USCG UG20: Getting Started

Using the E2 Interface
Release 22.1 | January 2022

CWT SatoTravel

Table of Contents

1   Introduction

This document contains information regarding the use of E2 Solutions by users utilizing both Federal Travel Regulations (FTR) and Joint Travel Regulations (JTR). Features and options specific to JTR functionality will be indicated when possible.

1.1   Before You Begin

E2 Solutions (E2) is a web-based application, accessed via a standard web browser with an internet connection.

This section lists the various browser, booking site, and desktop requirements needed to run E2. The latest system requirements information is always available to E2 users via the *Online Help* option in the User Options menu. Search for the keywords **system requirements** or answer **1576**.

1.2   Web Browsers

CWTSatoTravel recommends using a browser certified for use with E2. While other browsers are considered compatible with E2, these browsers may function, but are not fully supported.

- **Certified Browsers** – Rigorous testing was completed on these browsers confirm compatibility with E2 features and functions, as well as compatibility with accessibility software, such as Dragon, JAWs, and MAGic. The following browsers have been certified for use with E2:
    - Microsoft Internet Explorer version 11 (IE11)
    - Microsoft Edge
    - Google Chrome (latest version)
    - Mozilla Firefox (latest version)
    - Apple Safari version 10

  TIP: Brower-based "auto-complete" or "remember" functionality for forms is disabled within E2. This change, however, does not impact E2 auto-complete functionality (used for destination selection on the Site Details page, or for expense currency selection, etc.).

- **Compatible Browsers** – These browsers should function with E2, but they have not been certified. Special settings may be required.

  NOTE: As of November 18, 2016, Transport Layer Security v1.2 (TLS 1.2) must be enabled for any browser to function with E2.

- **Unsupported Browsers** – If you are using a browser that is not certified or compatible for use with E2, you will see an unsupported browser message on the E2 login screen.

  > ⚠ **The Browser you are using is not supported and some features on the site may not work correctly. For the best experience, we recommend upgrading to the latest version of Internet Explorer, Chrome, Firefox or Safari.**

  NOTE: If you log in using single sign on (SSO), and you are using an unsupported browser, an unsupported browser warning message, similar to that shown, displays on your default E2 page. Additional information is available via E2 Online Help; search for answer **1576**.

1.3   Browser Requirements

1.3.1   Features

The following features should be enabled on the browser used to access E2:

- JavaScript
- Transport Layer Security (TLS)
- Transport Layer Security v1.2 (TLS 1.2) – required for access to the E2 online booking tool
- Cookies

  NOTE: You cannot use InPrivate browsing or other browsing techniques that block cookies; E2 requires the ability to use session-level cookies.

1.3.2   Pop-up Blockers

Disable pop-up window blockers or add the E2 URL to the list of allowed sites for the blocker.

1.3.3   Mobile Browsers

When using a mobile browser, the following features must be enabled:

- JavaScript
- Cookies

1.4   Online Booking Tool Requirements

To make reservations online via the E2 online booking tool, your agency's IT department must include ***getthere.net*** in the Internet Trusted Sites. (A wildcard option is recommended as it ensures all GetThere server locations are covered.)

1.5   Desktop Requirements

1.5.1   Monitor Resolution

E2 was designed for a minimum monitor resolution of 1024x768. If you access E2 from a device with a lower resolution (e.g., netbook, tablet), you may experience additional scrolling (including scroll bars on windows) while navigating through the content on the page.

1.5.2   Magnification

When using magnification (i.e., zoom), you may experience user interface issues if you exceed these magnification maximums:

Monitor Resolution	Maximum Magnification
1024 x 768	200%
800 x 600	150%

TIP: If you need to exceed the maximum magnification, CWTSatoTravel recommends that you switch to an accessibility tool for support.

1.5.3   Adobe PDFs

E2 produces PDF documents and makes other information available in the PDF format. To view these documents, use Adobe Acrobat Reader 5.0 or higher, or another application that can view PDF files. You can download the current Adobe PDF Reader at: http://get.adobe.com/reader/.

2   Logging On

When you access E2, you are prompted to log on.

NOTE: USCG has also enabled the Single Sign-On feature, which allows you to bypass entering your user ID and password when you are connected to the agency's network.

Figure 1: E2 Login page

Complete the following steps:

1. Enter your assigned user ID in the **E2 User Id** field.
2. Enter your E2 password in the **Password** field. Remember! Your password is case sensitive.
   - If you forgot your password, click the **Forgot Password?** link.
   - If you cannot remember your user ID or password, click the **Login Help** link. This link provides access to user ID retrieval and password reset tools.
   - If you need additional assistance, contact the Travel Assist Team. Phone number and email address information is available via the **Login Help** link.
3. Click **Login** (or press **Enter** on your keyboard).
4. The WARNING MESSAGE AND PRIVACY ACT NOTICE window displays once you've successfully logged on. Read the terms of use, and then click **Accept** to continue. (Per agency policy, you are required to read and accept the terms of use each time before you can access E2.)

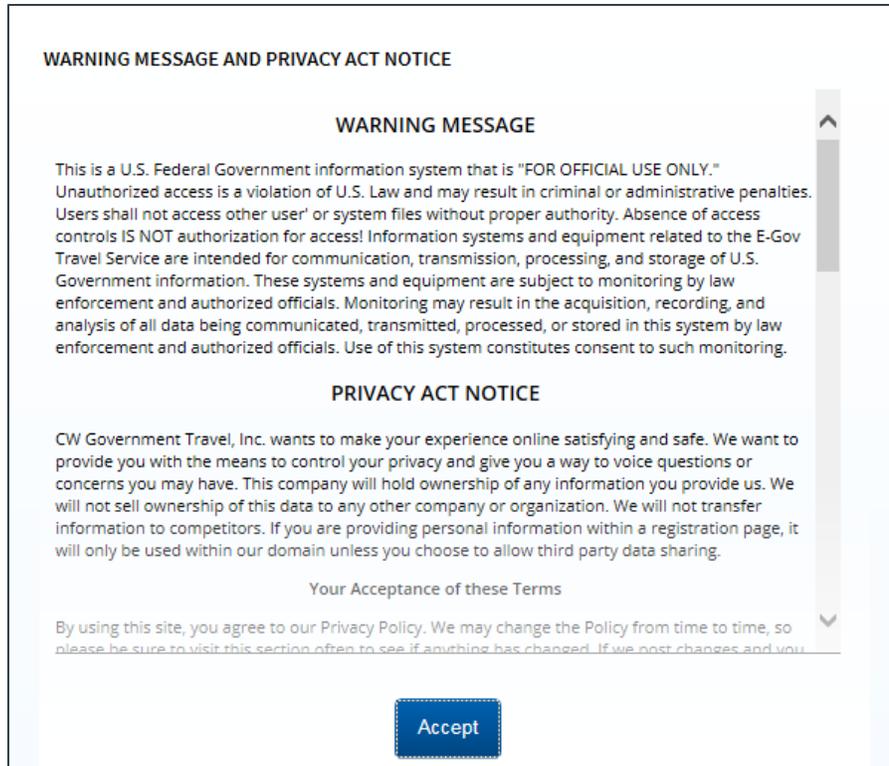*Figure 2: WARNING MESSAGE AND PRIVACY ACT NOTICE window*

5. Your default landing page – the My E2 **At a Glance** tab – displays. My E2 and the other functional areas are explored later in this document, after you are introduced to the common elements found throughout the interface.
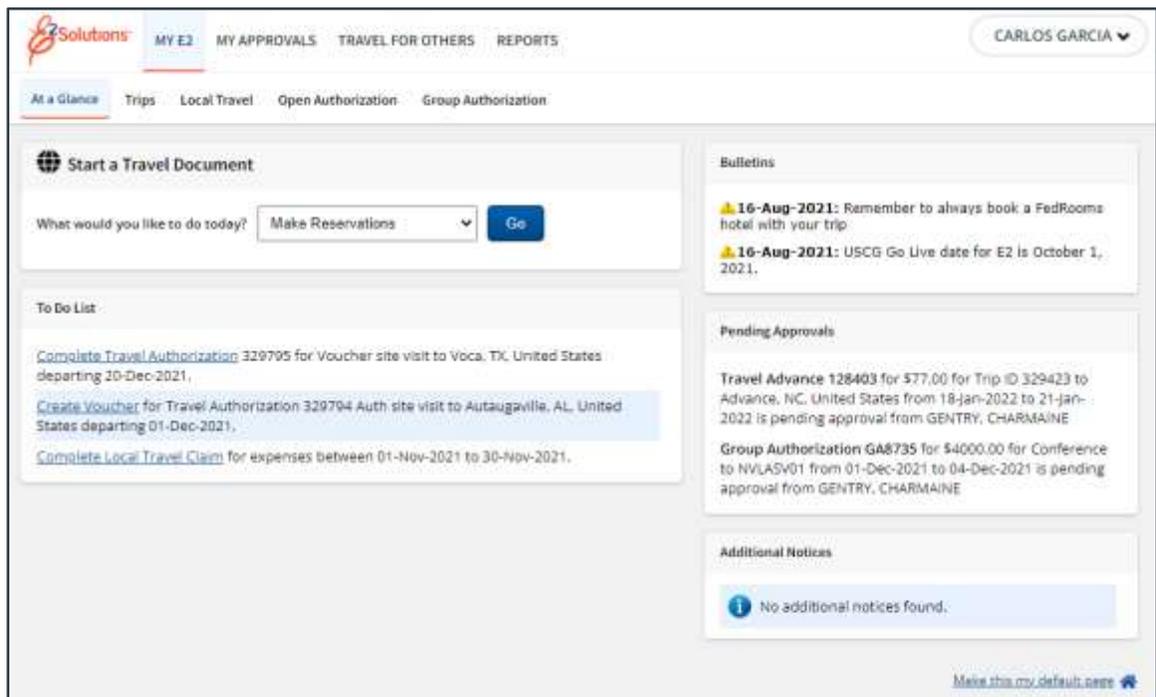
Figure 3: My E2 At a Glance — Default landing page

2.1 Login Help

The Login Help page provides tools to resolve system access issues.

Figure 4: Login Help page

2.1.1 E2 User Id and Password Assistance

Click the **Reset Password** link to reset your password, or click the **Retrieve E2 User Id** link to retrieve your user ID.

2.1.2 Retrieve Phone Number

For additional assistance with password, security, or user ID issues, contact the Travel Assist Team. Using the fields in the Retrieve Phone Number section, select your hierarchy, and then click **Retrieve Number**. The number displays in the **Phone Number** field.

2.1.3   Email Your Minor Customer

To request additional assistance from the Travel Assist Team via email, complete the required fields in this section, and then click **Send Email**.

