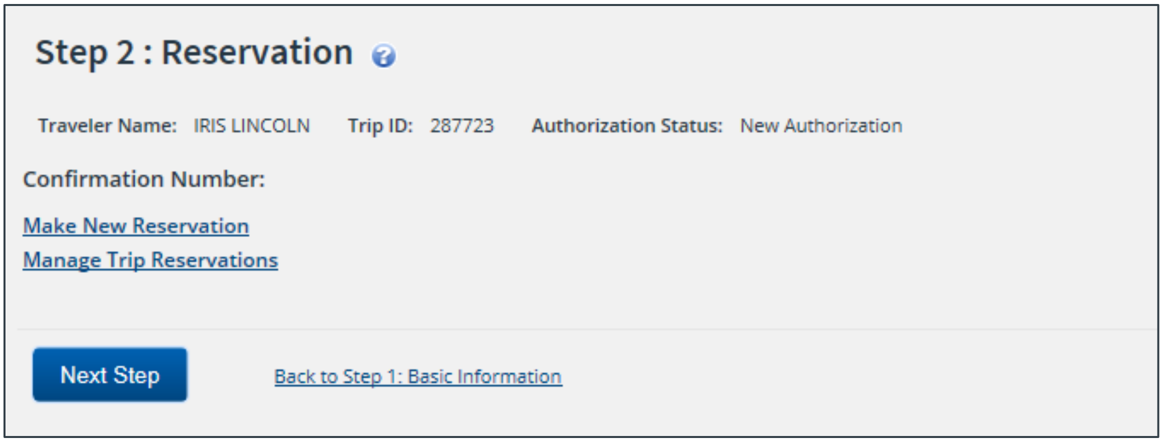


Figure 12: Authorization Reservation — No Reservations

- If you made reservations using the *Make Reservations* option in the **Start a Travel Document** list or on the **Trips** tab, and chose to save the reservation for later, click the **Manage Trip Reservations** link to view all available reservations and select one or more to associate with the authorization.
- If you contacted your TMC for reservations, or made reservations online via E2 that were sent to a travel agent for assistance, use the confirmation number provided by your travel agent to retrieve the reservations and associate them with the authorization.

7.2 Manage Trip Reservations

The Manage Trip Reservations window allows you to view all of your held reservations (i.e., reservations you made that are not currently associated with any authorization). Use this window to:

- Retrieve a reservation made for you by the TMC
- Select a new reservation for this authorization from your held reservations list
- Remove the currently associated reservation from the authorization and return it to your held reservations list
- Cancel a reservation without leaving the Manage Trip Reservations window

7.2.1 Add an Existing Reservation to the Authorization

Complete the following steps to add an existing reservation to the authorization.

1. Click the **Manage Trip Reservations** link to display the Manage Trip Reservations window.

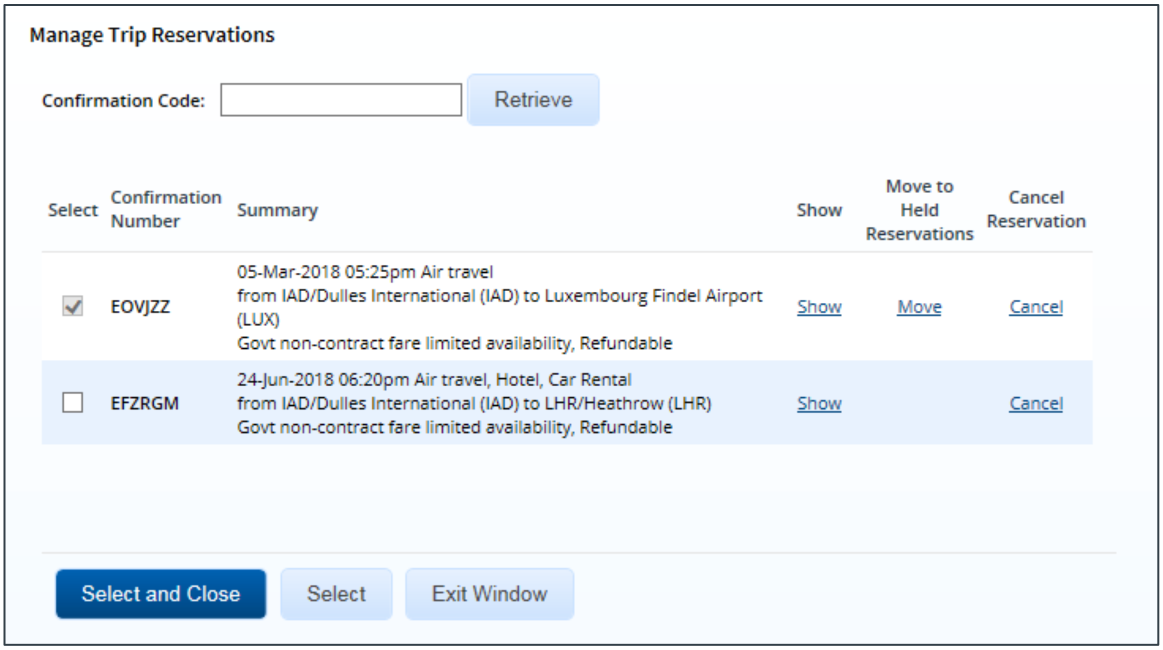


Figure 13: Manage Trip Reservations — Existing Reservation

2. Click in the **Select** check box of each reservation you want to associate with the trip. You can associate multiple reservations with the trip.
    - If the **Select** check box is clear (i.e., unchecked), the reservation can be associated with the trip.
    - If the **Select** check box is checked, the reservation is already associated with the trip. It can be viewed, moved, or canceled.
3. Click **Select and Close**. A refreshed Reservation page displays with the selected reservation information.

7.2.2 Retrieve a Reservation Made by the TMC

Complete the following steps to retrieve a reservation made for you by the TMC.

1. Click the **Manage Trip Reservations** link to display the Manage Trip Reservations window.
2. Enter the confirmation number provided by your travel agent in the **Confirmation Code** field.
3. Click **Retrieve**.

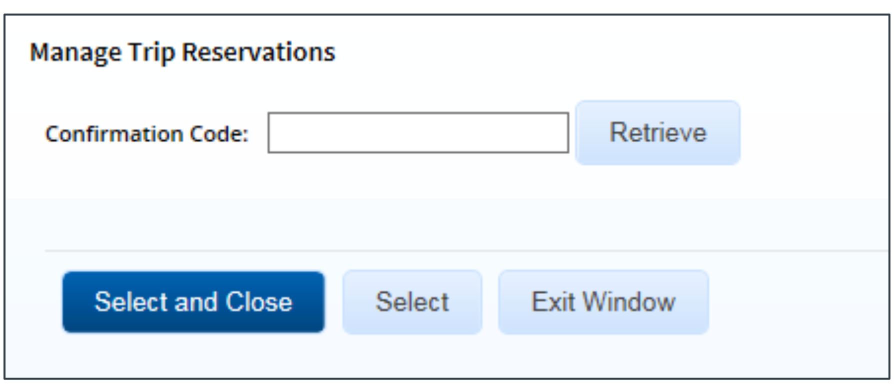


Figure 14: Manage Trip Reservations — Confirmation Code field

4. Repeat steps 2–3 until you have retrieved all reservations you want to associate with the trip.
5. Click in the **Select** check box of each reservation you want to associate with the authorization.
6. Click **Select and Close** to return to the Reservation page.

7.2.3 Move Reservations from a Trip

Complete the following steps to remove a reservation from an authorization, but hold it for a future trip.

1. Click the **Manage Trip Reservations** link to display the Manage Trip Reservations window.
2. Locate the reservation you want to move in the list.
3. Click the **Move** link to remove the reservation from the trip. The reservation, however, remains in your Held Reservations list, and is available for you to associate with another authorization.

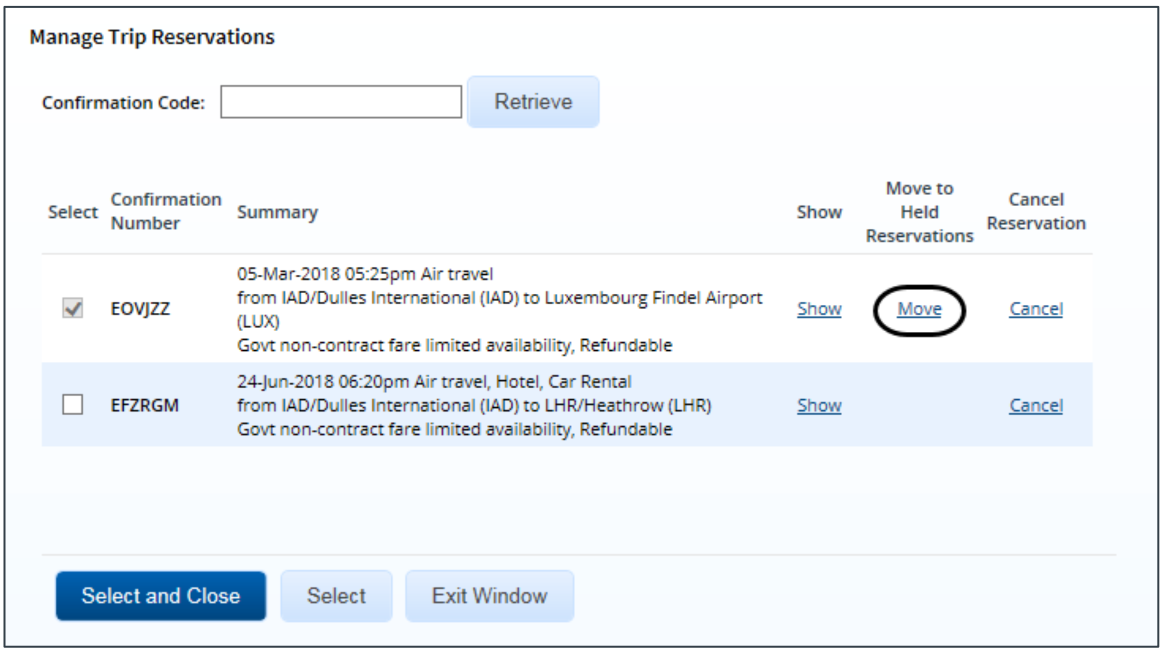


Figure 15: Manage Trip Reservations — Move link

4. Click **Exit Window** to return to the Reservation page.

7.2.4 Cancel a Reservation

Complete the following steps to cancel a reservation and remove it from the authorization.

1. Click the **Manage Trip Reservations** link to display the Manage Trip Reservations window.
2. Click **Cancel** to completely cancel the corresponding reservation and remove it from the authorization.

***WARNING**: Canceling a reservation cancels all components (i.e., air, hotel, rental car) of that reservation. If some components are still required for the trip, consider simply changing the reservation. Refer to the* QRG23: Changing and Cancelling Trip Reservations *quick reference guide for more information about the change process or search for answer 4175 (*Reservations: Changing reservations*) in E2's online help.*

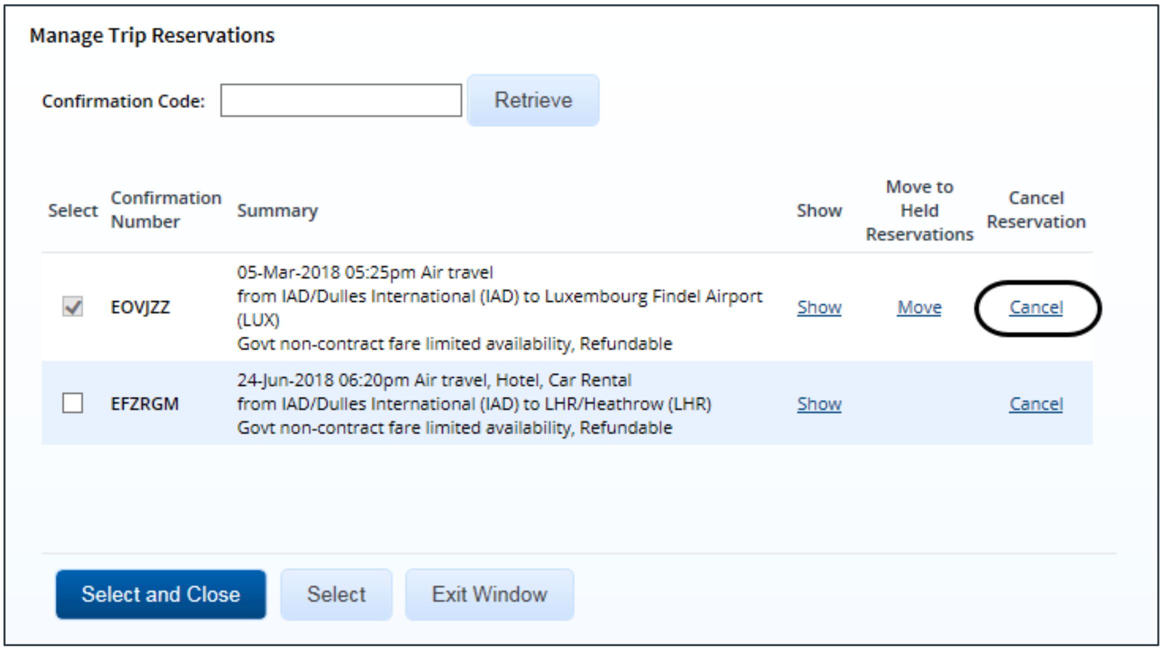


Figure 16: Manage Trip Reservations — Cancel link

3. A Confirm Action window displays to warn you that canceled reservations cannot be restored. Click **Confirm** to continue and delete the reservation. When the reservation is deleted, you are automatically returned to the Manage Trip Reservations window.
4. Repeat steps 2–3 for any additional reservations you need to cancel.
5. Click **Exit Window** to close the Manage Trip Reservations window and return to the Reservation page.

7.3 Other Ways to Make Reservations

If you cannot make reservations online, or if you prefer to use the services of your travel agent, you can request reservation assistance **after completing the Site Details workflow step**; these links are only available after the Site Details step is complete.

7.3.1 Travel Agent Assistance

If your agency uses a TMC that is integrated with E2, click the **Travel Agent Assistance** link (in Other Actions) to request reservation assistance from your travel management center (TMC). The TMC can make reservations for you, but additional fees may apply.

7.3.2 Email Travel Agent

If your agency uses a TMC that is not integrated with E2, click the **Email Travel Agent** link (in Other Actions) to email a courtesy copy of your printable authorization to your travel agent to assist with bookings. This option is provided as a courtesy; E2 does not manage any interaction between you and the travel agent.

8 Completing the Site Details Step

Use the Site Details page to select your trip per diem locations or, if you do not have associated reservations, to provide travel details.

- If the authorization has associated reservations, the information on this page comes from the reservation details. You should review this information and verify that the per diem locations are correct.
- If you do not require reservations or they are not available, you can enter the travel details manually.

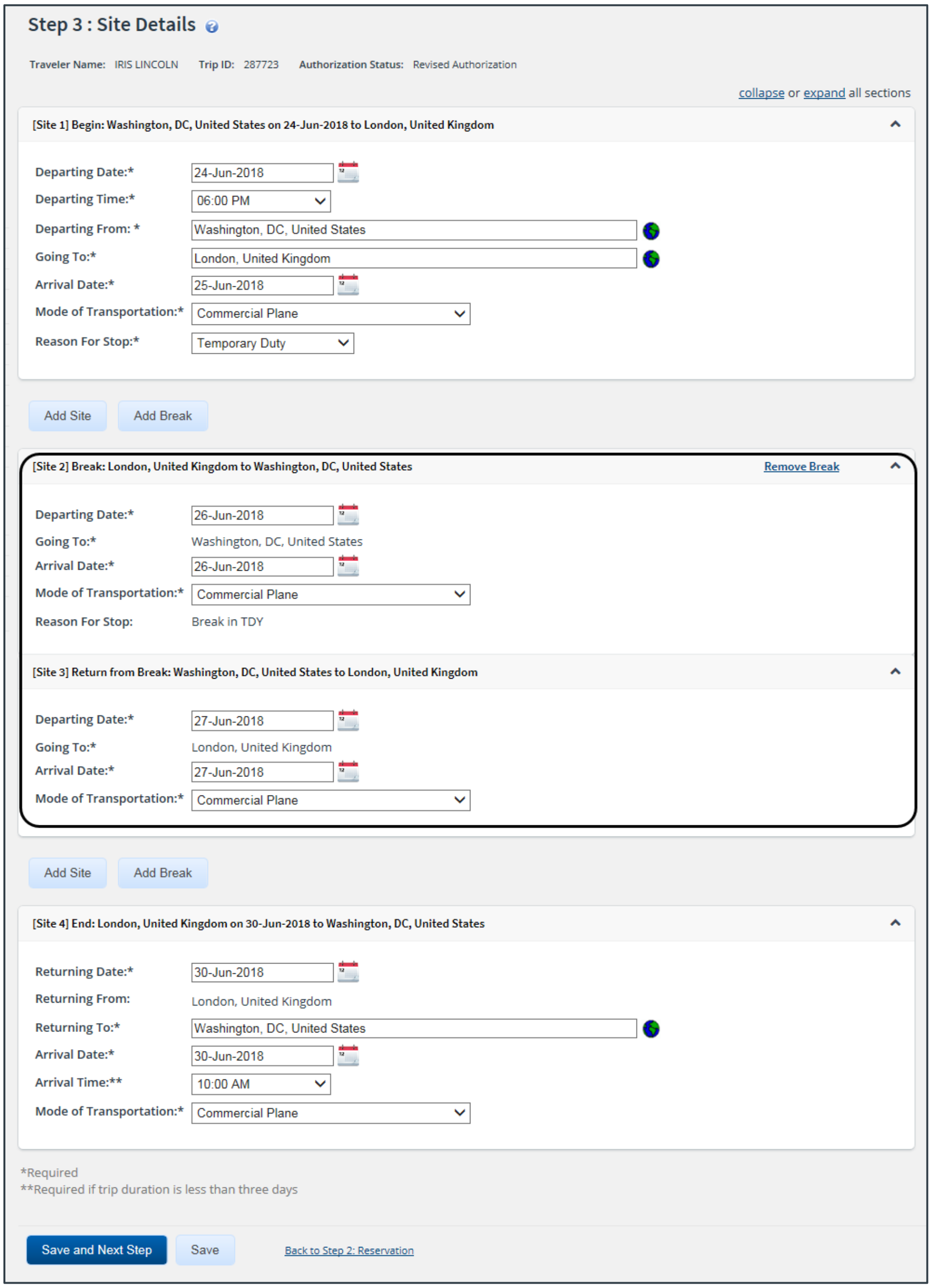


Figure 17: Authorization — Site Details page with a reservation and a break

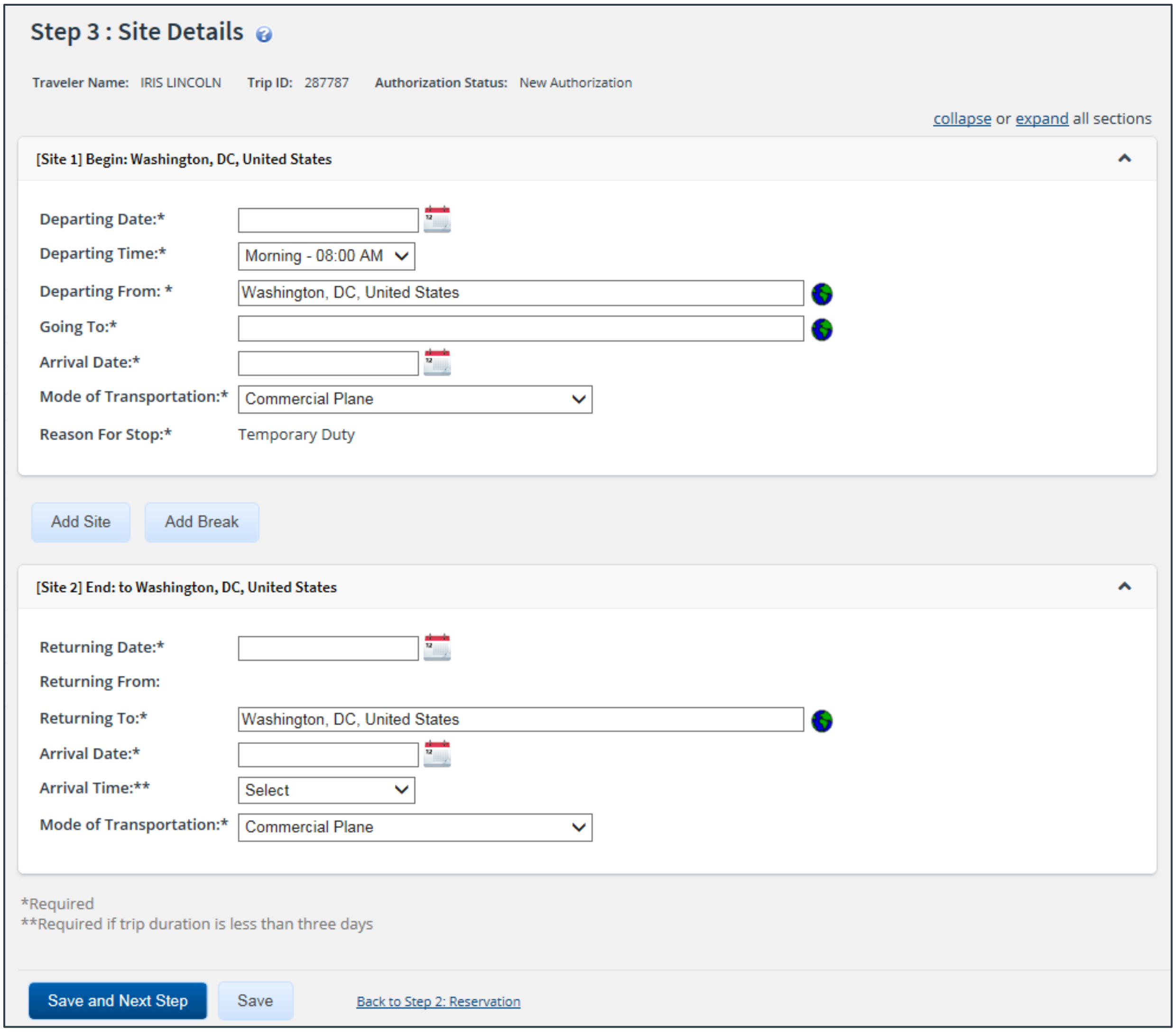


Figure 18: Authorization — Site Details page with no reservation

8.1 Create or Update a Round Trip

If the existing information on the Site Details page is incorrect or if there is no associated reservation, complete the following steps to create or update a round trip.

1. Enter the requested information in the "Begin" section.
    a. **Departing Date** – Enter your date of departure in the field (formatted DD-MMM-YYY), or click the calendar icon to select the date from the drop-down calendar.

       ***NOTE**: If you enter the date in another format (e.g., MM-DD-YYYY), E2 will convert it to the appropriate format, if possible.*

    b. **Departing Time** – Select the time you will be leaving from the drop-down list.
    c. **Departing From** – Your initial departure city is typically your home site. If necessary, enter three or more characters in the field, pause, and then select the city from the drop-down list. You can also click the globe icon ( ) to select the city.
    d. **Going To** – This field contains the per diem location.

- If you have reservations, this field is automatically populated from the reservation.
- If you do not have reservations, or your reservations do not reflect your actual per diem location, enter three or more characters in the field, pause, and then select the city from the drop-down list. You can also click the globe icon to select the city.
- If you are creating a trip under a group authorization and a county, the *Standard Conus Rate* option, or the *Other* option was selected from the Search Location window for the **Going To** field on the Group Authorization Site Details page, enter the name of the actual travel destination in the **Going To City Name** field. Refer to the Unlisted Sites section below for more information on this field and examples.

e. **Arrival Date** – Enter your anticipated date of arrival at the "going to" location in the field, or click the calendar icon to select the date from the drop-down calendar.

__NOTE__: If there are no reservations, the __Arrival Date__ field defaults to the value in the __Departing Date__ field.

f. **Mode of Transportation** – Select the mode of transportation to be used when traveling between the "departing from" and "going to" locations from the drop-down list.

__NOTE__: If there are no reservations, the __Mode of Transportation__ field defaults to Commercial Plane*.*

2. Enter the requested information in the "End" section.

a. **Returning Date** – Enter the date you will be returning in the field, or click the calendar icon to select the date from the drop-down calendar.

__NOTE__: If there are no reservations, the __Returning Date__ field defaults to the value from the __Departing Date__ or __Arrival Date__ field plus one day.

b. **Returning To** – This field defaults to the city in the **Departing From** field. If you are returning to a different location, enter three or more characters in the field, pause, and then select the city from the drop-down list. You can also click the globe icon to select the city.

c. **Arrival Date** – Enter your anticipated date of arrival at the "returning to" location in the field, or click the calendar icon to select the date from the drop-down calendar.

__NOTE__: If there are no reservations, the __Arrival Date__ field defaults to the value in the __Returning Date__ field.

d. **Arrival Time** – Select the time you will be arriving from the drop-down list.

__TIP__: The __Arrival Time__ field is required if the duration of your trip is less than three days.

e. **Mode of Transportation** – Select the mode of transportation to be used for your return from the drop-down list.

f. **International Date Line** – This field displays if your trip may take you over the International Date Line (IDL). The list selection defaults to the most likely option, based on your trip sites and dates; select the appropriate description from the list.

***NOTE:** Based on how you will cross the IDL, the Site Details page allows you to create the authorization arriving on the specified date, even if that date is prior to the departure date. This allows the system to create the appropriate lodging expense or M&IE to* *correspond with the trip and accurately reflect entitlements, as well as T&O.*

3. Click **Save and Next Step** to move to the next step in the authorization process.

8.2 Add a Break to a Round Trip

A break is defined as time off from an extended temporary duty assignment (TDY), so you can return to your home site for official duty. A break is used when you must return from extended travel to your home site for official duty at that home site. Under certain circumstances, you can add a break to your trip. Complete the following steps.

1. Click **Add Break**, which adds "Break" and "Return from Break" sections between your beginning and ending destinations.

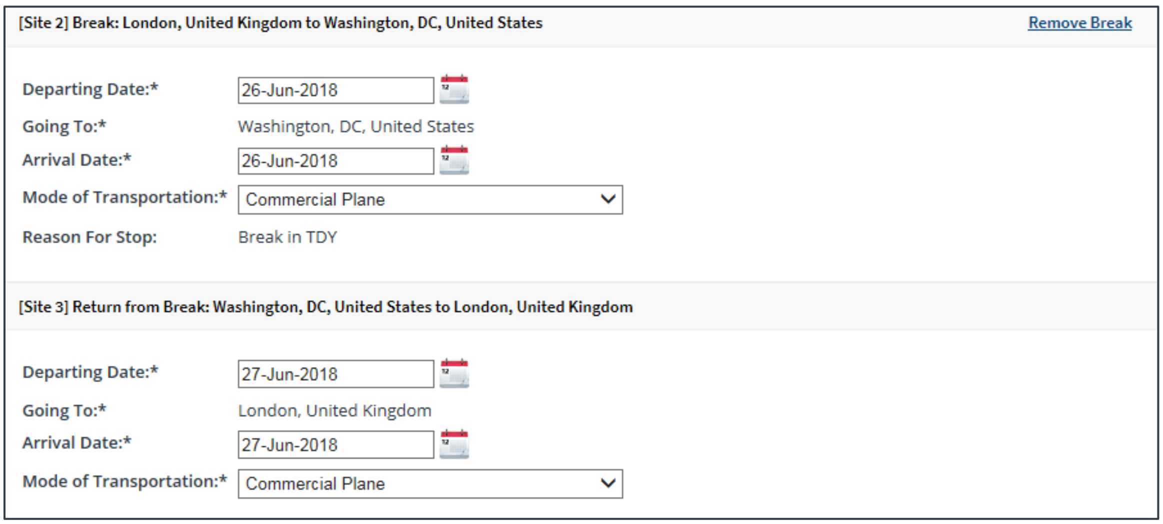


Figure 19: Authorization Site Details — Break added

2. Verify or change the information in the "Break" section.
   a. **Departing Date** – Enter the date of your departure for your break in the field, or click the calendar icon to select a date from the drop-down calendar. The field defaults to the "Begin" departure date plus one day, or the departure date plus one day for any site added prior to the break.
   b. **Going To** – This field is read only and defaults to the beginning destination (i.e., the "Begin" **Departing From** field) of your trip.
   c. **Arrival Date** – Enter the date you plan to arrive at the "going to" location for your break in the field, or click the calendar icon to select a date from the drop-down calendar.
   d. **Mode of Transportation** – Select the mode of transportation to be used to depart for your break from the drop-down list. The field defaults to the mode of transportation from your beginning destination (i.e., the "Begin" **Mode of Transportation** field).
   e. **Reason For Stop** – This field is read only and defaults to *Break in TDY*.
3. Verify or change the information in the "Return from Break" section.
   a. **Departing Date** – Enter the date you will be returning from your break in the field, or click the calendar icon to select a date from the drop-down calendar.
   b. **Going To** – This field is typically read only and defaults to the original destination you left when commencing the break. If enabled, the field defaults to the original destination, but allows you to select a different location to return to when the break is complete. Enter three or more characters, pause, and then select the new city to which you are going. You can also click the globe icon to select the city.

c. **Arrival Date** – Enter your anticipated date of arrival in the field, or click the calendar icon to select a date from the drop-down calendar.
d. **Mode of Transportation** – Select the mode of transportation you will use to return from break from the drop-down list.
e. **International Date Line** – This field displays if your trip may take you over the International Date Line (IDL). Select the appropriate description from the drop-down list.

__NOTE:__ Based on how you will cross the IDL, the Site Details page allows you to create the authorization arriving on the specified date, even if that date is prior to the departure date. This allows the system to create the appropriate lodging expense or M&IE to correspond with the trip and accurately reflect entitlements, as well as T&O.

4. Click **Save and Next Step** to move to the next step in the authorization process.

8.3 Add a Site to a Round Trip

Under certain circumstances, you may want or need to add an additional site to your trip. Complete the following steps.

1. Click **Add Site**, which adds a site between your beginning and ending destinations.

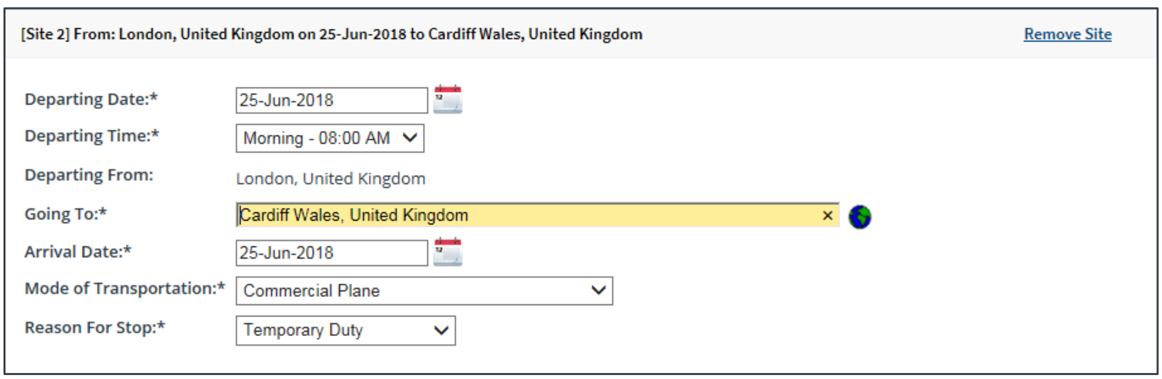


Figure 20: Authorization Site Details — Site added

2. Verify or change the existing information.
   a. **Departing Date** – Enter the date of your departure for the new site in the field, or click the calendar icon to select a date from the drop-down calendar. The field defaults to the "Begin" departure date plus one day, or the departure date plus one day for any site added prior to the new site.
   b. **Departing Time** – Select the time you plan to depart for the new site from the drop-down list. The field defaults to *Morning – 08:00 AM*.
   c. **Departing From** – This field is read only and defaults to the previous destination.
   d. **Going To** – Enter three or more characters, pause, and then select the new city to which you are going. You can also click the globe icon to select the city.
   e. **Arrival Date** – Enter the date you plan to arrive at the new site in the field, or click the calendar icon to select a date from the drop-down calendar. The field defaults to the previous site's departure date plus one day.
   f. **Mode of Transportation** – Select the mode of transportation to be used to depart for your site from the drop-down list. The field defaults to the mode of transportation from your beginning destination (i.e., the "Begin" **Mode of Transportation** field).
   g. **Reason For Stop** – Select the reason you are traveling to the site from the drop-down list. The field defaults to *Temporary Duty*.

3. Click **Save and Next Step** to move to the next step in the authorization process.

8.4 International Dateline Indicator (IDL)

The **International Date Line** field displays whenever your travel may take you over the international dateline. The list defaults to the most logical option based on your trip sites and dates.

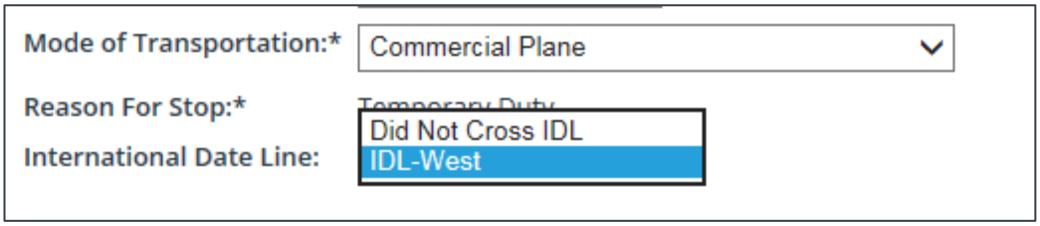


Figure 21: Authorization Site Details — International Date Line field

- If you will not/did not cross the IDL, select *Did Not Cross IDL* from the drop-down list. There is no impact to your meals and incidental expenses (M&IE).
- If you will cross/crossed the IDL going west, select *IDL-West* from the drop-down list. You lose a day. You will not be able to claim M&IE for that day, but you will be able to claim M&IE for the arrival day.
- If you will cross/crossed the IDL going east during the beginning, middle, or end of your trip, select *IDL-East* from the drop-down list. You gain a day. You will be able to claim lodging, M&IE, and T&O for two days, or 200%. If the day you cross the IDL is the last day of your trip, your M&IE is 175% for those two days. (Percentages reflect default configuration. If variable per diem rates apply to your trip, these percentages may differ.)

IDL selections appear in the Notes column of the Lodging Expenses window and the Meals and Incidental Expenses window, as well as in the Other Information column of the View Daily Expenses Summary window.

8.5 Search Location

The Search Location window displays when you click the globe icon ( ). Use it to search for locations (i.e., per diem sites).

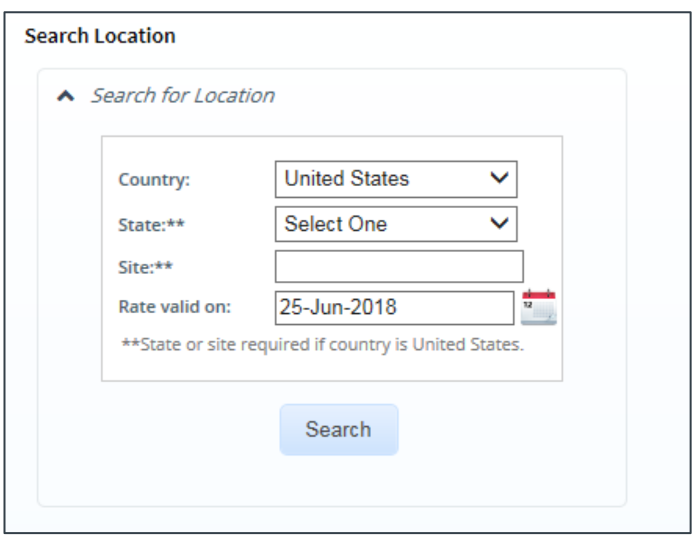


Figure 22: Search Location window

Complete the following steps.

1. Select the location's country from the **Country** drop-down list.
2. If you selected *United States* in the **Country** field, select the location's state from the **State** drop-down list.
3. Enter all or part of the location's name in the **Site** field.
4. Verify the date shown in the **Rate valid on** field is correct. If necessary, you can enter a date in the field, or click the calendar icon to select a date from the drop-down list.
5. Click **Search**. The window displays a list of sites matching your search criteria.

   ***TIP**: Results are limited to 100 items. To narrow the search, enter additional characters in the **Site** field, and then click **Search** again.*

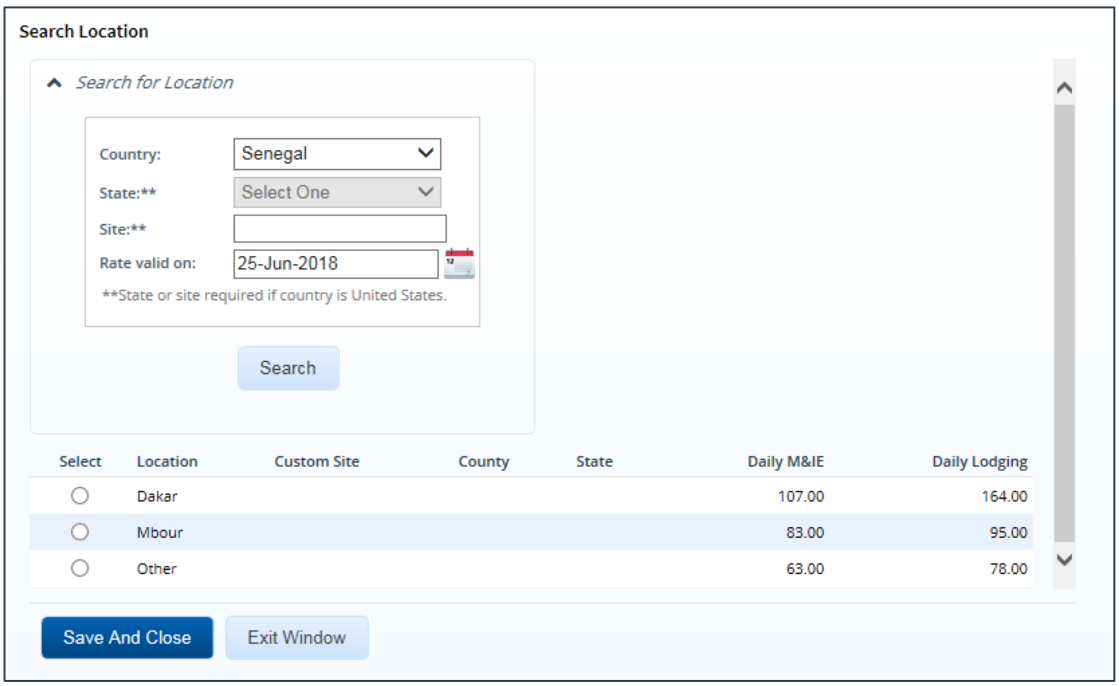


Figure 23: Search Location — Search Results

6. Click the radio button next to the site you want to select.
7. Click **Save and Close** to select that site and return to the Site Details page.

8.5.1 Unlisted Sites

Situations may arise where you are unable to find the correct per diem location for your trip via the Search Location window. The following options are available for domestic and foreign locations to ensure your trip still has the appropriate per diem amounts.

8.5.1.1 Within the United States

Per diem information in E2 Solutions comes from a file released by DTMO that contains all cities and townships. If you are searching for a site within the United States and cannot find the correct per diem location, complete the following steps to add your location to the authorization.

1. Reduce the characters in the **Site** field (e.g., change *Spring* to *Spr*) and try your search again.
   - If your site is not listed in the data grid, continue to step 2.

- If the correct site is listed in the data grid, click the **Select** radio button to the left of the location, and then click the **Save and Close** button to close the window.

2. Per the FTR, if the city cannot be found within the system, you can use the county in which the city is located. Complete the steps outlined above, searching for the county associated with your per diem location.
    - If you do not know the correct county, continue to step 3.
    - If the county is listed in the data grid, click the **Select** radio button to the left of the entry, and then click the **Save and Close** button to close the window. When you return to the Site Details page, the county is listed in the field by which you accessed the Search Location window (i.e., the **Departing From**, **Going To**, or **Returning To** field) and a **City Name** field displays below that field (i.e., **Departing From City Name**, **Going To City Name**, or **Returning To City Name**). Enter the name of your actual travel destination in the **City Name** field.

