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**United States Agency for International Development
Bureau for Management
Office of Chief Information Officer**



**E2 Travel Management Service
User Guide**

Release 1.0

Revisions

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Using This Guide

This guide provides all the instructions necessary to create, modify, delete, route, and print a travel document using **E2 Solutions** Travel Management tool. It is intended to support training as well as serve as a reference for post-training use. The focus of this guide is the primary travel users - the Travel Arranger and the Travel Approver. Support and administrative functions, such as Auditors, Card Coordinators, and System Administrators, will be covered in other documentation.

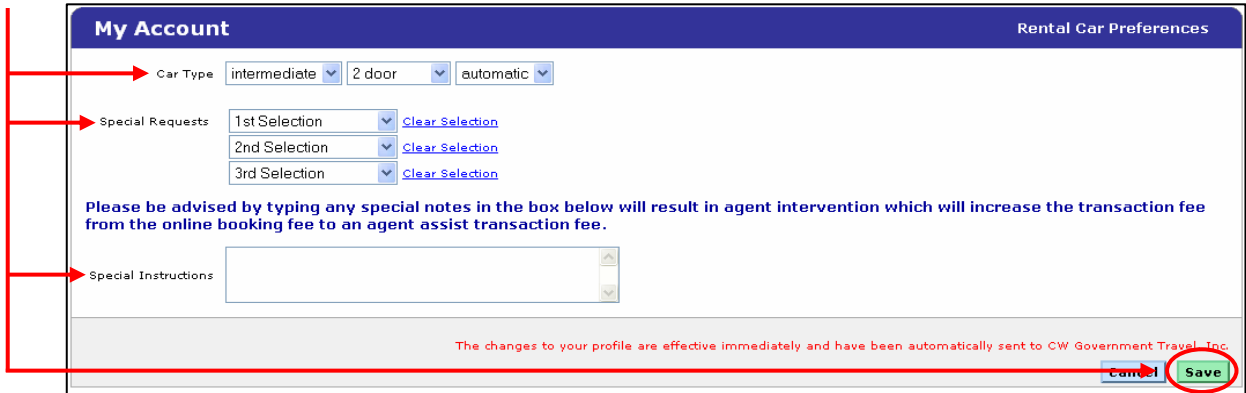
After the Introduction, the guide is arranged by E2 Solution's most common uses, such as creating a travel request, down to one time events such as adding a new user to the E2 Solutions system.

E2 functions are present as procedures in a series of steps with corresponding illustrations. For example, to add a User's rental car preferences to their profile, follow the procedures shown below:

Procedure → 1. In the **Rental Car Preferences** screen, perform the following actions

Steps →

- In the Car Type field, select from the drop down boxes the Car Size, Number of Doors, and Transmission Type.
- In the Special Requests field, select up to three special requests from the drop down boxes.
- OPTIONAL: In the Special Instructions field, enter Special Requests for car rentals.
- When finished, select the Save button.



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1. Introduction

E2 Solutions is a web-based travel management solution that provides end-to-end travel management services to Federal Agencies such as USAID. The E2 Solutions application is capable of travel planning and cost estimating; travel authorization creation; online booking of reservations; the filing, processing, and approval of travel documents, vouchering of travel, and travel and system reports.

1.1 User Role

Within **E2 Solutions**, there are five user roles. **E2 Solutions** provide each system user with access to features and functions appropriate to a specific user role. The **E2 Solutions** roles are as follows:

- **Traveler and Travel Arranger** - As a traveler, you can create, modify, delete, route, and print a travel document for yourself and for any other travelers who have given you permission to arrange their travel.
NOTE: Any **E2 Solutions** user, regardless of user type, can perform traveler or travel arranger functions.
- **Approver** – As an approver, you can approve, revise, route, and print a travel document.
- **Auditor** – As an auditor, you can approve, revise, and route a travel voucher.
- **Card Coordinator** – As a program coordinator, you can define the status of **E2 Solutions** users' charge cards. You can also view an **E2 Solutions** users' card history and restrict charge card usage.
- **System Administrator** – As a customer system administrator, you can modify a wide variety of settings at the system level that are applied to **E2 Solutions** users. Any other **E2 Solutions** user role can be assigned customer system administrator privileges at various levels within the **E2 Solutions** hierarchy.

Within USAID, **E2 Solutions** users will either be defined as a traveler or an approver. Some USAID users will have system administrator privileges. Once a user's role has been defined, the functions available to that user become available in the E2 system.

1.2 Travel Arrangement Functions

The most common use of E2 will be to create and administer travel arrangements and its documentation by individual users. Examples of travel arrangement functions are the initial creation of a trip for, or by a user. Once the trip is created, the trip originator can route the trip request to the Approver, or any other official that is required to review, verify, and approve the trip. At any point in the trip request process, the Traveler or the Approver can edit the travel plan. Finally, E2 can print the appropriate trip documentation.

1.2.1 Trip-by-trip Travel Arrangement Functions

The task available to the Traveler and Travel Arranger in the creation and management of travel arrangements and its corresponding travel documentation are:

- Create - initial travel arrangements and corresponding set of travel documentation and vouchers.
- Modify - make changes to existing travel arrangements and documentation.
- Route - transmit existing travel documentation to approval and review sources.
- Print - print any or all travel documents and vouchers.
- Delete - remove any or all travel documents from a selected travel arrangement document.

1.2.2 Trip Support Functions

These are functions that are not performed by users or Approvers in the direct creation and maintenance of trips. They correspond directly to their user roles. While any E2 User can also be given one or more of these functions/roles, most users will be limited to the role of Traveler or Travel Arranger.

- Credit card maintenance - view, define, and restrict charge card usage
- Auditing - approve, revise, and route a travel voucher
- System administration - add, update, and change E2 users; administer passwords and security; perform E2 maintenance.

2. Accessing E2 Solutions

The purpose of this section is to provide the steps necessary to access **E² Solutions**. All users of **E² Solutions** access the application in the same manner.

1. Open a web browser session.
2. In the address box, type **https://ets.prod.carlson.com** and select the **Enter** button on the keyboard.



Figure 1. E2 URL

3. Once you select the **Enter** key, the **E² Solutions Login** window will appear.
4. In the **E2 Solutions Login** screen, enter your **E2 Solutions Username**, **Password**, and select the **Login** button.

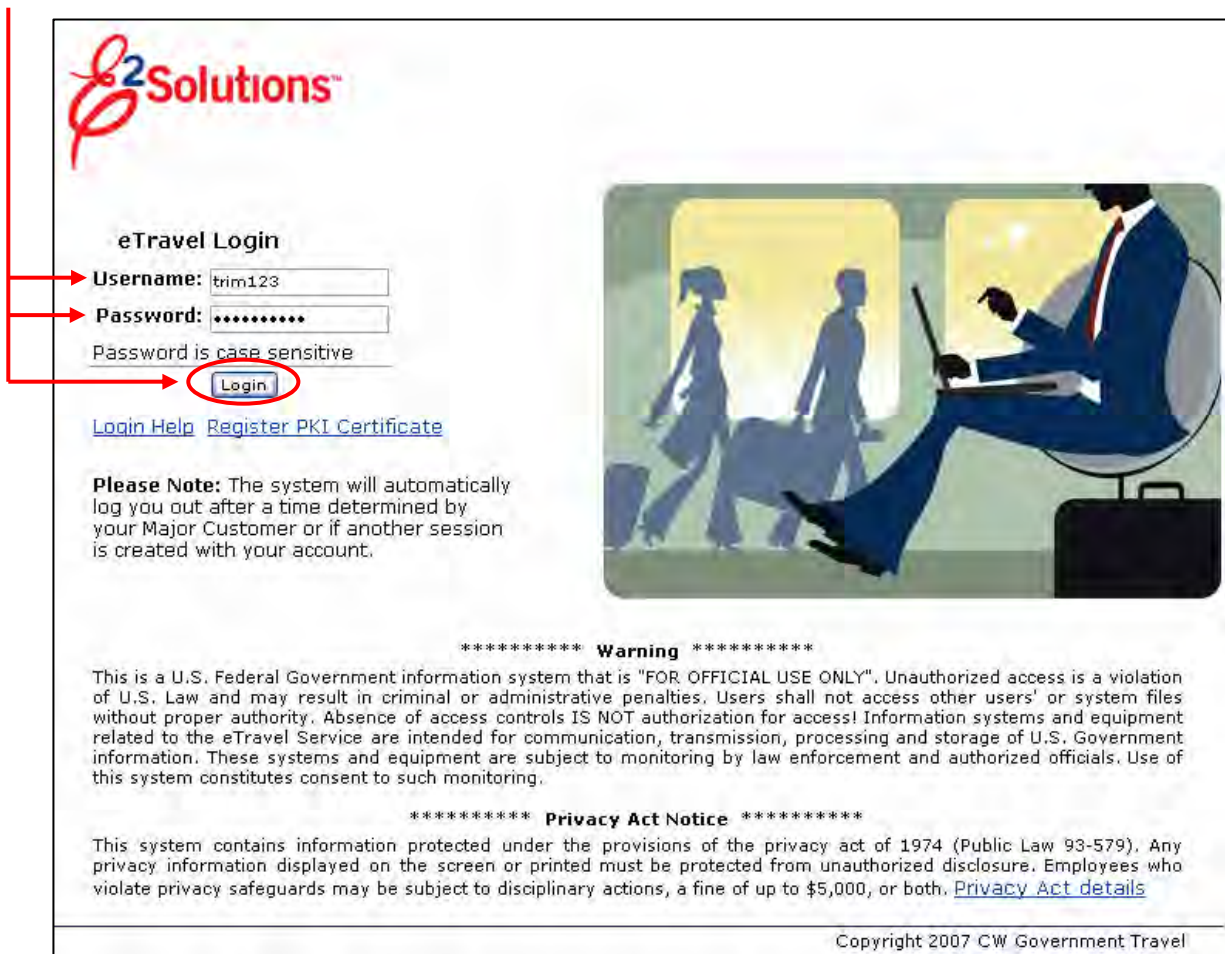
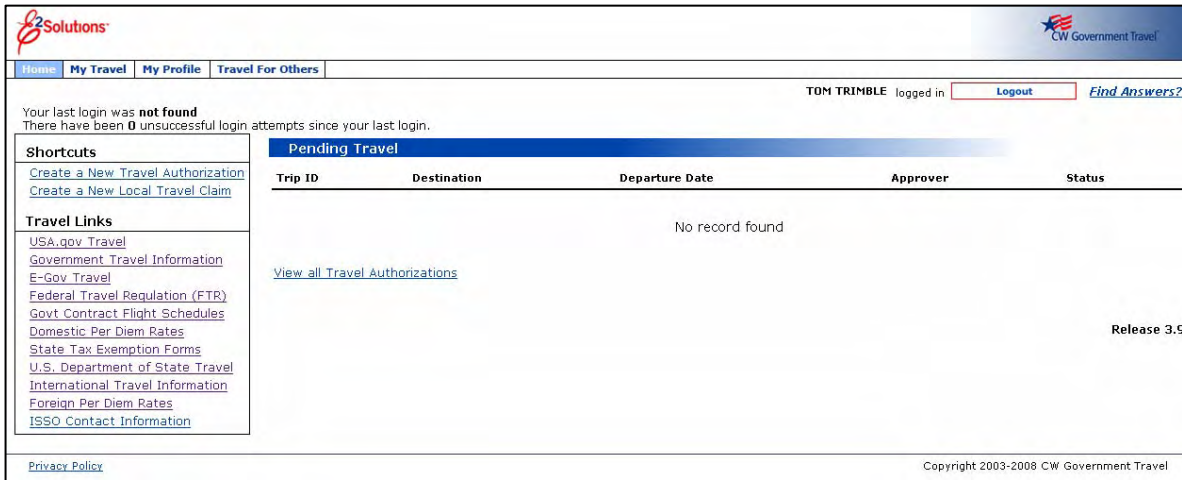


Figure 2. E2 Login Screen

5. After selecting the **Login** button, the **E2 Solutions** home page for the user will appear.



E2 Solutions CW Government Travel

Home My Travel My Profile Travel For Others

TOM TRIMBLE logged in [Logout](#) [Find Answers?](#)

Your last login was **not found**
There have been **0** unsuccessful login attempts since your last login.

Shortcuts

- [Create a New Travel Authorization](#)
- [Create a New Local Travel Claim](#)

Travel Links

- [USA.gov Travel](#)
- [Government Travel Information](#)
- [E-Gov Travel](#)
- [Federal Travel Regulation \(FTR\)](#)
- [Govt Contract Flight Schedules](#)
- [Domestic Per Diem Rates](#)
- [State Tax Exemption Forms](#)
- [U.S. Department of State Travel](#)
- [International Travel Information](#)
- [Foreign Per Diem Rates](#)
- [ISSO Contact Information](#)

Pending Travel

Trip ID	Destination	Departure Date	Approver	Status
No record found				

[View all Travel Authorizations](#)

Release 3.9

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Figure 3. User's Home Page

This completes the **Access E2 Solutions** process.

3. Trip-by-Trip Authorization (E2 Solutions Traveler and Travel Arranger)

The purpose of the **Trip by Trip** section is to provide the steps necessary to create a travel authorization within **E² Solutions**.

Note: You must have an Account and a profile in E2 before you can arrange a travel request. If you do not have a profile, you must create one. See [Account Creation](#).

3.1 Create a Travel Authorization

1. Once logged into **E² Solutions**, from the E2 Solutions main menu, select the **My Travel** link.

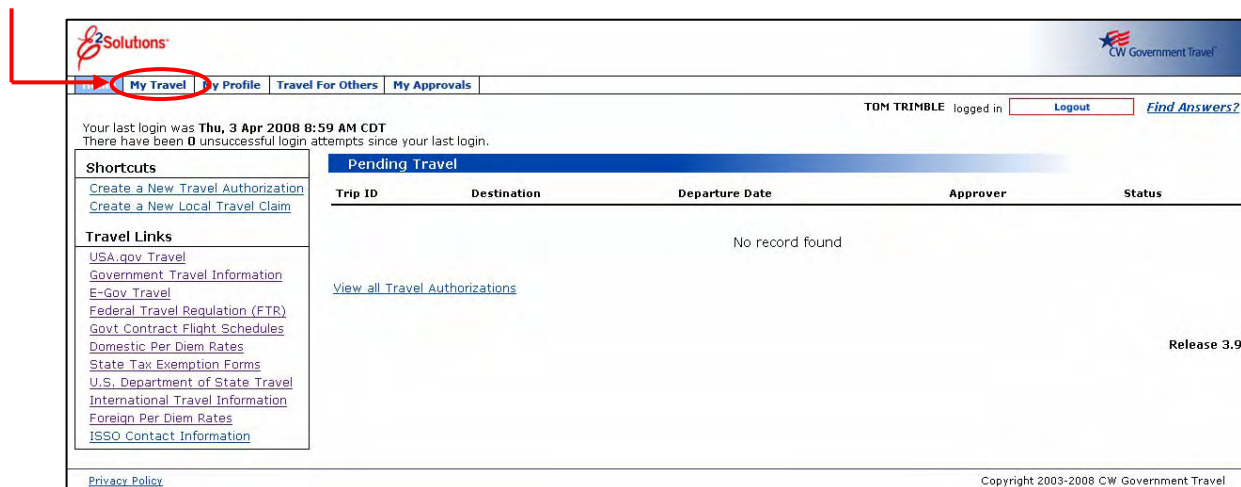


Figure 4. My Travel Link

2. In the Current Trips screen, select the Create Travel Authorization button.

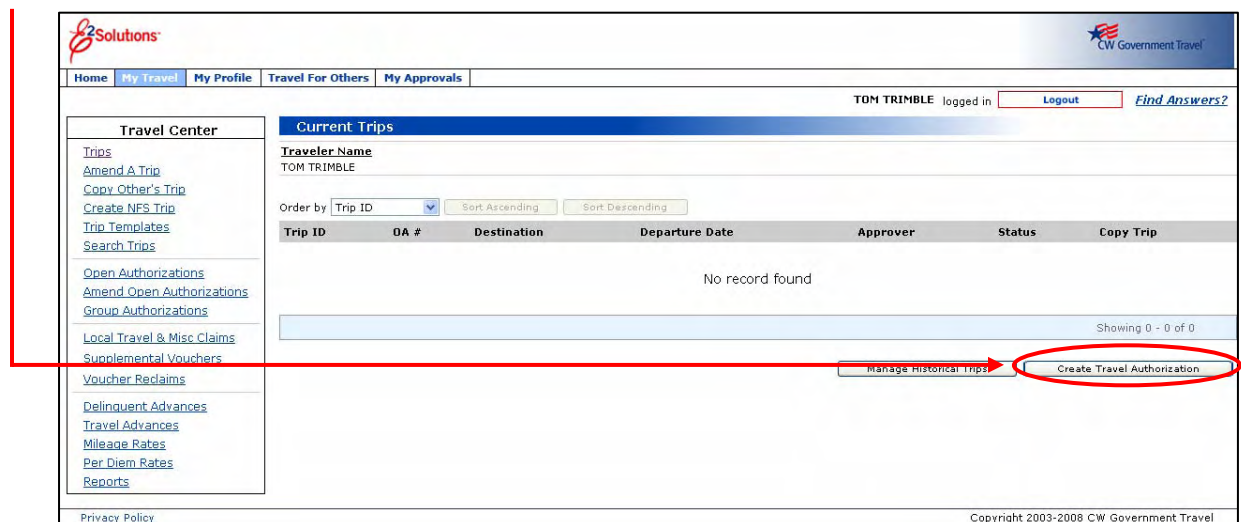


Figure 5. Create Travel Authorization Link

3. After selecting the **Create Travel Authorization** button, the screen will refresh and indicate the page is loading.

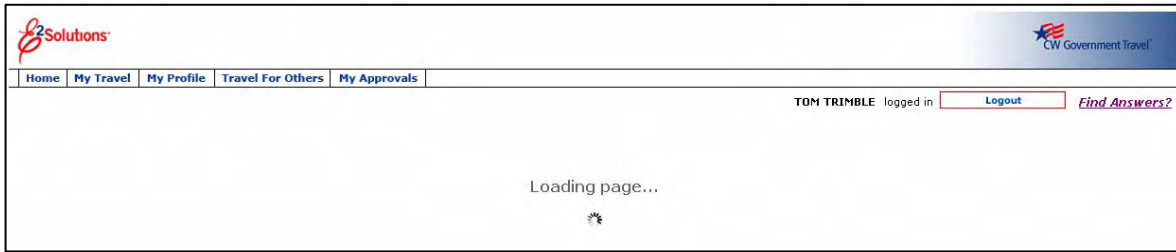


Figure 6. Loading in Progress Window

- When the page finishes loading, the **Trip Planner** screen will display.

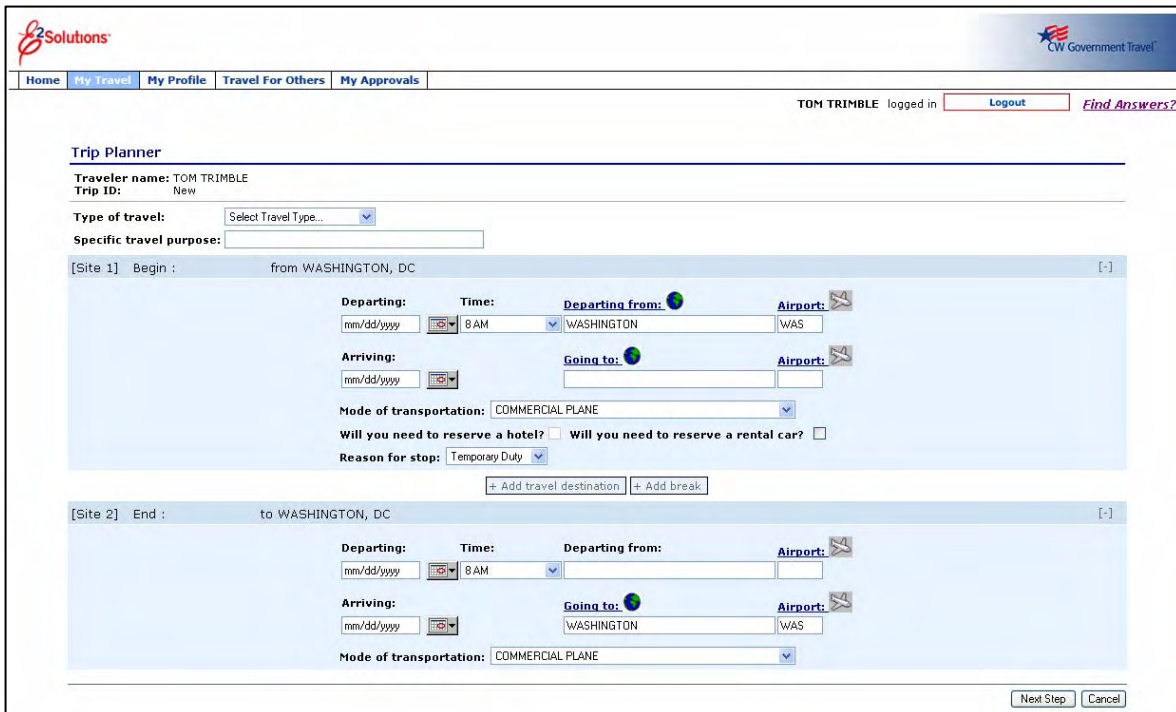


Figure 7. Trip Planner Window

- In the **Type of Travel** field, select from the drop down list the Type of Travel for the trip.

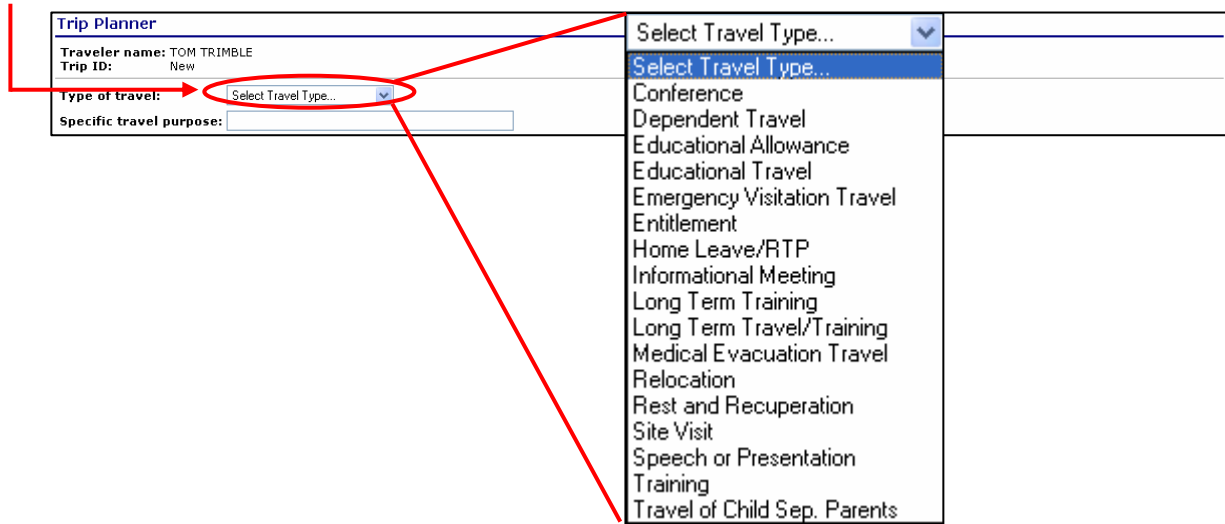


Figure 8. Select Travel Type - Drop-down Menu

6. In the **Specific Travel Purpose** field, enter the reason for the trip.

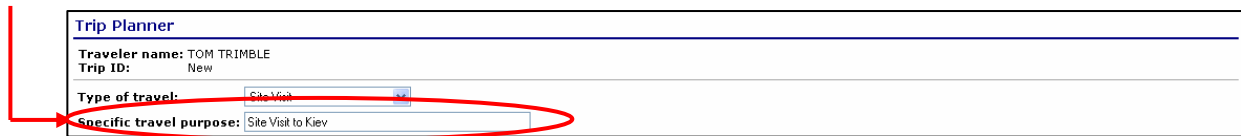


Figure 9. Specific Travel Purpose Window

7. After completing the **Type of Travel** and **Specific Travel Purpose**, the next steps are to build your itinerary from your current duty station to your TDY location. To do this start with the **Site 1 Begin** portion of the **Trip Planner**.

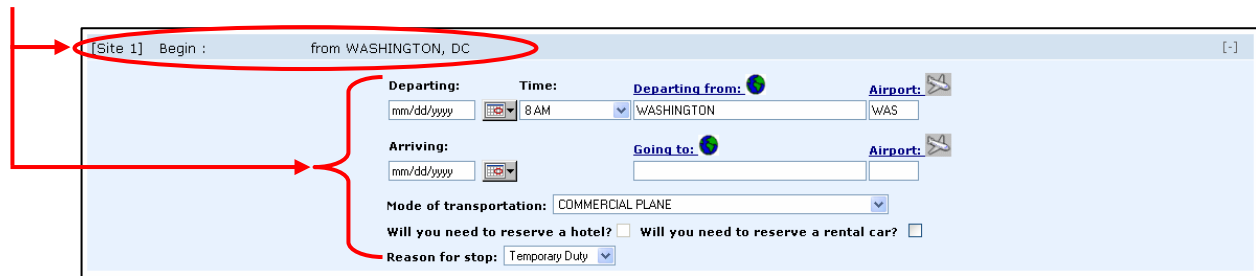


Figure 10. Site 1 - Begin Window

8. From the **Departing** field, select **Calendar** icon.

NOTE: If the calendar does not display after selection, check the Windows menu bar for the calendar.

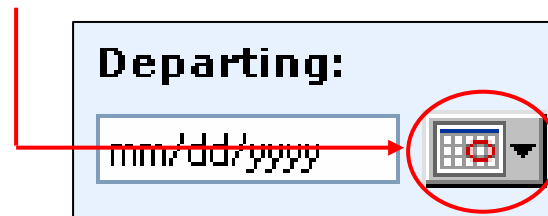


Figure 11. Departing Calendar Icon

- In the **Calendar**, select the **Departing Date** for your trip. After selecting the **Departure Date** the **Trip Planner** screen will update with the **Departing** and **Arrival Date** as the same.

NOTE: If you are crossing the International Date Line (IDL) East or West, then you enter the arrival date as seen on your itinerary. This will allow E2 Solutions to calculate the entitlements correctly.

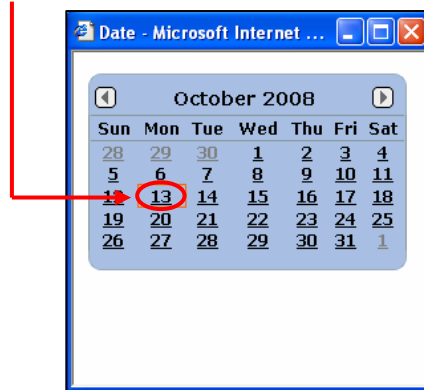


Figure 12. Departing Calendar Date

- In the **Time** field, select the drop down arrow and select the preferred **Departure Time**.

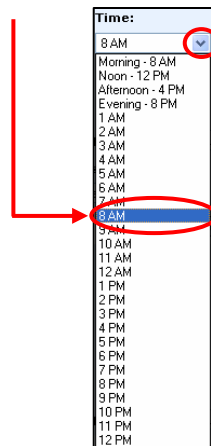


Figure 13. Select Departure Time

- The **Departing From** field should list the city closest to your current duty station for which there is an airport. If you would like to change your **Departing From** location, select the **Departing From** link.

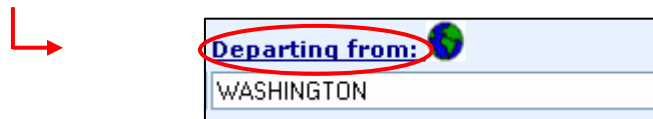


Figure 14. Departing Link

- In the **Site Search** screen, perform the following actions:

NOTE: Unless for some reason you are departing from a location other than your official duty station, the Departing From location should not be changed.

NOTE: If the country selected is **not** the United States, then select the **Search** button after selecting the country and skip to step 12d.

13. In the **Country** field, select the departing **Country**.
14. If the **United States** is the departing country, select the drop down arrow and select the departing **State**.
 - a. After selecting the departing **State**, select the **Search** button.
 - b. Below the **Search** button, a **City** link list will be available. Select the link for the appropriate **City**.

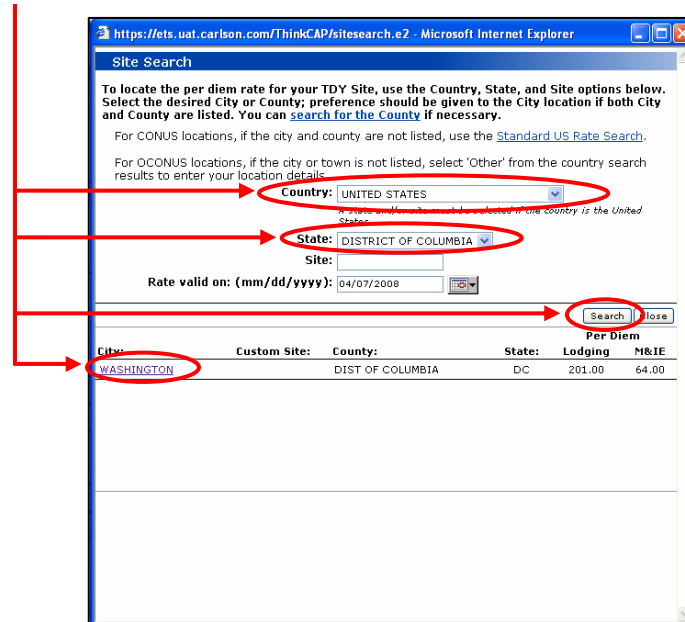


Figure 15. Site Search

15. After selecting the **Departing From** location, select the **Airport** link.

NOTE: Unless for some reason you are departing from an airport other than your default airport, the Departing Airport should not be changed.

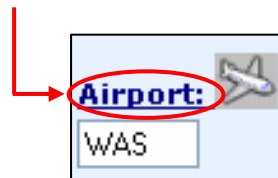


Figure 16. Airport Icon

16. In the **Select Airport** screen, perform the following actions:
 - a. In the **Select Country** field, select the Country from the drop down list and then the Select button next to the Country box.
 - b. If the **United States** is the **Departing Country**, then in the **Select State** field select the **State** from the drop down list and then select the **Search** button.
 - c. If the **Departing Country** is **not** the United States, then in the **Country** field select the **Country** from the drop down list and then select the **Select** button next to the **Country** field.

- d. From the list of available airports, select the **Airport Code** associated with the **Airport** in which you will be departing.

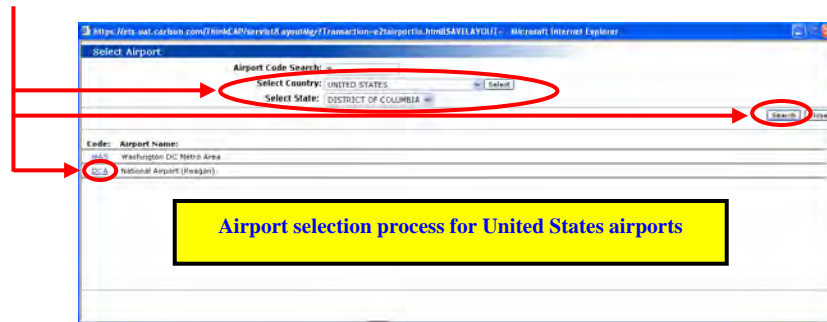


Figure 17. Select Country window

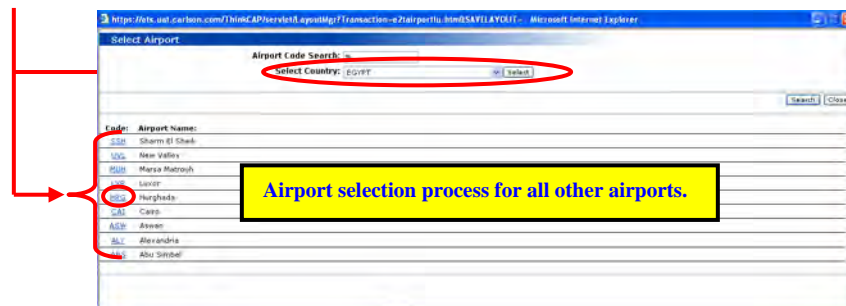


Figure 18. Air port Codes window

17. The **Arrival Date** field will automatically populate based on the **Departure Date** field when selecting the **Arrival Date** box.

NOTE: Check your TMC provided itinerary for Departure and Arrival Dates and enter the dates in the fields if different. When crossing the International Date Line, your arrival date may be different from what is listed in E2 Solutions. For proper entitlement calculations, the dates on the TMC provided itinerary should be used.

18. If, on the itinerary, the **Arrival Date** is different from the **Departure Date**, then select the **Calendar** icon.

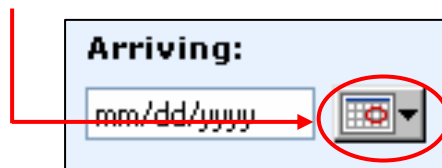


Figure 19. Calendar Icon

19. In the **Calendar** screen, select the **Arrival Date** as listed on your itinerary. This will populate the **Arrival Date** field.
20. After selecting the **Arrival Date**, select the **Going To** link to enter your Temporary Duty (TDY) destination.

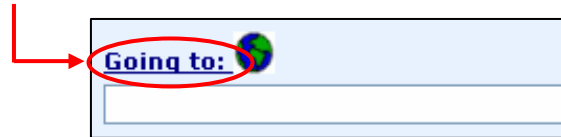
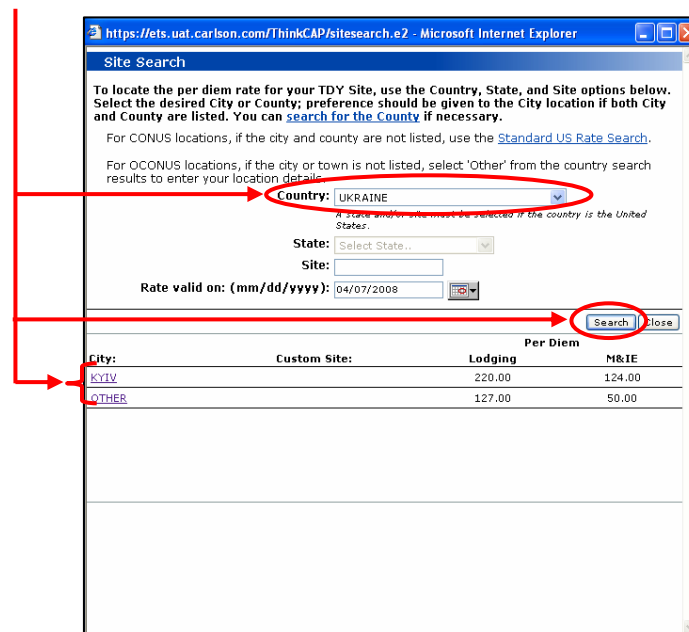


Figure 20. Going To link

21. In the **Site Search** screen, perform the following actions:
- In the **Country** field, select the drop down box to list the countries and select the destination **Country** from the list provided.
 - If you are not traveling to the United States, after you select the **Country** from the drop down box, select the **Search** button.
 - If the **Country** selected is the United States, then select the drop down box for the **State** field to identify the **State** to which you are traveling and then select the **Search** button.
 - Below the **Search** button a list containing the Cities associated with the Country and/or State selected will appear. Select the **City** from the list.
 - Once complete, skip to Step 22.

NOTE: If your TDY city is not listed, then that means there is not a per diem rate associated with your TDY location. Proceed to Step 20 for CONUS travel or Step 21 for OCONUS travel. Otherwise, skip to Step 22.


 A screenshot of a web browser window titled 'Site Search'. The page contains instructions for locating per diem rates and a search form. The 'Country' dropdown is set to 'UKRAINE'. Below the form is a table with columns: City, Custom Site, Lodging, and MR&IE. The table lists 'KYIV' and 'OTHER' as cities. Red arrows point to the 'Country' dropdown, the 'Search' button, and the 'City' column header.

City	Custom Site	Lodging	MR&IE
KYIV		220.00	124.00
OTHER		127.00	50.00

Figure 21. Site Search window

NOTE: Some USAID TDY locations will have a Custom Per Diem rate. Custom Per Diem Rates are identified by the 'Y' in the Custom Site column and by the City Name. When traveling to sites with Custom Per Diem rates, travelers should select the Custom Per Diem rate. Below is a screenshot of the Custom Per Diem rate screen.

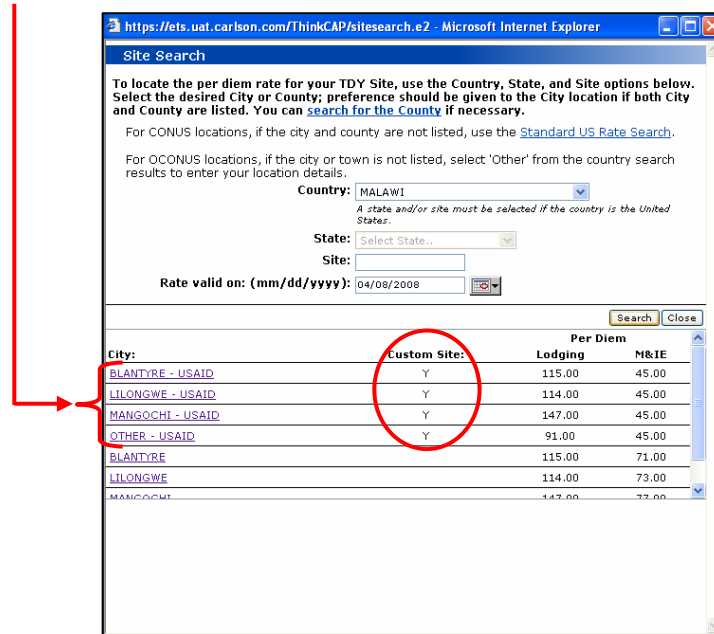


Figure 22. Custom Per Diem Rate window

22. For CONUS locations when the TDY City does **not** appear in the list of available cities associated with the State, perform the following actions:
 - a. In the **Site Search** screen, select the **Standard US Rate Search** link.
 - b. In the **Standard US Rate Search** section, select the **State** from the drop down box.
 - c. In the **Town / City** field, enter the TDY City and select either the **Show Nearby Airports** button or the **Show All State Airports** button.
 - d. In the new **Standard US Rate Search** screen, select the appropriate **Airport Code**.

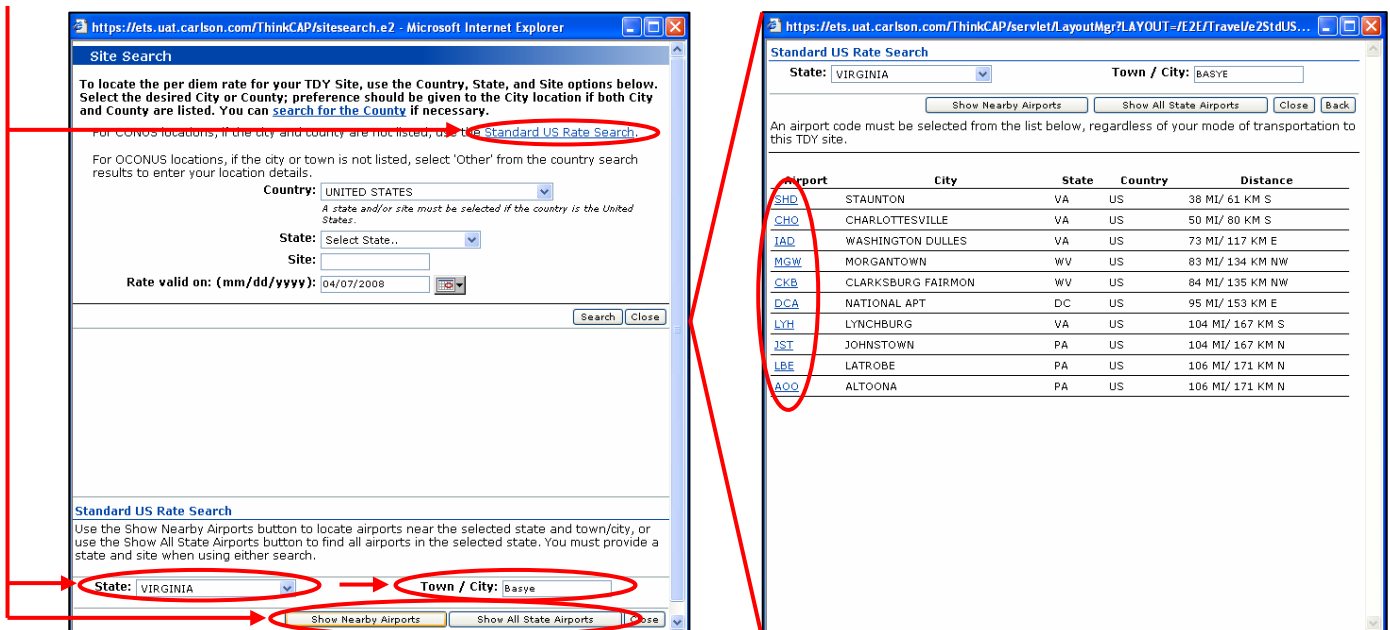


Figure 23. Standard US Rate Search windows

23. For OCONUS location when the TDY City does **not** appear in the list of available cities associated with the Country, perform the following actions:
 - a. In the **Site Search** screen and in the **Country** field, select from the drop down box **Other Foreign Localities** and select the **Search** button.
 - b. In the **Search** results section, select the **Foreign Areas** link.

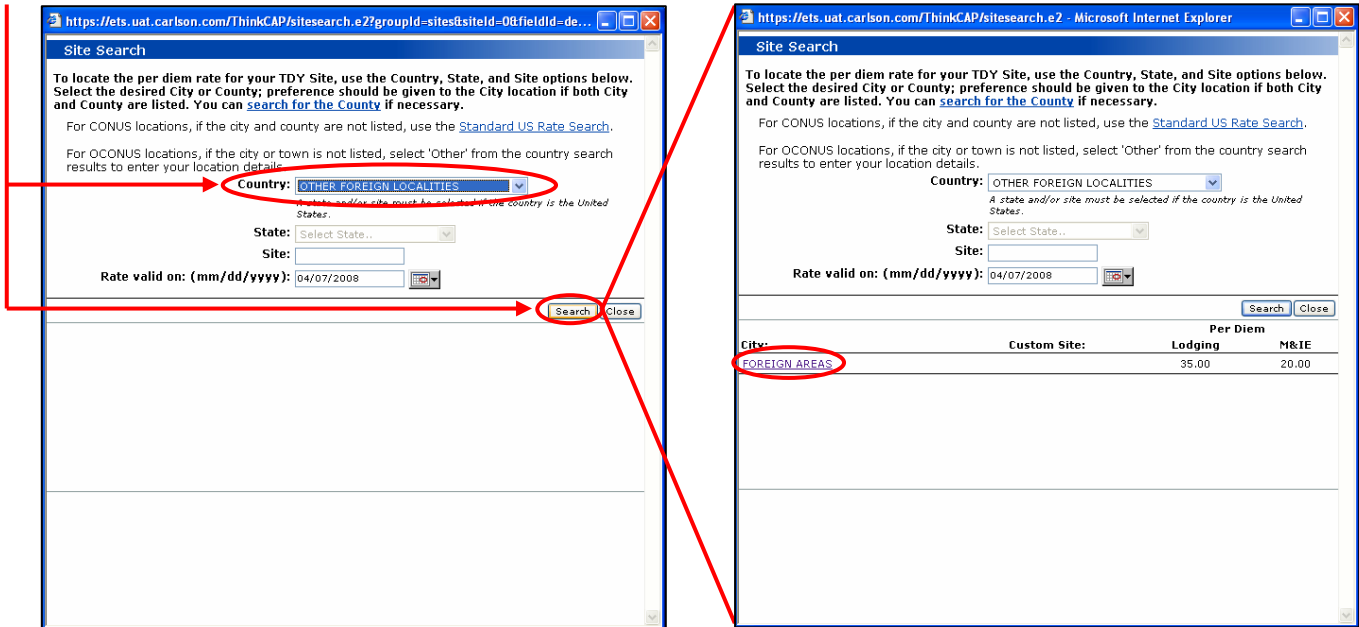


Figure 24. Foreign Areas link

24. When finished the **Going To** and **Airport** fields will populate the **TDY Destination** and **Airport**.

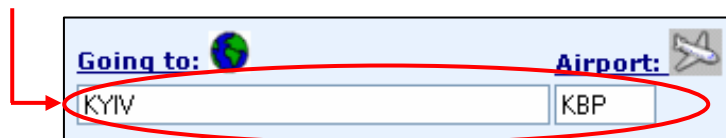


Figure 25. TDY Destination and Airport window

25. In the **Mode of Transportation** field, select the appropriate transportation method from the drop down box.

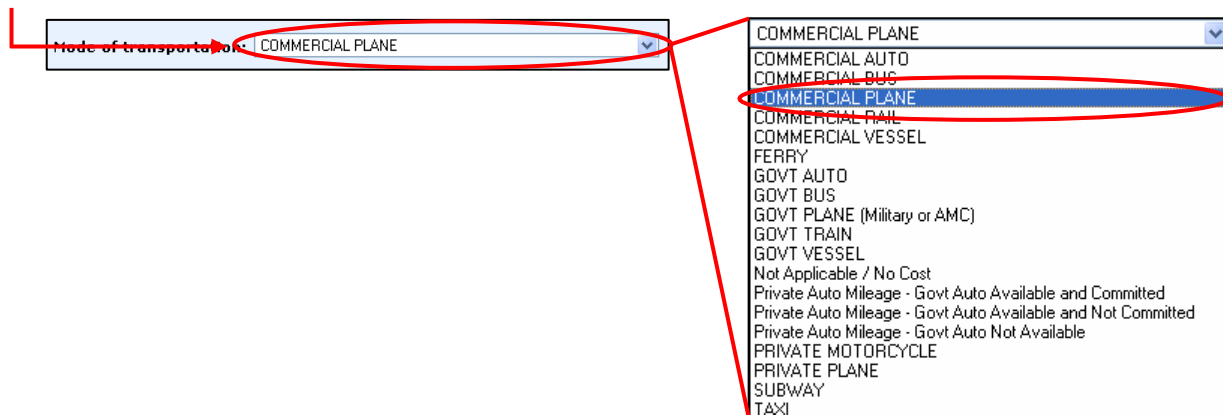


Figure 26. Mode of Transportation field

26. If Hotel and/or Car Rental are authorized, select the box next each field is authorized.

NOTE: If the box associated with the **Will you need to reserve a hotel?** is grayed out, then in your profile you have either not entered your credit card information or, if you have entered your credit card information, you have not set that credit card to be your default credit card for hotel reservations.

Will you need to reserve a hotel? **Will you need to reserve a rental car?**

27. In the **Reason for Stop** field, select from the drop down box the **Reason for the Stop** at this location.

Reason For Stop Definitions:

Temporary Duty – Any duty at a temporary station other than the permanent duty station (PDS)

Authorized Delay – An allowed delay when using any mode of transportation when not directly traveling to your temporary duty (TDY) site, for any reason. (Example: Weather, traveling OCONUS on flights with stopovers exceeding 14 hours, or traveling using a personally owned vehicle (POV) to a location that is more than 350 miles in distance.)

Rest Stop – An allowed delay where the origin and/or destination are OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. When a rest top is authorized the applicable per diem rate is the rate for the rest stop location.

NOTE: The agency will need to determine when to use Authorized Delay or Rest Stop as the Reason for the Stop.

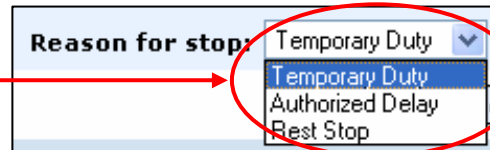


Figure 27. Reason for Stop

28. After completing **Site 1**, departure location to TDY destination, the next step is to complete **Site 2**, TDY destination back to the departure location. The below steps will complete the itinerary portion of a **Travel Authorization** for a round trip.

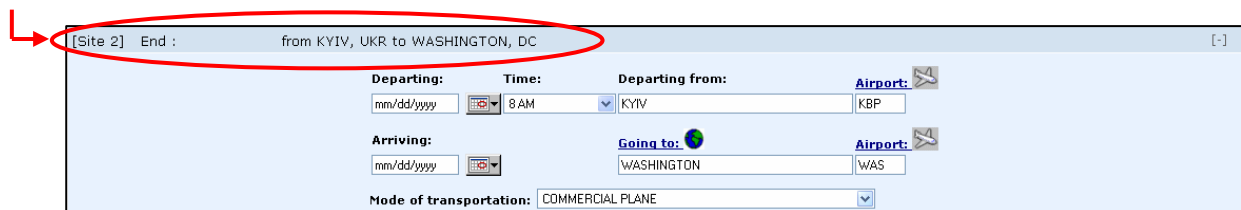


Figure 28. Travel Authorization Itinerary

29. From the **Departing** field, select **Calendar** icon.

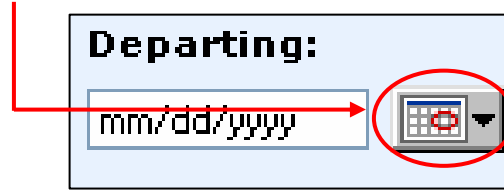


Figure 29. Departing Calendar Icon

30. In the **Calendar**, select the **Departing (Return) Date** for your trip. After selecting the **Departure Date** the **Trip Planner** screen will update with the **Departing** and **Arrival Date** as the same.

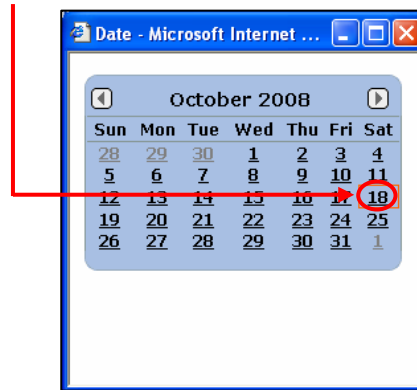


Figure 30. Calendar

31. In the **Time** field, select the drop down arrow and select the preferred **Departure Time**.

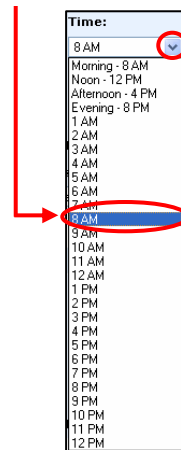


Figure 31. Departure Time Menu

32. In the **Departing From** and **Airport** fields, verify the departing location is the TDY location and the **Airport** field is correct.

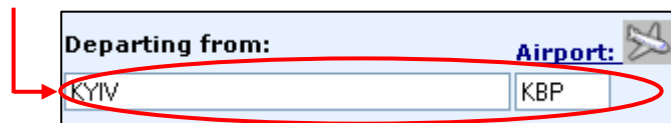


Figure 32. Departing From and Airport window

33. In the **Arriving** field, mouse click inside the box. The **Arrival Date** will automatically populate based on the **Departure Date**.

NOTE: Check your TMC provided itinerary for Departure and Arrival Dates and enter the dates in the fields if different. When crossing the International Date Line, your arrival date may be different from what is listed in E2 Solutions. For proper entitlement calculations, the dates on the TMC provided itinerary should be used.

34. In the **Going To** field, verify the returning to location and airport are correct. If not, make the necessary changes to either the **Going To** location and/or the **Airport** by selecting the **Going To** link and/or **Airport** link.

NOTE: If you changed the departing from airport in Site 1 to another airport other than the default airport defined in your profile, you will need to make sure you are returning to the airport you departed from as the default airport is what is defined in your user profile and what will appear by default as the airport code

35. In the Mode of Transportation field, verify the Mode of Transportation is correct.

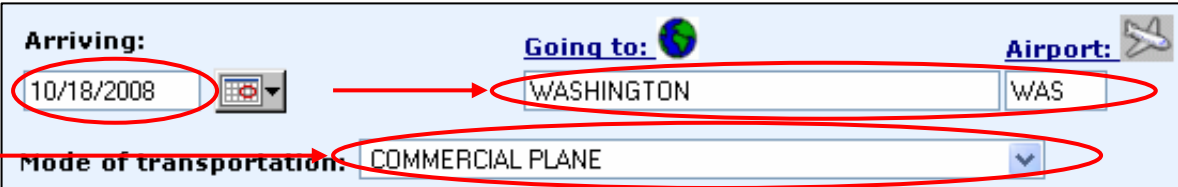


Figure 33. Mode of Transportation

36. After you have completed all steps in the **Trip Planner** screen, select the **Next** button.

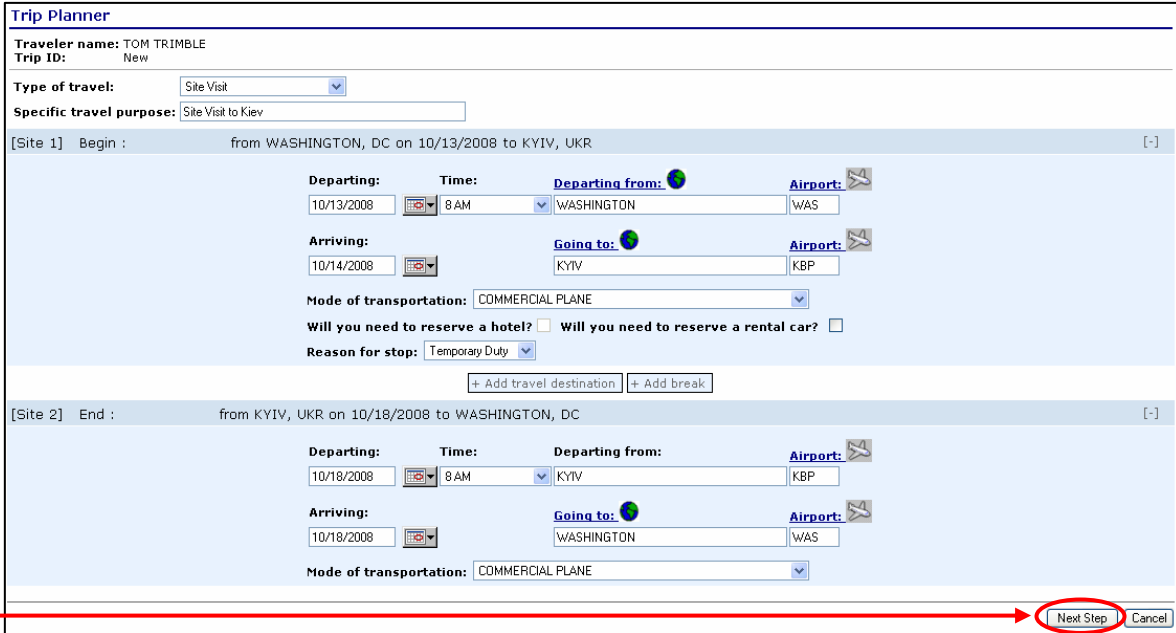


Figure 34. Trip Planner window

37. The **E2 Solutions** screen will refresh as **E2 Solutions** builds your trip itinerary also know as your **Authorization Summary**.

Create Travel Authorization

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132	New Authorization

Authorization Summary [Help with this page](#)

Trip Summary [Edit Trip Planner](#)

Type of Travel: Site Visit

Specific Travel Purpose: Site Visit to Kiev

Document Number:

Date Generated: 04-Apr-2008

Site:	Departure Mode:	Reason for Stop:	Per Diem:	Hotel:	Rental Car:	Crossed IDL?
WASHINGTON, DC Departs: WAS Mon 13-Oct-2008 08:00 AM	CP					
KYIV, UKR Arrives: KBP Tue 14-Oct-2008 Departs: KBP Sat 18-Oct-2008 08:00 AM	CP	Temporary Duty	View Per Diem	N	N	
WASHINGTON, DC Arrives: WAS Sat 18-Oct-2008						

*PA-C = Government Auto Available and Committed, PA-NA = Government Auto Not Available, PA-NC = Government Auto Available and Not Committed.

Duration: 6 Days

Reservation Details [Reservation Details](#)

Use Reservation Details link to Retrieve Reservations or Make Reservations prior to entering lodging expenses. Retrieving reservations or making reservations after completing the lodging expense area will overwrite entered information.

Please select the cabin class for your trip.