3   About the E2 User Interface

The E2 user interface has common elements to help you use the interface and accomplish your tasks quickly, such as:

- Task bar
- Tabs
- Lists
- Collapsing and expanding sections
- Workflows and dashboards
- Windows

3.1   Using the Task Bar

The task bar provides access to all areas of the application. Your task bar is customized, based on your user type and role, user settings, and the activity that you are currently performing (such as arranging travel for another user).

The task bar is available from every page. Click a task bar tab to move to that area within the application.

Figure 5: E2 Task Bar

3.1.1   Travel Functions

The task bar includes specific travel functions, as well as access to user and administrative functions.

3.1.1.1   *My E2, My Approvals, Travel for Others*

These options appear for all users. (If you are an approver, **My Approvals** provides access to more functions than are available to the general traveler.)

- Click **My E2** to access the Start a Travel Document section, To Do List, and lists of trips, local travel claims, and open and group authorizations. The **Trips** tab provides access to all trip documents, including authorizations, vouchers, and travel advances.
- Click **My Approvals** to review vouchers or local travel claims that were prepared for you by an arranger (all users) or to approve travel documents (if you are an approver).
- Click **Travel For Others** to begin a travel arranger session for another user.

3.1.1.2   *Audit*

The **Audit** option appears for auditors only. It provides access to travel document audit functions.

3.1.1.3   *View Documents*

The **View Documents** option allows you to view the travel documents of other users. (Your user permissions control access to this function.)

3.1.1.4   *Administration*

The **Administration** option appears for agency administrators and provides access to system administration functionality.

3.1.1.5   **Reports**

The **Reports** option allows you to generate travel activity reports and appears for all users.

3.1.2   User Options Menu

The User Options menu displays on the far-right side of the task bar. The label used for this menu is your name as it appears in E2. (This is the name used in your agency's financial system. The name that you use for your reservations may differ.)
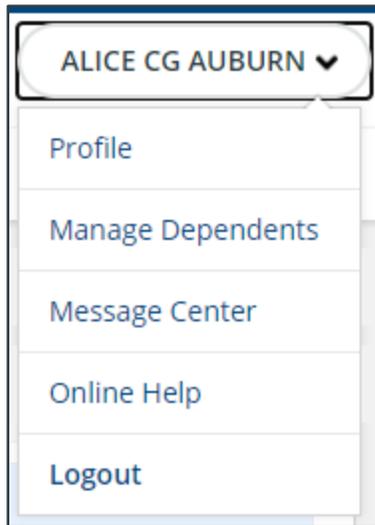
Figure 6: User Options menu

Click the User Options menu in the task bar (i.e., your name), and then select from the following options.

- Click *Profile* to view or update your E2 profile, including your travel preferences.
- Click *Manage Dependents* to view or update any dependents associated with your E2 user account.

  TIP: *Refer to* UG15: First Logon and Profile Updates *for more information on managing your dependents*.

- Click *Message Center* to view important information from your office or workgroup, agency, or E2 administrators; read selected news feeds; and access web sites approved by your agency as relevant to government travel.
- Click *Online Help* to access the E2 Knowledge Portal, where you can search for answers to your E2 questions, access computer-based training and user guides, chat with support agents, or email questions to the customer support staff.
- Click *Logout* to log out of E2.

3.2   Using Tabs

When multiple functions are available, E2 uses tabs. For example, My E2 provides access to five functional areas, each represented by a tab. Click a tab to move to that functional area.

Tabs are also used in the workflow dashboards and within windows.

Figure 7: My E2 tabs

3.2.1 At a Glance

The **At a Glance** tab is the default starting page. This tab provides:

- Quick links to the most popular actions, such as shopping for flights and hotels, creating an authorization, or searching for a trip
- Your To Do list for upcoming travel and document deadlines
- Important notifications from your office or workgroup, agency, or E2 administrators

3.2.2 Trips

The **Trips** tab displays all of your current trips in a sortable list. This tab provides access to:

- Trip documents, such as authorizations, vouchers, and advances
- Actions, such as create a new authorization, copy a trip, and show reservations

3.2.3 Local Travel

The **Local Travel** tab displays all of your current local travel claims in a sortable list. This tab provides access to:

- Local travel claims
- Actions, such as create a new claim or copy a claim

3.2.4 Open Authorization

The **Open Authorization** tab displays all of your current open authorizations (OAs) in a sortable list. This tab provides access to:

- OAs
- Actions, such as create a new OA, create a trip under the OA, or copy an OA

3.2.5 Group Authorization

The **Group Authorization** tab displays all of your current group authorizations (GAs) in a sortable list. This tab provides access to:

- GAs
- Actions, such as create a new GA or copy a GA

3.3 Using Lists

Lists are found throughout E2. For example, the **Trips** tab shows all of your current trips sorted by the departure date. Similar document lists appear on the **Local Travel**, **Open Authorization**, and **Group Authorization** tabs.

Figure 8: E2 Trips list

3.3.1   Document Lists

Document lists show you basic information about each item, and may provide links to actions, such as show, delete, or copy. The list on the **Local Travel** tab, for example, displays the following information about each local travel claim:

- **Claim Id** – A unique string identifying your claim.
- **Start Date** and **End Date** – The starting and ending dates of your claim.
- **Purpose** – The purpose of your local travel.
- **Status** – The status of your claim (e.g., *Open Voucher*, *Pending Voucher Approval*).
- **Approver** – The name of the approver, for claims in the approval process.
- **Show** – Click this link to access the local travel claim workflow.
- **Copy Trip** – Click this link to create a new claim by copying the existing claim, changing on the starting and ending dates.
- **Archive** – Click this link to remove paid claims from your current claims list.

Figure 9: E2 Local Travel list

3.3.2   Expenses and Account Code Lists

Within the authorization, voucher, and local travel workflows, items such as expenses and account codes appear in lists. Like document lists, these lists also show specific item information and may include a variety of links.

Figure 10: Voucher Expense List

3.3.3   Auto-Complete Lists

Workflow pages also contain fields that generate auto-complete lists. Enter a few characters in the field and a matching list displays. Click an entry to populate the field with that value. Auto-complete lists are available for location fields (e.g., the Site Details page in the authorization workflow) and currency codes.

Figure 11: Authorization Workflow — Location Auto-Complete List
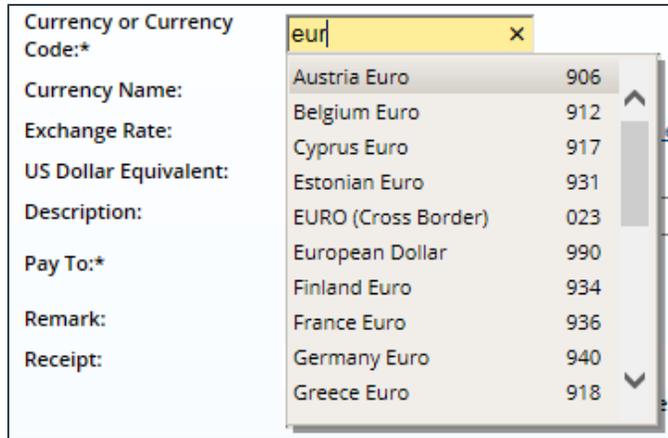
Figure 12: Currency Code Auto-Complete List

3.3.4   Multiple Page Lists

If a list spans multiple pages, navigation links display at the bottom of the list. Depending on where you are in the list, however, certain links may not display. The **<< First** link, for example, does not display if you are viewing the first page of a list.

Figure 13: Common List Navigation Features

- Click **25** or **50** to increase the number of list items per page. By default, multi-page lists show only ten items per page.
- The *Showing* statement indicates where you are in the list.
- Click **<< First** to view the first page in the list.
- Click **< Previous** to view the previous page in the list.
- Click a specific page number to view that page. (The page you are on is displayed in bold type and is not an active link.
- Click **Next >** to view the next page in the list.
- Click **Last >>** to view the last page in the list.

3.3.5   Sorting

By default, lists are sorted and displayed in a logical order, typically by date. You can, however, change the sort order to meet your preferences. Complete the following steps.

Figure 14: Common Sort Features for Lists

---

1. Select the column to use for sorting from the **Order by** drop-down list.
2. Click the appropriate **Sort** button to reorder the list.
   - **Sort Ascending** – Click this button to sort alphabetical fields from A to Z, numeric fields from smallest to largest, and date field from oldest to newest (e.g., from 02-Jun-2017 to 12-Mar-2018).
   - **Sort Descending** – Click this button to sort alphabetical fields from Z to A, numerical fields from largest to smallest, and date fields from newest to oldest (e.g., 23-Aug-2017 to 01-Jan-2016).

3.3.6   Filtering

E2 provides filters to help you quickly find specific items in a list. Filters are available from an expandable **Filter Options** tab, located above the sort order field options.
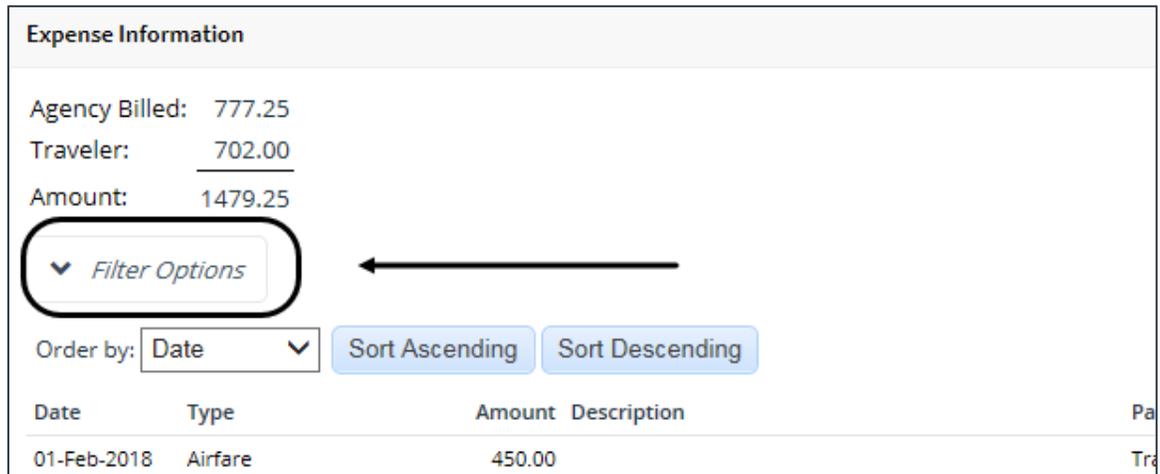
Figure 15: Filter Options — Collapsed

Complete the following steps to access and utilize the filters for a list. (Filter options will differ, based on the type of list you are viewing.)