    TIP: *Do not include the state or county information in a **City Name** field; enter only the location name.*

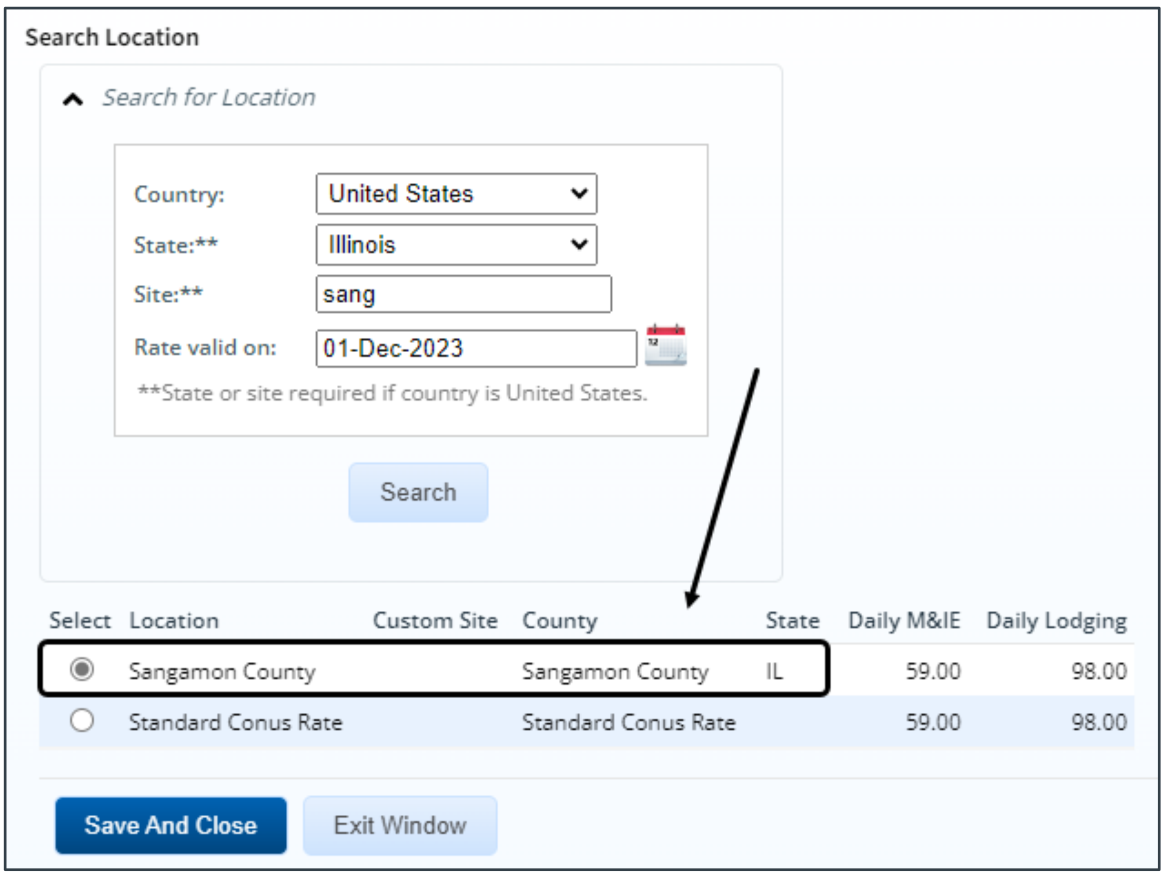


Figure 24: Search Location — Selected County

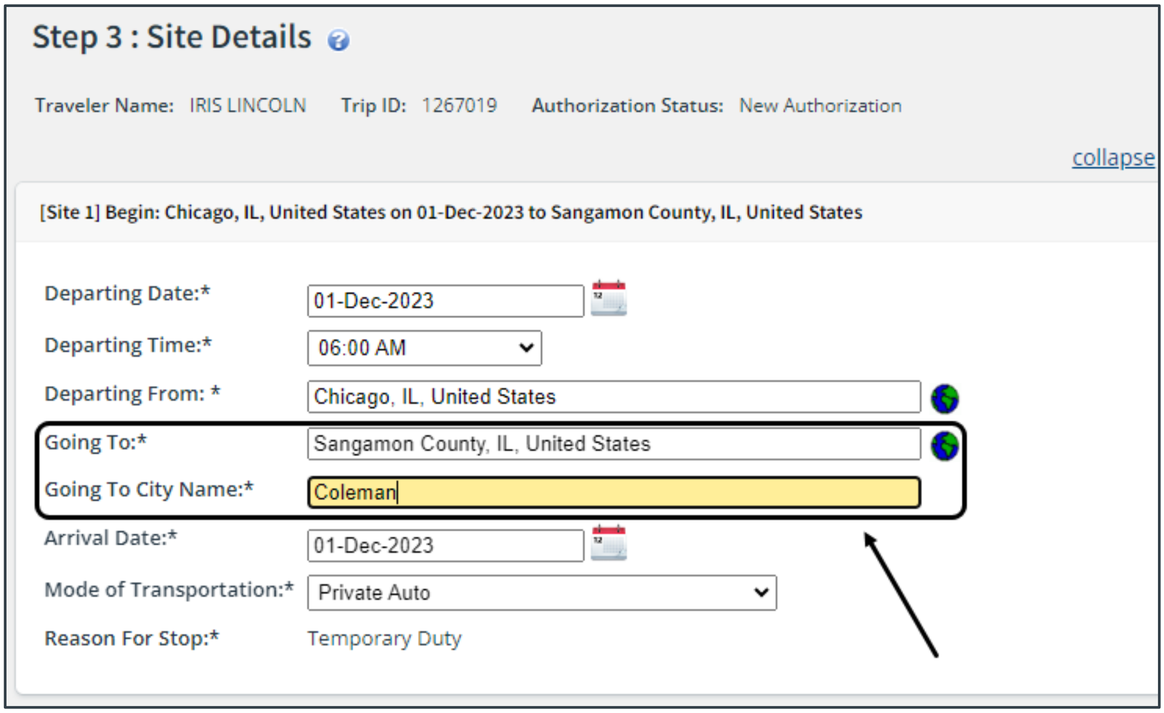


Figure 25: Authorization Site Details — County, Going To & Going To City Name fields

3. If you ultimately cannot find your site via the Search Location window, scroll to the bottom of the data grid and locate the *Standard Conus Rate* option. Click the **Select** radio button to the left of *Standard Conus Rate*, and then click the **Save and Close** button to close the window. When you return to the Site Details page, *Standard Conus Rate, [STATE ABBREVIATION], United States* is listed in the field by which you accessed the Search Location window (i.e., the **Departing From**, **Going To**, or **Returning To** field) and a **City Name** field displays below that field (i.e., **Departing From City Name**, **Going To City Name**, or **Returning To City Name**). Enter the name of your actual travel destination in the **City Name** field.

   ***TIP**: Do not include the state in the **City Name** field; enter only the location name*.

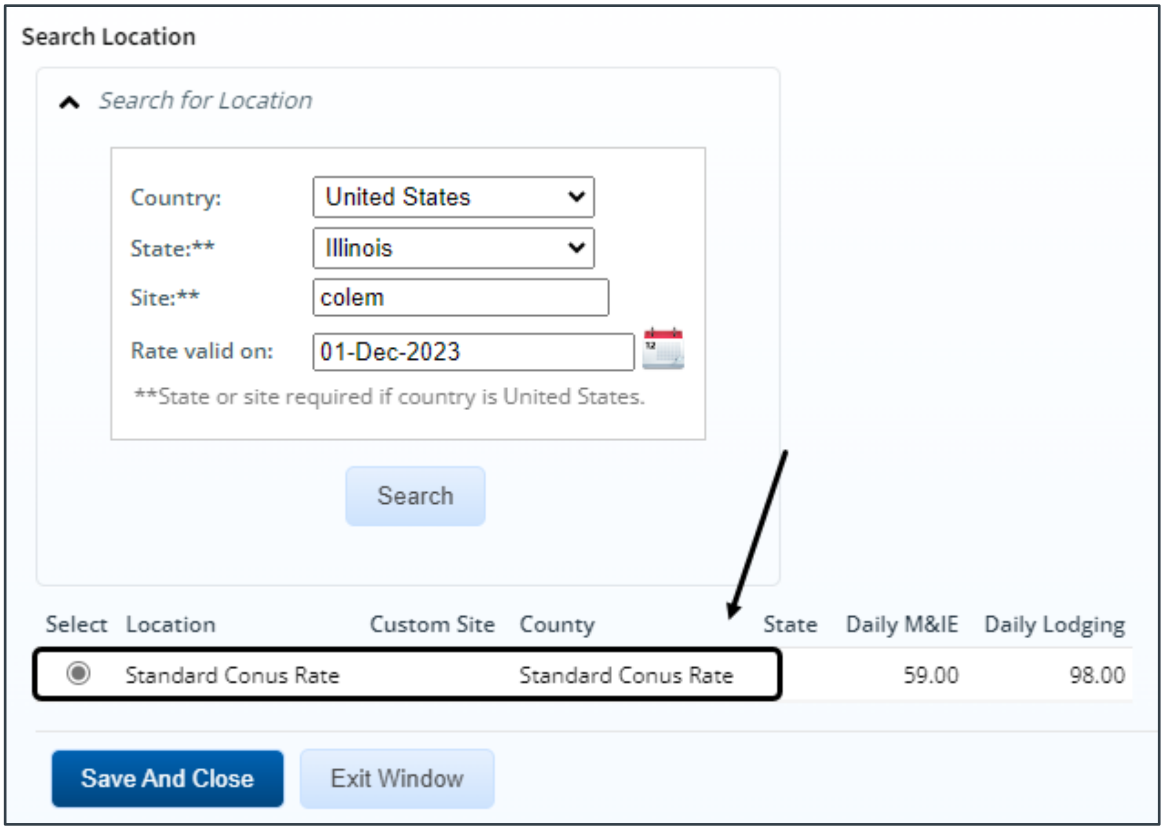


Figure 26: Search Location — Standard Conus Rate option

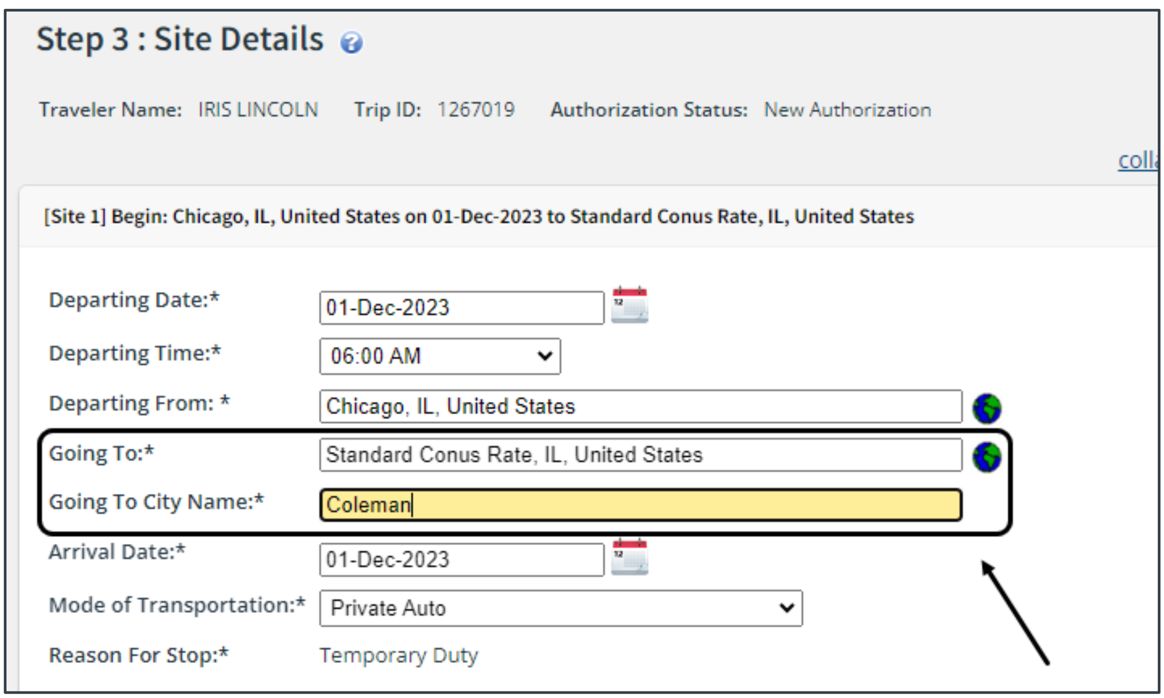


Figure 27: Authorization Site Details — Standard Conus Rate, Going To & Going To City Name fields

8.5.1.2 Outside the United States (Foreign Locations)

E2 is only loaded with specific locations in each country. If you are searching for a site outside the United States and cannot find the correct per diem location, complete the following steps to add your location to the authorization.

1. Reduce the characters in the **Site** field (e.g., change *Spring* to *Spr*) and try your search again.
   - If your site is not listed in the data grid, continue to step 2.
   - If the correct site is listed in the data grid, click the **Select** radio button to the left of the location, and then click the **Save and Close** button to close the window.
2. Clear the **Site** field and try your search again. When you have a country selected in the **Country** drop-down list but the **Site** field is blank, E2 returns all sites available for that country.
   - If your site is not listed in the data grid, continue to step 3.
   - If the correct site is listed in the data grid, click the **Select** radio button to the left of the location, and then click the **Save and Close** button to close the window.
3. If you ultimately cannot find your site via the Search Location window, scroll to the bottom of the data grid and locate the *Other* option. Click the **Select** radio button to the left of *Other*, and then click the **Save and Close** button to close the window. When you return to the Site Details page, *Other, [COUNTRY]* is listed in the field by which you accessed the Search Location window (i.e., the **Departing From**, **Going To**, or **Returning To** field) and a **City Name** field displays below that field (i.e., **Departing From City Name**, **Going To City Name**, or **Returning To City Name**). Enter the name of your actual travel destination in the **City Name** field.

   ***TIP**: Do not include the country in the **City Name** field; enter only the location name.*

Figure 28: Search Location — Other option

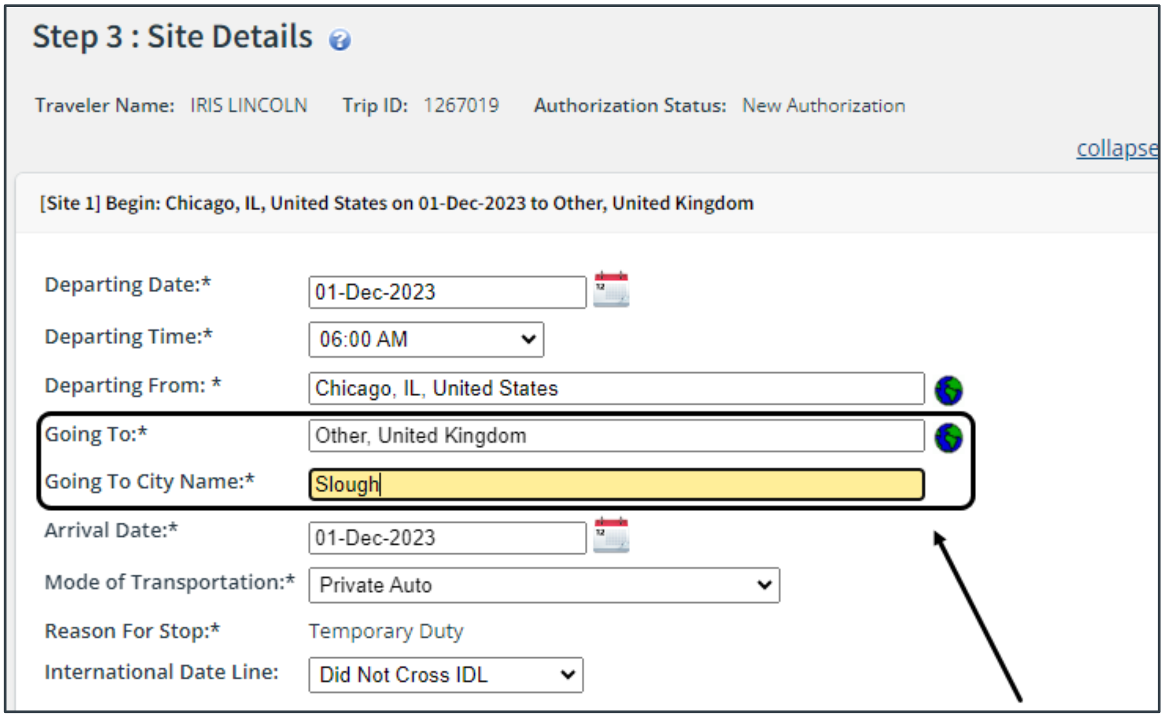


Figure 29: Authorization Site Details — Other, Going To & Going To City Name fields

9 Completing the Expenses Step

Use the Expenses page to review and update estimated expenses for the trip, such as:

- Lodging expenses, including reimbursement types for each site
- Meals and incidental expenses (M&IE), including reimbursement types for each site
- Additional estimated expenses

***NOTE**: Reimbursement type selection is available for both estimated lodging and estimated M&IE. Be sure to review* **both**.

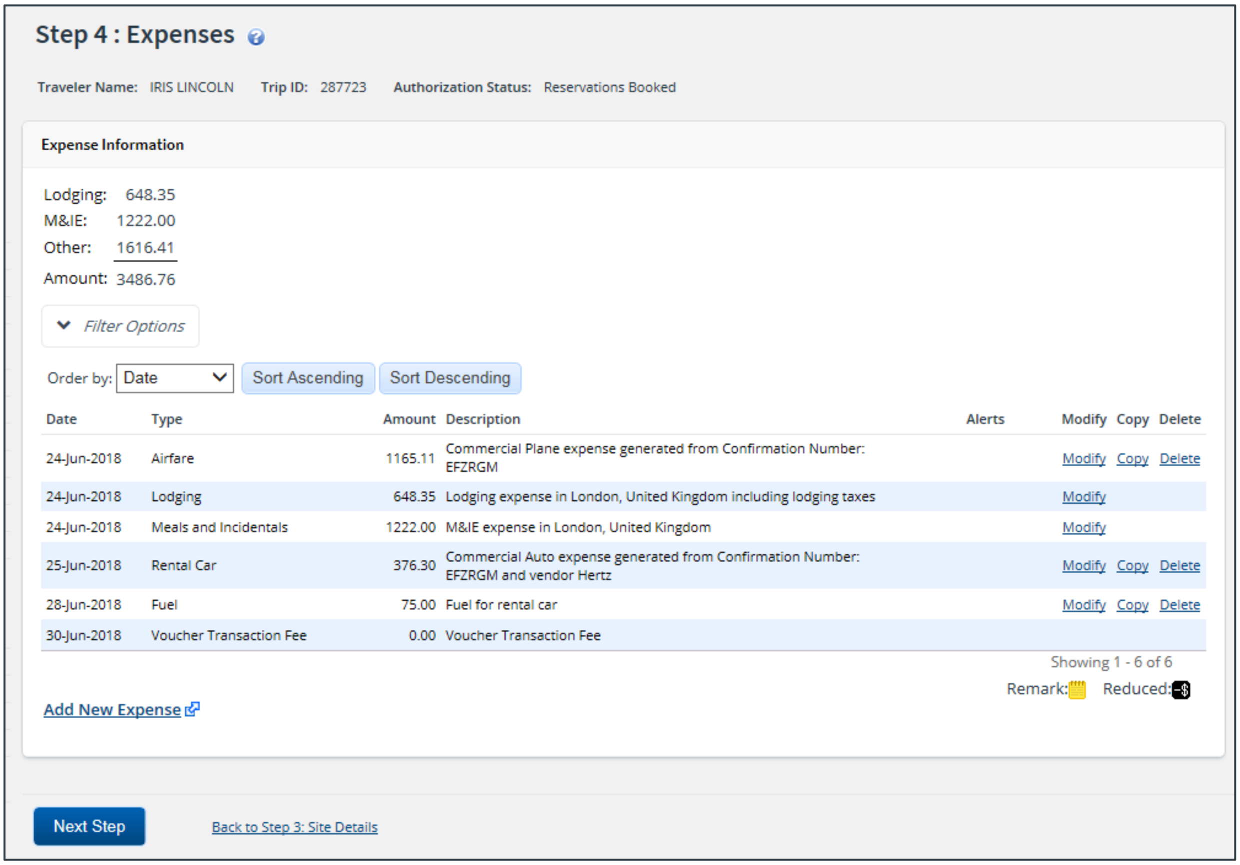


Figure 30: Authorization — Expenses page

Complete the following steps.

1. Review your estimated expenses.
   - If you have an associated reservation, the estimated expenses are generated from the reservation information, including airfare, rail, lodging, rental car expenses (if applicable), and, if enabled for your workgroup, the estimated TMC fee expense.
   - Meals and incidental expenses are based on the per diem rates for the sites on your trip. If you do not have an associated reservation, the lodging rates are also based on the per diem rates for the sites on your trip.

     ***NOTE**: Some agencies have configured variable per diem lodging rates for trips that meet extended travel criteria.*

2. Make changes as needed.

- Click a **Modify** link to edit the corresponding expense.
- Click a **Copy** link to copy the corresponding expense to another date.
- Click a **Delete** link to remove the estimated expense.
- Click a **Show** link to view expense details. (This link only displays when you cannot update the information.)
- Click the **Add New Expense** link to add an estimated expense to the authorization.

3. Click **Next Step** to move to the next step in the authorization process.

9.1 Using Filtering to Perform Searches

Use filtering to reduce the number of items returned in the search results to only those items you actually want to view. A Filter Options section is available on many pages and windows.

Complete the following steps.

1. Click the **Filter Options** tab to view the filter options available for that page or window. (Options will vary depending on the page or window.)
2. Use the fields in the expanded section to select the fields and values to filter on.

   ***TIP**: These options will vary based on whether you are changing lodging or meals and incidental expenses.*

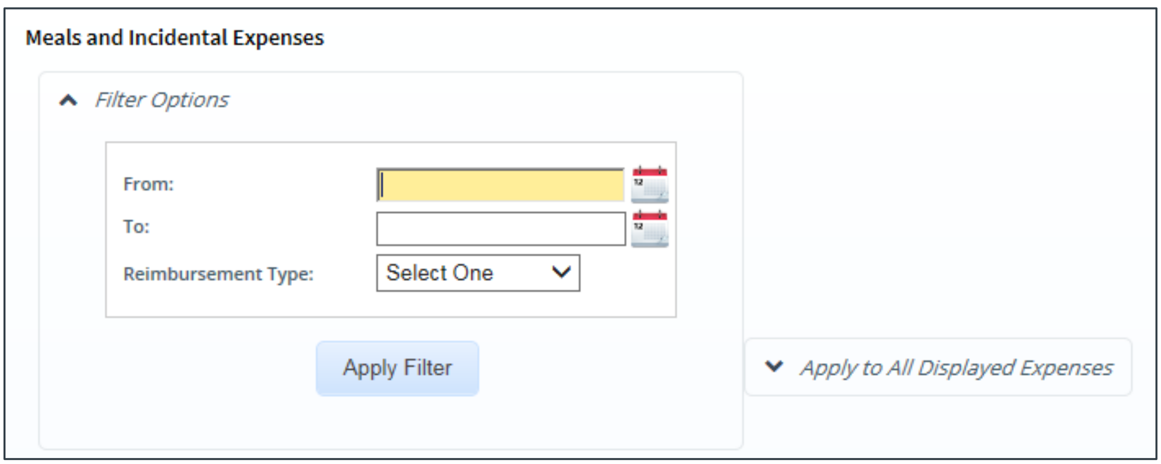


Figure 31: Meals and Incidental Expenses — Filter Options (expanded)

3. Click **Apply Filter**. The search results are updated to only show the items that match the filter criteria.

9.2 Using the Apply to All Displayed Expenses Function

The Apply to All Displayed Expenses function is available for lodging, meals, and incidental expenses. It can be used to apply a change to all displayed items at once, rather than selecting each item individually.

9.2.1 Example

The following example illustrates the use of this feature for meal expenses. In this scenario, all meals for the trip will be provided. It is quicker to use the Apply to All Displayed Expenses feature to update the meal expenses, rather than change each check box individually.

1. On the authorization's Expenses page, click the **Modify** link for the meals expense you want to change. This displays the Meals and Incidental Expenses window.

2. Click the **Apply to All Displayed Expenses** tab to expand the section and view the available options for that window.

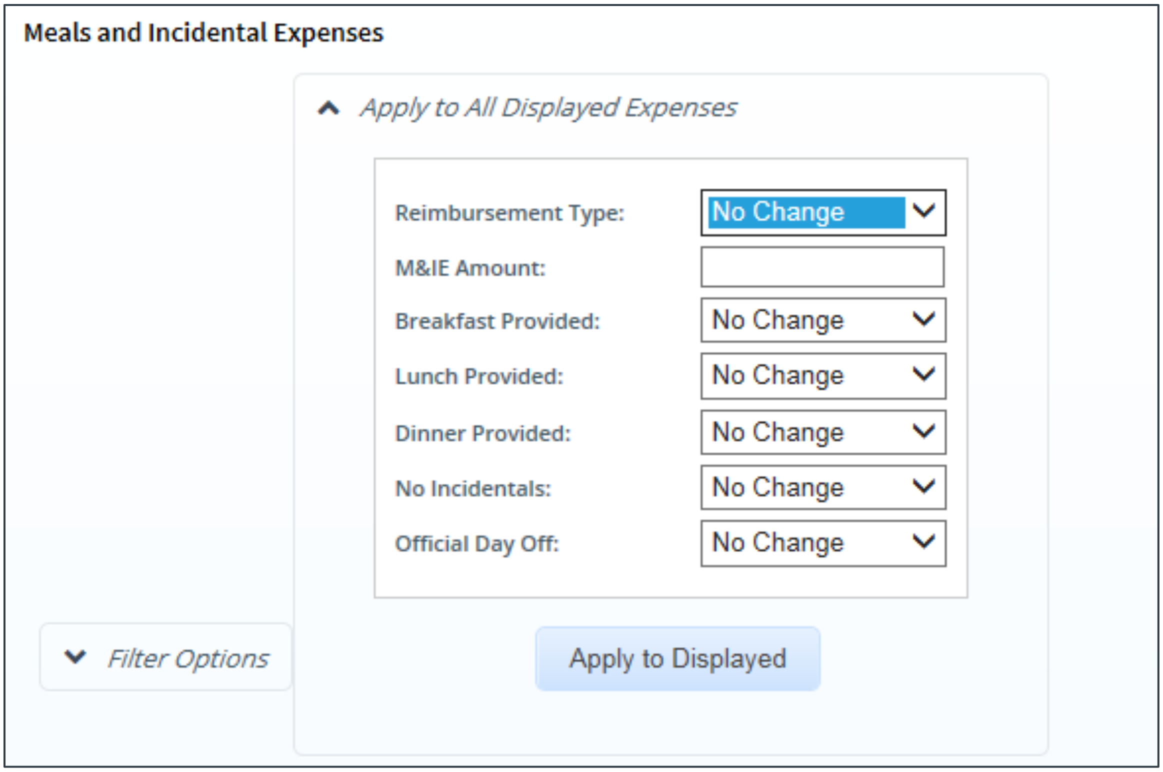


Figure 32: Meals and Incidental Expenses — Apply to All Displayed Expenses

3. Enter or select the values for the fields you want to change. For this example, as meals are provided, the **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** drop-down lists should be set to *Yes*.
4. Click **Apply to Displayed**. The expenses listed in the data grid (below the Apply to All Displayed Expenses section) are updated with your changes.
5. Click **Save and Close** to close the window and return to the Expenses page.

9.3 Modifying Lodging Expenses

The Lodging Expenses window displays lodging expense details for each site. The Notes column includes IDL information and, if variable per diem rates apply based on your workgroup's configurations, the applied percentage of standard per diem rates.

You can change the following information for each lodging expense:

- Reimbursement type
- Rates
- Official days off
- Days with shared lodging

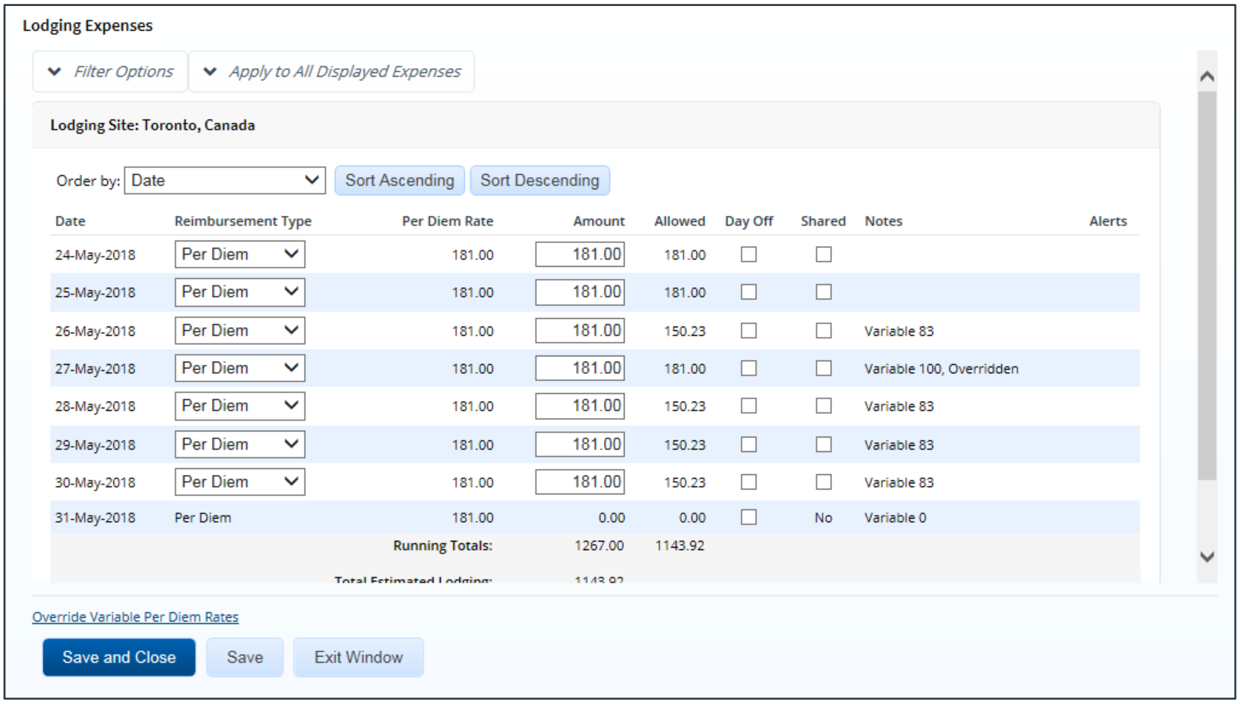


Figure 33: Authorization — Lodging Expenses window

9.3.1 Fields

The following table lists the fields and information displayed in the Lodging Expenses window.

Field	Description
Site	If the trip includes multiple sites, and the site for which you wish to review or maintain lodging expenses is different than the one currently displayed, select the appropriate site from the drop-down list.
Order by	Select one of the following options from the drop-down list, and then click the **Sort Ascending** or **Sort Descending** button, to determine how the expenses listed in the window are sorted: • **Date** (default) – Select this option to list the expenses in order by date. • **Reimbursement Type** – Select this option to list the expenses in alphabetical order based on the reimbursement type. • **Lodging Per Diem Rate** – Select this option to list the expenses in order based on the per diem rate. • **Lodging Amount** – Select this option to list the expenses in order based on the expense amount. • **Authorized Amount** – Select this option to list the expenses in order based on the amount authorized (i.e., allowed) for the expense. • **Estimated Lodging Tax** – Select this option to list the expenses in order based on the estimated tax amount. • **Official Day Off** – Select this option to list the expenses in order based on the setting of the **Day Off** check box. • **Shared Lodging** – Select this option to list the expenses in order based on the setting of the **Shared** field. • **Pay To** – Select this option to list the expenses in alphabetical order based on how the expense will be paid (i.e., the **Pay To** drop-down list).

Field	Description
Date	This field displays the date of the expense.
Reimbursement Type	This field indicates the reimbursement type to be used for the lodging expense. Lodging reimbursement types can be different each day and are separate from M&IE reimbursement types. Select one of the following options from the drop-down list. The lodging reimbursement types available to you are controlled by travel policy. • **Actual** – An actual lodging expense should exceed the per diem amount; the allowed amount must be less than or equal to the amount specified by your travel policy. • **No Expenses** – This selection allows you to create a trip with no expenses. The allowed amount is zero (0.00). • **Per Diem** – This rate is based on the per diem location. The expense cannot exceed this rate unless your travel policy allows the rate to be exceeded by a set percent. ***NOTE**: The allowed amount reflects the variable per diem rate that applies, if any*. • **Reduced** – The allowed amount must be less than the per diem amount.
Per Diem Rate	This field displays the GSA standard per diem lodging rate for the site.
Amount	This field displays the amount of the lodging expense. ***NOTE**: The amount reflects any variable per diem rates that have been applied.*
Allowed	This field displays the lodging expense amount allowed (i.e., authorized) for that particular day. ***NOTE**: The amount reflects any variable per diem rates that have been applied*.
Day Off	When you identify a day as an official day off, that day is also identified as a day of leave for all other authorization estimated expenses. Official days off do not qualify for lodging or meals and incidental expenses. Your estimated expenses are reduced accordingly. Select this check box to indicate the corresponding day is an official day off.
Shared	Select this check box to indicate that lodging will be shared on the corresponding day. ***TIP**: When the check box is checked, make sure the estimated lodging amount is only for your portion and not the entire amount*.
Notes	This field displays any notes associated with the day's lodging expense. • If a level 2 or above variable per diem rate has been applied to a day, the Notes column displays *Variable* plus the percentage (e.g., Variable 75). • If the long-term travel lodging percentage was overridden for the day, the Notes column displays *Variable 100, Overridden*. • If a grace period has been applied to a day, *Grace Period* displays in the Notes column, and the *Variable* percentage does not display. • If the trip crosses the IDL and lodging is impacted, the IDL setting will display for that day in the notes (e.g., IDL – East, IDL - West).

9.3.2 Modify Lodging Expenses

On the Expenses page, click the **Modify** link for the lodging information you want to review or change, and then complete the following steps to modify one or more days of lodging expenses.

1. If necessary, select the site for which you want to review or maintain expenses from the **Site** drop-down list.
2. Change the reimbursement types and lodging rate as needed.
    - To specify an actual or reduced rate, complete the following steps:
        i. Review your expenses and select *Actual* or *Reduced* from the **Reimbursement Type** drop-down list for the line item.
        ii. Review the **Amount**, **Allowed**, and **Estimated Tax** fields for that line item, making changes as needed.
    - To specify a per diem rate, complete the following steps:
        i. Review your expenses and select *Per Diem* from the **Reimbursement Type** drop-down list for the line item.
        ii. Review the **Amount** and **Estimated Tax** fields for that line item (the **Allowed** field is disabled when the reimbursement type is *Per Diem*), and make changes as needed.
3. If applicable, select the **Day Off** check box for any day that should be identified as an official day off.
4. If applicable, select the **Shared** check box for any day where you will be sharing lodging.

    ***TIP**: When the **Shared** check box is checked, be sure the estimated lodging amount is for your portion only*.

5. Repeat steps 1–4 until you are done making changes.

    ***TIP**: Be sure to click **Save** to save your changes before selecting another site. If you do not save your changes before selecting another site, those changes will be lost*.

6. Click **Save and Close** when you are done to save your changes and close the window.

9.3.2.1 Changing Hotel Rates

If the trip's reservation includes a hotel booking where the room rate changes during the traveler's stay, the changing room rate will not be automatically reflected in the Lodging Expenses window. Instead, E2 applies one of the rates from the booking to all days of the trip, which results in inaccurate lodging expenses that do not match the reservation.

***NOTE**: These rates are identified with an asterisk (*) to the right of the amount in the online booking tool (e.g.,* $278.44 **). While E2 recommends you book a FedRooms or other negotiated rate to be sure of a consistent room rate for the duration of the stay, we also recognize that the selection of rooms with changing rates may sometimes be unavoidable to accommodate the needs of the traveler and/or the mission. Refer to the* UG22: Making Reservations *user guide for more information on these types of hotel rates*.

A complete breakdown of the different rates charged to the traveler for each night of their stay is provided in the "Rate details and cancellation policy" window prior to booking. If you made note of this information (e.g., wrote it down, took a screen shot, etc.), it can be used to enter the different rates in the Lodging Expenses window for the appropriate days. With the Lodging Expenses window displayed, complete the following steps:

1. If the actual hotel rate will exceed the per diem rate, change the **Reimbursement Type** field for each impacted day to *Actual*.

2. Enter the rate for each day — outlined in the rate breakdown in the “Rate details and cancellation policy” window — in the corresponding **Amount** and **Allowed** fields.

   TIP*: If the rate breakdown from the online booking tool was not manually recorded, the changing rates can be entered on the voucher (in the Lodging Expenses window) after the traveler has completed their stay and received the hotel receipt/folio. If you know the rate for one or more nights will exceed the allowed per diem rate, you can select the* Actual *option from the* ***Reimbursement Type*** *drop-down list now to to avoid future hassle.*

3. Click the **Save and Close** button to save your changes.

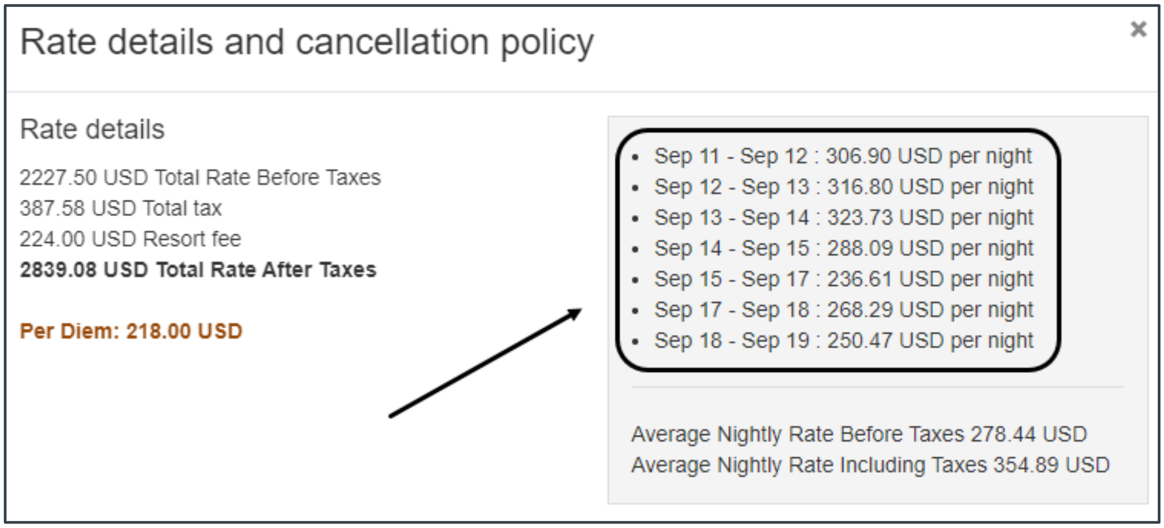


Figure 34: E2 Online Booking Tool — Rate breakdown

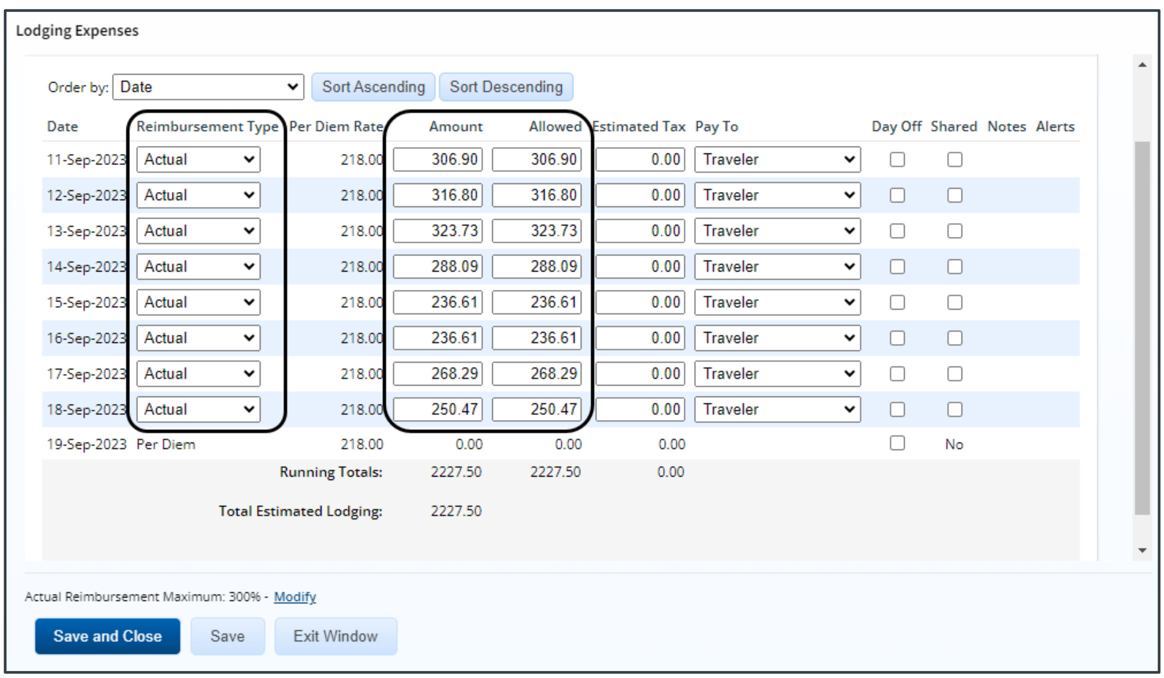


Figure 35: E2 Solutions — Updated Lodging Expenses window

9.3.3 Override Variable Per Diem Rates

The **Override Variable Per Diem Rates** hyperlink displays at the bottom of the Lodging Expenses window when the following conditions are met:

- The **Allow Variable Per Diem Rate Override** drop-down list (in the Minor Customer Reimbursement Settings) is set to *Yes*.