Coach
 Business
 First

Expenses, Funding, and Travel Advances

[Edit Estimated Lodging and Meals Expenses \\$1,562.00](#)
[Edit Estimated Transportation and Other Expenses \\$13.75](#)
[View Estimated Total Expenses \\$1,575.75](#)
[Edit Total Allocated to Accounting Codes \\$0.00](#)

[Printable Authorization/Voucher](#)

Optional Remarks:

[Add Remarks](#)

Next Step

Save Trip As Template

If you wish to save this Trip as a template to be used later, please enter a Template Name.
If you wish to share this template with other users within Z2Carlson Staff under USAID, then mark the template as "Shared".

Template Name: Shared

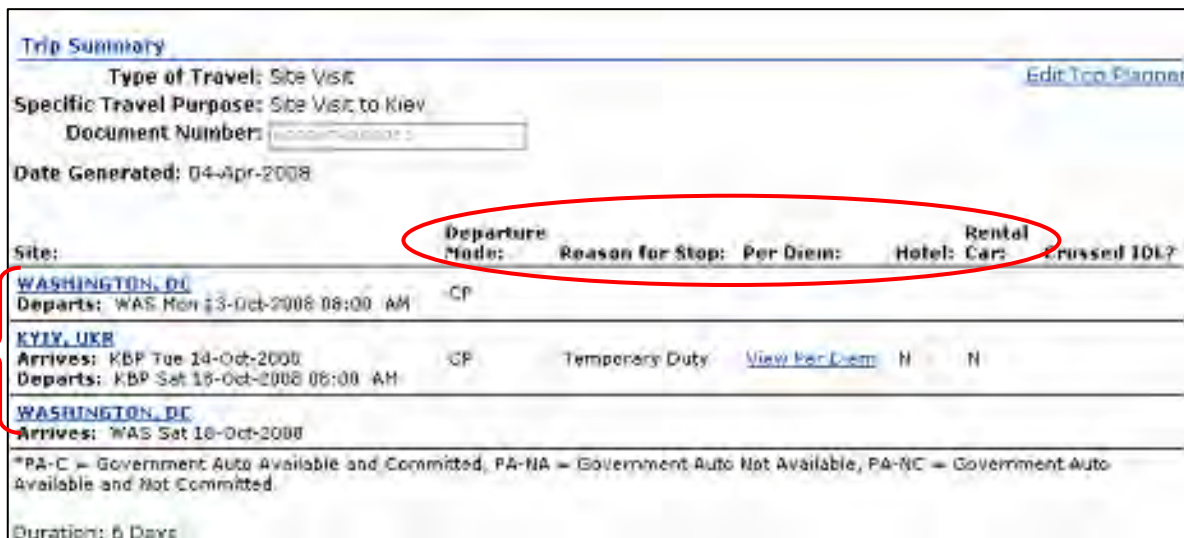
[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [Currency](#) [View Documents](#)

Figure 35. Create Trip Summary Authorization window

38. In the **Trip Summary** portion of the **Authorization Summary** screen, perform the following verification activities:
- Type of Travel
 - Is the Type of Travel correct for the trip?
 - Specific Travel Purpose
 - Does the Purpose clearly state the reason for the travel?
 - Departure, TDY, and Return locations
 - Do the locations match the reservation?
 - Departure and Arrival Dates
 - Do the dates match the reservation, if you already have a reservation?
 - Departure Times
 - ⇒ Do the departure times match the reservation, if you already have a reservation?

NOTE: If you do not yet have a reservation for your trip, you can continue with the Travel Authorization. Once your reservations are made and before sending to the Approver, make sure you update the above fields so E2 Solutions can calculate the proper reimbursement.

- Departure Mode** (i.e., CP for Commercial Plane)
 - ⇒ Is the mode of transportation correct?
- Reason for Stop
 - ⇒ Is the stop for TDY, Authorized Delay, or Rest Stop?
- Per Diem
 - ⇒ Is Custom Per Diem available for the TDY location?)
- Hotel and Car
 - ⇒ Do you need a hotel or rental car?



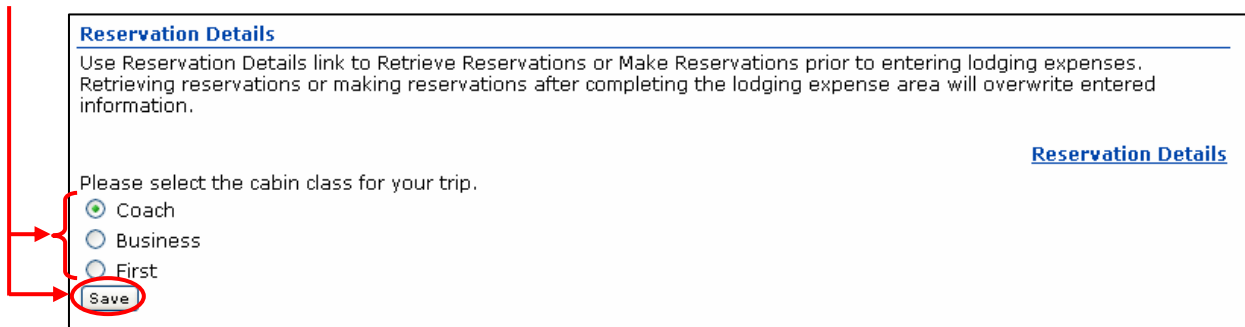
Site:	Departure Mode:	Reason for Stop:	Per Diem:	Hotel:	Car:	Crossed IDL?
WASHINGTON, DC Departs: WAS Mon 13-Oct-2008 08:00 AM	CP					
KYIV, UKR Arrives: KBP Tue 14-Oct-2008 Departs: KBP Sat 16-Oct-2008 05:00 AM	CP	Temporary Duty	View Per Diem	N	N	
WASHINGTON, DC Arrives: WAS Sat 18-Oct-2008						

*PA-C = Government Auto Available and Committed, PA-NA = Government Auto Not Available, PA-NC = Government Auto Available and Not Committed.

Duration: 6 Days

Figure 36. Trip Summary

39. In the **Reservation Details** section of the **Authorization Summary** screen, select the appropriate **Cabin Class** for your trip and select the **Save** button. The screen will need to refresh as the information is saved and updated in the **Travel Authorization**.



The screenshot shows a window titled "Reservation Details" with the following content:

Use Reservation Details link to Retrieve Reservations or Make Reservations prior to entering lodging expenses. Retrieving reservations or making reservations after completing the lodging expense area will overwrite entered information.

[Reservation Details](#)

Please select the cabin class for your trip.

- Coach
- Business
- First

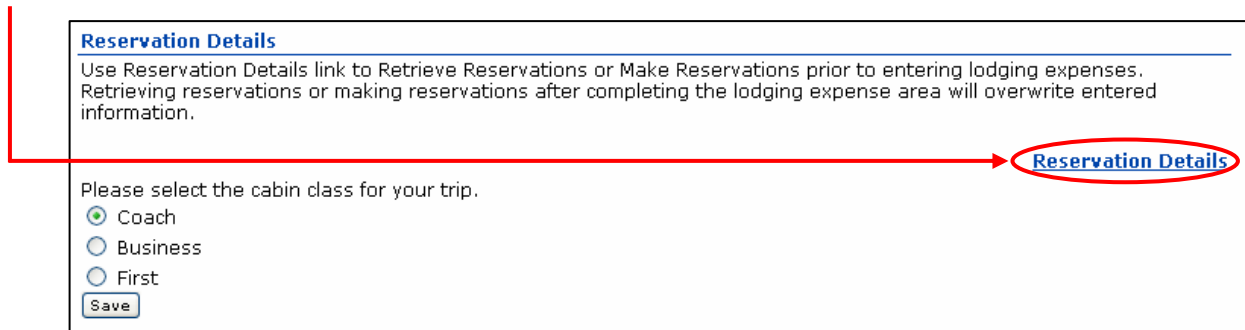
Red arrows point to the "Save" button and the radio buttons.

Figure 37. Save Reservation Details window

40. After selecting the **Cabin Class** for the trip, select the **Reservation Details** link to make a reservation electronically with TMC.

NOTE: USAID Missions will continue to submit their Travel Authorizations manually with the TMC. Therefore, USAID Mission travelers can proceed to step XX

NOTE: Use Reservations Details link to Retrieve Reservations or to Make Reservation prior to entering lodging expenses. Retrieving reservation or making reservations after completing the lodging area will overwrite entered information.



The screenshot shows the same "Reservation Details" window as in Figure 37, but with the "Reservation Details" link in the top right corner circled in red. A red arrow points from the left side of the window to this link.

Figure 38. Reservation Details

41. In the **Reservation Details** screen, select the **Send to Travel Agent** link. When selecting the **Send to Travel Agent** link, the TMC will receive the requested trip itinerary and make reservations according to what is in the travel authorization.

Send to Travel Agent.' Below this are three buttons: 'Make Reservation', 'Retrieve Reservation', and 'Back'. At the very bottom are several navigation links: 'Itinerary', 'Authorization History', 'Attach Documents', 'Daily Expenses', 'Currency', and 'View Documents'." data-bbox="127 102 868 299"/>

Traveler Name	Trip ID	Reservation Status
TOM TRIMBLE	18132	No Reservation

[Show Sites](#)

Air travel will be charged to a Centrally Billed Account

Retrieve Reservations or Make Reservations prior to entering lodging expenses. Retrieving reservations or making reservations after completing the lodging expense area will overwrite entered information.

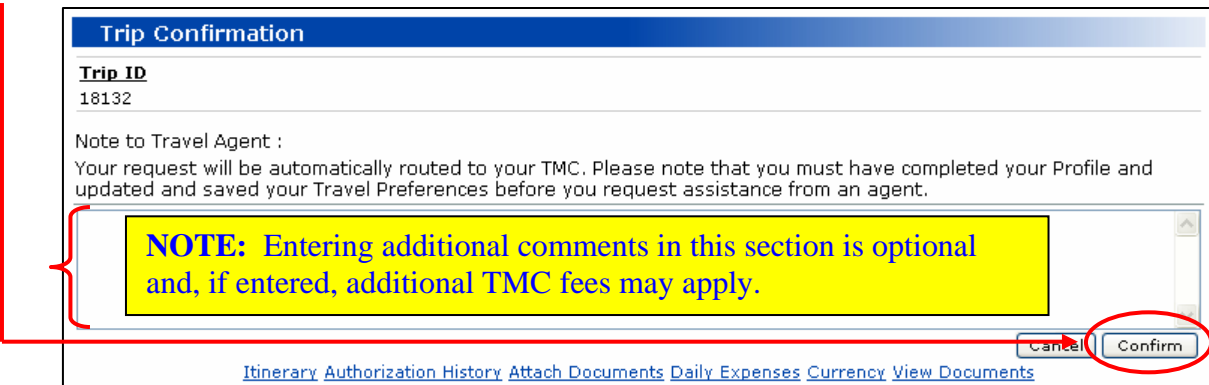
To have a travel agent complete your travel reservations, click [Send to Travel Agent](#).

[Itinerary](#)
[Authorization History](#)
[Attach Documents](#)
[Daily Expenses](#)
[Currency](#)
[View Documents](#)

Figure 39. Send to Travel Agent window

42. In the **Trip Confirmation** screen, enter special travel requests that you may need for **this trip** as needed in the **Note to Travel Agent** box. Once complete select the **Confirm** button.

NOTE: In order to automatically route the Travel Authorization to the TMC, the traveler must have a TMC Profile ID. To verify and/or create a TMC Profile ID, please refer to Section 4.6



Trip Confirmation

Trip ID
18132

Note to Travel Agent :
Your request will be automatically routed to your TMC. Please note that you must have completed your Profile and updated and saved your Travel Preferences before you request assistance from an agent.

NOTE: Entering additional comments in this section is optional and, if entered, additional TMC fees may apply.

[Itinerary](#)
[Authorization History](#)
[Attach Documents](#)
[Daily Expenses](#)
[Currency](#)
[View Documents](#)

Figure 40. Trip Confirmation window

43. After selecting the **Confirm** button, the **Trip Status** will change from **No Reservation** to **Agent Intervention**.

NOTE: The TMC should process your reservation request within 24 hours.

44. When the TMC completes the reservation and sends the reservation back to E2 Solutions, the **Trip Status** code will change from **Agent Intervention** to **Reservations Booked**. Additionally, an email will be sent to the traveler's Email Address(es) identified in their **E2 Solutions Profile**. The email will contain the Confirmation Code.
45. In the **Reservations** section, select the **Reservations Details** link.

Figure 41. Reservations Details

46. In the Reservation Details screen, select the Retrieve Reservation button. A new screen, Retrieve Existing Reservation, will open.

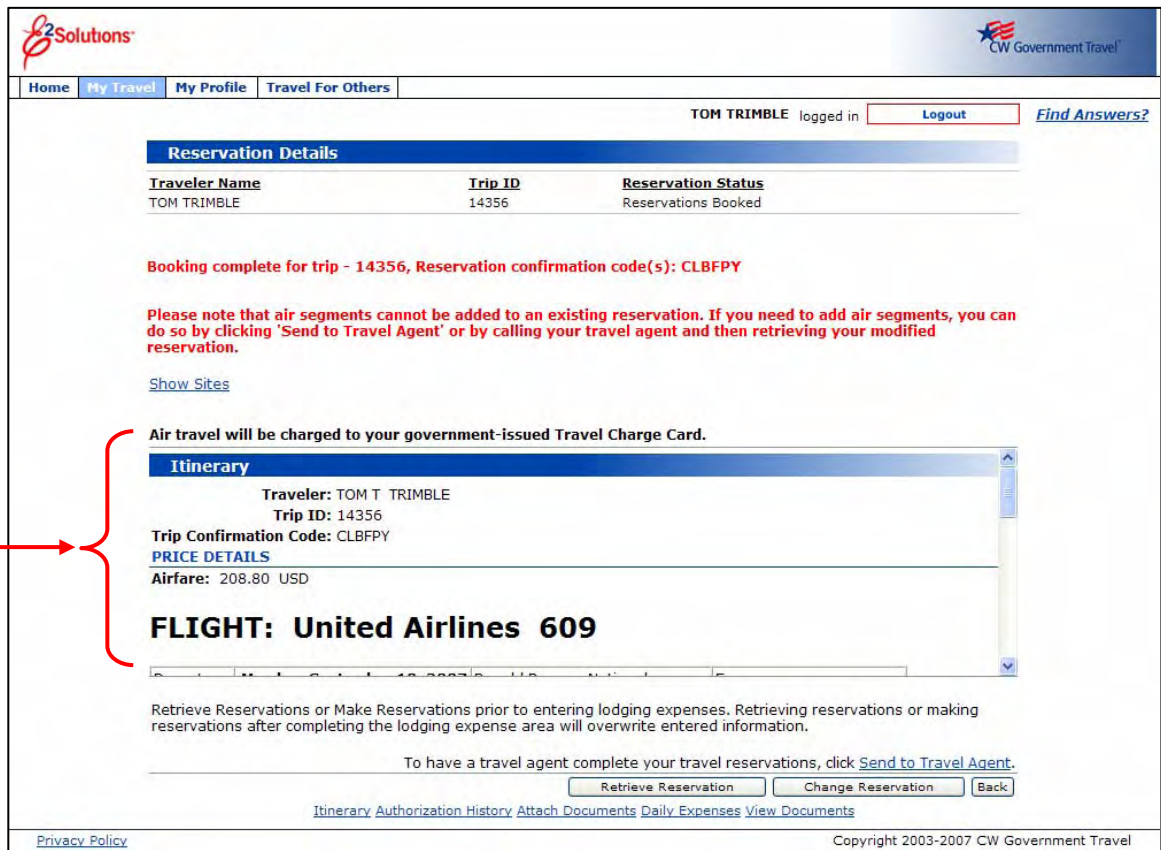
Send to Travel Agent.' At the bottom are three buttons: 'Make Reservation', 'Retrieve Reservation' (circled in red), and 'Back'. A red arrow points from the left to the 'Retrieve Reservation' button."/>

Figure 42. Retrieve Reservation window

47. In the Retrieve Existing Reservation screen, enter the Confirmation Code and select the Retrieve button.

Figure 43. Confirmation Code

48. In the screen the reservations will display. Select the Accept button if the reservation is correct, otherwise select the Cancel button. If you accept the reservation and airfare and hotel are part of the reservation made through the TMC, then the associated costs for these expense will be are the travel authorization (NEED SCREENSHOT OF ACCEPT/DECLINE BUTTONS)



Reservation Details

Traveler Name	Trip ID	Reservation Status
TOM TRIMBLE	14356	Reservations Booked

Booking complete for trip - 14356, Reservation confirmation code(s): CLBFPY

Please note that air segments cannot be added to an existing reservation. If you need to add air segments, you can do so by clicking 'Send to Travel Agent' or by calling your travel agent and then retrieving your modified reservation.

[Show Sites](#)

Air travel will be charged to your government-issued Travel Charge Card.

Itinerary

Traveler: TOM T TRIMBLE
 Trip ID: 14356
 Trip Confirmation Code: CLBFPY

PRICE DETAILS

Airfare: 208.80 USD

FLIGHT: United Airlines 609

Retrieve Reservations or Make Reservations prior to entering lodging expenses. Retrieving reservations or making reservations after completing the lodging expense area will overwrite entered information.

To have a travel agent complete your travel reservations, click [Send to Travel Agent](#).

[Retrieve Reservation](#) [Change Reservation](#) [Back](#)

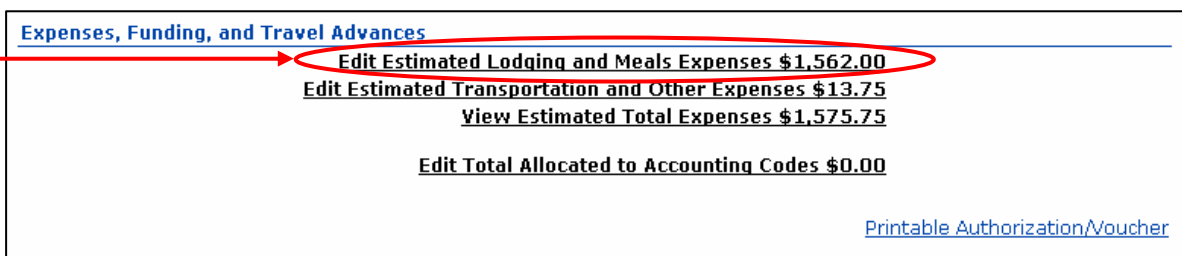
[Itinerary Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [View Documents](#)

[Privacy Policy](#) Copyright 2003-2007 CW Government Travel

Figure 44. Reservation Details

49. After retrieving the reservation, the estimated trip expenses are to be entered.
50. In the Expenses, Funding, and Travel Advance section of the Authorization Summary, select the Edit Estimated Lodging and Meals Expenses link.

NOTE: For USAID/W users, before entering any expenses, be sure to retrieve your reservation prior to entering expenses. This will prevent the previous entered expenses from being overwritten when the reservation is retrieved.



Expenses, Funding, and Travel Advances

[Edit Estimated Lodging and Meals Expenses \\$1,562.00](#)

[Edit Estimated Transportation and Other Expenses \\$13.75](#)

[View Estimated Total Expenses \\$1,575.75](#)

[Edit Total Allocated to Accounting Codes \\$0.00](#)

[Printable Authorization/Voucher](#)

Figure 45. Edit Lodging Estimation

51. In the Lodging and Meals Expenses screen, the editable fields include the Reimbursement Type, Daily Rate (Lodging), and Daily Tax (Lodging).

NOTE: For easy navigation to the Authorization Summary or Transportation and Other Expenses, use the Authorization Summary or Transportation and Other Expenses links.

NOTE: For OCONUS travel, Daily Tax will not be an editable field as lodging taxes are included in the room rate.

[Authorization Summary](#)
[Transportation & Other Expenses](#)

Lodging and Meals Expenses

Traveler Name	Trip ID
TOM TRIMBLE	18132

Trip Dates: 10/13/2008 to 10/18/2008

Reimbursement Type Legend
 Actual Expenses = Actual expenses for lodging and meals - Not To Exceed a total of 300%
 Actual Lodging = Actual expenses for lodging and prescribed M&IE rate - Not To Exceed a total of 300%
 Actual Meals = Actual expenses for meals and prescribed lodging rate - Not To Exceed a total of 300%
 Conference = Conference expenses for lodging and prescribed M&IE rate - Lodging cannot exceed 125%
 Per Diem = Limit reimbursement to per diem
 Reduced = Limit reimbursement to the following reduced per diem amounts

Click Daily Rate, Daily Tax, or Current M&IE below to edit your lodging and meals expenses.

Site	Reimbursement Type	Daily Rate	Daily Tax	Current Lodging to Date	Lodging Tax to Date	Current M&IE	M&IE to Date	Per Diem
KYIV, UKR	Per Diem	220.00		880.00	880.00	682.00	682.00	Open

Arrives: KBP Tue 14-Oct-2008
 Departs: KBP Sat 18-Oct-2008

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [Currency](#) [View Documents](#)

Figure 46. Edit Lodging Expenses

52. Using the drop down box select the appropriate **Reimbursement Type** and select the **Save** button.

Site	Reimbursement Type
KYIV, UKR	Per Diem
Arrives: KBP Tue 14-Oct-2008	Actual Expenses
Departs: KBP Sat 18-Oct-2008	Actual Lodging
	Actual Meals
	Conference
	Per Diem
	Reduced

[Itinerary](#) [Auth](#) [en Docu](#)

Figure 47. Reimbursement Type

NOTE: The reimbursement types available for selection by the USAID travelers are determined by the USAID system administrator in coordination with the Travel and Transportation Division.

53. After selecting the **Reimbursement Type**, select the **Daily Rate**, **Daily Tax**, or **Current M&IE** link to access the Estimated Daily Expenses screen.

NOTE: For OCONUS travel, there is not dollar value for the Daily Tax associated with lodging as lodging tax is include in the lodging rate.

Estimated Daily Expenses

Traveler Name	Trip ID
TOM TRIMBLE	18132

Expenses For: KYIV, UKR

Reimbursement Type: Per Diem

Limit reimbursement to per diem

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy):
 End Date (mm/dd/yyyy):

Booked Lodging [Apply to all displayed](#)

Trip Dates: 10/13/2008 to 10/18/2008

Trip Date	Booked Lodging	Allowed Lodging	Daily Lodging Tax	Estimated M&IE	Per Diem Rate
Mon 13/Oct/2008	<input type="text" value="0.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	93.00	Open
Tue 14/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open
Wed 15/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open
Thu 16/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open
Fri 17/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open

Whichever is lowest between "Booked Lodging" or "Allowed Lodging" will be the expense transferred to the Voucher.

To access Shared Lodging, Official Days Off, or Per Diem M&IE click the following links:

[Shared Lodging](#) [Official Days Off](#) [Per Diem M&IE](#)

Figure 48. Estimated Expenses window

Daily Rate	Daily Tax	Current Lodging	Lodging to Date	Lodging Tax to Date
<input type="text" value="220.00"/>	-	880.00	880.00	0.00

Figure 49. Daily Lodging Rate

54. The **Estimated Daily Expenses** screen is utilized to enter the estimated **Daily Lodging** and **Daily Lodging Tax**. The figure below is an example of an OCONUS trip with the reimbursement type of Per Diem.

NOTE: When the Reimbursement Type is Per Diem, the lodging rate will pre-populate with the lodging per diem rate for the TDY location. If the reimbursement type is Actual Expenses or Actual Lodging, then the Booked Lodging amount fields can be edited to reflect the estimated lodging costs.

Estimated Daily Expenses


Traveler Name	Trip ID
TOM TRIMBLE	18132


Expenses For: KYIV, UKR

Reimbursement Type: Per Diem
Limit reimbursement to per diem

Filter by Date Range (both fields are required):

Booked Lodging [Apply to all displayed](#)

Begin Date (mm/dd/yyyy): 

End Date (mm/dd/yyyy): 

Trip Dates: 10/13/2008 to 10/18/2008

Trip Date	Booked Lodging	Allowed Lodging	Daily Lodging Tax	Estimated M&IE	Per Diem Rate
Mon 13/Oct/2008	<input type="text" value="0.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	93.00	Open
Tue 14/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open
Wed 15/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open
Thu 16/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open
Fri 17/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open

Whichever is lowest between "Booked Lodging" or "Allowed Lodging" will be the expense transferred to the Voucher.

To access Shared Lodging, Official Days Off, or Per Diem M&IE click the following links:

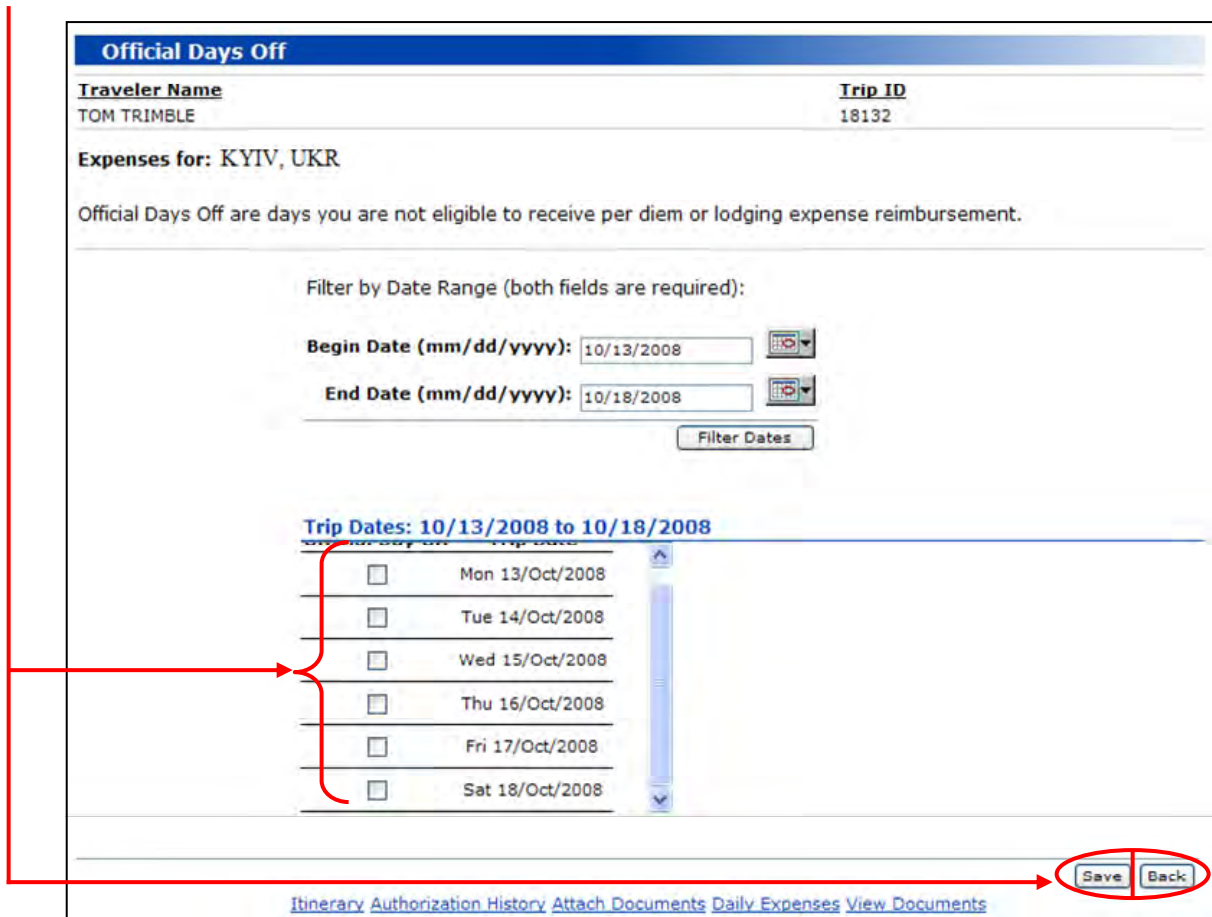
[Shared Lodging](#)
[Official Days Off](#)
[Per Diem M&IE](#)

Figure 50. Estimated Daily Expenses window

55. If lodging is being shared with another traveler, select the **Shared Lodging** link at the bottom of the **Estimated Daily Expenses** screen.
56. In the **Shared Lodging** screen, select the **Box** next to the **Date(s)** in which the travelers used **Shared Lodging** and select the **Save** button. After selecting the **Save** button, the screen will refresh indicating the successful save of the change. Once the message appears, select the **Back** button to return to the **Estimated Daily Expenses** screen.

NOTE: If all TDY was days included Shared Lodging, then select the box associated with the Select all dates field.

57. To enter official days off while on official travel, select the **Official Days Off** link at the bottom of the **Estimated Daily Expenses** screen.



Official Days Off

Traveler Name
TOM TRIMBLE

Trip ID
18132

Expenses for: KYIV, UKR

Official Days Off are days you are not eligible to receive per diem or lodging expense reimbursement.

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy): 10/13/2008

End Date (mm/dd/yyyy): 10/18/2008

Filter Dates

Trip Dates: 10/13/2008 to 10/18/2008

<input type="checkbox"/>	Mon 13/Oct/2008
<input type="checkbox"/>	Tue 14/Oct/2008
<input type="checkbox"/>	Wed 15/Oct/2008
<input type="checkbox"/>	Thu 16/Oct/2008
<input type="checkbox"/>	Fri 17/Oct/2008
<input type="checkbox"/>	Sat 18/Oct/2008

Save Back

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [View Documents](#)

Figure 51. Estimated Daily Expenses - Official Days Off

58. In the **Official Days Off** screen, select the **Box** associated with the **Date(s)** of the **Official Days Off** and select the **Save** button. After selecting the **Save** button, the screen will refresh indicating the successful save of the change. Once the message appears, select the **Back** button to return to the **Estimated Daily Expenses** screen.
59. If the **Reimbursement Type** is **Per Diem** and the traveler is provided meals, select the **Per Diem M&IE** link on the **Estimated Daily Expenses** screen.

Estimated Daily Expenses

Traveler Name **Trip ID**
 TOM TRIMBLE 18132

Expenses For: KYIV, UKR

Reimbursement Type: Per Diem
 Limit reimbursement to per diem

Filter by Date Range (both fields are required): Booked Lodging [Apply to all displayed](#)

Begin Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Trip Dates: 10/13/2008 to 10/18/2008

Trip Date	Booked Lodging	Allowed Lodging	Daily Lodging Tax	Estimated M&IE	Per Diem Rate
Mon 13/Oct/2008	<input type="text" value="0.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	93.00	Open
Tue 14/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open
Wed 15/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open
Thu 16/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open
Fri 17/Oct/2008	<input type="text" value="220.00"/>	<input type="text" value="220.00"/>	<input type="text" value="0.00"/>	124.00	Open

Whichever is lowest between "Booked Lodging" or "Allowed Lodging" will be the expense transferred to the Voucher.

To access Shared Lodging, Official Days Off, or Per Diem M&IE click the following links:

[Shared Lodging](#)
 [Official Days Off](#)
 [Per Diem M&IE](#)

Figure 52. Per Diem M & IE - Estimated Daily Expenses

60. In the **Per Diem Meals and Incidental Expenses** screen, select the **Box** associated with the **Date(s)** in which meals were provided. After selecting the **Save** button, the screen will refresh indicating the successful save of the change. Once the message appears, select the **Back** button to return to the **Estimated Daily Expenses** screen.

NOTE: To select a meal or meals for your entire TDY trip select the box associated with the Select All Breakfast Meals, Select all Lunch Meals, and/or Select all Dinner Meals.

Per Diem Meals and Incidental Expenses

Traveler Name	Trip ID
TOM TRIMBLE	18132

Expenses for: KYIV, UKR

I will not be receiving incidental expenses for this site.

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Selecting meals provided checkboxes and clicking "Save" will reduce the amount of per diem you are entitled to receive.

Trip Dates: 10/13/2008 to 10/18/2008

Select all breakfast meals
 Select all lunch meals
 Select all dinner meals

Trip Date	Breakfast Provided	Lunch Provided	Dinner Provided	Incidental	Per Diem
Mon 13/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Tue 14/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Wed 15/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Thu 16/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Fri 17/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Sat 18/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [View Documents](#)

Figure 53. Per Diem Meal window

61. After entering **Lodging**, Per Diem, Shared Lodging, Official Days Off, and Meals Provided information, select the **Transportation and Other Expenses** link to enter the estimated **Transportation and Other Expenses** for the TDY trip.

[Authorization Summary](#)
[Transportation & Other Expenses](#)

Lodging and Meals Expenses

Traveler Name
 TOM TRIMBLE

Trip ID
 18132

Trip Dates: 10/13/2008 to 10/18/2008

Reimbursement Type Legend

Actual Expenses = Actual expenses for lodging and meals - Not To Exceed a total of 300%
 Actual Lodging = Actual expenses for lodging and prescribed M&IE rate - Not To Exceed a total of 300%
 Actual Meals = Actual expenses for meals and prescribed lodging rate - Not To Exceed a total of 300%
 Conference = Conference expenses for lodging and prescribed M&IE rate - Lodging cannot exceed 125%
 Per Diem = Limit reimbursement to per diem
 Reduced = Limit reimbursement to the following reduced per diem amounts

Click Daily Rate, Daily Tax, or Current M&IE below to edit your lodging and meals expenses.

Site	Reimbursement Type	Daily Rate	Daily Tax	Current Lodging to Date	Lodging Tax to Date	Current M&IE	M&IE to Date	Per Diem
KYIV, UKR	Per Diem	220.00	-	880.00	880.00	0.00	682.00	682.00
Arrives: KBP Tue 14-Oct-2008 Departs: KBP Sat 18-Oct-2008								

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [Currency](#) [View Documents](#)

Figure 54. Transportation and Other Expenses

62. In the **Estimated Transportation and Other Expenses** screen, the traveler can enter additional estimated expenses for the TDY trip.

NOTE: After retrieving the reservation, the Airfare should populate in the Amount column. In the below screenshot example, the Airfare did not populate as a result of not actually retrieving a reservation. In this case, the Airfare must be manually entered.

[Authorization Summary](#) [Lodging & Meals Expenses](#)

Estimated Transportation and Other Expenses

Traveler Name
 TRIMBLE, TOM

Trip ID
 18132

Trip Dates: 10/13/2008 To 10/18/2008

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)
[Calculate and enter Service Charges for ATM Withdrawals and Traveler's Checks.](#)

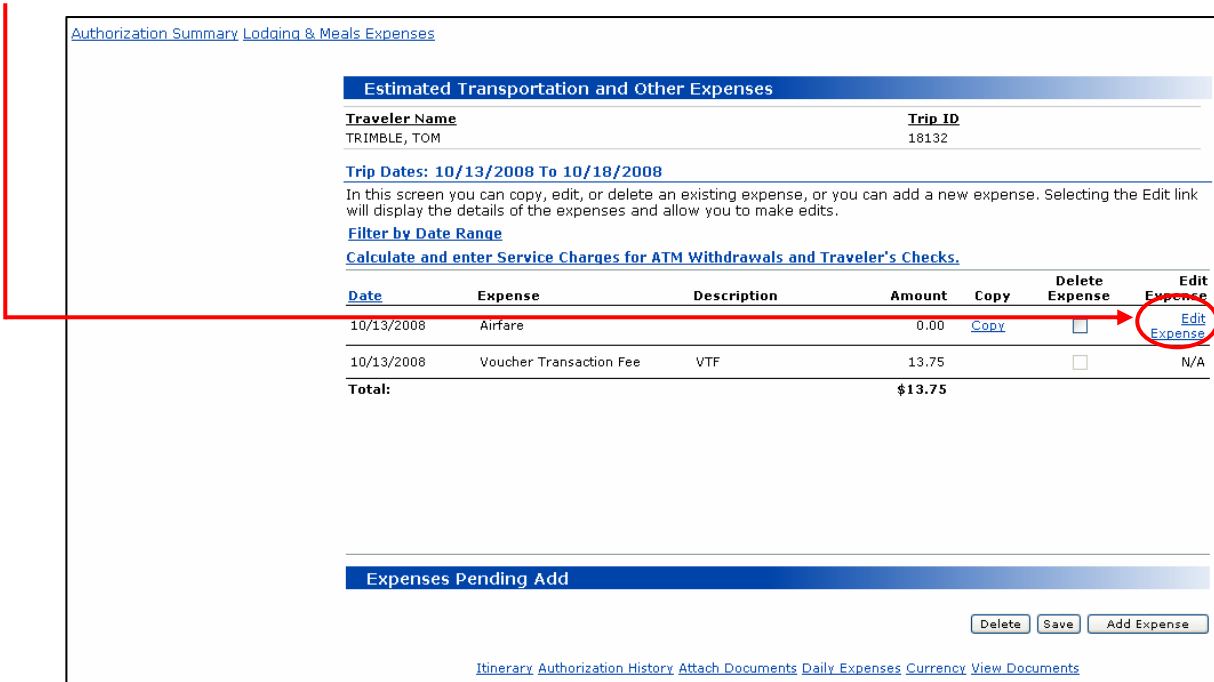
Date	Expense	Description	Amount	Copy	Delete Expense	Edit Expense
10/13/2008	Airfare		0.00	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	Voucher Transaction Fee	VTF	13.75		<input type="checkbox"/>	N/A
Total:			\$13.75			

Expenses Pending Add

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [Currency](#) [View Documents](#)

Figure 55. Expenses window

63. To edit an existing expense in the **Estimated Transportation and Other Expenses** screen, select the **Edit Expense** link.



Authorization Summary Lodging & Meals Expenses

Estimated Transportation and Other Expenses

Traveler Name TRIMBLE, TOM **Trip ID** 18132

Trip Dates: 10/13/2008 To 10/18/2008

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

[Calculate and enter Service Charges for ATM Withdrawals and Traveler's Checks.](#)

Date	Expense	Description	Amount	Copy	Delete Expense	Edit Expense
10/13/2008	Airfare		0.00	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	Voucher Transaction Fee	VTF	13.75		<input type="checkbox"/>	N/A
Total:			\$13.75			

Expenses Pending Add

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [Currency](#) [View Documents](#)

Figure 56. Edit Expense link

64. After selecting the **Edit Expense** link, the expense will expense to display the input fields. Since, the **Airfare** amount previously was \$0.00, the **Airfare** expense needs to be added to the estimated expenses. In the **Amount** field, enter the airfare amount. After entering the amount select the **Save** button.

NOTE: For International flights, the airfare amount should be increased by \$300.00 to cover price fluctuations associated with foreign flag carriers and non-government fares. For example, if the booked airfare was \$2444.00, then the amount entered in the Airfare amount should be \$2744.00. For Domestic flights, the airfare should be increased by \$200.00 to cover price fluctuations. For example, if the booked was \$800.00, then the amount entered in the Airfare amount should be \$1000.00

NOTE: If the reservations are changed after the reservation has been retrieved, then the reservation must be retrieved again. When doing so, the airfare and lodging, if booked through the TMC, will revert to the booked amount without the plus up. So, the additional \$300.00 for international flights and \$200.00 for domestic flights will need to be added back to the airfare expense.

65. To add additional expenses, select the **Add Expense** button at the bottom of the screen.

NOTE: To add more than one expense at a time, select the Add Expense button multiple times to add more expenses all at once. Any expense box not used can be cancelled by selecting the Cancel link.

Estimated Transportation and Other Expenses

Traveler Name TRIMBLE, TOM **Trip ID** 18132

Trip Dates: 10/13/2008 To 10/18/2008

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

[Calculate and enter Service Charges for ATM Withdrawals and Traveler's Checks.](#)

Date	Expense	Description	Amount	Copy	Delete Expense	Edit Expense
	Expense: Airfare					Cancel
	Date of Expense (mm/dd/yyyy): 10/13/2008					
	Description: Airfare					
	Amount: 2744,00					
	Site: KYIV					
10/13/2008	Voucher Transaction Fee	VTF	13.75		<input type="checkbox"/>	N/A
Total:			\$13.75			

Expenses Pending Add

[Delete](#) [Save](#) [Add Expense](#)

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [Currency](#) [View Documents](#)

Figure 57. Add Expense Amount window

Estimated Transportation and Other Expenses

Traveler Name TRIMBLE, TOM	Trip ID 18132
--------------------------------------	-------------------------

Trip Dates: 10/13/2008 To 10/18/2008

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

Expenses Saved Successfully

[Calculate and enter Service Charges for ATM Withdrawals and Traveler's Checks.](#)

Date	Expense	Description	Amount	Copy	Delete Expense	Edit Expense
10/13/2008	Airfare	Airfare	2,744.00	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	Voucher Transaction Fee	VTF	13.75		<input type="checkbox"/>	N/A
Total:			\$2,757.75			

Expenses Pending Add

Delete Save Add Expense

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [Currency](#) [View Documents](#)

Figure 58. Add Expense window

66. After selecting the **Add Expense** button, the **Expenses Pending Add** screen will display the fields to be entered for the expense.

Expenses Pending Add

1		Hide Cancel
Expense:	Choose an Expense <input type="text"/>	
Date of Expense (mm/dd/yyyy):	<input type="text"/>	
Description:	<input type="text"/>	
Amount:	<input type="text"/>	
Site:	Allow selection of site based on date <input type="text"/>	

Delete Save Add Expense

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [Currency](#) [View Documents](#)

Figure 59. Expenses Pending window

67. In the **Expense** field, select the drop down box to display the list of available **Expenses** and select one of the **Expenses**.

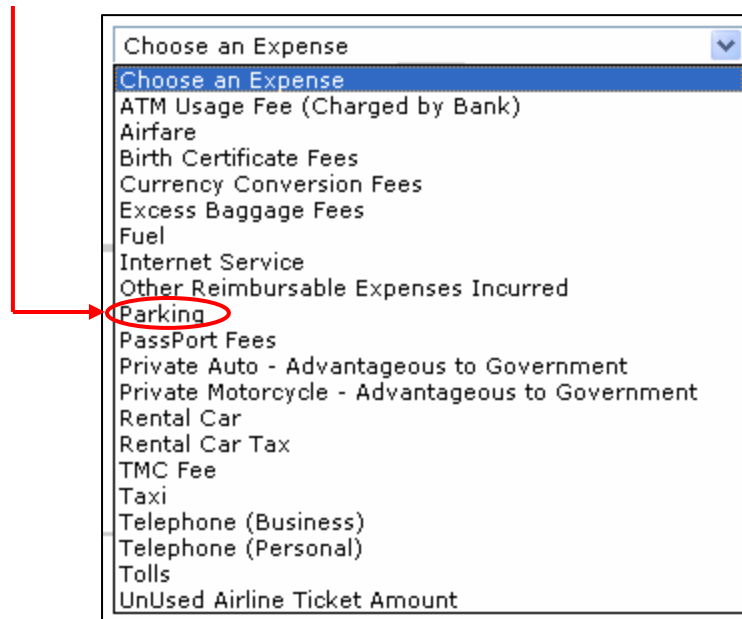
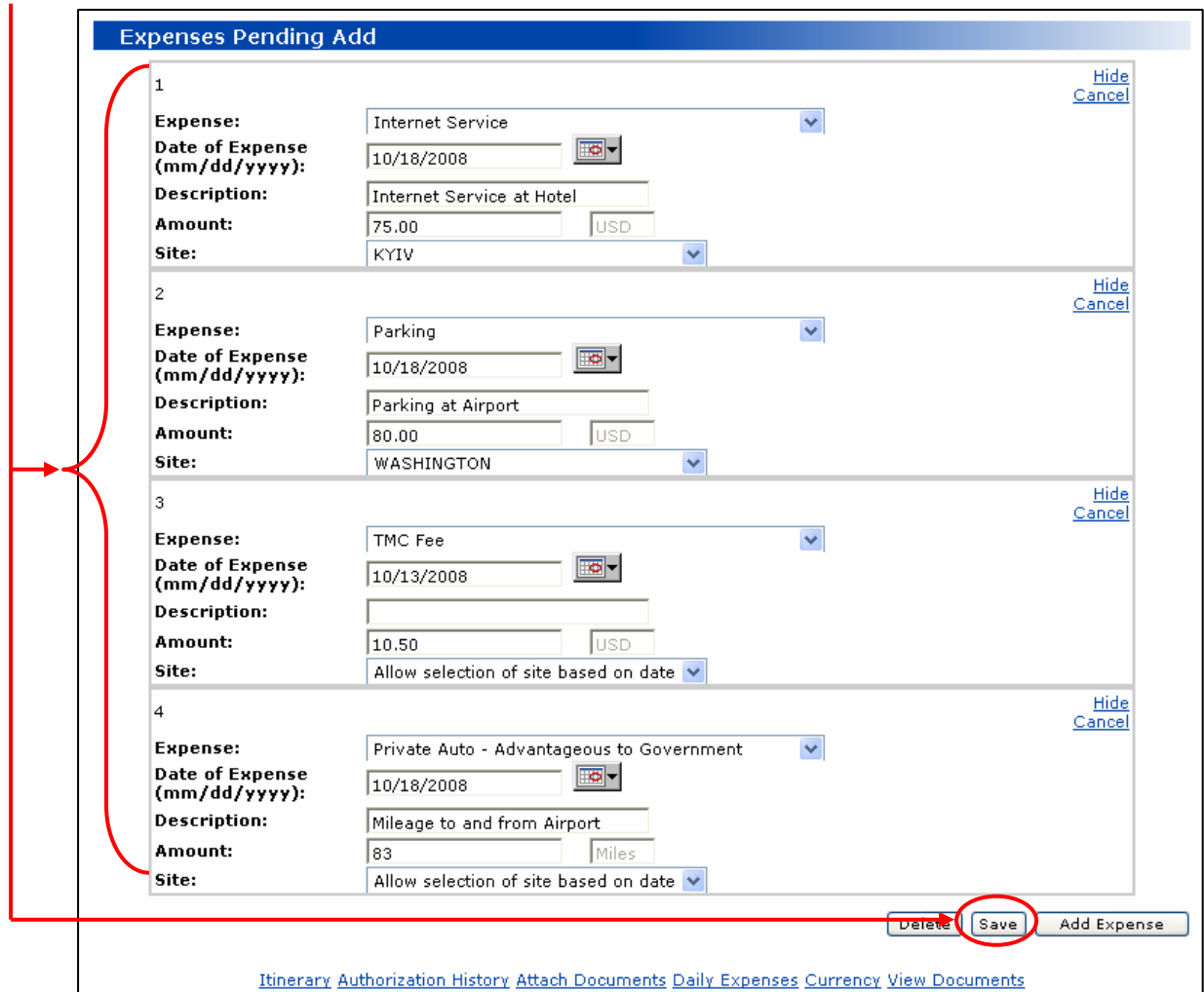


Figure 60. Expense drop-down menu

- In the **Date of the Expense** field, select the **Calendar** icon to enter the **Date of the Expense**.
- In the **Description** field, enter a brief **Description** of the expense.
- In the Amount field, enter the Amount of the Expense.
- In the **Site** field, select from the drop down list the **TDY location(s)** the expense is expected to occur or use the default, **Allow selection of site based on date**.
- After the expense information is added, select the **Save** button.

NOTE: When adding estimated expenses on the travel authorization, the traveler should plan and enter all estimated expenses and overestimate those expenses. The reason for this is so, the travel authorization does not have to be amended prior to submitting a voucher.

NOTE: All travel authorizations should include an expense for Other Reimbursable expenses in the amount of \$500.00 as an additional cushion.



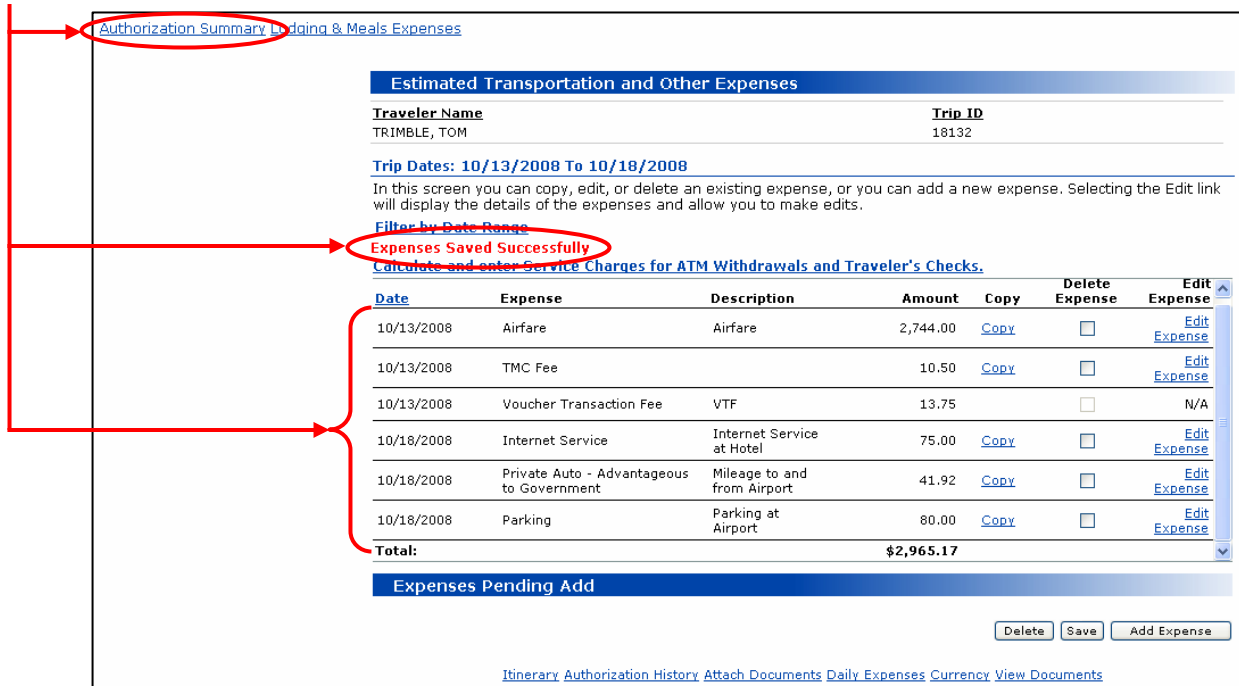
The screenshot shows a web application window titled "Expenses Pending Add". It contains four rows of expense entries, each with a "Hide" and "Cancel" link. The entries are:

Expense ID	Expense	Date of Expense (mm/dd/yyyy)	Description	Amount	Unit	Site
1	Internet Service	10/18/2008	Internet Service at Hotel	75.00	USD	KYIV
2	Parking	10/18/2008	Parking at Airport	80.00	USD	WASHINGTON
3	TMC Fee	10/13/2008		10.50	USD	Allow selection of site based on date
4	Private Auto - Advantageous to Government	10/18/2008	Mileage to and from Airport	83	Miles	Allow selection of site based on date

At the bottom right of the window, there are three buttons: "Delete", "Save", and "Add Expense". The "Save" button is circled in red. A red line on the left side of the window points to the "Save" button. Below the window, there are several navigation links: [Itinerary](#), [Authorization History](#), [Attach Documents](#), [Daily Expenses](#), [Currency](#), and [View Documents](#).

Figure 61. Save Added Expenses window

68. After selecting the **Save** button, the **Estimated Transportation and Other Expenses** screen will update with the estimated expenses and a message indicating the **Expenses Saved Successfully**. Once all expenses have been entered, select the **Authorization Summary** link to return to the **Travel Authorization Summary** screen.



[Authorization Summary](#) [Lodging & Meals Expenses](#)

Estimated Transportation and Other Expenses

Traveler Name
TRIMBLE, TOM

Trip ID
18132

Trip Dates: 10/13/2008 To 10/18/2008

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

Expenses Saved Successfully

[Calculate and enter Service Charges for ATM Withdrawals and Traveler's Checks.](#)

Date	Expense	Description	Amount	Copy	Delete Expense	Edit Expense
10/13/2008	Airfare	Airfare	2,744.00	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	TMC Fee		10.50	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	Voucher Transaction Fee	VTF	13.75		<input type="checkbox"/>	N/A
10/18/2008	Internet Service	Internet Service at Hotel	75.00	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Private Auto - Advantageous to Government	Mileage to and from Airport	41.92	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Parking	Parking at Airport	80.00	Copy	<input type="checkbox"/>	Edit Expense
Total:			\$2,965.17			

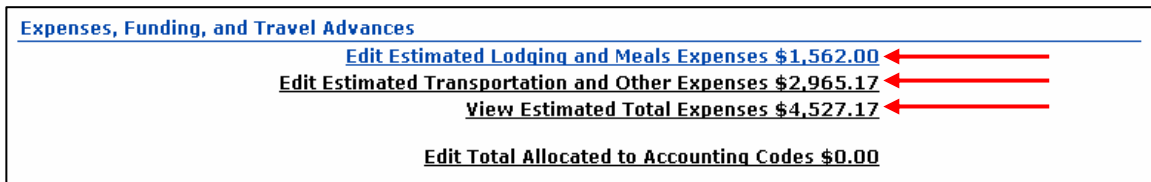
Expenses Pending Add

[Delete](#) [Save](#) [Add Expense](#)

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [Currency](#) [View Documents](#)

Figure 62. Expense Authorization Summary

69. In the **Expenses, Funding, and Travel Advances** section of the **Authorization Summary**, notice the dollar amounts updated with the new expenses added.



Expenses, Funding, and Travel Advances

[Edit Estimated Lodging and Meals Expenses \\$1,562.00](#)

[Edit Estimated Transportation and Other Expenses \\$2,965.17](#)

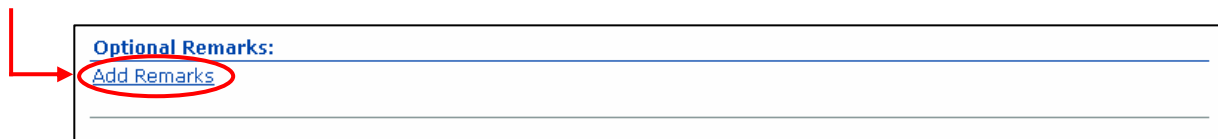
[View Estimated Total Expenses \\$4,527.17](#)

[Edit Total Allocated to Accounting Codes \\$0.00](#)

Figure 63. Expenses, Funding, and Travel Advances

70. In the **Optional Remarks** section of the **Authorization Summary** screen, select the **Add Remarks** link to enter remarks related to the **Travel Authorization**.

NOTE: See Appendix (X) for approved and tested remarks for the travel authorization.



Optional Remarks:

[Add Remarks](#)

Figure 64. Add Remarks

71. In the **Optional Remarks** screen, enter Remarks and select the **Add Remarks** button. When finished select the close button

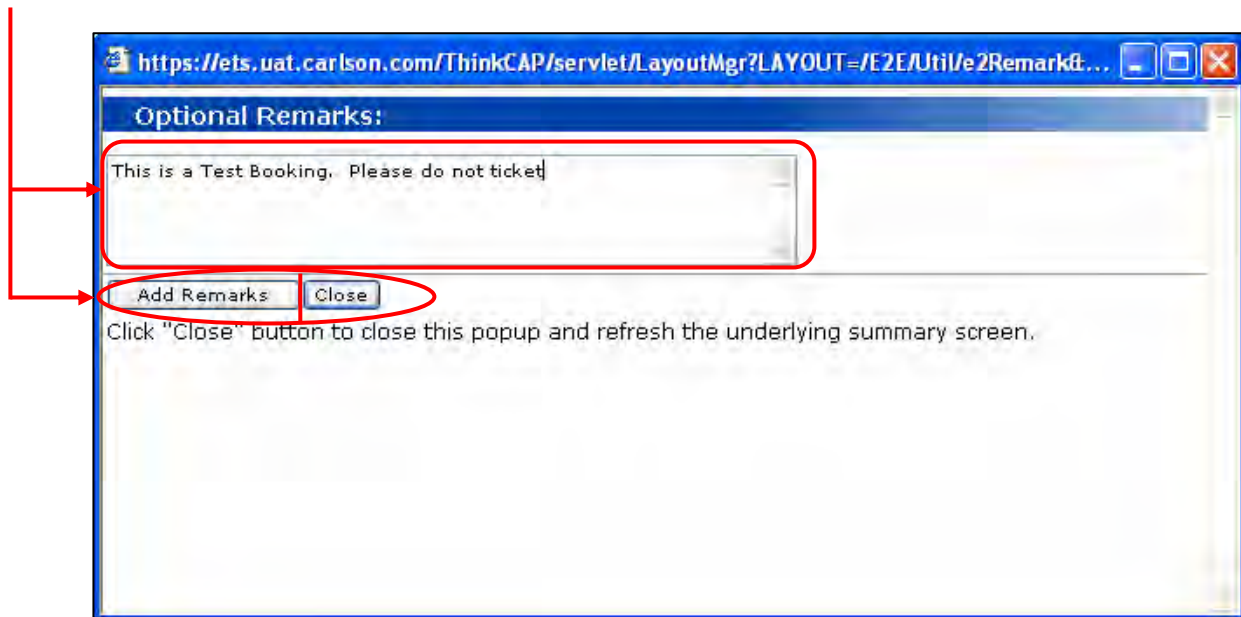


Figure 65. Close Remarks field

72. After selecting the **Close** button, the **Authorization Summary** will display with the **Remarks**.

NOTE: Once a remark is added to the Travel Authorization or Travel Voucher, the remark becomes a permanent piece of the travel document and can not be deleted. If a remark is entered incorrectly, then another remark should be added annotating the previous remark is not valid.