1. Click the Expand indicator on the tab (⌄) to expand the Filter Options section and display the available filters.

Figure 16: Filter Options — Expanded

2. Enter or select the filters to be applied to the list.
3. Click **Apply Filter**. An item must match all of the selected options to be included in the list.

   - To see more items without scrolling, collapse the Filter Options section; click the Collapse indicator (⌃).
   - To remove all filters and return to the default display, clear all of the filter options and click **Apply Filter**.
   - If you make changes to a list, and then want to filter that list, before sure to save your changes first.

3.4   Collapsing and Expanding Sections

Like filtering options, other information may appear in collapsible sections. For example, you can apply information to all displayed expenses in the Lodging Expenses window. Click the collapse (⌃) or expand (⌄) icons to change how the section is displayed. Collapsing a section leaves more room for displaying data without scrolling.
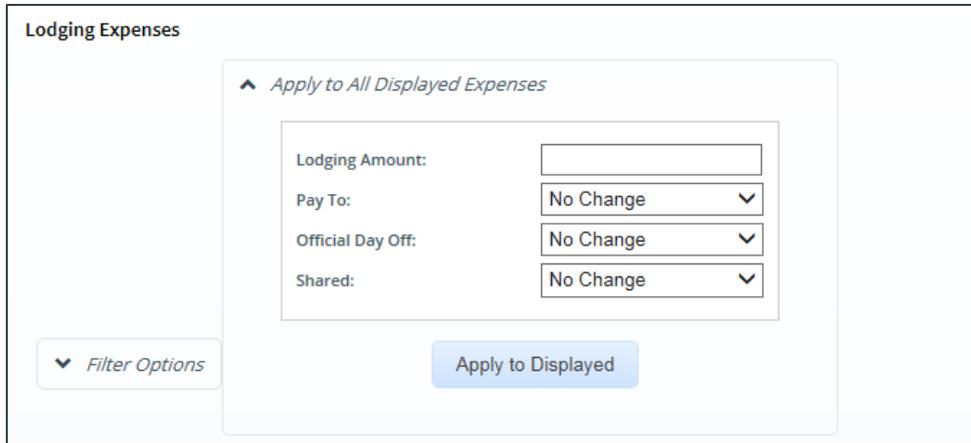
Figure 17: Lodging Expenses — Apply to All Displayed Expenses (Expanded)

3.4.1   Collapse All or Expand All

When pages include many collapsible sections, there are links to collapse or expand all sections at once.

- Click the **collapse** link to collapse all sections. You can then expand individual sections to focus on specific data.
- Click the **expand** link to see all available information at once.
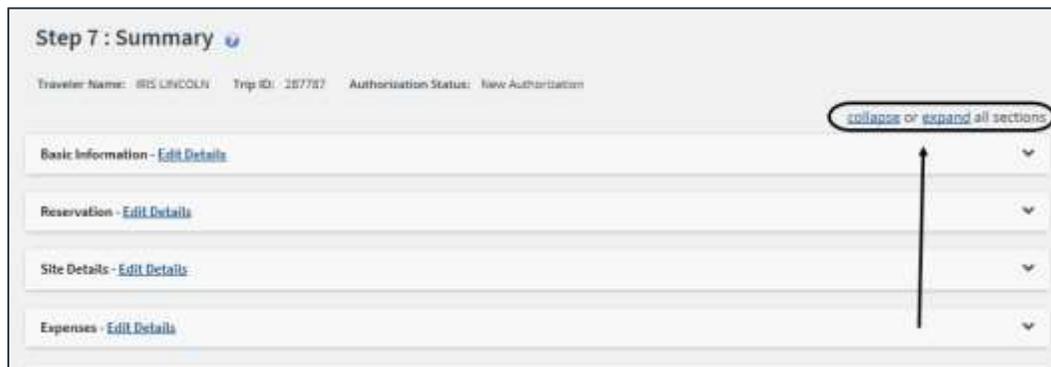
Figure 18: Authorization Summary — Collapse and Expand All Sections Links

3.5   Workflows and Dashboards

Each time you create a travel document (e.g., authorization, voucher, local travel claim), you enter a document workflow. Each page you encounter is a step in the workflow, and includes the following elements:

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

NOTE: *For improved usability, E2 provides hover text for all links, buttons, fields, and list selections.*

3.5.1 Left Side Navigation

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

3.5.1.1 *Workflow Steps*

Each step is a link and can be used to go to that place in the workflow, when necessary. Workflows are dynamic: some actions may insert steps in the workflow.

Figure 19: Authorization workflow steps

3.5.1.2 *Other Actions*

Links to functions that are not part of the basic document workflow. These links only appear if the function is available to you, based on the status of the document and your workgroup's travel policies. If no actions are available, Other Actions links do not appear on the page.
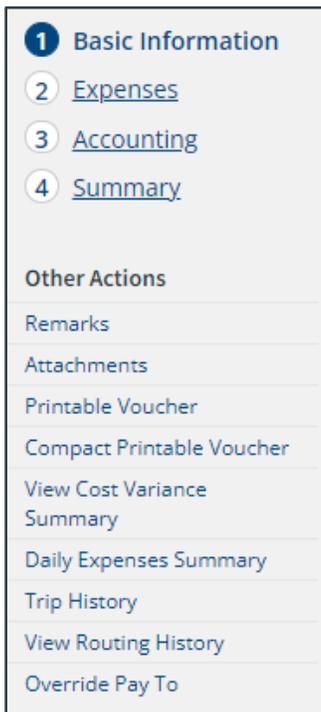
Figure 20: Voucher Basic Information — Other Actions links

Common Other Actions links for all workflows include:

- **Attachments** – Allows you to view or attach receipts and other supporting information to the document.
- **History** (**View Claim History** for local travel claims, and **Trip History** for authorizations, vouchers, and travel advances) – Allows you to review a log of actions associated with the document.
- **Printable (Printable Authorization, Compact Printable Authorization, Printable Travel Advance, Printable Voucher, Compact Printable Voucher, Printable Local Voucher)** – Provides access to the document in a printer-friendly format.
- **Remarks** – Allows you to view or add remarks to the document.
- **View Routing History** – Allows you to review a log of routing events associated with the document.
- **View Routing Path** – Allows you to see the document's approval path. This link is only available after the document has been submitted for approval and is in a *Pending Approval* status.

3.5.1.3 *Extras*

Links to additional actions. These links may take you out of the document workflow. Common Extras links include leaving the workflow to view a document list or deleting the current document.
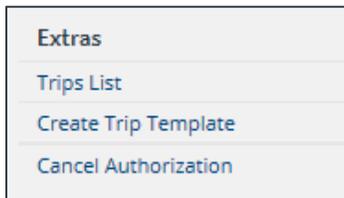
Figure 21: Authorization Extras links

3.5.2 Document Header Information

The header section displays just below the page banner on every workflow page. Every header includes the following information:

- Name of the traveler
- Trip or claim ID
- Status information

Depending on the document type, additional information may also appear in the header.

Figure 22: Authorization header

3.5.3 Main Area

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

Figure 23: Authorization Travel Policy — Main Area

3.5.4   Buttons and Links

Buttons and links display at the bottom of the main area.

Figure 24: Authorization Accounting — Buttons and Links

- When you have completed entering or selecting information, click the primary button (always shown in bold and on the left) to continue to the next step in the workflow. In the previous figure, **Save and Next Step** is the primary button.
- Secondary buttons are shown just to the right of the primary button. In general, a secondary button allows you to save your entries/changes without moving to the next step in the process. In the previous figure, the **Save** button is the secondary button.
- Links allow you to return to the previous step. In the previous figure, the **Back to Step 2: Expenses** link returns you to the Expenses page.

    TIP: Be sure to save any information you have entered before you return to a previous step, or that information will be lost.

3.5.5 Messages

Informational, success, warning, and error messages are shown in the message area, just above the main area. This area only displays when a message is available for the page.

3.5.5.1 ℹ️ *Informational*

Your agency, office, or workgroup may choose to show an informational message on any page or window. These messages always display at the top of the message area on a blue background.
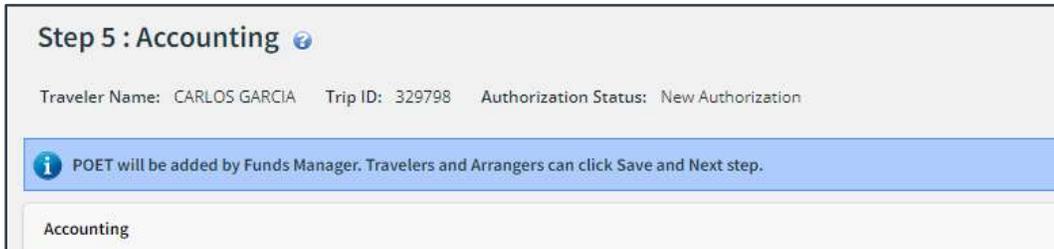
Figure 25: Informational Message

3.5.5.2 ✅ *Success*

Success messages display in the message area on a green background to confirm a successful action.
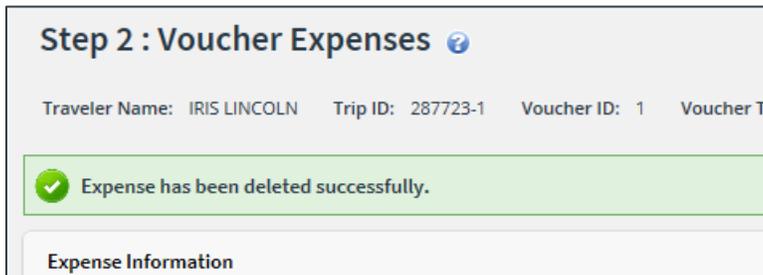
Figure 26: Success Message

3.5.5.3 ⚠️ *Warning*

A warning message displays in the message area on a yellow background to alert you to a potential problem. While a warning message will not stop you from proceeding to the next step in the workflow, you should review your actions before continuing.
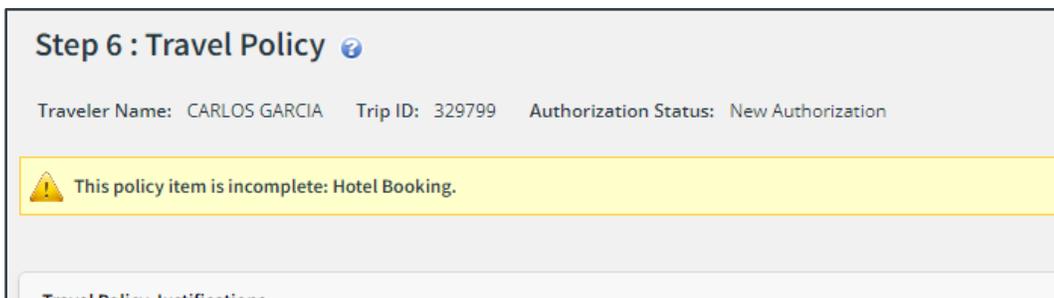
Figure 27: Warning Message