  TIP: *Refer to* AG50 – Hierarchy and Settings *for more information on this field*.

- Long term travel variable per diem rates, for level 2 or above, were applied to at least one day at a particular site.
- You are view the Lodging Expenses window for the authorization. (The link is not available when you are reviewing a voucher.)
- You are an arranger or a traveler.

Click the link to display the Override Variable Per Diem Rates window, which allows you to override any reductions made for long term travel and authorize a full per diem amount.

NOTE: *The* ***Override Variable Per Diem Rates*** *hyperlink also displays in the Lodging Expenses window if a site has previously had any days overridden. Clicking the link in this scenario allows you to remove the override for a particular day, allowing long term travel percentages to be applied to the lodging for the day*.

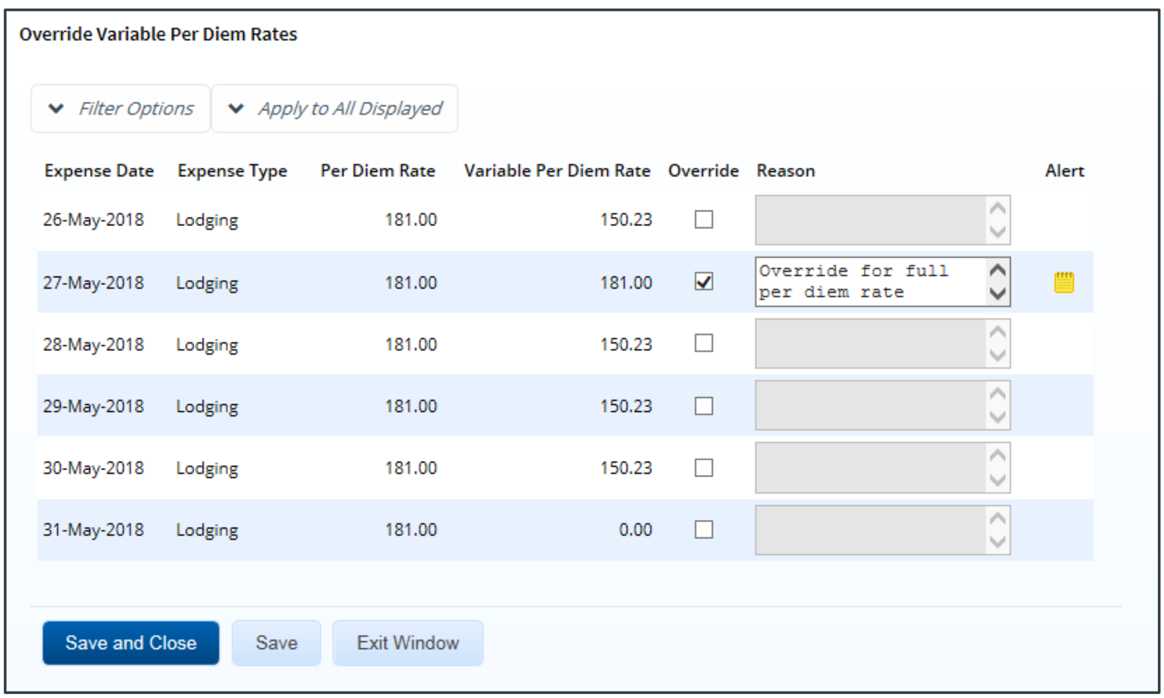


Figure 36: Override Variable Per Diem Rates — Lodging Expenses

With the window displayed, complete the following steps to override a variable per diem rate:

1. Locate the day you want to override in the window's data grid.

   NOTE: *If a lodging expense is not set with a* Per Diem *reimbursement type (i.e., anything other than* Per Diem *is displayed in the* ***Reimbursement Type*** *drop-down list in the Lodging Expenses window for a day's lodging expense), that day will not display in the Override Variable Per Diem Rates window.*

2. Select the **Override** check box.

   ***TIP**: If you are removing the override for a particular day, click in the **Override** check box to remove the check mark.*

3. Enter the reason for the override in the **Reason** field. An icon displays in the Alert column to indicate a remark was added for that day.
4. Repeat steps 1–3 for any additional days you want to override.
5. Click **Save and Close** to save your changes and close the Override Variable Per Diem Rates window. The Lodging Expenses window refreshes and displays the following information for each day with an override:
   - The per diem rate for the site displays in the **Allowed** field, indicating the full per diem amount is now allowed for that day.
   - The *Variable* message in the Notes column now reads: *Variable 100, Overridden*.
   - A message will also display at the top of the Summary page indicating long term travel was overridden (e.g., *One or more days on Site 2: Marseille, France have long term travel overridden*).

9.3.4 Actual Reimbursement Maximum

When *Actual* has been selected from the **Reimbursement Type** drop-down list for at least one day in the authorization's Lodging Expenses window, the *Actual Reimbursement Maximum* text displays at the bottom of the window.

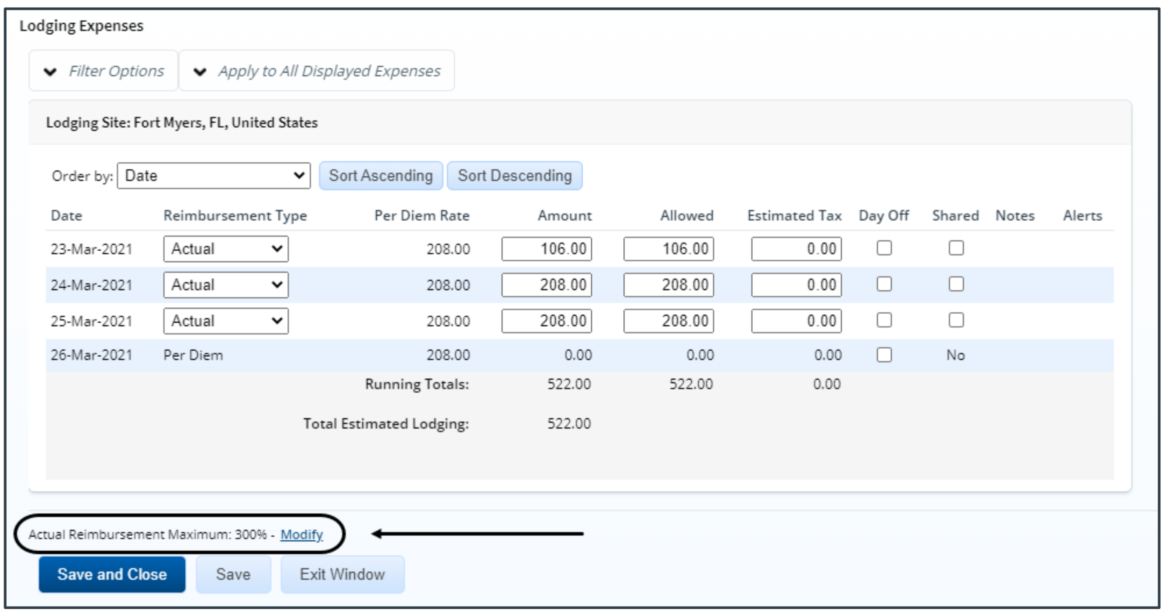


Figure 37: Lodging Expenses — Actual Reimbursement Maximum text

The number to the right of the text indicates the threshold percentage defined for your office or workgroup by which actual lodging and/or meals expenses can exceed the per diem amount each day.

9.3.4.1 Actual Reimbursement Validation

Whether E2 Solutions validates based on the individual actual lodging expenses or a combined total of lodging and M&IE for the day depends on the scope configured for your office or workgroup.

- **Individually by Lodging or Meals** – If E2 is configured to apply the threshold to the day's individual lodging and meals expenses, the total lodging actual expenses may not exceed per diem by the percentage to the right of the *Actual Reimbursement Maximum* text. E2 uses the following formula to determine the threshold amount the daily lodging actual expenses may not exceed:

  *Lodging Actual Amount Threshold = (Lodging Per Diem Rate * Actual Reimbursement Maximum Percentage)*

  This formula is used regardless of the M&IE reimbursement type for the day, as well as the travel policy under which the trip was created (i.e., FTR or JTR).

- **Combined Between Lodging and Meals** – If E2 is configured to apply the threshold to the day's combined lodging and meals expenses, that combined total of actual expenses may not exceed per diem by the percentage to the right of the *Actual Reimbursement Maximum* text. The formula used to calculate the threshold amount the actual expenses may not exceed depends on the travel policy under which the trip was created (i.e., FTR or JTR), as well as whether the Actual reimbursement type was selected for both lodging and M&IE or only the day's lodging expenses.

The following table outlines the potential calculations that may be used by E2.

<table>
<tr><th rowspan="2">Travel Policy</th><th colspan="2">Lodging Actual Amount Threshold Calculation</th></tr>
<tr><th>Lodging = Actual / M&IE = Actual</th><th>Lodging = Actual / M&IE ≠ Actual</th></tr>
<tr><td>FTR</td><td>(Lodging Per Diem Rate + M&IE Per Diem Rate) * Actual Reimbursement Maximum Percentage – M&IE Amount</td><td rowspan="2">(Lodging Per Diem Rate + M&IE Per Diem Rate) * Actual Reimbursement Maximum Percentage – M&IE Per Diem Rate</td></tr>
<tr><td>JTR</td><td>(Lodging Per Diem Rate * Actual Reimbursement Maximum Percentage)

NOTE: The result is rounded up to the nearest whole dollar.</td></tr>
</table>

9.3.4.2 *Modify the Maximum Actual Reimbursement Percentage*

There may be scenarios where the percentage allowed for actual expenses needs to be adjusted for a particular trip. Click the **Modify** link to display the Actual Reimbursement Maximum window, which allows you to edit the maximum percentage allowed.

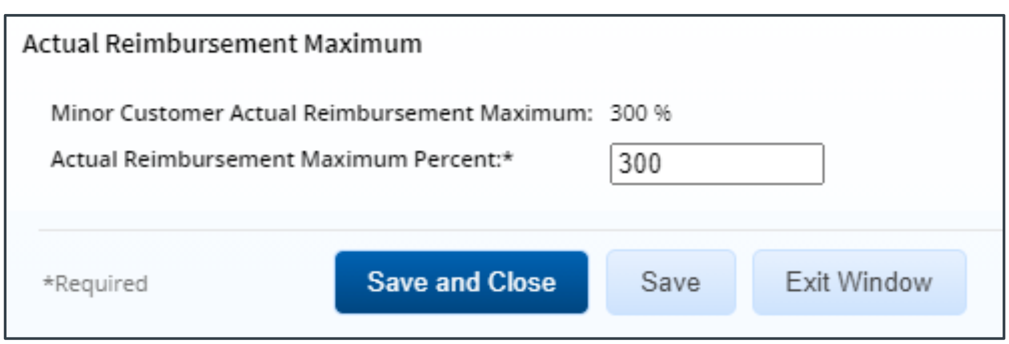


Figure 38: Actual Reimbursement Maximum window

Enter the new percentage by which actual lodging and meal expenses can exceed the per diem amount in the **Actual Reimbursement Maximum Percent** field (i.e., clear the existing entry from the field and then enter a new value), and then click the **Save** or **Save and Close** button. When you return to the Lodging Expenses window, the *Actual Reimbursement Maximum* text will be updated with the new percentage.

- You cannot go below 100, nor can you go above the maximum value allowed for your office or workgroup.
- Any change made in this window is applicable to the current trip site only. If your trip includes multiple sites, you will need to repeat this adjustment and update the maximum percentage allowed at each site where a new value is appropriate.

  ***TIP**: If necessary, the maximum reimbursement percentage can be different for each individual site on a trip.*

9.4 Modifying Meals and Incidental Expenses (M&IE)

The Meals and Incidentals Expenses window displays M&IE details for each site. The Notes column includes IDL information and, if variable per diem rates apply based on your workgroup's configurations, the applied percentage of standard per diem rates.

You can change the following information for each meal or incidental expense:

- Reimbursement type
- M&IE amount
- Days with meals provided
- Days with no incidental expenses
- Official days off

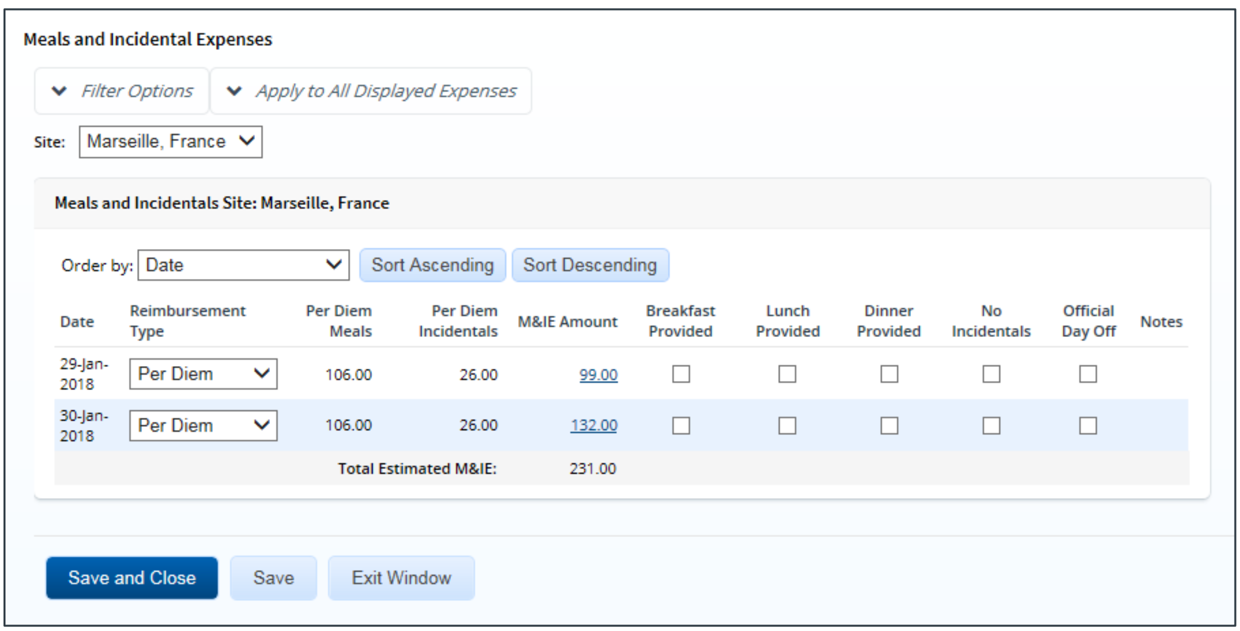


Figure 39: Authorization — Meals and Incidental Expenses window

9.4.1 Fields

The following table lists the fields and information displayed in the Meals and Incidental Expenses window.

Field	Description
Site	If the trip includes multiple sites, and the site for which you wish to review or maintain M&IE is different than the one currently displayed, select the appropriate site from the list.
Order by	Select one of the following options from the drop-down list, and then click the **Sort Ascending** or **Sort Descending** button, to determine how the expenses listed in the window are sorted: • **Date** (default) – Select this option to list the expenses in order by date. • **Reimbursement Type** – Select this option to list the expenses in alphabetical order based on the reimbursement type. • **Per Diem Meals** – Select this option to list the expenses in order based on the Per Diem Meals amount. • **Per Diem Incidentals** – Select this option to list the expenses in order based on the Per Diem Incidentals amount. • **M&IE Amount** – Select this option to list the expenses in order based on the total M&IE amount. • **Breakfast Provided** – Select this option to list the expenses in order based on the setting of the **Breakfast Provided** check box. • **Lunch Provided** – Select this option to list the expenses in order based on the setting of the **Lunch Provided** check box. • **Dinner Provided** – Select this option to list the expenses in order based on the setting of the **Dinner Provided** check box. • **No Incidentals** – Select this option to list the expenses in order based on the setting of the **No Incidentals** check box. • **Official Day Off** – Select this option to list the expenses in order based on the setting of the **Official Day Off** check box. • **Pay To** – Select this option to list the expenses in alphabetical order based on how the expense will be paid (i.e., the **Pay To** drop-down list).
Date	This field displays the date of the expense.
Reimbursement Type	This field allows you to indicate the reimbursement type to be used for the meals and incidental expenses for a particular day. M&IE reimbursement types can be different each day and are separate from lodging reimbursement types. Select one of the following options from the drop-down list. The M&IE reimbursement types available to you are controlled by travel policy. ***NOTE****: The* EUM, GMR/PMR*, and* Occasional Meals *options are only available for JTR travelers*. • **Actual** – Select this option to be reimbursed for the actual meals and incidental expenses incurred on the corresponding day. When selected, the amount allowed in the **M&IE Amount** field must be less than or equal to the amount specified by your group's travel policy. • **EUM** – Select this option to indicate essential unit messing (EUM) has been established for the corresponding day. When selected, the **M&IE Amount** field defaults to the local incidental per diem rate for that date, the **No Incidentals** check box is cleared and disabled, and the **Provided** check boxes are checked, but remain enabled. (The check

Field	Description
	boxes remain enabled even if long-term travel applies to the trip and a variable per diem rate has been implemented for one or more days. Any prior selections are retained if long-term travel qualifications are later applied to the trip.) • **GMR/PMR** – Select this option to indicate the government meal rate (GMR) should be used to determine the reimbursement for the corresponding day. When selected, the **M&IE Amount** field defaults to the government meal rate (GMR) amount plus the local incidental per diem rate for that date; the **No Incidentals** check box is cleared and disabled; the **Provided** check boxes are checked, but remain enabled; and the **Notes** field is set to *GMR*. (The check boxes remain enabled even if long-term travel applies to the trip and a variable per diem rate has been implemented for one or more days. Any prior selections are retained if long-term travel qualifications are later applied to the trip.)) • **No Expenses** – Select this option to indicate no meal and incidental expenses will be incurred for the corresponding day. When selected, the **M&IE Amount** field defaults to zero (0.00). • **Occasional Meals** – Select this option to indicate occasional meals have been authorized for the corresponding day. When selected, the permitted reimbursement amount is automatically calculated by E2, based on the appropriate proportional meal rate (PMR) for the travel site, and displayed in the **M&IE Amount** field. Additionally, the **Provided** check boxes are cleared and disabled, while the **No Incidentals** check box is checked and disabled. ***NOTE**: When creating an authorization for a trip that follows the JTR and is less than or equal to 12 hours, JTR travelers will be able to specify the use of occasional meals. The **Reimbursement Type** field defaults to* Per Diem *with zero reimbursement, but you may select the* Occasional Meals *option and follow the appropriate regulations for that selection.* • **Per Diem** – Select this option to request reimbursement for the per diem amount applicable for your location. When selected, the expense cannot exceed this rate, unless your travel policy allows the rate to be exceeded by a set percentage. ***NOTE**: The allowed amount displayed in the **M&IE Amount** field reflects any variable per diem rates that have been applied*. • **Reduced** – Select this option to request reimbursement for a reduced amount. When selected, the amount allowed in the **M&IE Amount** field must be less than the per diem amount.
Per Diem Meals	This field displays the GSA standard per diem rate for meals at the site.
Per Diem Incidentals	This field displays the GSA standard per diem rate for incidentals at the site.
M&IE Amount	This field displays the total M&IE amount allowed for the corresponding day at the site. ***NOTE**: The amount reflects any variable per diem rates that have been applied*.
Breakfast Provided	Select this check box to indicate breakfast will be provided on the corresponding day. Identifying meals as provided reduces the M&IE amount for the selected day (i.e., the daily amounts for the provided meals are deducted from the value in the **M&IE Amount** field).

Field	Description
	***NOTE**: This field is disabled and not checked when a variable per diem rate has already been applied to the day. The Notes column will list the variable per diem rate percentages applied to the meals and incidental amounts*.
Lunch Provided	Select this check box to indicate lunch will be provided on the corresponding day. Identifying meals as provided reduces the M&IE amount for the selected day (i.e., the daily amounts for the provided meals are deducted from the value in the **M&IE Amount** field). ***NOTE**: This field is disabled and not checked when a variable per diem rate has already been applied to the day. The Notes column will list the variable per diem rate percentages applied to the meals and incidental amounts.*
Dinner Provided	Select this check box to indicate dinner will be provided on the corresponding day. Identifying meals as provided reduces the M&IE amount for the selected day (i.e., the daily amounts for the provided meals are deducted from the value in the **M&IE Amount** field). ***NOTE**: This field is disabled and not checked when a variable per diem rate has already been applied to the day. The Notes column will list the variable per diem rate percentages applied to the meals and incidental amounts*.
No Incidentals	Select this check box to indicate no incidental expenses will be incurred for the corresponding day. Identifying days as having no incidentals will reduce the M&IE amount for the selected day (i.e., the daily incidental amount will be deducted from the value in the **M&IE Amount** field). ***NOTE**: This field is disabled and not checked when a variable per diem rate has already been applied to the day. The Notes column will list the variable per diem rate percentages applied to the meals and incidental amounts*.
Official Day Off	When you identify a day as an official day off, that day is also identified as a day of leave for all other authorization estimated expenses. Official days off do not qualify for lodging or meals and incidental expenses. Select this check box to indicate the corresponding day is an official day off.

Notes	This field displays any notes associated with the day's M&IE.
	• If a level 2 or above variable per diem rate has been applied to the meals and incidental expenses for a day, the Notes column displays *Variable X/Variable Y* (where *X* and *Y* are the percentages applied to the meals and incidental amounts).
	• If a long-term travel percentage for a particular day was overridden, the Notes column displays the appropriate *Variable* percentages, as well as an *Overridden* comment.
	    ○ If only the variable meals expense was overridden, the Notes column reads: *Variable 100/82, Overridden* (where *100* and *Overridden* indicate the meals rate was overridden, and *82* represents the percentage applied to the incidental rate).
	    ○ If only the variable incidental expense was overridden, the Notes column reads: *Variable 81/100, Overridden* (where *81* represents the percentage applied to the meals rate, and *100* and *Overridden* indicate the incidental rate was overridden).
	    ○ If both the variable meals and incidental expenses were overridden, the Notes column reads: *Variable 100/100, Overridden*.
	• If a grace period has been applied to a day, *Grace Period* displays in the Notes column, and the variable percentages do not display.

Field	Description
	• If the trip crosses the IDL and M&IE are impacted, the IDL setting will display for that day in the notes (e.g., IDL – East, IDL - West).

9.4.2 Modify Meals & Incidental Expenses

On the Expenses page, click the **Modify** link for the M&IE information you want to review or change, and then complete the following steps to modify one or more days of meals and incidental expenses.

1. If necessary, select the site for which you want to review or maintain expenses from the **Site** drop-down list.
2. Review the estimated meals and incidental expenses, and change the reimbursement types and amounts as needed.
3. If applicable, select a **Provided** check box for any meal that will be provided on a particular day, or select the **Official Day Off** check box for any day that should be identified as an official day off.
4. Repeat steps 1–3 until you are done making changes.

   ***TIP**: Be sure to click **Save** to save your changes before selecting another site. If you do not save your changes before selecting another site, those changes will be lost.*

5. Click **Save and Close** when you are done to save your changes and close the window.

9.4.3 Override Variable Per Diem Rates

The **Override Variable Per Diem Rates** hyperlink displays at the bottom of the Meals and Incidental Expenses window when the following conditions are met:

- The **Allow Variable Per Diem Rate Override** drop-down list (in the Minor Customer Reimbursement Settings) is set to *Yes*.

  ***TIP**: Refer to* AG50 – Hierarchy and Settings *for more information on this field*.

- Long-term travel variable per diem rates, for level 2 or above, were applied to at least one day at a particular site.
- You are viewing the Meals and Incidental Expenses window for the authorization. (The link is not available when you are reviewing a voucher.)
- You are an arranger or a traveler.

Click the link to display the Override Variable Per Diem Rates window, which allows you to override any reductions made for long-term travel and authorize a full per diem amount.

***NOTE**: The **Override Variable Per Diem Rates** hyperlink also displays in the Meals and Incidental Expenses window if a site has had any days previously overridden. Clicking the link in this scenario allows you to remove the override for a particular day, allowing long term travel percentages to be applied to the meals and/or incidental expenses for that day*.

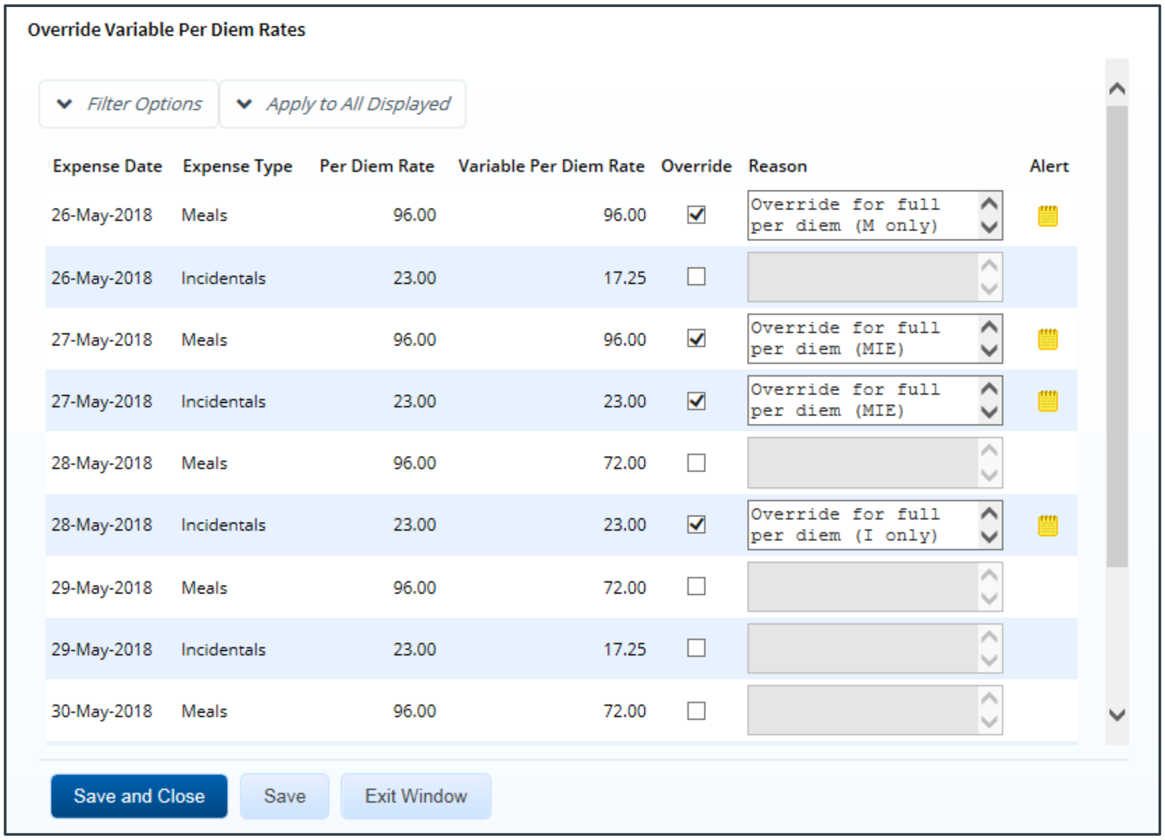


Figure 40: Override Variable Per Diem Rates — Meals and Incidental Expenses

With the window displayed, complete the following steps to override a variable per diem rate:

1. Locate the day and the expense you want to override in the window's data grid.

   NOTE*: If the day for a particular meals or incidental expense is not set with a* Per Diem *reimbursement type (i.e., anything other than* Per Diem *is displayed in the day's* ***Reimbursement Type*** *drop-down list in the Meals and Incidental Expenses window), expenses for that day will not display in the Override Variable Per Diem Rates window.*

2. Select the **Override** check box.

   TIP*: If you are removing the override for a particular day's expense, click in the* ***Override*** *check box to remove the check mark.*

3. Enter the reason for the override in the **Reason** field. An icon displays in the Alert column to indicate a remark was added for that day.
4. Repeat steps 1–3 for any days and/or expenses you want to override.
5. Click **Save and Close** to save your changes and close the Override Variable Per Diem Rates window. The Meals and Incidental Expenses window refreshes and displays the following information for each day with an override:
   - The value in the **M&IE Amount** field is increased by the full per diem amount for the expenses that were overridden.
   - An *Overridden* comment is added to the *Variable* message in the Notes column, and the message is updated to indicate which of the expenses for the day were overridden.

- A message will also display at the top of the Summary page indicating long term travel was overridden (e.g., *One or more days on Site 2: Marseille, France have long term travel overridden*).

9.4.4 Actual Reimbursement Maximum

When *Actual* has been selected from the **Reimbursement Type** drop-down list for at least one day in the authorization's Meals and Incidental Expenses window, the *Actual Reimbursement Maximum* text displays at the bottom of the window.

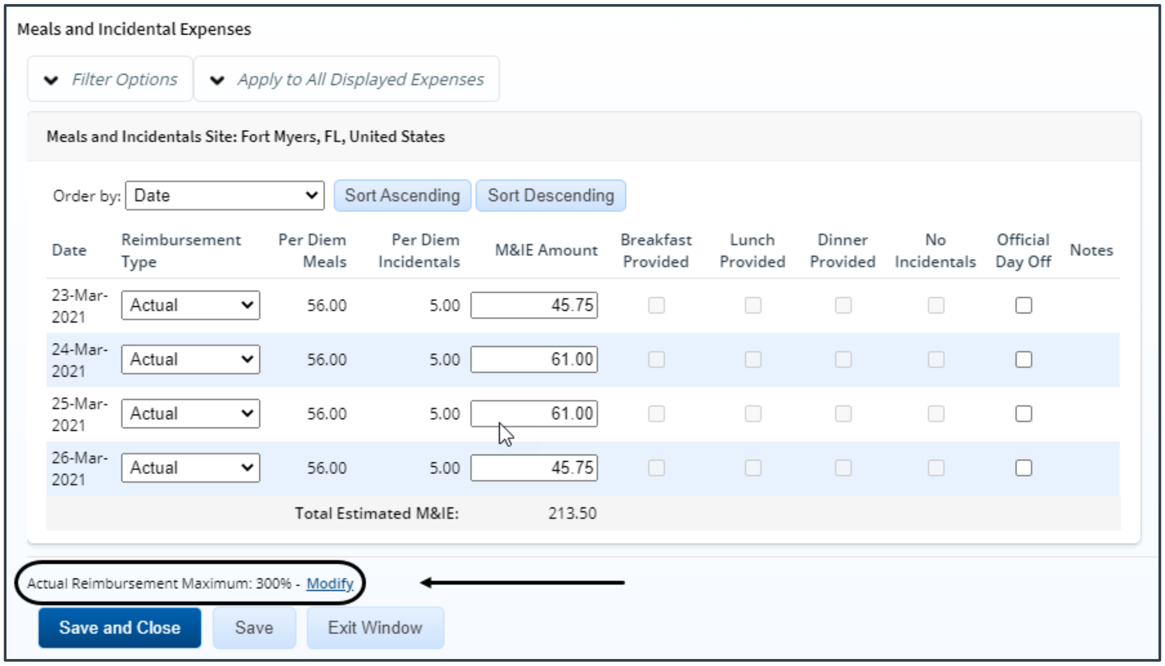


Figure 41: Meals and Incidental Expenses — Actual Reimbursement Maximum text

The number to the right of the text indicates the percentage defined for your office or workgroup by which actual lodging and/or meals and incidental expenses can exceed the per diem amount each day.

9.4.4.1 Actual Reimbursement Validation

Whether E2 Solutions validates based on the individual actual meals and incidental expenses or a combined total of lodging and M&IE for the day depends on the scope configured for your office or workgroup.

- **Individually by Lodging or Meals** – If E2 is configured to apply the threshold to the day's individual lodging and meals expenses, the total meals and incidental actual expenses may not exceed per diem by the percentage to the right of the *Actual Reimbursement Maximum* text. E2 uses the following formula to determine the threshold amount the daily actual M&IE may not exceed:

  *M&IE Actual Amount Threshold = (Meals Per Diem Rate + Incidental Per Diem Rate) * Actual Reimbursement Maximum Percentage*

  This formula is used regardless of the lodging reimbursement type for the day, as well as the travel policy under which the trip was created (i.e., FTR or JTR).

- **Combined Between Lodging and Meals** – If E2 is configured to apply the threshold to the day's combined lodging, meals, and incidental expenses, that combined total of actual expenses may not exceed per diem by the percentage to the right of the *Actual Reimbursement Maximum* text. The formula used to calculate the threshold amount the actual expenses may not exceed depends on the travel policy under which the trip was created (i.e., FTR or JTR), whether lodging was allowed for the day, and whether the Actual reimbursement type was selected both lodging and M&IE or only the day's meals and incidental expenses.

The following table outlines the potential calculations that may be used by E2.

	M&IE Actual Amount Threshold Calculation	
Travel Policy	**Lodging = Actual / M&IE = Actual**	**Lodging ≠ Actual / M&IE = Actual**
FTR – Lodging Allowed	(Lodging Per Diem Rate + Meals Per Diem Rate + Incidental Per Diem Rate) * Actual Reimbursement Maximum Percentage – Lodging Amount	(Lodging Per Diem Rate + Meals Per Diem Rate + Incidental Per Diem Rate) * Actual Reimbursement Maximum Percentage – Lodging Per Diem Rate
FTR – Lodging Not Allowed	(Meals Per Diem Rate + Incidental Per Diem Rate) * Actual Reimbursement Maximum Percentage	
JTR	((Lodging Per Diem Rate + Meals Per Diem Rate + Incidental Per Diem Rate) * Actual Reimbursement Maximum Percentage) – (Lodging Per Diem Rate * Actual Reimbursement Maximum Percentage) ***NOTE****: The result of the* (Lodging Per Diem Rate * Actual Reimbursement Maximum Percentage) *calculation (underlined in the above formula) is rounded up to the nearest whole dollar*.	(Lodging Per Diem Rate + Meals Per Diem Rate + Incidental Per Diem Rate) * Actual Reimbursement Maximum Percentage – Lodging Per Diem Rate

9.4.4.2 Modify the Maximum Actual Reimbursement Percentage

There may be scenarios where the percentage allowed for actual expenses needs to be adjusted for a particular trip. Click the **Modify** link to display the Actual Reimbursement Maximum window, which allows you to edit the maximum percentage allowed.

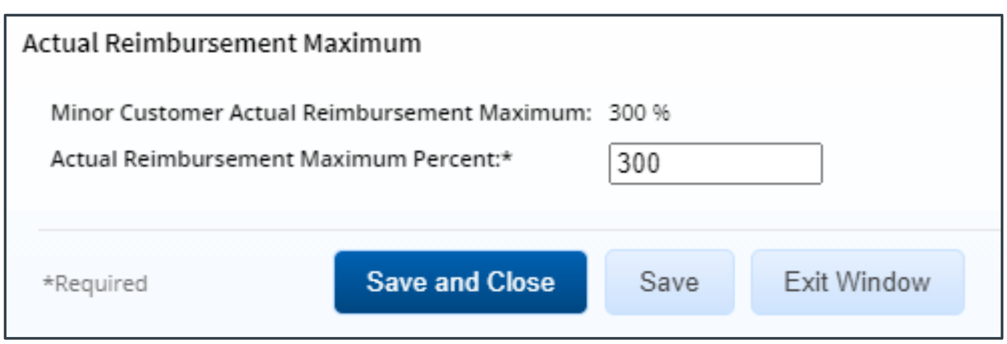


Figure 42: Actual Reimbursement Maximum window

Enter the new percentage by which actual lodging and meal expenses can exceed the per diem amount in the **Actual Reimbursement Maximum Percent** field (i.e., clear the existing entry from the field and then enter a new value), and then click the **Save** or **Save and Close** button. When you return to the Meals and Incidental Expenses window, the *Actual Reimbursement Maximum* text will be updated with the new percentage.

- You cannot go below 100, nor can you go above the maximum value allowed for your office or workgroup.
- Any change made in this window is applicable to the current trip site only. If your trip includes multiple sites, you will need to repeat this adjustment and update the maximum percentage allowed at each site where a new value is appropriate

  ***TIP**: If necessary, the maximum reimbursement percentage can be different for each individual site on a trip.*

- Any change made in this window applies to the maximum percentage allowed for BOTH lodging and M&IE.

9.4.5 Reduced Incidental Amount [JTR]

***NOTE**: The reduced incidental amount is a JTR-only travel policy item.*

When *EUM* or *GMR/PMR* has been selected from the **Reimbursement Type** drop-down list for at least one day in the authorization's Meals and Incidental Expenses window, the *Reduced Incidental Amount* text displays at the bottom of the window. The amount to the right of the text indicates the minimum incidental per diem rate allowed for the trip site.

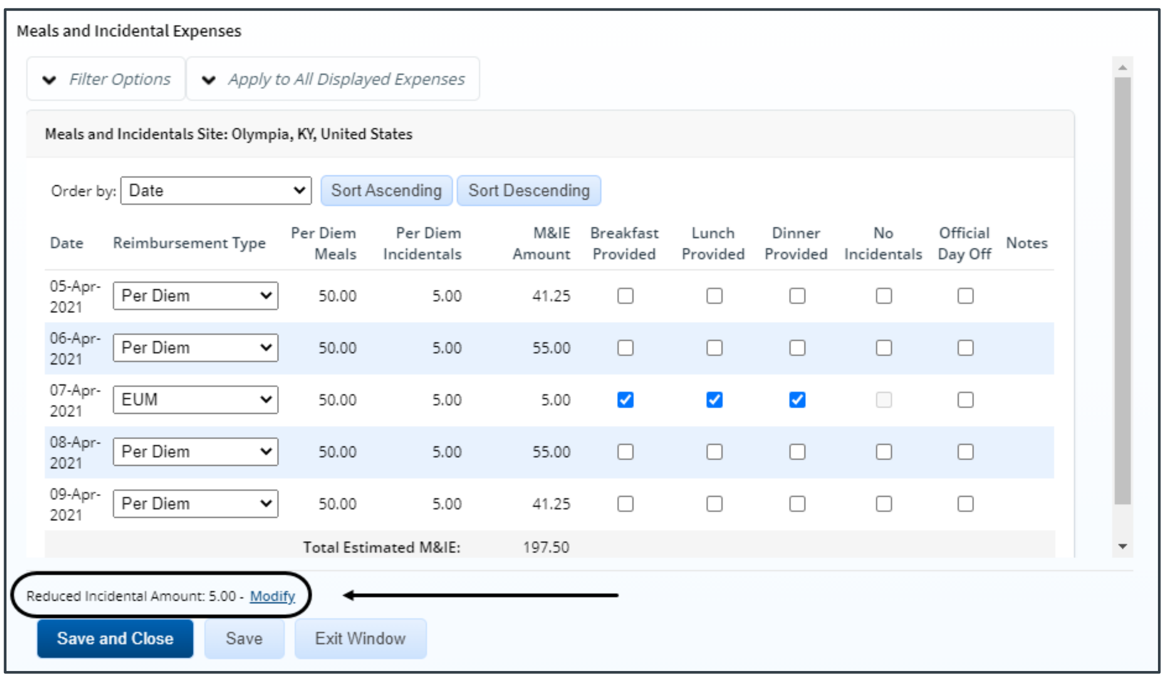


Figure 43: Meals and Incidental Expenses — Reduced Incidental Amount text

9.4.5.1 Modify the Incidental Amount

There may be scenarios where you are required to reduce the amount of allowed incidentals, based on travel orders. Click the **Modify** link to display the Reduced Incidental Amount window, which allows you to edit the incidental amount allowed for the site.

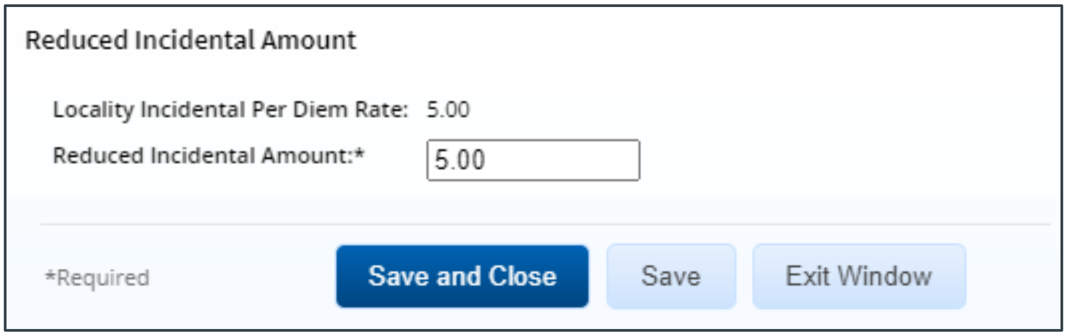


Figure 44: Reduced Incidental Amount window

Enter the new incidental amount in the **Reduced Incidental Amount** field (i.e., clear the existing entry from the field and then enter a new value), and then click the **Save** or **Save and Close** button.