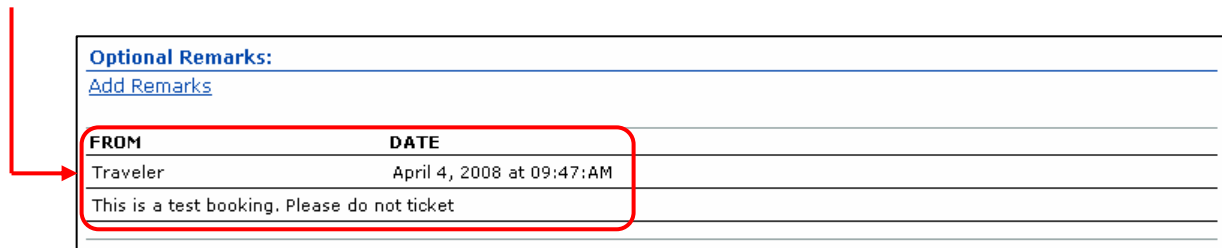


Figure 66. Field Display Remarks

73. After entering the Remarks, the next step is to send the travel authorization to the approver for review and approval. To send the travel authorization to the approver, select the Send to Approver button in the Next Step section of the Authorization Summary.

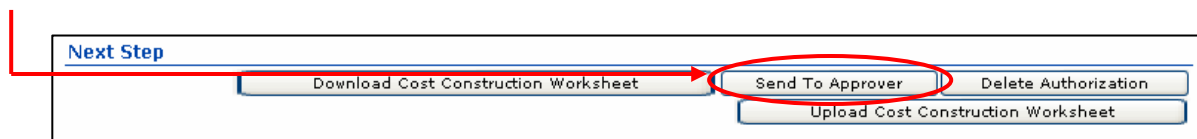


Figure 67. Send to Approver

74. After selecting the Send to Approver button, a message window will appear with the following question: Does your travel authorization accurately reflect the reservations made (dates, airports, cars, etc)? Click OK if Yes or Cancel if No. If the authorization accurately reflects the reservations made, select the OK button otherwise select the Cancel button.

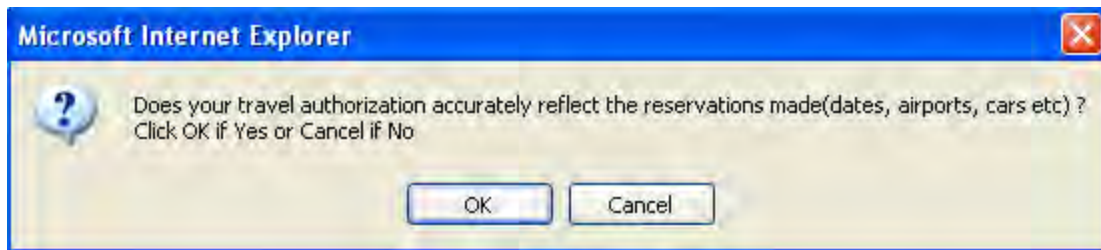


Figure 68. Confirmation window

75. If the OK button is selected, the Authorization summary screen will appear with the following message in red: This Authorization has been successfully submitted to approver. In accordance with Federal regulations all single receipts \$75 and greater and all lodging receipts should be retained for a period of 6 years and 3 months.

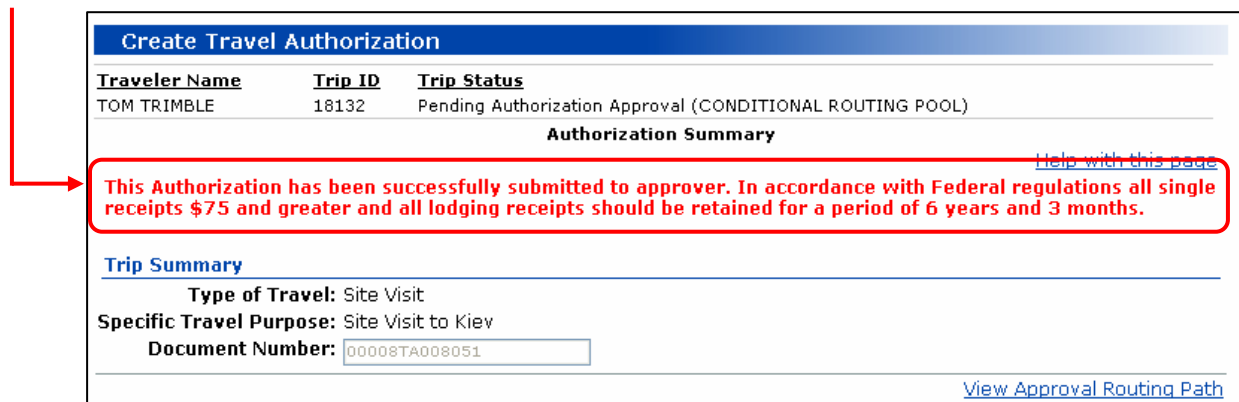


Figure 69. Authorization Summary

This completes the creation of the Trip-by-Trip Travel Authorization.

76. If the trip is to a location in which the traveler or travelers within the minor customer travel to frequently, the trip can be saved as a **Template** and **Shared** with others in the traveler's minor customer (Office)
77. In the Save Trip As Template screen, enter a Name in the Template Name field.
78. To **Share** the trip with others within your minor customer, select the **Shared** box.
79. After entering the **Template name** and whether or not the template will be **Shared**, select the **Save Trip Template** button.

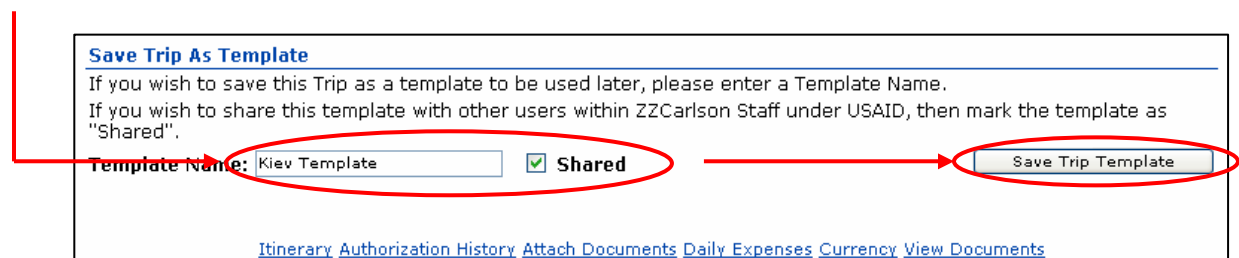


Figure 70. Save Trip as Template

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4. Approval Process For A Trip-by-Trip Travel Authorization

With the **Travel Authorization** complete, the approver now is responsible for acting on the **Travel Authorization**. There are two options available to the approver. The first option is to **Approve the Travel Authorization**. The second option is to **Return** (the Travel Authorization) **to Traveler**.

4.1 Approving the Travel Authorization

Whether the Travel Authorization will be approved or returned, the USAID Approver must review the Travel Authorization including:

NOTE: If the trip type or trip is for dependents of a USAID Employee, then refer to the Special Trip Types matrix for entitlements. The Special Trip Types Matrix, named USAID Special Trip Types, can be found at the following USAID intranet URL: <http://inside.usaid.gov/M/AS/TT/e2/resources.html>

- Trip Type
 - Trip Purpose
 - Trip Dates
 - Estimated Lodging and Meals Expenses
 - Estimated Transportation and Other Expenses
 - Total Estimated Expense
 - Edit Total Allocated to Accounting Codes (Funds Committer)
1. After accessing and logging into E² Solutions (see [Accessing E2 Solutions](#)), select the **My Approvals** link from the main Menu Bar. The **Pending Approval** screen will display. By default, the **Pending Approval** screen will open to the **Trip-by-Trip Authorizations**.

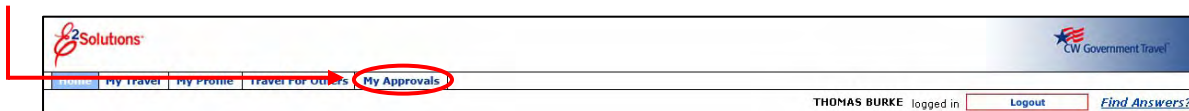
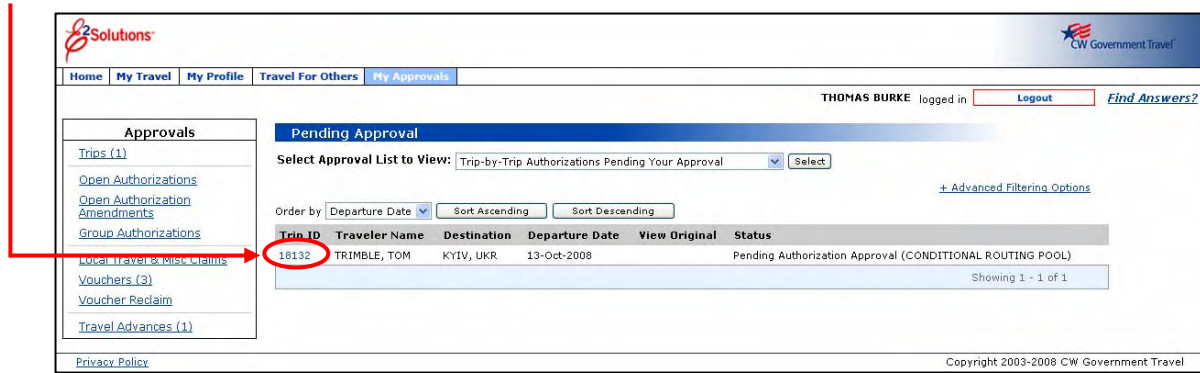


Figure 71. My Approvals link

2. In the Pending Approval screen, select the **Trip ID** to review the Travel Authorization. The **Approve Travel Authorization** screen will display. The **Approve Travel Authorization** screen is also known as the **Summary** page created by the USAID traveler or travel arranger.



Home | My Travel | My Profile | Travel For Others | **My Approvals**

THOMAS BURKE logged in [Logout](#) [Find Answers?](#)

Approvals
[Trips \(1\)](#)
[Open Authorizations](#)
[Open Authorization Amendments](#)
[Group Authorizations](#)
Local Travel & Misc. Claims
[Vouchers \(3\)](#)
[Voucher Reclaim](#)
[Travel Advances \(1\)](#)

Pending Approval
 Select Approval List to View: Trip-by-Trip Authorizations Pending Your Approval [+ Advanced Filtering Options](#)

Order by:

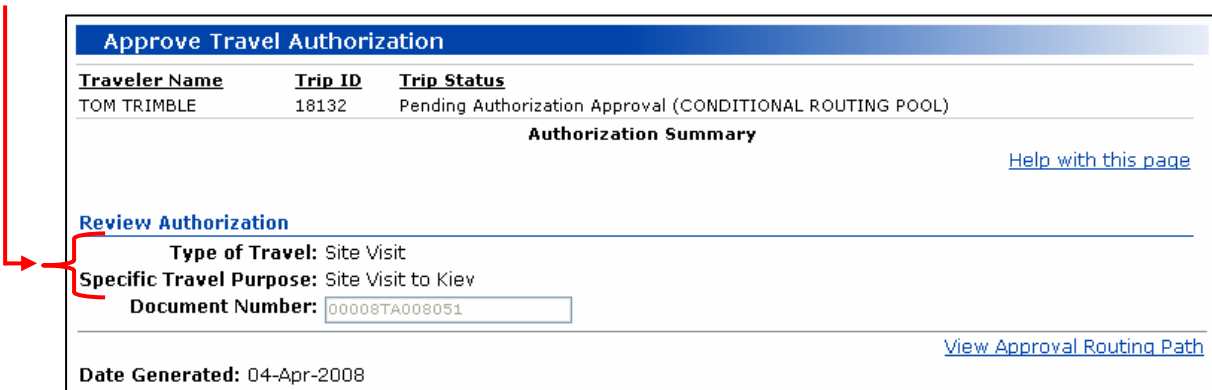
Trip ID	Traveler Name	Destination	Departure Date	View Original	Status
18132	TRIMBLE, TOM	KYIV, UKR	13-Oct-2008		Pending Authorization Approval (CONDITIONAL ROUTING POOL)

Showing 1 - 1 of 1

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Figure 72. Trip ID

3. Review Travel Authorization.



Approve Travel Authorization

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132	Pending Authorization Approval (CONDITIONAL ROUTING POOL)

Authorization Summary [Help with this page](#)

[Review Authorization](#)

Type of Travel: Site Visit
Specific Travel Purpose: Site Visit to Kiev
Document Number:

Date Generated: 04-Apr-2008 [View Approval Routing Path](#)

Figure 73. Review Travel Authorization window

4.1.1 Trip Type and Purpose Review

1. In the Approve Travel Authorization screen under the Review Authorization, review the Type of Travel and Specific Travel Purpose.

NOTE: If the trip type or trip is for dependents of a USAID Employee, then refer to the Special Trip Types matrix for entitlements. The Special Trip Types Matrix, named USAID Special Trip Types, can be found at the following USAID intranet URL: <http://inside.usaid.gov/M/AS/TT/e2/resources.html>

Approve Travel Authorization

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132	Pending Authorization Approval (CONDITIONAL ROUTING POOL)

Authorization Summary [Help with this page](#)

Review Authorization

Type of Travel: Site Visit
Specific Travel Purpose: Site Visit to Kiev
Document Number: [View Approval Routing Path](#)

Date Generated: 04-Apr-2008

Site:	Departure Mode:	Per Diem:	Hotel:	Rental Car:	Crossed IDL?
WASHINGTON, DC Departs: WAS Mon 13-Oct-2008 08:00 AM	CP				
KYIV, UKR Arrives: KBP Tue 14-Oct-2008 Departs: KBP Sat 18-Oct-2008 08:00 AM	CP	View Per Diem	N	N	
WASHINGTON, DC Arrives: WAS Sat 18-Oct-2008					

*PA-C = Government Auto Available and Committed, PA-NA = Government Auto Not Available, PA-NC = Government Auto Available and Not Committed.

Duration: 6 Days

Reservation Details [Reservation Details](#)

Please select the cabin class for your trip.

Coach
 Business
 First

Expenses, Funding, and Travel Advances

[Edit Estimated Lodging and Meals Expenses \\$1,562.00](#)
[Edit Estimated Transportation and Other Expenses \\$2,965.17](#)
[View Estimated Total Expenses \\$4,527.17](#)
[Edit Total Allocated to Accounting Codes \\$0.00](#)

[Printable Authorization/Voucher](#)

Figure 74. Approve Travel Authorization

4.1.2 Trip Locations and Dates and Cabin Class Review

Review the Trip Locations, Dates, and Cabin Class.

Site:	Departure Mode:	Per Diem:	Hotel:	Rental Car:	Crossed IDL?
WASHINGTON, DC Departs: WAS Mon 13-Oct-2008 08:00 AM	CP				
KYIV, UKR Arrives: KBP Tue 14-Oct-2008 Departs: KBP Sat 18-Oct-2008 08:00 AM	CP	View Per Diem	N	N	
WASHINGTON, DC Arrives: WAS Sat 18-Oct-2008					

*PA-C = Government Auto Available and Committed, PA-NA = Government Auto Not Available, PA-NC = Government Auto Available and Not Committed.

Duration: 6 Days

[Reservation Details](#)

Please select the cabin class for your trip.

Coach
 Business
 First

Figure 75. Trip Locations and Cabin Class Review

4.1.3 Estimated Lodging and Meal Expenses Review

1. In the **Expenses, Funding, and Travel Advances** section, select the **Edit Estimated Lodging and Meals Expenses** link. The value displayed reflects the current **Estimated Lodging and Meal Expenses**. The Lodging and Meals Expenses screen will display.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

[Expenses, Funding, and Travel Advances](#)

[Edit Estimated Lodging and Meals Expenses \\$1,562.00](#)
[Edit Estimated Transportation and Other Expenses \\$2,965.17](#)
[View Estimated Total Expenses \\$4,527.17](#)
[Edit Total Allocated to Accounting Codes \\$0.00](#)

Figure 76. Edit Estimated Lodging and Meals Expenses

2. In the Lodging and Meals Expenses screen, the **Reimbursement Type** field can be modified by using the drop down box under the **Reimbursement Type** field. If the **Reimbursement Type** is changed, the USAID approver will need to select the **Save** button. To review the expenses, select one of the links (e.g., **Daily Rate, Daily Tax, or Current M&IE**). Additionally, the USAID approver can **View** the **Per Diem** for the **TDY Location** by selecting the **View** link.
3. Select the **Daily Rate, Daily Tax, or the Current M&IE** links to view the **Estimated Daily Expenses**. The **Estimated Daily Expenses** will display a day by day summary of these expenses.

Lodging and Meals Expenses

Traveler Name	Trip ID
TOM TRIMBLE	18132

Trip Dates: 10/13/2008 to 10/18/2008

Reimbursement Type Legend

Actual Expenses = Actual expenses for lodging and meals - Not To Exceed a total of 300%
 Actual Lodging = Actual expenses for lodging and prescribed M&IE rate - Not To Exceed a total of 300%
 Actual Meals = Actual expenses for meals and prescribed lodging rate - Not To Exceed a total of 300%
 Conference = Conference expenses for lodging and prescribed M&IE rate - Lodging cannot exceed 125%
 Per Diem = Limit reimbursement to per diem
 Reduced = Limit reimbursement to the following reduced per diem amounts

Click Daily Rate, Daily Tax, or Current M&IE below to edit your lodging and meals expenses.

Site	Reimbursement Type	Daily Rate	Daily Tax	Current Lodging to Date	Lodging Tax to Date	Current M&IE	M&IE to Date	Per Diem
KYIV, UKR Arrives: KBP Tue 14-Oct-2008 Departs: KBP Sat 18-Oct-2008	Per Diem <input type="button" value="Save"/>	220.00		880.00	880.00	682.00	682.00	Open

Figure 77. Estimated Daily Expenses

- In the **Estimated Daily Expenses** screen, review the traveler’s daily expenses.

Estimated Daily Expenses

Traveler Name	Trip ID
TOM TRIMBLE	18132

Expenses For: KYIV, UKR

Reimbursement Type: Per Diem

Limit reimbursement to per diem

*LCU = Local Currency Unit
 *USD = United States Dollar
 *USE = United States Dollar Equivalent

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Trip Dates: 10/13/2008 to 10/18/2008

Trip Date	Local Currency Code	Currency Rate Used for *USE	Booked Lodging *LCU	Booked Lodging *USE	Allowed Lodging *LCU	Allowed Lodging *USE	Daily Lodging Tax *USD	Estimated M&IE *USD	Per Diem Rate
Mon 13/Oct/2008	<input type="text" value="001"/>	1.00000	<input type="text" value="220.00"/>	0.00	<input type="text" value="220.00"/>	220.00	<input type="text" value="0.00"/>	93.00	Open
Tue 14/Oct/2008	<input type="text" value="001"/>	1.00000	<input type="text" value="220.00"/>	220.00	<input type="text" value="220.00"/>	220.00	<input type="text" value="0.00"/>	124.00	Open
Wed 15/Oct/2008	<input type="text" value="001"/>	1.00000	<input type="text" value="220.00"/>	220.00	<input type="text" value="220.00"/>	220.00	<input type="text" value="0.00"/>	124.00	Open
Thu 16/Oct/2008	<input type="text" value="001"/>	1.00000	<input type="text" value="220.00"/>	220.00	<input type="text" value="220.00"/>	220.00	<input type="text" value="0.00"/>	124.00	Open
Fri 17/Oct/2008	<input type="text" value="001"/>	1.00000	<input type="text" value="220.00"/>	220.00	<input type="text" value="220.00"/>	220.00	<input type="text" value="0.00"/>	124.00	Open

*The US Dollar conversion rate is an estimate based on today's exchange rate.
 Exchange rates in effect on the date the expense is incurred will be entered on the Travel Voucher.
 Lodging expenses transferred to the Voucher will be 'Booked Lodging *LCU' or 'Allowed Lodging *LCU', whichever is lower.*

To access Shared Lodging, Official Days Off, or Per Diem M&IE click the following links:

[Shared Lodging](#) [Official Days Off](#) [Per Diem M&IE](#)

*Please note that since this site is categorized as OCONUS, the Lodging Taxes are not applicable.

Figure 78. Traveler's Daily Expenses

- After reviewing the daily expenses, select the **Shared Lodging** link to review whether or not **Shared Lodging** is part of the travel authorization. When done, select the **Back** button to return to the **Estimated Daily Expenses** screen.

NOTE: If the traveler is using shared lodging, then the amount of the lodging will be decreased.

Shared Lodging

Traveler Name TOM TRIMBLE	Trip ID 18132
-------------------------------------	-------------------------

Expenses for: KYIV, UKR

Please make sure that the Daily Lodging Rate is only your portion for the double occupancy rate.
If applicable, adjust the Daily Lodging Tax.

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Trip Dates: [10/13/2008 to 10/18/2008](#)

Select all dates

Lodging	Trip Date
<input type="checkbox"/>	Mon 13/Oct/2008
<input type="checkbox"/>	Tue 14/Oct/2008
<input type="checkbox"/>	Wed 15/Oct/2008
<input type="checkbox"/>	Thu 16/Oct/2008
<input type="checkbox"/>	Fri 17/Oct/2008
<input type="checkbox"/>	Sat 18/Oct/2008

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [View Documents](#)

Figure 79. Shared Lodging

- In the **Estimated Daily Expenses** screen, select the **Official Days Off** link to determine if the traveler is taking days off as part of the trip. When done, select the **Back** button to return to the **Estimated Daily Expenses** screen.

NOTE: If the traveler is taking days off as part of the travel authorization with a reimbursement type of per diem, E2 Solutions will automatically zero out the lodging and meals for those days.


Official Days Off


Traveler Name	Trip ID
TOM TRIMBLE	18132

Expenses for: KYIV, UKR

Official Days Off are days you are not eligible to receive per diem or lodging expense reimbursement.

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy): 

End Date (mm/dd/yyyy): 

Trip Dates: 10/13/2008 to 10/18/2008

Official Day Off	Trip Date
<input type="checkbox"/>	Mon 13/Oct/2008
<input type="checkbox"/>	Tue 14/Oct/2008
<input type="checkbox"/>	Wed 15/Oct/2008
<input type="checkbox"/>	Thu 16/Oct/2008
<input type="checkbox"/>	Fri 17/Oct/2008
<input type="checkbox"/>	Sat 18/Oct/2008

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [View Documents](#)

Figure 80.Official Days Off

7. In the **Estimated Daily Expenses** screen, select the **Back** button to return the **Lodging and Meals Expenses** screen.
8. In the Lodging and Meals Expenses screen, select the Authorization Summary link to return to the Authorization Summary screen.

[Authorization Summary](#)

[Transportation & Other Expenses](#)

Lodging and Meals Expenses

Traveler Name	Trip ID
TOM TRIMBLE	18132

Trip Dates: 10/13/2008 to 10/18/2008

Reimbursement Type Legend
 Actual Expenses = Actual expenses for lodging and meals - Not To Exceed a total of 300%
 Actual Lodging = Actual expenses for lodging and prescribed M&IE rate - Not To Exceed a total of 300%
 Actual Meals = Actual expenses for meals and prescribed lodging rate - Not To Exceed a total of 300%
 Conference = Conference expenses for lodging and prescribed M&IE rate - Lodging cannot exceed 125%
 Per Diem = Limit reimbursement to per diem
 Reduced = Limit reimbursement to the following reduced per diem amounts

Click Daily Rate, Daily Tax, or Current M&IE below to edit your lodging and meals expenses.

Site	Reimbursement Type	Daily Rate	Daily Tax	Current Lodging to Date	Lodging Tax to Date	Current M&IE	M&IE to Date	Per Diem
KYIV, UKR Arrives: KBP Tue 14-Oct-2008 Departs: KBP Sat 18-Oct-2008	Per Diem <input type="button" value="Save"/>	220.00	_	880.00	880.00	0.00	682.00	682.00 Open

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [View Documents](#)

Figure 81. Authorization Summary

4.1.4 Estimated Transportation and Other Expenses Review

1. In the Authorization Summary screen under the Expenses, Funding, and Travel Advances section, select the Edit Estimated Transportation and Other Expenses link.

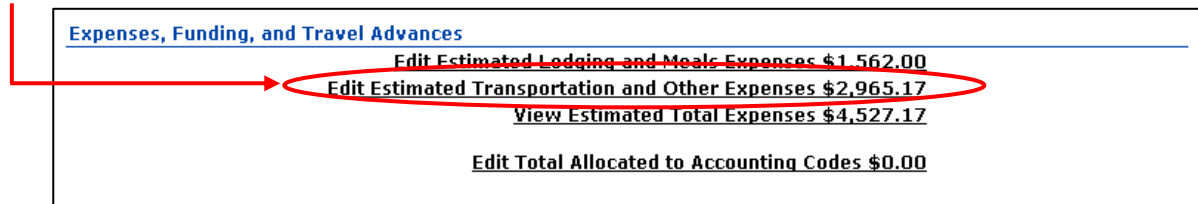
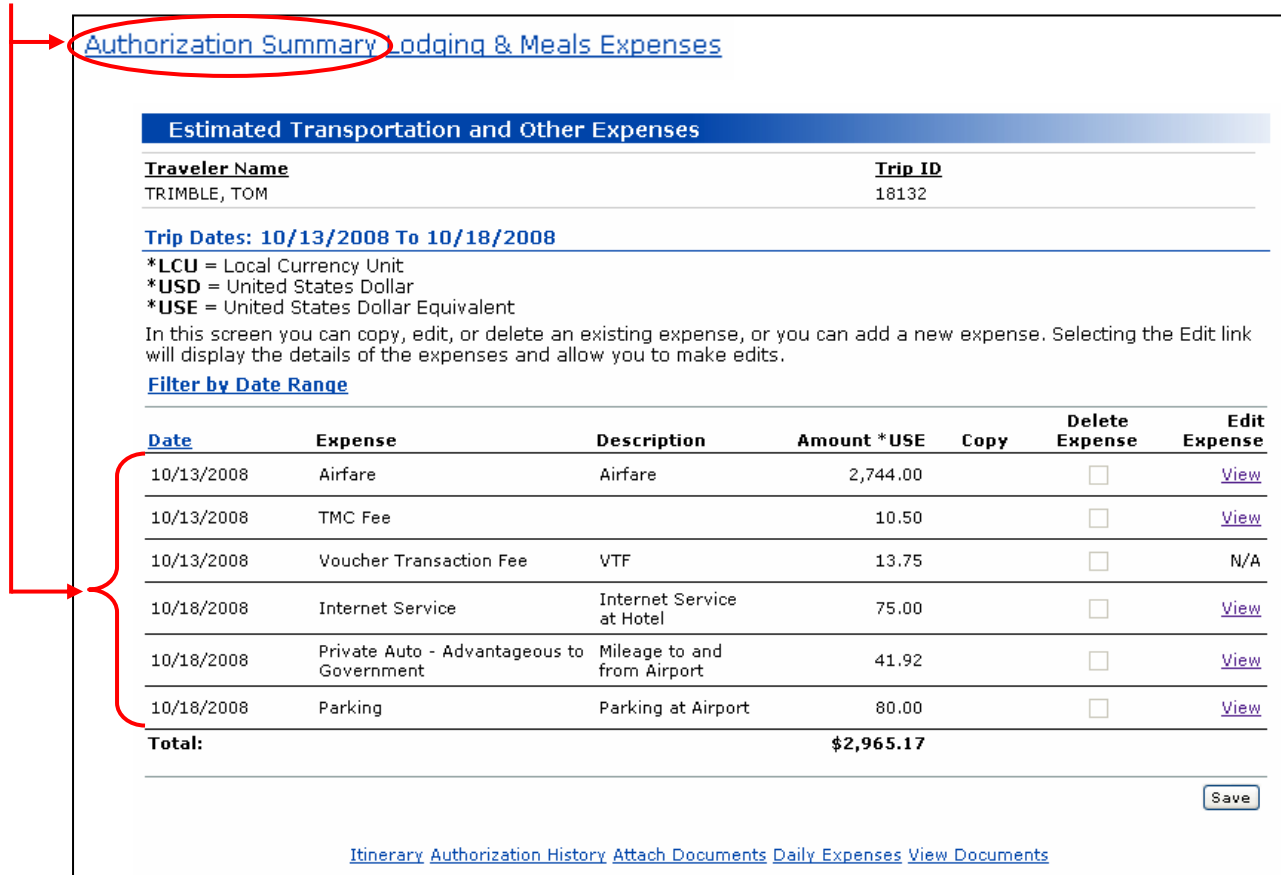


Figure 82. Review Estimated Transportation and Other Expenses

2. In the **Estimated Transportation and Other Expenses** screen, review the current list of expenses. After reviewing the **Transportation and Other Expenses**, select the **Authorization Summary** link to return to the **Authorization Summary** screen.
- 3.
4. **NOTE:** When reviewing Other Expenses, did the traveler take into account transportation to and from the airport, parking, passport and/or visa fees as well as other expenses the traveler could potentially incur as part of the trip.



[Authorization Summary](#) [Lodging & Meals Expenses](#)

Estimated Transportation and Other Expenses

Traveler Name TRIMBLE, TOM **Trip ID** 18132

Trip Dates: 10/13/2008 To 10/18/2008

*LCU = Local Currency Unit
 *USD = United States Dollar
 *USE = United States Dollar Equivalent

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

Date	Expense	Description	Amount *USE	Copy	Delete Expense	Edit Expense
10/13/2008	Airfare	Airfare	2,744.00		<input type="checkbox"/>	View
10/13/2008	TMC Fee		10.50		<input type="checkbox"/>	View
10/13/2008	Voucher Transaction Fee	VTF	13.75		<input type="checkbox"/>	N/A
10/18/2008	Internet Service	Internet Service at Hotel	75.00		<input type="checkbox"/>	View
10/18/2008	Private Auto - Advantageous to Government	Mileage to and from Airport	41.92		<input type="checkbox"/>	View
10/18/2008	Parking	Parking at Airport	80.00		<input type="checkbox"/>	View
Total:			\$2,965.17			

[Itinerary](#) [Authorization History](#) [Attach Documents](#) [Daily Expenses](#) [View Documents](#)

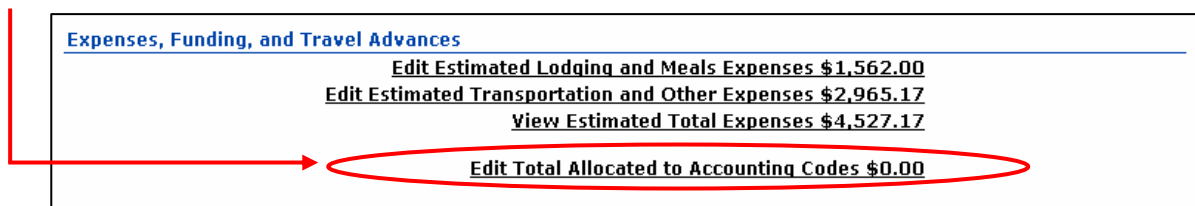
Figure 83. Lodging and Meals Authorization Summary

4.1.5 Edit Total Allocated to Accounting Codes (Committer Only)

After reviewing all expenses, the funds committer will enter the accounting code(s) associated with the trip. Prior to entering the accounting code(s) associated with the trip, the funds committer will still enter the information in Phoenix. After committing the funds in Phoenix, the committer will assign the account code(s) in E2 Solution. A trip may have multiple funding sources. When there are multiple funding sources identified in Phoenix, those same account codes must be entered in E2 Solutions. The following steps provide instructions on how to enter the accounting codes in E2 Solutions.

4.1.5.1 Single Account Code Funding of a Travel Authorization.

1. In the **Authorization Summary** screen under the **Expenses, Funding, and Travel Advances** section, select the **Edit Total Allocated to Accounting Codes** link.



[Expenses, Funding, and Travel Advances](#)

[Edit Estimated Lodging and Meals Expenses \\$1,562.00](#)

[Edit Estimated Transportation and Other Expenses \\$2,965.17](#)

[View Estimated Total Expenses \\$4,527.17](#)

[Edit Total Allocated to Accounting Codes \\$0.00](#)

Figure 84. Edit Total Allocated to Accounting Codes link

2. In the **Selected Accounts** screen, select the **Add** button. This will open the **Add Accounting Codes** screen.

Add Accounting Codes

Financial System Name: PHOENIX_DIM_NEW

To add a new accounting code, enter the account code segment data in the corresponding data entry fields and click Save. To retrieve a list of valid values for the accounting code segment, click the Search button to the right of the data entry field. Or to pre-fill the segment data from an existing account code, click on an accounting code link in the Templates section below.

→ **BBFY (Numeric Only(4))**

EBFY (Alpha Numeric(4))

→ **Fund (Any Character Except %(20))**

Operating Unit (Any Character Except %(20))

Program Area (Any Character Except %(20))

→ **Distribution (Any Character Except %(20))**

Program Element (Any Character Except %(20))

Sub-element (Any Character Except %(20))

Team Division (Any Character Except %(20))

Benefiting Geo Area (Any Character Except %(20))

Sub-Object Code (Any Character Except %(20))

Operating Unit Defined (Any Character Except %(20))

Accounting Template (Any Character Except %(50))

→ **Commitment Type and No (Any Character Except %(36))**

→ **Commitment Line No (Numeric Only(10))**

3. In the **Add Accounting Codes** screen, perform the following tasks:

NOTE: The below information are the only required accounting code fields and are from Phoenix.

4. In the **BBFY** field, enter the **BBFY**.
 - a. In the **Fund** field, enter the **Fund**.
 - b. In the **Distribution** field, enter the **Distribution**.
 - c. In the Commitment Type and Number field, enter the Commitment Type and Number.
 - d. In the Commitment Line field, enter the Commitment Line.
 - e. When finished select the **Save** button.

NOTE: If there are multiple funding sources for the trip, then repeat the above process for all account codes. See Section 7.1.5.2 for detailed instructions.

Figure 85. Add and Save Accounting Codes

5. After selecting the **Save** button, the **Selected Account** screen will appear.
6. If the travel authorization is funded from a single accounting code, select the **Save and Continue** button.

Default:	Accounting Code:	Description:	Balance Available:	% to Allocate:	Dollars to Allocate:	Add to Favorite:	Delete Code:
	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	100.00 %	\$4527.17	Add To Favorite	Delete
Total				100.00 %	\$4527.17		

Figure 86. Save Selected Accounts and Continue

7. After selecting the **Save and Continue** button, the **Authorization Summary** screen will appear.

4.1.5.2 Multiple Account Code Funding of a Travel Authorization By Percentage

When applying multiple **Account Codes** to a travel authorization, the approver (Committer) can elect to fund a portion of the trip using all accounts codes by either a **Percentage** or by a **Dollar Value**. To fund multiple account codes for the trip based on percentage, perform these tasks.

1. If the travel authorization is funded from multiple accounting codes, select the **Add** button to add another account code.

Selected Accounts

Trip Id
18132

Account Code Created.

Default:	Accounting Code:	Description:	Balance Available:	% to Allocate:	Dollars to Allocate:	Add to Favorite:	Delete Code:	
<input checked="" type="radio"/>	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	0.00 %	100.00	\$4527.17	Add To Favorite	Delete
Total				%100.00	\$4527.17			

Total Amount: \$4527.17 Remaining Amount To Be Allocated: \$0.00

Figure 87. Add Another Account Code

2. In the **Add Accounting Codes** screen, perform the following tasks:

NOTE: The below information are the only required accounting code fields and are from Phoenix.

- a. In the **BBFY** field, enter the **BBFY**.
- b. In the **Fund** field, enter the **Fund**.
- c. In the **Distribution** field, enter the **Distribution**.
- d. In the Commitment Type and Number field, enter the Commitment Type and Number.
- e. In the Commitment Line field, enter the Commitment Line.
- f. When finished select the **Save** button.

Add Accounting Codes

Financial System Name: PHOENIX_DIM_NEW

To add a new accounting code, enter the account code segment data in the corresponding data entry fields and click Save. To retrieve a list of valid values for the accounting code segment, click the Search button to the right of the data entry field. Or to pre-fill the segment data from an existing account code, click on an accounting code link in the Templates section below.

BBFY (Numeric Only(4)) 2007
EBFY (Alpha Numeric(4))
Fund (Any Character Except %(20)) CD-X-T
Operating Unit (Any Character Except %(20))
Program Area (Any Character Except %(20))
Distribution (Any Character Except %(20)) 110-M
Program Element (Any Character Except %(20))
Sub-element (Any Character Except %(20))
Team Division (Any Character Except %(20))
Benefiting Geo Area (Any Character Except %(20))
Sub-Object Code (Any Character Except %(20))
Operating Unit Defined (Any Character Except %(20))
Accounting Template (Any Character Except %(50))
Commitment Type and No (Any Character Except %(36)) TQ-00008TQ00044
Commitment Line No (Numeric Only(10)) 2

Selected Accounts

Trip Id
18132

Account Code Created.

Default:	Accounting Code:	Description:	Balance Available:	% to Allocate:	Dollars to Allocate:	Add to Favorite:	Delete Code:
<input type="radio"/>	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	0.00 %50.00	\$2263.59	Add To Favorite	Delete
<input checked="" type="radio"/>	2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2		0.00	0.00 %50.00	\$2263.58	Add To Favorite	Delete
Total				%100.00	\$4527.17		

Total Amount: \$4527.17 Remaining Amount To Be Allocated: \$0.00

Figure 88. Add and Save New Accounting Code

- In the Selected Accounts screen, enter the Percentage to be applied to each Accounting Code. After entering the Percentage to be applied to each Accounting Code, mouse click outside the Percentage field for the Dollars to Allocate column to be updated.

Selected Accounts								
Trip Id 18132								
Account Code Created.								
Default:	Accounting Code:	Description:	Balance Available:	Allocated:	% to Allocate:	Dollars to Allocate:	Add to Favorite: Delete Code:	
<input type="radio"/>	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	0.00	% 50.00	\$ 2263.59	Add To Favorite Delete	
<input checked="" type="radio"/>	2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2		0.00	0.00	% 50.00	\$ 2263.58	Add To Favorite Delete	
					Total	% 100.00	\$ 4527.17	
Total Amount: \$4527.17					Remaining Amount To Be Allocated: \$ 0.00			
<input type="button" value="Add..."/> <input type="button" value="Search..."/> <input type="button" value="Save and Continue"/> <input type="button" value="Split Funds..."/> <input type="button" value="Clear Details"/> <input type="button" value="Cancel"/>								

Figure 89. Percent to Allocate

Once the **Dollars to Allocate** column updates, select the **Save and Continue** button.

4. After selecting the **Save and Continue** button, the **Authorization Summary** screen will appear.
5. This completes the Multiple Account Code Funding of a Travel Authorization By Percentage section.

4.1.5.3 Multiple Account Code Funding of a Travel Authorization by Amount

When applying multiple **Account Codes** to a travel authorization, the approver (Committer) can elect to fund a portion of the trip using all accounts codes by either a **Percentage** or by a **Dollar Value**. To fund multiple account codes for the trip based on a dollar value, perform these tasks.

NOTE: This is an example using only two accounting codes. There could be more than two accounting codes for a Travel Authorization. The process for adding more than two accounting codes is the same.

1. In the **Selected Accounts** screen, enter the **Dollar Amount** in the **Dollars to Allocate** column for the first **Accounting Code**. After entering the dollar amount in the **First Accounting Code** field, the **Remaining Amount To Be Allocated** field will display the remaining **Dollar Amount** to be allocated.

Selected Accounts								
Trip Id 18132								
Account Code Created.								
Default:	Accounting Code:	Description:	Balance Available:	Allocated:	% to Allocate:	Dollars to Allocate:	Add to Favorite: Delete Code:	
<input type="radio"/>	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	0.00	% 34.61	\$ 1567.00	Add To Favorite Delete	
<input checked="" type="radio"/>	2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2		0.00	0.00	% 0.00	\$ 0.00	Add To Favorite Delete	
					Total	% 34.61	\$ 1567.00	
Total Amount: \$4527.17					Remaining Amount To Be Allocated: \$ 2960.17			
<input type="button" value="Add..."/> <input type="button" value="Search..."/> <input type="button" value="Save and Continue"/> <input type="button" value="Split Funds..."/> <input type="button" value="Clear Details"/> <input type="button" value="Cancel"/>								

Figure 90. Remaining Amount to be Allocated

- Once the Dollar Amount in the First Accounting Code field is entered, the Dollar Amount in the Remaining Amount To Be Allocated must be applied to the Second Accounting Code. In the Dollars to Allocate field for the Second Accounting Code field, enter the remaining Dollar Value. Once the Dollar Amount is entered in the Second Accounting Code field, the Remaining Amount to Be Allocated should be zero.

Default:	Accounting Code:	Description:	Balance Available:	Allocated:	% to Allocate:	Dollars to Allocate:	Add to Favorite:	Delete Code:
<input type="radio"/>	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	0.00	34.61	\$1567.00	Add To Favorite	Delete
<input checked="" type="radio"/>	2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2		0.00	0.00	65.39	\$2960.17	Add To Favorite	Delete
Total					100.00	\$4527.17		

Total Amount: \$4527.17 Remaining Amount To Be Allocated: \$0.00

Buttons: Add... Search... Save and Continue Split Funds... Clear Details Cancel

Figure 91. Zero Remaining Amount

- When the Remaining Amount to Be Allocated field is zero, select the Save and Continue button.

Default:	Accounting Code:	Description:	Balance Available:	Allocated:	% to Allocate:	Dollars to Allocate:	Add to Favorite:	Delete Code:
<input type="radio"/>	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	0.00	34.61	\$1567.00	Add To Favorite	Delete
<input checked="" type="radio"/>	2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2		0.00	0.00	65.39	\$2960.17	Add To Favorite	Delete
Total					100.00	\$4527.17		

Total Amount: \$4527.17 Remaining Amount To Be Allocated: \$0.00

Buttons: Add... Search... Save and Continue Split Funds... Clear Details Cancel

Figure 92. Save and Continue

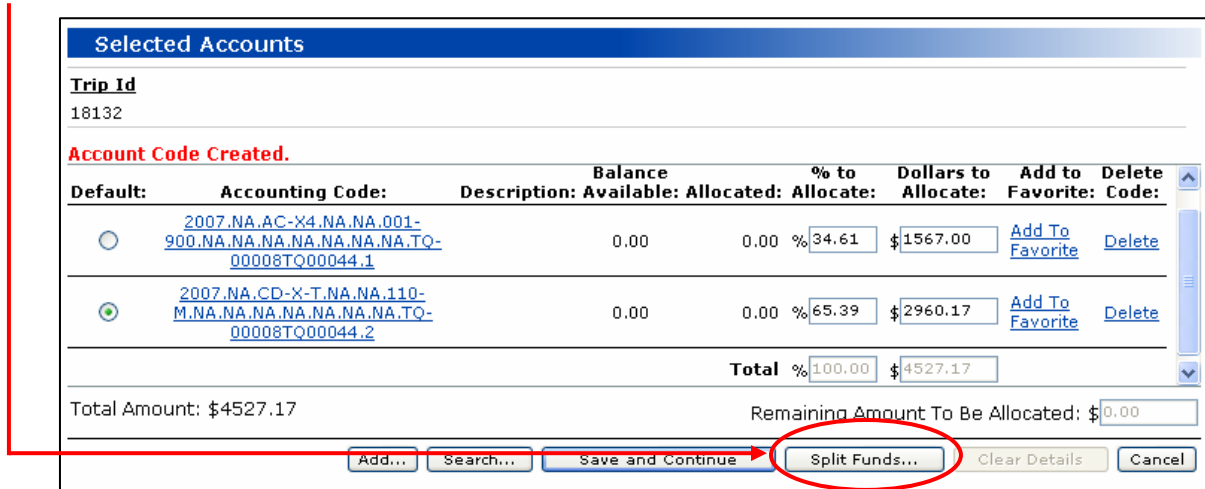
- After selecting the **Save and Continue** button, the **Authorization Summary** screen will appear.
- This completes the Multiple Account Code Funding of a Travel Authorization by Amount section.

4.1.5.4 Multiple Account Code Funding Using Split Funds

E2 Solutions provides the ability to assign specific expenses to a particular Accounting Code and/or provides the ability to for each Accounting Code to fund a Dollar Value portion of an expense. To assign an expense to a particular account code, perform the following tasks:

4.1.5.4.1 Split Funds Per Account Code

1. In the **Selected Accounts** screen, select the **Split Funds...** button. Selecting the **Split Funds...** button will open the **Split-Funding Detail** screen.



The screenshot shows the 'Selected Accounts' interface. At the top, it displays 'Trip Id: 18132'. Below this, a red message states 'Account Code Created.' A table lists two account codes with their respective balances and allocations. The 'Split Funds...' button at the bottom is circled in red, and a red arrow points to it from the left margin.

Default:	Accounting Code:	Description:	Balance Available:	Allocated:	% to Allocate:	Dollars to Allocate:	Add to Favorite:	Delete Code:
<input type="radio"/>	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	0.00	%34.61	\$1567.00	Add To Favorite	Delete
<input checked="" type="radio"/>	2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2		0.00	0.00	%65.39	\$2960.17	Add To Favorite	Delete
Total					%100.00	\$4527.17		

Total Amount: \$4527.17 Remaining Amount To Be Allocated: \$0.00

Buttons: Add... Search... Save and Continue **Split Funds...** Clear Details Cancel

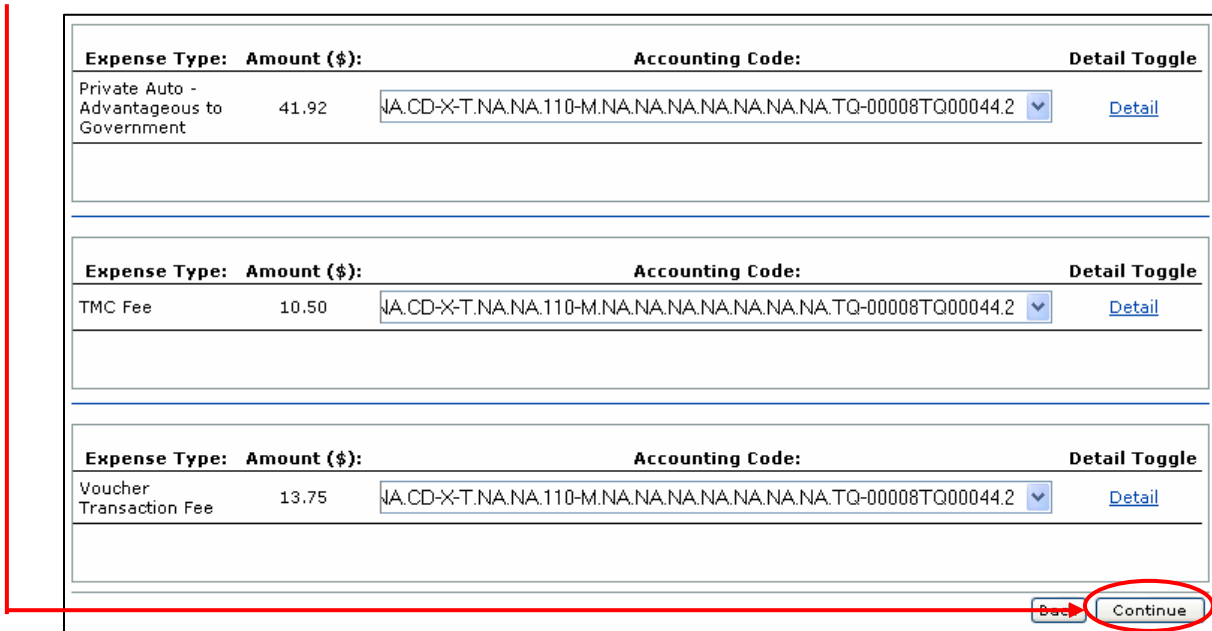
Figure 93. Split Funds

2. In the **Split-Funding Details** screen, identify the expense(s) that should be assigned to a particular **Accounting Code**. In the **Accounting Code** field of the **Expense Type**, select the drop down box and select the **Account Code** to assign to the expense(s).

Split-Funding Details			
Trip Id			
18132			
<hr/>			
Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
Airfare	2744.00	JA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail
		<div style="border: 2px solid red; padding: 2px;"> 2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1 2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2 </div>	
<hr/>			
Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
Internet Service	75.00	JA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail
<hr/>			
Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
Lodging	880.00	JA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail
<hr/>			
Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
Meals & Incidentals	682.00	JA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail
<hr/>			
Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
Parking	80.00	JA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail

Figure 94. Split Finds Detail - Account Code

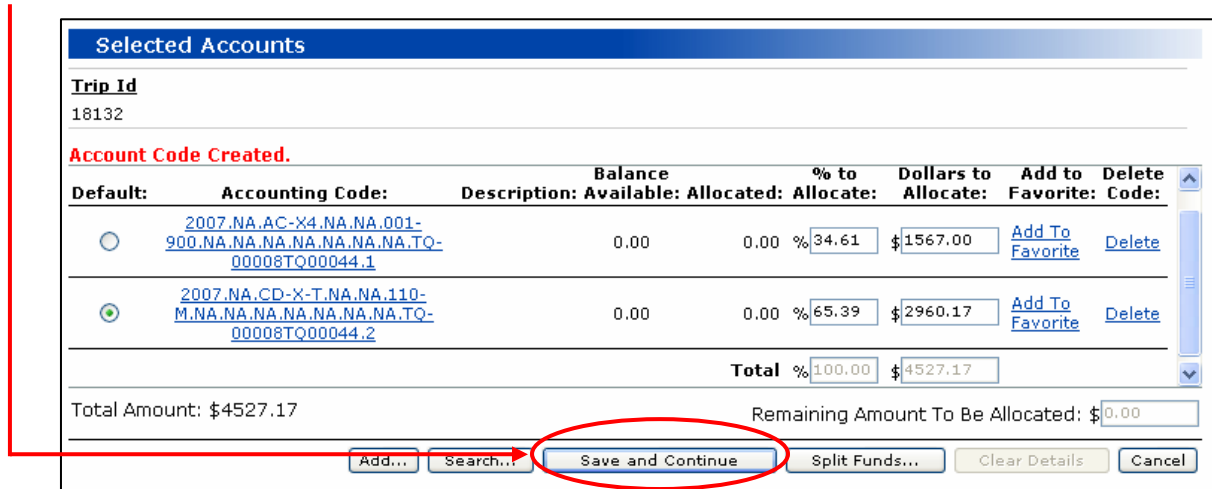
- After selecting the **Account Code** to assign to an expense, scroll to the bottom of the **Split-Funding Details** screen and select the **Continue** button.



Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
Private Auto - Advantageous to Government	41.92	NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail
TMC Fee	10.50	NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail
Voucher Transaction Fee	13.75	NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail

Figure 95. Split-Funding Details - Continue

- In the **Selected Accounts** screen, select the **Save and Continue** button.



Default:	Accounting Code:	Description:	Balance Available:	Allocated:	% to Allocate:	Dollars to Allocate:	Add to Favorite:	Delete Code:
<input type="radio"/>	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	0.00	34.61	\$1567.00	Add To Favorite	Delete
<input checked="" type="radio"/>	2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2		0.00	0.00	65.39	\$2960.17	Add To Favorite	Delete
					Total	100.00	\$4527.17	

Total Amount: \$4527.17 Remaining Amount To Be Allocated: \$0.00

Figure 96. Save and Continue

- After selecting the **Save and Continue** button, the **Authorization Summary** screen will appear.
- This completes the **Split Funds Per Account Code** section.

4.1.5.4.2 Split Funds Per Expense Type

E2 Solutions provides the ability to assign specific expenses to a particular Accounting Code and/or provides the ability to for each Accounting Code to fund a Dollar Value portion of an expense. To split funds per expense type, perform the following tasks:

1. In the **Selected Accounts** screen, select the **Split Funds...** button. Selecting the **Split Funds...** button will open the **Split-Funding Detail** screen.

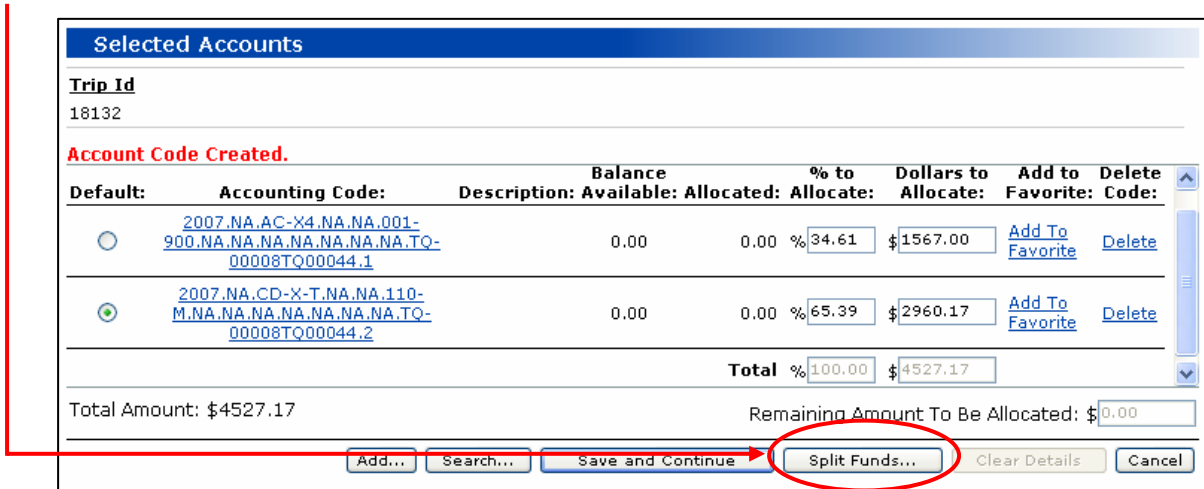


Figure 97. Split Funds link

2. In the **Split-Funding Details** screen, select the **Detail** link under the **Detail Toggle** column for the **Expense Type** that will be funded from two or more accounting codes based on a dollar value for each **Accounting Code**.

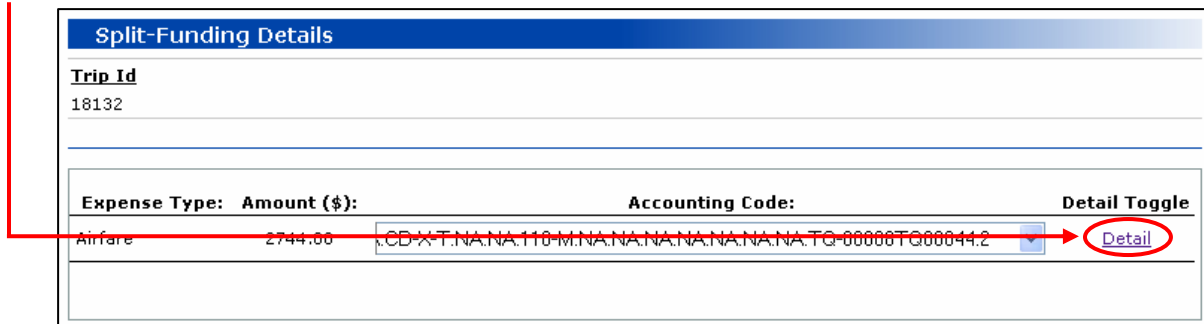


Figure 98. Split-Funding Detail

3. After selecting the **Detail** link, the **Expense Type** will expand to display all the **Accounting Codes** with an **Amount** field to each **Accounting Code**. In the Amount field, enter the Dollar Value for each Accounting Code.

NOTE: Not all accounting codes need to have a dollar value, but each of the Accounting Codes with a dollar value must equal to the Total Amount for the expense.

Split-Funding Details			
Trip Id			
18132			
Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
Airfare	2744.00		No Detail
	Amount (\$):	Accounting Code:	
	650.00	2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	
	Amount (\$):	Accounting Code:	
	2094.00	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1	

Figure 99. Split-Funding Accounting Coses

- After entering the **Dollar Value** for each **Accounting Code**, scroll to the bottom of the **Split-Funding Details** screen and select the **Continue** button.

Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
Private Auto - Advantageous to Government	41.92	NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail
Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
TMC Fee	10.50	NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail
Expense Type:	Amount (\$):	Accounting Code:	Detail Toggle
Voucher Transaction Fee	13.75	NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2	Detail
			<input type="button" value="Back"/> <input type="button" value="Continue"/>

Figure 100. Continue Split-Funding Accounting Codes

- In the **Selected Accounts** screen, select the **Save and Continue** button.

Default:	Accounting Code:	Description:	balance Available:	Allocated:	% to Allocate:	Dollars to Allocate:	Add to Favorite:	Delete Code:
<input type="radio"/>	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.1		0.00	2094.00	%46.25	\$2094.00	Add To Favorite	Delete
<input checked="" type="radio"/>	2007.NA.CD-X-T.NA.NA.110-M.NA.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.2		0.00	2433.17	%53.75	\$2433.17	Add To Favorite	Delete
Total					%100.00	\$4527.17		

Total Amount: \$4527.17 Remaining Amount To Be Allocated: \$0.00

Buttons: Add... Search... **Save and Continue** Split Funds... Clear Details Cancel

Figure 101. Save Split-Funding Accounting Codes and Continue

6. After selecting the **Save and Continue** button, the **Authorization Summary** screen will appear.
7. This completes the **Split Funds Per Expense Type** section.

4.1.6 Trip-by-Trip Approval or Return to Traveler

1. After reviewing the **Travel Authorization**, the approver can either select the **Approve** button to approve the **Travel Authorization** or select the **Return the Traveler** button to return the travel authorization to the traveler. To **Approve** the **Travel Authorization**, perform the following tasks:

4.1.6.1 Trip-by-Trip Approval

2. To **Approve** the Travel Authorization, select the **Approve** button under the **Next Step** section of the **Authorization Summary**.

NOTE: When the travel authorization is returned to the traveler or travel arranger for modifications, the travel authorization will go through the approval process again as changes to the official document require approval by all approval levels.

Optional Remarks:

FROM	DATE
Traveler	April 4, 2008 at 09:47:AM

This is a test booking. Please do not ticket

Next Step

Buttons: **Approve** Return to Traveler Unlock

Figure 102. Approve Split-Funding

3. After selecting the **Approve** button, the **Remarks** screen will appear.
4. To **Add Remarks**, select the **Add Remarks** link under **Optional Remarks**.

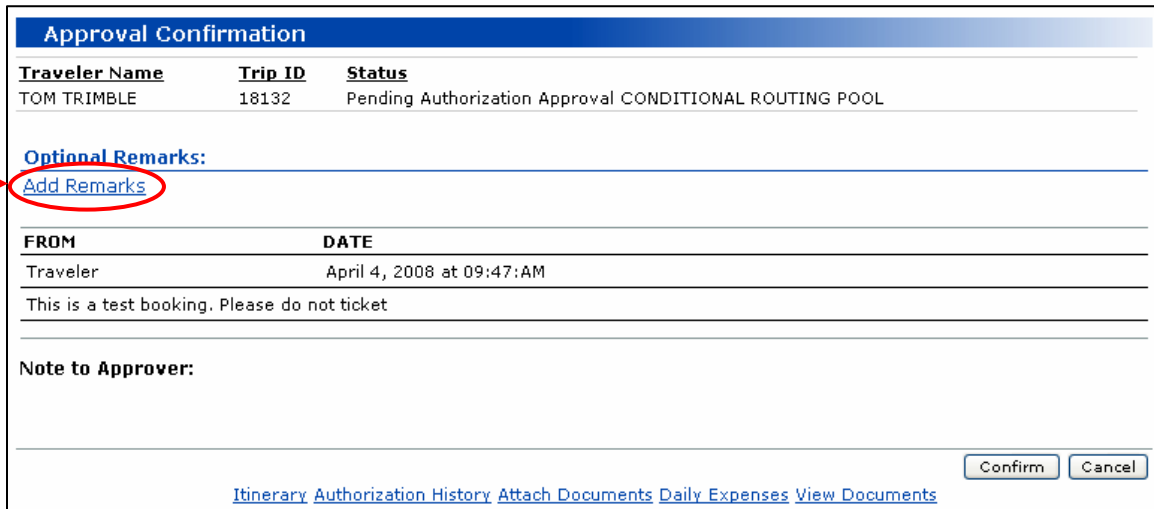


Figure 103. Add Remarks to Split-Funding

NOTE: When do I use the Unlock and Lock buttons? If you are the primary approver in a pool of approvers, the Unlock button is available. When the Unlock button is available that means the travel document is locked for your approval only. As the primary approver you do have the ability to send the document to other approvers in the pool. To send the document to other approvers in the pool, then select the Unlock button. After selecting the Unlock button, E2 Solutions will send an email to all other approvers in the pool that there is a travel document awaiting their approval. If there is not an identified primary approver in an approval pool or the primary approver Unlocked the travel document, then the Lock button will be available and the Approve and Return to Traveler buttons will be unavailable. In order to approve the document, the approver must select the Lock button, which will enable both the Approve and Return to Traveler buttons.

5. In the Optional Remarks window, enter any additional remarks that maybe required as part of the travel authorization, and select the Add Remarks button.

NOTE: A list of commonly used and approved remarks are available in Appendix (X). NEED TO ADD IN THE APPENDIX NUMBER FOR REMARKS.

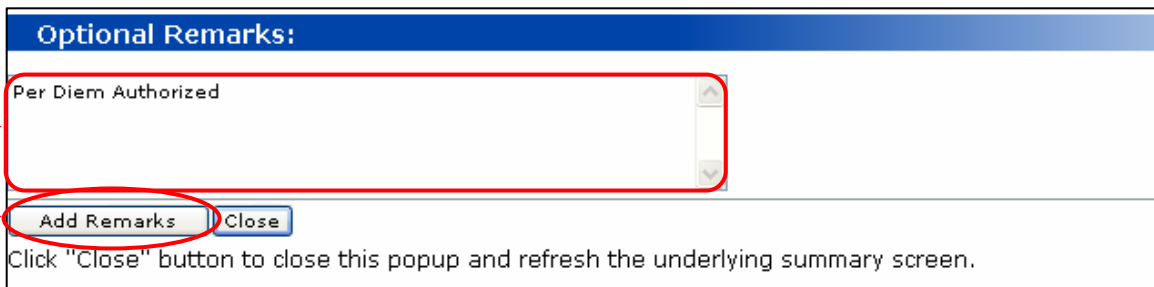


Figure 104. Optional Remarks

6. After selecting the **Add Remarks** button, the **Optional Remarks** window will refresh with the message **Remarks added successfully**. Select the **Close** button.

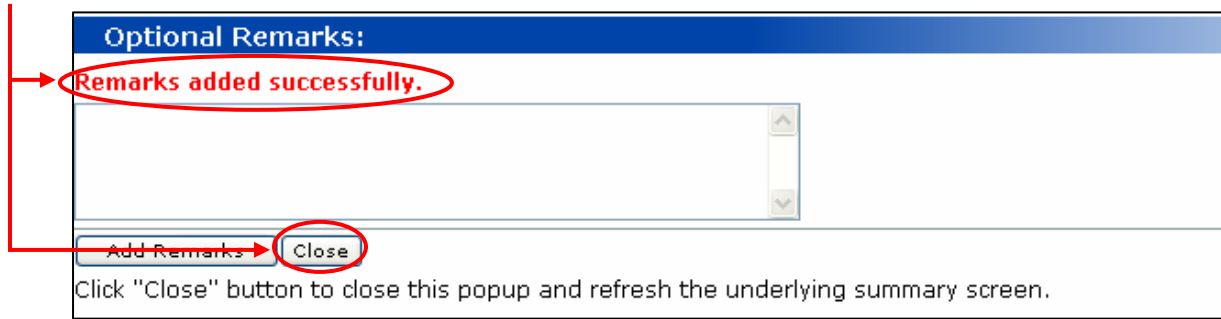


Figure 105. Add Remarks Confirmation

7. After selecting the Close button, the Pending Approval screen will appear indicating the Travel Authorization was successfully approved.

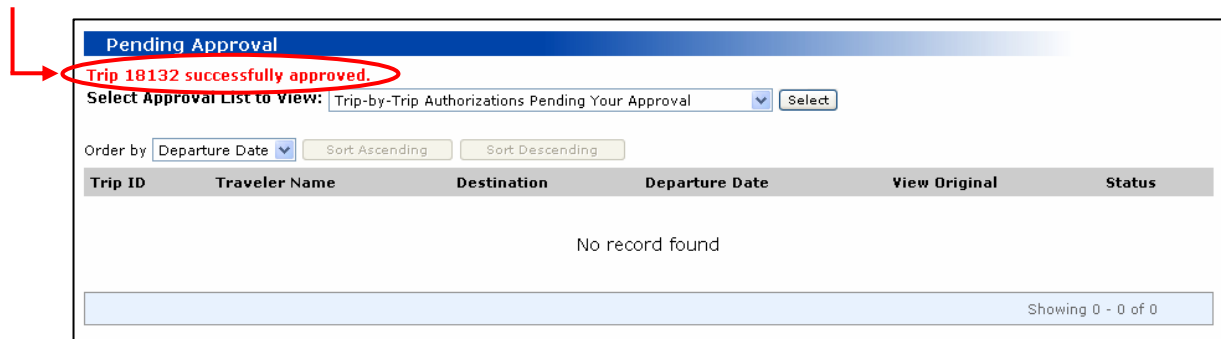
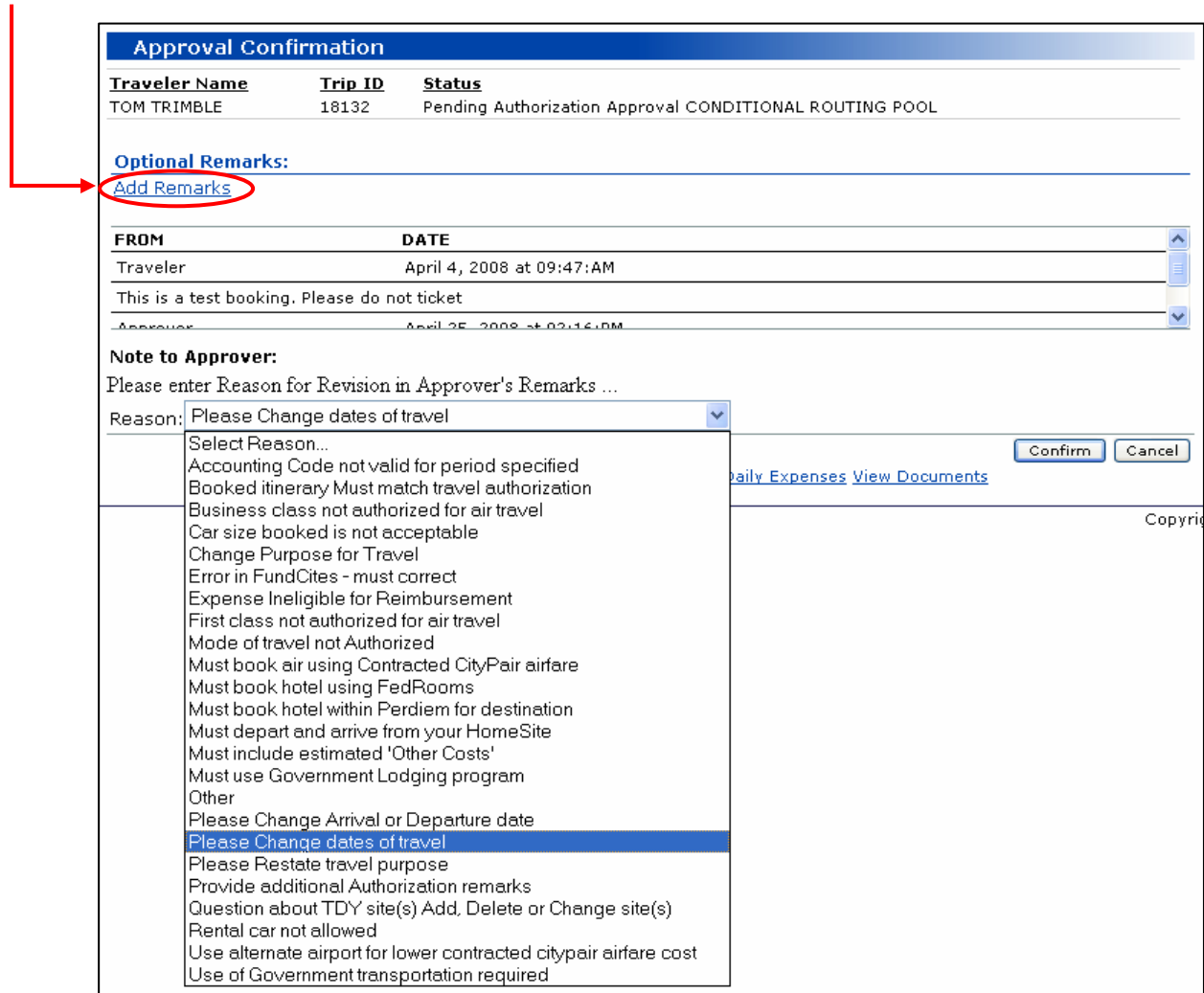


Figure 106. Pending Approved

8. This completes the Trip-By-Trip Approval process for a Travel Authorization.

4.1.6.2 Trip-by-Trip Return to Traveler

1. If adjustments are required to the **Travel Authorization**, then the **Travel Authorization** must be returned to the traveler or travel arranger for those adjustments. To return the **Travel Authorization** to the traveler, perform these tasks:
2. To return the Travel Authorization to the traveler, select the Return to Traveler button under the **Next Step** section of the **Authorization Summary**.
3. After selecting the **Return to travel** button, the **Remarks** screen will appear. To **Add Remarks**, select the **Add Remarks** link under **Optional Remarks**.



Approval Confirmation

Traveler Name	Trip ID	Status
TOM TRIMBLE	18132	Pending Authorization Approval CONDITIONAL ROUTING POOL

Optional Remarks:

[Add Remarks](#)

FROM	DATE
Traveler	April 4, 2008 at 09:47:AM
This is a test booking. Please do not ticket	
Approver	April 25, 2008 at 02:16:PM

Note to Approver:
Please enter Reason for Revision in Approver's Remarks ...

Reason: Please Change dates of travel

- Select Reason...
- Accounting Code not valid for period specified
- Booked itinerary Must match travel authorization
- Business class not authorized for air travel
- Car size booked is not acceptable
- Change Purpose for Travel
- Error in FundCites - must correct
- Expense Ineligible for Reimbursement
- First class not authorized for air travel
- Mode of travel not Authorized
- Must book air using Contracted CityPair airfare
- Must book hotel using FedRooms
- Must book hotel within Perdiem for destination
- Must depart and arrive from your HomeSite
- Must include estimated 'Other Costs'
- Must use Government Lodging program
- Other
- Please Change Arrival or Departure date
- Please Change dates of travel**
- Please Restate travel purpose
- Provide additional Authorization remarks
- Question about TDY site(s) Add, Delete or Change site(s)
- Rental car not allowed
- Use alternate airport for lower contracted citypair airfare cost
- Use of Government transportation required

Confirm Cancel

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Figure 107. Return to Travel - Add Remarks link

4. In the Optional Remarks window, enter any additional remarks as to why the travel authorization is being returned, and select the Add Remarks button.

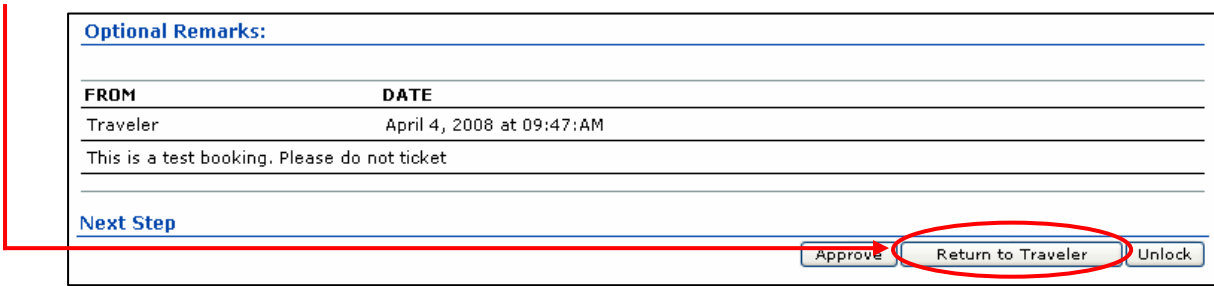


Figure 108. Return to Traveler link

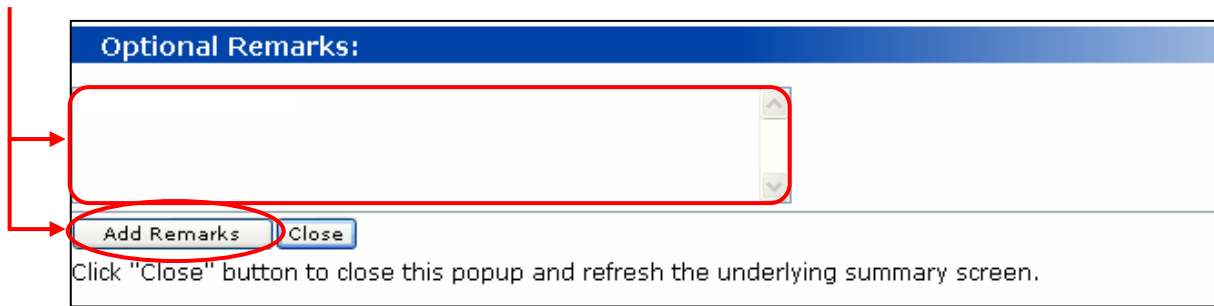


Figure 109. Optional Remarks

5. After selecting the **Add Remarks** button, the **Optional Remarks** window will refresh with the message **Remarks added successfully**. Select the **Close** button.

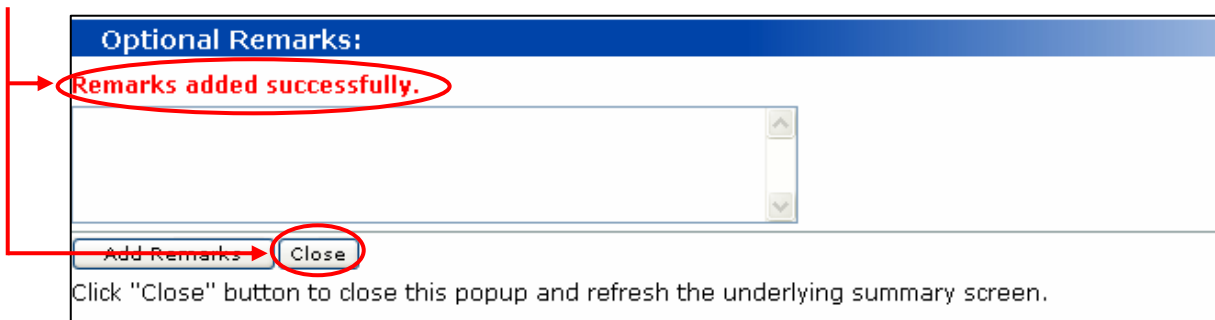


Figure 110. Remarks Added Successfully

6. In the **Approval Confirmation** screen in the **Note to Approver** section, select the drop down arrow and select the reason for returning the **Travel Authorization** to the travel. Once a Reason has been selected, select the confirm button

Approval Confirmation

Traveler Name	Trip ID	Status
TOM TRIMBLE	18132	Pending Authorization Approval CONDITIONAL ROUTING POOL

Optional Remarks:
[Add Remarks](#)

FROM	DATE
Traveler	April 4, 2008 at 09:47:AM
This is a test booking. Please do not ticket	
Approver	April 25, 2008 at 02:16:PM

Note to Approver:
 Please enter Reason for Revision in Approver's Remarks ...

Reason: Please Change dates of travel

Select Reason

- Accounting Code not valid for period specified
- Booked itinerary Must match travel authorization
- Business class not authorized for air travel
- Car size booked is not acceptable
- Change Purpose for Travel
- Error in FundCites - must correct
- Expense Ineligible for Reimbursement
- First class not authorized for air travel
- Mode of travel not Authorized
- Must book air using Contracted CityPair airfare
- Must book hotel using FedRooms
- Must book hotel within Perdiem for destination
- Must depart and arrive from your HomeSite
- Must include estimated 'Other Costs'
- Must use Government Lodging program
- Other
- Please Change Arrival or Departure date
- Please Change dates of travel
- Please Restate travel purpose
- Provide additional Authorization remarks
- Question about TDY site(s) Add, Delete or Change site(s)
- Rental car not allowed
- Use alternate airport for lower contracted citypair airfare cost
- Use of Government transportation required

[Daily Expenses](#) [View Documents](#)

Confirm
Cancel

Figure 111. Confirm Return to Traveler

7. This completes the Trip-by-Trip Return to Traveler process for a Travel Authorization.

5. Amendment of a Trip-by-Trip Travel Authorization

E2 Solutions provides the ability to amend travel authorizations to accommodate missed expenses and/or if the total amount of the travel voucher is for more than the travel authorization. To amend a travel authorization, perform the following tasks.

NOTE: Only travel authorizations with a status of Open Voucher are eligible and available for amending.

5.1 Amending a Trip-by-Trip Travel Authorization (Traveler or Travel Arranger)

1. Log into E2 Solutions.
2. From the traveler's E2 Solutions home page, select the **My Travel** link.

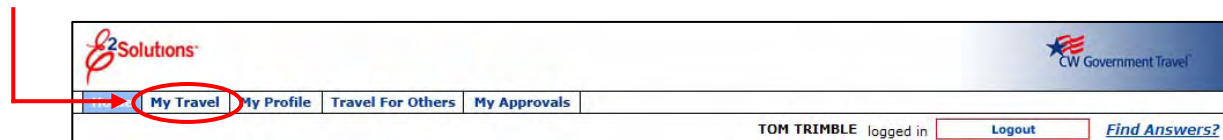


Figure 112. My Travel Link

3. In the **Current Trips** screen, select the **Amend a Trip** link located in the **Travel Center** box. Selecting the **Amend a Trip** link will open the **Trips Available for Amendment** screen with the **Travel Authorizations** eligible for amending.

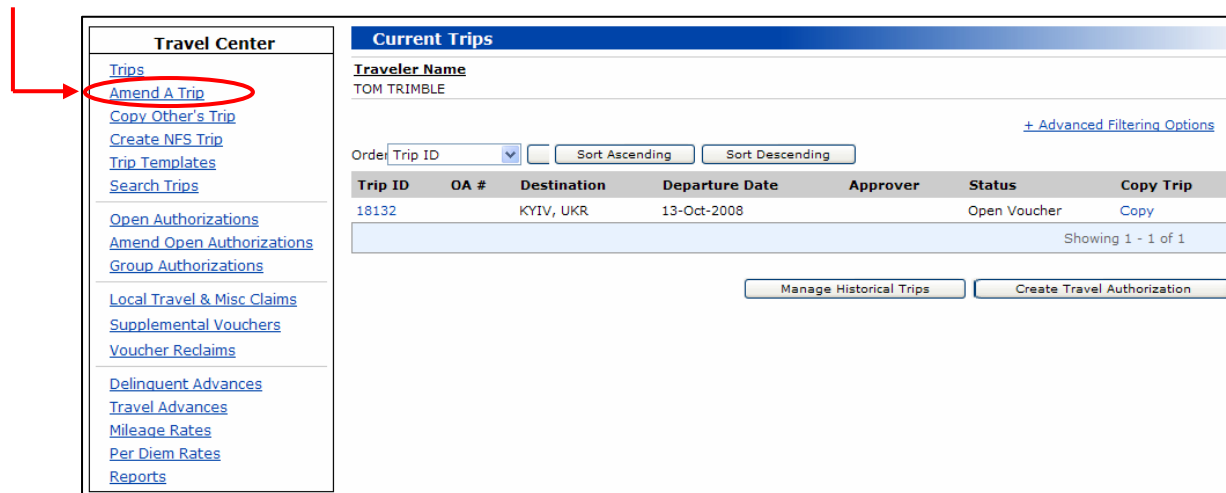


Figure 113. Amend A Trip link

4. In the **Trips Available for Amendment** screen, select the **Trip ID** link associated with the **Travel Authorization** to be amended.

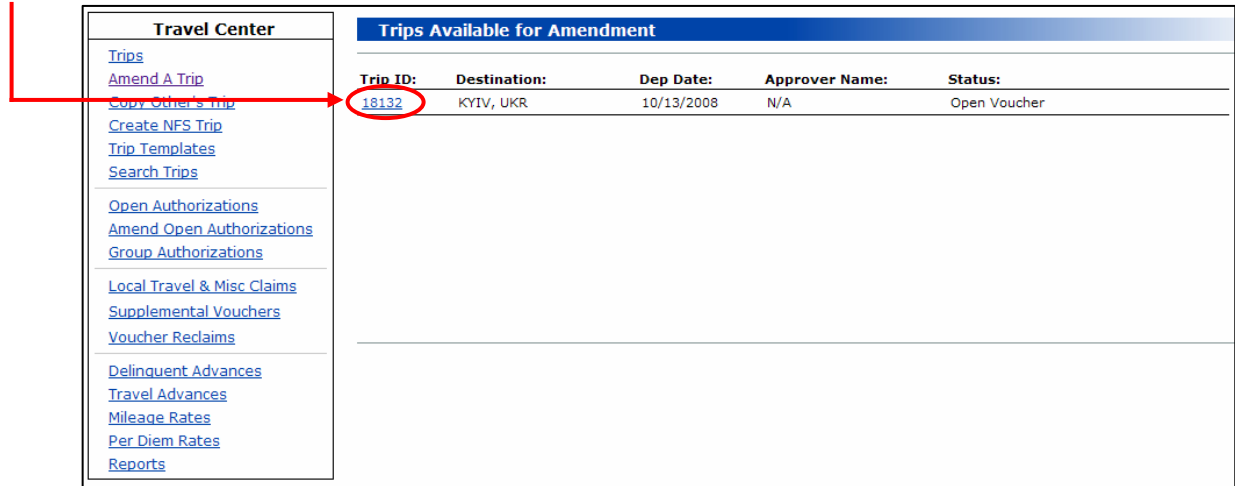


Figure 114. Select Trip ID

- After selecting the **Trip ID** link associated with the **Travel Authorization** to be **Amended**, the following message will appear indicating the traveler or travel arranger is creating an amendment to the travel authorization and the travel authorization amendment must be submitted for approval to all approval levels again. Select the **OK** button to proceed with amending the **Travel Authorization**.

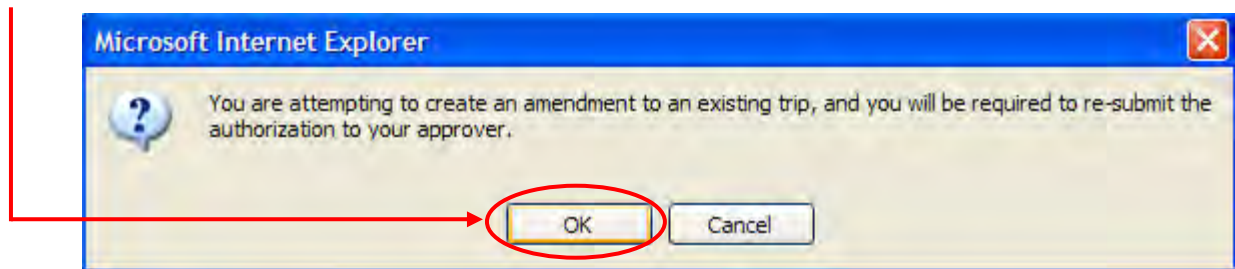


Figure 115. Proceed Amending Trip Confirmation

- After selecting the **OK** button, the **Create Travel Authorization** screen will appear with a message indicating the status of the **Travel Authorization** has been revised with the new **Trip ID**.

NOTE: When a travel authorization is amended the Trip ID will change and append a -1 to the current Trip ID.

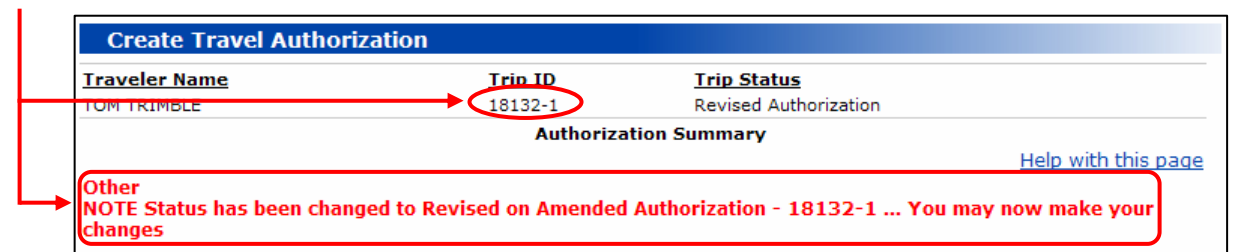
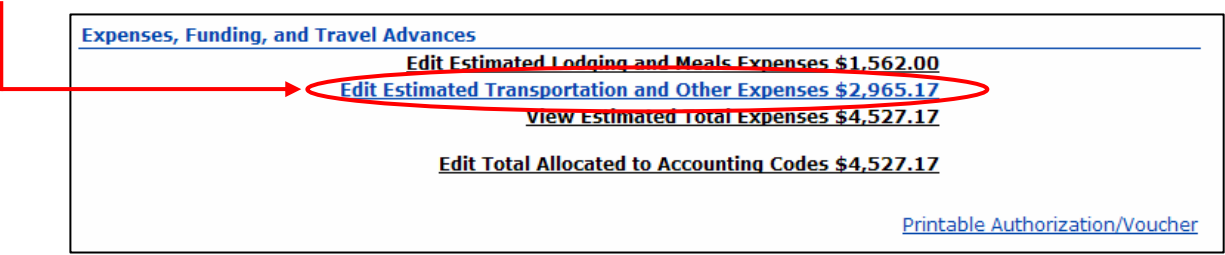


Figure 116. Appended Trip ID

- In the Authorization Summary screen and in the Expenses, Funding and Travel Advances section, select either the Edit Estimated Lodging and Meals Expenses or the Edit Estimated Transportation and Other Expenses link to add additional expenses or change the amount of expenses.

NOTE: In this example, an expense is added to the travel authorization. The traveler or travel arrange could also decrease/increase the amount of an expense by selecting the Edit Expense link associated with the expense,



Expenses, Funding, and Travel Advances

[Edit Estimated Lodging and Meals Expenses \\$1,562.00](#)

[Edit Estimated Transportation and Other Expenses \\$2,965.17](#)

[View Estimated Total Expenses \\$4,527.17](#)

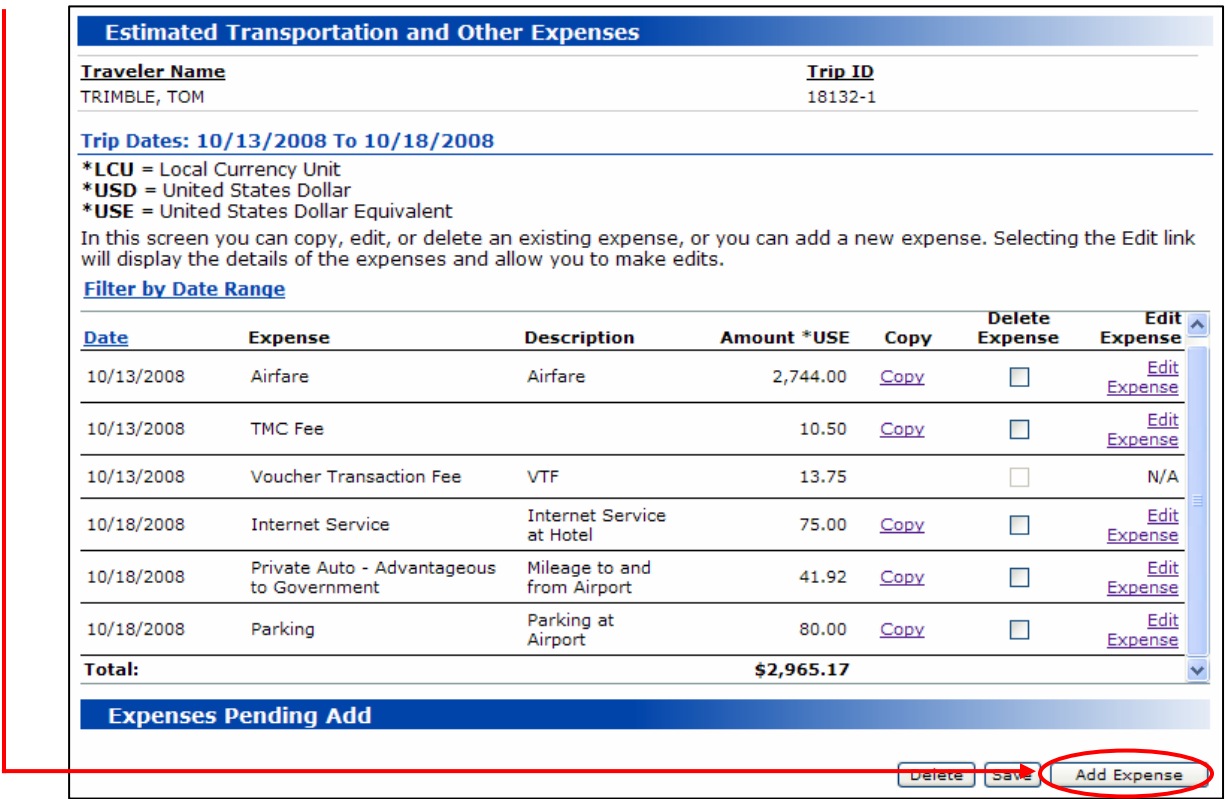
[Edit Total Allocated to Accounting Codes \\$4,527.17](#)

[Printable Authorization/Voucher](#)

Figure 117. Edit Estimated Transportation and Other Expenses

8. In the **Estimated Transportation and Other Expenses** screen, select the **Add Expense** button to add an expense type not included on the original **Travel Authorization**.

9. **NOTE:** To add additional expenses, select the Add Expense button again for each additional expense.



Estimated Transportation and Other Expenses

Traveler Name TRIMBLE, TOM **Trip ID** 18132-1

Trip Dates: 10/13/2008 To 10/18/2008

*LCU = Local Currency Unit
 *USD = United States Dollar
 *USE = United States Dollar Equivalent

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

Date	Expense	Description	Amount *USE	Copy	Delete Expense	Edit Expense
10/13/2008	Airfare	Airfare	2,744.00	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	TMC Fee		10.50	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	Voucher Transaction Fee	VTF	13.75		<input type="checkbox"/>	N/A
10/18/2008	Internet Service	Internet Service at Hotel	75.00	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Private Auto - Advantageous to Government	Mileage to and from Airport	41.92	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Parking	Parking at Airport	80.00	Copy	<input type="checkbox"/>	Edit Expense
Total:			\$2,965.17			

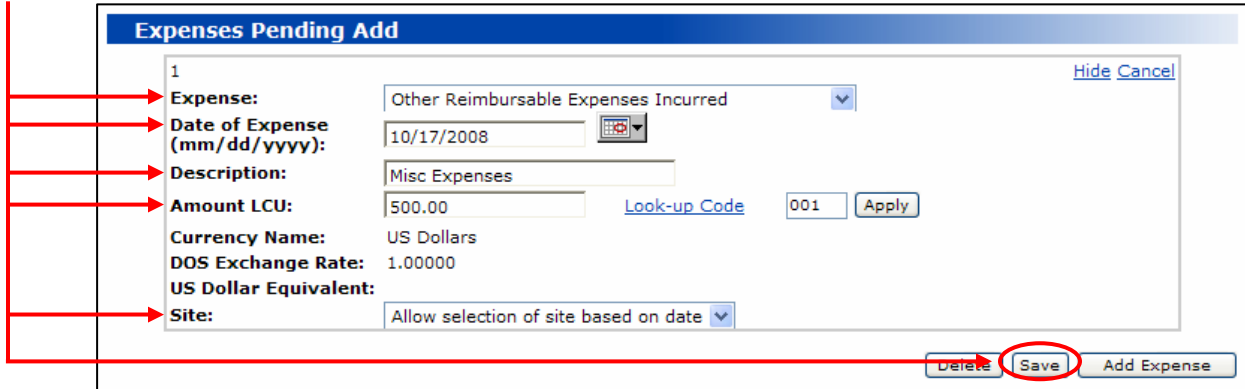
Expenses Pending Add

[Delete](#) [Save](#) [Add Expense](#)

Figure 118. Add Expense

10. In the **Expenses Pending Add** section, enter the following information:
 - a. In the **Expense** field, select the drop down box and select **Expense Type**.
 - b. In the **Date of Expense**, select the **Calendar Icon** and then select the **Date** for the expense. Optionally, the date may be entered manually in the following format (MM/DD/YYYY)

- c. In the **Description** field, enter a **Description** of the expense.
- d. In the Amount Local Currency Unit (LCU) field, enter the expense Amount.
- e. In the **Site** field, either select the **Site** for the expense or select the **Allow Selection of Site based on Date** from the drop down list.
- f. Then select the **Save** button.



Expenses Pending Add

1 [Hide](#) [Cancel](#)

Expense: Other Reimbursable Expenses Incurred

Date of Expense (mm/dd/yyyy): 10/17/2008

Description: Misc Expenses

Amount LCU: 500.00 [Look-up Code](#) 001

Currency Name: US Dollars

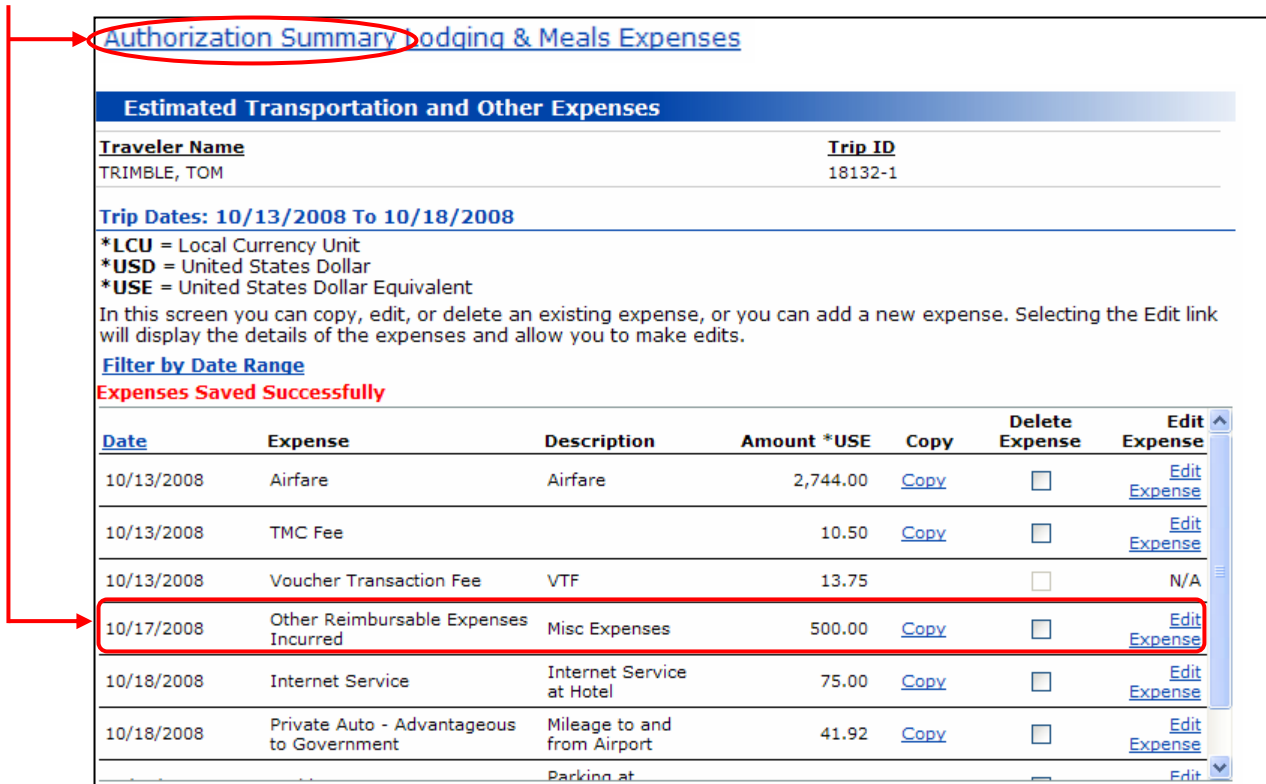
DOS Exchange Rate: 1.00000

US Dollar Equivalent:

Site: Allow selection of site based on date

Figure 119. Enter and Save Pending Expenses

11. After selecting the **Save** button, the screen will refresh and the **Expense Type** will display under the **Estimated Transportation and Other Expenses** screen. When all additional **Expense Types** have been added select the **Authorization Summary** link to return to the **Authorization Summary** screen.



[Authorization Summary](#) [Lodging & Meals Expenses](#)

Estimated Transportation and Other Expenses

Traveler Name TRIMBLE, TOM **Trip ID** 18132-1

Trip Dates: 10/13/2008 To 10/18/2008

*LCU = Local Currency Unit
 *USD = United States Dollar
 *USE = United States Dollar Equivalent

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

Expenses Saved Successfully

Date	Expense	Description	Amount *USE	Copy	Delete Expense	Edit Expense
10/13/2008	Airfare	Airfare	2,744.00	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	TMC Fee		10.50	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	Voucher Transaction Fee	VTF	13.75		<input type="checkbox"/>	N/A
10/17/2008	Other Reimbursable Expenses Incurred	Misc Expenses	500.00	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Internet Service	Internet Service at Hotel	75.00	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Private Auto - Advantageous to Government	Mileage to and from Airport	41.92	Copy	<input type="checkbox"/>	Edit Expense
		Parking at			<input type="checkbox"/>	Edit

Figure 120. Lodging and Meals Authorization Summary

12. In the **Authorization Summary** screen under the **Reservation Detail** section, select the **Radio** button associated with the **Cabin Class** for the trip. After selecting the **Cabin Class**, select the **Save** button. After selecting the **Save** button, the Authorization Summary screen will refresh.

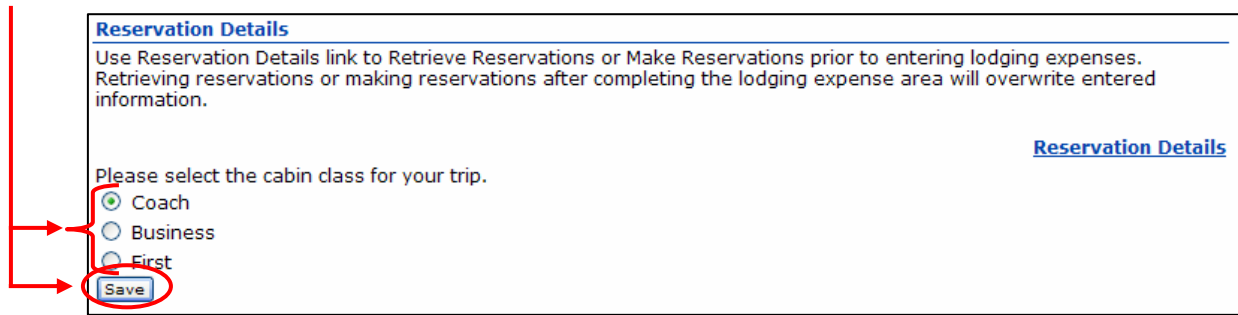


Figure 121. Save Reservation Details

13. After selecting the **Save** button and if there are no other changes, select the **Send to Approver** button under the **Next Step** section of the **Authorization Summary** screen.

14. **NOTE:** Any changes to official travel documents, to include Travel Authorizations, Travel Vouchers, Open Authorizations, Group Authorization, and Travel Advances, requires the travel document to be approved at all approval levels.

15.

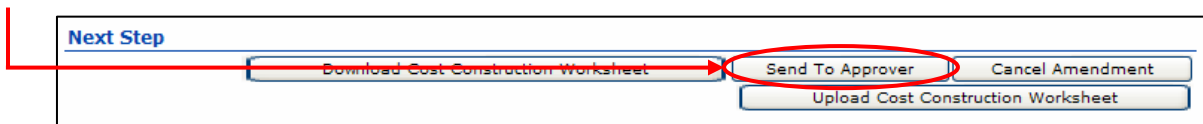


Figure 122. Send Reservation Details to Approver

14. After selecting the **Send to Approver** button, a **Microsoft Internet Explorer** message will appear asking if the **Travel Authorization** accurately reflects reservations. In the **Microsoft Internet Explorer** window, select the **OK** button if the answer is **Yes** or select the **Cancel** button if the additional changes are required.

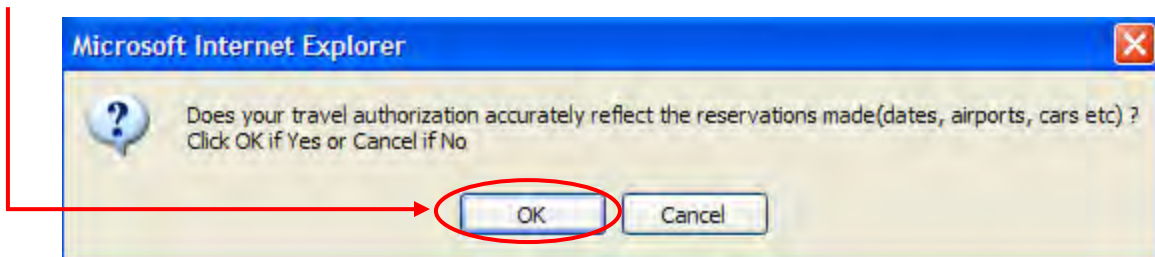


Figure 123. Reservations Confirmation

15. When the amended **Travel Authorization** is complete and resent to the approver, a red message will appear at the top of the **Authorization Summary** screen indicating the **Travel Authorization** was successfully submitted for approval.

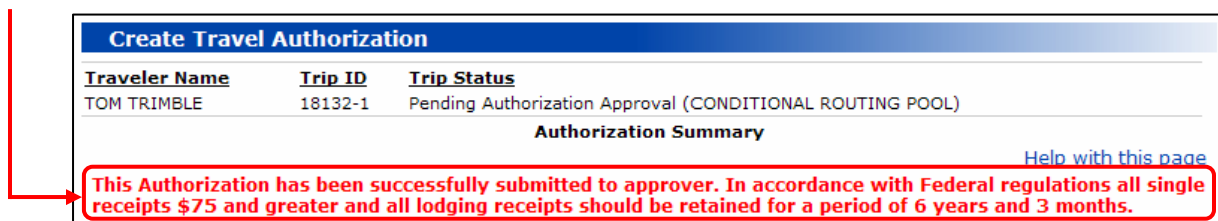


Figure 124. Approver Submittal Successful

16. This completes the traveler or travel arranger portion for amending a travel authorization.

5.2 Approval of an Amended Travel Authorization (Approver)

Once a traveler or travel arranger amends a travel authorization, the travel authorization must be approved again as there were changes to the official travel document. All approvers for the amended travel authorization should review the travel authorization as described in Section 7 of the user guide.

5.2.1 Approval of an Amended Travel Authorization by Funds Committer (Approver)

1. When a travel authorization is amended and additional expenses are added to the travel authorization or expenses are deleted or reduced, the funds committer must make the appropriate adjustments in the financial system, Phoenix, as well as in E2 Solutions to ensure the amounts in Estimated Total Expenses and Total Allocated to Accounting Codes match. To adjust the Edit Total Allocated to Accounting Codes in E2 Solutions, perform the following steps:
2. Log into E2 Solutions.
3. From the **Main Menu** bar, select the **My Approvals** link.

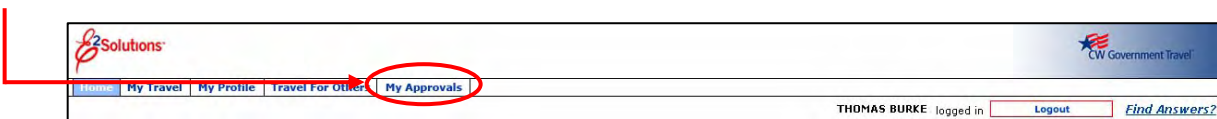


Figure 125. My Approvals Link

4. In the **Pending Approval** screen, select the **Trip ID** to be approved.

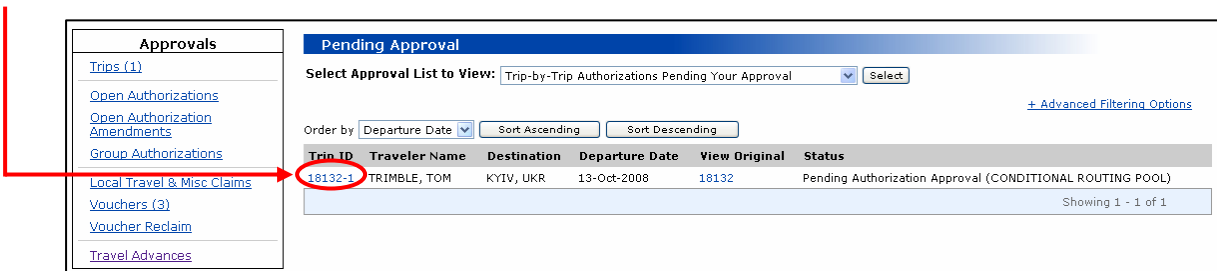


Figure 126. Pending Approval

In the Expenses, Funding, and Travel Advances section of the Authorization Summary screen, notice the View Estimated Total Expenses amount is more than the Edit Total Allocated to Accounting Codes amount. The amount in the Edit Total Allocated to Accounting Codes must match the View Estimated Total Expenses amount.

NOTE: Since the travel authorization was amended and the amount of the authorization increased, the commitment in Phoenix must also increase.

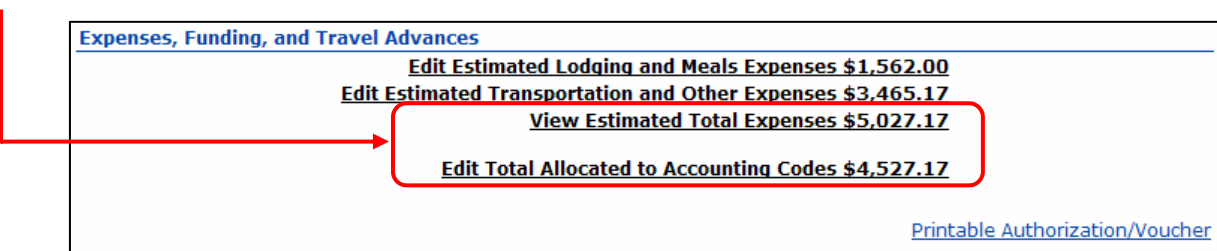


Figure 127. Total Allocated to Accounting Codes

- To recalculate the amount in the Edit Total Allocated to Accounting Codes, select the Edit Total Allocated to Accounting Codes link.

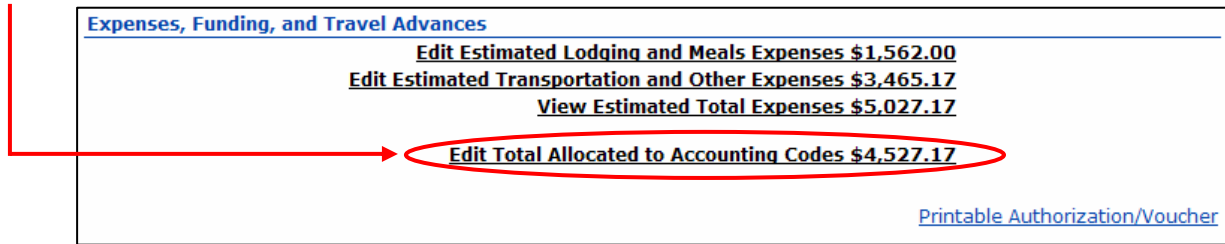


Figure 128 Edit Total Allocated to Accounting Codes

- In the Selected Accounts screen, verify the Remaining Amount To Be Allocated is \$0.00, and select the Save and Continue button.

7. **NOTE:** E2 Solutions will automatically adjust the amount in the Dollars to Allocate column based on the amount in the View Estimated Total Expenses.

10. **NOTE:** If a certain dollar value or percentage is being allocated to multiple account codes, then adjustments to the Percentage to Allocate or Dollar to Allocate columns will need to be made. Also, if split funding is being used for certain expenses, adjustment to split funding maybe necessary as well.

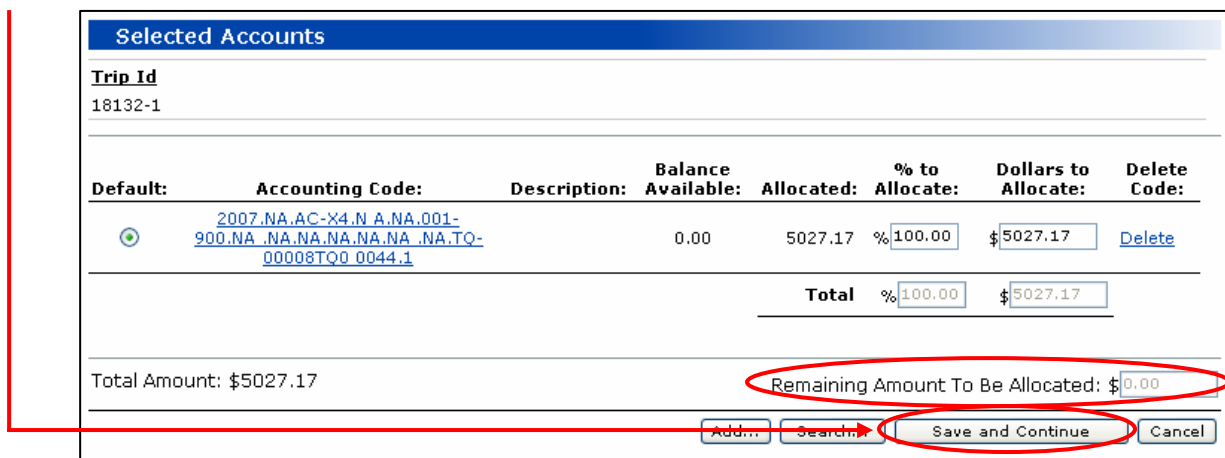
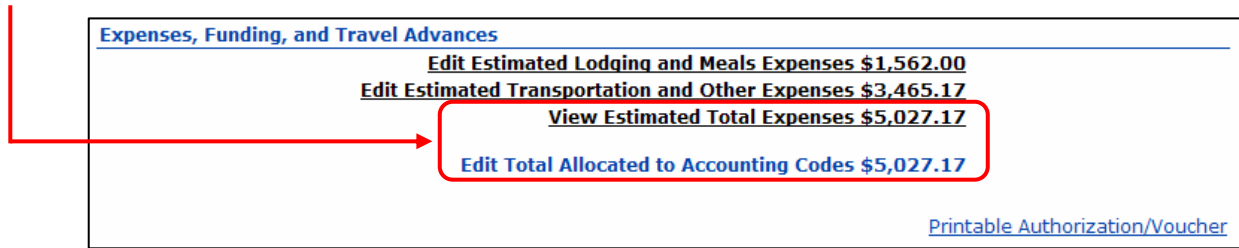


Figure 129. Verify, Save and Continue Amount to be Allocated

- After selecting the Save and Continue button the Authorization Summary screen will display. In the Authorization Summary screen, scroll down to the Expenses, Funding, and Travel Advances section and verify the Edit Total Allocated to Accounting Codes matches the View Estimate Total Expenses amount.