3.5.5.4   *Error*

An error message displays in the message area on a red background. These messages indicate a problem that prevents you from saving your data or moving to the next step in the workflow. If an error message occurs as the result of an action, that action was not successfully completed. Errors must be corrected before you can continue.
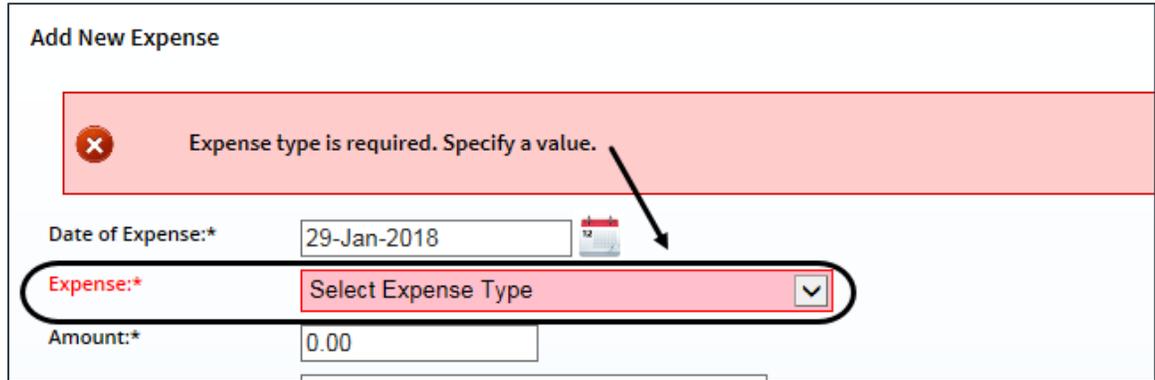
Figure 28: Error Message

3.5.6   Dashboards

In E2, authorizations, vouchers, and travel advances are individual documents. In combination with other items, such as reservations and comparative trips, these documents represent your travel plans, actual travel activity, and expenses. This combination of documents is known as your trip.

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

Dashboards allow you to access individual documents and take actions that may impact multiple documents. They also allow you to create new documents. For example, you can create vouchers and travel advances, as well as amend an authorization, from the **Trip Dashboard** tab. Dashboards are available for:

- Trips
- Open authorizations
- Group authorizations
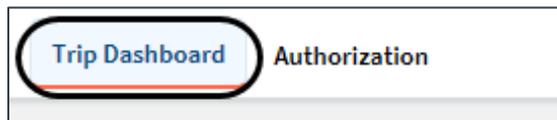
Figure 29: Trip Dashboard and Authorization tabs
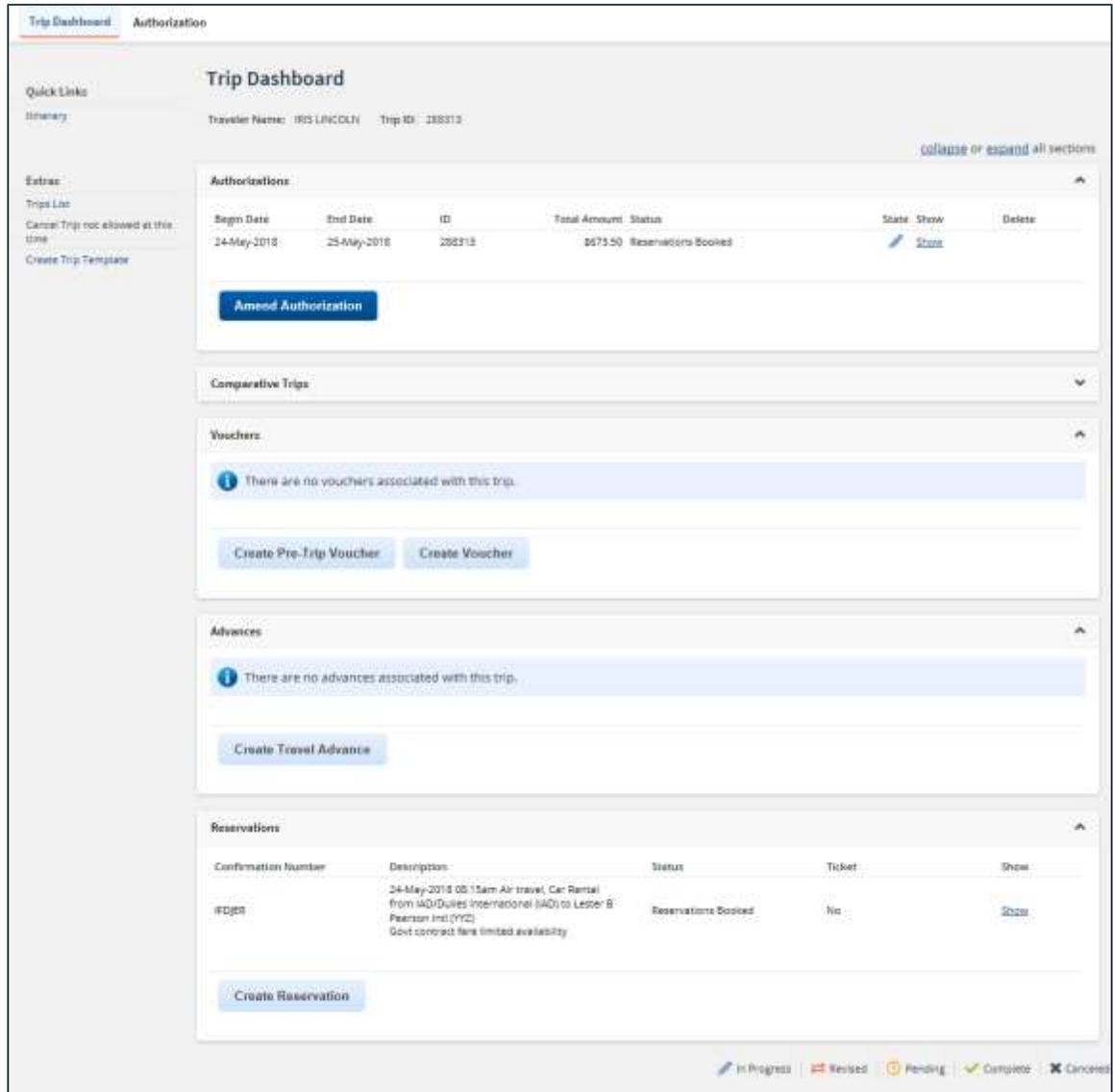
Figure 30: Trip Dashboard

3.5.7 Help Links

Workflow pages and windows include a help link. Click the help icon (⊙) to access online help for that specific page or window.

Figure 31: Help Icon — Workflow page
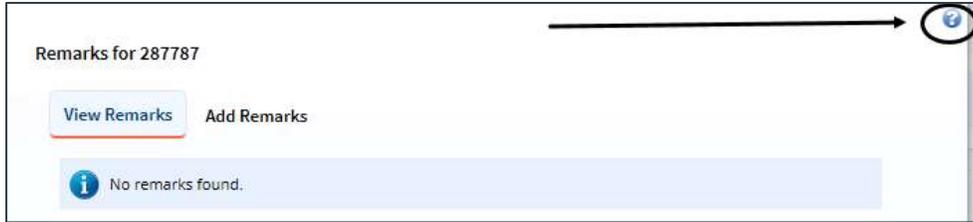
Figure 32: Help Icon — Workflow window

Help information appears in a new browser tab or window. Since online help opens in a separate browser tab or window, you never lose access to your E2 session – it remains available to you as you review the online help information. To exit online help, close the browser window or tab.
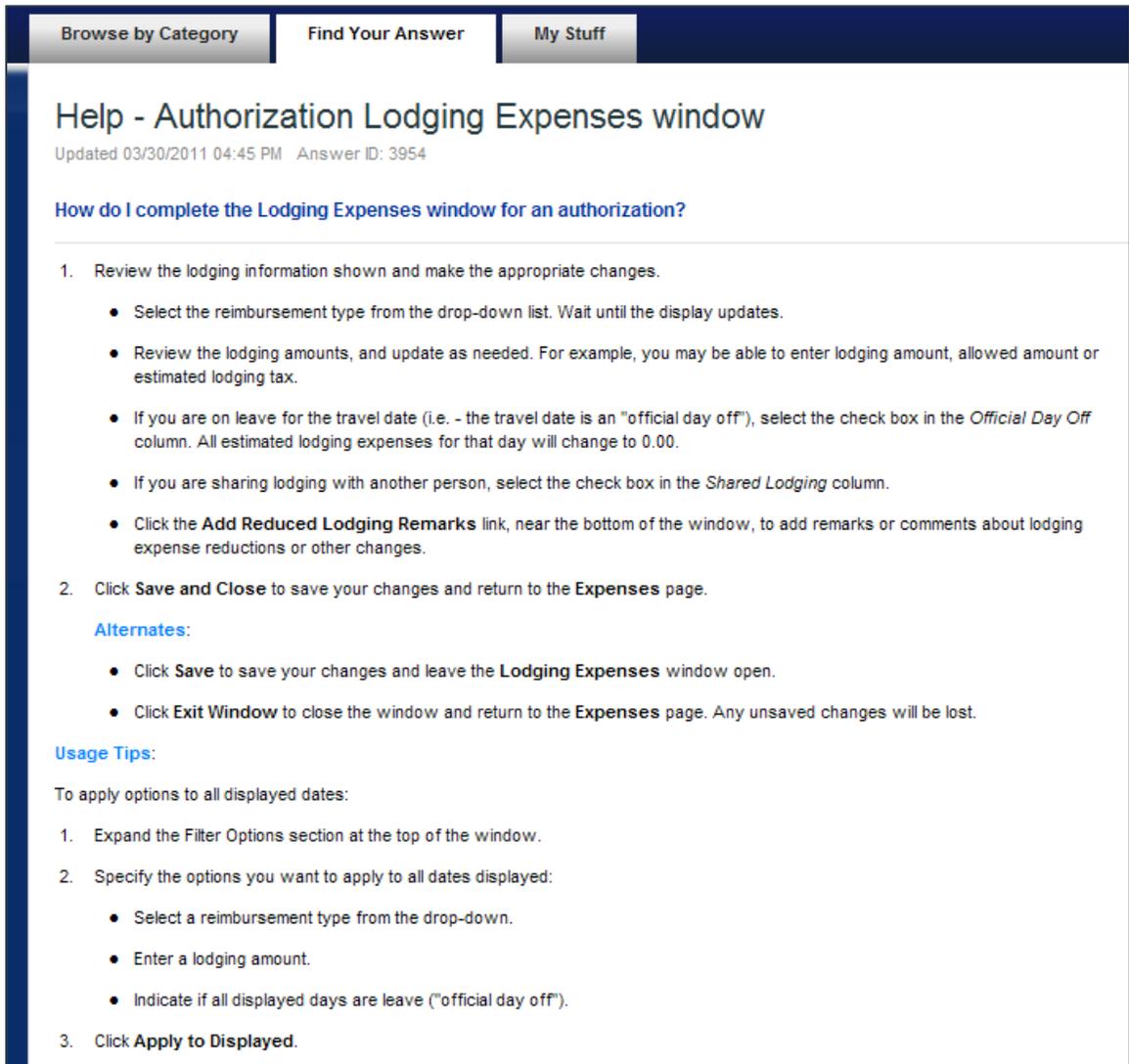
Figure 33: Online Help example