- Any change made to this window is applicable to the current trip site only. If your trip includes multiple sites, you will need to repeat this adjustment and update the incidental amount at each site where a reduced value is appropriate.

  ***TIP**: If necessary, the incidental amount can be different for each individual site on a trip*.

- When you return to the Meals and Incidental Expenses window, the **M&IE Amount** field (for those days set to *EUM* or *GMR/PMR*) and the *Reduced Incidental Amount* text are updated to reflect the new amount. Be sure to click the **Save** or **Save and Close** button in the Meals and Incidental Expenses window to ensure the updated M&IE amount is retained.

9.4.6 Proportional Meal Rate [JTR]

***NOTE**: The proportional meal rate is a JTR-only travel policy item.*

The proportional meal rate (PMR) is the rate used when one or two government meals are provided at no cost to you. The PMR is the average of the government meal rate (GMR) and your location's per diem rate.

PMR may be utilized for reimbursement when either the *EUM* or *GMR/PMR* option is selected from the **Reimbursement Type** drop-down list. When selected, both options default the **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes to checked. If one or more of the checked **Provided** check boxes is cleared, however, the **M&IE Amount** field for either reimbursement type defaults to the proportional meal rate (PMR) plus the local incidental per diem rate for the specific date, using current PMR calculations. When *GMR/PMR* is selected, the **Notes** field for the affected date is also changed from *GMR* to *PMR* to indicate the modification.

9.4.6.1 Messaging

If you clear all three **Provided** check boxes, you are indicating that no meals are provided, in which case you should be entitled to commercial meals (i.e., per diem). As you clear the last **Provided** check box, a warning message displays, prompting you to confirm the change to the Per Diem reimbursement type. If you click the **Cancel** button, the message window closes, the EUM or GMR/PMR reimbursement type is retained, and the last **Provided** check box you cleared is checked.

A similar error message displays after you use the Apply to All Displayed Expenses feature if it results in one or more days with a reimbursement type of EUM or GMR/PMR and all **Provided** check boxes unchecked. In this scenario, you must select *Per Diem* from the **Reimbursement Type** drop-down list for the corresponding day or check one of the **Provided** check boxes to continue.

9.4.7 Per Diem for JTR Travelers [JTR]

NOTE*: This section is only applicable to JTR travelers*.

When the **Reimbursement Type** field is set to *Per Diem* for a particular day, the Meals and Incidental Expenses window behaves differently for an authorization created for a JTR traveler (than it does for a trip created for an FTR traveler) to ensure the corresponding M&IE amount is set to the proper entitlement.

- There is no link for the value in the **M&IE Amount** field.
- If none of the **Provided** check boxes are checked and the **No Incidentals** check box is also not checked, the **M&IE Amount** field is set to the appropriate per diem amount for the trip site and day.
- If you check one or two of the **Provided** check boxes but the **No Incidentals** check box is not checked, the **M&IE Amount** field is set to the proportional meal rate (PMR) plus the incidental per diem rate and *PMR* displays in the **Notes** field.
- If you check one or two of the **Provided** check boxes and the **No Incidentals** check box is also checked, the **M&IE Amount** field is set to the PMR and *PMR* displays in the **Notes** field.
- If you check all three of the **Provided** check boxes but the **No Incidentals** check box is not checked, the **M&IE Amount** field is set to the incidental per diem rate and *EUM* displays in the **Notes** field.
- If you check all three of the **Provided** check boxes and the **No Incidentals** check box is also checked, the **M&IE Amount** field is set to 0.00.

9.5 Other Estimated Expenses

Other estimated trip expenses (i.e., those that are not lodging, meals, or incidental expenses) can be added and maintained on the Expenses page of the authorization workflow.

9.5.1 Adding Other Estimated Expenses

Complete the following steps to add additional estimated expenses to the authorization.

1. Click the **Add New Expense** link on the Expenses page. This displays the Add New Expense window.

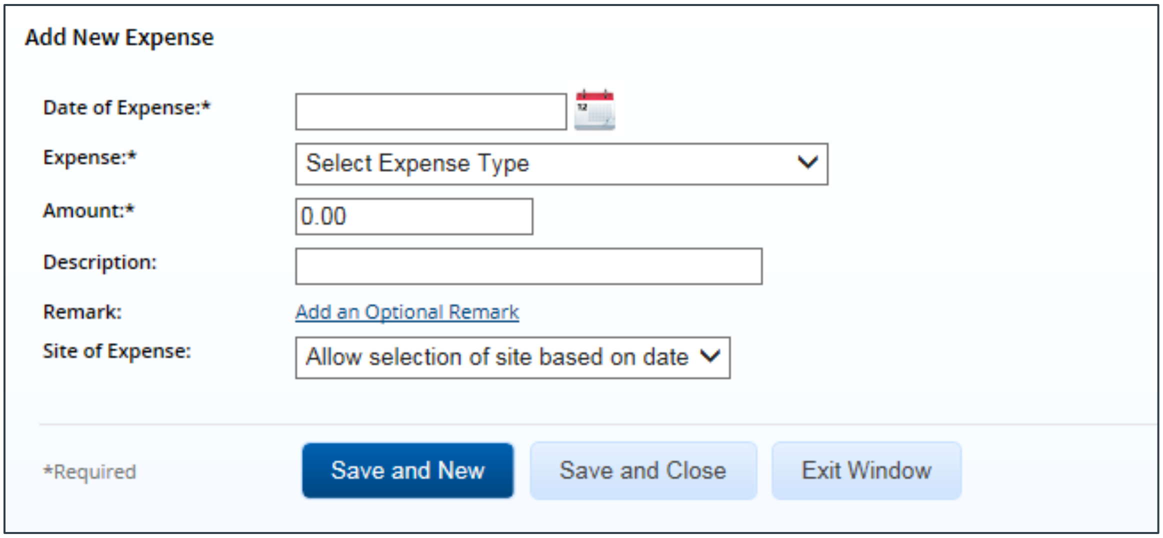


Figure 45: Authorization — Add New Expense window

2. Enter the requested information for the expense.

   NOTE*: Additional fields may display, based on the type of expense selected. The fields listed in this workflow are the defaults for most expense types.*

   a. **Date of Expense** – Enter the date of the expense (formatted DD-MMM-YYYY) in the field, or click the calendar icon to select a date from the drop-down calendar.
   b. **Expense** – Select the type of expense you are adding from the drop-down list.

      TIP*: If you do not see the necessary expense type for your trip, contact your manager or other agency personnel for assistance.*

   c. **Amount** – Enter the expense amount in the field. The maximum value allowed for the field is *99999.99.*
   d. **Description** – Enter a description of the expense.
   e. **Remark** – Click the **Add an Optional Remark** link to expand that section and enter additional explanatory information about the expense.
   f. **Site of Expense** – If the site where the expense occurred is different than the default site for that date, select the correct site from the drop-down list.
3. Save your entries.
   - Click **Save and New** to save the expense, clear the fields, and add another expense.
   - Click **Save and Close** to save the expense, close the window, and return to the Expenses page.

9.5.2 Editing Other Estimated Expenses

Complete the following steps to edit other estimated expenses on the authorization.

1. Click the **Modify** link for the expense you want to edit on the Expenses page. This displays the Edit Expense window.

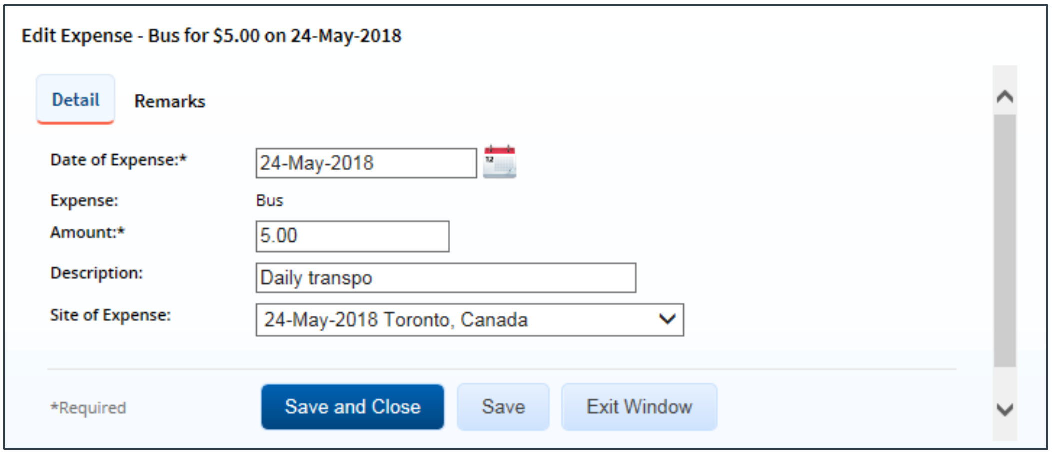


Figure 46: Authorization — Edit Expense window

2. Make changes as needed.

   ***TIP**: You can edit any field in the window except for the **Expense** field.*

3. If you would like to add explanatory information for the expense, click the **Remarks** tab and enter those details.
4. Click **Save and Close** to save your changes, close the window, and return to the Expenses page.

9.5.3 Copying Estimated Expenses

If you have the same estimated expense on several different days, you can simplify the task of adding each expense to the authorization by adding the expense for one day, and then copying that expense to other days. Complete the following steps.

1. Click the **Copy** link for the expense you want to copy on the Expenses page. This displays the Copy Expense window.

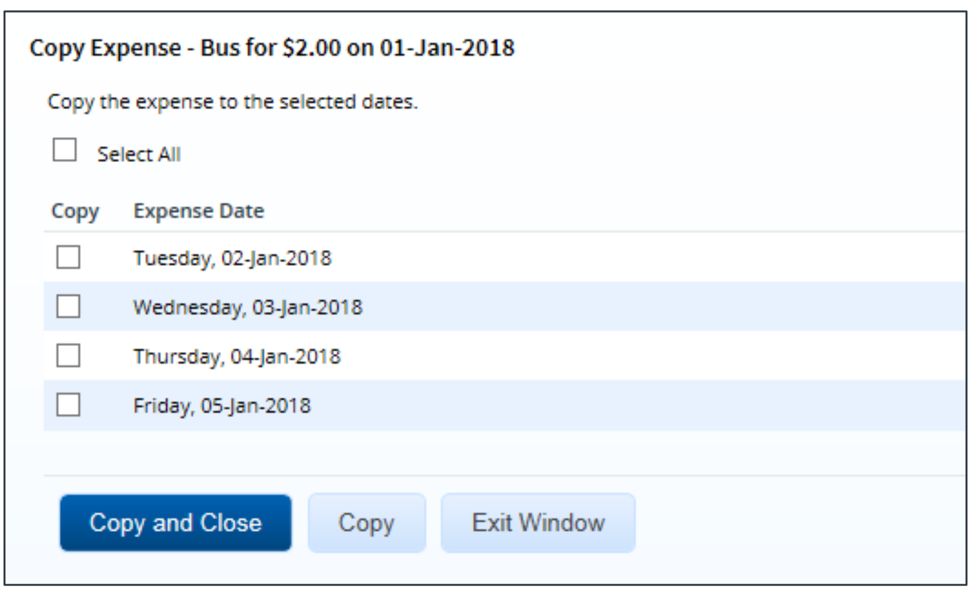


Figure 47: Copy Expense window

2. Select the **Copy** check box of each date to which you want to copy the expense.
   - You can select one or more dates.
   - Click the **Select All** check box to select all dates.
3. Click **Copy and Close**.

9.5.4 Private Transportation

Different fields appear in the Add New Expense and Edit Expense windows when you choose to add or edit a privately owned vehicle (POV) expense using the *Private Auto Mileage* or *Private Motorcycle Mileage* option in the **Expense** drop-down list.

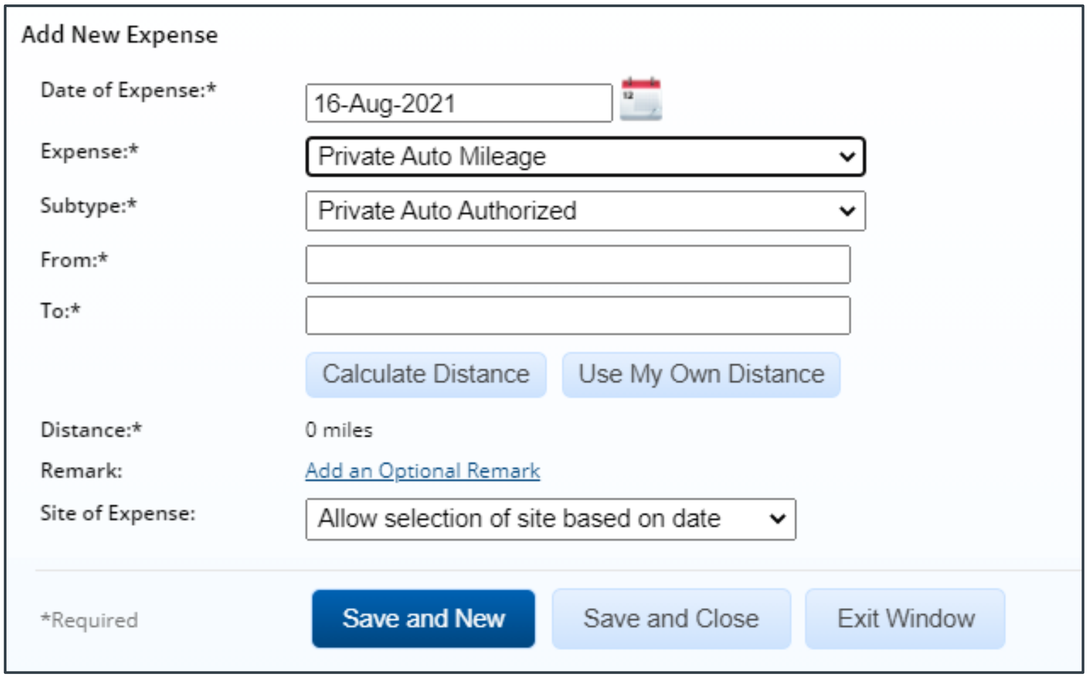


Figure 48: Add New Expense — Private Auto Mileage expense

9.5.4.1 Add New Expense

After the *Private Auto Mileage* or *Private Motorcycle Mileage* option has been selected from the **Expense** drop-down list in the Add New Expense window, complete the following steps to add this type of expense to the authorization.

1. If you selected *Private Auto Mileage*, select the appropriate subtype (i.e., *Government Auto Available* or *Private Auto Authorized*) from the **Subtype** drop-down list. The option selected in this field determines the mileage rate used for the expense.
2. Enter the starting location for the expense in the **From** field. You may enter a full address, street address, city, state or province, country, or zip or postal code.
3. Enter the destination location for the expense in the **To** field. You may enter a full address, street address, city, state or province, country, or zip or postal code.

   TIP*: You may enter a minimum of three characters in the* ***From*** *and* ***To*** *fields, but E2 recommends you be as specific as possible with your entries to ensure the correct locations are included in the distance calculation.*

4. Click the **Calculate Distance** button. The system automatically calculates the distance between your two locations and displays the result, as well as the calculated expense amount (i.e., distance multiplied by mileage rate), in the **Distance** field.

   NOTE: *Currently, E2 will only calculate the distance in miles. If you need to enter your distance in kilometers, it is recommended you use the "Use My Own Distance" option instead.*

5. Save your entries.

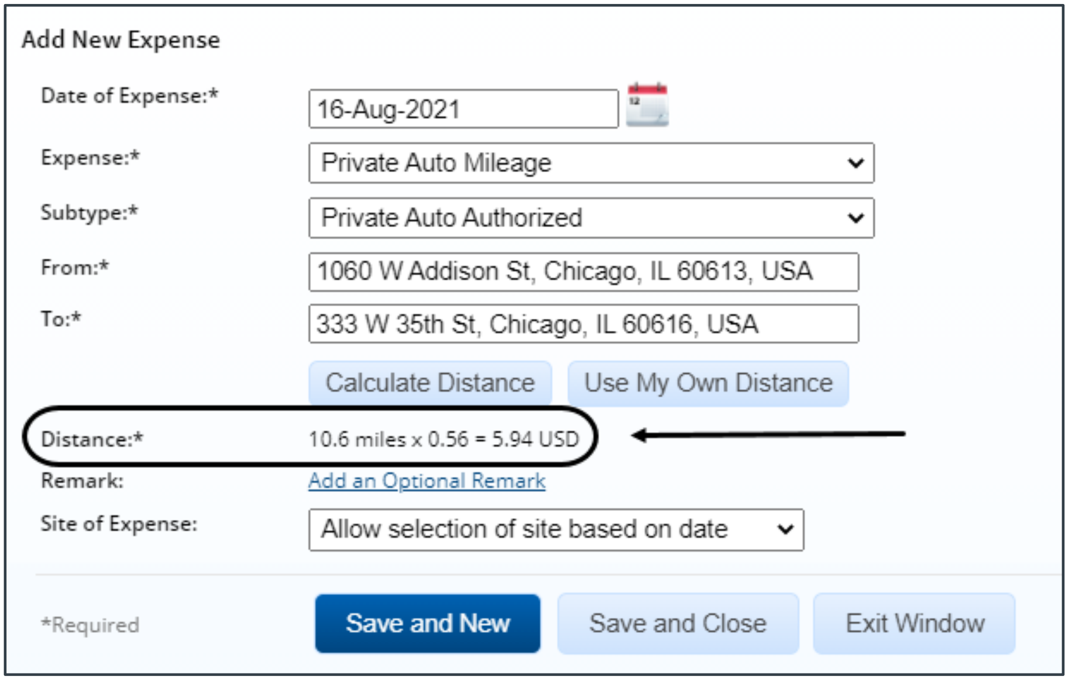


Figure 49: Add New Expense — Private Auto Mileage, Calculated distance and amount

9.5.4.2 Edit Expense

The Edit Expense window displays when you choose to modify a *Private Auto Mileage* or *Private Motorcycle Mileage* expense.

- If you enter a new location in the **From** and/or **To** field(s), click the **Calculate Distance** button to recalculate the distance and estimated expense amount.
- For a *Private Auto Mileage* expense, if you change the selection in the **Subtype** field, the window automatically recalculates the expense amount with the appropriate mileage rate.
- Be sure to save your modifications to update the expense and the authorization.

9.5.4.3 Manually Enter Mileage

If necessary, you can choose to manually enter your mileage for a *Private Auto Mileage* or *Private Motorcycle Mileage* expense in both the Add New Expense and Edit Expense windows. Complete the following steps.

1. Enter your starting and destination locations in the **From** and **To** fields.
2. Click the **Use My Own Distance** button. This adds the **Distance** and **Distance Reason** fields to the window.
3. Enter the distance between the locations in the **Distance** field.

__NOTE__: If you are editing an expense or you previously clicked the __Calculate Distance__ button before clicking the __Use My Own Distance__ button, the __Distance__ field automatically populates with the calculated distance. You can leave this value in the field or overwrite it with a new distance value.

4. Select the correct distance unit (i.e., *Kilometers* or *Miles*) from the **Distance** drop-down list.
5. In the **Distance Reason** field, enter up to 100 characters for the reason you chose not to use a system-calculated distance and clicked the **Use My Own Distance** button.
6. Save your entries.

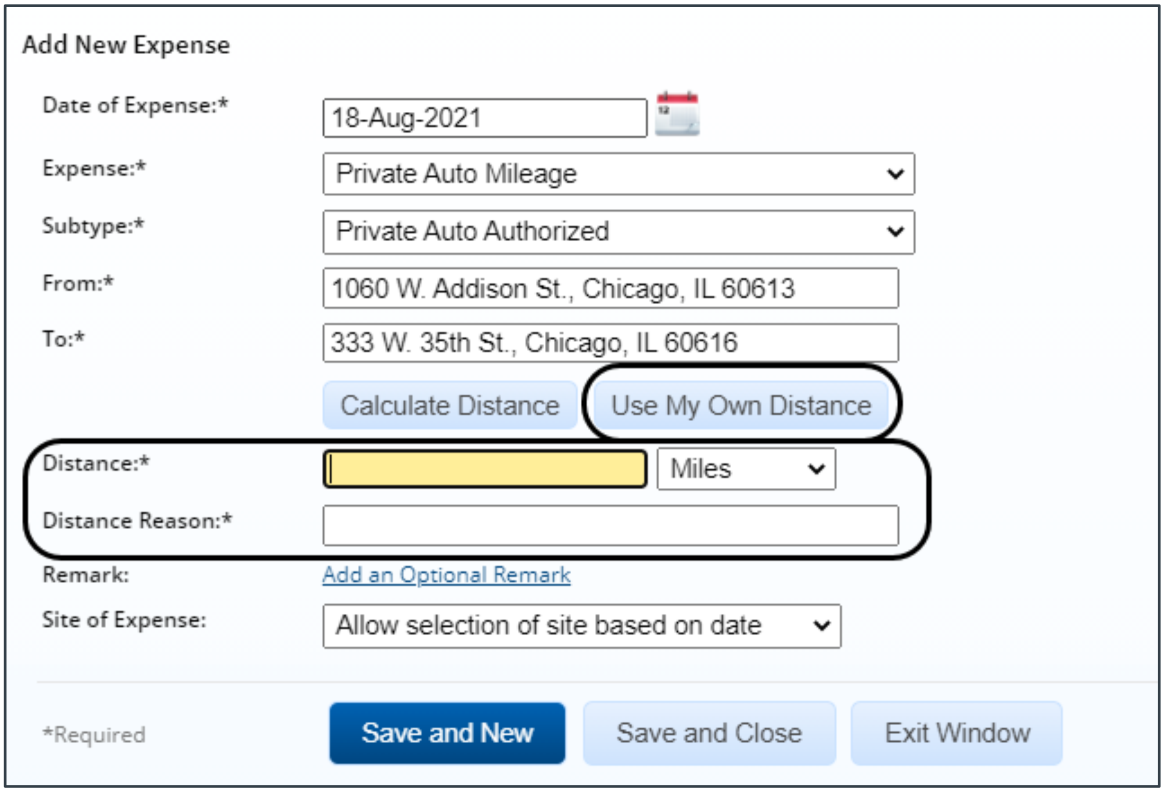


__Figure 50: Add New Expense — "Use My Own Distance" button & fields__

9.5.4.4 Private Plane Mileage

While many of the fields for the private transportation expense types are the same, the **Calculate Distance** and **Use My Own Distance** buttons do not display in the Add New Expense or Edit Expense window when *Private Plane Mileage* is selected from the **Expense** drop-down list.

The windows function as they do when the **Use My Own Distance** button is clicked for the *Private Auto Mileage* or *Private Motorcycle Mileage* expense type — you will need to manually enter the distance flown between the “from” and “to” locations in the **Distance** field, and then select the appropriate distance unit (i.e., *Kilometers* or *Miles*) from the drop-down list.

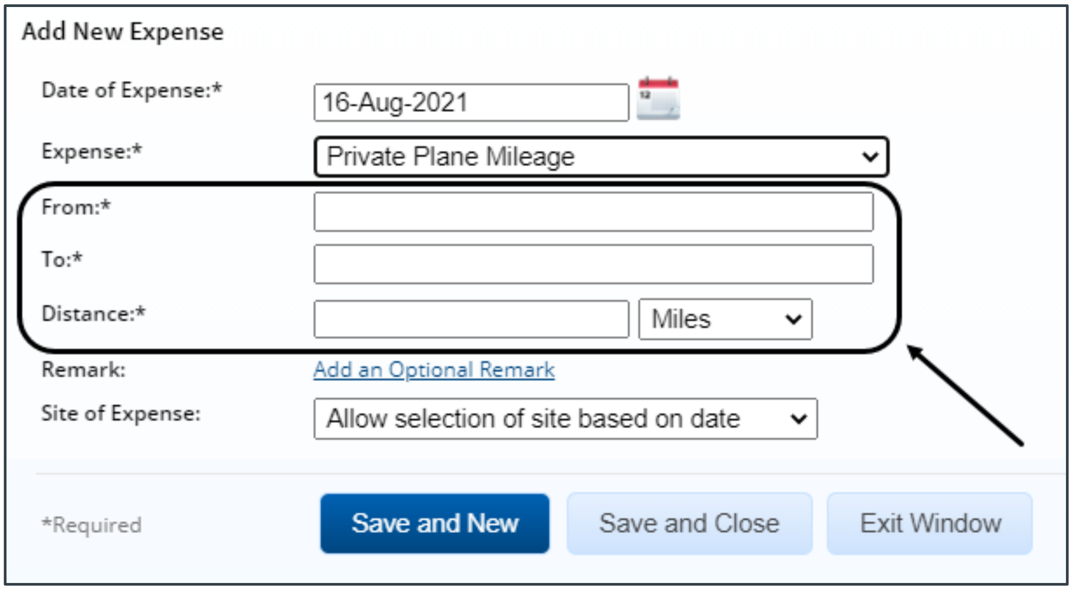


Figure 51: Add New Expense — Private Plane Mileage fields

9.5.5 Long-Term Taxable Travel Expenses

If long-term taxable travel is enabled for your office or workgroup and applicable for the trip, E2 automatically calculates the appropriate taxes — Employer FICA, Employer Medicare, and/or Withholding Tax Allowance — and adds them to the authorization as estimated expenses.

TIP*: A trip is considered long-term taxable travel when the duration is greater than 365 days, the travel type selected for the trip allows tax calculations, and the traveler is traveling under the Federal Travel Regulations (FTR).*

You cannot modify these expenses, but they will be updated as the other expenses on the authorization (i.e., lodging, M&IE, T&O) are updated – either manually or automatically by the system based on the PNR or another document change. If modifications are made to the trip that result in long-term taxable travel no longer being applicable, these expenses will be automatically removed from the authorization.

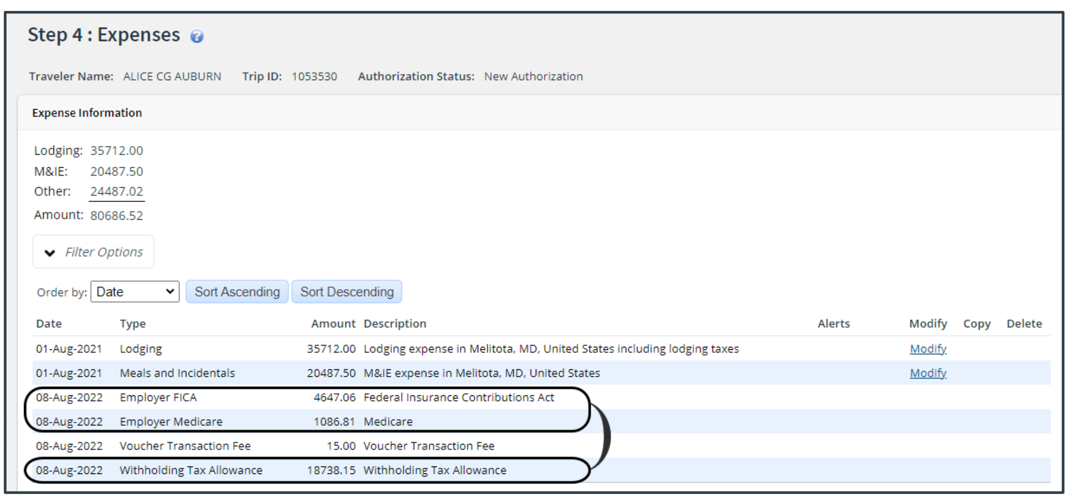


Figure 52: Authorization Expenses — Long-Term Taxable Travel Expenses

9.5.5.1 Tax Effective Date

When an authorization qualifies for long-term taxable travel, E2 determines the date from which taxes are calculated based on whichever is earlier: the trip start date or today's date. This tax effective date will never display on the original authorization, but it will be used to calculate the appropriate amount for the Employer FICA, Employer Medicare and/or Withholding Tax Allowance expenses.

9.5.5.2 Employer FICA

The Employer FICA expense is added to the authorization if the **OASDI Indicator** field in your E2 Solutions profile is set to *R* (i.e., indicating FICA is withheld from your paycheck). The amount is calculated by multiplying the government FICA rate (based on the tax effective date) by the sum of the expenses (excluding the Employer Medicare expense and any expense with a date less than the tax effective date).

9.5.5.3 Employer Medicare

The Employer Medicare expense is always added to the authorization when the trip qualifies for long-term taxable travel. The amount is calculated by multiplying the government Medicare rate (based on the tax effective date) by the sum of the expenses (excluding the Employer FICA expense and any expense with a date less than the tax effective date).

9.5.5.4 Withholding Tax Allowance

The Withholding Tax Allowance expense is added to the authorization if the Withholding Tax Allowance (WTA) expense type is enabled for the trip's major customer, and the **Withholding Tax Allowance (WTA)** field in your E2 Solutions profile is set to *Yes*. The amount is calculated by multiplying the government WTA rate (based on the tax effective date) by the sum of the expenses (excluding the Employer FICA and Employer Medicare expenses, and any expense with a date less than the tax effective date).

9.6 Estimating TMC Fees

If you made any reservations for this trip, you should add an estimate of the fee that will be charged by your travel management center (TMC) to process and ticket your reservations. TMC fees vary by company and agency agreement, and by the complexity of the reservation, as well as the level of involvement required to complete the reservation and ticketing functions. There is typically a single TMC fee for all reservations for a trip.

The TMC fee is shown on the invoice sent to you by your TMC, based on your agency's ticketing agreement. Your workgroup may have a list of estimated amounts you can use for this purpose, or you can estimate the fee based on a previous invoice.

Follow the steps in the Adding Other Estimated Expenses section to add an estimated TMC fee expense.

***NOTE**: In some cases, an estimated TMC fee is automatically added to an authorization that has associated reservations. If your workgroup has this feature enabled, E2 automatically adds an estimated expense to the authorization with a description (*Estimated TMC Fee expense generated from Confirmation Number:*) followed by the confirmation number for the associated trip reservations.*

9.7 Entering Estimated Expenses in Foreign Currency

If your trip includes a site that is outside of the United States, and you are allowed to enter estimated expenses in a foreign currency, additional fields are available to you when completing the Expenses workflow step.

You can enter the following estimated expenses in a foreign currency:

- Lodging
- Other expenses (including transportation expenses)

9.7.1 Foreign Currency Lodging Expenses

Complete the following steps to update a trip's estimated lodging expenses to a foreign currency.

1. Click the **Modify** link for the Lodging expense on the Expenses page. This displays the Lodging Expenses window.
2. If necessary, select the site for which you are updating expenses from the **Site** drop-down list.
3. Click the **Apply to All Displayed Expenses** tab to expand that section.

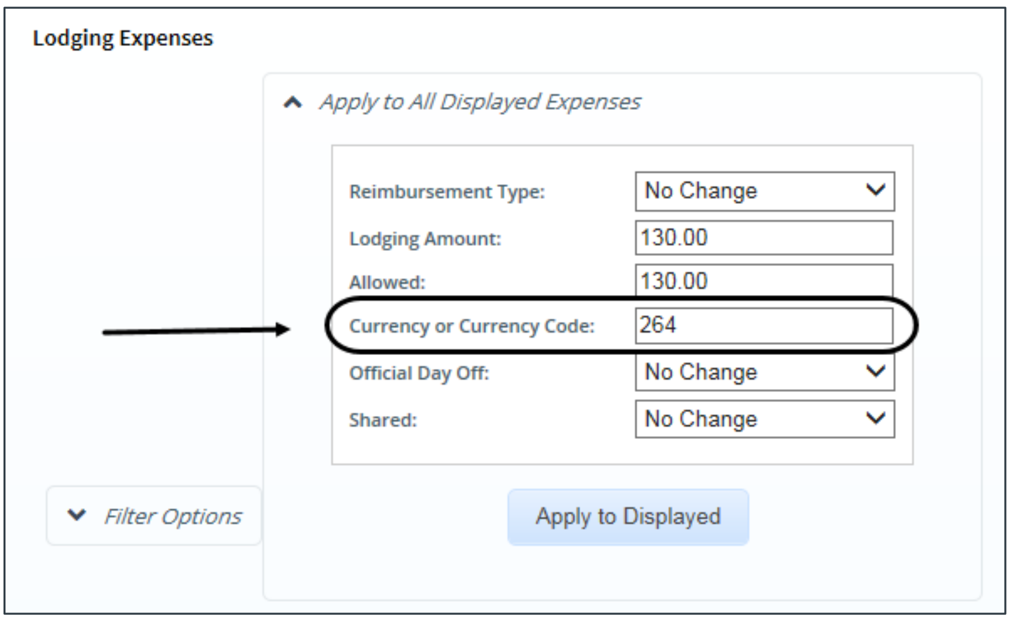


Figure 53: Lodging Expenses — Currency or Currency Code field

4. Enter the lodging amount in the **Lodging Amount** field.
5. Enter the allowed amount for lodging in the **Allowed** field.
6. In the **Currency or Currency Code** field, enter the first few characters of the currency or country name (or the first part of the currency code), pause, and then select the currency from the drop-down list.
7. Click **Apply to Displayed**.
8. If you are updating the lodging expense for multiple sites, click **Save**, and then repeat steps 2–7 until all sites have been updated.
9. Click **Save and Close** to save your changes, close the Lodging Expenses window, and return to the Expenses page.

9.7.2 Other Foreign Currency Expenses

Complete the following steps to update other estimated trip expenses to a foreign currency.

1. On the Expenses page, click the **Add New Expense** link or click the **Modify** link for an existing expense.
2. Complete or update the required fields.

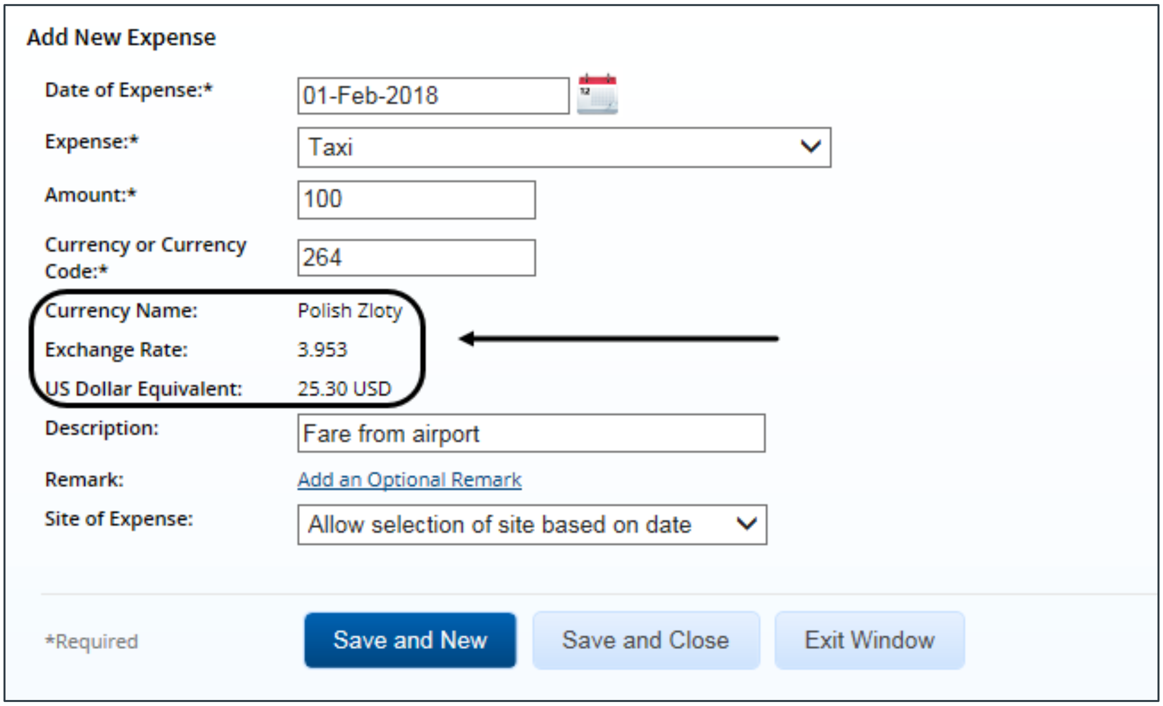


Figure 54: Add New Expense — Foreign Currency Enabled

3. Enter the estimated foreign currency expense amount in the **Amount** field.
4. Enter the first few characters of the currency or country name (or currency code) in the **Currency or Currency Code** field, pause, and then select the correct currency from the list. For example, if you enter *EUR*, you will see a list of currency codes for all countries that use the Euro.

   ***NOTE**: The **Currency Name**, **Exchange Rate**, and **US Dollar Equivalent** fields are automatically updated based on your selection for the **Currency or Currency Code** field.*

5. Save the expense.
   - Click **Save and New** to save the expense and add another expense.
   - Click **Save and Close** to save the expense, close the window, and return to the Expenses page.

9.8 Reviewing "Pay To" Information for Estimated Expenses

Your workgroup may require you to select the method of reimbursement (Pay To) for all estimated expenses. If your workgroup requires this information, the summary of estimated expenses at the top of the Expenses page is categorized by "Pay To" selection, rather than by expense group. A **Pay To** field is also added to the Filter Options and Apply to All Displayed Expenses sections.

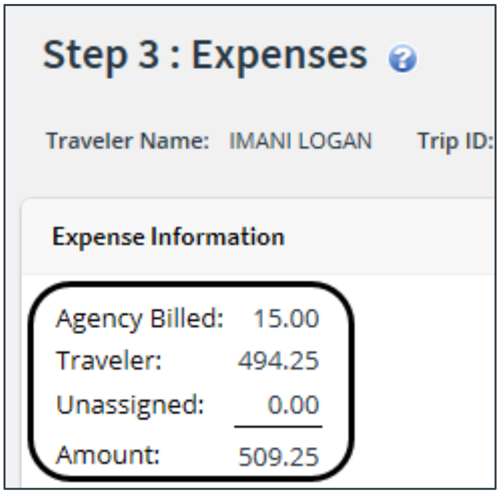


Figure 55: Authorization Expenses — Summary of Estimated Expenses by "Pay To"

9.8.1 Update Pay To Field

"Pay To" selections should be reviewed for all estimated expenses, including lodging expenses for each site, meals and incidental expenses (M&IE) for each site, and all additional estimated expenses. To change the method of reimbursement, select an option from the **Pay To** drop-down list. The values in this field are controlled by the expense type and your group's travel policy.