Expenses, Funding, and Travel Advances

Edit Estimated Lodging and Meals Expenses \$1,562.00

Edit Estimated Transportation and Other Expenses \$3,465.17

View Estimated Total Expenses \$5,027.17

Edit Total Allocated to Accounting Codes \$5,027.17

[Printable Authorization/Voucher](#)

Figure 130. Edit Total Allocated to Accounting Codes

6. Travel Advance

6.1 Requesting a Travel Advance

Travel Advances may only be requested by travelers that do not have a Government Issued Credit Card. To request a Travel Advance, perform the following tasks:

1. From the **Main Menu** bar of the traveler’s **E2 Solutions Home Page**, select the **My Travel** link.

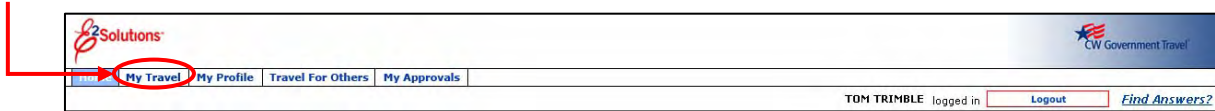


Figure 131. Select MyTravel

2. In the **Travel Center** box in the **Current Trips** screen, select the **Travel Advances** link.

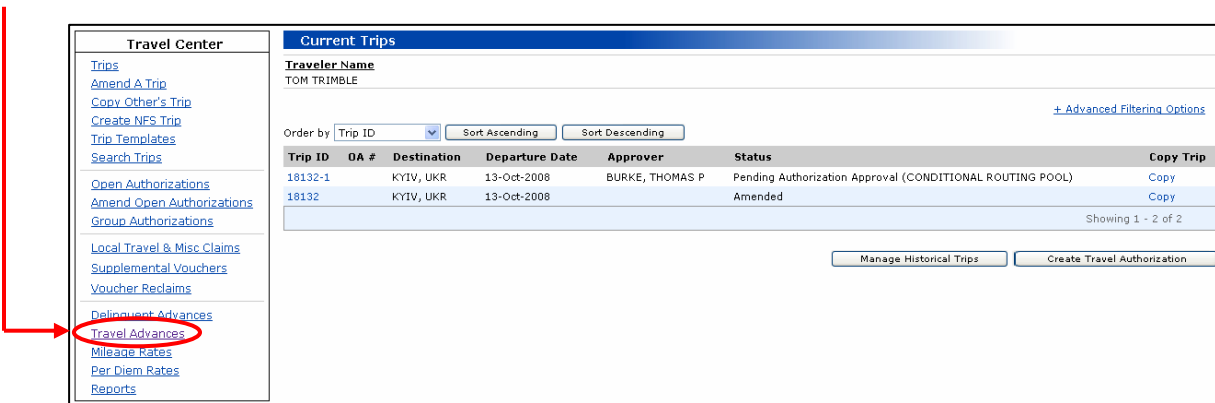


Figure 132. Select Travel Advances

3. In the **Current Travel Advance Request** screen, select from the drop down list the **Trip** for which the **Travel Advance** is being requested. Once the **Trip** is identified and selected, select the **Create Travel Advance** button.

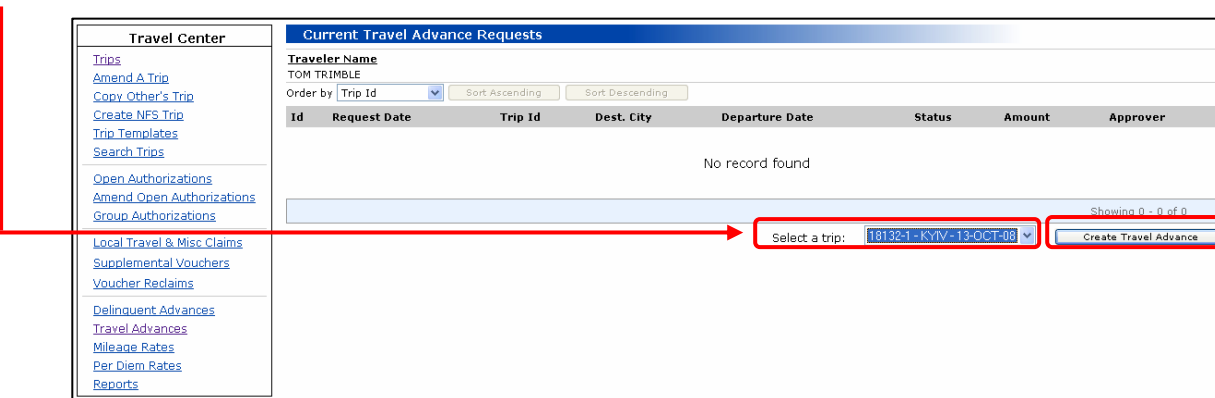
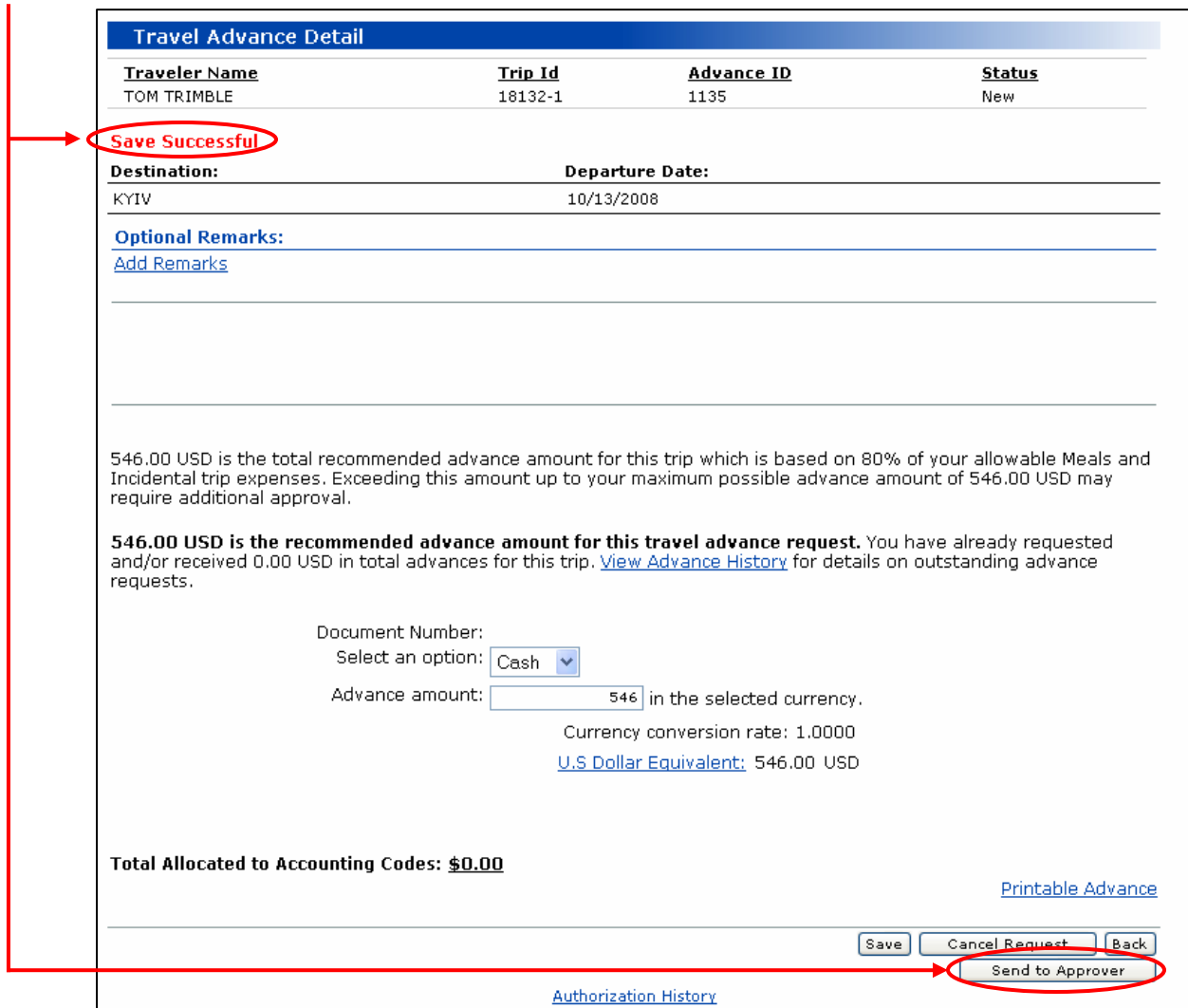


Figure 133. Select and Create Travel Advance

4. In the **Travel Advance Detail** screen, perform the following tasks:
 - a. In the **Select an Option** field, select from the drop down list either **Check or Cash** for the **Travel Advance**.
 - b. In the Advance Amount field, enter the Advance Amount for the Travel Advance.
 - c. Then, select the **Save** button.

- After selecting the **Save** button, the **Travel Advance Detail** screen will refresh with a **Save Successful** message. Next, select the **Send to Approver** button.



Travel Advance Detail

Traveler Name	Trip Id	Advance ID	Status
TOM TRIMBLE	18132-1	1135	New

Save Successful

Destination: KYIV **Departure Date:** 10/13/2008

Optional Remarks:
[Add Remarks](#)

546.00 USD is the total recommended advance amount for this trip which is based on 80% of your allowable Meals and Incidental trip expenses. Exceeding this amount up to your maximum possible advance amount of 546.00 USD may require additional approval.

546.00 USD is the recommended advance amount for this travel advance request. You have already requested and/or received 0.00 USD in total advances for this trip. [View Advance History](#) for details on outstanding advance requests.

Document Number:
 Select an option:
 Advance amount: in the selected currency.
 Currency conversion rate: 1.0000
[U.S Dollar Equivalent:](#) 546.00 USD

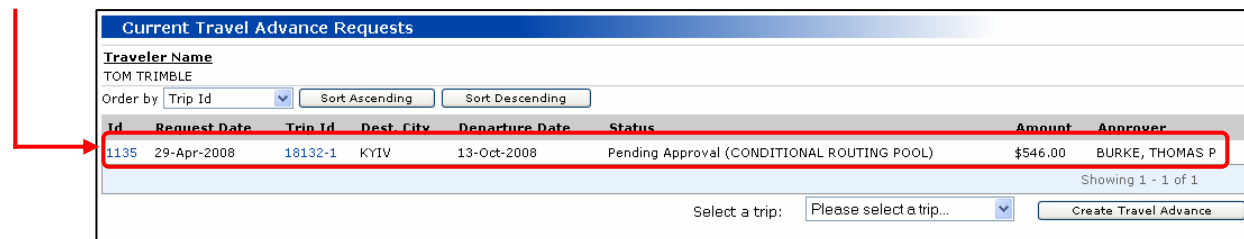
Total Allocated to Accounting Codes: \$0.00

[Printable Advance](#)

[Authorization History](#)

Figure 134. Send Travel Advance to Approver

- After selecting the **Send to Approver** button, the **Current Travel Advance Requests** screen will appear showing the **Travel Advance** request and status.



Current Travel Advance Requests

Traveler Name: TOM TRIMBLE

Order by:

Id	Request Date	Trip Id	Dest. City	Departure Date	Status	Amount	Approver
1135	29-Apr-2008	18132-1	KYIV	13-Oct-2008	Pending Approval (CONDITIONAL ROUTING POOL)	\$546.00	BURKE, THOMAS P

Showing 1 - 1 of 1

Select a trip:

Figure 135. Travel Advance Status

Approvals

- [Trips](#)
- [Open Authorizations](#)
- [Open Authorization Amendments](#)
- [Group Authorizations](#)
- [Local Travel & Misc Claims](#)
- [Vouchers \(3\)](#)
- [Voucher Reclaim](#)
- [Travel Advances \(1\)](#)

Pending Approval

Select Approval List to View: Trip-by-Trip Authorizations Pending Your Approval Select

Order by: Departure Date Sort Ascending Sort Descending

Trip ID	Traveler Name	Destination	Departure Date	View Original	Status
No record found					

Showing 0 - 0 of 0

Figure 136. Pending Travel Advances

6.2 Approval of Travel Advance

The approval for Travel Advances is much like the approval for a travel authorization or travel voucher. To approve a travel advance, perform the following tasks:

1. Log into E2 Solutions
2. From the Approvers Main Menu bar, select the My Approvals link.

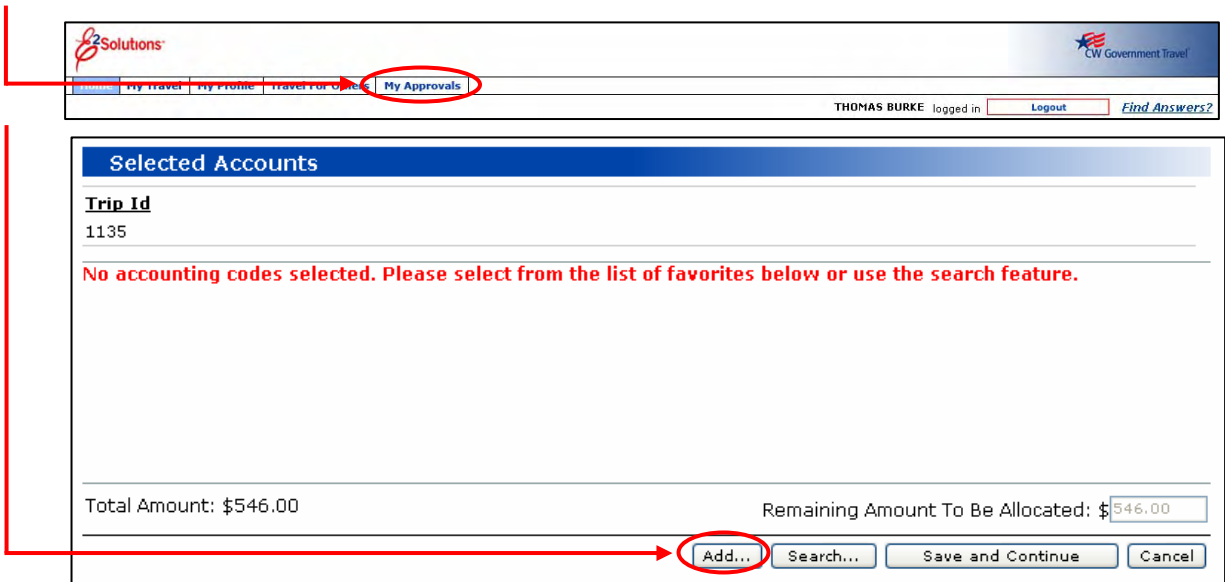


Figure 137. Select My Approvals

3. In the **Approvals** box within the **Pending Approval** screen, select the **Travel Advances** link.
4. The Pending Approval screen will refresh with the Travel Advance(s) pending approval. Select the Advance ID.

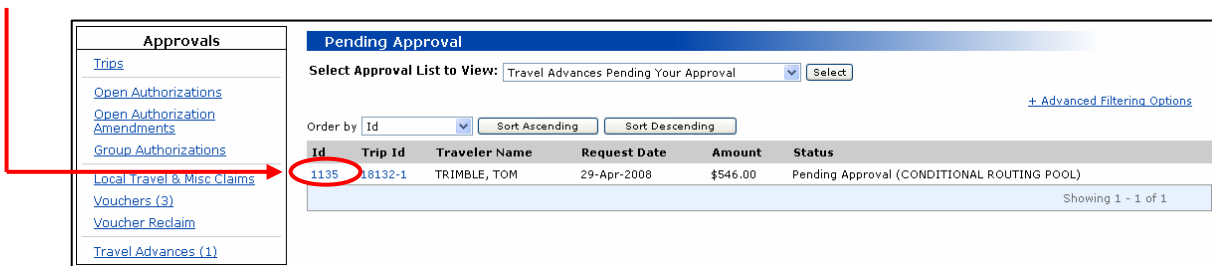


Figure 138. Select Advance ID

5. In the Travel Advance Detail screen, select the \$0.00 in the Total Allocated to Accounting Codes field.
6. In the **Selected Accounts** screen, select the **Add** button to add an accounting code for the **Travel Advance**.
7. In the **Add Accounting Codes** screen, perform the following tasks:

NOTE: The below information are the only required accounting code fields and are from Phoenix.

- a. In the **BBFY** field, enter the **BBFY**.
- b. In the **Fund** field, enter the **Fund**.
- c. In the **Distribution** field, enter the **Distribution**.
- d. In the Commitment Type and Number field, enter the Commitment Type and Number.
- e. In the Commitment Line field, enter the Commitment Line.
- f. When finished select the **Save** button.

Add Accounting Codes

Financial System Name: PHOENIX_DIM_NEW

To add a new accounting code, enter the account code segment data in the corresponding data entry fields and click Save. To retrieve a list of valid values for the accounting code segment, click the Search button to the right of the data entry field. Or to pre-fill the segment data from an existing account code, click on an accounting code link in the Templates section below.

BBFY (Numeric Only(4))	<input type="text" value="2007"/>	<input type="button" value="Search"/>
EBFY (Alpha Numeric(4))	<input type="text"/>	<input type="button" value="Search"/>
Fund (Any Character Except %(20))	<input type="text" value="AC-X4"/>	<input type="button" value="Search"/>
Operating Unit (Any Character Except %(20))	<input type="text"/>	<input type="button" value="Search"/>
Program Area (Any Character Except %(20))	<input type="text"/>	<input type="button" value="Search"/>
Distribution (Any Character Except %(20))	<input type="text" value="001-900"/>	<input type="button" value="Search"/>
Program Element (Any Character Except %(20))	<input type="text"/>	<input type="button" value="Search"/>
Sub-element (Any Character Except %(20))	<input type="text"/>	<input type="button" value="Search"/>
Team Division (Any Character Except %(20))	<input type="text"/>	<input type="button" value="Search"/>
Benefiting Geo Area (Any Character Except %(20))	<input type="text"/>	<input type="button" value="Search"/>
Sub-Object Code (Any Character Except %(20))	<input type="text"/>	<input type="button" value="Search"/>
Operating Unit Defined (Any Character Except %(20))	<input type="text"/>	<input type="button" value="Search"/>
Accounting Template (Any Character Except %(50))	<input type="text"/>	
Commitment Type and No (Any Character Except %(36))	<input type="text" value="TQ-00008TQ00044"/>	
Commitment Line No (Numeric Only(10))	<input type="text" value="3"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

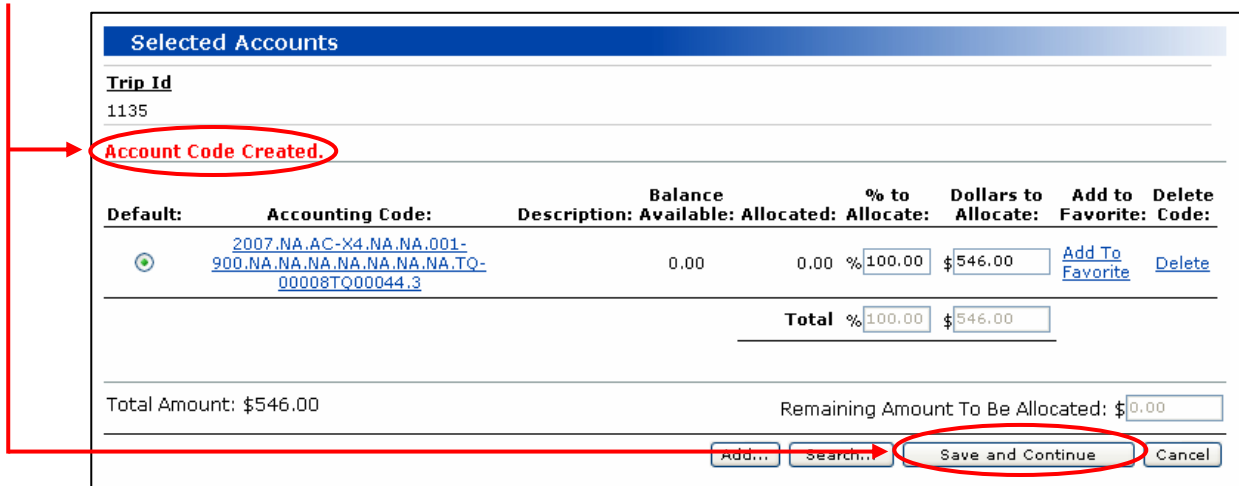
Figure 139. Enter Accounting Code Details

8. After selecting the Save button, the Selected Accounts screen will appear with the following message: Account Code Created. Next, select the Save and Continue button.

Travel Advance Detail			
Traveler Name	Trip Id	Advance ID	Status
TOM TRIMBLE	18132-1	1135	Pending Approval (CONDITIONAL ROUTING POOL)
Destination:		Departure Date:	
KYIV		10/13/2008	
Routing Path			
View Approval Routing Path			
Optional Remarks:			
546.00 USD is the total recommended advance amount for this trip which is based on 80% of your allowable Meals and Incidental trip expenses. Exceeding this amount up to your maximum possible advance amount of 546.00 USD may require additional approval.			
545.60 USD is the recommended advance amount for this travel advance request. You have already requested and/or received 0.00 USD in total advances for this trip. View Advance History for details on outstanding advance requests.			
Document Number:			
Select an option: <input type="text" value="Cash"/>			
Advance amount: <input type="text" value="546"/> in the selected currency.			
Currency conversion rate: 1.0000			
U.S Dollar Equivalent: 546.00 USD			
Total Allocated to Accounting Codes: \$0.00			
Printable Advance			
<input type="button" value="Back"/> <input type="button" value="Approve"/> <input type="button" value="Return to Traveler"/> <input type="button" value="Unlock"/>			
Authorization History			

Figure 140. Total Allocate to Accounting Codes

NOTE: If the travel advance is being funded from more than one accounting code, then select the Add but and repeat Step 7 above.



Selected Accounts

Trip Id
1135

Account Code Created.

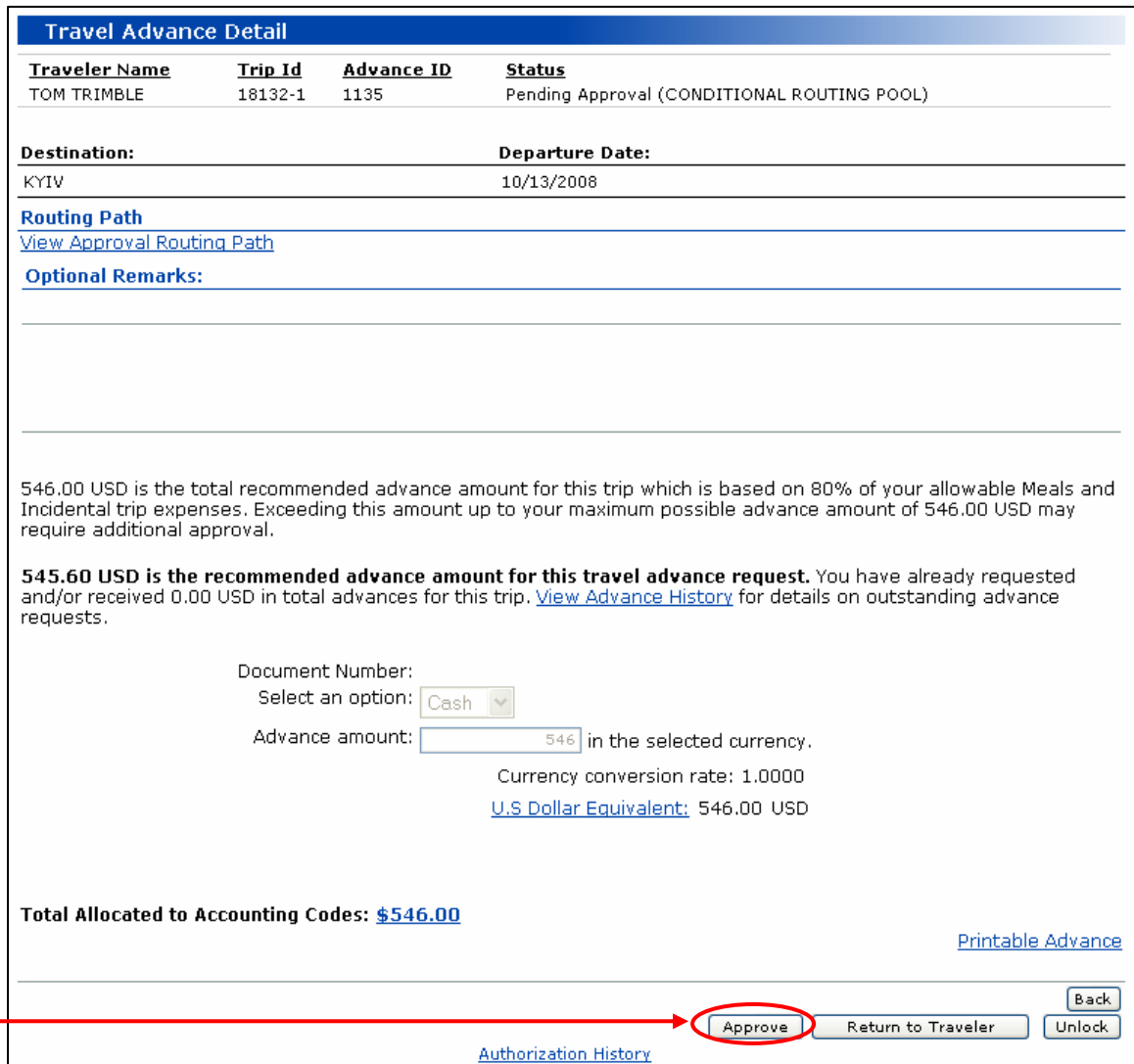
Default:	Accounting Code:	Description:	Balance Available:	Allocated:	% to Allocate:	Dollars to Allocate:	Add to Favorite:	Delete Code:
	2007.NA.AC-X4.NA.NA.001-900.NA.NA.NA.NA.NA.NA.TQ-00008TQ00044.3		0.00	0.00	%100.00	\$546.00	Add To Favorite	Delete
Total					%100.00	\$546.00		

Total Amount: \$546.00

Remaining Amount To Be Allocated: \$0.00

Figure 141. Account Code Created - Save and Continue

9. After selecting the **Save and Continue** button, the **Travel Advance Detail** screen will display with the **Travel Advance** amount in the **Total Allocated to Accounting Codes** field. Next, select the **Approve** button.



Travel Advance Detail

Traveler Name	Trip Id	Advance ID	Status
TOM TRIMBLE	18132-1	1135	Pending Approval (CONDITIONAL ROUTING POOL)

Destination: KYIV **Departure Date:** 10/13/2008

[View Approval Routing Path](#)

Optional Remarks:

546.00 USD is the total recommended advance amount for this trip which is based on 80% of your allowable Meals and Incidental trip expenses. Exceeding this amount up to your maximum possible advance amount of 546.00 USD may require additional approval.

545.60 USD is the recommended advance amount for this travel advance request. You have already requested and/or received 0.00 USD in total advances for this trip. [View Advance History](#) for details on outstanding advance requests.

Document Number:
Select an option:

Advance amount: in the selected currency.
Currency conversion rate: 1.0000
[U.S Dollar Equivalent:](#) 546.00 USD

Total Allocated to Accounting Codes: \$546.00

[Printable Advance](#)

[Authorization History](#) **Approve** Return to Traveler Back Unlock

Figure 142. Approve Travel Advance Detail

10. After selecting the **Approve** button, the **Pending Approval** screen will display with a messaging indicating the travel advance was successfully approved.



Pending Approval

Travel Advance 1135 for Trip 18132-1 successfully approved.

Select Approval List to View:

Order by:

Id	Trip Id	Traveler Name	Request Date	Amount	Status
No record found					

Showing 0 - 0 of 0

Figure 143. Travel Advance Pending Approval

11. This completes the **Travel Advance Approval** process.

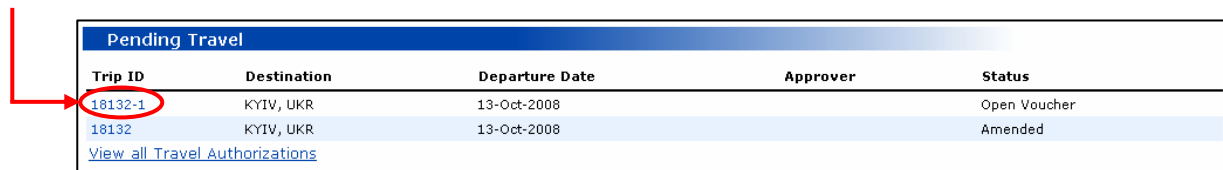
7. Trip-by-Trip Travel Voucher (Traveler/Travel Arranger)

Upon return from travel, the traveler or travel arranger must submit a **Travel Voucher** for reimbursement of expenses incurred for the trip. This section explains the process for completing a **Travel Voucher**.

IMPORTANT NOTE: If you incur additional expenses above what was approved on the travel authorization, then do not complete and submit a voucher at this time. Instead, submit an amendment to the travel authorization to annotate and capture the additional expenses incurred. USAID's Travel Policy and Financial System requires that the voucher amount be less than or equal the total amount approved on the Travel Authorization in order to submit a voucher. To Amend a Travel Authorization, see Section 9.

7.1 Creating the Travel Voucher

1. Log into E2 Solutions.
2. In the **Pending Travel** screen, select the **Trip ID** for the completed trip.



Pending Travel				
Trip ID	Destination	Departure Date	Approver	Status
18132-1	KYIV, UKR	13-Oct-2008		Open Voucher
18132	KYIV, UKR	13-Oct-2008		Amended
View all Travel Authorizations				

Figure 144. Select Trip ID

7.1.1 Lodging and Meals

1. In the **Travel Voucher** screen, select the **Lodging and Meals** link.

Travel Voucher Information

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132-1	Open Voucher

Document Number: Purpose: Site Visit to Kiev
 Amount Obligated: \$5027.17
 Amount Disbursed: \$546.00

Trip Dates: 10/13/2008 to 10/18/2008
 Duration: 6 Days

Voucher Summary:

Voucher #	Submission Date	Subtotal	Voucher Status
1		\$5,027.17	Open Voucher

Voucher # 1: Open Voucher **All Vouchers for this Trip**

Cut-off Date: 10/18/2008

	Current	Entered to Date	Paid to Date
Lodging and Meals:	\$1,562.00	\$1,562.00	\$0.00
Transportation and Other:	\$3,451.42	\$3,451.42	\$0.00
Transaction Fee:	\$13.75	\$13.75	\$0.00
Subtotal:	\$5,027.17	\$5,027.17	\$0.00
Payments Applied:	(\$0.00)	(\$0.00)	(\$0.00)
Net Due:	\$5,027.17	\$5,027.17	\$0.00
Pay Central Billing Account:	\$0.00	\$0.00	\$0.00
Pay Travel Charge Card:	\$0.00	\$0.00	\$0.00
Pay the Traveler:	\$0.00	\$0.00	\$0.00
Outstanding Advance Balance:	\$546.00	\$546.00	\$546.00

Subtotal to Date: \$5,027.17
 Total Allocated to Accounting Codes: \$0.00
 Total requested amount for Travel Advances: \$546.00

[View Advance History](#)

Remarks

Non-Federally Sponsored Funds: \$0.00

Disbursement Allocations:

Figure 145. Lodging and Meals link

2. In the Lodging and Meals Expenses screen, select the Daily Rate link.

7.1.1.1 Regular Per Diem

For the purpose of this guide, the reimbursement type used was Per Diem. Section 10.1.1.1 demonstrates the using standard Per Diem, and section 10.1.1.2 demonstrates E2 Solutions ability to decrease the lodging amount, which is Flat Rate Lodging. Optionally, actual lodging could have been used to for flat rate lodging. The reimbursement type is set in the travel authorization and can not be changed on the voucher unless an amendment to the travel authorization is done prior to the submission of the travel voucher.

1. When using **Regular Per Diem**, verify the **Lodging Amounts** for each day. After reviewing the **Lodging Amounts**, select the **Save** button.

[Voucher](#) [Travel Sites](#) [Cost Variance](#) [Reservation Details](#)

[Transportation & Other Expenses](#)

Lodging and Meals Expenses

Traveler Name	Trip ID
TOM TRIMBLE	18132-1

Voucher 1: Open Voucher **Trip Dates: 10/13/2008 to 10/18/2008**

Reimbursement Type Legend

Actual Expenses = Actual expenses for lodging and meals - Not To Exceed a total of 300%
 Actual Lodging = Actual expenses for lodging and prescribed M&IE rate - Not To Exceed a total of 300%
 Actual Meals = Actual expenses for meals and prescribed lodging rate - Not To Exceed a total of 300%
 Conference = Conference expenses for lodging and prescribed M&IE rate - Lodging cannot exceed 125%
 Per Diem = Limit reimbursement to per diem
 Reduced = Limit reimbursement to the following reduced per diem amounts

Click Daily Rate, Daily Tax, or Current M&IE below to edit your lodging and meals expenses.

Site	Reimbursement Type	Daily Rate	Daily Tax	Current Lodging	Lodging to Date	Lodging Tax to Date	Current M&IE	M&IE to Date	Per Diem
KYIV, UKR	Per Diem	220.00	—	880.00	880.00	0.00	682.00	682.00	Open

Arrives: KBP Tue 14-Oct-2008
Departs: KBP Sat 18-Oct-2008

Figure 146. Verify Lodging and Meals

Daily Expenses

Traveler Name TOM TRIMBLE **Trip ID** 18132-1

Expenses For: KYIV, UKR

Reimbursement Type: Per Diem
Limit reimbursement to per diem

*LCU = Local Currency Unit
*USD = United States Dollar
*USE = United States Dollar Equivalent

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy): 10/13/2008

End Date (mm/dd/yyyy): 10/18/2008

Date of Receipt (mm/dd/yyyy) [Apply to all displayed](#)

Daily Lodging *LCU [Apply to all displayed](#)

[Look-Up Local Currency Code](#) [Apply to all displayed](#)

Currency Rate Used for *USE [Apply to all displayed](#)

Currency Rate Remark [Apply to all displayed](#)

Trip Dates: 10/13/2008 to 10/18/2008

Trip Date	Receipt	Code	Rate Used for *USE	Remark	*LCU	*USE	*USD
Mon 13/Oct/2008	10/13/2008	001	1.00000		220.00	0.00	0.00
Tue 14/Oct/2008	10/14/2008	001	1.00000		220.00	220.00	0.00
Wed 15/Oct/2008	10/15/2008	001	1.00000		220.00	220.00	0.00
Thu 16/Oct/2008	10/16/2008	001	1.00000		220.00	220.00	0.00

To access Shared Lodging, Official Days Off, or Per Diem M&IE click the following links:
[Shared Lodging](#) [Official Days Off](#) [Per Diem M&IE](#)

*Please note that since this site is categorized as OCONUS, the Lodging Taxes are not applicable.

Click the "Back" button return to the site expenses summary screen.

Figure 147. Save Lodging Amounts

- After selecting the **Save** button, the **Daily Expenses** screen will refresh with the **Update Successful** message. Next, select the **Per Diem M&IE** link.

Daily Expenses

Update Successful

Traveler Name TOM TRIMBLE	Trip ID 18132-1
-------------------------------------	---------------------------

Expenses For: KYIV, UKR

Reimbursement Type: Per Diem
Limit reimbursement to per diem

*LCU = Local Currency Unit
*USD = United States Dollar
*USE = United States Dollar Equivalent

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy): 10/13/2008

End Date (mm/dd/yyyy): 10/18/2008

Date of Receipt (mm/dd/yyyy) [Apply to all displayed](#)

Daily Lodging *LCU [Apply to all displayed](#)

[Look-Up Local Currency Code](#) [Apply to all displayed](#)

Currency Rate Used for *USE [Apply to all displayed](#)

Currency Rate Remark [Apply to all displayed](#)

Trip Dates: 10/13/2008 to 10/18/2008

Tue 14/Oct/2008	10/14/2008	<input type="button" value="Calendar"/>	001	<input type="checkbox"/>	1.00000		220.00	220.00	0.00
Wed 15/Oct/2008	10/15/2008	<input type="button" value="Calendar"/>	001	<input type="checkbox"/>	1.00000		220.00	220.00	0.00
Thu 16/Oct/2008	10/16/2008	<input type="button" value="Calendar"/>	001	<input type="checkbox"/>	1.00000		220.00	220.00	0.00
Fri 17/Oct/2008	10/17/2008	<input type="button" value="Calendar"/>	001	<input type="checkbox"/>	1.00000		220.00	220.00	0.00
Sat 18/Oct/2008	10/18/2008	<input type="button" value="Calendar"/>	001	<input type="checkbox"/>	1.00000		0.00	0.00	0.00

To access Shared Lodging, Official Days Off, or Per Diem M&IE click the following links:
[Shared Lodging](#) [Official Days Off](#) [Per Diem M&IE](#)

*Please note that since this site is categorized as OCONUS, the Lodging Taxes are not applicable.

Click the "Back" button return to the site expenses summary screen.

Figure 148. Update Successful

- Once the Lodging is verified, proceed to Section 10.1.2 Per Diem and Incidental Expenses.

7.1.1.2 Flat Rate Lodging Example

- The following section describes how to change the Per Diem lodging rate to a flat rate or actual lodging expenses.
- If **Flat Rate Lodging** is used, then in the **Daily Expenses** screen, enter the **Daily Lodging Amount** in the **Daily Lodging *LCU** field and select the **Apply to all displayed** link. After selecting the **Apply to all display** the **Daily Lodging** column will update with the amount entered in the **Daily Lodging *LCU** field.

3. **NOTE:** In the Date of Receipt field, the traveler can also enter the a single date for the expense by entering the date in the Date of Receipt field and selecting the Apply to all displayed link.

Daily Expenses

Update Successful

Traveler Name TOM TRIMBLE **Trip ID** 18132-1

Expenses For: KYIV, UKR

Reimbursement Type: Per Diem
Limit reimbursement to per diem

*LCU = Local Currency Unit
*USD = United States Dollar
*USE = United States Dollar Equivalent

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy): 10/13/2008 **End Date (mm/dd/yyyy):** 10/18/2008

Date of Receipt (mm/dd/yyyy)

Daily Lodging *LCU

[Look-Up Local Currency Code](#)

Currency Rate Used for *USE

Currency Rate Remark

Trip Dates: 10/13/2008 to 10/18/2008

Date	Receipt Date	Code	Rate	Amount	LCU	USD	USE
Tue 14/Oct/2008	10/14/2008	001	1.00000	220.00	220.00	0.00	
Wed 15/Oct/2008	10/15/2008	001	1.00000	220.00	220.00	0.00	
Thu 16/Oct/2008	10/16/2008	001	1.00000	220.00	220.00	0.00	
Fri 17/Oct/2008	10/17/2008	001	1.00000	220.00	220.00	0.00	
Sat 18/Oct/2008	10/18/2008	001	1.00000	0.00	0.00	0.00	

To access Shared Lodging, Official Days Off, or Per Diem M&IE click the following links:
[Shared Lodging](#) [Official Days Off](#) [Per Diem M&IE](#)

*Please note that since this site is categorized as OCONUS, the Lodging Taxes are not applicable.

Click the "Back" button return to the site expenses summary screen.

Figure 149. Receipt and Trip Date Details

4. After selecting the **Save** button, the **Update Successful** message will appear. The, select the **Per Diem M&IE** link.

Daily Expenses

Traveler Name TOM TRIMBLE **Trip ID** 18132-1

Expenses For: KYIV, UKR

Reimbursement Type: Per Diem
Limit reimbursement to per diem

*LCU = Local Currency Unit
*USD = United States Dollar
*USE = United States Dollar Equivalent

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy): 10/13/2008 **End Date (mm/dd/yyyy):** 10/18/2008

Date of Receipt (mm/dd/yyyy) 10/18/2008
Daily Lodging *LCU 200.00
[Look-Up Local Currency Code](#)
Currency Rate Used for *USE
Currency Rate Remark

Trip Dates: 10/13/2008 to 10/18/2008

Tue 14/Oct/2008	10/18/2008	001	1.00000	200.00	200.00	0.00
Wed 15/Oct/2008	10/18/2008	001	1.00000	200.00	200.00	0.00
Thu 16/Oct/2008	10/18/2008	001	1.00000	200.00	200.00	0.00
Fri 17/Oct/2008	10/18/2008	001	1.00000	200.00	200.00	0.00
Sat 18/Oct/2008	10/18/2008	001	1.00000	0.00	0.00	0.00

To access Shared Lodging, Official Days Off, or Per Diem M&IE click the following links:
[Shared Lodging](#) [Official Days Off](#) [Per Diem M&IE](#)

*Please note that since this site is categorized as OCONUS, the Lodging Taxes are not applicable.

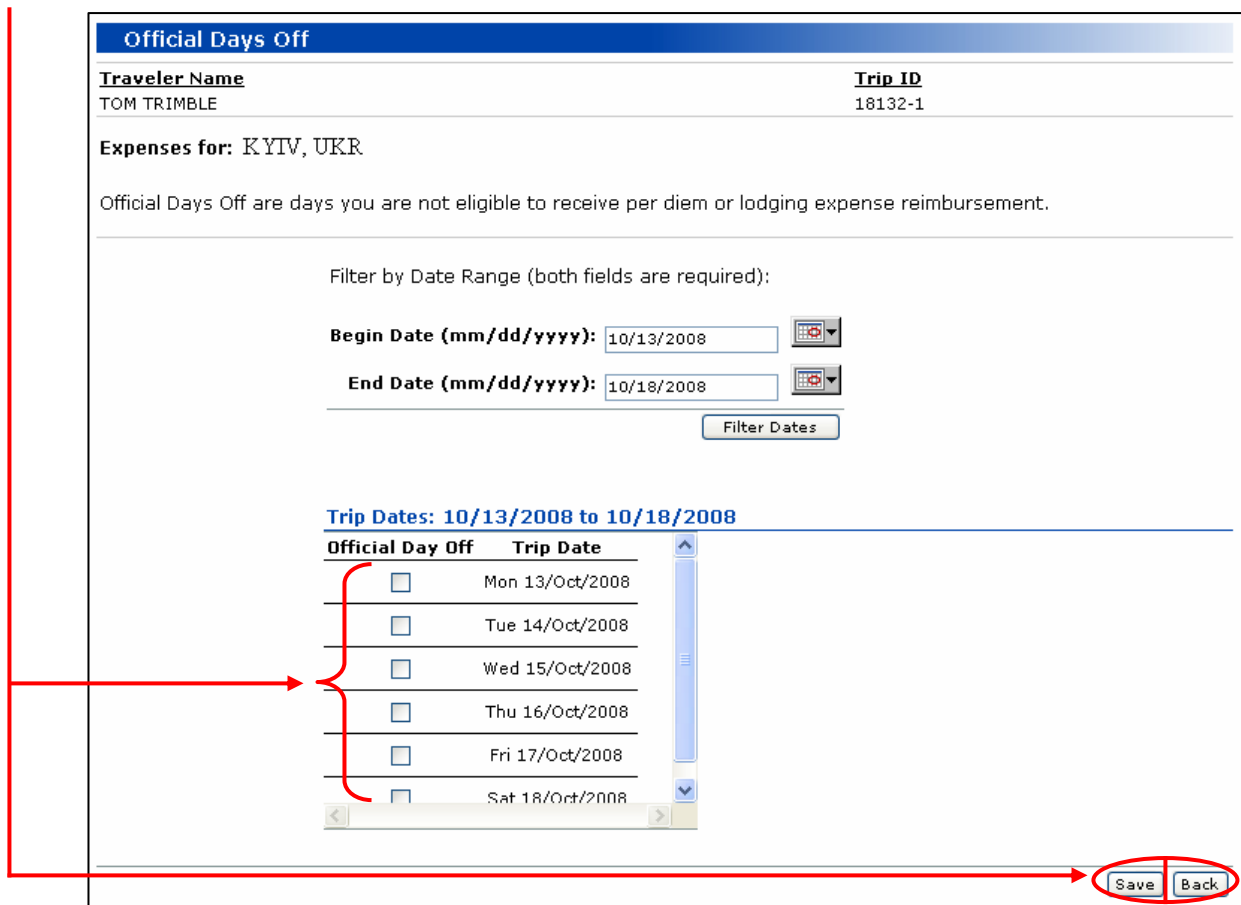
Click the "Back" button return to the site expenses summary screen.

Figure 150. Daily Expenses Saved

- 5. Daily Expenses Update Successful.

7.1.2 Per Diem Meals and Incidental Expenses

1. If meals were provided as part of the TDY trip for a particular day or throughout the TDY trip, then in the Per Diem Meals and Incidental Expenses screen provides the ability to mark those days as meals provided.
2. In the Per Diem Meals and Incidental Expenses screen, perform the following tasks if meals were provided. If meals were not provided, select the Back button.
 - a. If All Breakfast, Lunch and/or Dinners Meals were provided, select the box associated the All Meals Provided.
 - b. If a **particular meal(s)** were provided on certain days, select **the meal(s) associated with the day** in which the meal was provided.
 - c. Select the **Save** button.



Official Days Off

<u>Traveler Name</u>	<u>Trip ID</u>
TOM TRIMBLE	18132-1

Expenses for: KYIV, UKR

Official Days Off are days you are not eligible to receive per diem or lodging expense reimbursement.

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy): 10/13/2008

End Date (mm/dd/yyyy): 10/18/2008

[Filter Dates](#)

Trip Dates: 10/13/2008 to 10/18/2008

<u>Official Day Off</u>	<u>Trip Date</u>
<input type="checkbox"/>	Mon 13/Oct/2008
<input type="checkbox"/>	Tue 14/Oct/2008
<input type="checkbox"/>	Wed 15/Oct/2008
<input type="checkbox"/>	Thu 16/Oct/2008
<input type="checkbox"/>	Fri 17/Oct/2008
<input type="checkbox"/>	Sat 18/Oct/2008

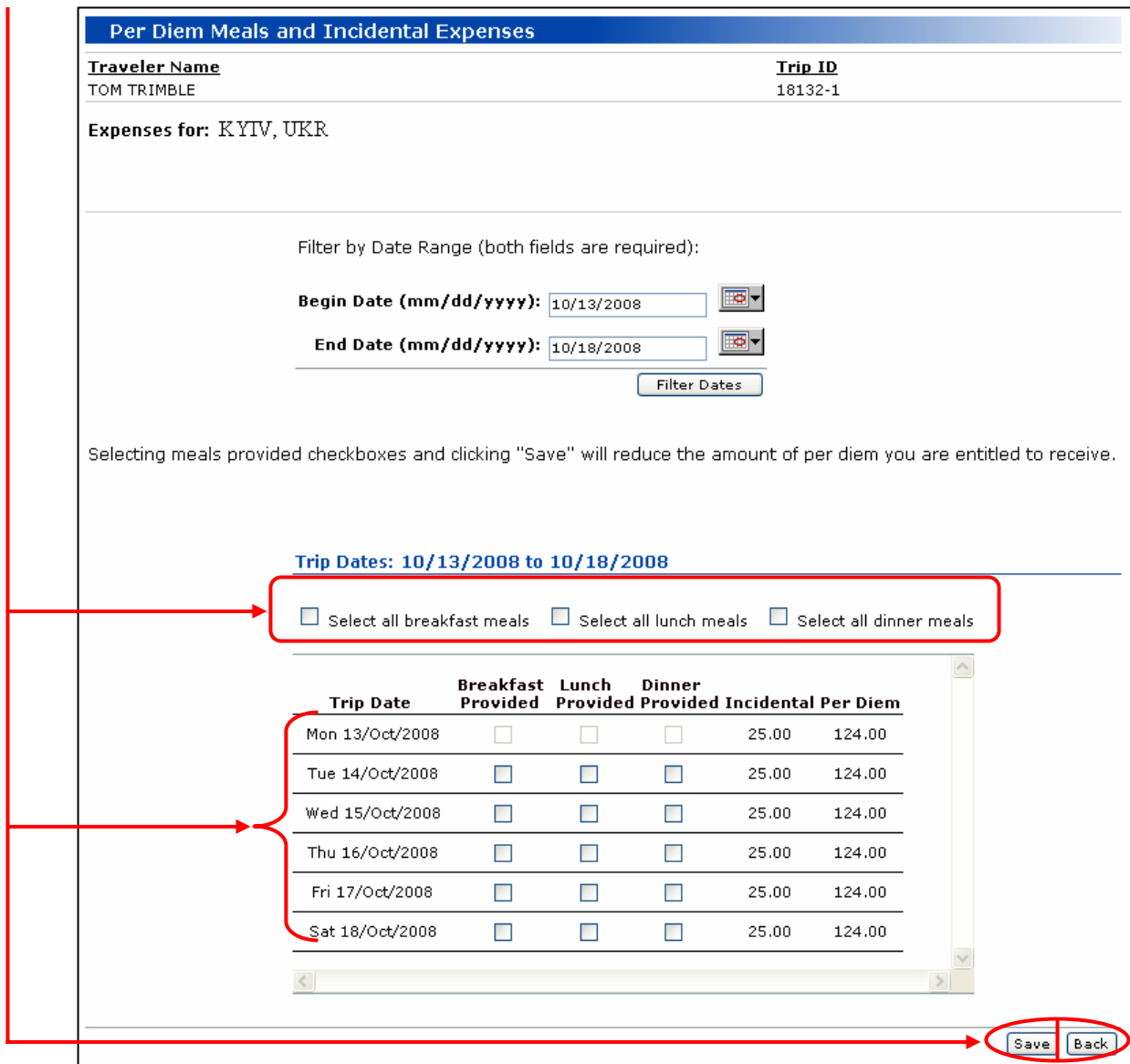
[Save](#) [Back](#)

Figure 151. Select Meals and Save

7.1.3 Official Days Off (Optional – Only for Official Days Off During Trip)

If, during the TDY trip, the traveler was approved for leave, then the official days off should be annotated in the travel voucher. To annotate official days off in the travel voucher, perform the following tasks:

1. After selecting **Save** or the **Back** button in the **Per Diem Meals and Incidental Expenses** screen, the **Daily Expenses** screen will display. In the **Daily Expenses** screen, select the **Official Days Off** link to enter any leave that occurred during the trip. If no **Official Days Off** were taken as part of the trip, then proceed to **Section 10.1.4 Shared Lodging**.
2. In the **Official Days Off** screen, select the **Official Day Off** box associated with the days off and select the **Save** button.



Per Diem Meals and Incidental Expenses

Traveler Name
TOM TRIMBLE

Trip ID
18132-1

Expenses for: KYIV, UKR

Filter by Date Range (both fields are required):

Begin Date (mm/dd/yyyy): 10/13/2008

End Date (mm/dd/yyyy): 10/18/2008

Filter Dates

Selecting meals provided checkboxes and clicking "Save" will reduce the amount of per diem you are entitled to receive.

Trip Dates: 10/13/2008 to 10/18/2008

Select all breakfast meals Select all lunch meals Select all dinner meals

Trip Date	Breakfast Provided	Lunch Provided	Dinner Provided	Incidental	Per Diem
Mon 13/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Tue 14/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Wed 15/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Thu 16/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Fri 17/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00
Sat 18/Oct/2008	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25.00	124.00

Save Back

Figure 152. Select and Save Official Days Off

3. When finished, select the **Back** button to return to the Daily Expenses screen.

7.1.4 Shared Lodging (Only Required if Traveler Used Shared Lodging)

If travelers share lodging during the trip, then perform the following tasks:

1. In the **Daily Expenses** screen, select the **Shared Lodging** link. If **Shared Lodging** was not part of the trip, then proceed to **Section 10.1.5**.
2. In the **Shared Lodging** screen, perform the following tasks:
 - a. If all travel dates included **Shared Lodging**, the select the **Select all dates** box.
 - b. If **Shared Lodging** was only used on particular day, select the **Date** box associated with days Shared Lodging was used.
 - c. When finished select the **Save** button to save the days of **Shared Lodging**, and then select the **Back** button to return to the **Daily Expenses** screen.
3. In the **Daily Expenses** screen, select the **Voucher** link to return the voucher.
4. This completes the Lodging and Meals section of the travel voucher.

7.1.5 Transportation and Other Expenses

- Once the Lodging and Meals have been correctly entered into the travel voucher, the Transportation and Other expenses must be reviewed for accuracy.

NOTE: All transportation and other expenses entered on the travel authorization will carry over to the travel voucher. Verify the amounts in this section are accurate and, if necessary, make the correction to the dollar amounts.

- In the Travel Voucher Information screen, select the Transportation and Other link.

Travel Voucher Information

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132-1	Open Voucher

Document Number: Purpose: Site Visit to Kiev
 Amount Obligated: \$5027.17
 Amount Disbursed: \$546.00

Trip Dates: 10/13/2008 to 10/18/2008
 Duration: 6 Days

Voucher Summary:

Voucher #	Submission Date	Subtotal	Voucher Status
1		\$5,027.17	Open Voucher

Voucher # 1: Open Voucher **All Vouchers for this Trip**

Cut-off Date: 10/18/2008

	Current	Entered to Date	Paid to Date
Lodging and Meals	\$1,562.00	\$1,562.00	\$0.00
Transportation and Other	\$3,451.42	\$3,451.42	\$0.00
Transaction Fee:	\$13.75	\$13.75	\$0.00
Subtotal:	\$5,027.17	\$5,027.17	\$0.00
Payments Applied:	(\$0.00)	(\$0.00)	(\$0.00)
Net Due:	\$5,027.17	\$5,027.17	\$0.00
Pay Central Billing Account:	\$0.00	\$0.00	\$0.00
Pay Travel Charge Card:	\$0.00	\$0.00	\$0.00
Pay the Traveler:	\$0.00	\$0.00	\$0.00
Outstanding Advance Balance:	\$546.00	\$546.00	\$546.00

Subtotal to Date: \$5,027.17
 Total Allocated to Accounting Codes: \$0.00
 Total requested amount for Travel Advances: \$546.00

Remarks [View Advance History](#)

Non-Federally Sponsored Funds: \$0.00

[Disbursement Allocations](#)

Figure 153. Transportation and Other link

- In the **Transportation and Other Expenses** screen, review the list of **Expenses** and the **Amounts** of the expenses as estimated on the travel authorization. To make adjustments to the amounts carried over from the travel authorization, perform the following tasks:
 - Select the Edit Expense link associated with the expense to change the dollar amount

- 4.
5. NOTE: To delete an expense, select the box associated with the expense to delete, and select the Delete button.

Transportation and Other Expenses

Traveler Name	Trip ID	Voucher ID
TRIMBLE, TOM	18132-1	1

Trip Dates: 10/13/2008 To 10/18/2008

*LCU = Local Currency Unit
 *USD = United States Dollar
 *USE = United States Dollar Equivalent

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

Date	Expense	Description	Amount *USE	Copy	Delete Expense	Edit Expense
10/13/2008	Airfare	Airfare	2,744.00	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	TMC Fee		10.50	Copy	<input type="checkbox"/>	Edit Expense
10/17/2008	Other Reimbursable Expenses Incurred	Misc Expenses	500.00	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Internet Service	Internet Service at Hotel	75.00	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Private Auto - Advantageous to Government	Mileage to and from Airport	41.92	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Parking	Parking at Airport	80.00	Copy	<input type="checkbox"/>	Edit Expense

Expenses Pending Add

Figure 154. Expanded Transportation and Other field

- b. The expense will expand to display all editable fields for the expense. In the screen below the original amount on the travel authorization for Other Reimbursable Expenses Incurred was \$500.00.

Transportation and Other Expenses

Traveler Name	Trip ID	Voucher ID
TRIMBLE, TOM	18132-1	1

Trip Dates: 10/13/2008 To 10/18/2008

*LCU = Local Currency Unit
 *USD = United States Dollar
 *USE = United States Dollar Equivalent

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

Date	Description	Amount	Currency	Exchange Rate	US Dollar Equivalent	Site	Action
10/17/2008	Other Reimbursable Expenses Incurred	500.00	US Dollars	1	500.00	KYIV	Expense
10/18/2008	Internet Service	75.00	US Dollars	1	75.00	KYIV	Edit

Expense: Other Reimbursable Expenses Incurred

Date of Expense (mm/dd/yyyy): 10/17/2008

Date of Receipt (mm/dd/yyyy): 10/17/2008

Description: Misc Expenses

Amount *LCU: 500.00 [Look-up Code](#) 001

Currency Name: US Dollars

DOS Exchange Rate: 1 [Allow me to enter my own exchange rate](#)

US Dollar Equivalent: 500.00

Site: KYIV

Expenses Pending Add

Figure 155. Enter Actual *LCU Amount

- c. In the **Amount *LCU** field, enter the **Actual Amount** of the expense incurred. In this case, the actual amount (\$300.00) is for less than the approved amount (\$500.00). To change the amount, enter **the Actual Amount** of the expense in the **Amount *LCU** field, and select the **Save** button.

Transportation and Other Expenses

Traveler Name	Trip ID	Voucher ID
TRIMBLE, TOM	18132-1	1

Trip Dates: 10/13/2008 To 10/18/2008

*LCU = Local Currency Unit
 *USD = United States Dollar
 *USE = United States Dollar Equivalent

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

Date Range	Expense	Amount	Copy	Expense
10/17/2008	Other Reimbursable Expenses Incurred	300.00	<input type="checkbox"/>	Expense

Expense: Other Reimbursable Expenses Incurred

Date of Expense (mm/dd/yyyy): 10/17/2008

Date of Receipt (mm/dd/yyyy): 10/17/2008

Description: Misc Expenses

Amount *LCU: 300.00 [Look-up Code](#) 001

Currency Name: US Dollars

DOS Exchange Rate: 1 [Allow me to enter my own exchange rate](#)

US Dollar Equivalent: 500.00

Site: KYIV

10/18/2008	Internet Service	Internet Service	75.00	<input type="checkbox"/>	Edit
------------	------------------	------------------	-------	--------------------------	----------------------

Expenses Pending Add

Figure 156. Save *LCU Amount

6. After selecting the **Save** button, the expense will update with the new amount and the **Expenses Saved Successfully** message will display.. Once all expenses have been updated select the **Cost Variance** link.