3.6   Using Windows

When you add or edit expenses, for example, or select account codes for a document, you are using a modal window. This is a special kind of window that appears in front of the current page; E2 does not

respond to any event (e.g., mouse click, keyboard input) other than those events associated with the window. The window blocks the workflow process until it is closed.
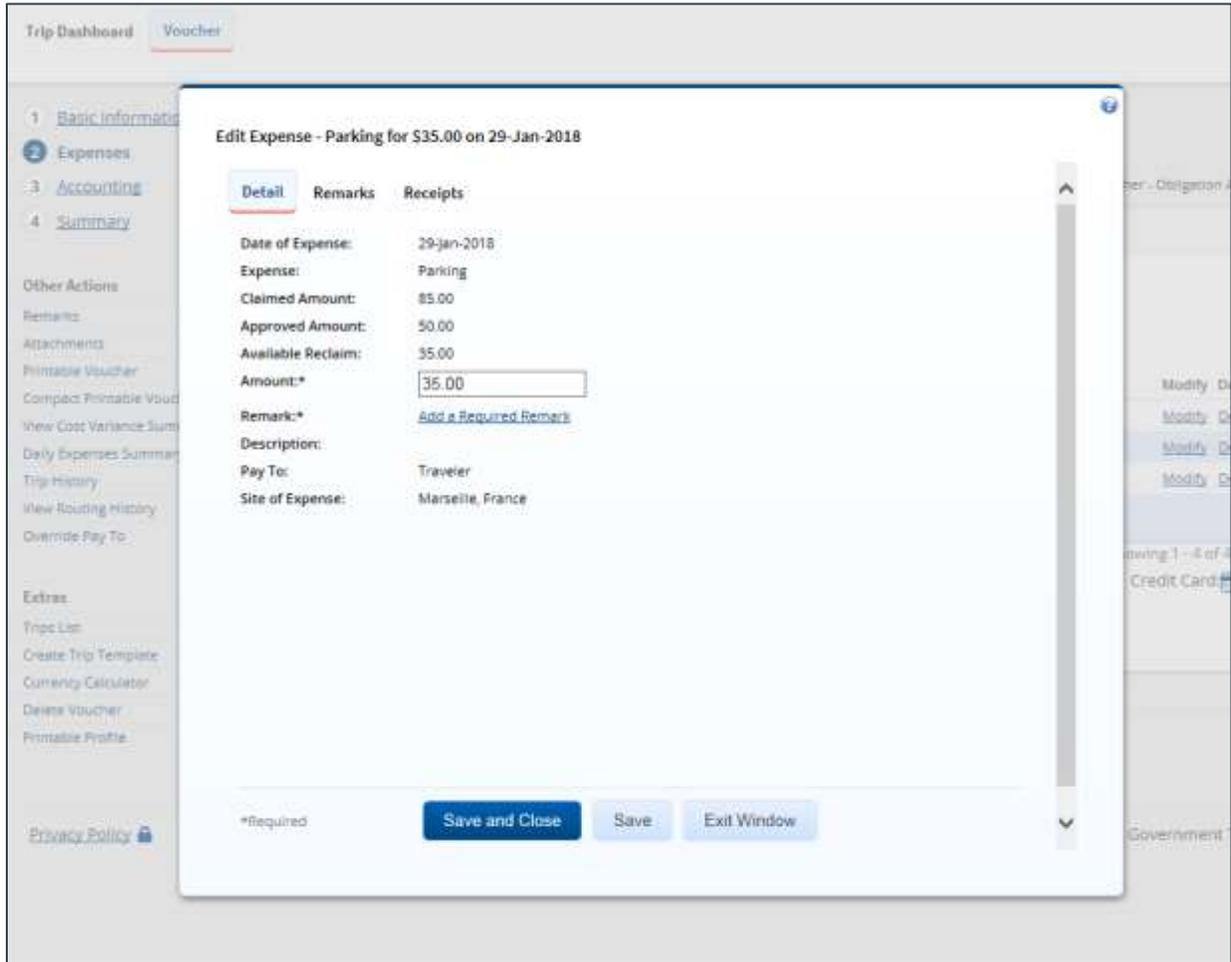
Figure 34: Sample window and workflow page

TIP: To move a window, float your pointer over the gray title bar, until it turns into a crosshairs, click, and, while still holding down, drag the window to the desired location.
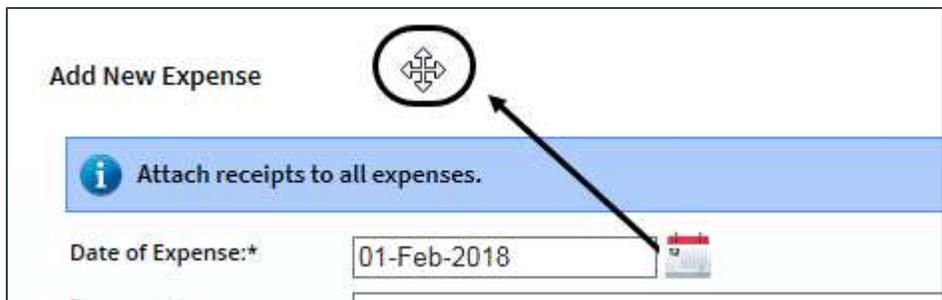
Figure 35: Window ready to be moved

3.6.1   Tabs

Many of the windows in E2 workflows have tabs. These tabs allow you to perform multiple functions; click a tab at the top of the window to switch functions.

For example, the Edit Expense window for a voucher has three tabs: **Detail**, **Remarks**, and **Receipts**. When you edit an expense on a voucher, the **Detail** tab displays by default. To add remarks or attach documents, click the appropriate tab. (The tab that appears by default varies depending on the requested action.)

3.6.2 Messages

Messages can appear in the message area near the top of a window.
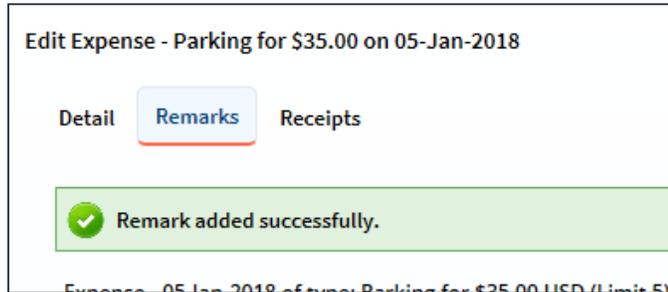
Figure 36: Sample window message

3.7 Scrolling

When the size of a page exceeds the browser window size, the browser displays scroll bars. Scroll bars may be horizontal or vertical; use the scroll bars to see the whole page.
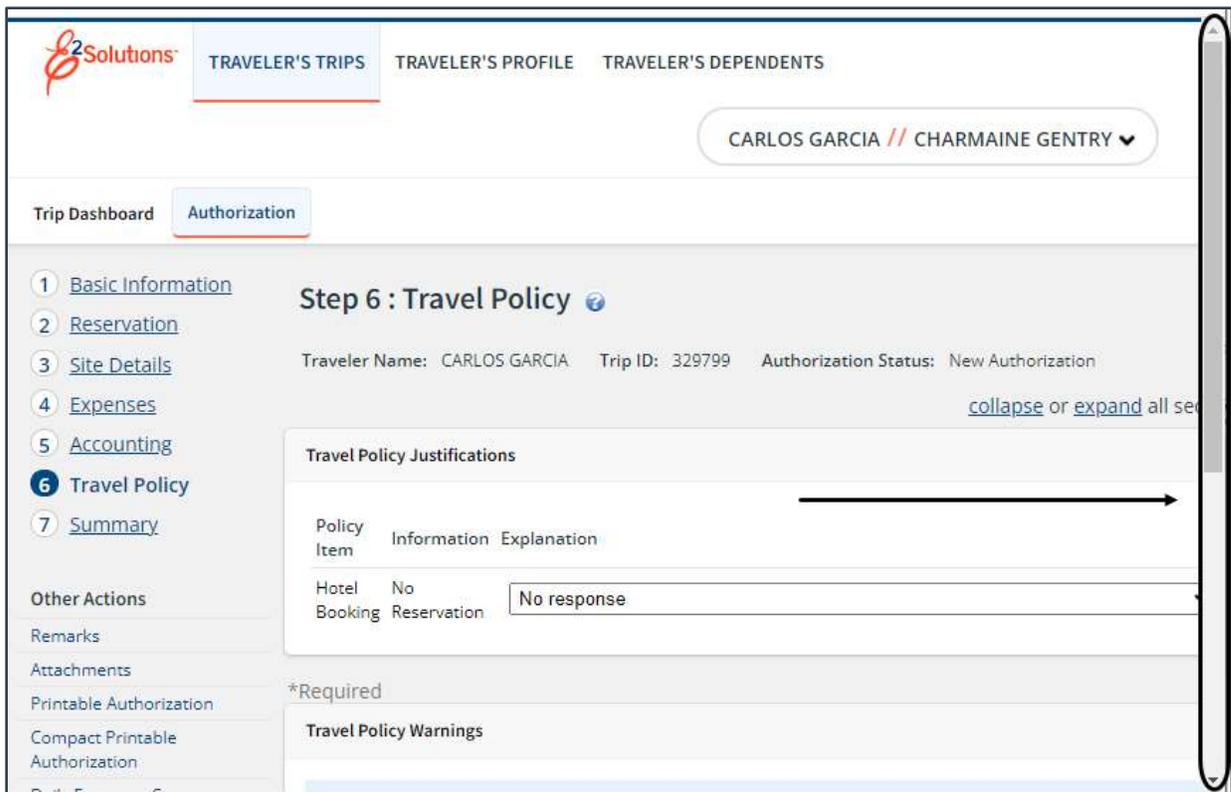
Figure 37: Vertical Scroll Bar — Page