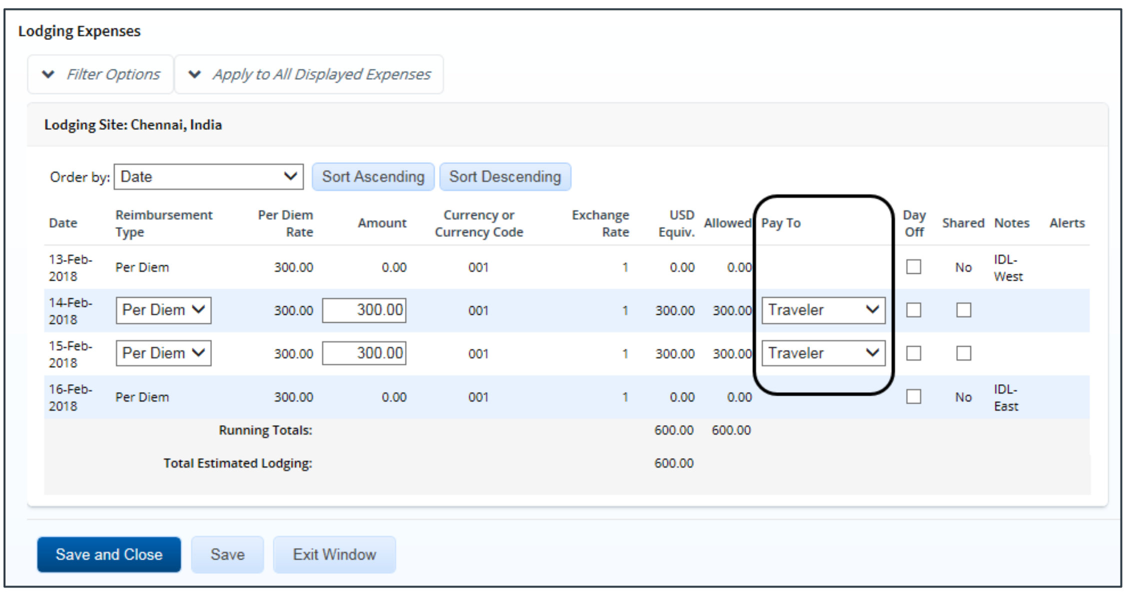


Figure 56: Lodging Expenses — Pay To field

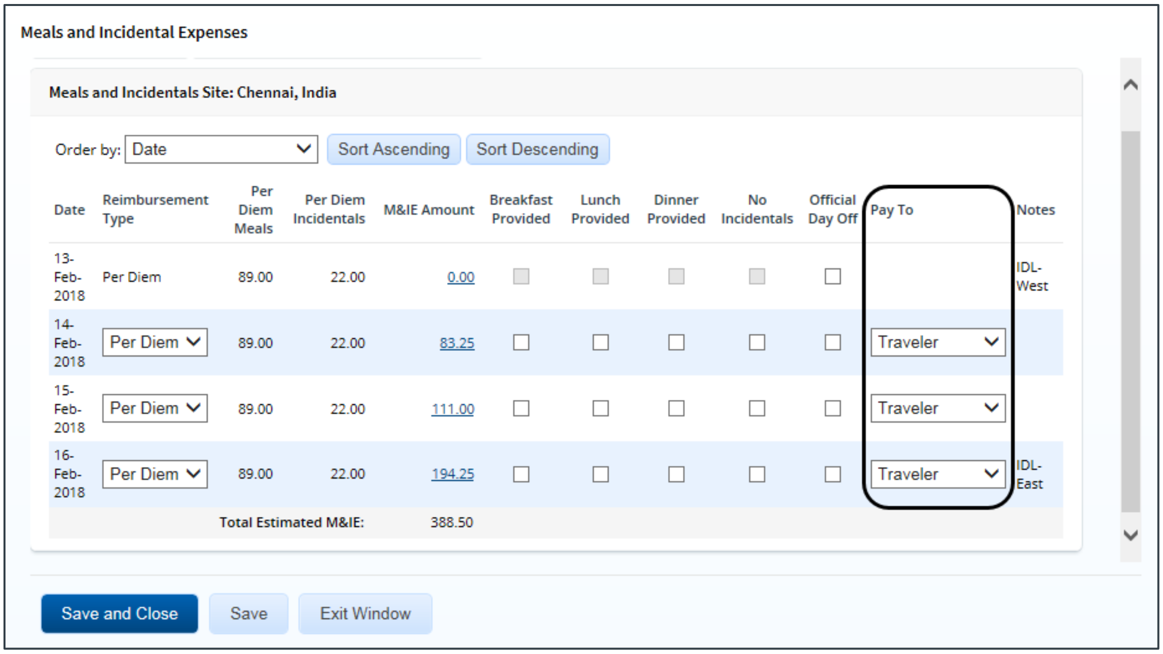


Figure 57: Meals and Incidental Expenses — Pay To field

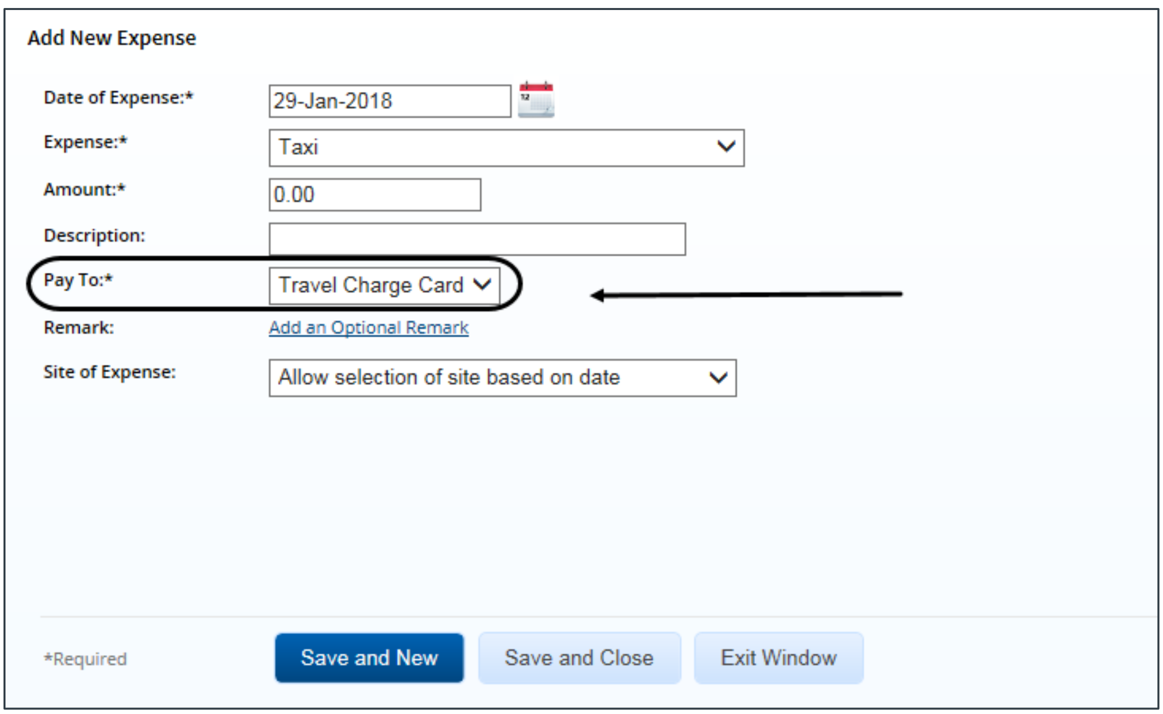


Figure 58: Add New Expense — Pay To field

10 Completing the Accounting Step

Use the Accounting page to select the accounts to fund your trip or travel advance request. You can also add or remove account codes from your favorites.

***TIP**: Skip this step if you do not normally select funding sources for your travels. Click **Save and Next Step** to move to the next step in the authorization process.*

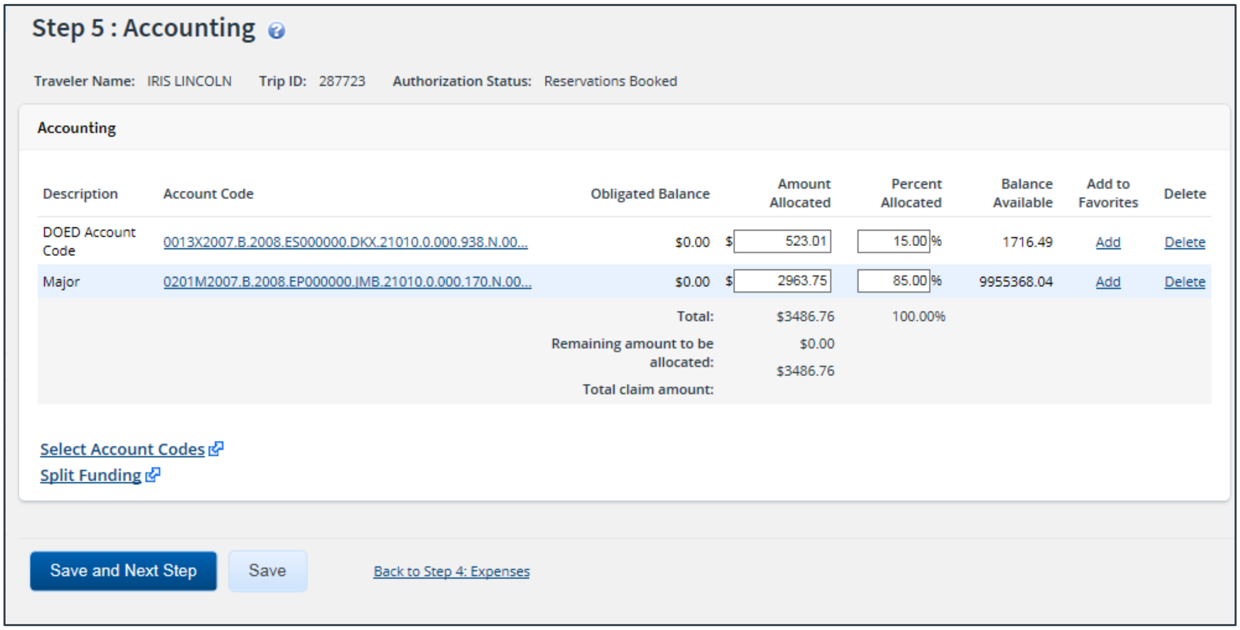


Figure 59: Authorization — Accounting page

Complete the following steps.

1. Review the accounts selected to fund your trip or your travel advance request. If you have selected multiple accounts, verify that the total amount allocated covers all estimated expenses or the complete advance amount.
2. If necessary, adjust the amount or percent allocated to each account.
3. Make changes as needed.
   - Click the **Select Account Codes** link to select accounts to fund your trip.
   - Click the **Add** link to save a selected account as a favorite.
   - Click the **Delete** link to remove the account from the authorization or advance request.
   - Click the **Split Funding** link if you have multiple accounts to fund your trip and you want to identify specific funding sources with specific expenses or travel dates.

     ***NOTE**: The **Split Funding** link is unavailable when you are funding travel advance requests.*

4. Click **Save and Next Step** to move to the next step in the authorization process.

10.1 Select Account Codes from a Favorites List

Complete the following steps to select account codes for the authorization that have been saved to a favorites list.

1. Click the **Select Account Codes** link. This displays the Account Code Selection window with focus on the **Select Account Codes** tab (if favorites exist).

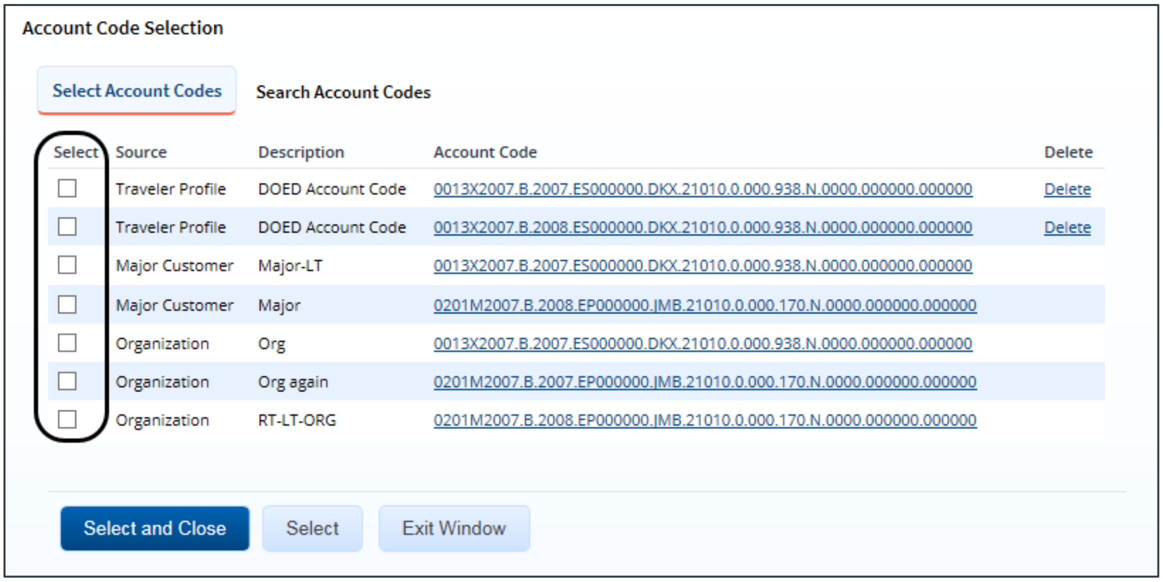


Figure 60: Account Code Selection — Select Account Codes tab

2. Click the **Select** check box to the left of each code you want to use to fund the authorization.
3. Click **Select and Close** to save your selection(s), close the Account Code Selection window, and return to the authorization's Accounting page.

10.2 Search for Account Codes

Complete the following steps to search for specific account codes.

1. Click the **Select Account Codes** link. This displays the Account Code Selection window.
2. Click the **Search Account Codes** tab.

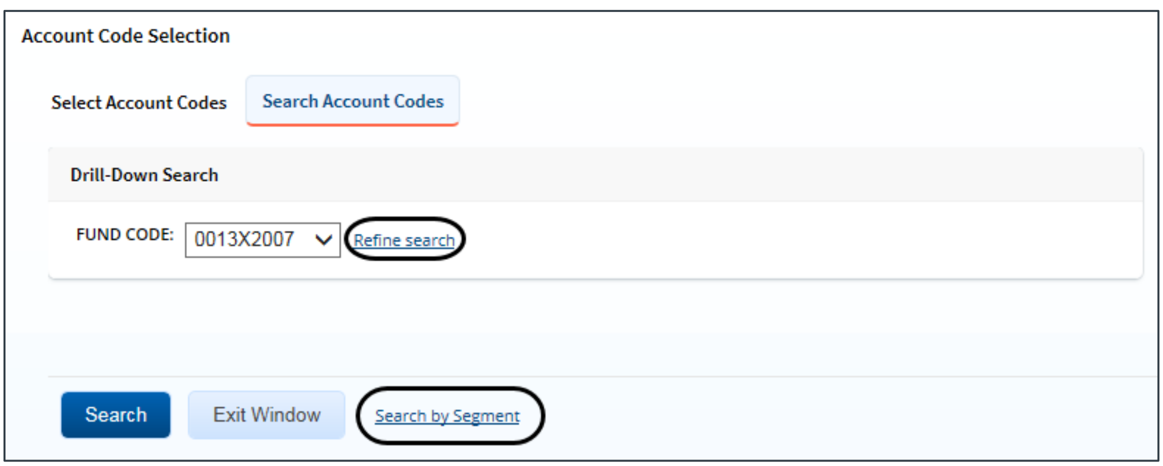


Figure 61: Account Code Selection — Search Account Codes tab

3. Locate the account code.
   - **Drill-down method** (default)—This option allows you to search for account codes by drilling down through the segments of each code.

i. Select a value from the drop-down list.
ii. Click the **Refine Search** link. A list displays for the next segment.
iii. Repeat steps i–ii until you have selected the necessary search criteria.
iv. Click **Search** to display the list of account codes matching your search criteria.

- **Segment method**—This option allows you to search for a segment with specific information, such as a department, program, or funding year.
  i. Click the **Search by Segment** link.
  ii. Enter the segment information to use as search criteria in the appropriate field(s).
  iii. Click **Search** to display the list of account codes matching your search criteria.

4. Click the **Select** check box to the left of each code you want to use to fund the authorization.
5. Click **Select and Close** to save your selection(s), close the Account Code Selection window, and return to the Accounting page.

10.3 Add a Dimensional Account Code

Complete the following steps to add a dimensional account code to the authorization.

1. Click the **Select Account Codes** link. This displays the Account Code Selection window.
2. Click the **Add Account Codes** tab.
3. Enter segment values in each field, or click the **Search** button next to a field to select from a list of values in the Dimensional Accounting Code Search window. You can also enter one or more characters of the segment value or description in a field, and then click **Search** to limit the list to segment values and descriptions that start with the entered data.

   ***TIP**: To see information about a segment, including the maximum length, float the pointer over the segment field to view the associated hover text.*

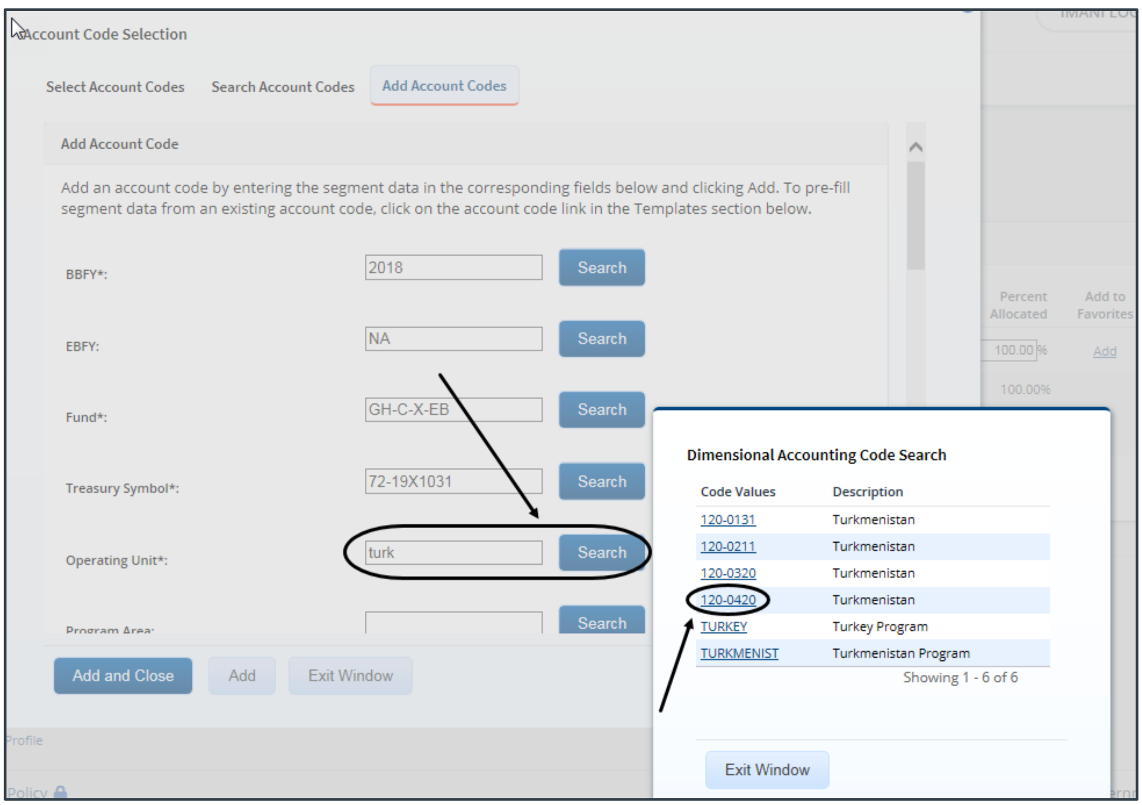


Figure 62: Dimensional Accounting Code Search

4. Select from the following options:
   - Click **Add and Close** to add the newly created dimensional account code to the authorization, close the Account Code Selection window, and return to the Accounting page.
   - Click **Add** to add the new dimensional account code to the authorization, but clear the fields and leave the Account Code Selection window open, allowing you to enter or select additional account codes.

10.3.1 Accounting Code Templates

Account code templates allow you to prepopulate all or part of a dimensional account code, and then alter or add segment values as needed. Any account code already associated with the authorization appears in the Trip Accounting Code Templates section on the **Add Account Codes** tab of the Account Code Selection window. Favorite account codes are listed in the Favorite Account Code Templates section.

Select a template from either section, and then scroll to the top of the tab to enter or search for the remaining segment values.

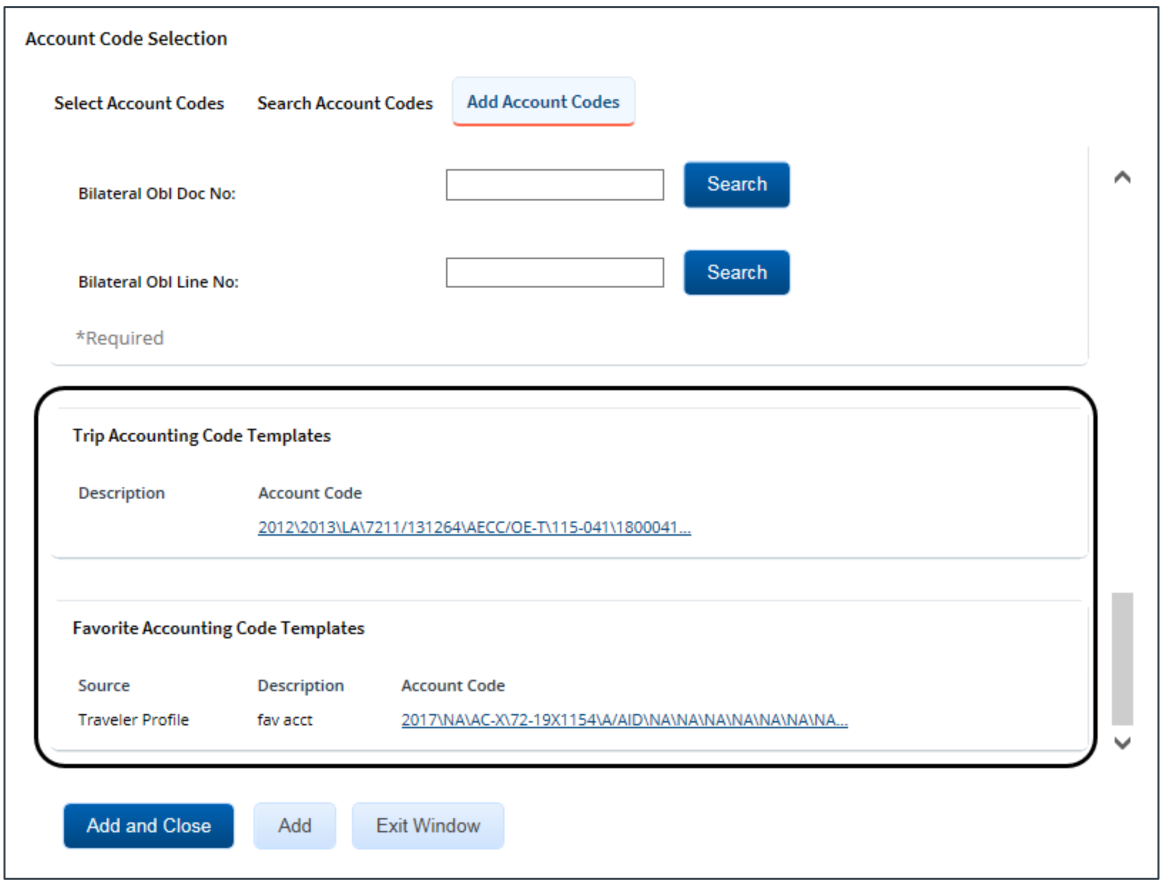


Figure 63: Account Code Selection — Accounting Code Templates

10.4 *Add Favorite Account Codes*

Use the Account Code Selection window while assigning account codes to a trip, advance, or local travel claim to add account codes to a Favorites list. These favorites are then readily available when you create your travel authorization. If a code is not added as a favorite, you have to search for it each time you want to use it.

***TIP**: The ability to add account codes to a Favorites list is a controlled feature that may not be available to all users. Contact your travel policy manager if you require assistance with account codes.*

Complete the following steps.

1. Click the **Add** link to the right of the account code you want to add to a Favorites list. This displays the Add to Favorites window.

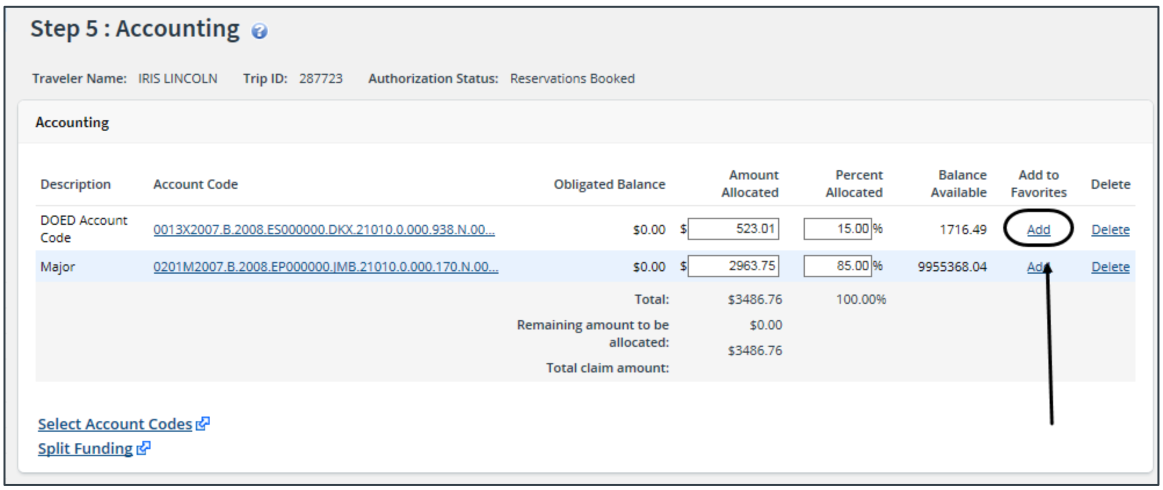


Figure 64: Authorization Accounting — Add link

2. Select the **Local Travel** check box to make the account available as a favorite for local travel claims.
3. Enter a name for the favorite in the **Description** field. Naming a favorite account code can make it easier to determine which account you want to use.
4. Select the level at which you want to share the favorite from the **Save to** drop-down list. (Travel policy limits the choices available to you.

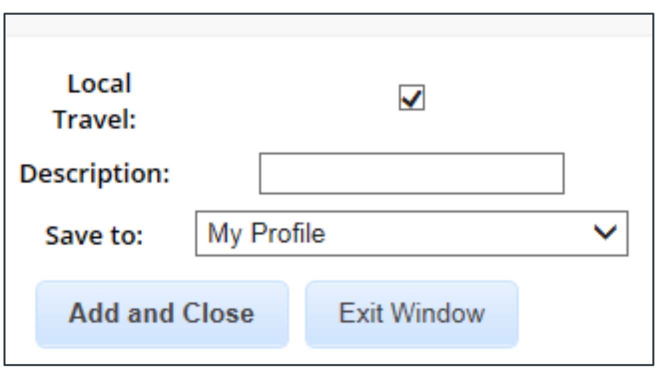


Figure 65: Accounting — Add to Favorites window

5. Click **Add and Close** to add the account code to your favorites and close the window.

10.5 *Using Split Funding (Multiple Account Codes)*

If you select multiple accounts to fund your travel, you can identify which expense types should be funded from each account, or you can choose to fund expenses for a range of days from each account. Splitting funds by expense type is the default action.

TIP*: You cannot split funds by expense type and also by expense date. If you have already split your funds, you will be prompted to confirm your actions if you attempt to change your funding method from expense type to expense date*.

10.5.1 Split Funding by Expense Type

Complete the following steps.

1. Click the **Split Funding** link. This displays the Split Funding window.

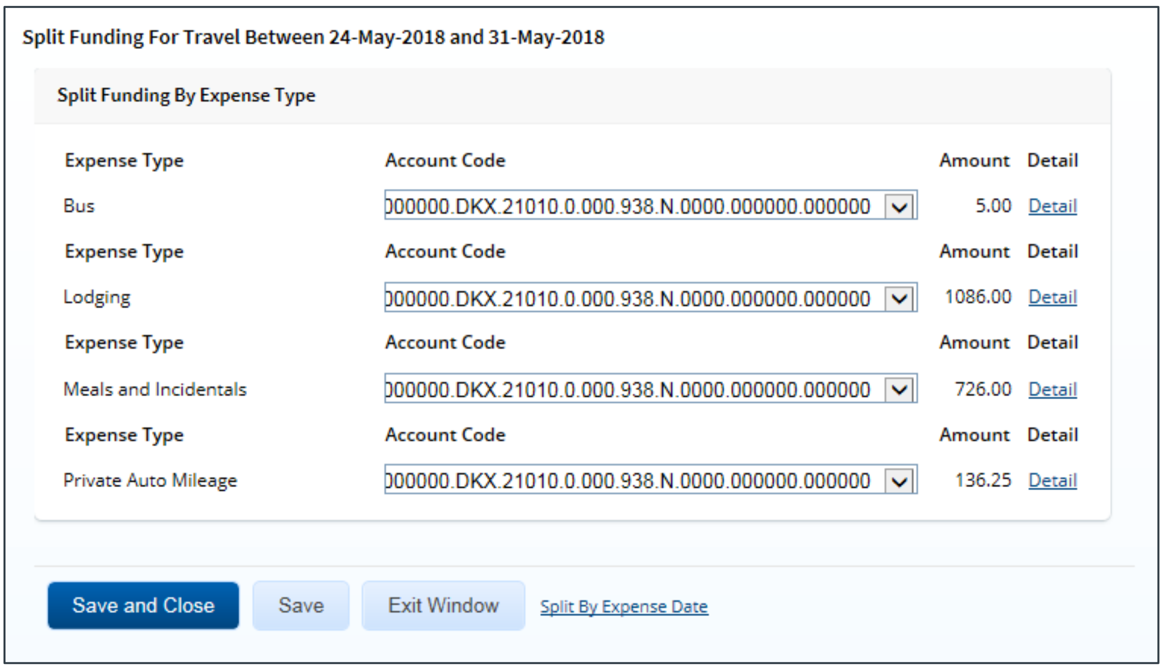


Figure 66: Authorization — Split Funding window

NOTE*: If your agency has method of reimbursement ("Pay To") enabled, clicking the* ***Split Funding*** *link returns the following Split Funding window.*

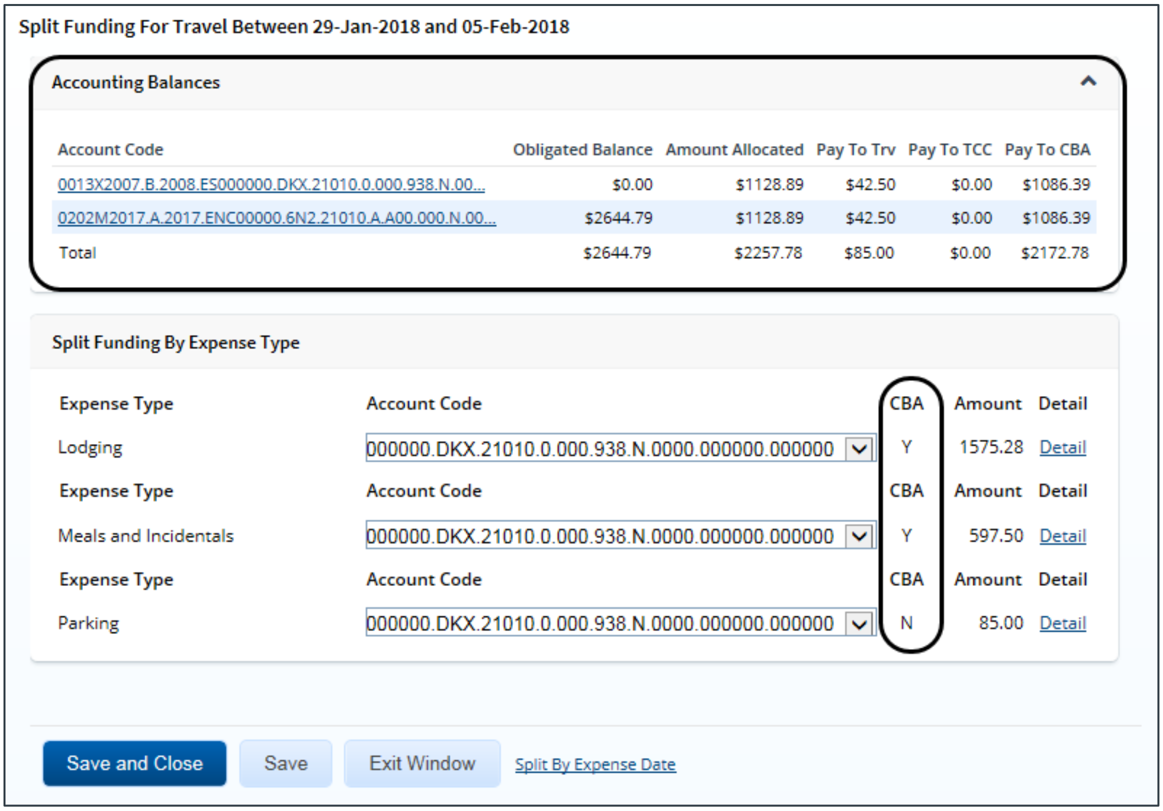


Figure 67: Split Funding — "Pay To" Enabled

2. Select the accounts to fund each type of expense.
   - To fund an expense type from a single account, select the account from the **Account Code** drop-down list.
   - If you want to fund an expense from more than one account, complete the following steps:
     i. Click the **Detail** link for the expense type. This expands the section for that expense type.

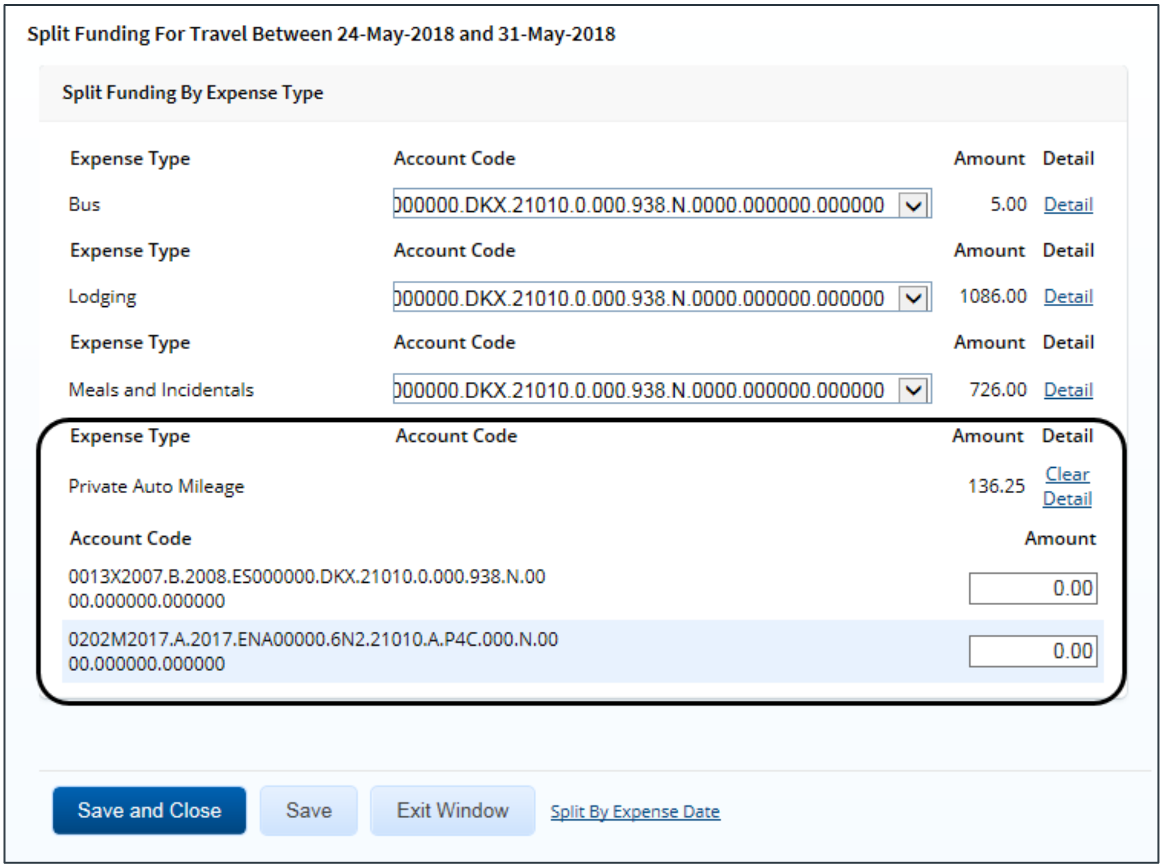


Figure 68: Split Funding — Expense Type Detail

ii. Enter the amount of the expense you want to fund from each account in the corresponding **Amount** field. For lodging or meal expenses, select the account to fund expenses for each day of the trip.

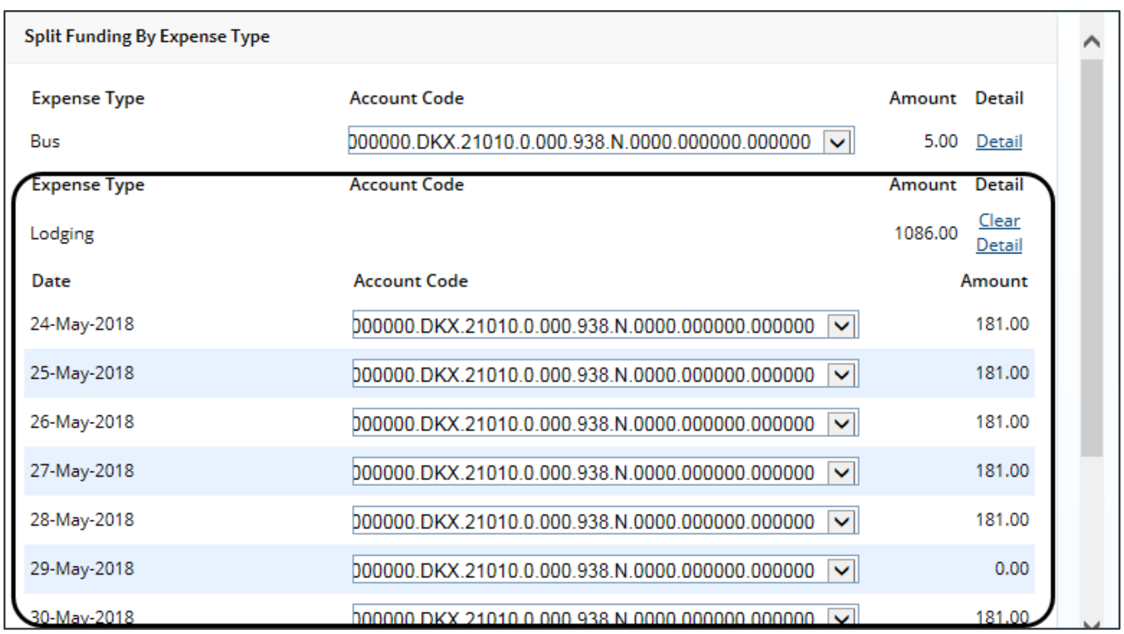


Figure 69: Split Funding — Lodging Expenses Detail

3. Click **Save and Close** to save your selections, close the Split Funding window, and return to the authorization's Accounting page.

10.5.2 Split Funding by Expense Date

Complete the following steps.

1. Click the **Split Funding** link. This displays the Split Funding window.
2. Click the **Split by Expense Date** link. This displays the Split Funding by Expense Date section in the window.

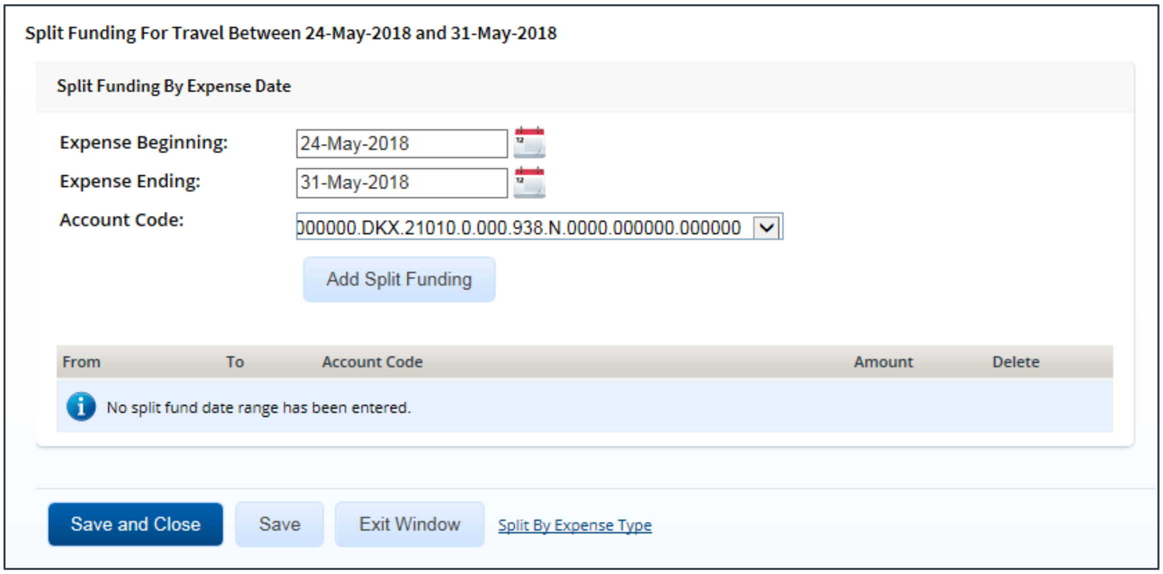


Figure 70: Split Funding — Split Funding by Expense Date

3. Select the date range for the funding. Expenses within this date range will be funded from the selected account.
   - **Expense Beginning** – Enter the beginning date of the range (formatted DD-MMM-YYYY) in the field, or click the calendar icon to select a date from the drop-down calendar.
   - **Expense Ending** – Enter the ending date of the range in the field, or click the calendar icon to select a date from the drop-down calendar.
4. Select the account to use for funding from the **Account Code** drop-down list.
5. Click **Add Split Funding**. The details for the established date range displays in the data grid below the button.