Voucher Travel Site **Cost Variance** Reservation Details

[Lodging & Meals Expenses](#)

Transportation and Other Expenses

Traveler Name	Trip ID	Voucher ID
TRIMBLE, TOM	18132-1	1

Trip Dates: 10/13/2008 To 10/18/2008

*LCU = Local Currency Unit
 *USD = United States Dollar
 *USE = United States Dollar Equivalent

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

[Filter by Date Range](#)

Expenses Saved Successfully

Date	Expense	Description	Amount *USE	Copy	Delete Expense	Edit Expense
10/13/2008	Airfare	Airfare	2,744.00	Copy	<input type="checkbox"/>	Edit Expense
10/13/2008	TMC Fee		10.50	Copy	<input type="checkbox"/>	Edit Expense
10/17/2008	Other Reimbursable Expenses Incurred	Misc Expenses	300.00	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Internet Service	Internet Service at Hotel	75.00	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Private Auto - Advantageous to Government	Mileage to and from Airport	41.92	Copy	<input type="checkbox"/>	Edit Expense
10/18/2008	Parking	Parking at Airport	80.00	Copy	<input type="checkbox"/>	Edit Expense

Expenses Pending Add

[Delete](#) [Save](#) [Add Expense](#)

Figure 157. Review Cost Variance

- In the **Cost Variance** screen, review the **Estimated, Actual, and Difference** columns to insure the **Actual** column is less than **the Estimated** column. If the **Actual Amount** column is less than the **Estimated Amount** column, then select the **Voucher** link to return to the voucher. If the **Actual Amount** is for more than the **Estimated Amount**, then the travel authorization needs to be amended to increase the travel authorization amount. For instructions on how to amend a travel authorization, review Section 8.1 of the user guide.

[Voucher](#) [Travel Sites](#) [Cost Variance](#) [Reservation Details](#)

Variance from Estimated Cost

Trip ID
18132-1

Trip Dates: 10/13/2008 to 10/18/2008 **Trip Status:** Open Voucher

Expense:	Estimated:	Actual:	Difference:
Trip Duration:	6 days	6 days	0 days
Number Of Sites Visited:	1	1	0
Lodging Expense:	\$880.00	\$880.00	\$0.00
M & IE:	\$682.00	\$682.00	\$0.00
Airfare:	\$2,744.00	\$2,744.00	\$0.00
Internet Service:	\$75.00	\$75.00	\$0.00
Other Reimbursable Expenses Incurred:	\$500.00	\$300.00	-\$200.00
Parking:	\$80.00	\$80.00	\$0.00
Private Auto - Advantageous to Government:	\$41.92	\$41.92	\$0.00
TMC Fee:	\$10.50	\$10.50	\$0.00
Voucher Transaction Fee:	\$13.75	\$13.75	\$0.00
Totals:	\$5,027.17	\$4,827.17	-\$200.00

Figure 158. Voucher Totals

8. After selecting the **Voucher** link the **Travel Voucher Information** screen will display. Select the **Continue** button.
9. After selecting the Continue button, the Send to Approver Confirmation and Disbursement Allocations screen will appear.

Travel Voucher Information

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132-1	Open Voucher

Document Number: Purpose: Site Visit to Kiev
 Amount Obligated: \$5027.17
 Amount Disbursed: \$546.00

Trip Dates: 10/13/2008 to 10/18/2008
 Duration: 6 Days

Voucher Summary:

Voucher #	Submission Date	Subtotal	Voucher Status
1		\$5,027.17	Open Voucher

Voucher # 1: Open Voucher **All Vouchers for this Trip**

Cut-off Date: 10/18/2008

	Current	Entered to Date	Paid to Date
Lodging and Meals:	\$1,562.00	\$1,562.00	\$0.00
Transportation and Other:	\$3,451.42	\$3,451.42	\$0.00
Transaction Fee:	\$13.75	\$13.75	\$0.00
Subtotal:	\$5,027.17	\$5,027.17	\$0.00
Payments Applied:	(\$0.00)	(\$0.00)	(\$0.00)
Net Due:	\$5,027.17	\$5,027.17	\$0.00
Pay Central Billing Account:	\$0.00	\$0.00	\$0.00
Pay Travel Charge Card:	\$0.00	\$0.00	\$0.00
Pay the Traveler:	\$0.00	\$0.00	\$0.00
Outstanding Advance Balance:	\$546.00	\$546.00	\$546.00

Subtotal to Date: \$5,027.17
 Total Allocated to Accounting Codes: \$0.00
 Total requested amount for Travel Advances: \$546.00

[View Advance History](#)

Remarks Non-Federally Sponsored Funds: \$0.00

Disbursement Allocations

Figure 159. Select Continue

Send to Approver Confirmation

Traveler Name	Trip ID	Status
TOM TRIMBLE	18132-1 (1)	Open Voucher

Trip Dates: 10/13/2008 to 10/18/2008

Cut-off Date: (mm/dd/yyyy) 10/18/2008

This is my final voucher for this trip.

This is not my final voucher for this trip.

If you choose 'This is my final voucher for this trip' you will not be able to file additional expenses for this trip without completing a Supplemental Voucher.

Disbursement Allocations

Total Amount to Allocate: \$4,827.17

Allocations to Traveler must equal or exceed payments applied.

Expense Category:	Amount to Allocate:	Agency Billed:	Travel Charge Card:	Direct to Traveler:	Total:
Transaction Fee	0.00	0.00	13.75	0.00	\$13.75
Lodging	880.00	0.00	0.00	0.00	\$880.00
Meals & IE	682.00	0.00	0.00	0.00	\$682.00
Airfare *not editable	0.00	2744.00	0.00	0.00	\$2744.00
TMC Fee	10.50	0.00	0.00	0.00	\$10.50
Other Reimbursable Expenses Incurred	300.00	0.00	0.00	0.00	\$300.00
Private Auto - Advantageous to Government	41.92	0.00	0.00	0.00	\$41.92
Parking	80.00	0.00	0.00	0.00	\$80.00
Internet Service	75.00	0.00	0.00	0.00	\$75.00
Totals	4827.17	2744.00	13.75	0.00	\$4827.17

Agency Billed: refers to the amount that an agency pays directly to a vendor (credit card, airline, hotel etc.) on behalf of the traveler. This may include centrally billed agency credit cards, purchase orders, or memo items on individual credit cards.

Travel Charge Card: refers to the amount charged to the government charge card issued to the individual traveler. This option is enabled when the Agency's financial system will generate payment to the credit card vendor on behalf of the Traveler.

Direct to Traveler: refers to the amount that is reimbursed directly to the traveler. This amount is for items not directly paid by the Agency (Agency Billed and government paid Travel Charge Card expenses). This amount should include Per Diem, Mileage and out-of-pocket expenses such as cash or government issued charge card expenses that are paid directly by the traveler.

Total Traveler:	\$ 0.00
Less Liquidated Advance Amount:	\$ -0.00
Total amount to traveler:	\$ 0.00
Outstanding Advance Balance:	\$ 584.10

Voucher Acceptance Policy

In accordance with Federal regulations all single receipts of \$75 and greater and all lodging receipts should be retained for a period of 6 years and 3 months.

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures(41CFR 101-41.203-2). I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.

Accept

Figure 160. Send To Approver Details

10. In the Send to Approver Confirmation screen, select either the radio for This is my final voucher for this trip or the radio button for This is not my final voucher for this trip.

Send to Approver Confirmation

<u>Traveler Name</u>	<u>Trip ID</u>	<u>Status</u>
TOM TRIMBLE	18132-1 (1)	Open Voucher

Trip Dates: 10/13/2008 to 10/18/2008

Cut-off Date: (mm/dd/yyyy) 10/18/2008

This is my final voucher for this trip. **This is not my final voucher for this trip.**

If you choose 'This is my final voucher for this trip' you will not be able to file additional expenses for this trip without completing a Supplemental Voucher.

Figure 161. Select Final or Not Final Voucher

11. On the **Disbursement Allocations** screen, the **Amount to Allocate** column must have **all zeros** in order to proceed. When this screen initially appears there will be **dollar amounts** in the **Amount to Allocate** column. The traveler or travel arranger must determine who is to be reimbursed for the expenses and enter the amount in the appropriate column. In this example, the amounts and the reimbursement is **Direct to the Traveler**. In the **Direct to Traveler** column enter the **Amounts** for each expense.

Disbursement Allocations					
Total Amount to Allocate: \$4,827.17					
Allocations to Traveler must equal or exceed payments applied.					
Expense Category:	Amount to Allocate:	Agency Billed:	Travel Charge Card:	Direct to Traveler:	Total:
Transaction Fee	0.00	0.00	13.75	0.00	\$13.75
Lodging	0.00	0.00	0.00	880.00	\$880.00
Meals & IE	0.00	0.00	0.00	682.00	\$682.00
Airfare *not editable	0.00	2744.00	0.00	0.00	\$2744.00
TMC Fee	0.00	10.50	0.00	0.00	\$10.50
Other Reimbursable Expenses Incurred	0.00	0.00	0.00	300.00	\$300.00
Private Auto - Advantageous to Government	0.00	0.00	0.00	41.92	\$41.92
Parking	0.00	0.00	0.00	80.00	\$80.00
Internet Service	0.00	0.00	0.00	75.00	\$75.00
Totals	0.00	2754.50	13.75	2058.92	\$4827.17

Agency Billed: refers to the amount that an agency pays directly to a vendor (credit card, airline, hotel etc.) on behalf of the traveler. This may include centrally billed agency credit cards, purchase orders, or memo items on individual credit cards.
Travel Charge Card: refers to the amount charged to the government charge card issued to the individual traveler. This option is enabled when the Agency's financial system will generate payment to the credit card vendor on behalf of the Traveler.
Direct to Traveler: refers to the amount that is reimbursed directly to the traveler. This amount is for items not directly paid by the Agency (Agency Billed and government paid Travel Charge Card expenses). This amount should include Per Diem, Mileage and out-of-pocket expenses such as cash or government issued charge card expenses that are paid directly by the traveler.

Figure 162. Amount to Allocate

View/Edit Advances and Liquidation

Total Traveler: \$ 2058.92
Less Liquidated Advance Amount: \$ 546.00
Total amount to traveler: \$ 1512.92

Outstanding Advance Balance: \$ 0.00

Deposit 1: Percent 1: 1\$

Figure 163. View/Edit Advances and Liquidation

12. If a **Travel Advance** was approved and disbursed to the traveler, select the View/Edit Advances and Liquidation button.
13. In the **Travel Advance** screen and in the **Less amount of advance(s) to liquidate on this voucher** field, enter the **Travel Advance Amount** that was disbursed to the traveler and select the **Save** button.
- 14.

NOTE: If the travel voucher is marked final, then the total travel advance must be liquidated. If the voucher is marked as not the final voucher, then a portion of the travel advance can be liquidated. Then on the final voucher, the remaining travel advance balance must be liquidated.

Travel Advance

Travel Advance History
To update or change any information about your advance, please click under the 'Type of Advance' column.
To enter a travel advance received outside of E2 Solutions, please click [Add Advance Received Outside of E2 Solutions](#) and enter the amount from your Optional Form 261.

Type of Advance	Type of Payment	Date Requested	Date Approved	Status	Currency Code	Conversion Rate	Foreign Amount	Amount U.S.E
Travel	CASH	04/29/2008	04/29/2008	Closed	001	1.000000	546.000	\$546.00
Total requested advances:								546.00

Travel Advance Liquidation

Total Paid Advances:	\$546.00
Remaining amount to be liquidated:	546.00

Total Disbursed to Traveler on Voucher (1):

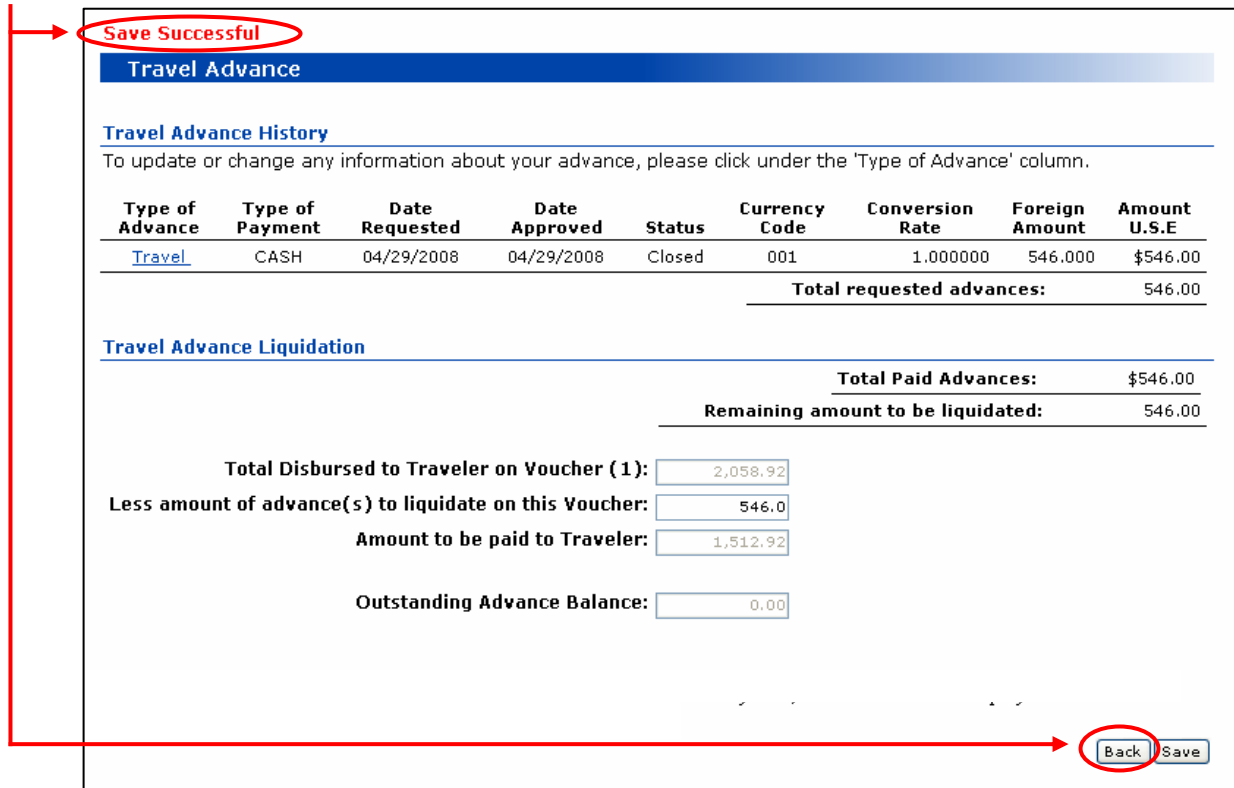
Less amount of advance(s) to liquidate on this Voucher:

Amount to be paid to Traveler:

Outstanding Advance Balance:

Figure 164. Verify and Save Travel Amount to Advance

13. After selecting the **Save** button, the **Save Successful** message will appear. Then, select the **Back** button.



Save Successful

Travel Advance

Travel Advance History
 To update or change any information about your advance, please click under the 'Type of Advance' column.

Type of Advance	Type of Payment	Date Requested	Date Approved	Status	Currency Code	Conversion Rate	Foreign Amount	Amount U.S.E
Travel	CASH	04/29/2008	04/29/2008	Closed	001	1.000000	546.000	\$546.00
Total requested advances:								546.00

Travel Advance Liquidation

Total Paid Advances:	\$546.00
Remaining amount to be liquidated:	546.00

Total Disbursed to Traveler on Voucher (1):

Less amount of advance(s) to liquidate on this Voucher:

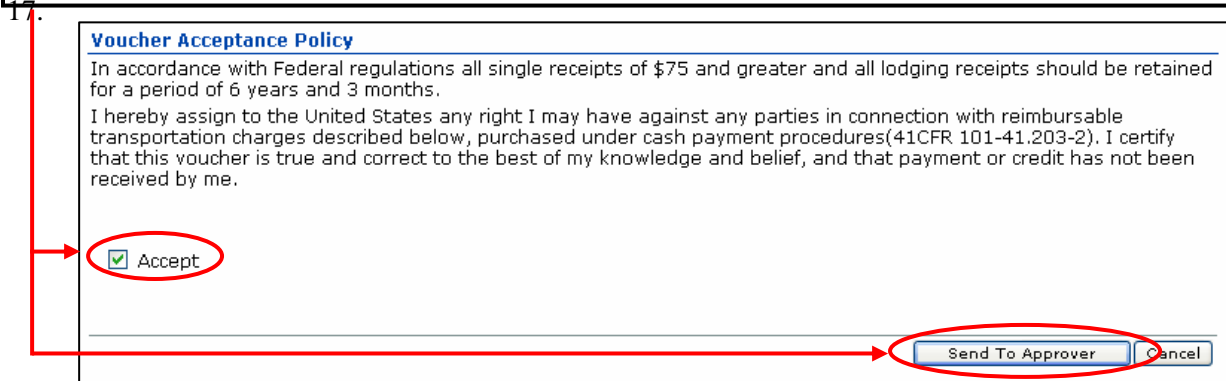
Amount to be paid to Traveler:

Outstanding Advance Balance:

Figure 165. Save Successful

14. After selecting the back button, the Send to Approver Confirmation and Disbursement Allocations screen will display. Scroll down the screen to the Voucher Acceptance and Policy section of the screen. Read the Voucher Acceptance Policy and select the Accept box. After selecting the Accept box, select the Send to Approver button.

15
 16. **NOTE:** The Send to Approver button will not be enabled until after the Accept box is selected.



Voucher Acceptance Policy

In accordance with Federal regulations all single receipts of \$75 and greater and all lodging receipts should be retained for a period of 6 years and 3 months.

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures(41CFR 101-41.203-2). I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.

Accept

Figure 166. Accept and Send to Approver

15. After selecting the Send to Approver button, select OK to the below message if you have entered all advances or select the Cancel button to make the advance corrections.

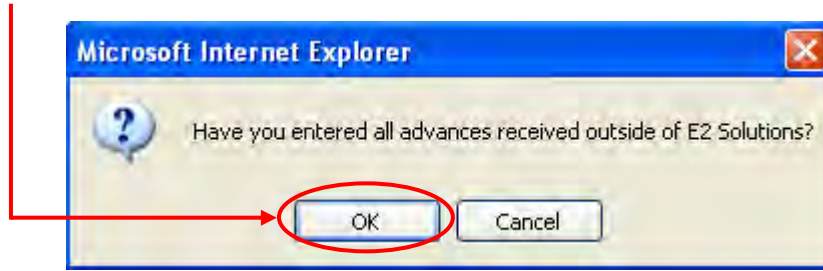


Figure 167. Outside Advances Verification

16. After selecting the OK button, the Current Trips screen will appear with a message indicating the travel voucher has been sent to the approver.

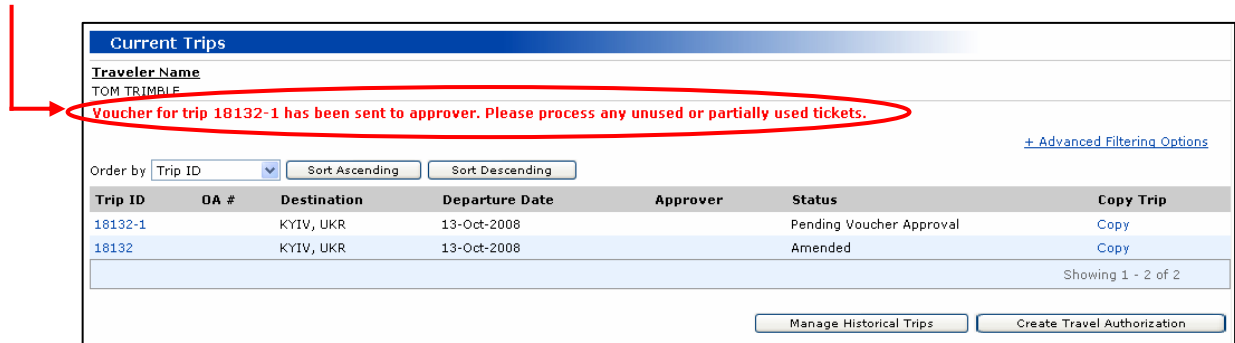


Figure 168. Voucher Sent to Approver Message

17. This completes the travel voucher process for the trip.

7.2 Travel Voucher Approval (Approver)

7.2.1 Approving a Travel Voucher

1. Log into E2 Solutions.
2. From the main menu, select the **My Approvals** link.

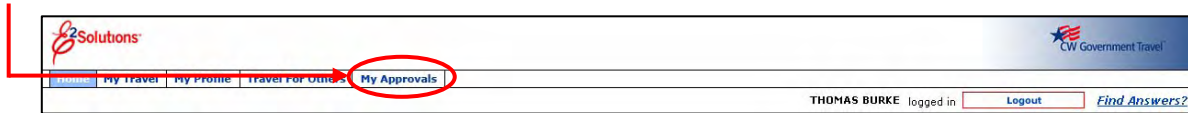


Figure 169. My Approvals Link

3. In the **Pending Approval** screen and in the **Approvals** box, select the **Vouchers** link.

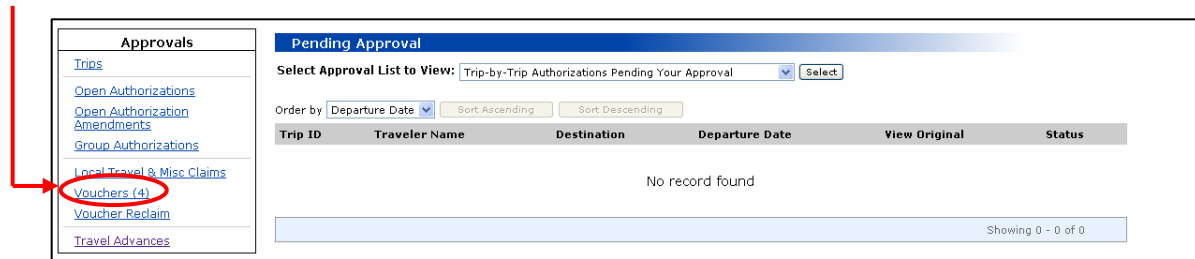


Figure 170. Select Vouchers Link

4. The **Pending Approval** screen will refresh to display travel vouchers waiting approval. Select the **Trip ID** associated with the travel voucher to approve.

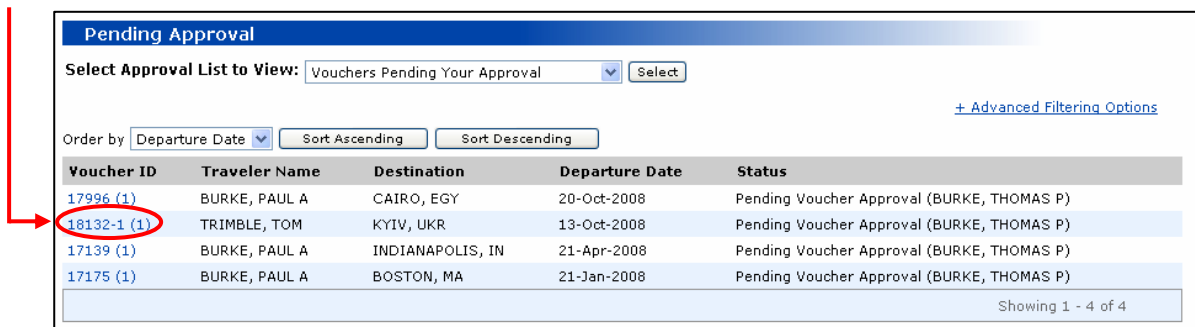


Figure 171. Select Trip

5. In the **Travel Voucher Information** screen, select the **Cost Variance** link to make the initial determination if the travel voucher is for less than the travel authorization.

Voucher [Travel Side](#) **Cost Variance** [Reservation Details](#)

Travel Voucher Information

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132-1	Open Voucher

Document Number: Purpose: Site Visit to Kiev
 Amount Obligated: \$5027.17
 Amount Disbursed: \$546.00

Trip Dates: 10/13/2008 to 10/18/2008
 Duration: 6 Days
[View Approval Routing Path](#)

Voucher Summary:

Voucher #	Submission Date	Subtotal	Voucher Status
1 (FINAL)	02-May-2008	\$4,827.17	Pending Voucher Approval (CONDITIONAL ROUTING POOL)

Voucher # 1 (FINAL) : Pending Voucher Approval (CONDITIONAL ROUTING POOL) All Vouchers for this Trip
 Cut-off Date: 10/18/2008

	Current	Entered to Date	Paid to Date
<u>Lodging and Meals:</u>	\$1,562.00	\$1,562.00	\$0.00
<u>Transportation and Other:</u>	\$3,251.42	\$3,251.42	\$0.00
Transaction Fee:	\$13.75	\$13.75	\$0.00
Subtotal:	\$4,827.17	\$4,827.17	\$0.00
Payments Applied:	(\$546.00)	(\$546.00)	(\$0.00)
Net Due:	\$4,281.17	\$4,281.17	\$0.00
Pay Central Billing Account:	\$2,754.50	\$2,754.50	\$0.00
Pay Travel Charge Card:	\$13.75	\$13.75	\$0.00
Pay the Traveler:	\$1,512.92	\$1,512.92	\$0.00
Outstanding Advance Balance:	\$546.00	\$546.00	\$546.00

[Review Claimed Expenses](#)

Subtotal to Date: \$4,827.17
 Total Allocated to Accounting Codes: \$0.00
 Total requested amount for Travel Advances: \$546.00

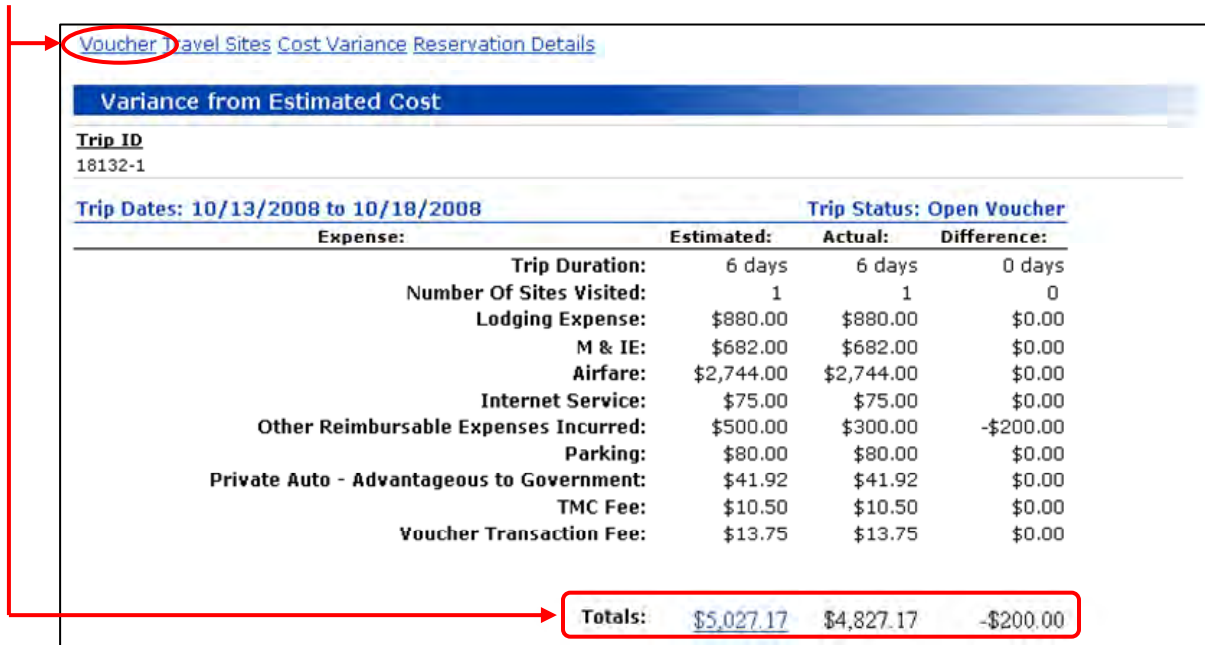
[View Advance History](#)

[Remarks:](#) Non-Federally Sponsored Funds: \$0.00

[Disbursement Allocations](#)

Figure 172. Cost Variance

NOTE: If the Actual Amount on the Cost Variance Screen is more than the Estimated amount, the select the Return to Traveler button. If the Actual Amount is less than or equal to the estimated amount, then continue with this section.



Variance from Estimated Cost				
Trip ID 18132-1				
Trip Dates: 10/13/2008 to 10/18/2008			Trip Status: Open Voucher	
Expense:	Estimated:	Actual:	Difference:	
Trip Duration:	6 days	6 days	0 days	
Number Of Sites Visited:	1	1	0	
Lodging Expense:	\$880.00	\$880.00	\$0.00	
M & IE:	\$682.00	\$682.00	\$0.00	
Airfare:	\$2,744.00	\$2,744.00	\$0.00	
Internet Service:	\$75.00	\$75.00	\$0.00	
Other Reimbursable Expenses Incurred:	\$500.00	\$300.00	-\$200.00	
Parking:	\$80.00	\$80.00	\$0.00	
Private Auto - Advantageous to Government:	\$41.92	\$41.92	\$0.00	
TMC Fee:	\$10.50	\$10.50	\$0.00	
Voucher Transaction Fee:	\$13.75	\$13.75	\$0.00	
Totals:	\$5,027.17	\$4,827.17	-\$200.00	

Figure 173. Voucher Link

6. In the **Variance from Estimated Cost** screen, ensure the **Amount in the Actual** column is less than or equal to the **Amount in the Estimated** column. If the amount in the **Actual Column** is **less than or equal to** the amount in the **Estimated Column**, the select the **Voucher** link to return to the voucher for further review. If the amount in the **Actual column** is for **more than the amount in the Estimated column**, the **voucher must be returned to the traveler** so the travel authorization can be amended and approved for difference prior to the voucher being approved.
7. Once the Amount in the Actual Column has been verified to be less than or equal the Amount in the Estimated Column, select the Review Claimed Expenses link.

[Voucher](#) [Travel Sites](#) [Cost Variance](#) [Reservation Details](#)

Travel Voucher Information

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132-1	Open Voucher

Document Number: Purpose: Site Visit to Kiev
 Amount Obligated: \$5027.17
 Amount Disbursed: \$546.00

Trip Dates: 10/13/2008 to 10/18/2008
 Duration: 6 Days
[View Approval Routing Path](#)

Voucher Summary:

Voucher #	Submission Date	Subtotal	Voucher Status
1 (FINAL)	02-May-2008	\$4,827.17	Pending Voucher Approval (CONDITIONAL ROUTING POOL)

Voucher # 1 (FINAL) : Pending Voucher Approval (CONDITIONAL ROUTING POOL) [All Vouchers for this Trip](#)
 Cut-off Date: 10/18/2008

	Current	Entered to Date	Paid to Date
Lodging and Meals:	\$1,562.00	\$1,562.00	\$0.00
Transportation and Other:	\$3,251.42	\$3,251.42	\$0.00
Transaction Fee:	\$13.75	\$13.75	\$0.00
Subtotal:	\$4,827.17	\$4,827.17	\$0.00
Payments Applied:	(\$546.00)	(\$546.00)	(\$0.00)
Net Due:	\$4,281.17	\$4,281.17	\$0.00
Pay Central Billing Account:	\$2,754.50	\$2,754.50	\$0.00
Pay Travel Charge Card:	\$13.75	\$13.75	\$0.00
Pay the Traveler:	\$1,512.92	\$1,512.92	\$0.00
Outstanding Advance Balance:	\$546.00	\$546.00	\$546.00

Subtotal to Date: \$4,827.17
 Total Allocated to Accounting Codes: [\\$0.00](#)
 Total requested amount for Travel Advances: \$546.00

[Review Claimed Expenses](#)

[View Advance History](#)

Remarks

[Disbursement Allocations](#) Non-Federally Sponsored Funds: \$0.00

Approve Return to Traveler Unlock

Figure 174. Review Claimed Expenses

- In the **Daily Expense Summary** screen, select the **Date** link associated with the **Date Column** to view expenses for each calendar day of the trip.

[Voucher](#) [Travel Sites](#) [Cost Variance](#) [Reservation Details](#)

Daily Expense Summary											
Traveler Name		Trip ID		Status							
TOM TRIMBLE		18132-1(1)		Pending Voucher Approval							
Trip Dates: 10/13/2008 to 10/18/2008											
Date:	Site:	Shared Lodging:	Meals & Incidentals (\$):	Lodging (\$):	Lodging Tax (\$):	Transportation (\$):	Other (\$):	Total (\$):	Reimbursement Type:	Per Diem:	Claim Variance:
Oct/13/2008	KYIV, UKR	N	93.00	.00	.00	2744.00	10.50	2847.50	Per Diem	View	
Oct/14/2008	KYIV, UKR	N	124.00	220.00	.00	.00	.00	344.00	Per Diem	View	
Oct/15/2008	KYIV, UKR	N	124.00	220.00	.00	.00	.00	344.00	Per Diem	View	
Oct/16/2008	KYIV, UKR	N	124.00	220.00	.00	.00	.00	344.00	Per Diem	View	
Oct/17/2008	KYIV, UKR	N	124.00	220.00	.00	.00	300.00	644.00	Per Diem	View	
Oct/18/2008	KYIV, UKR	N	93.00	.00	.00	-41.92	168.75	303.67	Per Diem	View	
Totals:			682.00	880.00	.00	2785.92	479.25	4827.17			

[Back](#)

Figure 175. Daily Expense Summary - Date link and Date Column

- In the **Expense Details** screen, review all expenses for the date. If there are no changes to the expenses, select the **Cancel** button to return to the **Daily Expense Summary** screen.

Expense Details							
Traveler Name		Voucher ID		Status			
TOM TRIMBLE		18132-1(1)		Pending Voucher Approval			
Trip Dates: 10/13/2008 to 10/18/2008							
Daily Expense Details for : 10/13/2008							
Expense Category:	Expenses Type:	Description:	Rate:	Basis:	Amount Claimed (\$):	Amount Approved (\$):	Remarks: Remarks History:
Lodging	Lodging	KYIV, UKR	.000	USD	.00	<input type="text" value=".00"/>	<input type="text" value=""/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Lodging	Lodging Tax	KYIV, UKR	.000	USD	.00	<input type="text" value=".00"/>	<input type="text" value=""/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Meals	Meals Perdiem	KYIV, UKR	.000	USD	93.00	<input type="text" value="93.00"/>	<input type="text" value=""/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Other	TMC Fee		.000	USD	10.50	<input type="text" value="10.50"/>	<input type="text" value=""/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Transportation	Airfare	Airfare	.000	USD	2744.00	<input type="text" value="2744.00"/>	<input type="text" value=""/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Totals:					2847.50	2847.50	

Figure 176. Daily Expense Summary

7.2.2 Reducing a Claimed Expense

1. In certain instances, a claimed expense maybe for more than the attached receipt, but the traveler or travel arranger failed to make the necessary adjustments to the expense before submitting the travel voucher for approval. The approver has the ability and option to reduce the amount of the expense to match a receipt or the approver can return the travel voucher to the traveler to make the corrections. The below example demonstrates the approver’s ability to adjust the amount associated with an expense.

NOTE: An approver can decrease an expense amount and another level of approval may decrease the expense further and still approve the travel voucher. If the approver approves an expense for less than the submitted amount by the traveler or travel arranger, E2 will automatically create a link, on the voucher, for the traveler to reclaim the difference between the submitted amount and the approved amount.

2. In **Expense Details** screen, select in the Amount Approved column for the expense to be reduced.

Expense Details							
Traveler Name		Voucher ID		Status			
TOM TRIMBLE		18132-1(1)		Pending Voucher Approval			
Trip Dates: 10/13/2008 to 10/18/2008							
Daily Expense Details for : 10/17/2008							
Expense Category:	Expenses Type:	Description:	Rate:	Basis:	Amount Claimed (\$):	Amount Approved (\$):	Remarks:
Lodging	Lodging	KYIV, UKR	.000	USD	220.00	220.00	
Lodging	Lodging Tax	KYIV, UKR	.000	USD	.00	.00	
Meals	Meals Perdiem	KYIV, UKR	.000	USD	124.00	124.00	
Other	Other Reimbursable Expenses Incurred	Misc Expenses	.000	USD	300.00	300.00	
Totals:					644.00	644.00	

Figure 177. Expense to be Reduced

3. In the **Amount Approved** column for the **Expense Type**, enter the **corrected/adjusted Amount** in the **Amount Approved** column for the expense. Then, in the **Remarks** section **type a brief summary** of why the expense is being reduced. Then, select the **Submit** button.

Expense Details							
Traveler Name	Voucher ID	Status					
TOM TRIMBLE	18132-1(1)	Pending Voucher Approval					
Trip Dates: 10/13/2008 to 10/18/2008							
Daily Expense Details for : 10/17/2008							
Expense Category:	Expenses Type:	Description:	Rate:	Basis:	Amount Claimed (\$):	Amount Approved (\$):	Remarks:
Lodging	Lodging	KYIV, UKR	.000	USD	220.00	220.00	
Lodging	Lodging Tax	KYIV, UKR	.000	USD	.00	.00	
Meals	Meals Perdiem	KYIV, UKR	.000	USD	124.00	124.00	
Other	Other Reimbursable Expenses Incurred	Misc Expenses	.000	USD	300.00	150.00	Other expenses should only be 150
Totals:					644.00	644.00	
<input type="text"/>							
						<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Figure 178. Enter Summary and Submit

- When finished reviewing and correcting all expenses, select the **Voucher** link.

[Voucher](#) [Travel Sites](#) [Cost Variance](#) [Reservation Details](#)

Expense Details							
Traveler Name	Voucher ID	Status					
TOM TRIMBLE	18132-1(1)	Pending Voucher Approval					
Trip Dates: 10/13/2008 to 10/18/2008							
Daily Expense Details for : 10/17/2008							
Approved Amounts saved successfully							
Expense Category:	Expenses Type:	Description:	Rate:	Basis:	Amount Claimed (\$):	Amount Approved (\$):	Remarks:
Lodging	Lodging	KYIV, UKR	.000	USD	220.00	220.00	
Lodging	Lodging Tax	KYIV, UKR	.000	USD	.00	.00	
Meals	Meals Perdiem	KYIV, UKR	.000	USD	124.00	124.00	
Other	Other Reimbursable Expenses Incurred	Misc Expenses	.000	USD	300.00	150.00	
Totals:					644.00	494.00	
<input type="text"/>							
						<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Figure 179. Select Voucher link

7.2.2.1 Account Code Selection (FM Only)

1. The Financial Management Office is responsible for applying the accounting code to the travel voucher.
2. In the Travel Voucher, select the \$0.00 link in the Total Allocated to Accounting Codes field.

Travel Voucher Information

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132-1	Open Voucher

Document Number: Purpose: Site Visit to Kiev
 Amount Obligated: \$5027.17
 Amount Disbursed: \$546.00

Trip Dates: 10/13/2008 to 10/18/2008
 Duration: 6 Days
[View Approval Routing Path](#)

Voucher Summary:

Voucher #	Submission Date	Subtotal	Voucher Status
1 (FINAL)	02-May-2008	\$4,677.17	Pending Voucher Approval (CONDITIONAL ROUTING POOL)

Voucher # 1 (FINAL) : Pending Voucher Approval (CONDITIONAL ROUTING POOL) [All Vouchers for this Trip](#)

Cut-off Date: 10/18/2008

	Current	Entered to Date	Paid to Date
Lodging and Meals:	\$1,562.00	\$1,562.00	\$0.00
Transportation and Other:	\$3,101.42	\$3,101.42	\$0.00
Transaction Fee:	\$13.75	\$13.75	\$0.00
Subtotal:	\$4,677.17	\$4,677.17	\$0.00
Payments Applied:	(\$546.00)	(\$546.00)	(\$0.00)
Net Due:	\$4,131.17	\$4,131.17	\$0.00
Pay Central Billing Account:	\$2,754.50	\$2,754.50	\$0.00
Pay Travel Charge Card:	\$13.75	\$13.75	\$0.00
Pay the Traveler:	\$1,362.92	\$1,362.92	\$0.00
Outstanding Advance Balance:	\$546.00	\$546.00	\$546.00

[Review Claimed Expenses](#)
[Reclaim Vouchers](#)

Subtotal to Date: \$4,677.17
 Total Allocated to Accounting Codes: [\\$0.00](#) (indicated by a red arrow)
 Total requested amount for Travel Advances: \$546.00

[view Advance History](#)

Remarks

Non-Federally Sponsored Funds: \$0.00

[Disbursement Allocations](#)

Figure 180. Enter Total to Accounting Codes link

Travel Voucher Information

Traveler Name	Trip ID	Trip Status
TOM TRIMBLE	18132-1	Open Voucher

Document Number: Purpose: Site Visit to Kiev
 Amount Obligated: \$5027.17
 Amount Disbursed: \$546.00

Trip Dates: 10/13/2008 to 10/19/2008
 Duration: 6 Days
[View Approval Routing Path](#)

Voucher Summary:

Voucher #	Submission Date	Subtotal	Voucher Status
1 (FINAL)	02-May-2008	\$4,677.17	Pending Voucher Approval (CONDITIONAL ROUTING POOL)

Voucher # 1 (FINAL) : Pending Voucher Approval (CONDITIONAL ROUTING POOL) All Vouchers for this Trip
 Cut-off Date: 10/18/2008

	Current	Entered to Date	Paid to Date
Lodging and Meals:	\$1,562.00	\$1,562.00	\$0.00
Transportation and Other:	\$3,101.42	\$3,101.42	\$0.00
Transaction Fee:	\$13.75	\$13.75	\$0.00
Subtotal:	\$4,677.17	\$4,677.17	\$0.00
Payments Applied:	(\$546.00)	(\$546.00)	(\$0.00)
Net Due:	\$4,131.17	\$4,131.17	\$0.00
Pay Central Billing Account:	\$2,754.50	\$2,754.50	\$0.00
Pay Travel Charge Card:	\$13.75	\$13.75	\$0.00
Pay Other:		\$1,362.92	\$0.00
Outstanding Advances:		\$546.00	\$546.00

Subtotal to Date: \$4,677.17
 Total Allocated to Accounting Code: **\$4,677.17**
 Total requested amount for Travel Advances: \$546.00

Remarks

[Disbursement Allocations](#) Non-Federally Sponsored Funds: \$0.00

To be completed by FM only

Figure 181. FM Approval

- The accounting code information is carried over from the travel authorization. Verify the **Accounting Code** is correct and select the **Save and Continue** button.

NOTE: If the Accounting Code is not correct, then select the Cancel button and select the Return to Traveler button on the Voucher page. A travel authorization amendment will need to be done in order for the traveler voucher and travel authorization to have the same accounting information.

- After selecting the **Save and Continue** button, the **Travel Voucher Information** screen will appear with the **Total Allocated to Accounting Code** field populated with the total amount of the travel voucher.
- Select the **Approve** button when complete. This complete the FM only portion of the approval process.
- The non-FM approvers, at each level of the approval process, must review the travel voucher as described in Section 10.2.1 for each level of approval. If the travel voucher is accurate and complete, those approvers should select the Approve button.

NOTE: The remaining steps are required of all approvers not just FM.

- After selecting the **Approve** button, the **Approval Confirmation** screen will display. To enter **Remarks**, select the **Add Remarks** link.

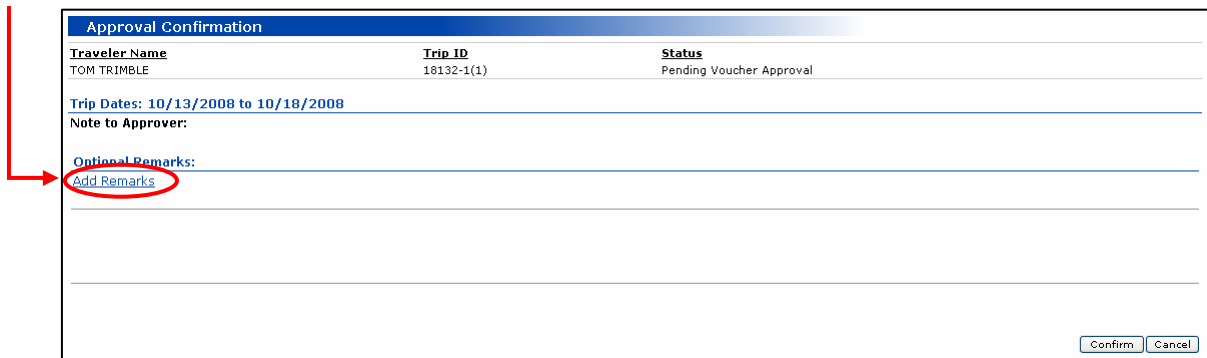


Figure 182. Add Remarks

- In the **Optional Remarks** screen, enter **Remarks** as the approver that are necessary as part of the travel voucher approval process for your level of approval. After entering the **Remarks**, select the **Add Remarks** button to attach your remarks to the travel voucher.

NOTE: Once you select the Add Remarks button, the remarks become a permanent part of the travel document and can not be altered or deleted. To rescind a remark, create another remark annotating the old remark is not valid.

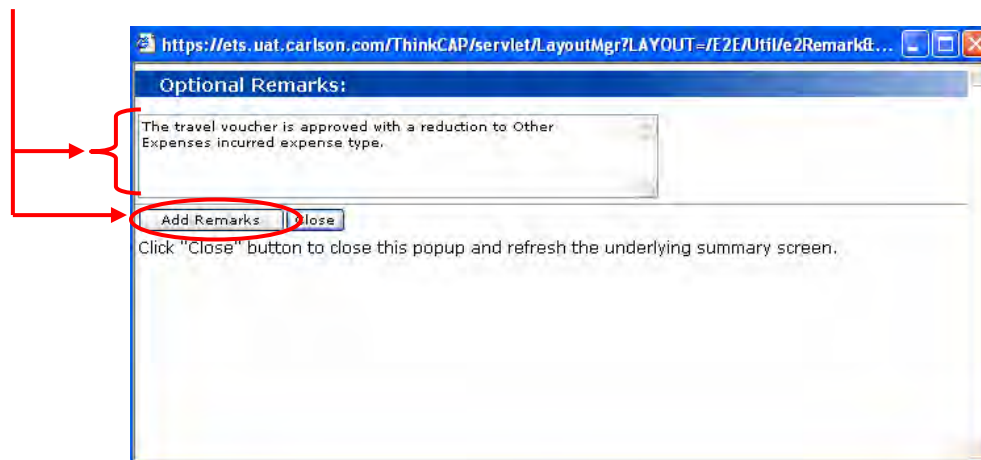


Figure 183. Add Optional Remarks

- After selecting the **Add Remarks** button, the **Optional Remarks** screen will refresh with the message **Remarks added successfully**. Select the **Close** button

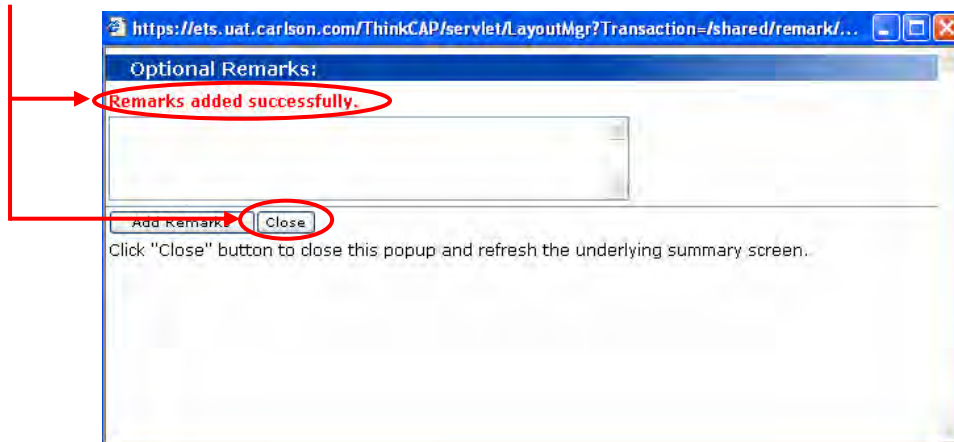


Figure 184. Close Optional Remarks

10. In the **Approval Confirmation** screen, the remarks will display. Select the **Confirm** button.

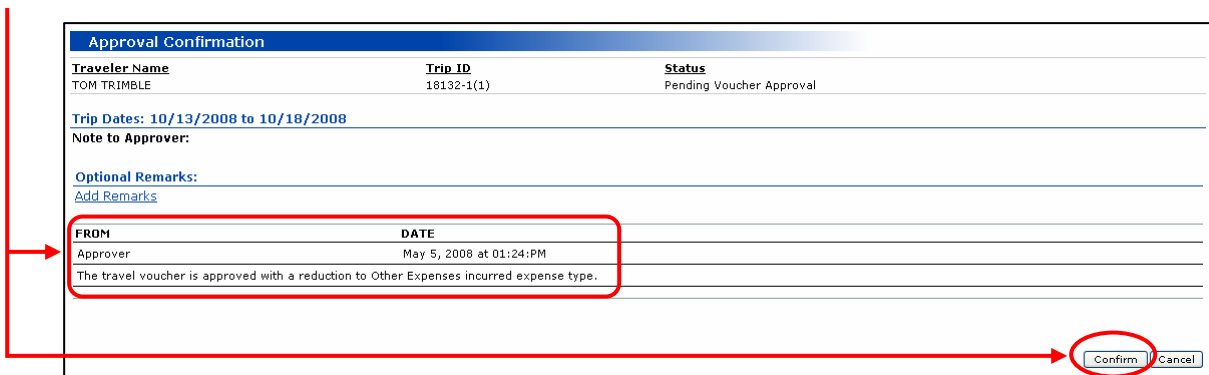


Figure 185. Confirm

11. After selecting the **Confirm** button, the **Pending Approval** screen will appear with a message indicating the travel voucher was approved. The travel voucher will continue along the approval path until the final approver approves the travel voucher. When the final approver approves the travel voucher, the travel voucher status will change from pending approval to Closed Voucher on the traveler's Current Trip page.

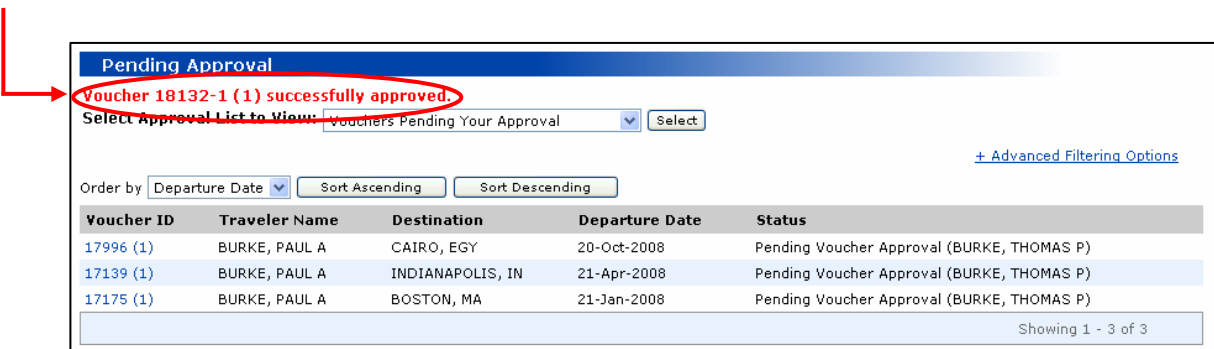


Figure 186. Successful Approval

12. The completes the travel voucher approval process.

8. E2 Solutions User Account Creation

There are two methods available to create users within **E2 Solutions**. The first method is for Carlson Wagonlit Travel (CWT) to load the user information through a data load process known as self registration. The self registration process provides the ability to load a large group of users at one time. The second method is USAID system administrators will manually enter the user information into **E2 Solutions**. The manually process is mainly for adding new users to **E2 Solutions** that were not part of the original data load.

Before you can access **E2 Solutions**, an E2 Solutions user account must be created in the system. Once an **E2 Solutions** user account is created, the user will receive an email from system indicating an account is available for the new user.

8.1 E2 Solutions New User Access

The purpose of this section is to provide the steps necessary to access **E2 Solutions** for the first time after your account has been created by your system administrator or through the self registration process. The system administrator will provide you with your **E2 Solutions Username** and your **E2 Solutions Employee ID**.

Check your email inbox for a message from **E2 Solutions** entitled **E2 New User Access**.

1. Open the email.
2. Select the link Sign In Using This Link

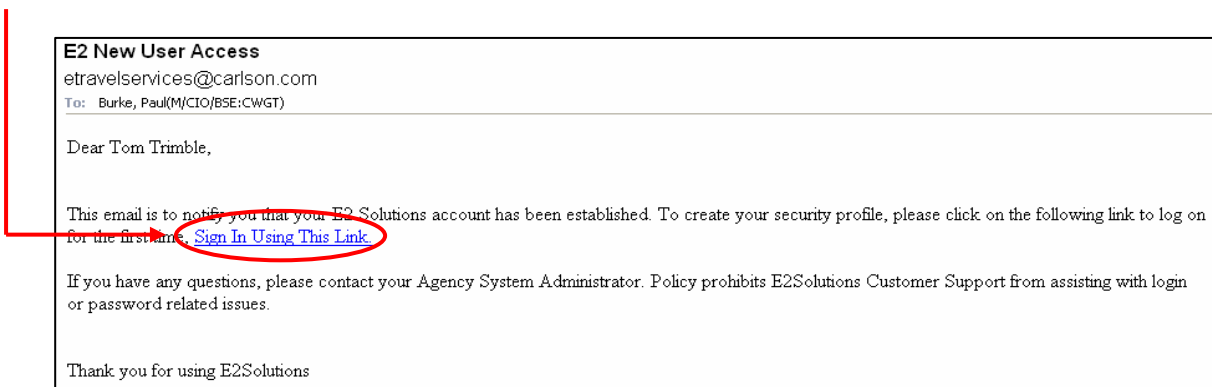


Figure 187 New User Access

3. In the **Initialize Security Information** screen, enter your E2 Solutions Username and E2 Solutions Employee ID.

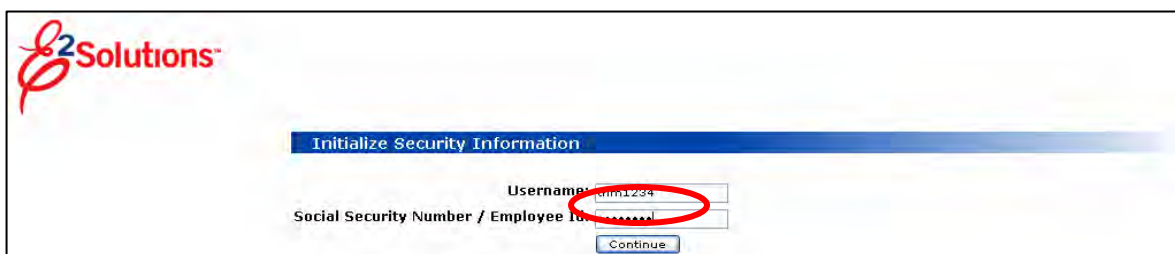


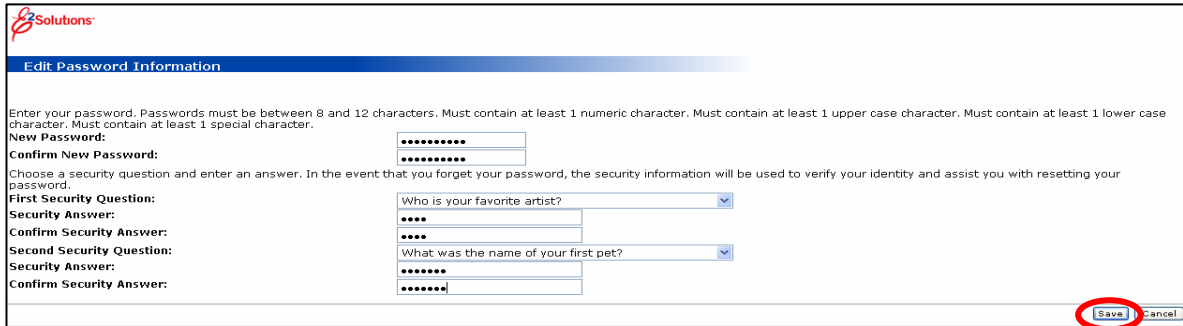
Figure 188 Initialize Security Information

4. In the Edit Password Information screen, complete the following steps.

NOTE: Your Password must be between 8 – 12 characters and must contain at least 1 numeric character, 1 upper case character, 1 lower case characters, and 1 special character.