3.7.1   Content Scroll Bars

E2 windows may also have "content" scroll bars to provide access to content that exceeds the window size. The buttons and links at the bottom of these windows are always available; scrolling does not change their location.
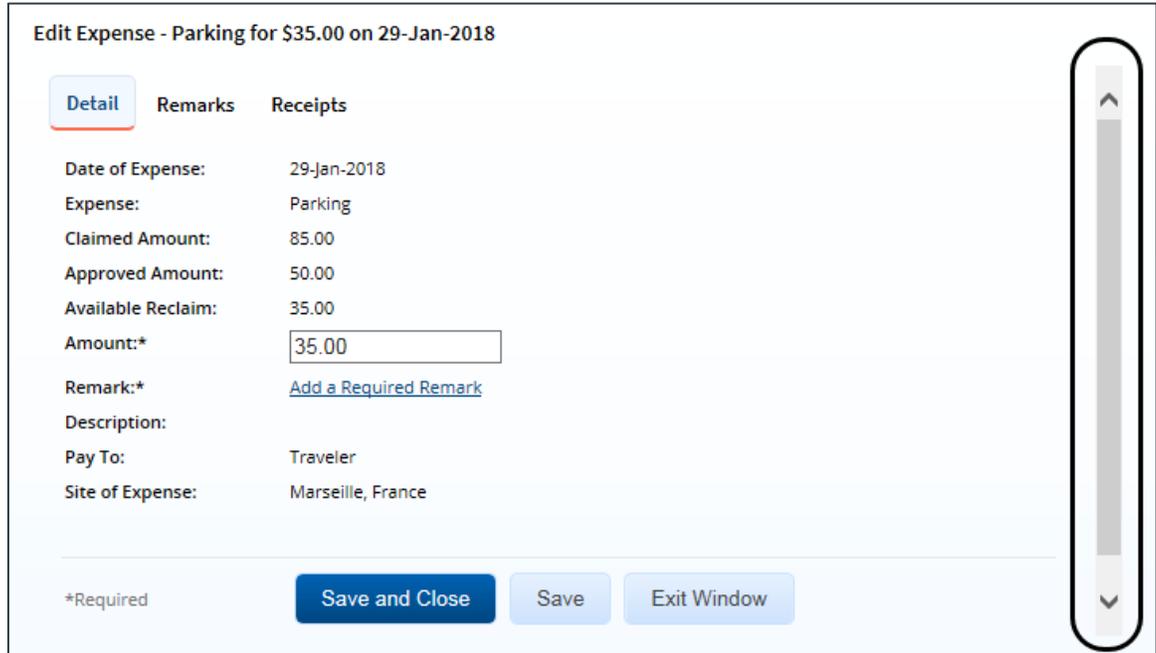
Figure 38: Vertical Scroll Bar — Window

Depending on the contents of the E2 window and the size of the viewable area, the E2 window may have both "content" scroll bars and viewable area scroll bars (like the browser window scroll bars). If you are using E2 from a computer that is configured for less than the minimum supported screen resolution of 1024x768, or if the browser is set to greater than 100% zoom, E2's windows may exceed the size of the viewable area. If this occurs, the E2 window will have scroll bars to provide the user access to all portions of the window. Like browser window scroll bars, the E2 window may have both vertical and horizontal scroll bars.

Figure 39: Window with multiple scroll bars

4   Selecting a Default Landing Page

The My E2 **At a Glance** tab is your default landing page. As you use E2, however, you may find that you would prefer to see a different page first when you log in. As a traveler, for example, you might want to see a list of your active trips; approvers might choose to see the list of documents pending approval.

TIP: You are the only one who can change your default landing page, and you can change it at any time. A travel arranger cannot make that change for you.

You can designate any of the following as your default landing page:

- My E2 tabs (**At a Glance**, **Trips**, **Local Travel**, **Open Authorizations**, or **Group Authorizations**)
- My Approvals
- Travel for Others
- Reports
- Message Center (**Bulletins**, **News & Alerts**, or **Agency Links** tab)

*NOTE: If you have access to the **Audit** and **View Documents** options on the task bar, either page can also be designated as your default landing page. If you can access the **Agency Hierarchy** link (from the **Administration** option), that page can also be set as your default landing page.*

Complete the following steps to select a new default landing page.

1. Navigate to the page you want to use as your default landing page.
2. Click the **Make this my default page** link at the bottom of the page.
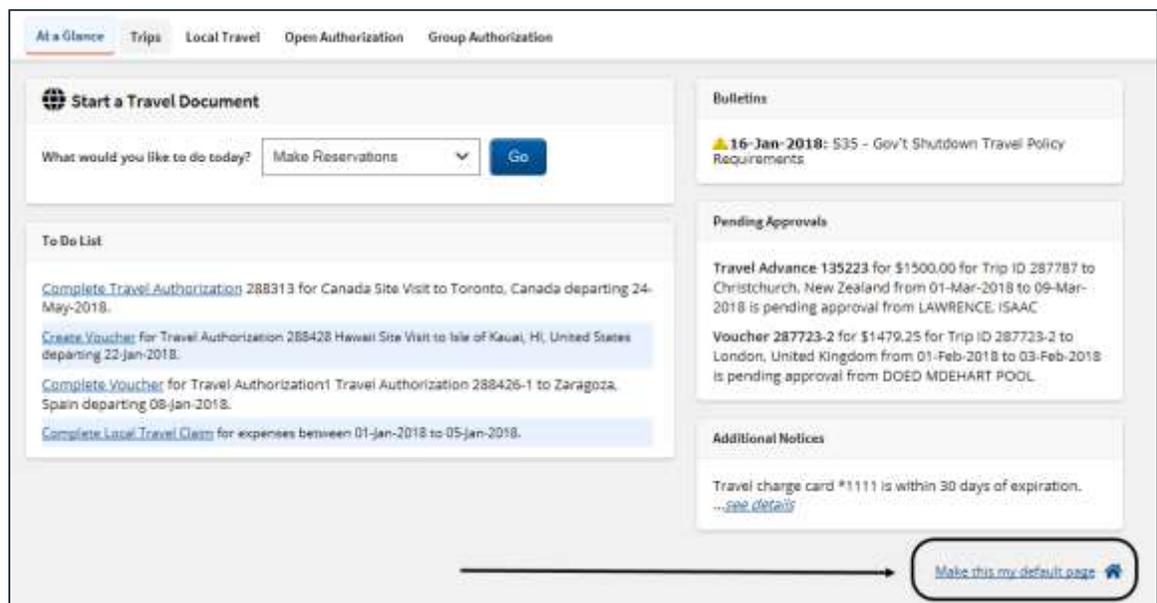
Figure 40: Make This My Default Page link

3. When the confirmation message displays (i.e., *Your default landing page has been set*), click **Continue** to confirm the change.

5 Introducing My E2

My E2 provides access to all of your travel-related documents. It also provides quick access to items requiring your immediate action via the **At a Glance** tab. My E2 includes the following tabs; to access any of these tabs, click **My E2** on the task bar.

- **At a Glance** – Items that require your immediate attention
- **Trips** – Trips list and access to common trip-related functions
- **Local Travel** – Local travel (LT) claims list and access to common LT functions
- **Open Authorization** – Open authorizations (OA) list and access to common OA functions
- **Group Authorization** – Group authorization (GA) list and access to common GA functions

5.1 At a Glance Tab

The **At a Glance** tab is the default landing page when you first log on to E2. This tab provides one-click access to items that require your attention, including:

- Quick links to common tasks, such as shopping for a reservation, creating a new authorization, or creating a local travel claim
- A to-do list of documents that require completion
- Notifications, including urgent communications from your agency, pending approval information, and notification of other items that require your attention, such as overdue travel advances or held reservations that require action to prevent cancellation fees
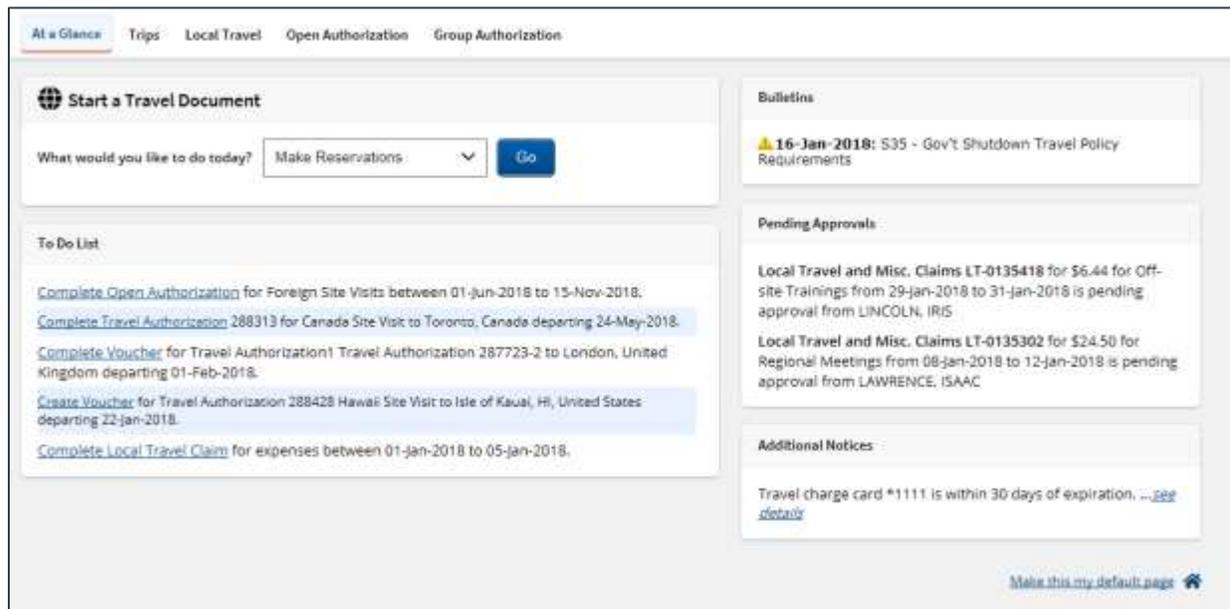
Figure 41: My E2 — At a Glance tab

5.1.1 Start a Travel Document

The Start a Travel Document section on the **At a Glance** tab provides one-click access to specific functions. Select one of the following options from the drop-down list, and then click **Go**.
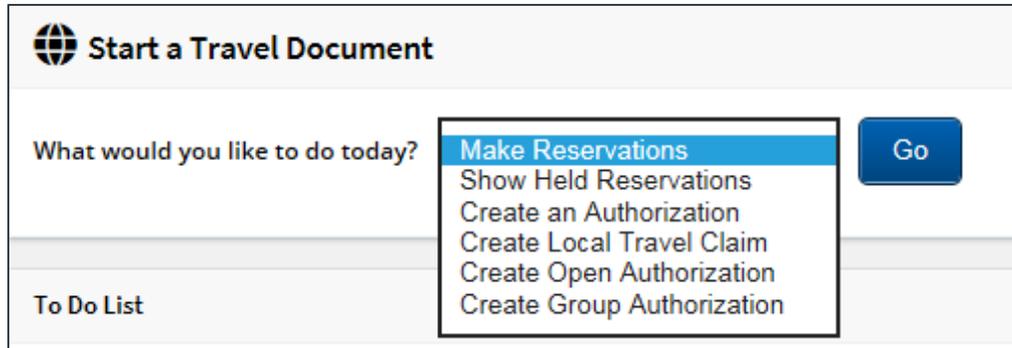
Figure 42: Start a Travel Document drop-down list

- **Make Reservations** – Access the E2 online booking tool to shop for air, rail, hotel, and rental car reservations. Find the best price and book your travel. You can create an authorization and associate it with the reservation at your convenience.
- **Show Held Reservations** – Display the Held Reservations window, which allows you to review current reservations that are not yet associated with a trip.
- **Create an Authorization** – Create a new authorization. If you have OAs available, you can choose to associate the new authorization with an existing OA.
- **Create Local Travel Claim** – Create a new claim for local travel expenses.
- **Create Open Authorization** – Create a new OA.
- **Create Group Authorization** – Create a new GA.