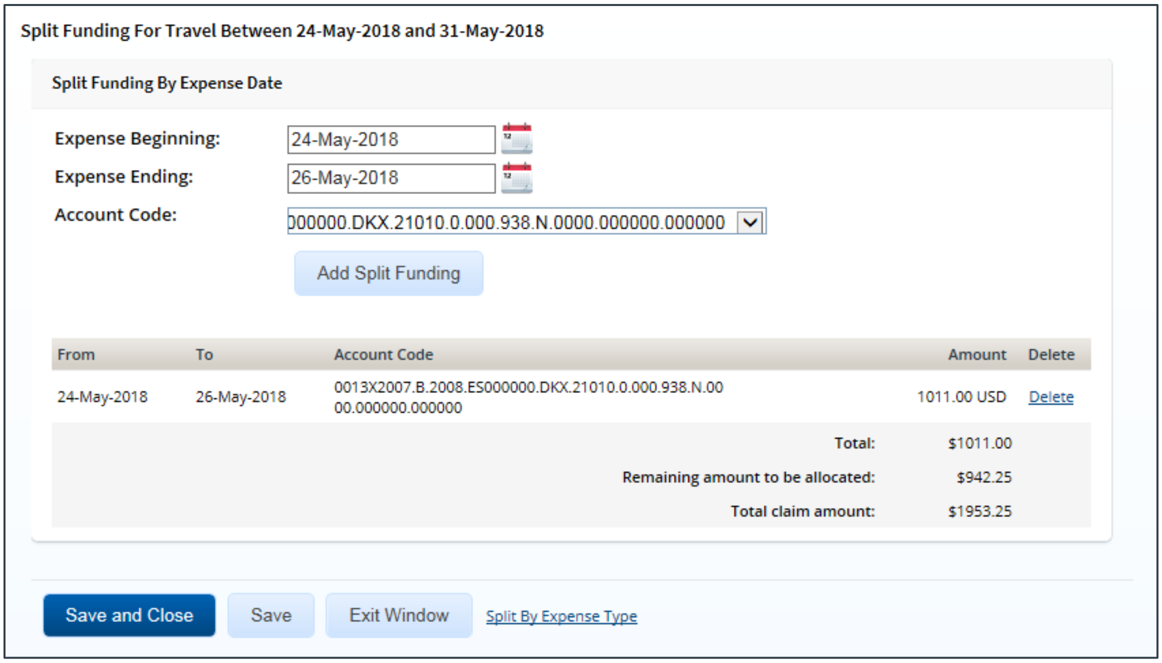


Figure 71: Split Funding — Expense Date Funding Selections

6. Repeat steps 3–5 until you have funded all of your estimated expenses.
7. Click **Save and Close** to save your selections, close the Split Funding window, and return to the authorization's Accounting page.

11 Completing the Travel Policy Step

The authorization's Travel Policy page displays information about your trip that may be outside of your group's travel policy. It also displays contracted fare information for any city pairs that exist for your trip. The following sections may be included on the page:

- Travel Policy Justifications
- Travel Policy Warnings
- City Pair Information

Complete the following steps.

1. Review each section and make selections, if required.
2. Click **Save and Next Step** to continue. If no selections are required, click **Next Step**.

11.1 Selecting Travel Policy Justifications

The Travel Policy Justifications section lists reservation items that require further explanation.

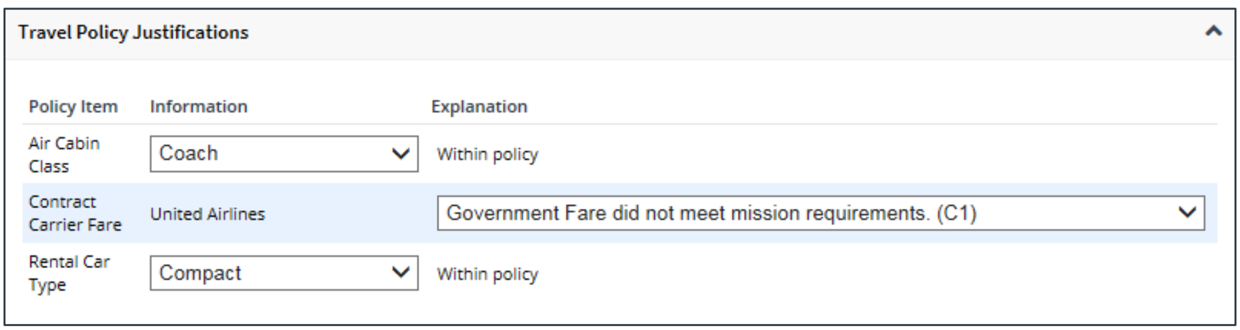


Figure 72: Authorization Travel Policy — Travel Policy Justifications

Complete the following steps.

1. Review the entries in the Policy Item, Information, and Explanation columns. If the authorization has an associated reservation, the information and explanations may reflect selections you made during the booking process.
2. Select the appropriate information and explanations from the corresponding drop-down lists.

   TIP*: Selections are required if the policy item is displayed.*

11.1.1 Air Cabin Class

A justification is required if the authorization includes an Airfare expense but no associated reservation.

11.1.1.1 Information

Select one of the following options from the **Information** drop-down list to indicate the booked cabin class.

- Business class
- Coach
- First class
- Premium Economy

11.1.1.2 *Explanation*

When you select *Coach* from the **Information** drop-down list, the **Explanation** field displays *Within policy* and no alternate explanation may be selected. If you select anything other than *Coach*, however, select one of the following options from the **Explanation** drop-down list to explain your selection.

- **Business class: Accommodate Special Need (B1)** — Select this option if you booked business class due to an agency-certified medical disability or other special need.
- **Business class: Except Security Circumstances (B2)** — Select this option if you booked business class because your agency has determined that exceptional security circumstances exist.
- **Business class: Inadequate Health Standard Or Sanitation (B3)** — Select this option if you booked business class because coach class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards.
- **Business class: Only Business Fare For City Pair (B4)** — Select this option if you booked business class because no coach class accommodations were provided for regularly scheduled flights between your origin and destination points.
- **Business class: Costs Paid From Non Gvt Source (B5)** — Select this option if you booked business class because your transportation costs are paid in full through agency acceptance of payment from a non-federal source.
- **Business class: Org/Dest Is Oconus (B6)** — Select this option if you booked business class because your origin and/or destination are/is OCONUS and the scheduled flight time (including stopovers and change of planes) exceeds 14 hours.
- **Business class: Overall Cost Savings (B7)** — Select this option if you booked business class because your selection will result in an overall cost savings to the government by avoiding additional subsistence costs, overtime, or lost productive time.
- **Business class: No Timely Space In Coach (B8)** — Select this option if you booked business class because no space was available in coach class accommodations in time to accomplish your mission, which is urgent and cannot be postponed.
- **Business class: Required For Agency Mission (B9)** — Select this option if a business class selection was required because of agency mission, consistent with your agency's internal procedures.
- **First class: No Other Class Available W/In 24 Hrs (F1)** — Select this option if you booked first class because no coach class accommodations were reasonably available (within 24 hours of your proposed departure or arrival).
- **First class: Medical Disability Or Special Need (F2)** — Select this option if you booked first class because you have an agency-certified medical disability or special need.
- **First class: Excptnl Security Required (F3)** — Select this option if you booked first class because your agency has determined that exceptional security circumstances exist.
- **First class: Required for Agency Mission (F4)** — Select this option if a first-class selection was required because of agency mission, consistent with your agency's internal procedures.
- **Premium Economy: Approved Seating Upgrade (P1)** — Select this option if travelers in your agency are authorized to use an airline's "other-than-coach" class of service that is not considered first or business class, in accordance with the agency's internal policies and procedures.

11.1.2 Contract Carrier Fare

A justification is required if the selected air reservation was not a contracted fare (i.e., not YCA or –CA).

11.1.2.1 Information

The **Information** field displays the name of the carrier.

11.1.2.2 Explanation

The **Explanation** field defaults to the explanation selection when the reservation was booked, but you can select a different option, if necessary, from the drop-down list.

- **Contract fare used or no contract fare exists (C0)** — Select this option if a contract fare was used for your reservation or if no contract fare exists for the city-pair market.
- **Contract fare will not meet mission (C1)** — Select this option if space on a scheduled contract flight was not available in time to accomplish the purpose of travel.
- **Use of contract fare incurs unnecessary lodging (C2)** — Select this option if the use of contract service would require you to incur unnecessary overnight lodging costs, which would increase the total cost of the trip.
- **CP schedule conflicts with agency policies (C3)** — Select this option if the contract carrier's flight schedule was inconsistent with the explicit policies of individual federal departments and agencies (where applicable) to schedule travel during normal working hours.
- **Non-contract carrier offers lower public fare (C4)** — Select this option if a non-contract carrier offers a lower fare to the general public that, when used, will result in a lower total trip cost to the government.

11.1.3 Fly America Act

A justification is required if your airline reservation was not booked with a U.S. flag air carrier (i.e., the selected airline does not comply with the Fly America Act).

11.1.3.1 Information

The **Information** field displays the name of the carrier.

11.1.3.2 Explanation

Select one of the following options from the **Explanation** drop-down list to explain your selection.

- **Use of foreign air deemed necessity (R1)** — Select this option if the use of a foreign air carrier was determined to be a matter of necessity, in accordance with section 301-10.138 of the FTR.
- **Flight provided under approved. DOT agreement (R2)** — Select this option if your booked flight is provided under a bilateral or multilateral air transportation agreement to which the United States government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
- **DOS/USIA/USIDCA/ACDA traveler, outs. US (R3)** — Select this option if you are an officer or employee of the Department of State, United States Information Agency, United States International Development Cooperation Agency, or the Arms Control Disarmament Agency; your travel is paid with funds appropriated to one of these agencies; and your travel is between two locations outside the United States.

- **Foreign air used to/from nearest interchange (R4)** — Select this option if no U.S. flag air carrier provided service on a particular leg of your route, so a foreign air carrier service was selected to travel to or from the nearest interchange point to connect with a U.S. flag air carrier service.
- **US carrier routes traveler on foreign carrier (R5)** — Select this option if a U.S. flag air carrier involuntarily rerouted your travel on a foreign air carrier.
- **Foreign flight 3 hrs or less, US carrier doubles hrs (R6)** — Select this option if service on the foreign air carrier is three hours or less, while the use of a U.S. flag air carrier would at least double your en route travel time.
- **Transportation costs reimbursed by 3rd party (R7)** — Select this option if the costs of your transportation will be reimbursed in full by a third party.
- **Int. Travel – US carrier extends travel by 24 hrs (R8)** — Select this option if the use of a U.S. flag air carrier service for international travel would extend your travel time, including delay at origin, by 24 hours or more.
- **No US air nonstop service, US service extends travel (R9)** — Select this option if a U.S. flag air carrier does not offer non-stop or direct service between your origin and destination, and use of a U.S. flag air carrier would extend your travel time by at least six hours or more.
- **US intrnl air available but extends travel time (R10)** — Select this option for travel solely outside the United States if use of a U.S. flag air carrier would extend your travel time by six hours or more.

11.1.4 Hotel Booking

A justification is required if your trip exceeds 12 hours in length and includes booked lodging expenses, but the reservation does not include a hotel or no reservation exists.

11.1.4.1 Information

The **Information** field defaults to the phrase *No Reservation* and is disabled.

11.1.4.2 Explanation

Select one of the following options from the **Explanation** drop-down list to explain your lack of a hotel reservation.

- **No response (HC0)** — Select this option to provide no response as justification.
- **No hotel booking – hotel not required (HC1)** — Select this option if you are using unconventional lodging for your trip and a hotel was not required.
- **Hotel booked directly or via other means (HC2)** — Select this option if your lodging was directly booked as part of your meeting or conference attendance.
- **Booked through TMC (HC3)** — Select this option if you booked a policy-compliant hotel through your approved TMC.
- **Remote location (HC4)** — Select this option if you are traveling to a remote CONUS or foreign destination and lodging could not be booked via E2 or your TMC. Enter the rate, hotel name, and an explanation as a remark on the authorization.
- **Booked directly (HC5)** — Select this option if your lodging was booked directly with the hotel, outside of E2 or your TMC. Enter the rate, hotel name, and an explanation as a remark on the authorization.

11.1.5 Hotel Rate Over Per Diem

A justification is required if your hotel reservation includes one or more nights booked above the per diem rate.

***NOTE**: Refer to the Travel Policy Warnings section for more information on this issue.*

11.1.5.1 Explanation

Select one of the following options from the **Explanation** drop-down list to justify your booking.

- **No response (HR0)** — Select this option to provide no response as justification.
- **Lowest rate for authorized room type (HR1)** — Select this option if you booked the lowest rate for the authorized room type.
- **Lower rate booked with non-preferred vendor (HR2)** — Select this option is booking a lower rate would have required utilizing a non-preferred vendor.
- **Higher rate booked – room sharing (HR3)** — Select this option if the higher rate was booked because you will be sharing the room.
- **Higher rate booked – lowest cost room type sold out (HR4)** — Select this option if the higher rate was booked because the room type with the lowest cost was sold out.
- **Higher rate booked – no props avail within per diem (HR5)** — Select this option if the higher rate was booked because there were no properties available with rooms at the per diem rate.
- **Higher rate booked – declined preferred room type (HR6)** — Select this option if the higher rate was booked because you declined the preferred room type.
- **Higher rate booked – declined lower cost alternatives (HR7)** — Select this option if the higher rate was booked because you declined all lower cost alternatives.

11.1.6 Lowest Logical Airfare

A justification is required if commercial air was selected as the mode of transportation for at least one segment of the trip, and the booked amount exceeds the lowest logical airfare.

***NOTE**: Refer to the Travel Policy Warnings and City Pair Information sections for more information on this issue.*

11.1.6.1 Explanation

Select one of the following options from the **Explanation** drop-down list to explain your selection.

- **No response (AF0)** — Select this option to provide no response as justification.
- **Change/Cancellation Penalties (AF1)** — Select this option if the higher airfare was booked because of the change/cancellation penalties associated with the lowest logical airfare.
- **Additional costs offset savings (AF2)** — Select this option if the higher airfare will result in an overall cost savings by avoiding additional subsistence costs that may have been incurred as a result of booking the lowest logical airfare.
- **LLA schedule conflicts with mission schedule (AF3)** — Select this option if the higher airfare was booked because the schedule of the lowest logical airfare conflicts with your mission schedule.
- **No assignable seats on the LLA carrier (AF4)** — Select this option if the higher airfare was booked because no assignable seats were available on the LLA carrier.

- **LLA schedule excessively prolongs travel (AF5)** — Select this option if the higher airfare was booked because the schedule of the lowest logical airfare would overly extend your travel time.
- **LLA carrier does not offer flight during work hours (AF6)** — Select this option if the higher airfare was booked because the LLA carrier does not offer any flights during working hours.

11.1.7 Rail Cabin Class

A justification is required if the authorization includes a Rail expense but no associated reservation.

11.1.7.1 Information

Select one of the following options from the **Information** drop-down list to indicate the booked cabin class.

- Business class
- Coach
- First class

11.1.7.2 Explanation

When you select *Coach* from the **Information** drop-down list, the **Explanation** field displays *Within policy* and no alternate explanation may be selected. If you select anything other than *Coach*, however, select one of the following options from the **Explanation** drop-down list to explain your selection.

NOTE*: The explanations are the same for both business and first class*.

- **Coach class accommodations not available. (T1)** — Select this option if you booked business or first class because no coach class service was available within 24 hours of travel.
- **Traveler has disability or special need. (T2)** — Select this option if you booked business or first class due to an agency-certified medical disability or special need.
- **Exceptional security circumstances exist. (T3)** — Select this option if you booked business or first class because your agency has determined that exceptional security circumstances exist.
- **Foreign rail coach class inadequate for health. (T4)** — Select this option if you booked business or first class because coach class for the foreign rail service does not meet health standards.
- **Required because of agency mission. (T5)** — Select this option if a business or first-class booking was required for your mission, consistent with your agency's internal procedures.
- **Acela/Extra Fare Train: Federal agency determined fare is advantageous to the government. (T6)** — Select this option if you booked business or first class because your federal agency deemed it advantageous to the government.
- **Acela/Extra Fare Train: Exceptional security circumstances exist. (T7)** — Select this option if you booked business or first class because your agency has determined that exceptional security circumstances exist.

11.1.8 Rental Car Booking

A justification is required if your trip includes a Rental Car expense, but the reservation does not include a rental car or no reservation exists.

11.1.8.1 Information

The **Information** field defaults to *No Reservation* and is disabled.

11.1.8.2 Explanation

Select one of the following options from the **Explanation** drop-down list to explain your lack of a rental car booking.

- **No response (CC0)** — Select this option to provide no response as justification.
- **No car booking – car not required (CC1)** — Select this option if there is no car reservation because a rental car is not required.
- **No car booking – sold out (CC2)** — Select this option if there is no car reservation because the company was sold out.
- **Car booked directly or via other means (CC3)** — Select this option if there is no car reservation because the rental car was booked directly with the company, outside of E2 and your TMC.

11.1.9 Rental Car Type

A justification is required if the authorization includes a Rental Car expense.

11.1.9.1 Information

Select one of the following options from the **Information** drop-down list to indicate the size of your booked rental car.

- Mini
- Economy
- Compact
- Intermediate
- Standard
- Full size
- Premium
- Luxury
- SUV
- Passenger van
- Other

11.1.9.2 Explanation

If your selected car type is within your agency's travel policy, the **Explanation** field displays *Within policy* and no alternate explanation may be selected. If you selected a car type, however, that is out of policy, select one of the following options from the drop-down list to explain your selection.

- **Medical disability or other special need (CE1)** — Select this option if you booked an out-of-policy car due to an agency-certified medical disability or special need.
- **Agency Mission (CE2)** — Select this option if an out-of-policy car was required for your mission, consistent with your agency's internal procedures.

- **Cost is less than or equal to in policy car (CE3)** — Select this option if you booked an out-of-policy car because the cost was less than or equal to that of an in-policy car.
- **Multiple employees (CE4)** — Select this option if you booked an out-of-policy car because an in-policy vehicle would not accommodate the transportation of multiple employees.
- **Large amount of Government material (CE5)** — Select this option if you booked an out-of-policy car because an in-policy vehicle could not accommodate the transportation of large amounts of government material.
- **Safety (severe weather, rough terrain) (CE6)** — Select this option if you booked an out-of-policy car out of a concern for safety at your destination.
- **No Compact car available (CE7)** — Select this option if you booked an out-of-policy car because no compact car was available.

11.1.9.3 Explanation: Lowest Compact Car (LCC)

If the Lowest Compact Car (LCC) feature is enabled for your agency, and you selected an out-of-policy car from the **Information** drop-down list, select one of the options listed above to justify your selection. If, however, you selected an in-policy car (e.g., Compact) from the **Information** drop-down list, select one of the following options from the **Explanation** drop-down list to explain your selection.

***NOTE**: Refer to the Travel Policy Warnings section for more information on this issue*.

- **Car within Policy (CE0)** — Select this option to indicate the selected car is within policy.
- **Other than least expensive compact for agency mission (CE8)** — Select this option to indicate that while you selected an in-policy car, it was not the least expensive compact car, based on the needs of your mission.

11.2 Review Travel Policy Warnings

The Travel Policy Warnings section displays other items that may deviate from standard policy, including hotels booked over the per diem rate, the actual reimbursement type selected for lodging or M&IE, and official days off during the trip. This section also displays the lowest logical airfare available to you at the time you booked your travel, as well as the actual booked airfare.

This section is for review only, and no action is required.

Travel Policy Warnings

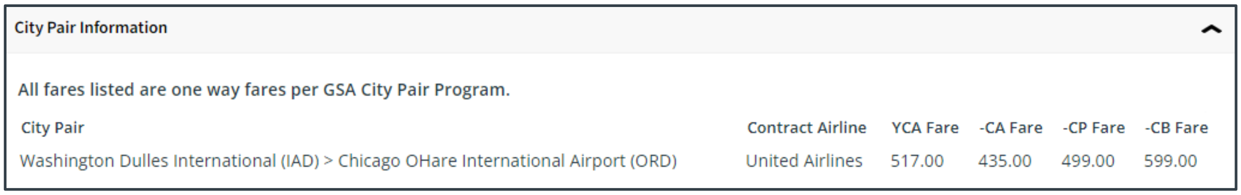
Policy Item	Information
Lowest Logical Airfare	**Standard Confirmation Number:** EFZRGM, **LLA:** 915.11, **Booked Airfare:** 1165.11
Lowest Compact Car	**Confirmation Number:** EFZRGM, **LCC:** Not Available, **Booked Rental Car:** 376.30

Figure 73: Authorization Travel Policy — Travel Policy Warnings

11.3 Review City Pair Information

The City Pair Information section displays contracted fares for trip sites, including all combinations for metro-related city pairs. All listed fares are one-way fares.

This section is for review only, and no action is required.



City Pair Information

All fares listed are one way fares per GSA City Pair Program.

City Pair	Contract Airline	YCA Fare	-CA Fare	-CP Fare	-CB Fare
Washington Dulles International (IAD) > Chicago OHare International Airport (ORD)	United Airlines	517.00	435.00	499.00	599.00

Figure 74: Authorization Travel Policy — City Pair Information

12 Completing the Summary Step

The Summary page displays you travel authorization information. By default, all sections are expanded.

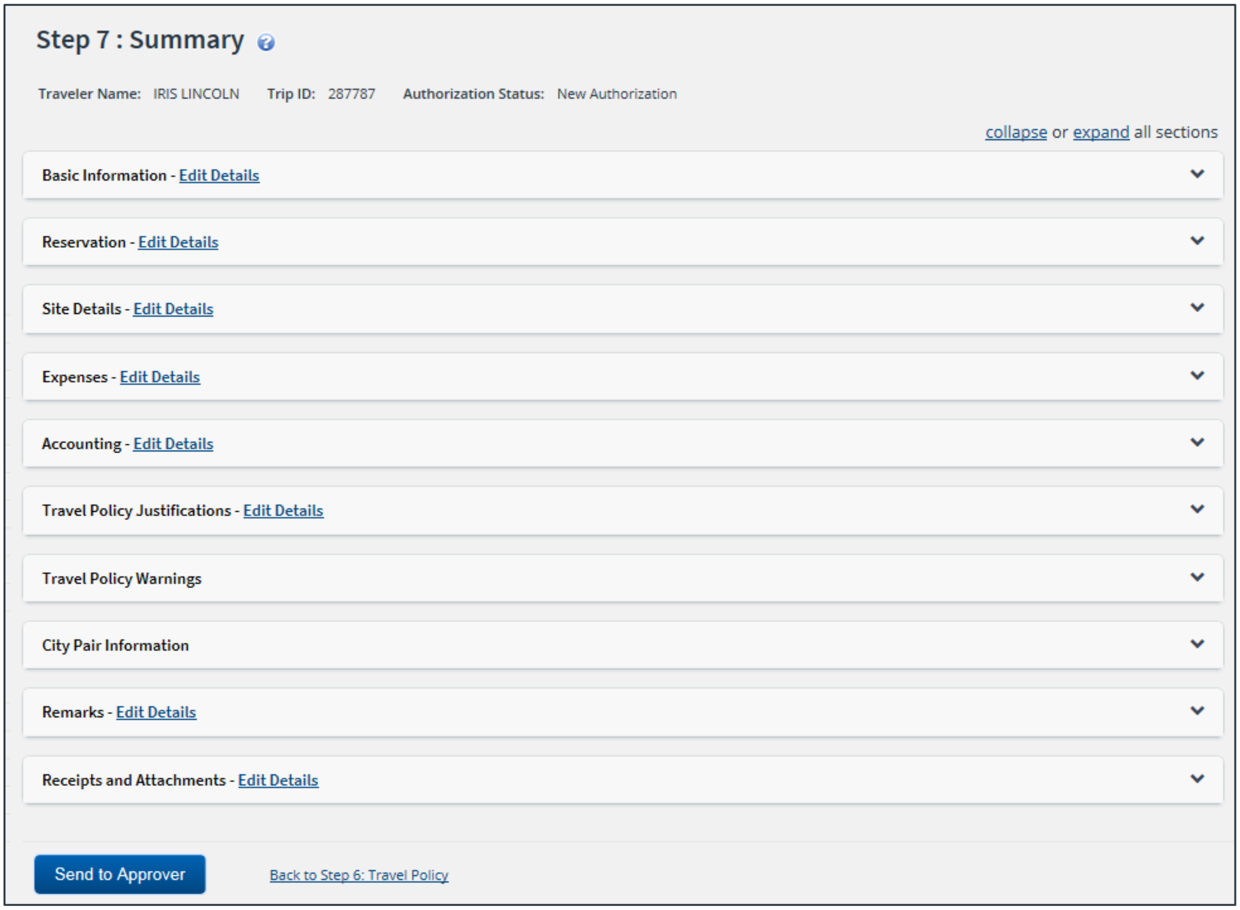


Figure 75: Authorization — Summary page

Complete the following steps.

1. Review each section on the Summary page. Click the **Edit Details** link within a section header to return to that step in the workflow process to make changes.

   TIP*: Since the Travel Policy Warnings and City Pair Information sections are informational only, they do not include an* ***Edit Details*** *link within their section headers. If you want to return to the Travel Policy step, click the* ***Edit Details*** *link in the Travel Policy Justifications header.*

2. Click **Send to Approver**. This displays a Confirm Action window.

   NOTE*: If E2 detects a problem, an error message displays at the top of the Summary page. If necessary, return to the referenced workflow step, correct the problem, and then try clicking* ***Send to Approver*** *again.*

3. Click **Confirm**.

13 Other Actions Available While Creating an Authorization

The Other Actions section on the left side of E2 provides links to actions that are commonly performed while creating an authorization, including:

- Adding an advance
- Viewing advance details
- Adding a non-federal sponsor for the trip
- Adding trip days as leave
- Attaching documentation
- Viewing a printable authorization
- Printing a compact authorization
- Adding remarks
- Viewing a summary of daily expenses
- Viewing itinerary details
- Viewing trip history
- Viewing routing history
- Viewing the document routing path
- Requesting travel agent assistance
- Emailing your travel agent
- Viewing comparative airfare
- Viewing open or group authorization details

13.1 Add an Advance

You can request travel advances if they are allowed. (Travel advances are a controlled feature and may not be available to all users.) When you add an advance, the Advances and Advance Accounting steps are added to the authorization's workflow.

Complete the following steps to request a travel advance for the trip.

1. Click the **Add Advance** link in the Other Actions section. This adds the Advances step to the authorization workflow and takes you to that page.

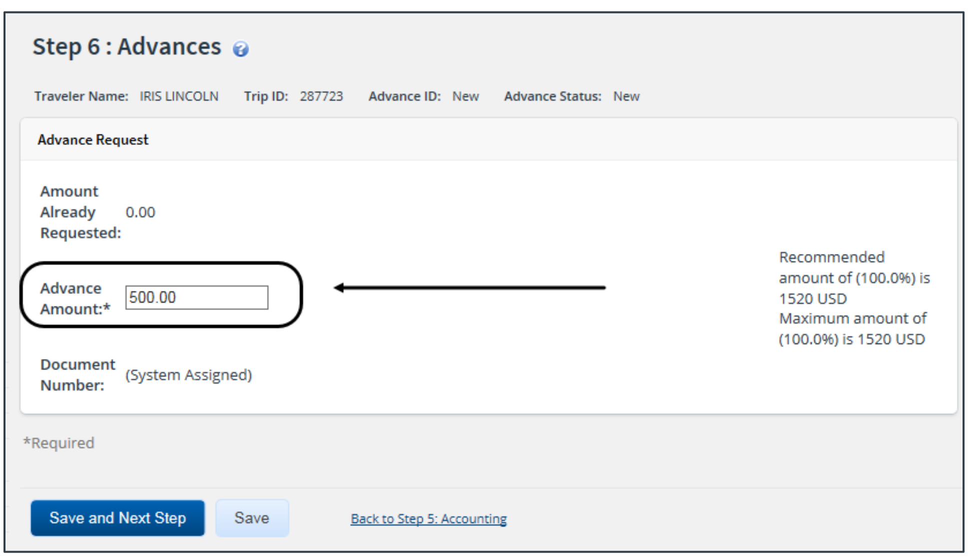


Figure 76: Authorization — Advances page

2. Enter the amount you want to request in the **Advance Amount** field. The system displays the recommended and maximum amounts you can request.
   - If you are allowed to retain advances, the amount of advances currently retained displays in the **Retained Advance Amount** field. This feature allows you to retain an advance that you were unable to liquidate, and liquidate the retained amount on a future trip.
   - If you are allowed to receive advances in a foreign currency, enter the advance amount in the currency you will select from the **Payment Options** drop-down list.
3. If you have multiple payment options established in your user profile, select the payment option to use for the advance from the **Payment Options** drop-down list.

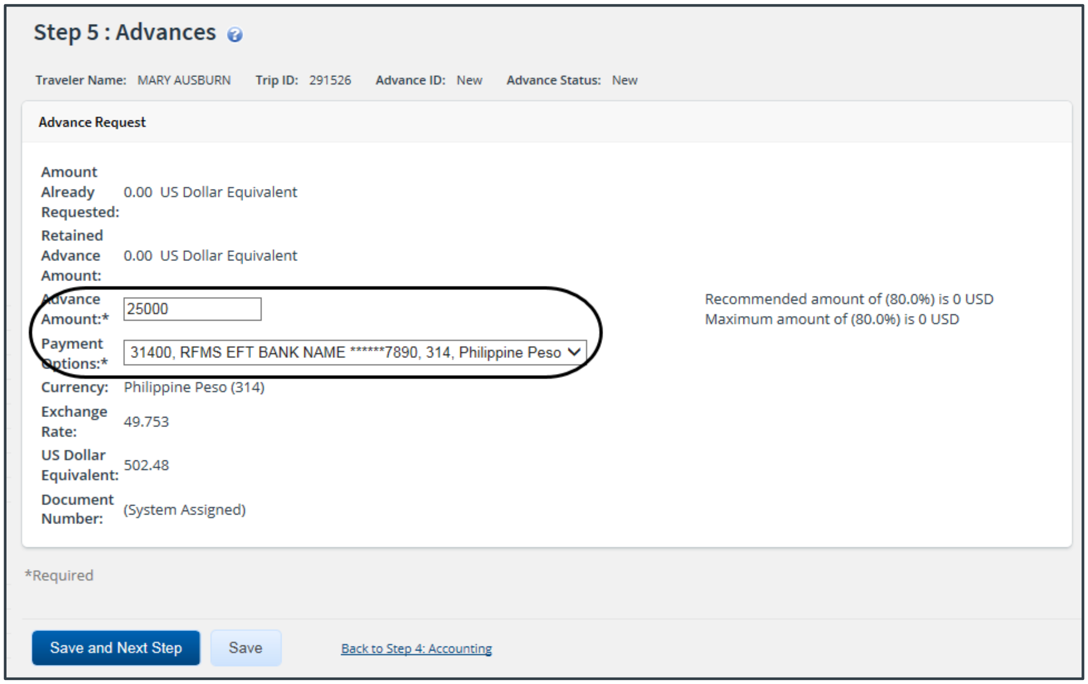


Figure 77: Authorization Advances — Foreign Currency Payment

4. Click **Save and Next Step** to move to the Advance Accounting step. The Advance Accounting page displays.

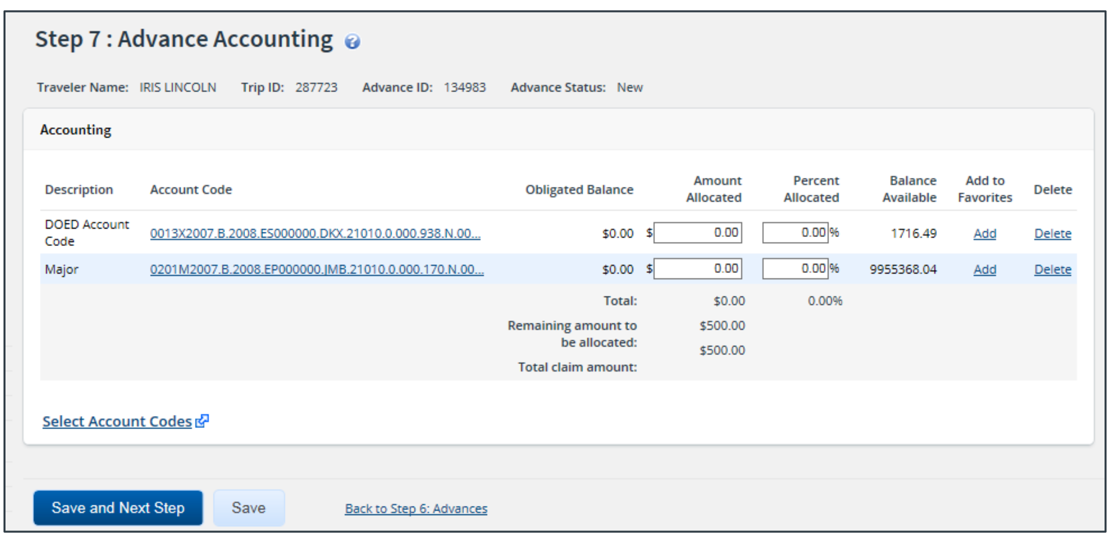


Figure 78: Authorization — Advance Accounting page

5. Select the account codes you want to use to fund the advance. You can:
    - Use the accounts selected to fund the authorization's estimated expenses.
        - If there is only one account listed, E2 defaults the entire advance amount to that account.
        - If there are multiple accounts listed, enter the amount or percent to allocate to each account in the **Amount Allocated** or **Percent Allocated** fields. You cannot continue until the combined total for both fields is *100%*.
    - Select other accounts to fund your advance. Click the **Select Account Codes** link to call the [Account Code Selection window](), which allows you to select the advance funding.
    - Remove any accounts you do not want to use from the list. Click the **Delete** link to the right of each unnecessary account line.

    TIP*: If you added the advance after you selected accounts to fund the authorization's estimated expenses, these codes appear in the list by default.*

6. Click **Save and Next Step** to continue.

13.2 View Advance Details

The View Advance Details page displays information about any advances that are associated with your authorization, including:

- Total advance amount
- Advance amount collected outside the system
- Total liquidated amount
- Advance amount remaining to be liquidated

Complete the following steps to review this information.

1. Click the **View Advance Details** link in the Other Actions section. This displays the View Advance Details page.

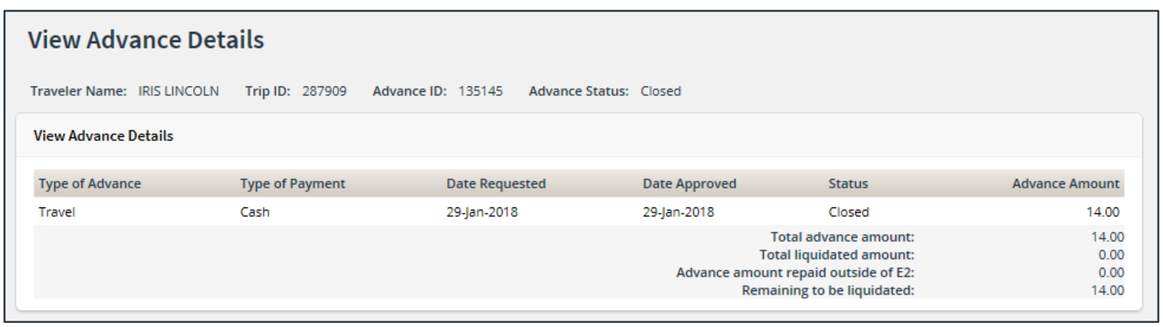
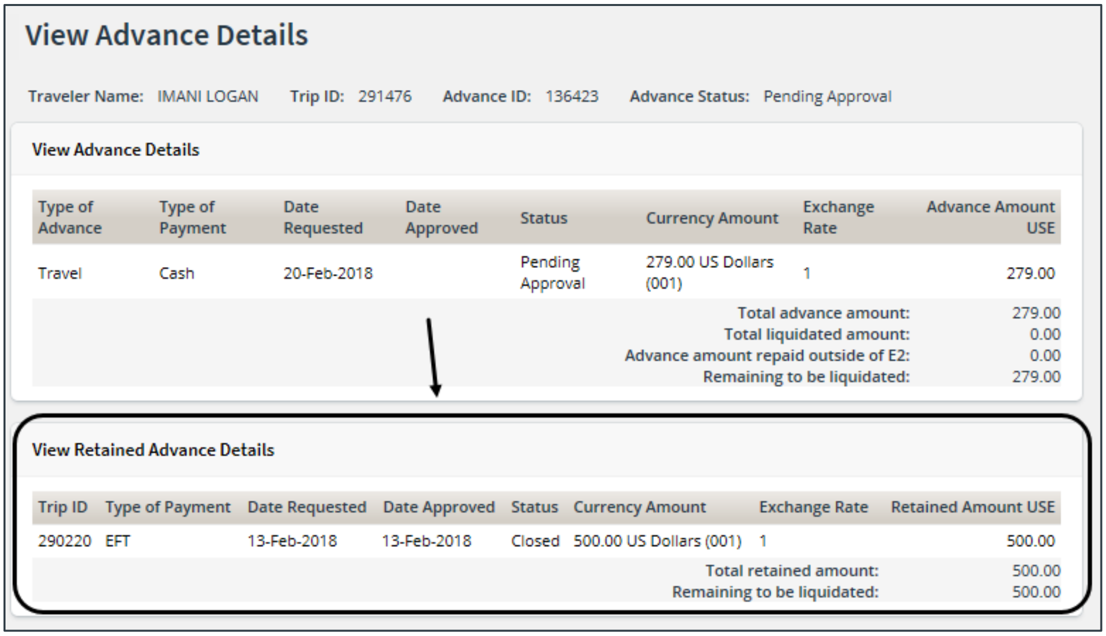


Figure 79: View Advance Details

NOTE*: If you are allowed to retain advances, a View Retained Advance Details section displays below the View Advance Details section, listing all trips with advances that have not been liquidated.*



View Advance Details

Traveler Name: IMANI LOGAN Trip ID: 291476 Advance ID: 136423 Advance Status: Pending Approval

View Advance Details

Type of Advance	Type of Payment	Date Requested	Date Approved	Status	Currency Amount	Exchange Rate	Advance Amount USE
Travel	Cash	20-Feb-2018		Pending Approval	279.00 US Dollars (001)	1	279.00

Total advance amount:	279.00
Total liquidated amount:	0.00
Advance amount repaid outside of E2:	0.00
Remaining to be liquidated:	279.00

View Retained Advance Details

Trip ID	Type of Payment	Date Requested	Date Approved	Status	Currency Amount	Exchange Rate	Retained Amount USE
290220	EFT	13-Feb-2018	13-Feb-2018	Closed	500.00 US Dollars (001)	1	500.00

Total retained amount:	500.00
Remaining to be liquidated:	500.00

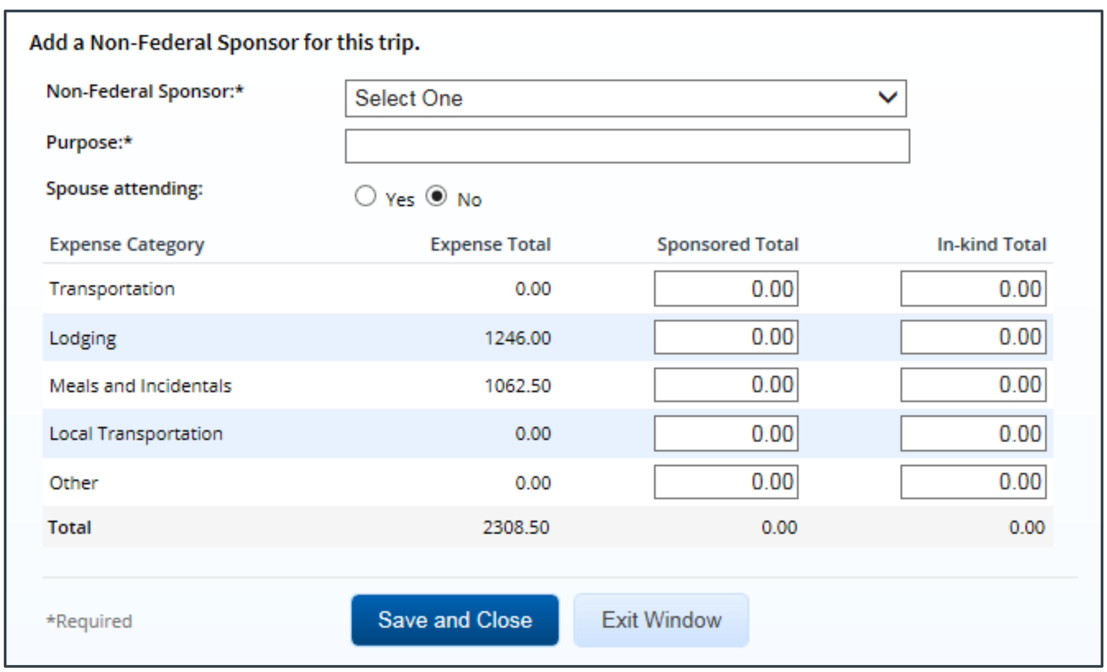
Figure 80: View Advance Details — View Retained Advance Details section

2. Click any other link or tab (if available) to exit this page.

13.3 Add a Non-Federal Sponsor

You can identify expenses that are funded by non-federal sources. Complete the following steps to add a non-federal sponsor to the authorization.

1. Click the **Add Non-Federal Sponsor** link in the Other Actions section. This displays the Add a Non-Federal Sponsor for This Trip window.