- a. In the New Password field, enter a Password to access E2 Solutions.

- b. In the **Confirm New Password** field, enter the same Password again.
- c. In the **First Security Question** field, select a **Security Question** from the drop down list.
- d. In the **Security Answer** field, enter the Response to the Security Question.
- e. In the **Confirm Security Answer** field, reenter the same Response.
- f. In the **Second Security Question** field, select a different **Security Question** from the drop down list.
- g. In the **Security Answer** field, enter the Response to the Second Security Question.
- h. In the **Confirm Security Answer** field, reenter the same **Response** to the second **Security Question**.



Solutions

Edit Password Information

Enter your password. Passwords must be between 8 and 12 characters. Must contain at least 1 numeric character. Must contain at least 1 upper case character. Must contain at least 1 lower case character. Must contain at least 1 special character.

New Password: [password field]

Confirm New Password: [password field]

Choose a security question and enter an answer. In the event that you forget your password, the security information will be used to verify your identity and assist you with resetting your password.

First Security Question: [dropdown menu: Who is your favorite artist?]

Security Answer: [password field]

Confirm Security Answer: [password field]

Second Security Question: [dropdown menu: What was the name of your first pet?]

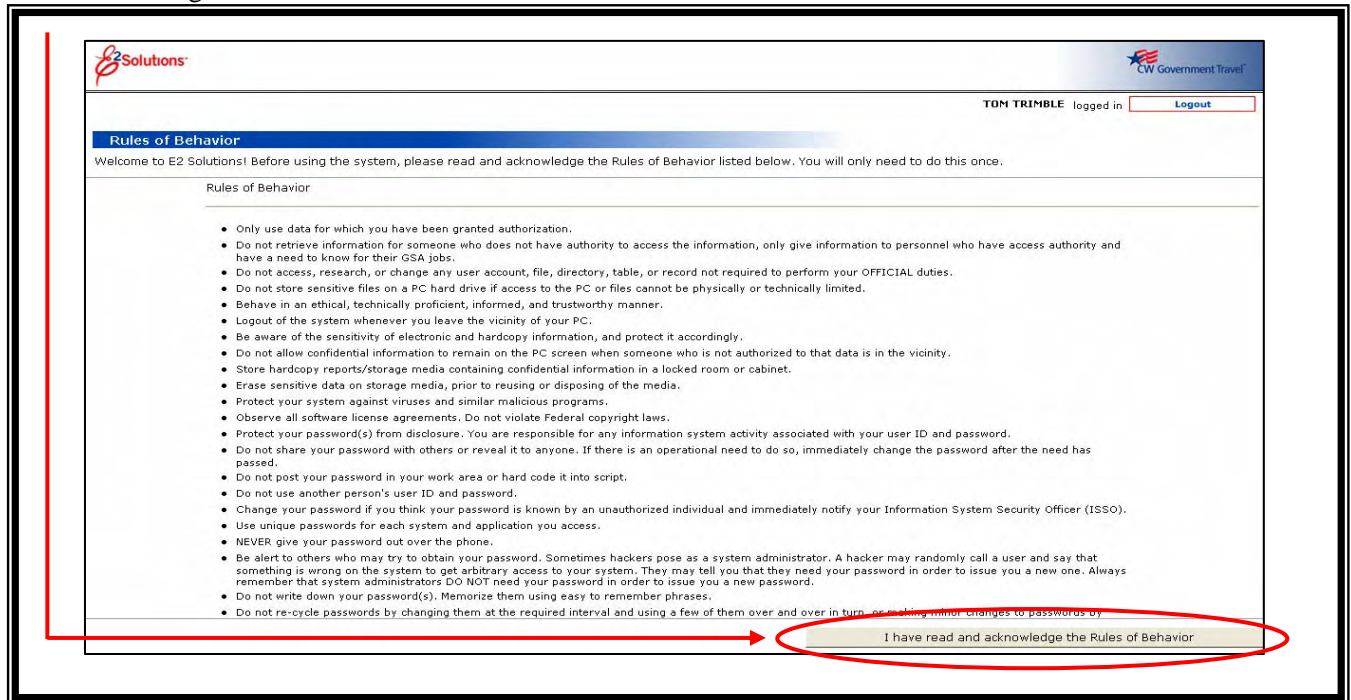
Security Answer: [password field]

Confirm Security Answer: [password field]

[Save] [Cancel]

Figure 189 Edit Password Information

5. In the Rules of Behavior screen, read the Rules of Behavior list and then select the I have read and acknowledge the Rules of Behavior button.



Solutions

CW Government Travel

TOM TRIMBLE logged in [Logout]

Rules of Behavior

Welcome to E2 Solutions! Before using the system, please read and acknowledge the Rules of Behavior listed below. You will only need to do this once.

Rules of Behavior

- Only use data for which you have been granted authorization.
- Do not retrieve information for someone who does not have authority to access the information, only give information to personnel who have access authority and have a need to know for their GSA jobs.
- Do not access, research, or change any user account, file, directory, table, or record not required to perform your OFFICIAL duties.
- Do not store sensitive files on a PC hard drive if access to the PC or files cannot be physically or technically limited.
- Behave in an ethical, technically proficient, informed, and trustworthy manner.
- Logout of the system whenever you leave the vicinity of your PC.
- Be aware of the sensitivity of electronic and hardcopy information, and protect it accordingly.
- Do not allow confidential information to remain on the PC screen when someone who is not authorized to that data is in the vicinity.
- Store hardcopy reports/storage media containing confidential information in a locked room or cabinet.
- Erase sensitive data on storage media, prior to reusing or disposing of the media.
- Protect your system against viruses and similar malicious programs.
- Observe all software license agreements. Do not violate Federal copyright laws.
- Protect your password(s) from disclosure. You are responsible for any information system activity associated with your user ID and password.
- Do not share your password with others or reveal it to anyone. If there is an operational need to do so, immediately change the password after the need has passed.
- Do not post your password in your work area or hard code it into script.
- Do not use another person's user ID and password.
- Change your password if you think your password is known by an unauthorized individual and immediately notify your Information System Security Officer (ISSO).
- Use unique passwords for each system and application you access.
- NEVER give your password out over the phone.
- Be alert to others who may try to obtain your password. Sometimes hackers pose as a system administrator. A hacker may randomly call a user and say that something is wrong on the system to get arbitrary access to your system. They may tell you that they need your password in order to issue you a new one. Always remember that system administrators DO NOT need your password in order to issue you a new password.
- Do not write down your password(s). Memorize them using easy to remember phrases.
- Do not re-cycle passwords by changing them at the required interval and using a few of them over and over in turn, or making minor changes to passwords by

I have read and acknowledge the Rules of Behavior

Figure 190 Rules of Behavior

6. After selecting the **I have read and acknowledge the Rules of Behavior** button, the **E2 Solutions** home page for the user will appear.

E2 Solutions CW Government Travel

Home My Travel My Profile Travel For Others

TOM TRIMBLE logged in Logout Find Answers?

Your last login was **not found**
There have been **0** unsuccessful login attempts since your last login.

Shortcuts
[Create a New Travel Authorization](#)
[Create a New Local Travel Claim](#)

Travel Links
[USA.gov Travel](#)
[Government Travel Information](#)
[E-Gov Travel](#)
[Federal Travel Regulation \(FTR\)](#)
[Govt Contract Flight Schedules](#)
[Domestic Per Diem Rates](#)
[State Tax Exemption Forms](#)
[U.S. Department of State Travel](#)
[International Travel Information](#)
[Foreign Per Diem Rates](#)
[ISSO Contact Information](#)

Pending Travel

Trip ID	Destination	Departure Date	Approver	Status
No record found				

[View all Travel Authorizations](#)

Release 3.9

Privacy Policy Copyright 2003-2008 CW Government Travel

Figure 191 Home Page

7. This completes the **New User Access** process for **E2 Solutions**.

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9. E2 Solutions User Profile

Each user of **E² Solutions** must have a profile within the application. The profile contains important traveler related information such as home site, address, phone number, e-mail address, travel arrangers, and credit card information.

The USAID traveler is responsible for ensuring the profile information is current. Upon initial **E2 Solutions** access, the traveler should review their profile for completeness and accuracy. If the information within the profile is inaccurate, please use the following steps to update the information.

9.1 Access Your E2 Solutions Profile

1. From the E2 Solution Menu Bar, select the My Profile link.

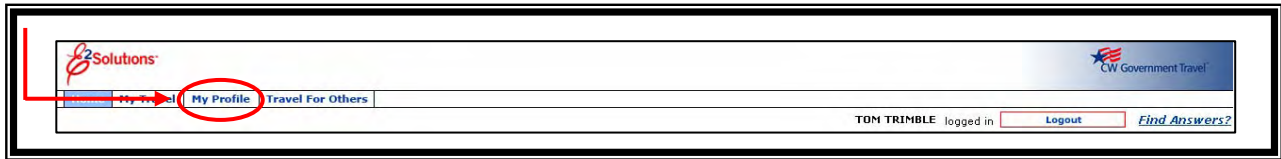


Figure 192 My Profile Link

User Profile	
Traveler Name	TOM TRIMBLE
Please click the Edit Address Information link below to enter address information for this user account.	
Last Login Information	
Login Time:	Mon, 24 Mar 2008 12:39 PM CDT
Personal Profile	Edit Profile
Position Title:	
Employee ID:	TRIM4321
Ticket Preference:	Electronic
Default Homesite	Edit Homesite
Default Homesite:	WASHINGTON, DC
Default Depart Airport:	DCA-National Airport (Reagan)
Address Information	Edit Address Information
Mailing Address:	Not on record
Telephone Number:	Not on record (Work) Not on record (Home) Not on record (Fax) Not on record (Alt Phone)
Email Information	Edit Email Information
The primary email address should be the address where you want to receive information about travel arrangements made through E2 Solutions	
Primary Email:	pburke@usaid.gov
The alternate email addresses can be an alternate email for you, supervisor, or a manager to receive information about travel arrangements made through E2 Solutions	
Alternate Email:	Not on record
Alternate Email:	Not on record
Travel Arrangers	Edit Arrangers
Credit Card Information	Edit Credit Card Information
Travel Charge Card:	None
Personal Credit Card:	None
Without a Travel Charge Card or a Personal Credit Card you will not be able to book hotel reservations	
Travel Preferences	
TMC Profile ID:	N/A
Register PKI Certificate	
Other Features	
View Approval Routing	
Edit Favorite Accounting Code	
Edit Password Information	
Printable Profile	

Figure 193 User Profile

- After selecting the My Profile link, the User Profile screen will appear.

9.2 Default Home site

The **Default Home site** is the city and airport most closely associated with your duty station. To change the **Default Home site** location, perform the following steps:

NOTE: If your Official Duty Station changes from one location to another location, then the Default Home site and Default Airport should also change to reflect your new Official Duty Station. If the Default Home site and Default Airport are not changed when the Official Duty Station changes, then when E2 Solutions builds the itinerary for a trip the Departing From Location and Departing Airport will reflect your previous duty station.

1. In the **User Profile** screen, select the **Edit Home site** link. This will open the **Default Home site** screen.

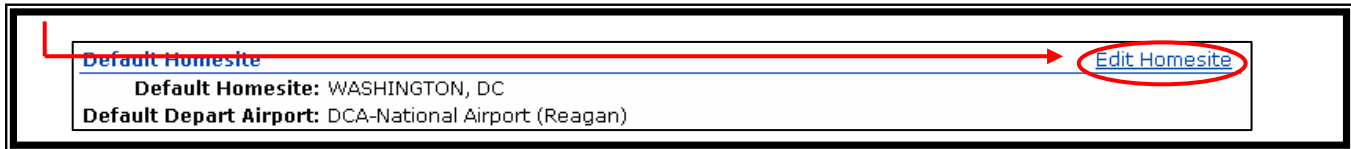


Figure 194 Default Home Site

2. To change your Default Home site in the Default Home site screen, select the Edit Home site link.

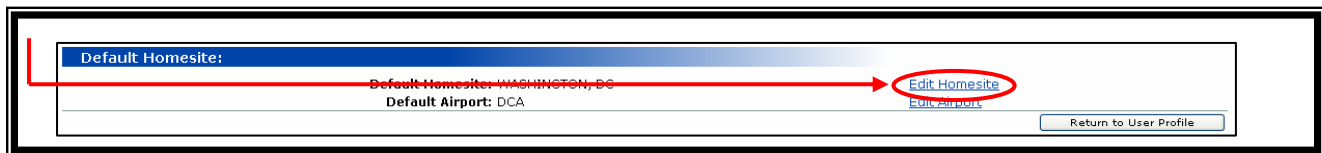


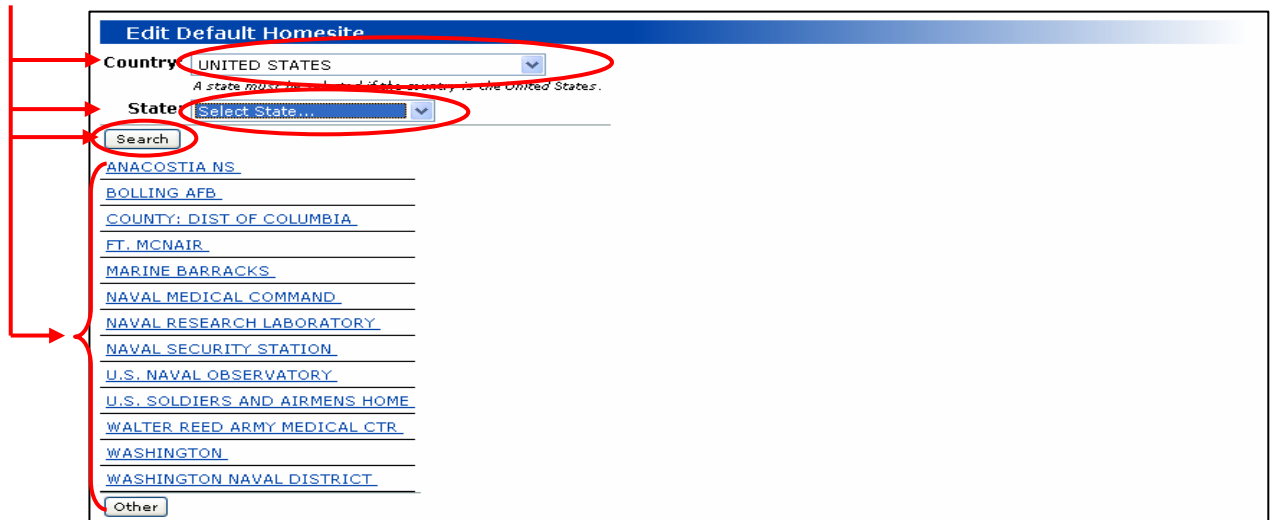
Figure 195 Edit Default Home Page

3. In the **Edit Default Home site** screen, select the **Country** drop down box and select the appropriate **Country** from the list provided. If the **Default Home site Country** is in the United States, then you must select the drop down box next to **State** and select the appropriate **State**. Then, select the **Search** button.

NOTE: If you select a **Country** other than the United States, the **State** drop down box will not be available. To display the list of available **Cities** within the **Country**, select the Search button.

- a. If the **Default Home site Country** is outside the United States, select the **Country** is from the list and then select the **Search** button.

b. From the list of City links, select the appropriate link.



After selecting the **Default Home site**, you will be returned to the **Default Home site** screen. From the **Default Home site**, select the **Edit Airport** link.

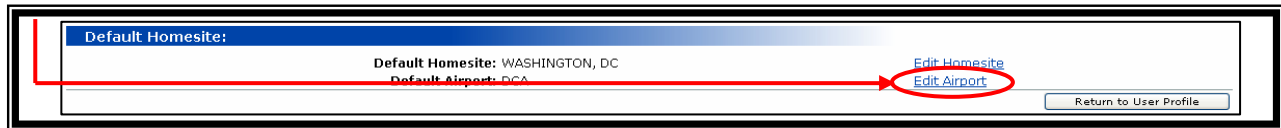


Figure 196 Default Homesite

4. The **Default Airport** is derived from the **Default Home site** location.

NOTE: For Washington DC, two airports will be listed. Select the Home site Airport link from the links profiled.



Code	Airport Name	State	Country
DCA	National Airport (Reagan)	DC	US
WAS	Washington DC Metro Area	DC	US

Figure 197 Edit Default Home site

5. When complete, select the **Return to User Profile** button.

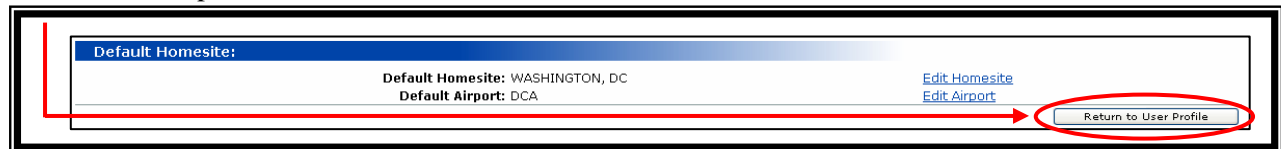


Figure 198 Return to User Profile

9.3 Address Information

1. From the User Profile screen, select the Edit Address Information link.

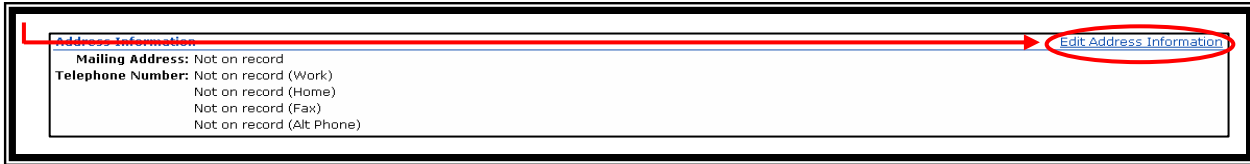


Figure 199 Edit Address Information Link

2. In the **Edit Address Information** screen, enter your **Work Address Information**. Once complete, select the **Save** button.

NOTE: All Fields with a Red Asterisk are required fields.

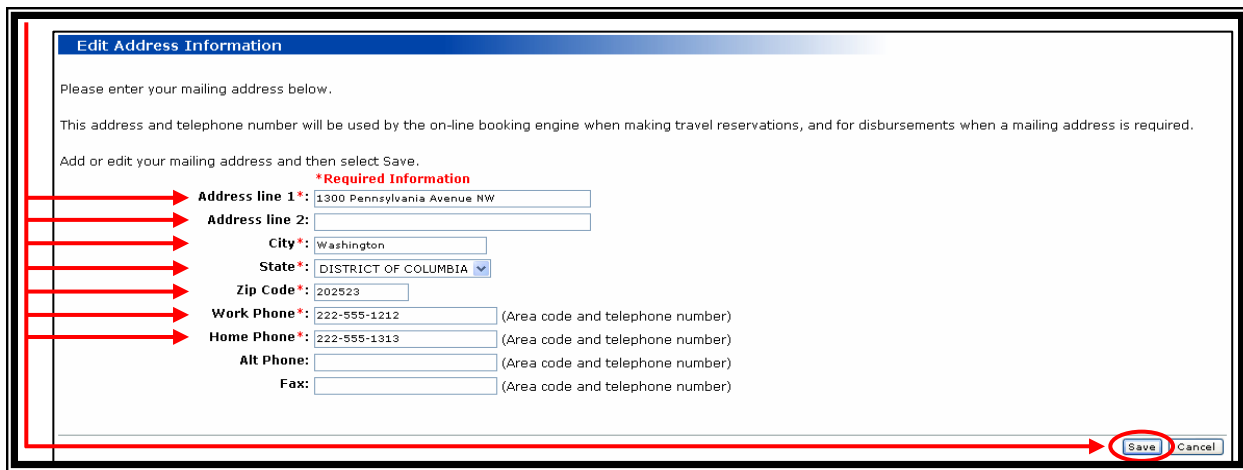


Figure 200 Edit Address Information Screen

3. After selecting the **Save** button, the **User Profile** screen will reappear with the address information.



Figure 201 Address Information

9.4 Email Address Information

When creating your **E2 Solutions** account, the system administrator will enter your **USAID Email Address** as the primary **Email Address**. The **Primary Email Address** is an important as that is the **Email Address** used to send the initial **New User Account** email as well as password resets. Additionally, **E² Solutions** uses the **Primary Email Address** to send USAID travelers information regarding travel arrangements. USAID travelers must enter, at a minimum, a **Primary Address**. Additionally, there are fields for **Alternate Email Addresses** as well. To verify or change the **Primary** or **Alternate E-mail Address**, perform the following steps.

1. From the **User Profile** main screen, scroll down to the **E-mail Information** field and select the **Edit E-mail Information** link. If an **E-mail Address** is present in the **Primary E-mail** address field, verify that is your primary USAID email address. If the **Primary Email Address** is correct and you would like to enter an **Alternate Email Address**, then select the **Edit E-mail Information** link.

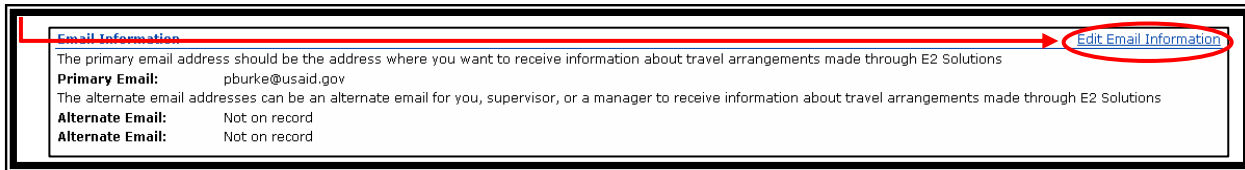


Figure 202 Edit Email Information Field Link

2. In the Edit Email Information screen, enter an Alternate Email Address(es) and select the Save button.

NOTE: You can enter two Alternate Email Addresses.

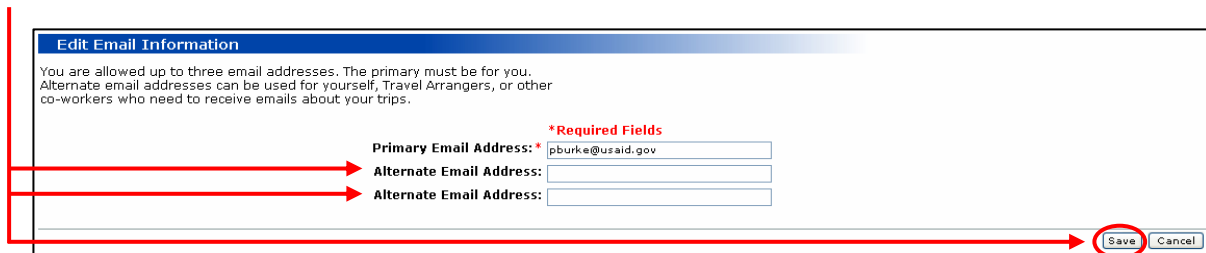


Figure 203 Edit Email Screen

9.5 Adding Travel Arrangers

E2 Solutions provides the functionality for travelers to assign **Travel Arrangers** to their **E2 Solutions Profile**. **Travel Arrangers** create travel authorizations and travel vouchers on behalf of the travelers when assigned as a **Travel Arranger**.

1. From the **User Profile** screen, select the **Edit Arrangers** link.

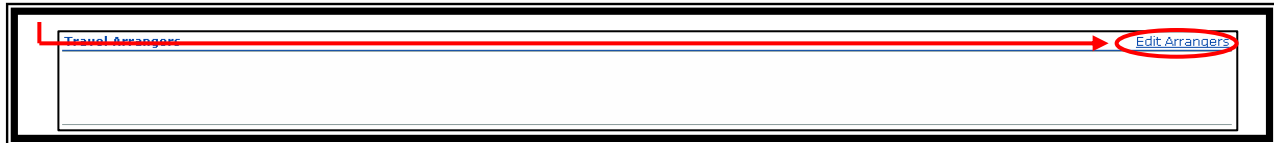


Figure 204 Travel Arranger - Edit Arrangers link

2. In the **Travel Arranger Search** screen, enter the **Travel Arranger's Last Name** in the **Arranger's Last Name** field and select the **Search** button. Below the **Search** button, a list of **E2 Solutions Users** with the Last Name entered will appear. From the list select the link associated with the name you would like to add as your **Travel Arranger**. Repeat this step for each **E2 Solutions User** who will arrange travel on your behalf.

NOTE: To narrow down the search, you can enter the travel arranger's first and last name.

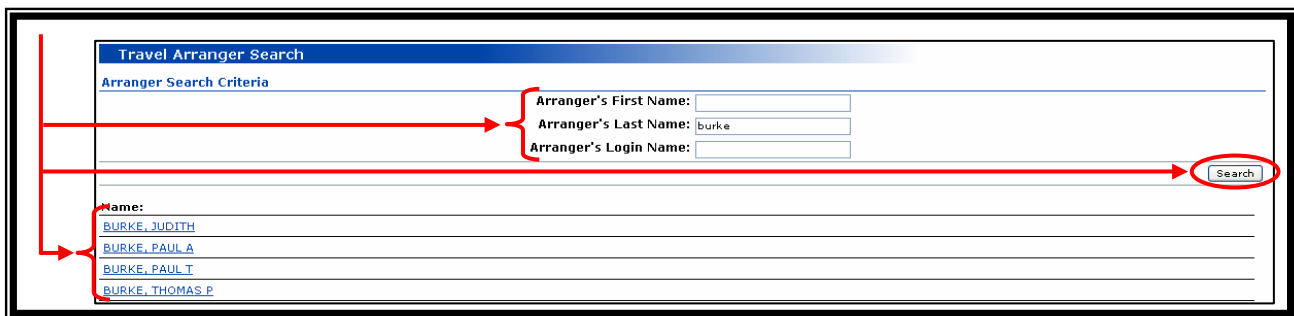


Figure 205 Travel Arranger - Search Screen

3. Once you have added all your **Travel Arrangers**, select the **Return to User Profile** button.

NOTE: To delete a Travel Arranger from the list of Travel Arrangers in your E2 Solutions User Profile, select the Delete link next to the Travel Arranger's name.

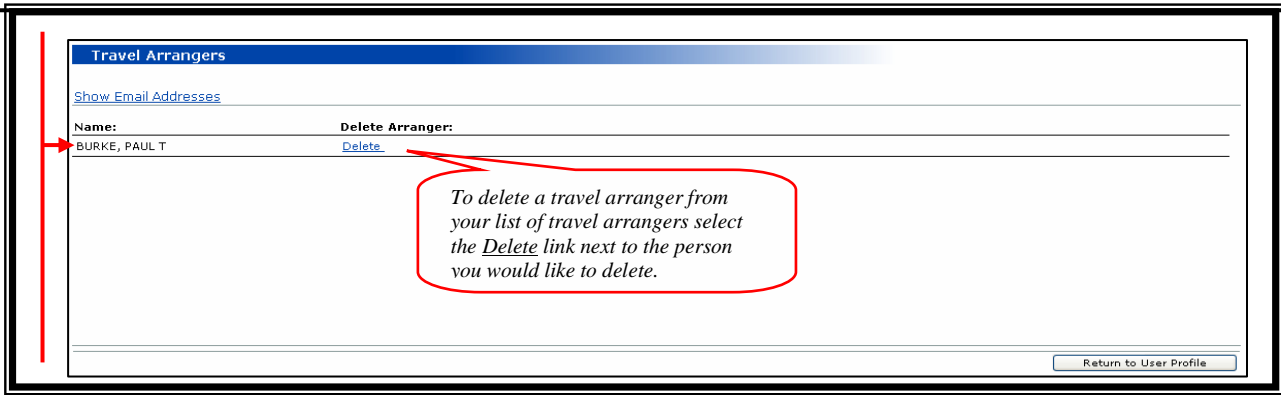


Figure 206 Travel Arranger - Delete Travel Arranger

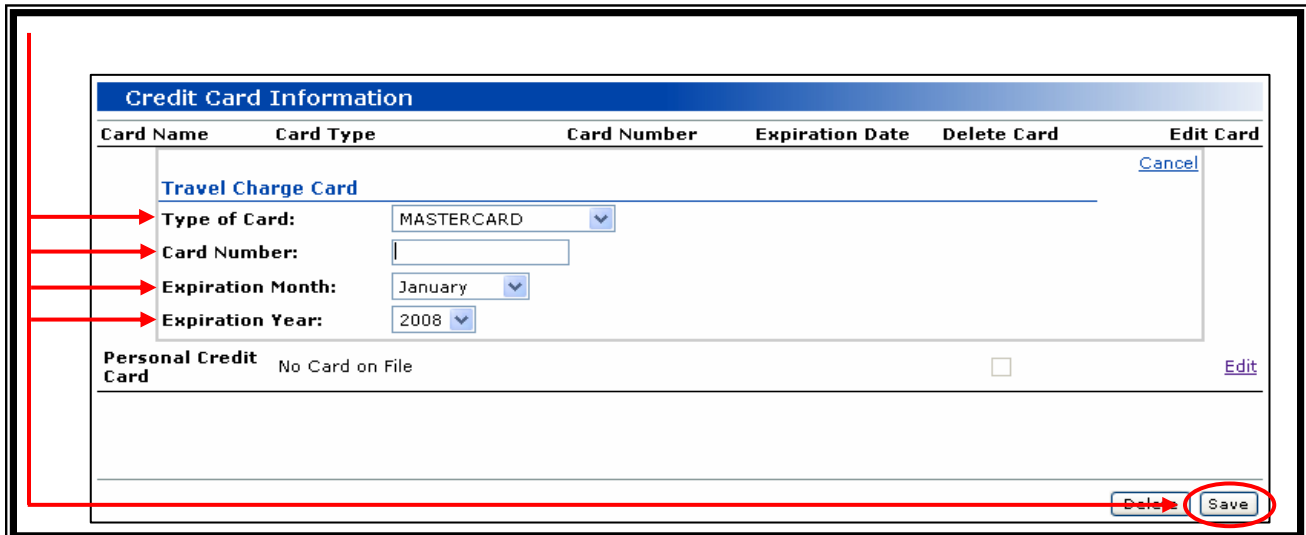
9.6 Credit Card Information

The **Credit Card Information** field provides the ability to enter your USAID **Individually Billed Account (IBA) (Travel Charge Card)** account information or a **Personal Credit Card**. In order to make hotel reservations, your profile must contain a valid credit card number. Follow these steps to **Edit Credit Card Information**.

NOTE: Airfare is always charged to the Centrally Billed Account.

NOTE: Entering Personal or Travel Charge Card information is optional. Hotels do require a credit card to hold a reservation.

To enter a Government Issued Individual Charge Card (IBA) (Travel Charge Card) or a Personal Credit Card, from the User Profile main page, scroll down to the Credit Card Information field then select the Edit Credit Card Information link.



Card Name	Card Type	Card Number	Expiration Date	Delete Card	Edit Card
Travel Charge Card	Type of Card: <input type="text" value="MASTERCARD"/> Card Number: <input type="text"/> Expiration Month: <input type="text" value="January"/> Expiration Year: <input type="text" value="2008"/>				Cancel
Personal Credit Card	No Card on File			<input type="checkbox"/>	Edit

Figure 207 Credit Card Information Link

1. In the **Credit Cards** screen, select the **Edit** link associated with the **Travel Charge Card** or the **Personal Credit Card** field.

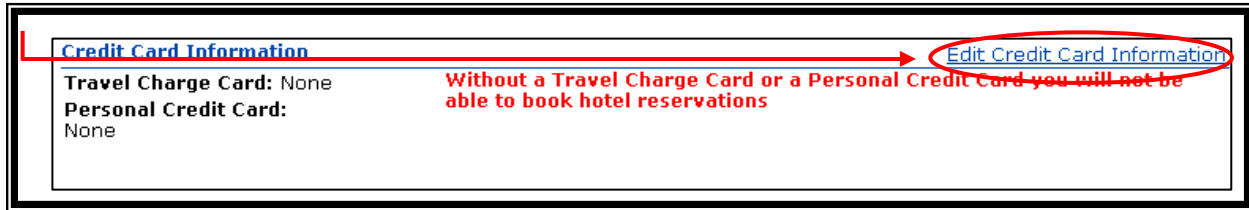


Figure 208. Edit Credit Card Information Link

2. In the **Credit Card Information** screen, perform the following actions:
 - a. From the **Type of Card** field, select the drop down box and select the **Type of Credit Card**.
 - b. In the Card Number field, enter the Credit Card Number.
 - c. In the **Expiration Month** field, enter the **Month** in which your credit card expires.
 - d. In the **Expiration Year** field, enter the **Year** in which your credit card expires.
 - e. After all fields have been entered, select the **Save** button.

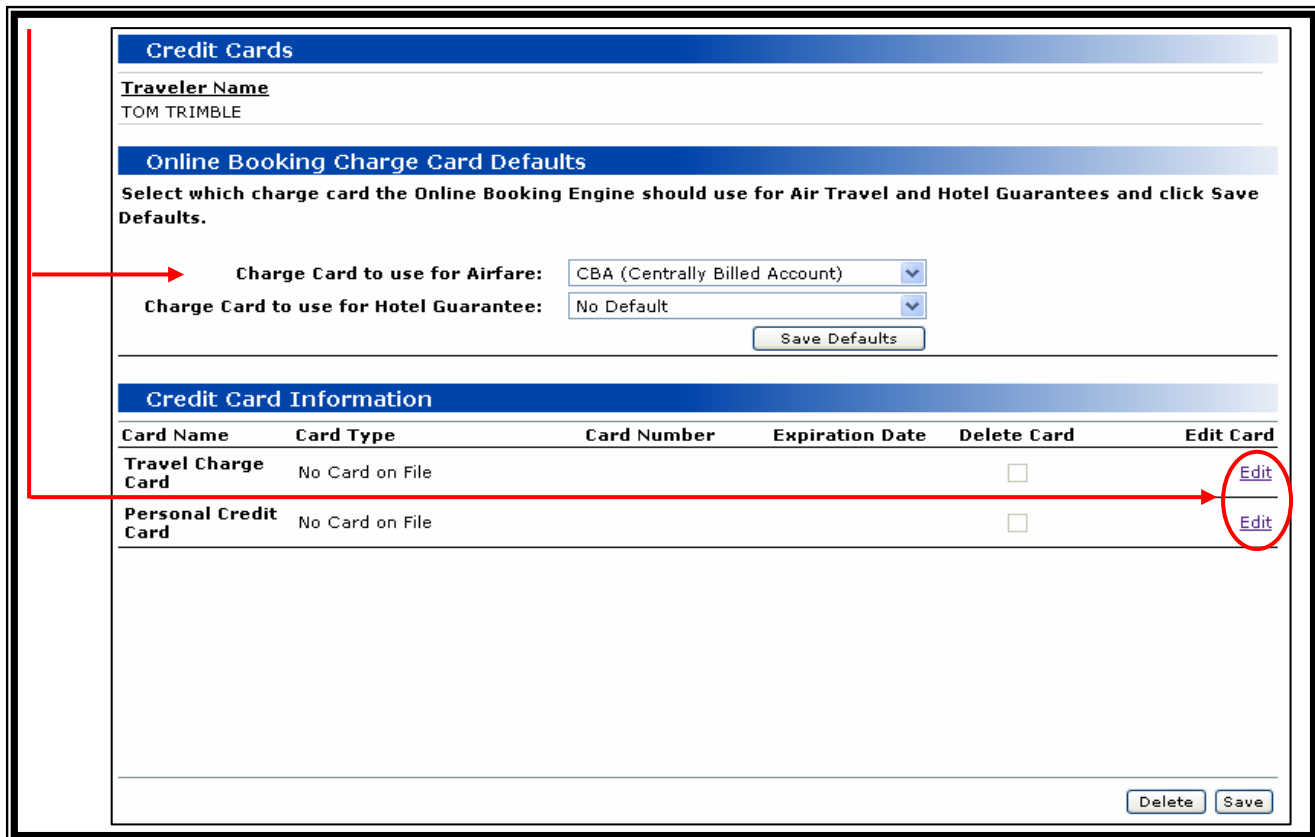


Figure 209 Edit Credit Card Information Window

3. The **E2 Solutions** screen will refresh and display this message.
4. Once the information is saved, the **Credit Cards** screen will redisplay with the following message in red:
Credit Card Information was saved successfully.

NOTE: Once a credit card has been saved, only the Expiration Date field is available for editing. If the credit card number was entered incorrectly, then the credit card will need to be deleted and reentered using the same process describe in steps one through four. To delete a credit card, select the box under the Delete Card column associated with the credit card and select the Delete Button.

Credit Card Information was saved successfully

Credit Cards

Traveler Name
TOM TRIMBLE

Online Booking Charge Card Defaults

Select which charge card the Online Booking Engine should use for Air Travel and Hotel Guarantees and click Save Defaults.

Charge Card to use for Airfare: CBA (Centrally Billed Account)

Charge Card to use for Hotel Guarantee: No Default

Credit Card Information

Card Name	Card Type	Card Number	Expiration Date	Delete Card	Edit Card
Travel Charge Card	MASTERCARD	XXXXXXXXXXXX7392	10/2009	<input type="checkbox"/>	Edit
Personal Credit Card	No Card on File			<input type="checkbox"/>	Edit

Figure 210 Successful Credit Card Save

5. In the **Credit Card Information** section of the **Credit Cards** screen, the information entered in the **Credit Card Information** screen will be displayed.
6. In the **Online Booking Charge Card Defaults** section of the **Credit Cards** screen, select the drop down box to assign the credit card to your **Charge Card to use for Hotel Guarantee**.

NOTE: Only the last four digits of the Credit Card will be displayed.

7. Repeat the same process to enter a Personal Credit Card if you do not have an IBA.
8. When finished entering **Credit Card** Information, select the **Return to Travel Profile** link.

[Return To Traveler Profile](#)

9.7 Travel Preferences

Travel Preferences provide the ability to enter and maintain airline preferences, frequent flyer numbers, hotel preferences, rental car preferences, and passport and visa information through the use of a **Travel Management Company (TMC) Profile** within the Online Booking Engine (OBE). The **TMC Profile** is an important component for travel reservations and retrieve of travel reservations. When reservations are made by USAID/W personnel, the TMC will attach the reservation locator (Confirmation Code) to your **TMC Profile ID**, which provides the ability for traveler or travel arranger to retrieve the reservation in **E2 Solutions**. Without a **TMC Profile ID** the traveler or travel arranger will not be able to retrieve the reservations in **E2 Solutions** or have the ability to take advantage of **Travel Preferences**. Entering **Travel Preference** information such as airline preferences, frequent flyer numbers, hotel pre preferences, and passport and visa information is optional. To create a **TMC Profile**, perform the following steps:

NOTE: Currently, USAID only uses the Online Booking Engine to generate the TMC Profile ID.

1. From the **User Profile** screen, select the **Edit Travel Preferences** link.

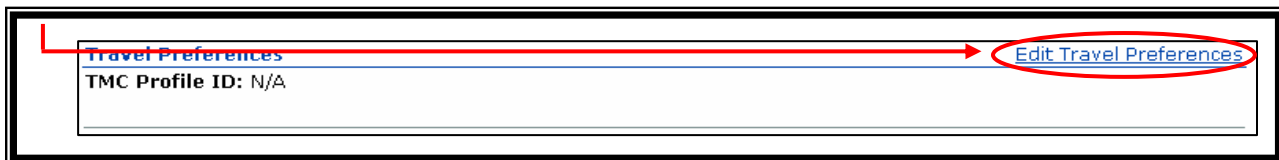


Figure 211 Edit Travel Preferences Link

2. After selecting the **Edit Travel Preferences** link, a new window will open redirecting the traveler to the **Online Booking Engine (OBE)** component of **E2 Solutions** to create their TMC Profile ID as well as enter **Travel Preference** information. After your TMC Profile ID is created, the My Account screen of the OBE will appear.

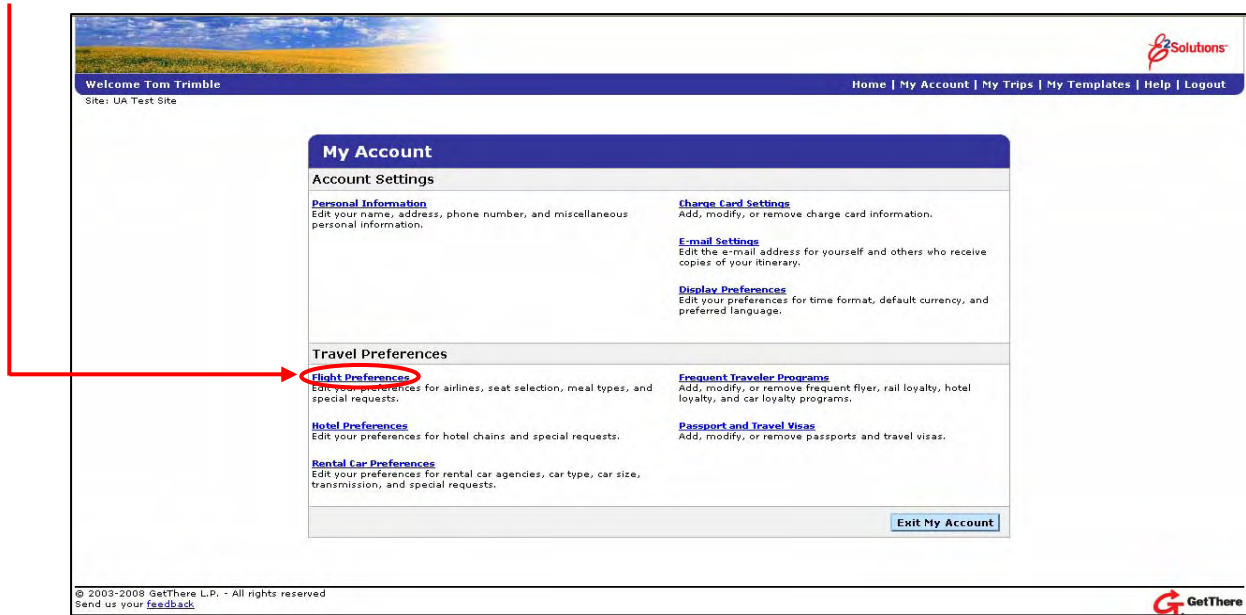
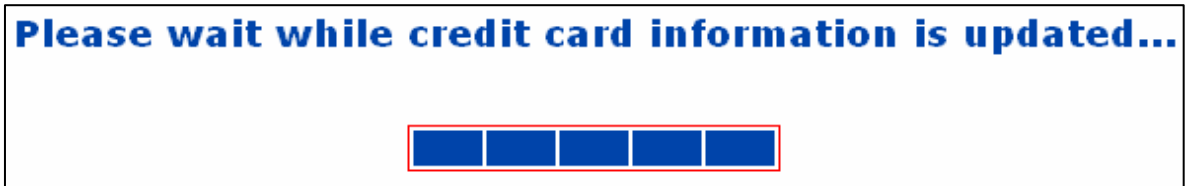


Figure 212. OBE Account Screen

NOTE: The information contained in the Account Settings section of the My Account screen is populated with information from E2 Solutions. Please review this information.



9.8 Flight Preferences

1. In the **Travel Preferences** section of the **My Account** screen, select the **Flight Preferences** link.

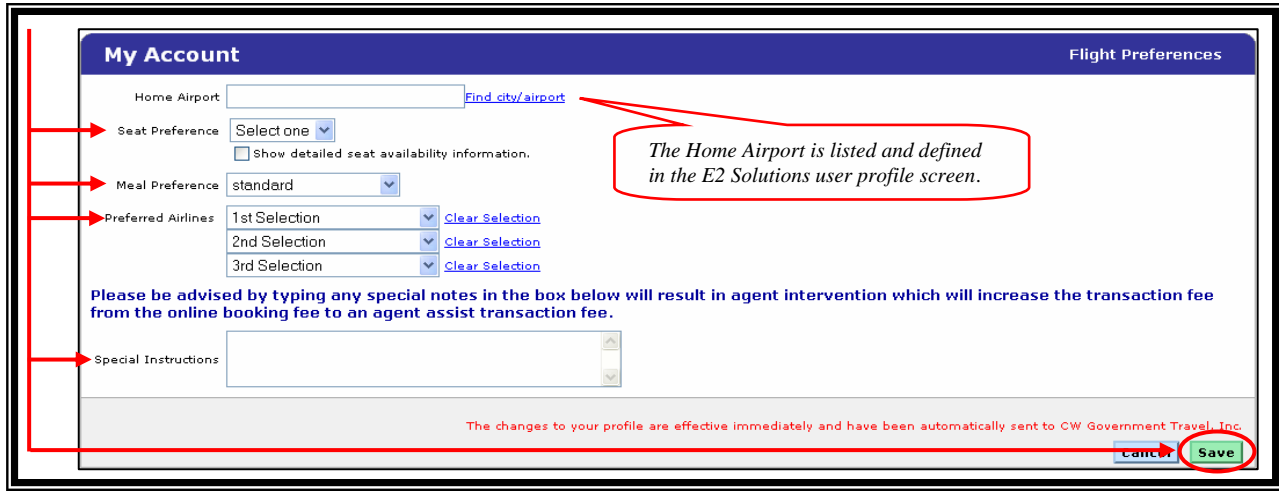


Figure 213 Flight Preferences Window

2. In the **Flight Preferences** screen, perform the following actions
 - a. In the Seat Preference field, select the drop down box to choose your Seat Preference.
 - b. In the Meal Preference field, select the drop down box to choose your Meal Preference.
 - c. In the Preferred Airline field, select up to three Airline Preferences.
 - d. **OPTIONAL:** In the Special Instructions text box, enter Special Instructions for the TMC.

NOTE: Adding remarks in the Special Instructions fields will result in an increase to the TMC Transaction Fee.

- e. When finished, select **Save** button.

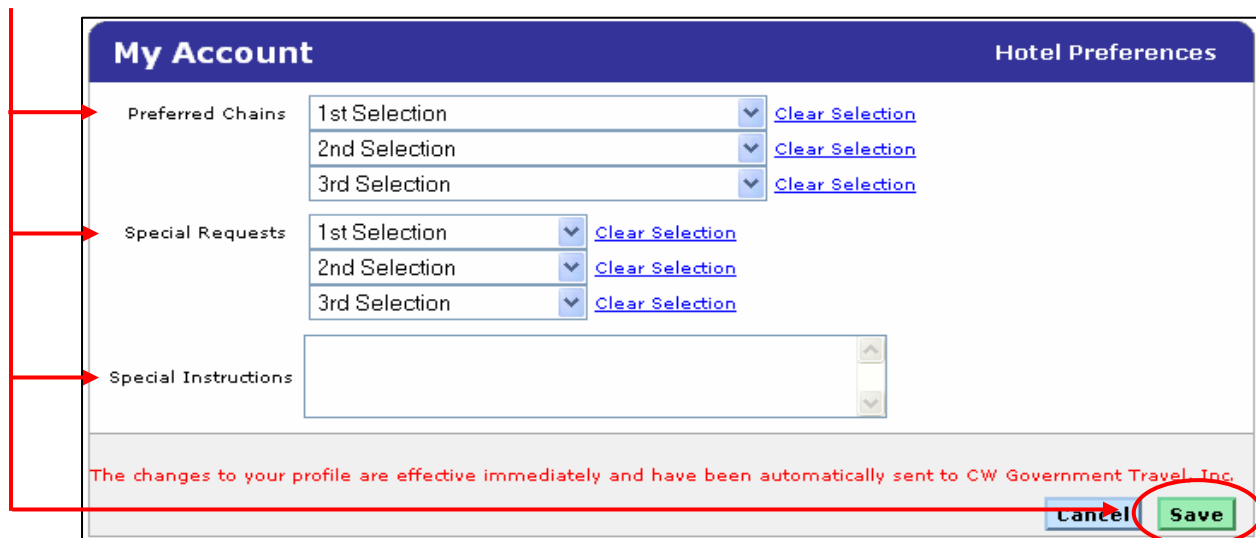


Figure 214 Save Flight Preferences

9.8.1 Hotel Preferences

1. In the **Travel Preferences** section of the **My Account** screen, select the **Hotel Preferences** link.
2. In the **Hotel Preferences** screen, perform the following actions
 - a. In the **Preferred Chains** field, select, from the drop down box, up to three preferred **Hotel Preferences**.
 - b. In the **Special Requests** field, select, from the drop down box, up to three **Special Requests**.
 - c. **OPTIONAL:** In the **Special Instructions** field, enter **Special Instructions** for hotels.
3. When finished, select the **Save** button.

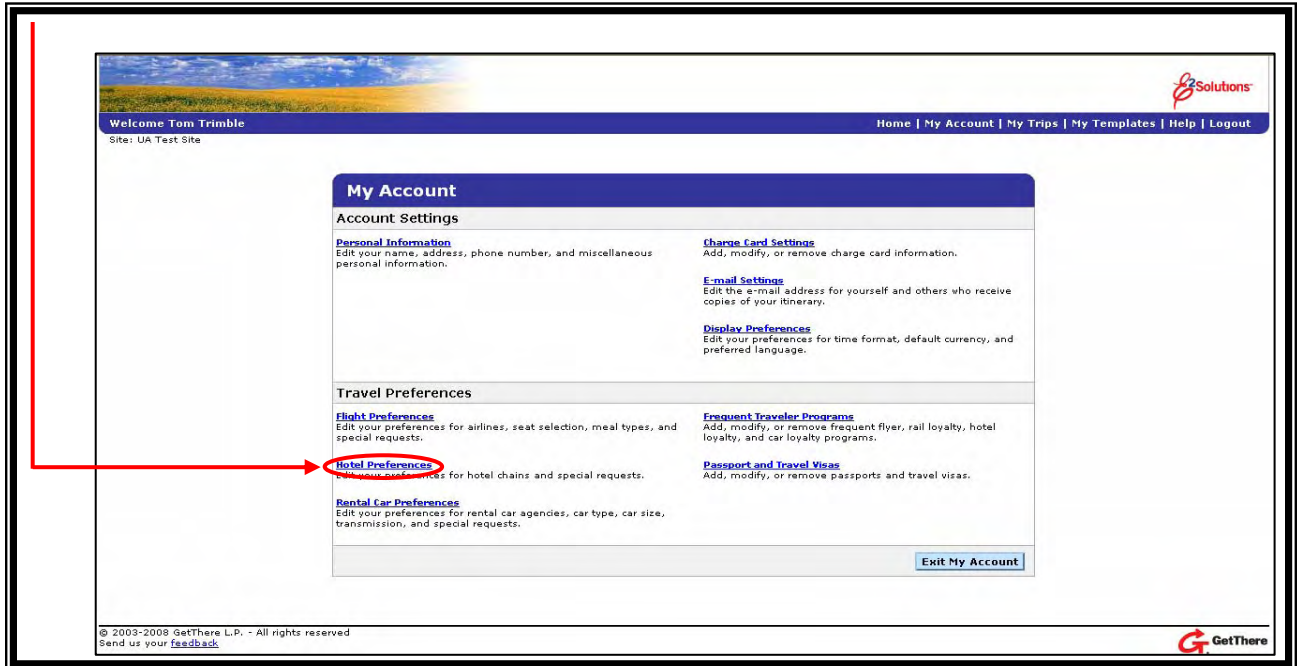


Figure 215 Hotel Preferences Window

9.8.2 Rental Car Preferences

1. In the Travel Preferences section of the My Account screen, select the Rental Car Preferences link.

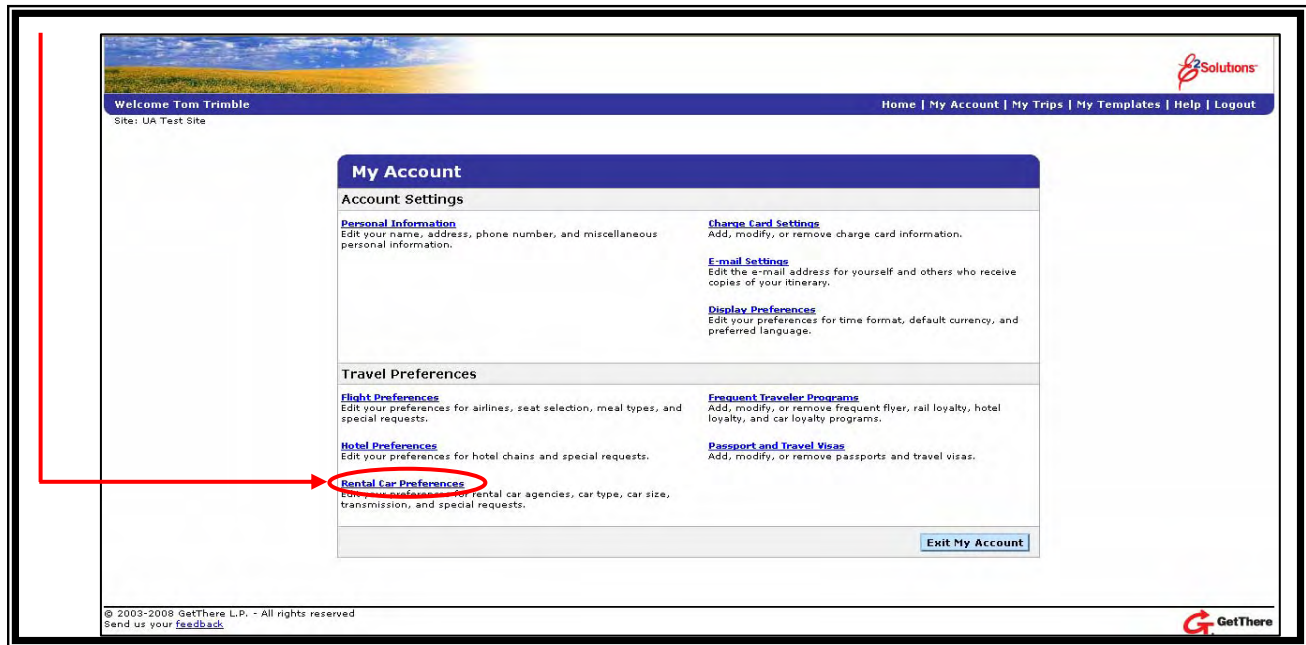


Figure 216 Rental Car Preferences Link

2. In the **Rental Car Preferences** screen, perform the following actions
 - a. In the Car Type field, select from the drop down boxes the Car Size, Number of Doors, and Transmission Type.
 - b. In the Special Requests field, select up to three special requests from the drop down boxes.
 - c. **OPTIONAL:** In the Special Instructions field, enter Special Requests for car rentals.
 - d. When finished, select the Save button.

NOTE: Adding remarks in the Special Instructions fields will result in an increase to the TMC Transaction Fee.