5.1.2 To Do List

When you first log on to E2, your To Do List displays a welcome message and may prompt you to complete your user profile. After using E2, your To Do List displays items that require completion. The list displays a maximum of eight items, and items are sorted according to the relevant date information, such as the upcoming departure date or number of days after travel has been completed. Click any link in the list to go directly to that document's workflow.
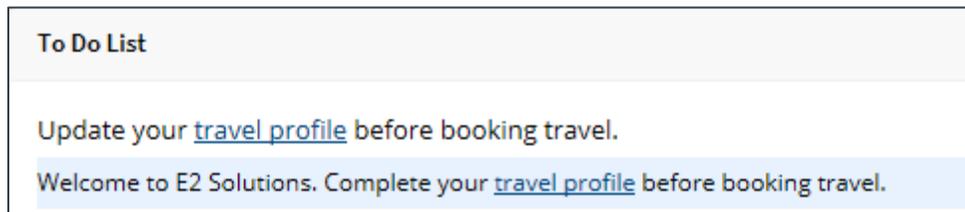
Figure 43: To Do List — After First Logon

Figure 44: To Do List — For Traveler with Trips

5.1.3   Notifications

The Notifications section on the **At a Glance** tab displays bulletins, pending approvals, and additional notices that may be of interest to the traveler.

5.1.3.1   *Bulletins*

Bulletins are urgent messages from your agency, office or workgroup, or E2 system administrators. Up to three bulletins may be listed in this section, ordered by the message release date.

Click the **read more** link to read the complete bulletin message or click **Message Center** on the task bar to view all bulletins available to you.

Bulletins

⚠ **16-Aug-2021:** Remember to always book a FedRooms hotel with your trip

⚠ **16-Aug-2021:** USCG Go Live date for E2 is October 1, 2021.
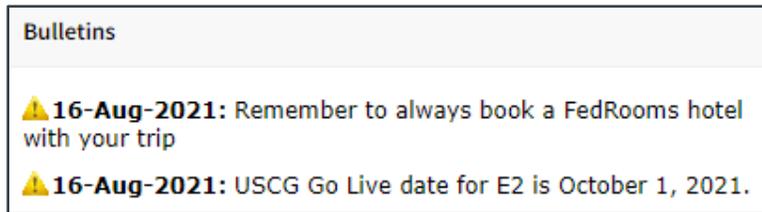
Figure 45: Notifications — Bulletins

5.1.3.2   *Pending Approvals*

The Pending Approvals section on the **At a Glance** tab shows you the status of up to two items that are pending approval. The items are ordered by approval date, with the most recent item listed first.

Pending Approvals

Trip 329797 for $598.55 (est. cost) for Shetland site visit to Glasgow, United Kingdom departing 29-Dec-2021 is pending approval from FUNDS APPROVER

Local Travel and Misc. Claims LT-0050971 for $109.69 for November Regional Meetings from 01-Nov-2021 to 12-Nov-2021 is pending approval from AO APPROVER POOL

Figure 46: Notifications — Pending Approvals

5.1.3.3   *Additional Notices*

The Additional Notices section includes notices for overdue travel advances, travel charge cards that will soon expire, and incomplete or invalid profile information. A maximum of three items appear in this section. Click a **see details** link to go directly to the appropriate application area so you can correct the issue.

Additional Notices

Travel charge card *1111 is within 30 days of expiration.
...*see details*
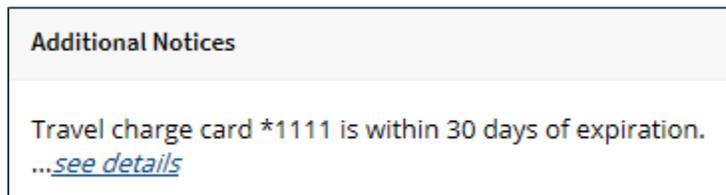
Figure 47: Notifications — Additional Notices

5.2 Trips Tab

The **Trips** tab displays a list of your trips. By default, the list includes all of your active trips sorted in descending departure date order.
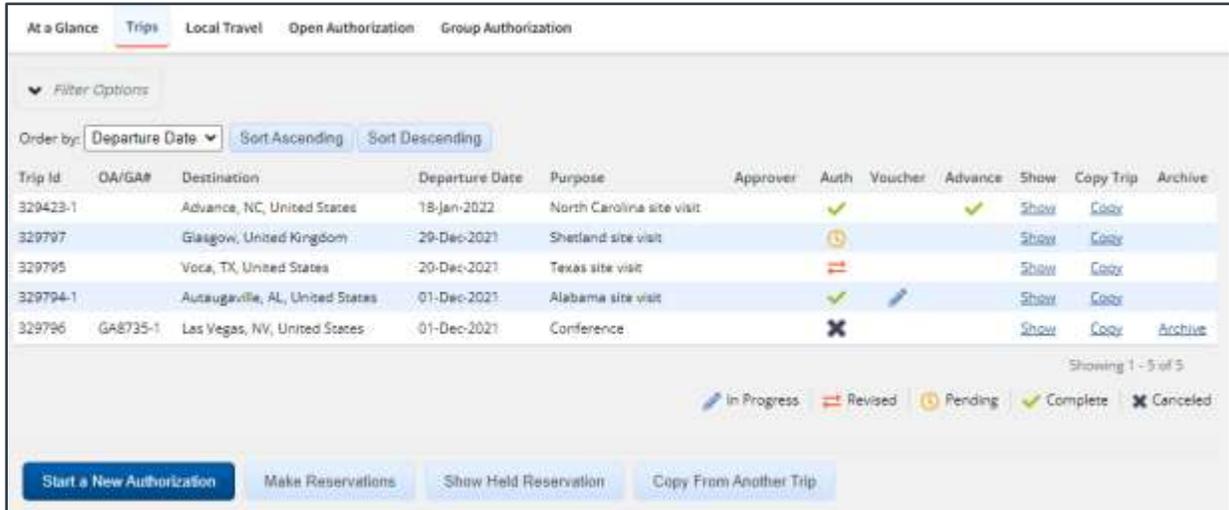
Figure 48: My E2 — Trips tab

5.2.1   Data Grid

The data grid on the **Trips** tab displays the following information for each trip:

- **Trip Id** – The trip's unique identifier

  TIP: Hovering over the trip ID will display the document number for the corresponding authorization in a tooltip (e.g., Document Number 123456*, where* 123456 *is the actual document number). If the trip does not yet have a document number, the tooltip displays:* Document Number (not yet assigned).

- **OA/GA#** - Unique OA or GA identifier for the trip, if applicable
- **Destination** – First travel destination on the trip
- **Departure Date** – Trip's initial departure date
- **Purpose** – Purpose of the trip
- **Approver** – Name of the approver (for documents with a *Pending Approval* status)

  TIP: If this field is blank, an approver has not yet locked the document and it is pending approval by anyone in the routing pool.

- **Auth** – Icon representing the current state of the authorization
- **Voucher** – Icon representing the current state of any vouchers associated with the trip
- **Advance** – Icon representing the current state of any advances associated with the trip

5.2.2   Filter Options

The following fields are available in the Filter Options panel on the **Trips** tab.

Field	Definition
Display	Select one of the following options from the drop-down list to indicate the availability of the trips displayed on the tab.

Field	Definition
	• **Active** (default) – Select this option to display only active (i.e., not archived) trips. • **All** – Select this option to display all trips, regardless of whether they are active or archived. • **Archived** – Select this option to display only those trips that have been archived.
Destination	Enter one or more characters to filter the tab based on the value in the **Destination** field.
Approver	Enter one or more characters to filter the tab based on the value in the **Approver** field.
Departure Date From	Enter a date (formatted DD-MMM-YYYY), or select a date from the drop-down calendar, to filter the tab to display only those trips with a departure date on or after that date.
Departure Date To	Enter a date (formatted DD-MMM-YYYY), or select a date from the drop-down calendar, to filter the tab to display only those trips with a departure date on or before that date.
Status Authorization	Select one of the following options from the drop-down list to display only those trips where the authorization has the selected status. • Canceled • Complete • In Progress • Pending • Revised • Select One (default; display all trips, regardless of the authorization's status)
Status Voucher	Select one of the following options from the drop-down list to display only those trips that have a voucher with the selected status. • Canceled • Complete • In Progress • Pending • Revised • Select One (default; display all trips, regardless of potential voucher status)
Status Advance	Select one of the following options from the drop-down list to display only those trips that have an advance with the selected status. • Canceled • Complete • In Progress • Pending • Revised • Select One (default; display all trips, regardless of potential advance status)

5.2.3   Actions

The following actions are available from the **Trips** tab:

- Click a **Show** link to go to the travel document or trip dashboard for the corresponding trip.
- Click a **Copy** link to create a new trip by copying the existing trip.
- Click an **Archive** link to tag the trip as archived. This action removes the trip from the active trips list.
- Click an **Unarchive** link to remove the archived tag and return the trip to the active trips list. (This link only displays when you are viewing the archived trips in your list.)
- Click **Start a New Authorization** to create a new authorization.
- Click **Make Reservations** to access the E2 online booking tool and shop for air, rail, hotel, and rental car reservations. Find the best price and book your travel. You can create an authorization and associate it with the reservation at your convenience.
- Click **Show Held Reservations** to review current reservations that are not yet associated with a trip. You can create a new authorization from a reservation.
- Click **Copy From Another Trip** to create a new authorization from your own, or another traveler's, trip or trip template.