Add a Non-Federal Sponsor for this trip.

Non-Federal Sponsor:* Select One

Purpose:*

Spouse attending: Yes No

Expense Category	Expense Total	Sponsored Total	In-kind Total
Transportation	0.00	0.00	0.00
Lodging	1246.00	0.00	0.00
Meals and Incidentals	1062.50	0.00	0.00
Local Transportation	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total	2308.50	0.00	0.00

*Required Save and Close Exit Window

Figure 81: Add a Non-Federal Sponsor for This Trip window

2. Select the sponsor from the **Non-Federal Sponsor** drop-down list.
3. Enter the purpose of the trip in the **Purpose** field.
4. Indicate whether your spouse is attending by selecting one of the **Spouse attending** radio buttons. The **No** button is selected by default.
5. E2 automatically categories the authorization's estimated expenses based on expense group information for your agency. Enter the sponsored and in-kind amounts for each expense category.

   ***TIP**: If you are not sure where your non-federally sponsored expense is categorized, contact your E2 help desk for assistance*.

   - Sponsored expenses are those for which the traveler's agency will be reimbursed separately by the sponsor. These expenses are out-of-pocket expenses for the trip, and, as such, the process to claim reimbursement for these expenses occurs outside of E2. Sponsored amounts, however, cannot exceed the total estimated expenses for the category or for the authorization. For example, if you enter *500* in the **Sponsored Total** field for the Transportation expense category, but the estimated total for that category is only $400, when you click the **Save and Close** button, an error message will prevent you from continuing.
   - In-kind expenses reflect the value of goods or services received from the non-federal sponsor in relation to the trip. For example, if the non-federal sponsor gives you an airline ticket for the trip, the ticket is considered an "in kind" expense. These expenses do not require obligation or reimbursement to the traveler or the agency, but they must be documented for reporting purposes. As they do not impact the expense or line of accounting totals on the authorization, there are no limits placed upon the values entered in the **In-kind Total** fields.

     ***TIP**: In-kind expenses should not be included as estimated expenses on the authorization. Let's say, for example, a sponsor is providing ground transportation to/from a location and the cost is estimated to be $50. The amount/expense should not be added as an estimated expense on the authorization's Expenses page. Instead, $50.00 can be entered in the **In-kind Total** field for the Transportation expense category, and any related information or documentation supporting the in-kind expense can be included via remarks or attachments.*

6. Click **Save and Close** to save your changes and close the window.

13.4 Add Official Leave

Leave is a personal break from official duty while at a temporary duty (TDY) station. Official days off are normal workdays (i.e., non-holiday, non-vacation) during a trip that should not be considered workdays. Selecting days as official days off will update your allowed lodging and meals expenses.

Complete the following steps to record official leave time.

1. Click the **Add Official Leave** link in the Other Actions section. This displays the Official Leave window. Dates and sites listed in the window reflect the information currently saved for the trip.

   ***NOTE**: The **Add Official Leave** link is only available from the Site Details page after site details have been saved. You can also indicate days as leave from the Lodging Expenses or Meals and Incidental Expenses windows, accessed via the Expenses page.*

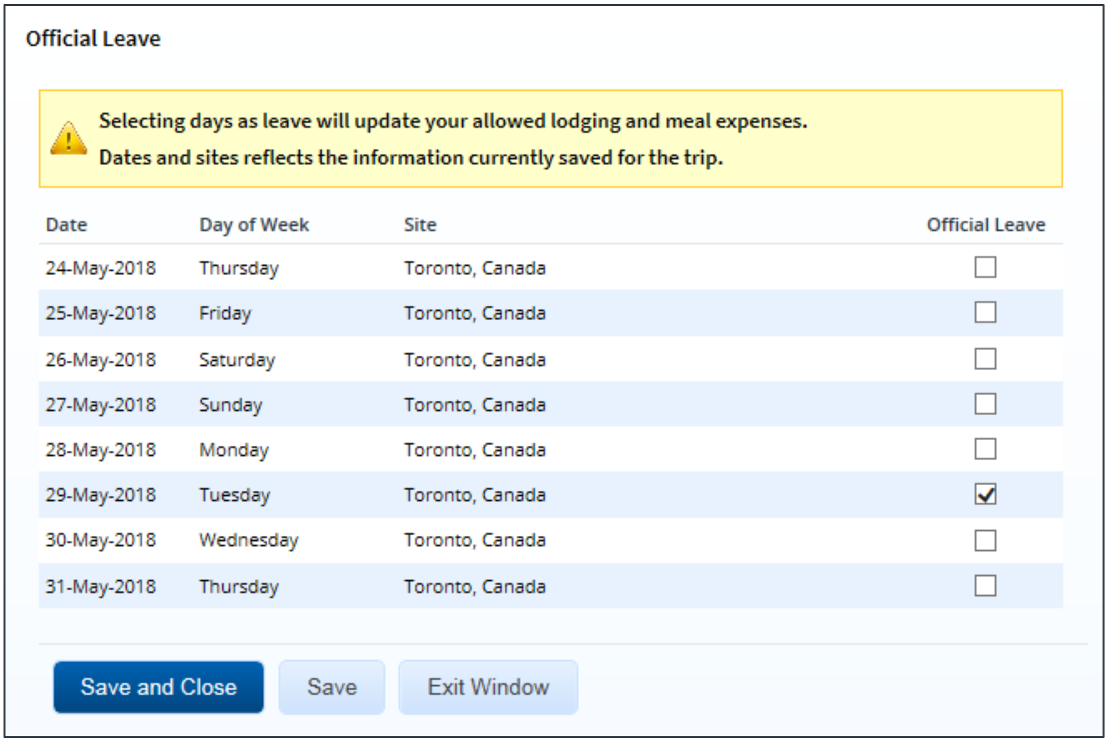


Figure 82: Official Leave window

2. Select the **Official Leave** check box for each day you want to designate as official leave.
3. Click **Save and Close** to save your selections and close the window. Your lodging and meals expenses are updated for the days designated as official leave.

13.5 Attachments

In some cases, you may want to attach supporting documentation to your travel request. For example, some travel policies may require you to complete a comparison of different travel scenarios, and make that comparison available when you submit your authorization for approval.

E2 allows you to upload or fax documents and attach them to your trip. These documents will remain attached to your trip, and can be accessed and viewed by approvers and auditors.

13.5.1 Scanning Tips

If you have a paper document or receipt, you can scan it to create the document you will upload. The following settings and tips will ensure that you can upload the document, as well as view, print, and open it after it is attached to your authorization.

TIP: *You do not need to upload all supporting documents at one time. You can return to your authorization and attach additional documents as needed.*

- Scan documents at a resolution of 100 dots per inch (DPI) or less; 72 DPI is satisfactory.
- Scan receipts in black and white (grayscale) instead of color.
- Keep the file size as small as possible. Keep the number of pages per scanned document to a minimum. Large files take longer to upload, open, and view. The maximum file size is 10 MB.
- Save the scan as a PDF.

- Use meaningful file names, such as *Receipts_4Aug2017* or *MealsParis*. The file name cannot exceed 30 characters in length, including the file extension.

13.5.2 Uploading and Attaching a Document

Complete the following steps.

1. Click the **Attachments** link in the Other Actions section. This displays the Trip-Level Attachments window. The maximum file size and allowed file type information display below the **Add Attachment** link.

   NOTE*: By default, attachments are restricted to PDF files only. Your group may allow multiple file types*.

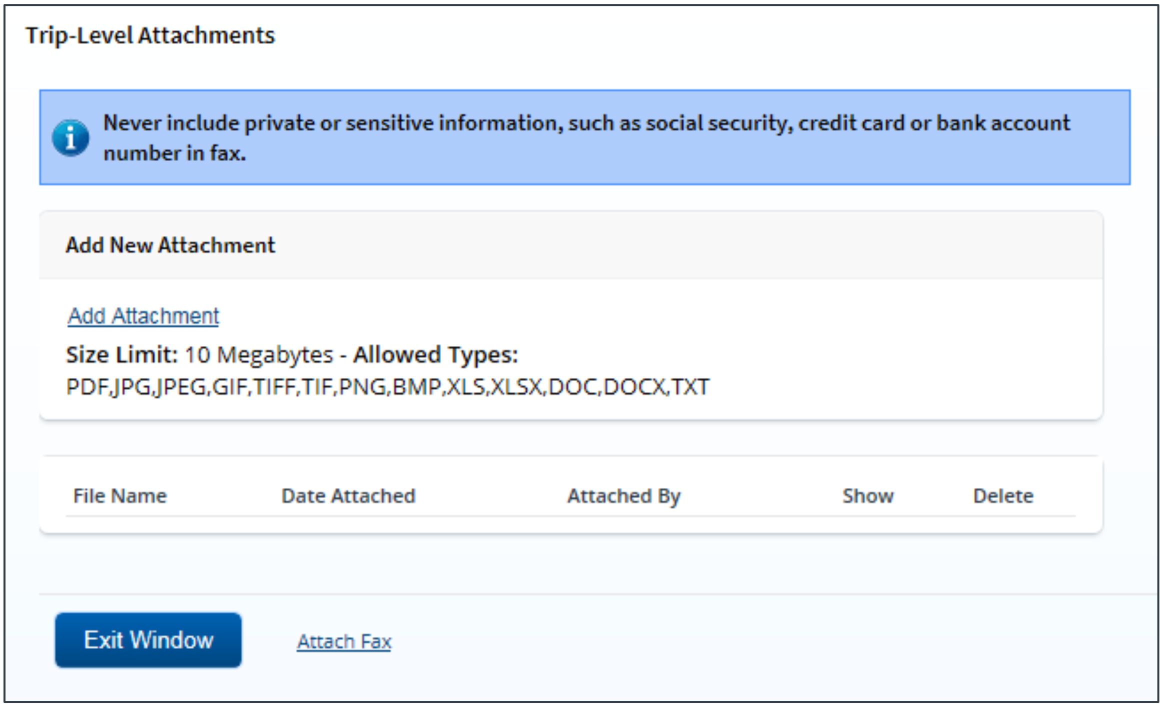


Figure 83: Trip-Level Attachments window

2. Click the **Add Attachment** link. This displays the system Choose File window.
3. Select the PDF file you want to attach to the authorization.
4. Click **Open**. You are returned to the Trip-Level Attachments window with the attached document displayed in the list.

   TIP*: If you attached a file in error, click the* ***Delete*** *link for that file. This line appears for any attachment, other than attachments made by the system, if you can make changes to the authorization. After you submit the authorization for approval, you cannot delete an attachment unless the approver returns the document to you for revision. The approver, however, can delete the attachment for you, if needed.*

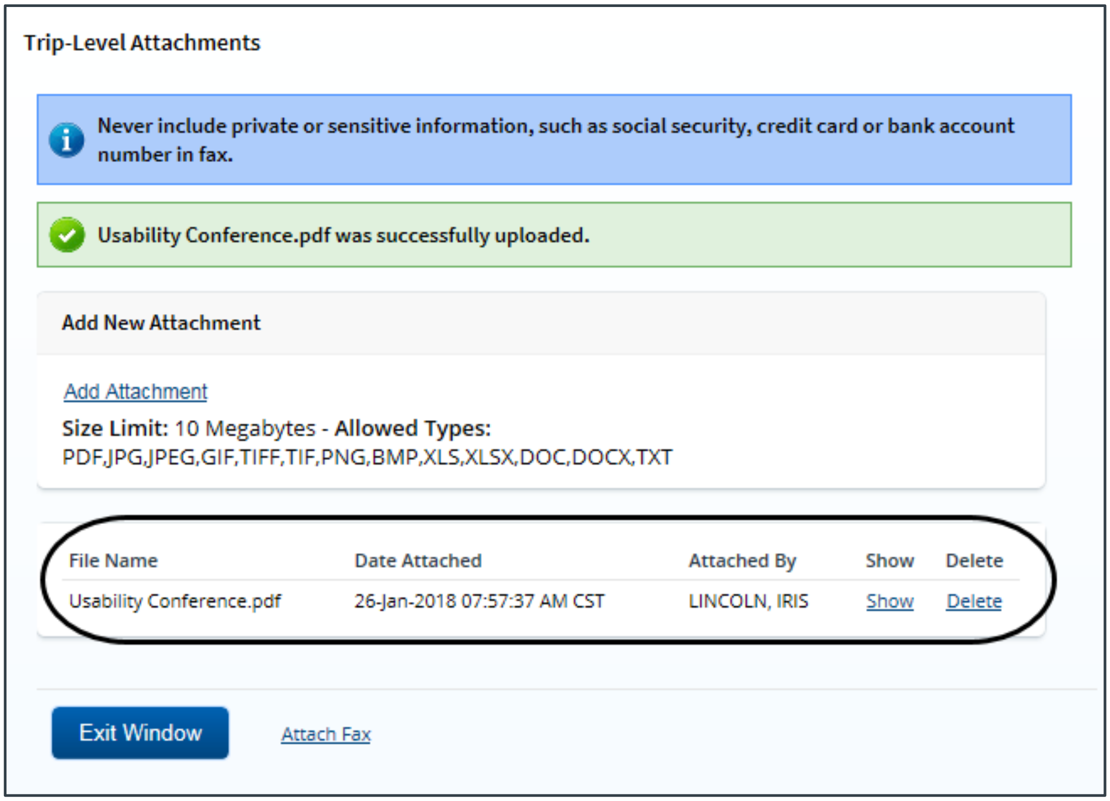


Figure 84: Trip-Level Attachments — Attached Document

5. Click **Exit Window** to close the Trip-Level Attachments window.

13.5.3 Attaching a Document via Fax

Complete the following steps to attach a document to an authorization via fax.

NOTE: *This feature is controlled by travel policy and may not be available*.

1. Click the **Attachments** link in the Other Actions section. This displays the Trip-Level Attachments window.
2. Click the **Attach Fax** link, which opens the Fax Attachment(s) section in the window.

Figure 85: Trip-Level Attachments — Fax Attachment(s)

3. Click the **Print the Fax Cover Page** link. This displays a printable version of the cover sheet.

Print This Page | Close

D-217570

This cover sheet must be the first page faxed with the bar code at the top of the page.

Never include private or sensitive information, such as social security, credit card or bank account number in fax.

Include this cover sheet with the receipts and fax to:
1-877-396-5780

E2 TRAVEL DOCUMENT/EXPENSE REPORTING

Traveler name: SUSAN SANDERS

Trip Id #: 217570

Standard Document #:

Date Submitted: 05-Jun-2015

Number of pages attached: ____ (including cover page)

Figure 86: Fax cover page

4. Click **Print This Page**.
5. Fax the cover page, along with the documents you want to attach to the authorization, to the number shown on your fax cover page. The fax will automatically be added to the list of attached documents within 30 minutes of receipt. Like other attachments, the faxed documents can be viewed from the Trip-Level Attachments window or from the Receipts and Attachments section of the Summary page, via the **Show** link.

13.6 Printable Authorization

Complete the following steps to review the printable authorization.

1. Click the **Printable Authorization** link in the Other Actions section. E2 generates an "on demand" printable version of your authorization, which displays in the Printable Authorization window.
2. Click the **Print** icon ( ) to print the document.

NOTE*: The addition of a subtitle to the printable authorization requires database configuration before it can be enabled. Please contact your program manager for additional information.*

E2 Travel Authorization

Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Travel Order

Wed Dec 02 07:29:25 CST 2020

PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974(P.S. 93-579). The information requested on the form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11609 of July 22, 1971, and 1102 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

Authorization Information

Document Number	Trip Status	Authorization Id	Type of Authorization
JNIN21000003	Authorization Approved	882048	/Trip-by-Trip Authorization
Traveler	**Official Duty Station**	**Title**	**Travel Charge Card**
BARNABY CG BERRY	Chicago, IL		Yes
Mailing Address		**Office Phone**	**Home Phone**
1060 W. Addison St. Chicago, IL 60613 US		2175552222	N/A
Type of Travel	**Travel Purpose**	**Estimated Dates of Travel**	
Mission (Operational)	Pittsfield Site Visit	2020-12-28 thru 2020-12-30	

Authorized Itinerary

Cabin Class

Arrive	Depart	Time	Location	Car	Hotel	Mode	Notes
2020-12-28	2020-12-28	N/A	Chicago, IL	RENTAL	No	CA	
2020-12-28	2020-12-30	N/A	Pittsfield, IL	RENTAL	Yes	CA	Temporary Duty, LDG $96, M & IE $55
2020-12-30	2020-12-30	N/A	Chicago, IL	NONE	No	NONE	

PA-C = Government auto available and committed
PA-NA = Government auto not available
PA-NC = Government auto available and not committed

Authorization Expense Totals

Transport	Lodging	Meals & Incidentals	Car Rental	Local Transport	POV	Misc	Grand Total
0.00	192.00	137.50	0.00	0.00	0.00	20.00	349.50

Authorization Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Auth Amount
Segment Names: Project/Task/Benefitting Organization		0.00	0.00	0.00	0.00
UCGIA14LSP/20TRAIN/11403DECKX		0.00	0.00	349.50	349.50
		0.00	0.00	349.50	349.50

Authorization Expense Summary

Page 1 of 2

Figure 87: Printable Authorization

13.7 Compact Printable Authorization

Click the **Compact Printable Authorization** link to print a compact (typically, one page) version of the authorization. A compact printable authorization will include only the following information:

- Generated date/time stamp (in the page footer)
- Authorization information (no title)

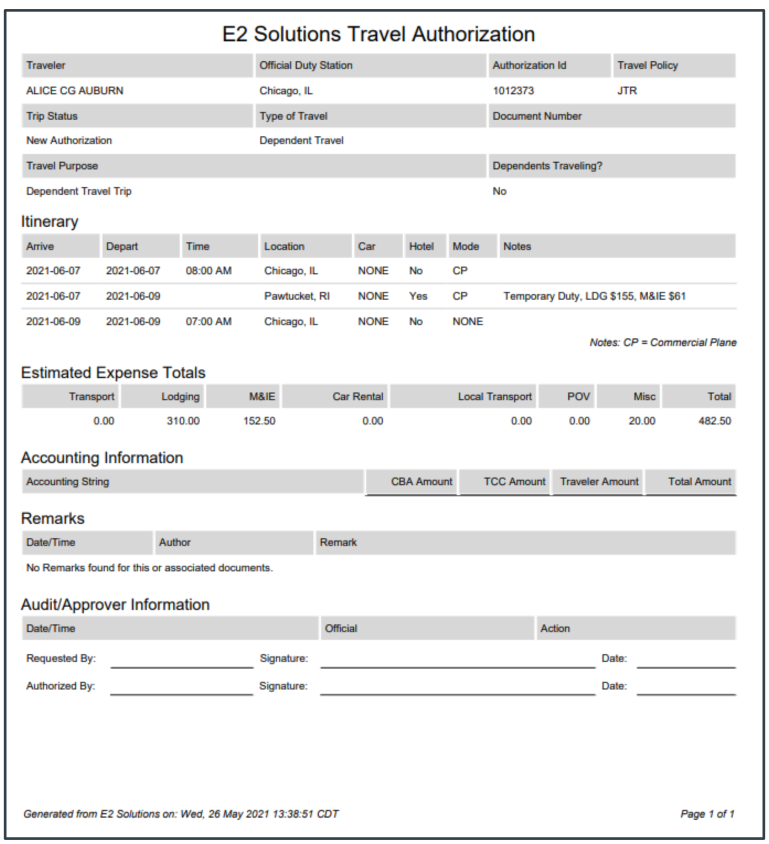
  NOTE: *The* ***Travel Policy*** *field will only display for those offices/workgroups who have JTR functionality enabled, while the* ***Dependents Traveling?*** *field will only display for those offices/workgroups that allow dependent travel.*

- Itinerary
- Estimated expense totals
- Accounting information
- Remarks
- Audit/approver information

NOTE: *The document may extend past a single page, based upon content*.

The Privacy Act notice, authorization expense summary, non-federal sponsors (when available), and authorization history will not print on the compact printable authorization, but will still be available on the standard printable authorization.

NOTE: *The addition of a subtitle to the compact printable authorization requires database configuration before it can be enabled. Please contact your program manager for additional information.*



E2 Solutions Travel Authorization

Traveler	Official Duty Station	Authorization Id	Travel Policy
ALICE CG AUBURN	Chicago, IL	1012373	JTR
Trip Status	**Type of Travel**	**Document Number**	
New Authorization	Dependent Travel		
Travel Purpose		**Dependents Traveling?**	
Dependent Travel Trip		No	

Itinerary

Arrive	Depart	Time	Location	Car	Hotel	Mode	Notes
2021-06-07	2021-06-07	08:00 AM	Chicago, IL	NONE	No	CP	
2021-06-07	2021-06-09		Pawtucket, RI	NONE	Yes	CP	Temporary Duty, LDG $155, M&IE $61
2021-06-09	2021-06-09	07:00 AM	Chicago, IL	NONE	No	NONE	

Notes: CP = Commercial Plane

Estimated Expense Totals

Transport	Lodging	M&IE	Car Rental	Local Transport	POV	Misc	Total
0.00	310.00	152.50	0.00	0.00	0.00	20.00	482.50

Accounting Information

Accounting String	CBA Amount	TCC Amount	Traveler Amount	Total Amount

Remarks

Date/Time	Author	Remark
No Remarks found for this or associated documents.		

Audit/Approver Information

Date/Time	Official	Action

Requested By: ______ Signature: ______ Date: ______

Authorized By: ______ Signature: ______ Date: ______

Generated from E2 Solutions on: Wed, 26 May 2021 13:38:51 CDT *Page 1 of 1*

Figure 88: Compact Printable Authorization

13.8 Remarks

Complete the following steps to add remarks to the authorization.

1. Click the **Remarks** link in the Other Actions section. This displays the Remarks window.

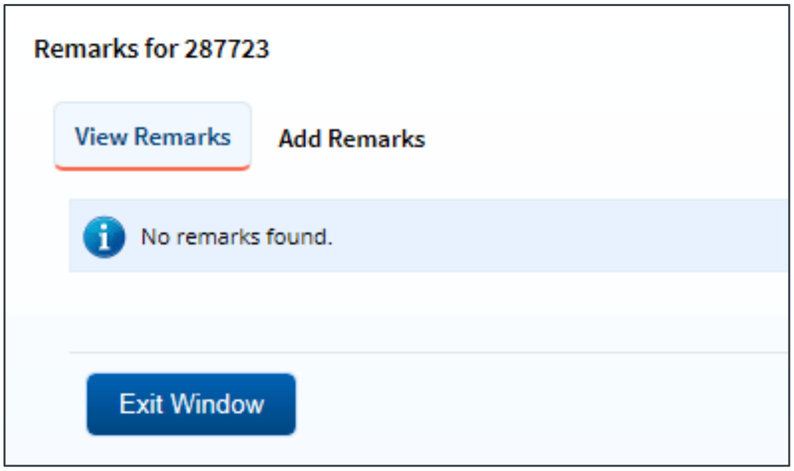


Figure 89: Remarks window

2. Click the **Add Remarks** tab.

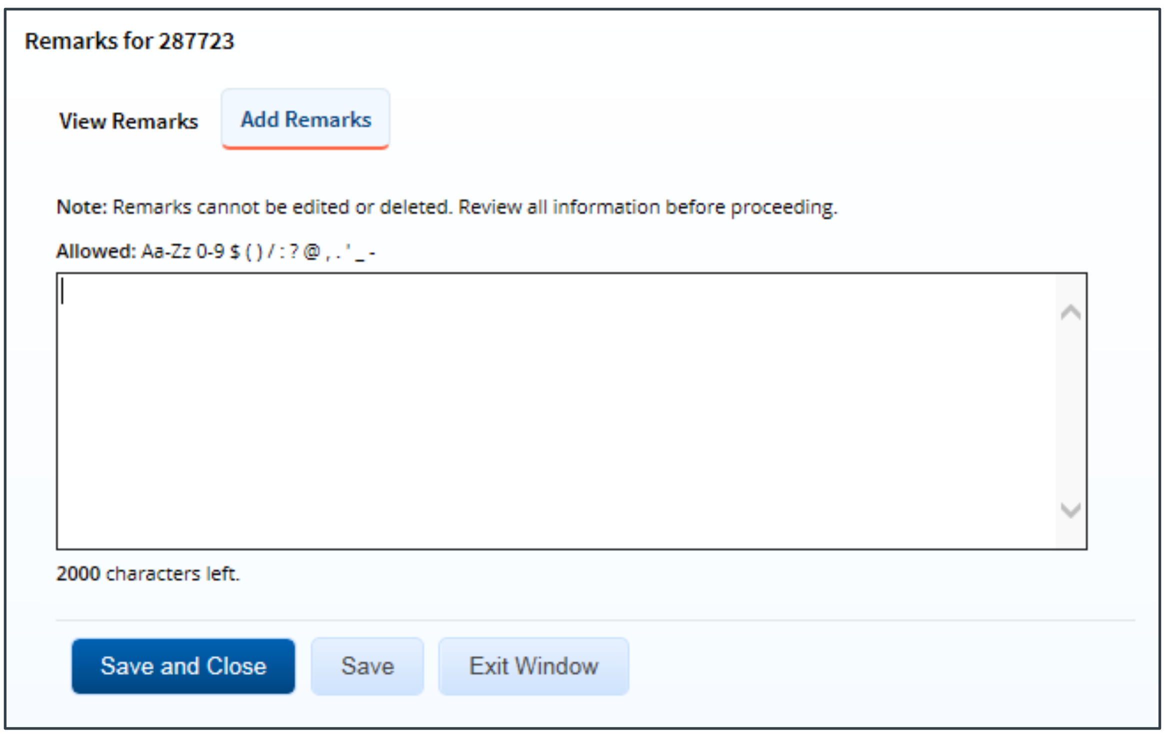


Figure 90: Remarks — Add Remarks tab

3. Enter your remarks and review them. Remarks cannot be edited or deleted after you save them; make any changes before saving.

   TIP: *Avoid copying and pasting text from other applications. Doing so may result in invalid character errors.*

4. Click **Save and Close** to save your remarks and close the Remarks window.

13.9 View the Daily Expenses Summary

Click the **Daily Expenses Summary** link in the Other Actions section to display the Daily Expenses Summary window, which allows you to review your daily expenses. The Other Information column includes information about items that impact expense calculations, such as first and last days of the trip, IDL selections, and, if variable per diem rates apply, the percentage of standard per diem rates for lodging/meals/incidentals that apply. This window also displays a list of associated per diem rates and breakdowns.

Click **Exit Window**, when you are finished reviewing the information, to close the window.

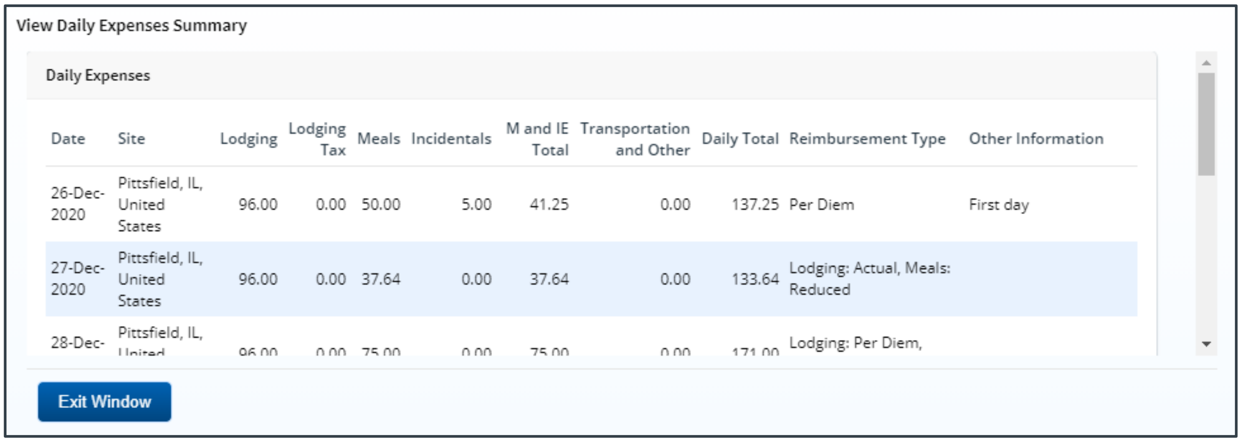


Figure 91: View Daily Expenses Summary window

NOTE: *If the trip crosses the IDL and impacts lodging, M&IE, or T&O, the Daily Expense Summary will accurately reflect that information, as well as updating the Other Information column to indicate why (e.g., Crossed IDL – East (Gained Day), Crossed IDL – West (Lost Day)). The Daily Expense Summary will also properly reflect the site of any T&O expenses that may occur on the home site or any stop over sites.*

13.10 View Itinerary Details

If you have a reservation associated with the authorization, click the **Itinerary** link in the Other Actions section to view your reservation details, including ticket data (if available). Click **Exit Window**, when you are finished reviewing the information, to close the window.

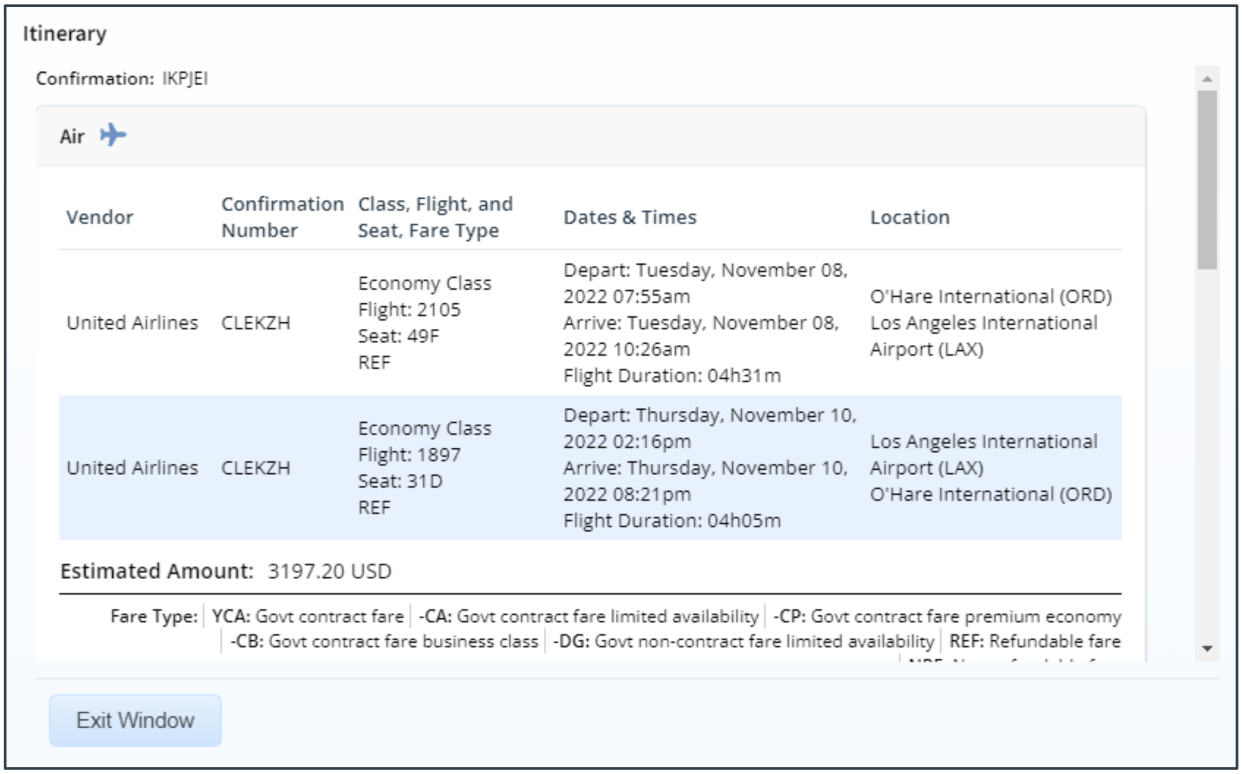


Figure 92: Itinerary window

13.11 View Trip History

Click the **Trip History** link in the Other Actions section to display the Trip History page, which allows you to review an audit trail of actions taken on your authorization, including:

- Date and time of event
- Actions taken on document and document status

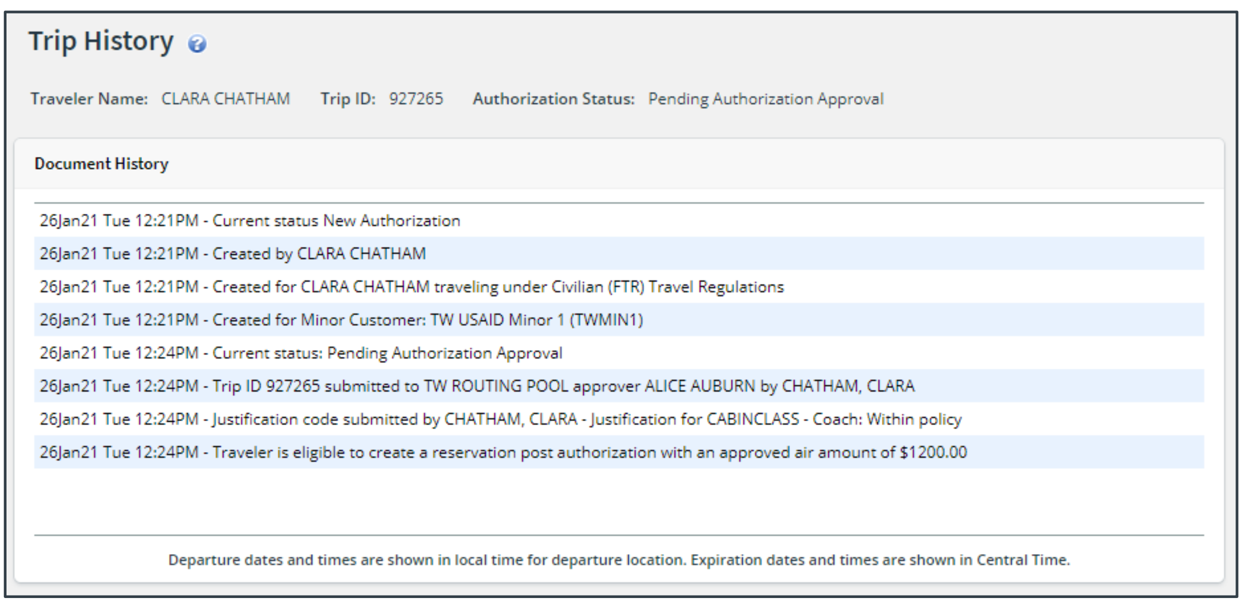
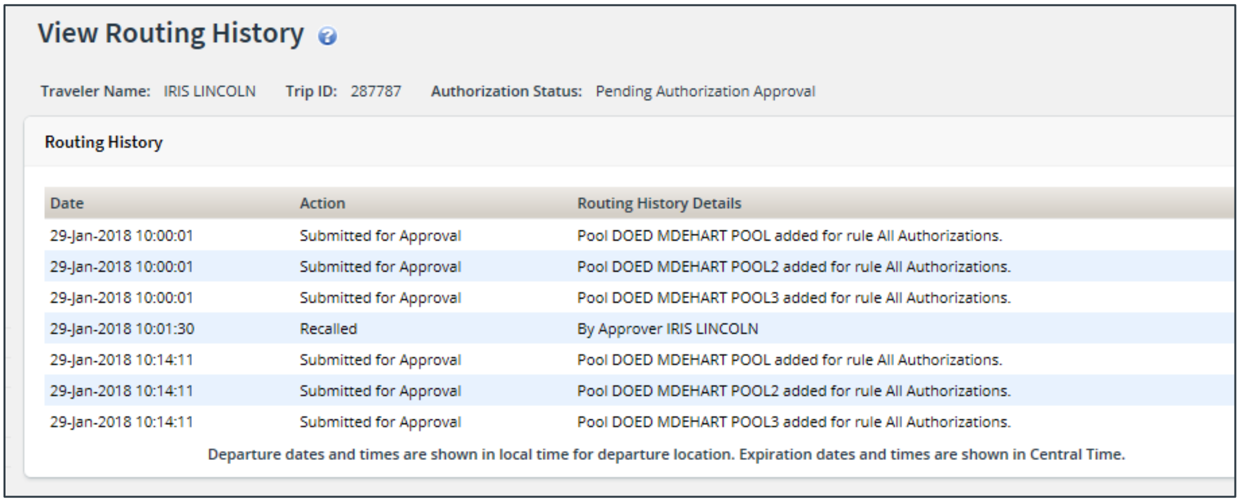


Figure 93: Trip History page

13.12 View Routing History

Click the **View Routing History** link in the Other Actions section to display the Routing History page, which allows you to review an audit trail of routing events for your authorization, including:

- Date and time of event
- Event that triggered the routing history entry
- Routing pool assigned to the document for the specified routing rule



View Routing History

Traveler Name: IRIS LINCOLN Trip ID: 287787 Authorization Status: Pending Authorization Approval

Routing History

Date	Action	Routing History Details
29-Jan-2018 10:00:01	Submitted for Approval	Pool DOED MDEHART POOL added for rule All Authorizations.
29-Jan-2018 10:00:01	Submitted for Approval	Pool DOED MDEHART POOL2 added for rule All Authorizations.
29-Jan-2018 10:00:01	Submitted for Approval	Pool DOED MDEHART POOL3 added for rule All Authorizations.
29-Jan-2018 10:01:30	Recalled	By Approver IRIS LINCOLN
29-Jan-2018 10:14:11	Submitted for Approval	Pool DOED MDEHART POOL added for rule All Authorizations.
29-Jan-2018 10:14:11	Submitted for Approval	Pool DOED MDEHART POOL2 added for rule All Authorizations.
29-Jan-2018 10:14:11	Submitted for Approval	Pool DOED MDEHART POOL3 added for rule All Authorizations.

Departure dates and times are shown in local time for departure location. Expiration dates and times are shown in Central Time.

Figure 94: View Routing History — Authorization

13.13 View Routing Path

When an authorization has been submitted for approval, the status of the document changes to *Pending Authorization Approval*, and it is sent on a specific path that may include multiple approval steps. These steps are triggered by a set of rules that are applied to the authorization. When the authorization has a *Pending Approval* status, you can view the approval (i.e., routing) path and, if allowed, make minor changes.

The View Routing Path page lists all of the steps in the approval path for the authorization, and includes the following information:

- **Step** – The number of the step in the path.
- **Approver Pool** – The name of the approver group assigned to the step. The person who approvers your authorization is a member of this approver group.
- **Approval Reason** – The rule that triggered the approval step.
- **Action** – The action to be taken. Some steps are informational only, while others require an approval.
- **Reserved By** – The name of the approver who is currently responsible for completing this step.

***TIP**: If you are allowed to add an approval step to the authorization's approval process, click the **Add Approval Step** link.*

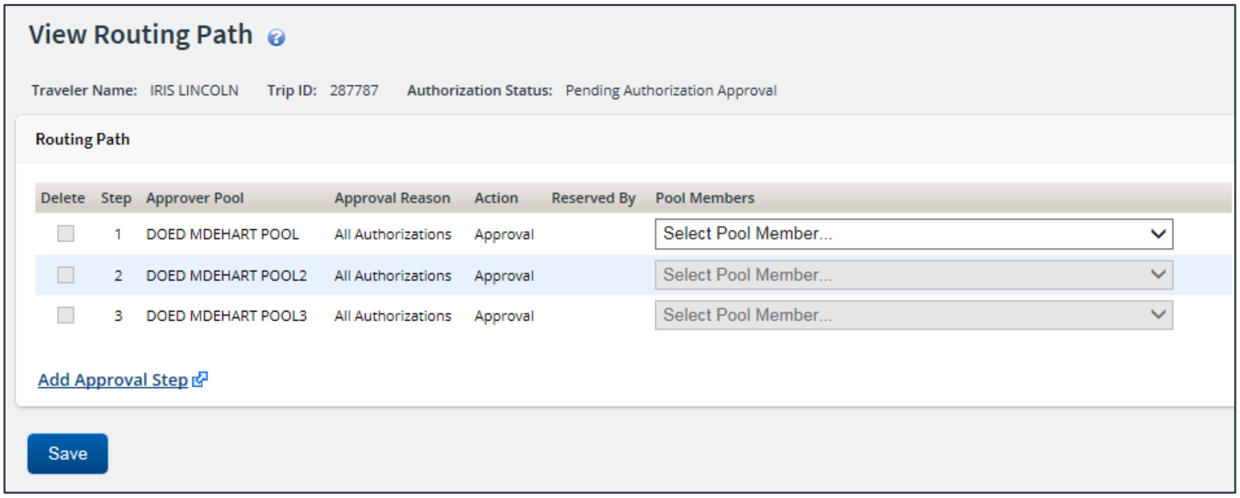


Figure 95: View Routing Path — Authorization

13.13.1 Change the Approver

If the authorization has a status of *Pending Approval*, you can change the approver responsible for the current step. The **Pool Members** drop-down list displays all members of the approver group associated with the approval step. For example, if the current approver is unavailable, you can select another approver from the same group to handle the authorization.