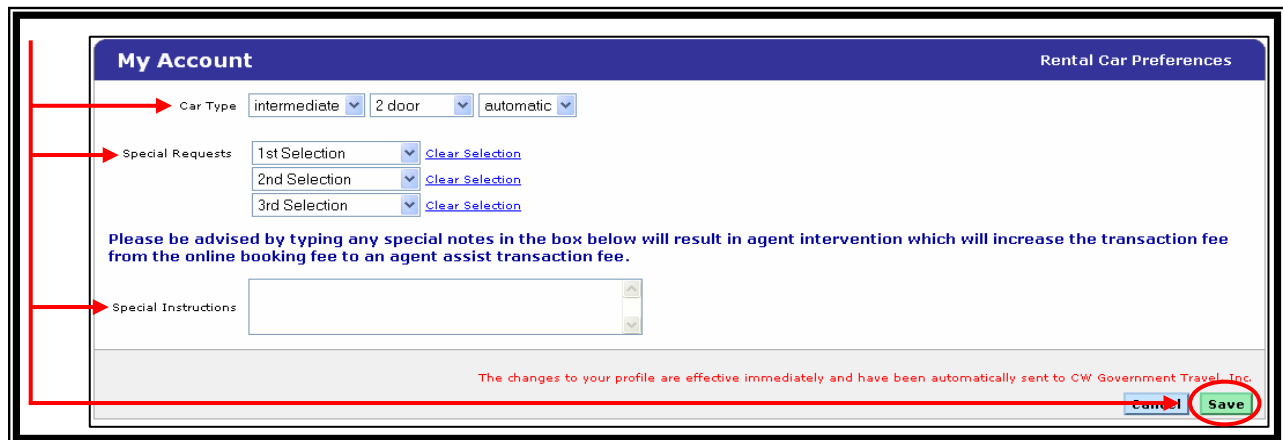


Figure 217 Rental Car Preference Window

9.8.3 Frequent Traveler Programs

1. In the Travel Preferences section of the My Account screen, select the Frequent Traveler Program link.

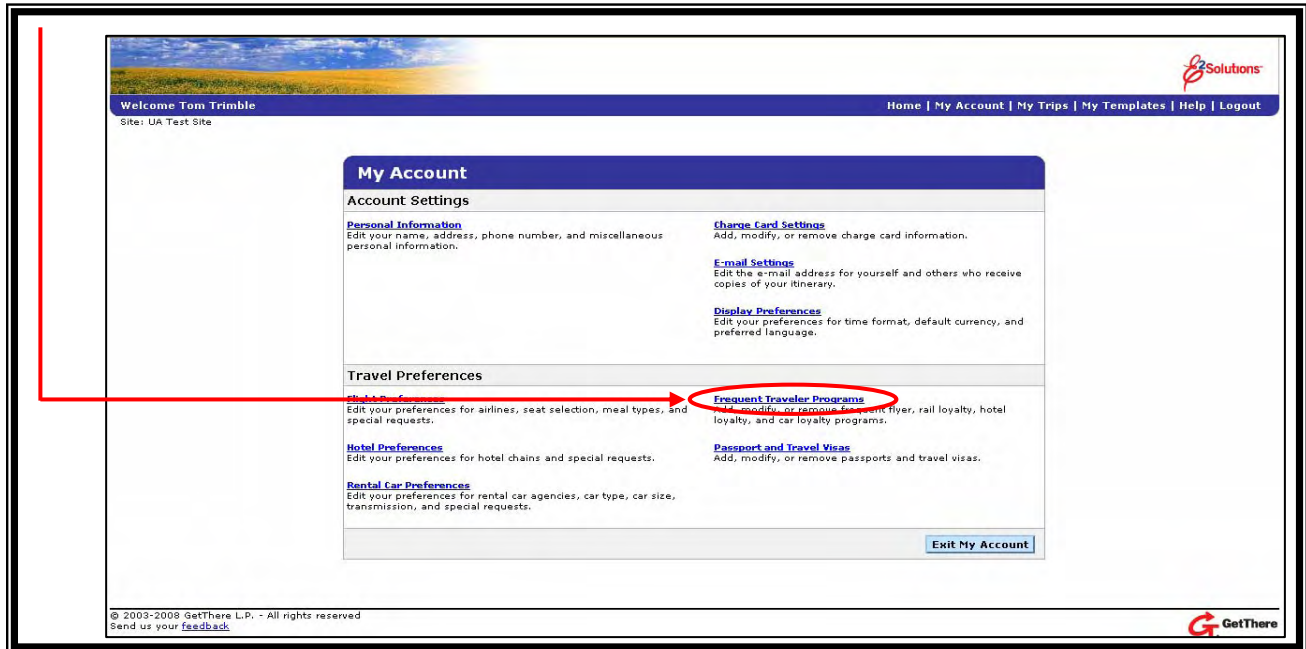


Figure 218 Frequent Traveler Program Link

2. In the Frequent Traveler Programs screen, select the Add Frequent Traveler Program button.

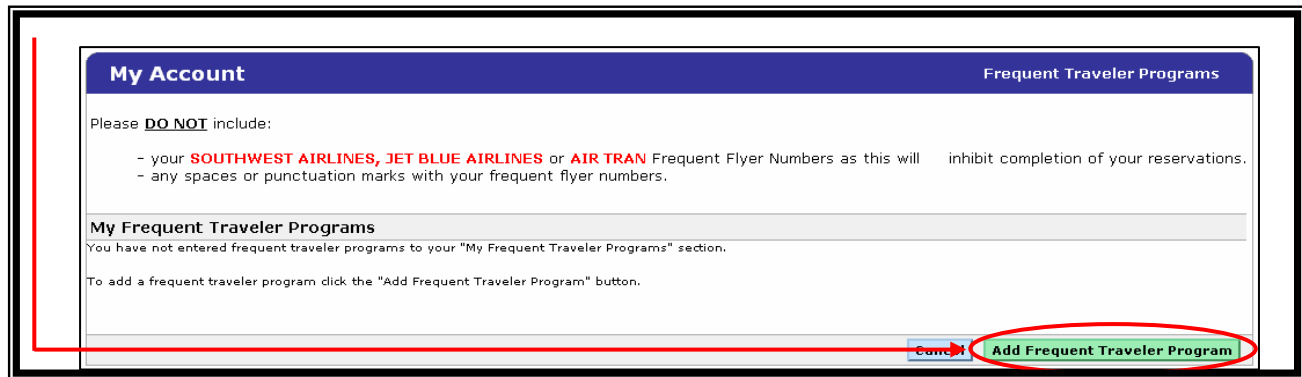


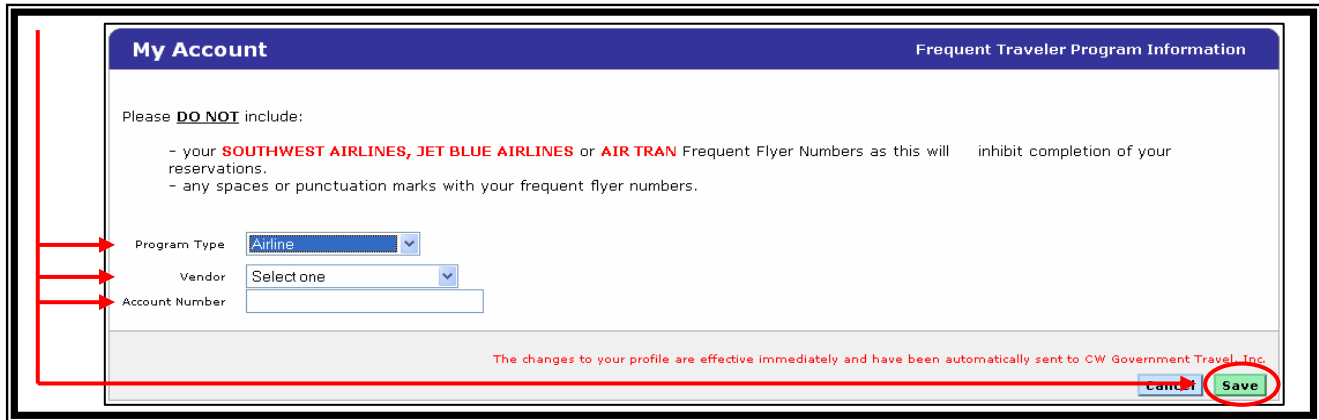
Figure 219. Add Frequent Traveler Program

3. In the **Frequent Traveler Program Information** screen, perform the following actions
 - a. In the **Program Type** field, select the **Airline** from the drop down box.
 - b. In the **Vendor** field, select the Airline Vendor from the drop down box.
 - c. In the Account Number field, enter the Frequent Flyer Number for the Airline.

NOTE: Do not enter frequent flyer information for the following airline lines: Southwest, Jet Blue, or Air Tran. Also do not include any spaces or punctuation marks your frequent flyer numbers.

- d. When finished, select the Save button.

- Repeat this process for each airline frequent flyer program for which you are a member.



My Account Frequent Traveler Program Information

Please **DO NOT** include:

- your **SOUTHWEST AIRLINES, JET BLUE AIRLINES** or **AIR TRAN** Frequent Flyer Numbers as this will inhibit completion of your reservations.
- any spaces or punctuation marks with your frequent flyer numbers.

Program Type:

Vendor:

Account Number:

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

Figure 220 Save Frequent Flier Information

9.8.4 Passport and Travel Visas

1. In the Travel Preferences section of the My Account screen, select the Frequent Traveler Program link.
2. In the Passport and Travel Visas screen, select the Add Travel Document button.

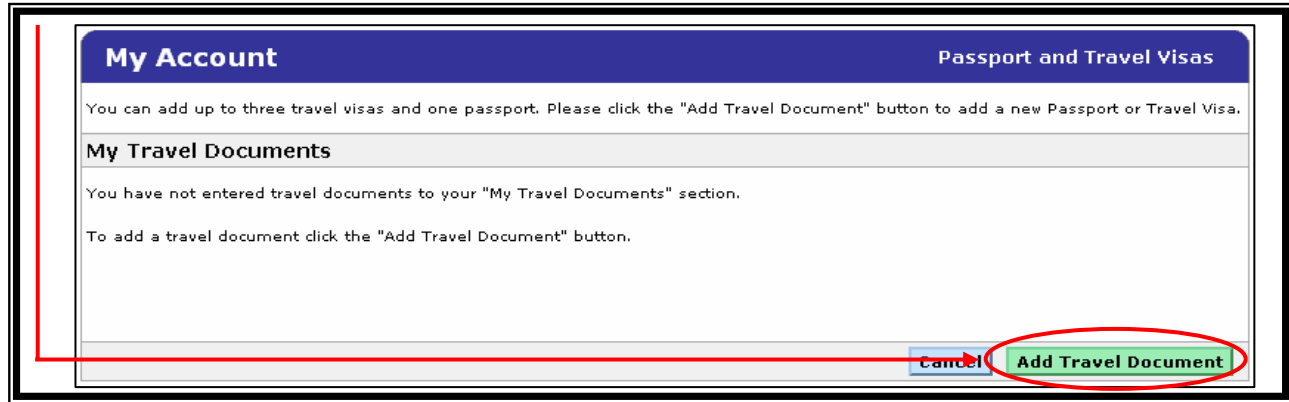


Figure 221 Add Travel Document Window

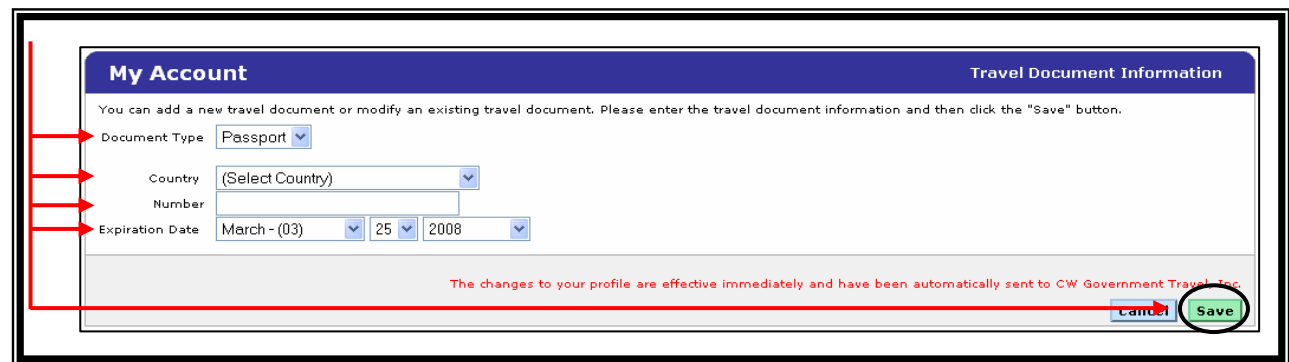


Figure 222 Save Travel Document

3. In the **Travel Document Information** screen, perform the following actions:
 - a. In the **Document Type** field, select from the drop down box either **Passport** or **Visa**.
 - b. In the **Country** field, select the issuing **Country**.
 - c. In the **Number** field, enter the **Passport** or **Visa Number**. In the **Expiration Date** fields, select from the drop down box the **Month**, **Day**, and **Year** the document expires.
 - d. When finished, select the **Save** button.
 - e. Log Out
4. After entering and completing the **Travel Preferences** section of your **TMC Profile**, select the **Logout** link from the menu bar.
5. In the **Logout** screen, select the red 'X' to close the window.

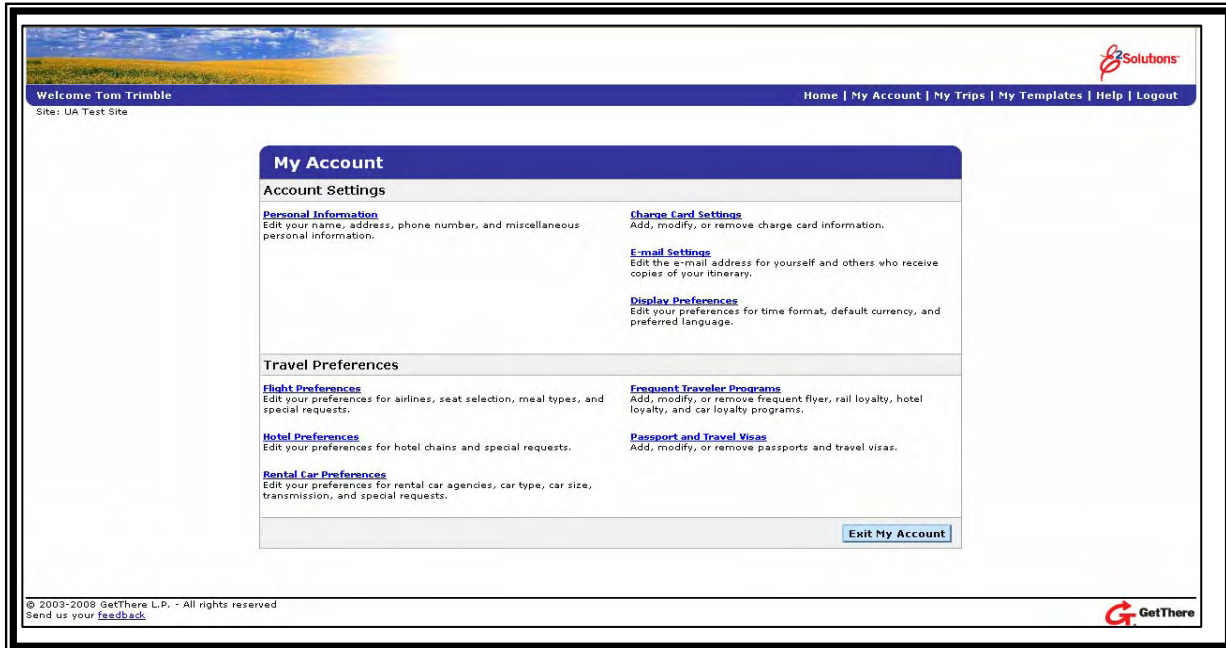


Figure 223 Account Window

9.8.5 TMC Profile Complete

This completes the TMC Profile ID and Travel Preferences process. After selecting the red 'X' the OBE window will close. There will still be a window open to E2 Solutions.

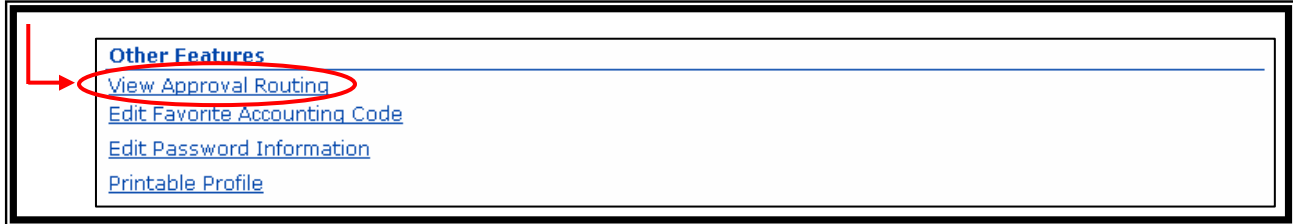
9.9 Other Features

The **Other Features** links provide the ability to review your **Approval Routing**, edit and create your **Favorite Accounting Codes**, change your **Password** and/or **Security Questions** as well as to view and print your **Printable Profile**.

9.9.1 View Approval Routing

1. In the **Other Features** section of the **My Profile** screen, select the **View Approval Routing** link.

Figure 224 Select View Approval Routing



2. In the Routing Templates Applied screen, select the View Rules link associated with a Routing Template Name.

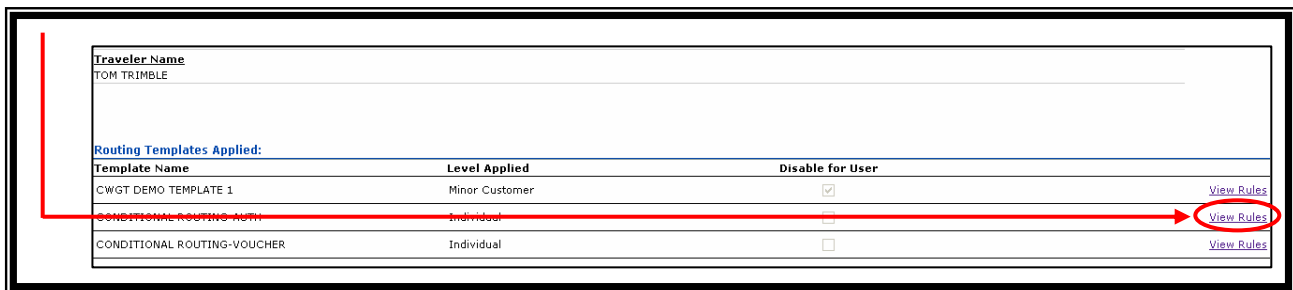
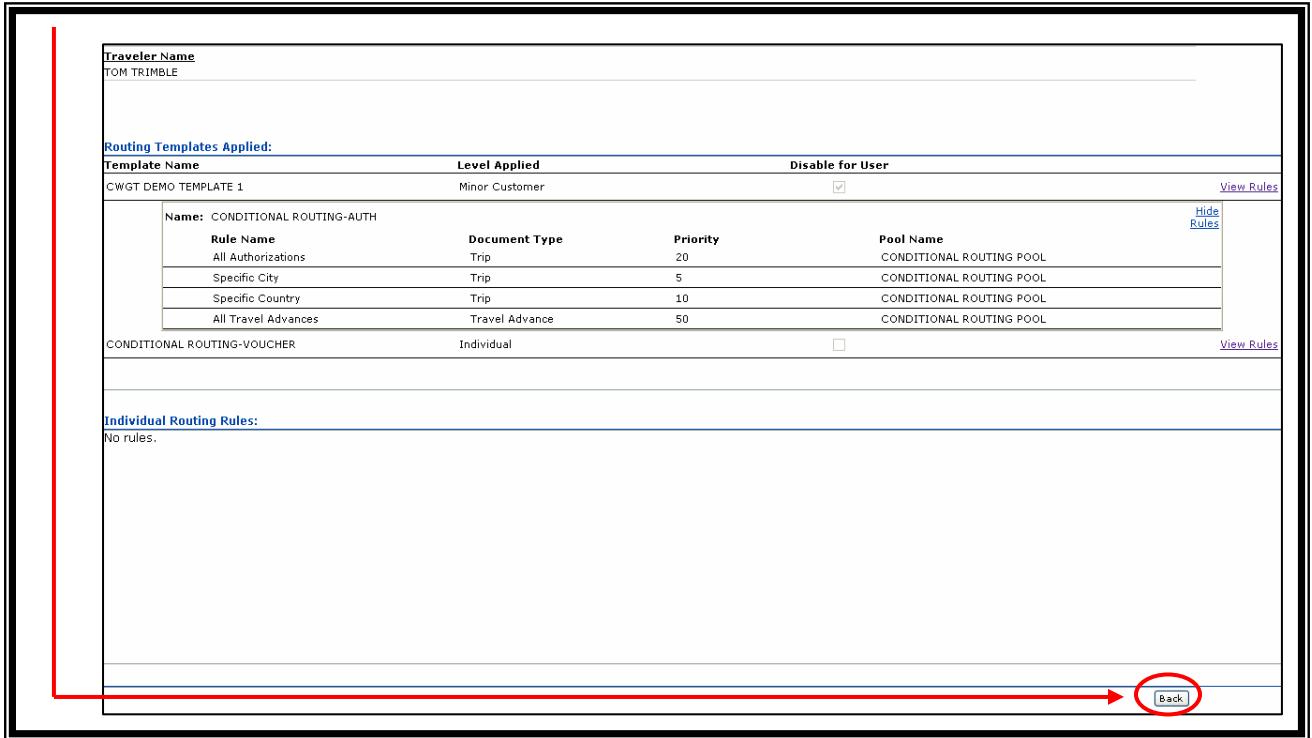


Figure 225 View Rules Link

3. The Routing Template Name will expand to display the Rules, Document Type, Priority and Pool Name associate with the Routing Template.

- When finished reviewing the **Routing Template**, select the **Back** button.



Traveler Name
TOM TRIMBLE

Routing Templates Applied:

Template Name	Level Applied	Disable for User	
CWGT DEMO TEMPLATE 1	Minor Customer	<input checked="" type="checkbox"/>	View Rules
Name: CONDITIONAL ROUTING-AUTH Hide Rules			
Rule Name	Document Type	Priority	Pool Name
All Authorizations	Trip	20	CONDITIONAL ROUTING POOL
Specific City	Trip	5	CONDITIONAL ROUTING POOL
Specific Country	Trip	10	CONDITIONAL ROUTING POOL
All Travel Advances	Travel Advance	50	CONDITIONAL ROUTING POOL
CONDITIONAL ROUTING-VOUCHER	Individual	<input type="checkbox"/>	View Rules

Individual Routing Rules:
No rules.

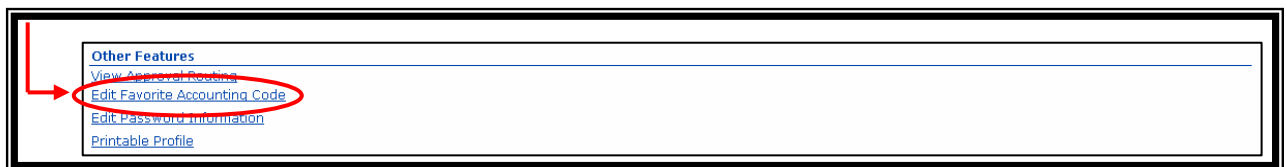
[Back](#)

Figure 226 Back Button

9.9.2 Favorite Accounting Codes (Place Holder -To Be Determined)

The following process describes how to create your **Favorite Accounting Codes**. The **Account Codes** are dimensional in nature, which means that when you select one account code the acceptable values for the next account code will be base on the value in the previous account code. Dimensional account codes help the **E2 Solutions Users** and **Approvers** identify acceptable values for each **Accounting Segment**.

- In the Other Features section of the My Profile screen, select the Edit Favorite Accounting Code link.



Other Features

- [View Approval Request](#)
- [Edit Favorite Accounting Code](#)
- [Edit Password Information](#)
- [Printable Profile](#)

Figure 227 Edit Favorite Accounting Code

- In the **Favorite Accounts** screen, select the **Search** button. After selecting the **Search** button the **Accounting Codes Search** window will open.



Figure 228. Accounting Code Search Window

3. In the **Accounting Code Search** screen, select the **Drill-Down Search** radio button and select the **Continue** button.

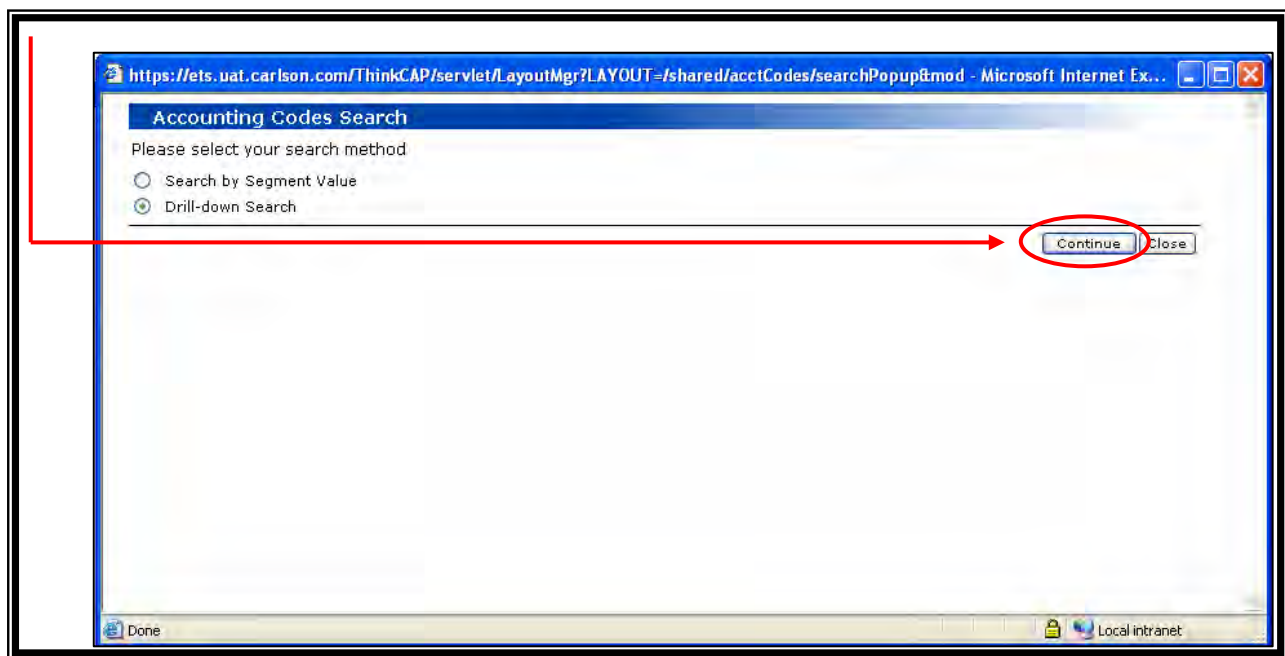


Figure 229. Continue Search

4. In the **Accounting Code Search** screen and in the first **Accounting Segment** field, select from the drop down list the value for the first **Accounting Segment** and then select the **Refine Search** link.

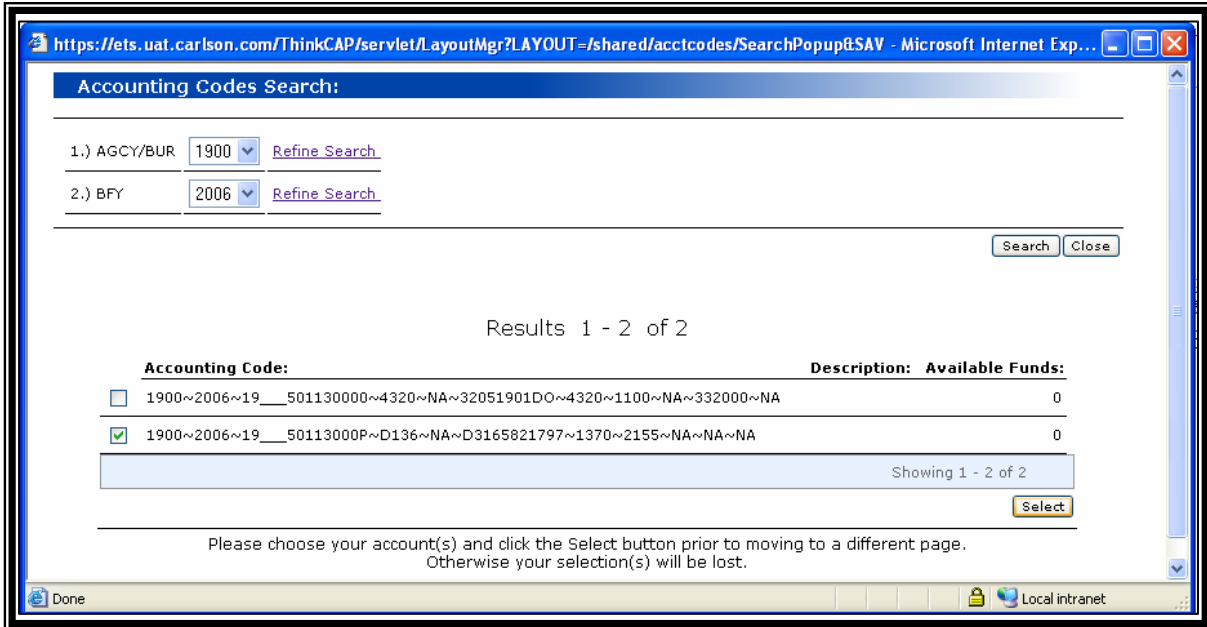


Figure 230 Refine Search Code

- After selecting the proper value for the first **Accounting Segment** and selecting the **Refine Search** link, another **Accounting Segment** field will appear. This **Accounting Segment** will only present values that are related to the first **Accounting Segment**. Continue the **Accounting Segment** creation process until all **Accounting Segment** fields have been populated.

NOTE: Optionally, you can select the Refine Search link at any point during the Account Code Segment creation process to display a list of available Account Codes based on what you previously defined. To do display a list of available Account Codes based on what you previously defined, select Search button.

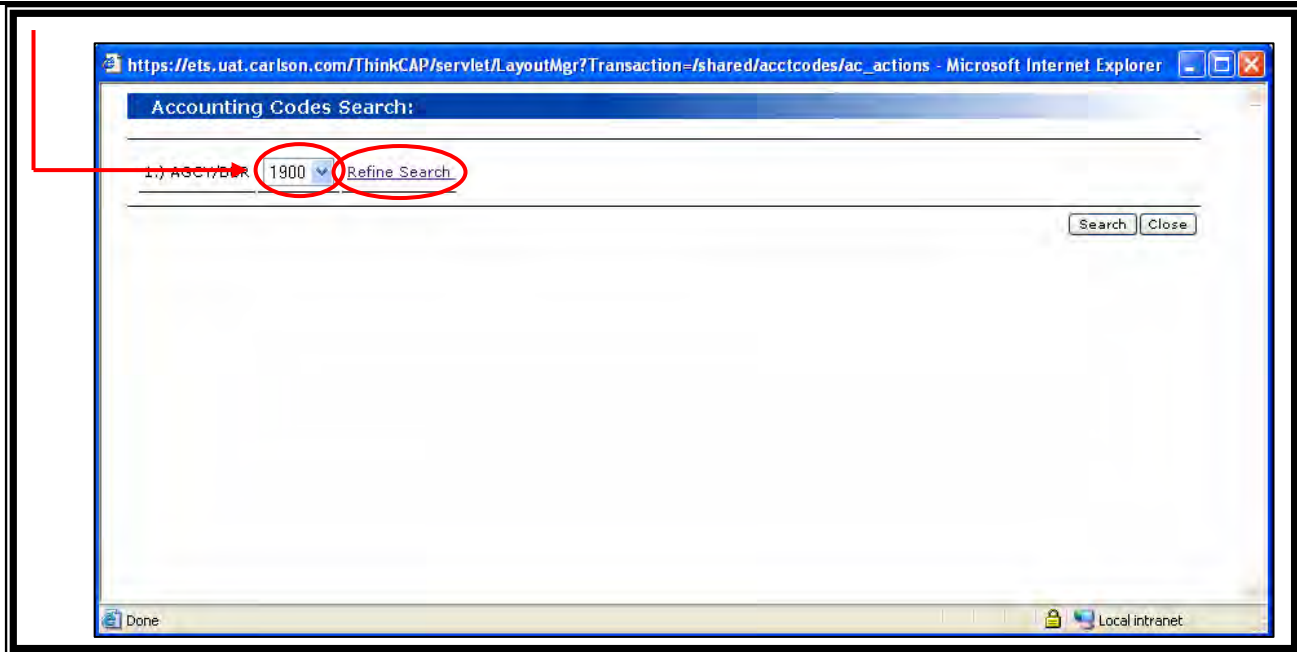


Figure 231. Display Available Accounting Codes Window

- When the **Search** button is selected, the available **Account Codes** will display below in the **Account Codes** field. To select an **Accounting Segment**, select the **Box** next to the **Accounting Segment** and, then click the **Select** button to add the **Account Code** to your **E2 Solutions Profile**.

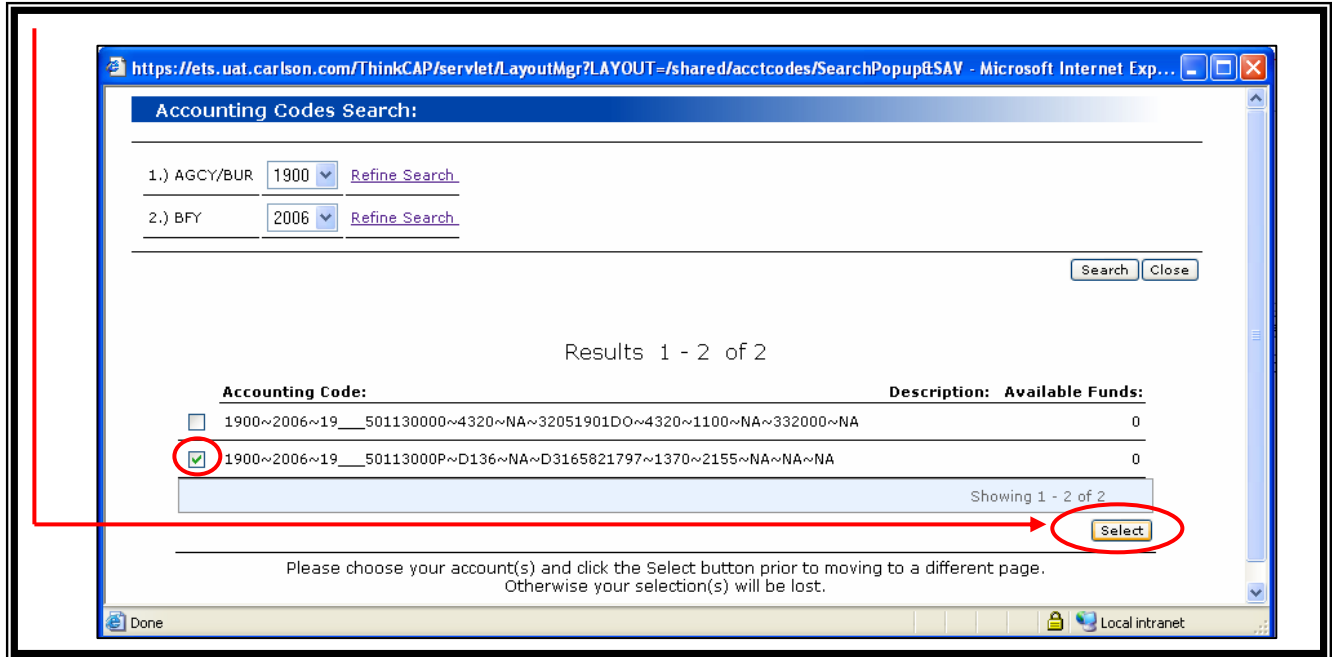


Figure 232. Select Accounting Code

7. After selecting the **Box** associated with the **Account Code** and the **Select**, button, the **Account Code** will population to the **Favorite Accounts** screen in **E2 Solutions**. In the **Accounting Codes Search** window, select the **Close** button.

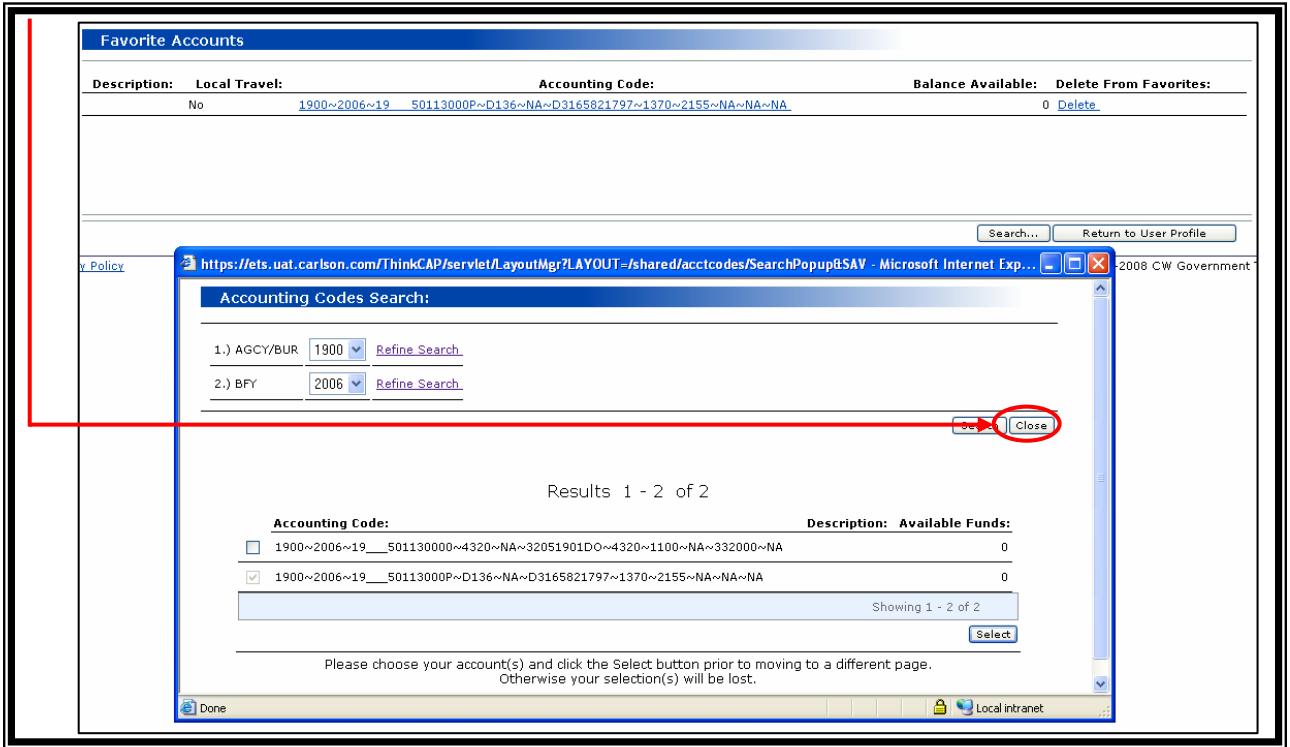


Figure 233. Close Accounting Codes Search

8. In the Favorite Accounts screen, select the Return to User Profile button.

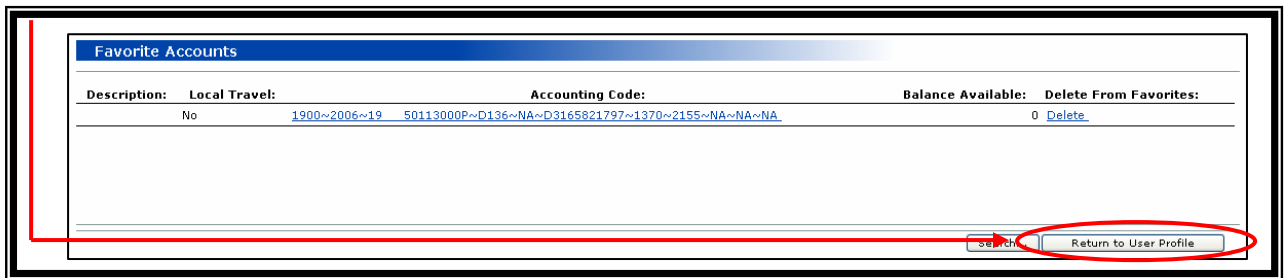


Figure 234. Return to User Profile

This completes the creation of the **Favorite Account Codes**.

9.9.3 Edit Password Information

E2 Solutions provides the ability to change your **Password** through your **E2 Solutions User Profile**. To change your **Password**, perform the following steps.

1. In the **Other Features** section of the **My Profile** screen, select the **Edit Password Information** link.

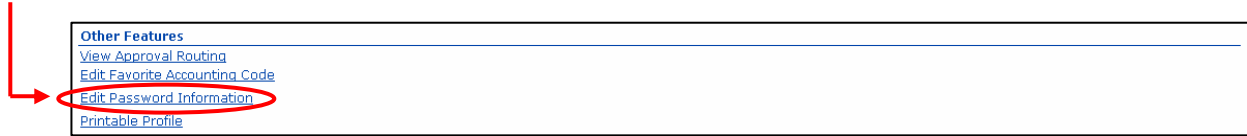


Figure 235. Edit Password Information

2. The Edit Password Information link will expand to display the Edit Password Information Authentication section. In the Edit Password Information Authentication section, enter either your Current Password or Answer your two Security Questions.
3. Then, select the Continue button.

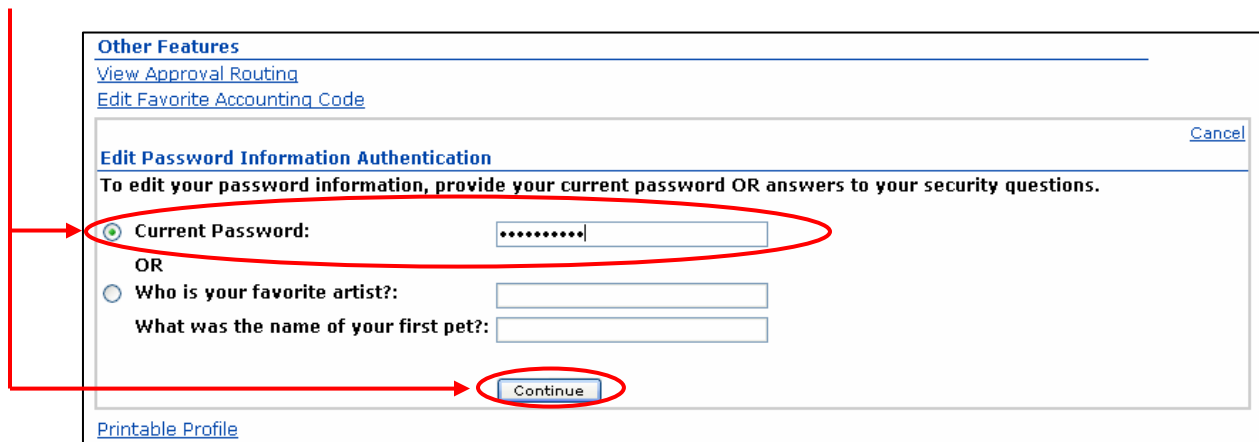


Figure 236. Continue Edit Password

4. In the **Edit Password Information** screen, perform the following actions:
 - a. In the New Password field, enter your New Password.
 - b. In the Confirm New Password field, reenter you New Password.
 - c. In the First Security Question field, select from the drop down list a Security Question.
 - d. In the Security Answer field, enter the Answer to the first Security Question.
 - e. In the Confirm Security Answer field, reenter the Answer to the first Security Question.
 - f. In the Second Security Question field, select from the drop down list a Second Security Question.
 - g. In the Security Answer field, enter the Answer to the second Security Question.
 - h. In the Confirm Security Answer field, reenter the Answer to the second Security Question.
 - i. When finished enter the information, select the Save button.

Figure 237. Save Password

- Once the new information is saved, the **User Profile** screen will appear with the following message in red: **Credentials Updated Successfully.**

Figure 238. Credentials Updated Successfully Window

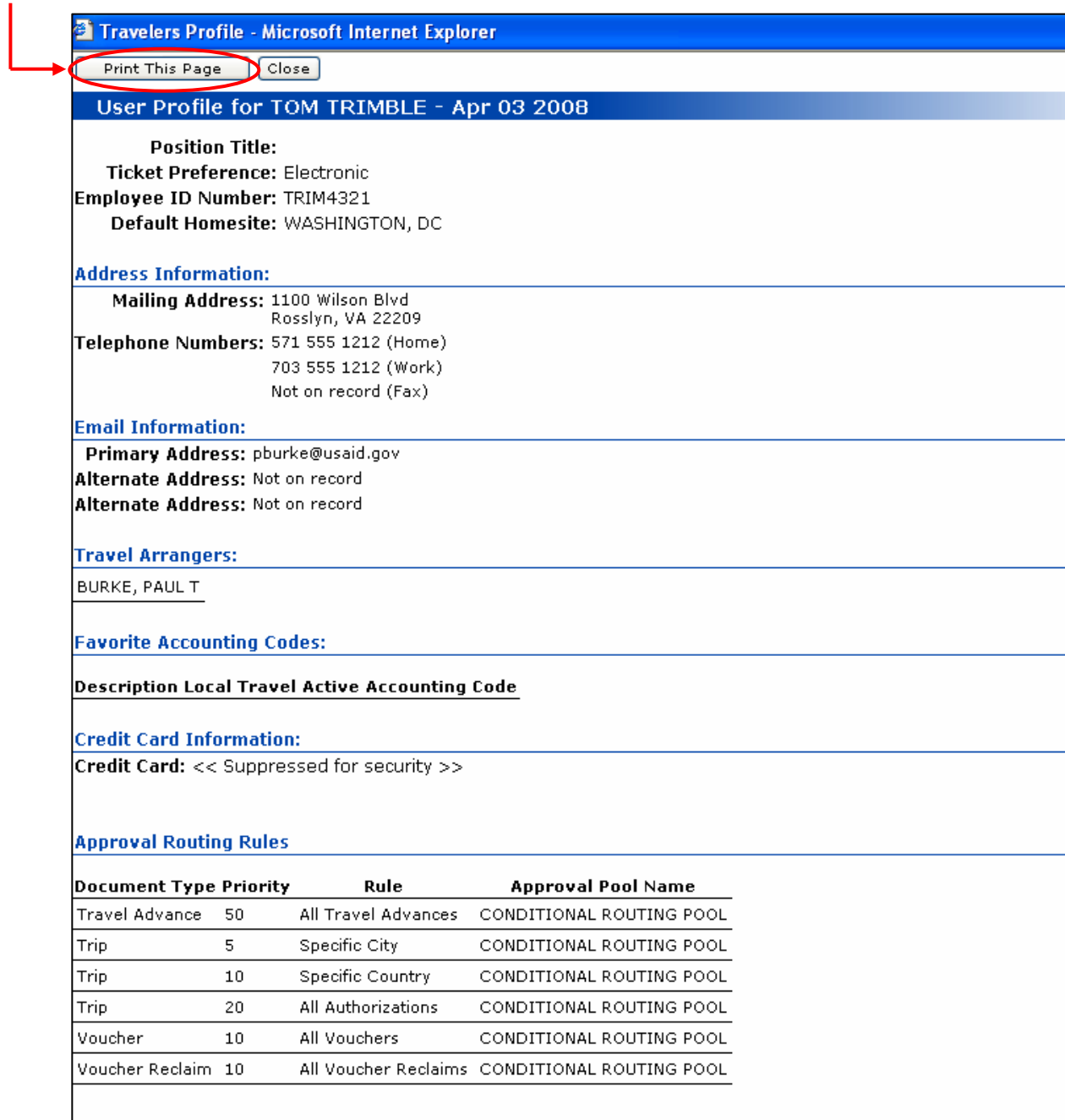
9.9.4 Printable Profile

The **Printable Profile** provides a print version of your **E2 Solutions User Profile**. The print version of your **E2 Solutions User Profile** can be helpful in the event your account requires re-initialization. In order to access **E2 Solutions** once your account has been reinitialized, you must know your **E2 Solutions Employee ID**, which is available on the print version of your **E2 Solutions User Profile**. To print your **E2 Solutions User Profile**, perform the following actions:

- In the **Other Features** section of the **My Profile** screen, select the **Printable Profile** link.

Figure 239. Print User Profile

- In the **User Profile** screen, select the **Print this Page** button.



Travelers Profile - Microsoft Internet Explorer

Print This Page Close

User Profile for TOM TRIMBLE - Apr 03 2008

Position Title:
Ticket Preference: Electronic
Employee ID Number: TRIM4321
Default Homesite: WASHINGTON, DC

Address Information:

Mailing Address: 1100 Wilson Blvd
 Rosslyn, VA 22209
Telephone Numbers: 571 555 1212 (Home)
 703 555 1212 (Work)
 Not on record (Fax)

Email Information:

Primary Address: pburke@usaid.gov
Alternate Address: Not on record
Alternate Address: Not on record

Travel Arrangers:
 BURKE, PAUL T

Favorite Accounting Codes:

Description Local Travel Active Accounting Code

Credit Card Information:
Credit Card: << Suppressed for security >>

Approval Routing Rules

Document Type	Priority	Rule	Approval Pool Name
Travel Advance	50	All Travel Advances	CONDITIONAL ROUTING POOL
Trip	5	Specific City	CONDITIONAL ROUTING POOL
Trip	10	Specific Country	CONDITIONAL ROUTING POOL
Trip	20	All Authorizations	CONDITIONAL ROUTING POOL
Voucher	10	All Vouchers	CONDITIONAL ROUTING POOL
Voucher Reclaim	10	All Voucher Reclaims	CONDITIONAL ROUTING POOL

Figure 240. Completed User Profile

- This completes the **E2 Solutions User Profile** section.

10. Open Authorizations

An Open Authorization (OA) is a blanket order for a single traveler. The OA acts as the official order, which is approved according to the Bureau or Mission requirements. Once an OA is approved, the traveler or travel arranger creates individual trips under the OA which do not require approval. OAs can be limited, which means constraints can be placed on funding level, trip duration, and/or TDY location, or nay combination of those features. User can also create an Unlimited OA with no funding level, a trip duration of up to 364 days, and TDY to any destination. The duration of either a Limited OA or Unlimited OA can not exceed 364 days. To create an OA perform the following tasks.

11. Appendix A. Travel Authorization (TA):

1. Enter the estimated expense amounts *in the local currency* on the TA in E2.
2. **Enter** the appropriate Trust Fund/local currency code (e.g. Cairo travelers will enter 'EGP' for Egyptian Pound expenses).

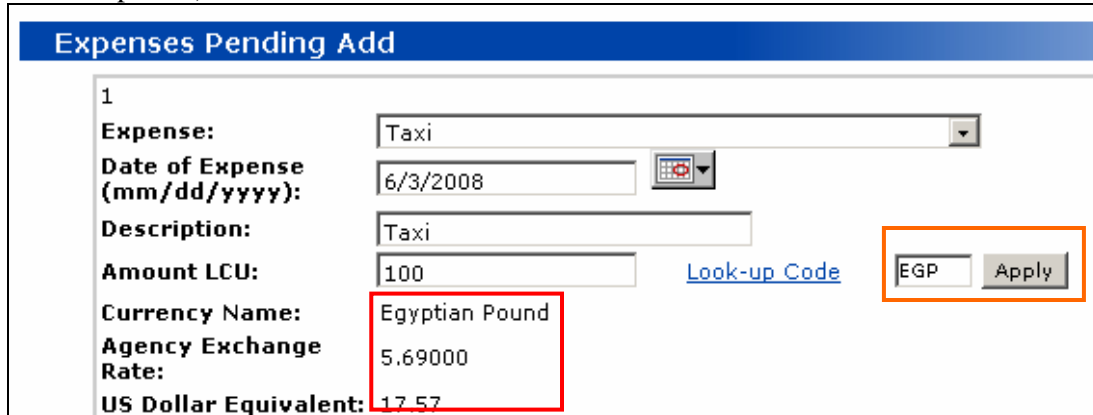


Figure 241 Select Currency Code

3. All entered expenses are converted to the U.S. Dollar equivalent using the exchange rate of the entered currency code.
4. Accounting Line(s) will be applied to the TA by the Auditor during the approval process in E2 – Local Currency Trust Fund accounting line will be added to TA.
5. Amounts will be allocated in U.S. Dollars to the accounting line(s) as appropriate.
6. For the TA Printable:
 - a. The **fund currency** (local currency code for LCTF) of the fund entered on the accounting line will be added to the end of the accounting line on the printable.
 - b. The U.S. Dollar amount allocated to the fund will be converted to the local currency using the Trust Fund/local currency exchange rate (LCTF currency code – **EGP**).
 - c. Amounts will display in both local currency units and the U.S. Dollar equivalent.

Foreign Currency Format

Authorization Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Authorized Amount
Segment Names: BBFY,EBFY,Fund,Operating Unit,Program Area,Distribution,Program Element,Sub Element,Team Division,Benefiting Geo Area,Program Target,Sub Object Code,Commitment Nbr					
2007.NA.AD-X.176-0131.110-011.001-900.0000000.00-BOL.01EPR.2061687099.110.NA.2100301.C1000		0.00	0.00	1904.00	1904.00
2007.2008.CD-POP.A/AID.020-001.000-DCHA-W.0.01AA.A/AID.11.NA.1110001.17894C01		0.00	0.00	568.47	568.47
2007.NA.AD-X.176-0131.110-011.001-900.0000000.00-BOL.01EPR.2061687099.110.NA.2100301.C1000.EGP		0.00	0.00	10506.27	10506.27
2007.2008.CD-POP.A/AID.020-001.000-DCHA-W.0.01AA.A/AID.11.NA.1110001.17894C01.EGP		0.00	0.00	3136.82	3136.82
		0.00	0.00	2472.47	2472.47

TF Currency Code

Local Currency Amounts

U.S. Dollar Summary Amounts

Figure 242. Travel Authorization Foreign Currency Format

12. Appendix B Travel Voucher (TV)

1. *Enter* the actual expense amounts *in the local currency* on the TV in E2.
2. *Enter* the appropriate Trust Fund/local currency code (e.g. Cairo travelers will enter ‘EGP’ for Egyptian Pound expenses).

Figure 243. Expenses Pending Add

3. All entered expenses are converted to the U.S. Dollar equivalent using the exchange rate of the entered currency code.
4. Users have the ability to override the exchange rate provided by E2 when entering these expenses.
5. Amounts will be allocated in U.S. Dollars to the accounting line(s) as appropriate (accounting line information is carried forward from the TA).
6. User will select the correct deposit line for the local currency disbursement.

Figure 244. Local Currency Disbursement

7. For the TV Printable:
 - a. The currency code of the deposit line will indicate the currency that the payment amount on the TV Printable should be displayed in.
 - b. The Trust Fund/local currency code will be added to the end of the accounting line on the printable.
 - c. The U.S. Dollar amount will be converted to the Trust Fund/local currency using the local currency exchange rate (LCTF currency code – **EGP**).
 - d. The exchange rate applied will be determined by the *voucher cut-off date* (could be different from the exchange rate used when entering expenses if the exchange rate value was overridden at that time).
 - e. Amounts will display in both local currency units and the U.S. Dollar equivalent.

Foreign Currency; 1 acct line USD, 1 acct line EGP

Voucher Accounting Information

Accounting String	Object Code	CBA Amount	Travel Charge Card Amount	Traveler Amount	Authorized Amount
<small>Segment Names: BBFY,EBFY,Fund,Operating Unit,Program Area,Distribution,Program Element,Sub Element,Team Division,Benefiting Geo Area,Program Target,Sub Object Code,Commitment Nbr</small>					
2007,NA,AD-X,176-0131,110-011,001-900,0000000.00-BOL,01EPR,2061687099,110,NA,2100301,C1000		0.00	0.00	1904.00	1904.00
2007,2008,CD-POP,A/AID,020-001,000-DCHA-W,0,01AA,A/AID,11,NA,1110001,17894C01		0.00	0.00	568.47	568.47
2007,2008,CD-POP,A/AID,020-001,000-DCHA-W,0,01AA,A/AID,11,NA,1110001,17894C01,EGP		0.00	0.00	3136.82	3136.82
		0.00	0.00	2472.47	2472.47

TF Currency Code

Local Currency

U.S. Dollar Summary Amounts

Figure 245. Travel Voucher Foreign Currency Format

13. Appendix C Special Trip Types

Appendix A provides a link to the USAID Special Trip Types and Expected Entitlements spreadsheet. An example of a section of this spreadsheet is shown below.

Special Trip Types and Expected Entitlements								
Note: Please confirm expected entitlements with M/AS/TT policy office to ensure policy compliance								
Trip Type	Airfare	Enroute Per Diem	Daily M&IE	Lodging	Duty Point expenses	Transportation, Shipping and Other Expenses	Suggested Reimbursement type	Special Note
R&R	yes	no	no	no	taxi to/from airport and airport tax allowed		Reduced - this allows reduction	Link provided for 3 FAM 3720 and 3721
		Consultation						

Click on this link to display the Special Trip Types and Expected Entitlements spreadsheet:



C:\Documents and Settings\lmansir\USAID

14. Appendix D Acceptable Remarks

Appendix B provides a link to the USAID Acceptable Remarks document. An example of a slice of this table is shown below.

Remarks	Document
<i>General Remarks</i>	
Travel is authorized beginning on/about _____ to _____ and return on/about _____.	
Ex: Travel is authorized beginning on/about 10/1/2007 on/about 10/5/2007.	
No lodging receipts are required. Receipts are required for expenses in excess of \$75.00.	

- Remarks
 - ⇒ General Remarks
- Document

Click on this link to display the Acceptable Remarks document:



C:\Documents and Settings\lmansir\USA1

15. Glossary

Term	Definition
Approver	Any E2 User granted the authority to approve, revise, route, and print a travel document.
Auditor	Any E2 User granted the authority to approve, revise, and route a travel voucher
Card Coordinator	Any E2 User granted the authority to define the status of users' charge cards. They can also view a users' card history and restrict charge card usage.
Travel Arranger	Travelers who have been given permission to arrange travel for other Travelers.
Travel Voucher	
Traveler	The individual user. A traveler can create, modify, delete, route, and print a travel document for themselves and for any other travelers who have been given permission to arrange their travel.
Voucher	See Travel Voucher