Complete the following steps to change the approver.

1. Click the **View Routing Path** link in the Other Actions section. This displays the View Routing Path page.
2. Select the new approver from the **Pool Members** drop-down list.
3. Click **Save** to save your changes.

13.13.2 Add an Approval Step

If you are allowed to add an approval step to the authorization's approval process, complete the following steps.

1. Click the **View Routing Path** link in the Other Actions section. This displays the View Routing Path page.
2. Click the **Add Approval Step** link. This displays the Add Approval Step window.

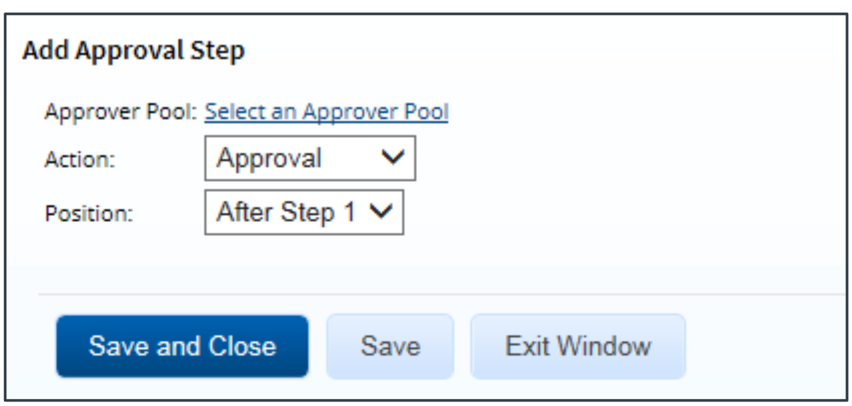


Figure 96: Add Approval Step window

3. Click the **Select an Approver Pool** link. This displays the Select a Routing Pool window.

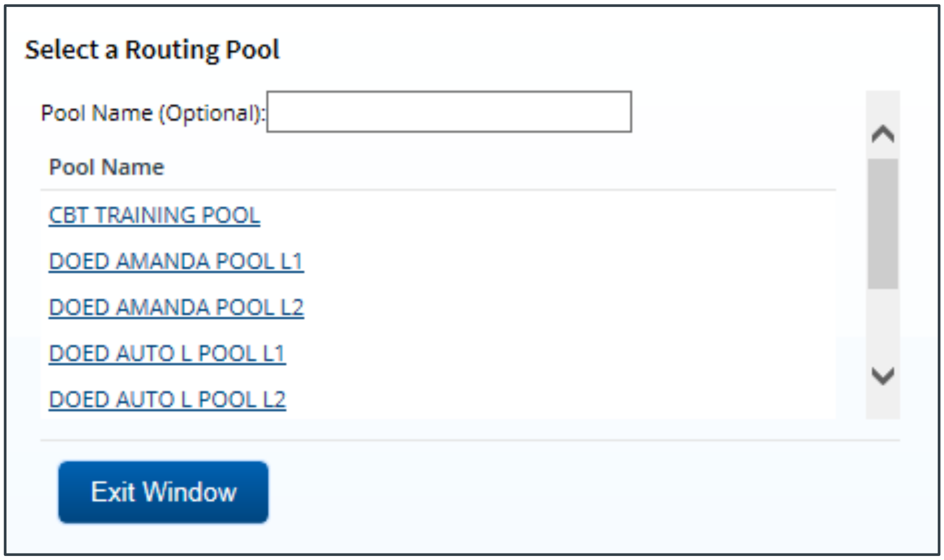


Figure 97: Select a Routing Pool window

4. Click the **Pool Name** link of the approver pool you want to add to the step. You are automatically returned to the Add Approval Step window and the name of the routing pool displays in the **Approver Pool** field.
   TIP: *Enter all or part of the routing pool name in the **Pool Name** field in the Select a Routing Pool window to automatically filter the list to only those routing pools matching your search criteria*.
5. Select one of the following options from the **Action** drop-down list.
   - **Approval** – Select this option to indicate the new step is one that needs to be approved by an approver.
   - **Informational** – Select this option to indicate the new steps is informational only and does not need to be approved.
6. Select an option from the **Position** drop-down list to indicate where in the approval process you want to insert the new step.
7. Click the **Save and Close** button. The new approval step is added to the data grid on the View Routing Path page.

13.14 Travel Agent Assistance

Use this option when you need agent assistance to make or change your reservations. The options that display will vary depending on existing reservation and site details. Complete the following steps.

WARNING: *Requesting agent assistance can incur additional fees*.

1. Click the **Travel Agent Assistance** link in the Other Actions section. This displays the Travel Agent Assistance window.

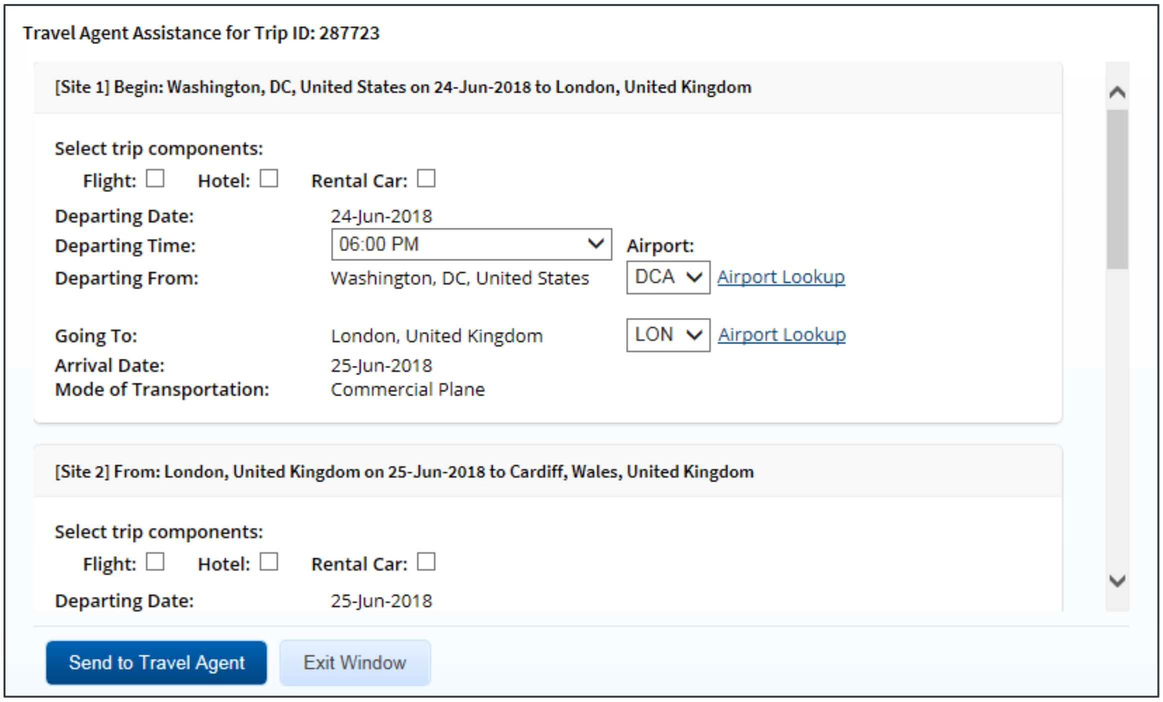


Figure 98: Travel Agent Assistance — First segment

2. Select the check boxes of the trip components (e.g., **Flight** check box, **Hotel** check box) with which you need assistance. Your reservation and site details determine what selections are available to you.
3. Review the value in the **Departing Time** field and select a new option, if necessary.
4. If the **Airport** fields display in the window, select an airport from each available drop-down list. (The **Airport** fields appear when a location is serviced by multiple airports.) You may need to select an airport for each site on the trip.

   ***TIP**: Click the **Airport Lookup** link to search for and select an airport*.

5. Enter a description of the actions you want the agent to take in the **Additional remarks for travel agent** text box. Make sure your instructions are clear and easy to follow to avoid additional questions.

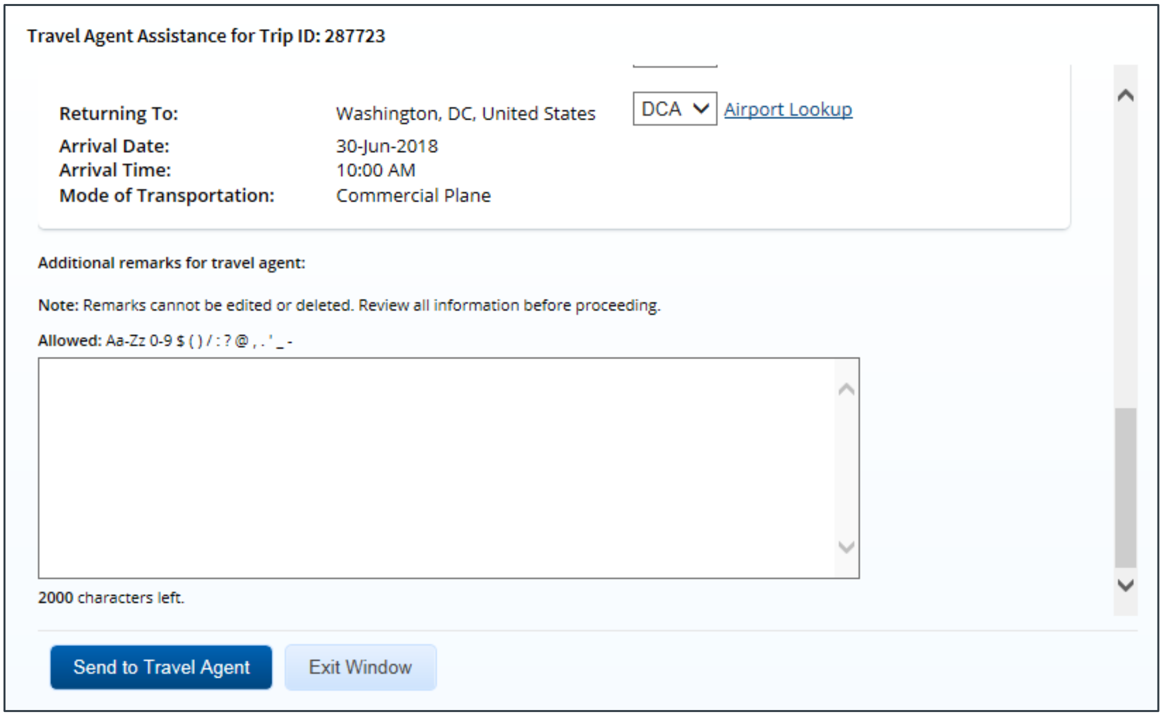


Figure 99: Travel Agent Assistance — Last segment

6. Click **Send to Travel Agent**. A confirmation window displays to alert you that travel agent assistance may incur additional fees.
7. Click **Confirm**.

13.15 Email Travel Agent

If your agency uses a TMC that is not integrated with E2, you can click the **Email Travel Agent** link to send a courtesy copy of your printable authorization to your TMC for assistance with bookings. Complete the following steps.

1. At a minimum, complete the authorization workflow through the Site Details step.
2. Click the **Email Travel Agent** link in the Other Actions section. This displays the Send Travel Request for Trip window.

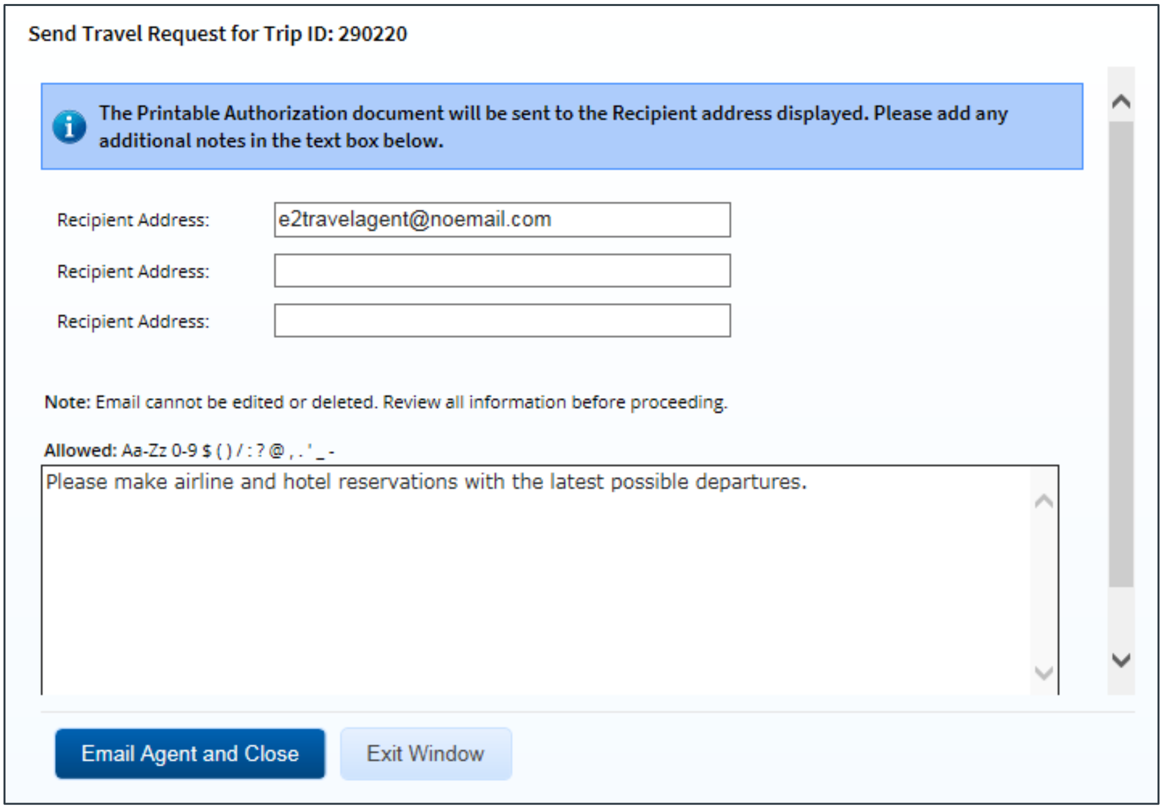


Figure 100: Send Travel Request for Trip window

3. Verify the TMC email address shown in the first **Recipient Address** field is correct. You can make changes to this address, if needed. You can also enter up to two additional addresses in the remaining **Recipient Address** fields.
4. Enter any comments that will help your agent when making the bookings.
5. Click **Email Agent and Close**. E2 sends a copy of the printable authorization, along with your remarks, to all recipients.
6. Follow up with your agent. E2 does not manage any interaction between you and the travel agent.

13.16 Comparative Airfare

Click the **Comparative Airfare** link in the Other Actions section to view an estimated coach airfare for authorizations that use a mode of transportation other than commercial or government plane, including commercial auto, bus, rail, or vessel, and private motorcycle, plane, or auto. E2 retrieves an estimated coach airfare for the sites selected on the Site Details page.

NOTE: *This is an informational window only. If you decide to change your mode of transportation, it is your responsibility to make the necessary changes to the authorization.*

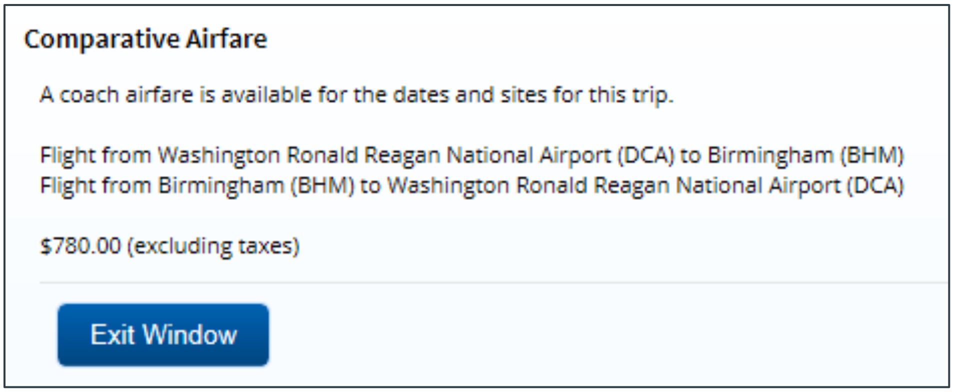


Figure 101: Comparative Airfare window

- If a coach airfare exists for your sites, comparative airfare information displays in the Comparative Airfare window (as shown in the previous figure). The amount shown covers all of the identified segments.
- If there is no nearby airport or available coach airfare, an informational message displays.

13.17 Open or Group Authorization Details

If your authorization is created under an open (OA) or group (GA) authorization, click the **Open Authorization Details** or **Group Authorization Details** link in the Other Actions section to view details about the parent OA or GA. These are informational windows only.

Figure 102: Open Authorization Details window

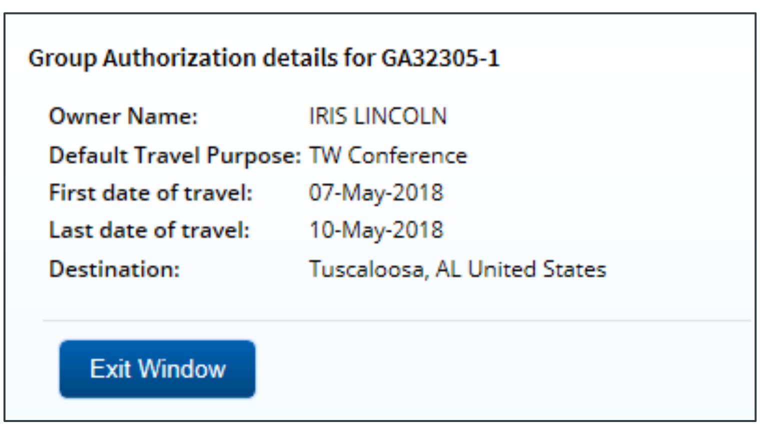


Figure 103: Group Authorization Details window

14 Extras Links

The Extras section on the left side of every workflow page contains links to additional functions that you may need to perform, but that may take you out of the document workflow. Extras actions include:

- Returning to the Trips list
- Deleting an advance
- Delete the authorization
- Canceling the authorization
- Using a foreign currency calculator
- Adding comparative trips
- Viewing the traveler's printable profile
- Creating a template from this trip.

TIP*: Always save any changes you have made before you click an Extras link.*

14.1 Trips List

Click the **Trips List** link in the Extras section to go the My E2 **Trips** tab. You can open another trip, copy, or archive trips.

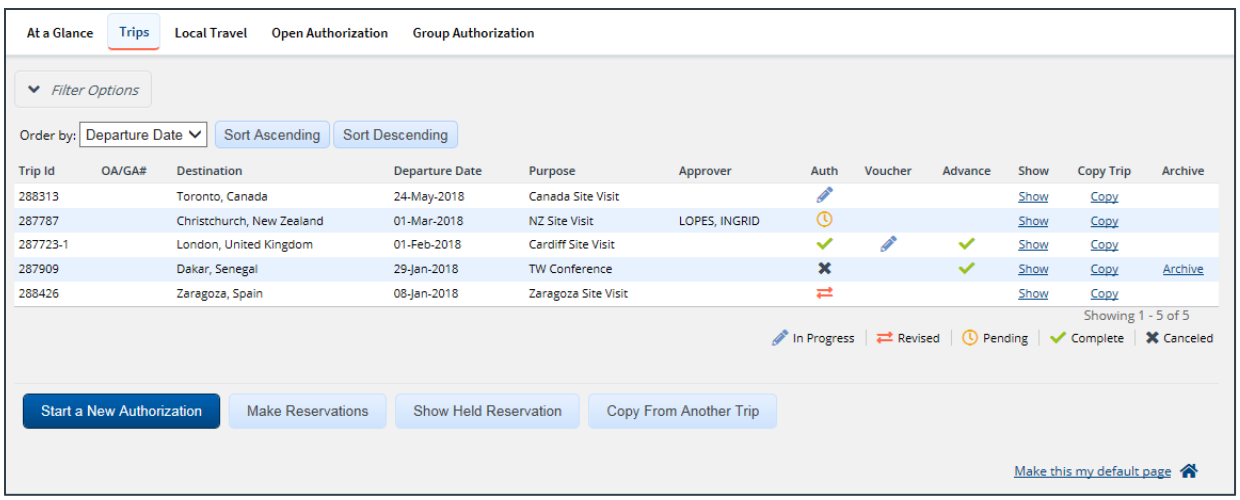


Figure 104: My E2 — Trips tab

14.2 Delete an Advance

You can delete an advance at any time prior to submitting your authorization for approval. Complete the following steps.

1. Click the **Delete Advance** link in the Extras section. This displays a Confirm Action window.
2. Click **Confirm**. The advance is deleted from the authorization.

14.3 Delete the Authorization

Plans change. E2 helps you manage those changing plans by allowing you to delete a travel authorization. You can, however, only delete a travel authorization if:

- There are no reservations associated with the authorization.

- You have not submitted the authorization for approval.

The **Delete Authorization** link is available at any point in the authorization process, after completing the Basic Information page but before submitting the authorization for approval. Complete the following steps.

1. Click the **Delete Authorization** link in the Extras section. This displays a Confirm Action window asking you to confirm whether you want to delete the authorization.
2. Click **Confirm**. The authorization is removed from the system, and a success message displays to confirm the authorization was successfully deleted.

14.4 Cancel the Authorization

An authorization cannot be deleted when it has reservations tied to it. You can, however, cancel the authorization. Complete the following steps.

1. Click the **Cancel Authorization** link in the Extras section. This displays a Confirm Action window to remind you that reservations made online and associated with the authorization will be canceled.
2. Click **Confirm**. The reservations are canceled and the status of the authorization changes to *Cancelled*.

14.4.1 Keep Your Reservations

To cancel an authorization but retain the reservation for future use, you must first remove the reservation from the authorization. Complete the following steps.

1. Access the authorization's Reservation page.
2. Click the **Manage Trip Reservations** link. This displays the Manage Trip Reservations window.
3. Click the **Move** link to remove the reservation from the authorization. The reservation, however, remains in your Held Reservations list, and is available for you to associate with another authorization.
4. Click **Exit Window** to close the Manage Trip Reservations window and return to the Reservation page.
5. Click the **Cancel Authorization** link in the Extras section.
6. Click **Confirm** to confirm your selection.

14.5 Foreign Currency Calculator

If your trip includes a foreign site, but your agency does not support the entry of expenses in a foreign currency, E2 provides access to the OANDA currency converter tool via a link in Extras.

***TIP**: This link is only available from the authorization's Expenses page.*

Complete the following steps to access the currency converter.

1. Click the **Currency Calculator** link in the Extras section. This displays a Confirm Action window to alert you that the link opens a different web site in another browser window or tab.
2. Click **Confirm**. This displays the OANDA Currency Converter web tool.
3. Complete your currency conversions and close the browser window or tab when you are finished.

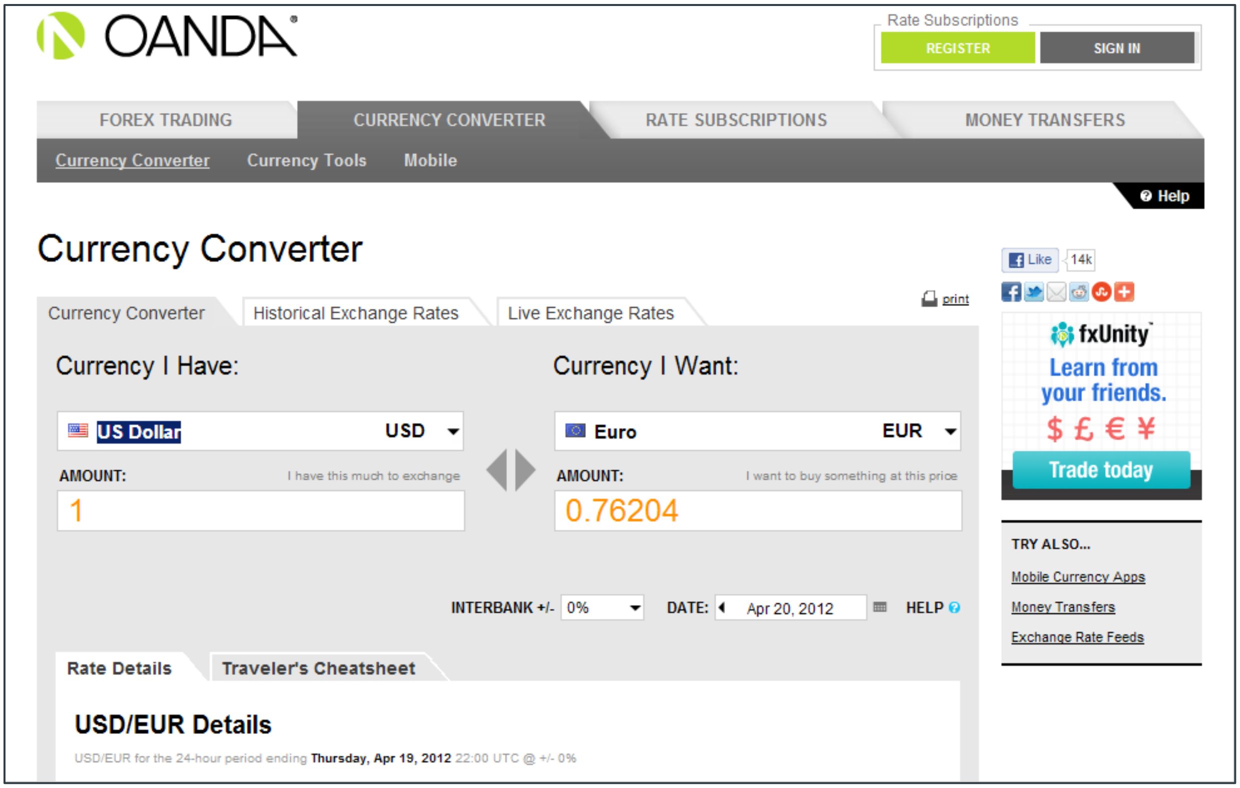


Figure 105: OANDA Currency Converter

14.6 Add a Comparative Trip

A comparative trip allows you to show your approver an alternate trip scenario, such as using a different method of transportation, traveling via a different route, or changing travel days or per diem locations. The following rules apply:

- Comparative trips must be enabled for your workgroup.
- This feature is only available from the Summary page after all other authorization workflow steps have been completed.
- You can add two comparative trips before submitting the authorization for approval.
- You can use your authorization as a template and make changes, or you can add all comparative trip details manually.
- Comparative trip information is available to your approver during the authorization approval process.
- When you add a comparative trip, you exit the authorization workflow and start a comparative trip workflow.

To get started, click the **Add Comparative Trip** link in the Extras section of the authorization's Summary page. Refer to the *QRG28: Adding Comparative Trips* quick reference guide for more information on this process.

14.7 Printable Profile

Click the **Printable Profile** link in the Extras section to display a printable version of the traveler's profile in a new browser window. Click **Print This Page** to print the information.

14.8 Create a Trip Template

If you frequently take similar trips, you may prefer to create a trip template from your existing authorization. You can use a template to create multiple trips, and you can share the template with other users in your office or workgroup.

To get started, click the **Create Trip Template** link in the Extras section. Refer to the *UG90: Taking Other Trip Actions* user guide for more information on this process.

15 Recalling an Authorization from the Approval Process

You can recall an authorization if you need to change if after you have submitted it for approval, but before it completes the approval process. Recalling a document removes it from the approval process, and changes the status of the document from *Pending Approval* to *Revised*. You can make changes and then resubmit the document for approval.

***NOTE**: You can recall an authorization that is pending approval at any time until it receives final approval. After an authorization receives final approval, you can only amend it to make changes.*

Complete the following steps to recall an authorization.

1. Locate the trip on the My E2 **Trips** tab.
2. Click **Show**. This displays the authorization's Summary page.

   ***TIP**: If the **Trip Dashboard** tab initially displays, locate the document in the Authorizations section, and then click **Show**.*

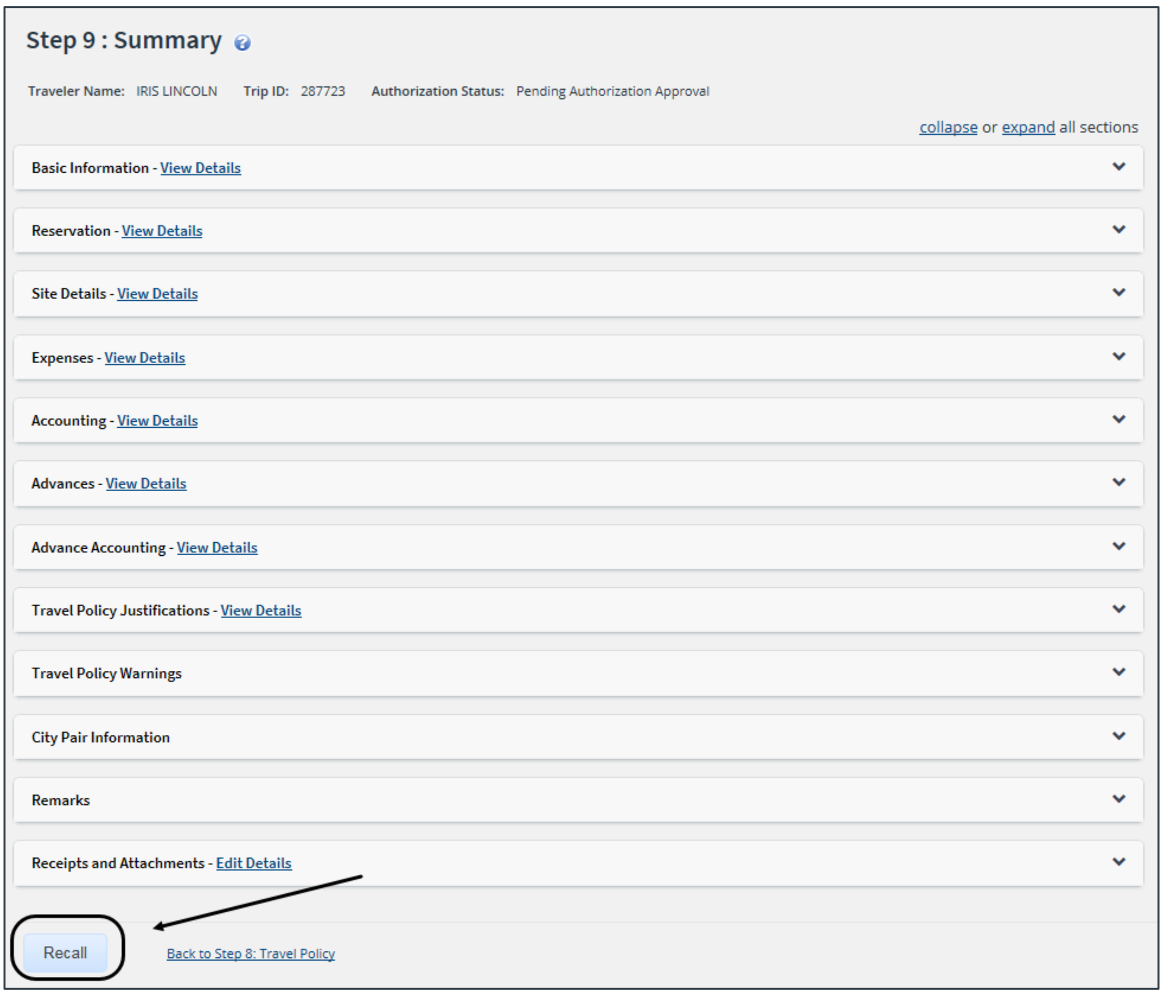


Figure 106: Authorization Summary — Recall button

3. Click **Recall**. This displays a Confirm Action window.
4. Click **Confirm**. The status of the document changes to *Revised Authorization*. Make your changes and then resubmit the authorization for approval.

16 Revision History

Date	Description	Release
04/2024	Updated the introduction to section 7 (Completing the Reservation Step)	24.2

01/2024	• Added a warning on embargoed locations to section 7 (Completing the Reservation Step)
	• Updated:
	    o Warning in section 7.2.4 (Cancel a Reservation)
	    o Section 14.6 (Add a Comparative Trip)
	    o Title page graphic and copyright information
	• Removed section 15 (Creating Dependent Travel) as that feature is now part of UG91
		24.1

09/2023	Updated: • Figure 35 (E2 Solutions – Updated Lodging Expenses window) • Section 8.1 (Create or Update a Round Trip) based on customer feedback • Section 8.5.1 (Unlisted Sites) based on customer feedback • Section 9.3.2.1 (Changing Hotel Rates)	23.4
07/2023	Added section 9.3.2.1 (Changing Hotel Rates)	23.3
04/2023	Updated section 11.1.7.2 (Rail Cabin Class / Explanations)	23.2
11/2022	Removed “Smoking permitted on CP and nonsmoking section not acceptable (C6)” from section 11.1.2.2 (Contract Carrier Fare / Exceptions) as, per the FTR, it is no longer a valid option.	22.4
08/2022	Updated: • Figure 11 (Authorization Reservation – Itinerary Information) • Figure 67 (Authorization Travel Policy – City Pair Information) • Figure 85 (Itinerary window)	22.2
04/2022	Added: • Section 9.3.4.1 (Actual Reimbursement Validation) for lodging expenses • Section 9.4.4.1 (Actual Reimbursement Validation) for meals and incidental expenses • Section 13.13.2 (Add an Approval Step)	22.2
01/2022	Clarified step 5 in section 13.3 (Add a Non-Federal Sponsor)	22.1
11/2021	Clarified circumstances surrounding dependent travel reservations in section 15 (Creating Dependent Travel)	21.4
09/2021	• Replaced section 9.5.1.1 (Private Transportation) with section 9.5.4 (Private Transportation) • Added: o Bullet to section 5.2 (Arranger Session)	21.3

Date	Description	Release
	◦ Section 9.5.5 (Long-Term Taxable Travel Expenses) • Updated: ◦ Sections 5 (Getting Started) and 6 (Completing the Basic Information Step) ◦ Descriptions of Reimbursement Type: JTR and GMR/PMR in section 9.4.1 (Fields) ◦ Sections 15.1 (Adding Dependents to an Authorization) ◦ Section 15.1.3 (Trip History) ◦ Table in section 15.2 (Dependent Lodging, Meals, & Incidental Expenses) to include JTR/Emergency	
07/2021	• Added section 15.2 (Dependent Lodging, Meals, & Incidental Expenses) • Updated: ◦ Section 8.2 (Add a Break to a Round Trip, step 3b) ◦ Section 13.7 (Compact Printable Authorization) and figure 77 (Compact Printable Authorization) ◦ Section 15.1 (Adding Dependents to an Authorization)	21.2
04/2021	• Added: ◦ Section 1 (Introduction) ◦ Section 9.3.4 (Actual Reimbursement Maximum) under Lodging Expenses ◦ Section 9.4.4 (Actual Reimbursement Maximum) under Meals and Incidental Expenses ◦ Section 9.4.5 (Reduced Incidental Amount [JTR]) ◦ Section 9.4.6 (Proportional Meal Rate [JTR]) ◦ Section 9.4.7 (Per Diem for JTR Travelers [JTR]) ◦ Tip to section 9.5.1 (Adding Other Estimated Expenses) based on customer feedback • Updated: ◦ Figure 76 (Trip History page) ◦ Reimbursement Type field in section 9.4.1 (Fields) ◦ Section 9.4.2 (Modify Meals & Incidental Expenses) ◦ Section 15 (Creating Dependent Travel)	21.1
01/2021	• Updated sections 12.6 (Printable Authorization) and 12.7 (Compact Printable Authorization) • Updated figure 74 (View Daily Expenses Summary window)	20.4
07/2020	• Clarified the values on which you may search (i.e., **Document ID** field) in section 4.1.2 (Advanced Filtering)	20.2

Date	Description	Release
	• Updated section 10.1 (Selecting Travel Policy Justifications) to include additional information on potential requirements and the explanations available • Updated screen shots	
04/2020	Updated section 4 (Creating Travel for Another User)	20.1
10/2019	Updated title page graphic and copyright information	19.3
05/2019	Updated: • Section 7.1 IDL field with note • Section 7.2 IDL field with note • Section 8.3.1 Notes field in table (lodging) • Section 8.4.1 Notes field in table (M&IE) • Section 12.9 Note added below screen capture about IDL	19.2
06/2018	Updated: • Figure 17: Authorization – Site Details page with a reservation and a break • Figure 18: Authorization – Site Details page with no reservation • Figure 19: Site Details – Break added • Figure 20: Site Details – Site added • Figure 22: Search Location window • Figure 23: Search Location – Search Results • Figure 26: Meals and Incidental Expenses – Filter Options (expanded) • Figure 32: Add New Expense window • Figure 33: Private Auto Mileage expense • Figure 34: Edit Expense window • Figure 37: Add New Expense – Foreign Currency Enabled • Figure 41: Add New Expense – Pay To field • Figure 53: Split Funding – Split Funding by Expense Date • Figure 54: Split Funding – Expense Date Funding Selections	18.2
03/2018	• Updated images throughout the document • Updated sections 3 (Getting Started), 5 (Completing the Basic Information Step), and 6.1 (Reservation Data) for the **Start a Travel Document** drop-down list • Updated section 4.2 (Arranger Session) with information regarding the User Options menu • Updated section 6.2.4 (Cancel a Reservation) to show *Online Help* instead of *Find Answers* • Updated sections 8.1 (Using Filtering to Perform Searches) and 8.2 (Using the Apply to All Displayed Expenses Function) to reflect the new options available	18.1
01/2018	• Document formatting and layout changes	17.4

Date	Description	Release
	• Updated figure 6 (Travel for Others page – Designated Travel Arranger options)	
09/2017	• Updated screen shots in sections 2 (The Workflow Workspace), 2.1 (Left Side Navigation), and 2.3 (Main Area) • Updated section 6.1 (Manage Trip Reservations) for the new options available in the Manage Trip Reservations window • Updated sections 8.3 (Modifying Lodging Expense Information) and 8.4 (Modifying Meals and Incidental Expenses (M&IE) Information) for the Long Term Travel feature • Add a bullet (Printing a compact authorization) to section 12 (Other Actions Available While Creating an Authorization). This bullet links to a new section 12.7 – Compact Printable Authorization. (The previous section 12.7 – Remarks – and all subsequent headings in section 12 were incremented by one.)	17.3
03/2017	Updated: • Section 5, Completing the Basic Information Step, with a new Quick Links list image that includes the Show Held Reservations option • Section 10.1, Selecting Travel Policy Justifications, with information regarding the Lowest Compact Car validation • Section 12.5, Attachments, for the new 10 MB file size allowed for attachments	17.1
01/2017	Updated: • Section 4, Creating Travel for Another User, to clarify list that appears for user with role of arranger • Section 8.8, Estimating TMC Fees, for single TMC fee to cover all reservations for a trip • Section 9.5.1, Split Funding by Expense Type, to show Split Funding window for agencies with method of reimbursement ("Pay To") enabled	16.4
06/2016	Updated section 12.5, Attachments, for delete attachment functionality enhancement and changes to fax process	16.2
03/2016	Updated section 6, Completing the Reservation Step, for link changes (including images)	16.1
09/2015	Updated: • Image for Trip Dashboard in section 2.5, Dashboards • Images for fare type information in section 6, Completing the Reservation Step, section 12.9, View Itinerary Details and section 12.10, View Trip History • Section 7.4, International Date Line Indicator, to clarify IDL east and variable per diem rate impacts	15.4
06/2015	• Added section 8.8, Estimating TMC Fees • Updated:	15.3

Date	Description	Release
	○ Section 8, Completing the Expenses Step, for variable per diem rates for standard sites and automatic addition of estimated TMC fees ○ Section 12, Other Actions Available while Creating an Authorization, to include View Routing History and View Routing Path ○ Section 12.3, Add Non-Federal Sponsor, to clarify expense categories ○ Images in section 12.5, Attachments ○ Section 12.8, View Daily Expenses Summary, for variable per diem rates ○ Section 12.11, View Routing History, for action (includes new image)	
04/2015	Added section 12.14, Open or Group Authorization Details	ETS2/15.2
11/2014	Updated section 10.3, Reviewing City Pair Information, with new image and clarification that all listed fares are one-way fares	ETS2/14.4
07/2014	Minor updates	ETS2/14.3
06/2014	• Removed Conference reimbursement type from section 8.3, Modifying Lodging Expense Information • Added No Expenses reimbursement type to section 8.3, Modifying Lodging Expense Information and section 8.4, Modifying Meals and Incidental Expenses (M&IE) Information • Updated dimensional account code search information in section 9.3, Adding a Dimensional Account Code • Updated sections 7.4 – International Date Line Indicator, 8.3 – Modifying Lodging Expenses and 8.4 – Modifying Meals and Incidental Expenses, for information about IDL indicators. • Updated images and list name in section 9.5, Using Split Funding	ETS2/14.2
01/2013	Copyright update	ETS2
10/2012	General availability	ETS2

17 Trademark and Copyright

CWTSatoTravel Web Site: http://www.cwtsatotravel.com