5.2.4 Archive

All active trips appear on your list, regardless of their status. However, trips that have a *Revoked*, *Canceled*, or *Closed* status can be archived. If you have a large number of trips displayed on the tab, archiving trips reduces the list.

Click an **Archive** link to archive the corresponding trip. (The link only displays if the trip can be archived.)

*TIP: You can always see your archived trips when necessary. Expand the Filter Options section on the **Trips** tab, select* Archived *from the **Display** drop-down list, and then click **Apply Filter**. The Trips list updates to show only your archived trips*.

Figure 49: Trips List — Archive link

5.3 Local Travel Tab

The **Local Travel** tab displays a list of your active local travel claims. By default, the list is sorted by claim start date in descending order.

*TIP: All active claims appear on your list, regardless of their status. Click the **Archive** link to archive any claim with a* Closed *status.*

Figure 50: My E2 — Local Travel tab

5.3.1 Data Grid

The data grid on the **Local Travel** tab displays the following information for each local travel claim:

- **Claim Id** – The unique identifier for the local travel claim
- **Start Date** – Claim's start date
- **End Date** – Claim's end date
- **Purpose** – Reason for the local travel
- **Approver** – Name of the approver (for claims with a *Pending Approval* status)
- **Claim** – Displays an icon (legend shown below the Claim column) representing the status of the claim

Figure 51: Local Travel tab — Claim Status icons

- o *In Progress* – local travel claim is in an *Open* status
- o *Revised* – local travel claim is in a *Revised* status
- o *Pending* – local travel claim is in one of the following statuses: *Pending Approval*, *Pending Approval* (rejected by agency), or *Awaiting Payment*
- o *Complete* – local travel claim is in a *Closed* status
- o *Canceled* – local travel claim was canceled

5.3.2 Filter Options

The following fields are available in the Filter Options panel on the **Local Travel** tab.

Field	Definition
Display	Select one of the following options from the drop-down list to indicate the availability of the local travel claims displayed on the tab. • **Active** (default) – Select this option to display only active (i.e., not archived) local travel claims. • **All** – Select this option to display all local travel claims, regardless of whether they are active or archived. • **Archived** – Select this option to display only those local travel claims that have been archived.
Claim Type	Select one of the following options from the drop-down list to indicate the type of local travel claims displayed on the tab.

Field	Definition
	• **All Claims** (default) – Select this option to display all claims, regardless of type. • **Original Claims Only** – Select this option to display only original local travel claims. • **Reclaims Only** – Select this option to display only reclaim local travel vouchers.
Purpose	Enter one or more characters to filter the tab based on the value in the **Purpose** field.
Approver	Enter one or more characters to filter the tab based on the value in the **Approver** field.
Start Date From	Enter a date (formatted DD-MMM-YYYY), or select a date from the drop-down calendar, to filter the tab to display only those local travel claims with a start date on or after that date.
Start Date To	Enter a date (formatted DD-MMM-YYYY), or select a date from the drop-down calendar, to filter the tab to display only those local travel claims with a start date on or before that date.
Status Local Travel Claim	Select one of the following options from the drop-down list to display only those local travel claims with the selected status. • Closed Voucher • Open Voucher • Pending Voucher Approval • Pending Voucher Approval (Rejected by Agency) • Select One (default; display all local travel claims, regardless of status) • Voucher Awaiting Payment • Voucher Revised

5.3.3 Actions

The following actions are available from the **Local Travel** tab:

- Click a **Show** link to go to the workflow for the corresponding local travel claim.
- Click a **Copy** link to create a new claim by copying the existing local travel claim.
- Click an **Archive** link to tag the claim as archived. This action removes the claim from the active claims list.
- Click an **Unarchive** link to remove the archived tag and return the claim to the active claims list. (This link only displays when you are viewing the archived claims in your list.)
- Click **Start a New Claim** to create a new local travel claim.

5.4 Open Authorization Tab

The **Open Authorization** tab displays a list of your active open authorizations (OAs). By default, the list is sorted by OA start date in descending order.

*TIP: All active OAs appear on the list, regardless of their status. Click the **Archive** link to archive any OA with a* Canceled, Closed, *or* Revoked *status.*
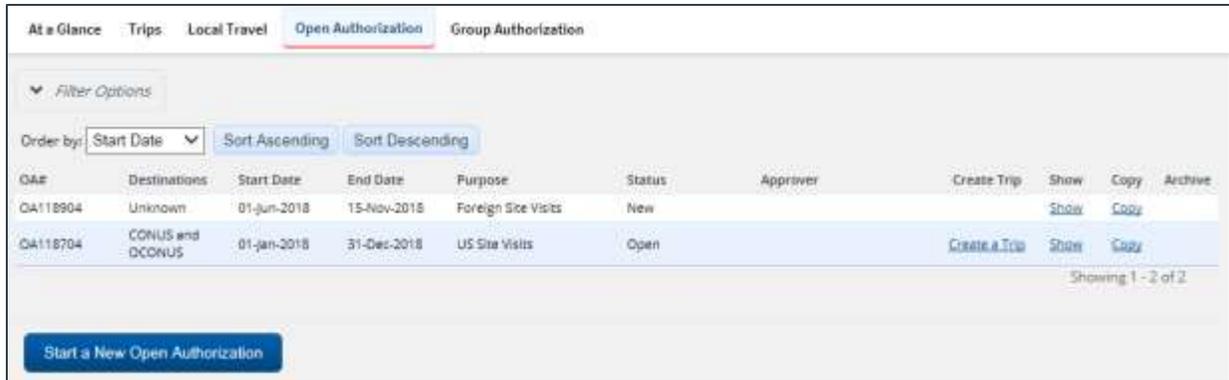
Figure 52: My E2 — Open Authorization tab

5.4.1   Data Grid

The data grid on the **Open Authorization** tab displays the following information for each OA:

- **OA#** - The unique identifier for the OA
- **Destinations** – General travel locations allowed in the OA (i.e., CONUS, OCONUS, or Worldwide)
- **Start Date** – Start date of the OA
- **End Date** – End date of the OA
- **Purpose** – Reason for travel
- **Status** – Status of the OA
- **Approver** – Name of the approver (for OAs with a *Pending Approval* status)

5.4.2   Filter Options

The following fields are available in the Filter Options panel on the **Open Authorization** tab.

Field	Definition
Display	Select one of the following options from the drop-down list to indicate the availability of the open authorizations displayed on the tab. • **Active** (default) – Select this option to display only active (i.e., not archived) open authorizations. • **All** – Select this option to display all open authorizations, regardless of whether they are active or archived. • **Archived** – Select this option to display only those open authorizations that have been archived.
Destinations	Select one of the following options from the drop-down list to filter the open authorizations based on the allowed destinations. • **All** (default) – Select this option to display all open authorizations, regardless of destination. • **CONUS** – Select this option to display those open authorizations that only allow CONUS travel. • **CONUS and OCONUS** – Select this option to display only those open authorizations that allow CONUS and OCONUS travel. • **OCONUS** – Select this option to display those open authorizations that only allow OCONUS travel.

Field	Definition
	• **Unknown** – Select this option to display those open authorizations where the allowed destinations are unknown (e.g., have not yet been selected).
Approver	Enter one or more characters to filter the tab based on the value in the **Approver** field.
Start Date From	Enter a date (formatted DD-MMM-YYYY), or select a date from the drop-down calendar, to filter the tab to display only those open authorizations with a start date on or after that date.
Start Date To	Enter a date (formatted DD-MMM-YYYY), or select a date from the drop-down calendar, to filter the tab to display only those open authorizations with a start date on or before that date.
Status Open Authorization	Select one of the following options from the drop-down list to display only those open authorizations with the selected status. • Cancelled • Closed • New • Open • Pending Approval • Pending Approval (Rejected by Agency) • Pending Closed • Revised • Revoked • Select One (default; display all open authorizations, regardless of status)

5.4.3   Actions

The following actions are available from the **Open Authorization** tab:

- Click a **Create a Trip** link to start a new authorization under the corresponding OA.
- Click a **Show** link to go to the OA's document or dashboard.
- Click a **Copy** link to create a new OA by copying the existing OA.
- Click an **Archive** link to tag the OA as archived. This action removes the OA from the active documents list.
- Click an **Unarchive** link to remove the archived tag and return the OA to the active documents list. (This link only displays when you are viewing the archived OAs in your list.)
- Click **Start a New Open Authorization** to create a new OA.

5.5   Group Authorization Tab

The **Group Authorization** tab displays a list of your active group authorizations (GAs). By default, the list is sorted by GA departure date in descending order.

Figure 53: My E2 — Group Authorization tab

5.5.1   Data Grid

The data grid on the **Group Authorization** tab displays the following information for each GA:

- **GA#** - The unique identifier for the GA
- **Destinations** – First travel destination
- **Purpose** – Reason for the group travel
- **Departure Date** – Initial departure date
- **Status** – Status of the GA
- **Approver** – Name of the approver (for GAs with a *Pending Approval* status)

5.5.2   Filter Options

Unlike other document tabs, no filter options are available for the **Group Authorization** tab.

5.5.3   Actions

The following actions are available from the **Group Authorization** tab:

- Click a **Show** link to go to a GA's document or dashboard.
- Click an **Archive** link to tag the GA as archived. This action removes the GA from the active documents list.
- Click an **Unarchive** link to remove the archived tag and return the GA to the active documents list. (This link only displays when you are viewing the archived GAs in your list.)
- Click **Start a New Group Authorization** to create a new GA.

6 Other Functional Areas

In addition to My E2, the task bar provides access to:

- My Approvals
- Travel For Others
- Audit

6.1 My Approvals

My Approvals is available to all users.

- For *travelers*, this section allows you to view and approve travel documents (i.e., local travel claims and travel vouchers) that have been prepared for you by a travel arranger, before the documents are routed for official approval.
- For *approvers*, this section provides access to all travel documents that require your approval. Use the search and filter options to limit the displayed list and quickly locate specific documents for approval.

Figure 54: My Approvals — Pending Approvals tab

Complete the following steps to review a travel document:

1. Click **My Approvals** on the task bar. This displays the **Pending Approvals** tab with a list of those documents that are pending your approval.
2. Locate the document in the list.
3. Click the **Show** link to open and review the document.

6.2 Travel for Others

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

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

NOTE: An error message (You are not an arranger for any traveler) *displays as you access the Travel for Others page if you do not have arranger access and you are not listed as an arranger for any travelers. This message is informational only and no further action may be taken on the page. If you believe you should be able to access the Travel for Others page, contact the Travel Assist Team for assistance.*
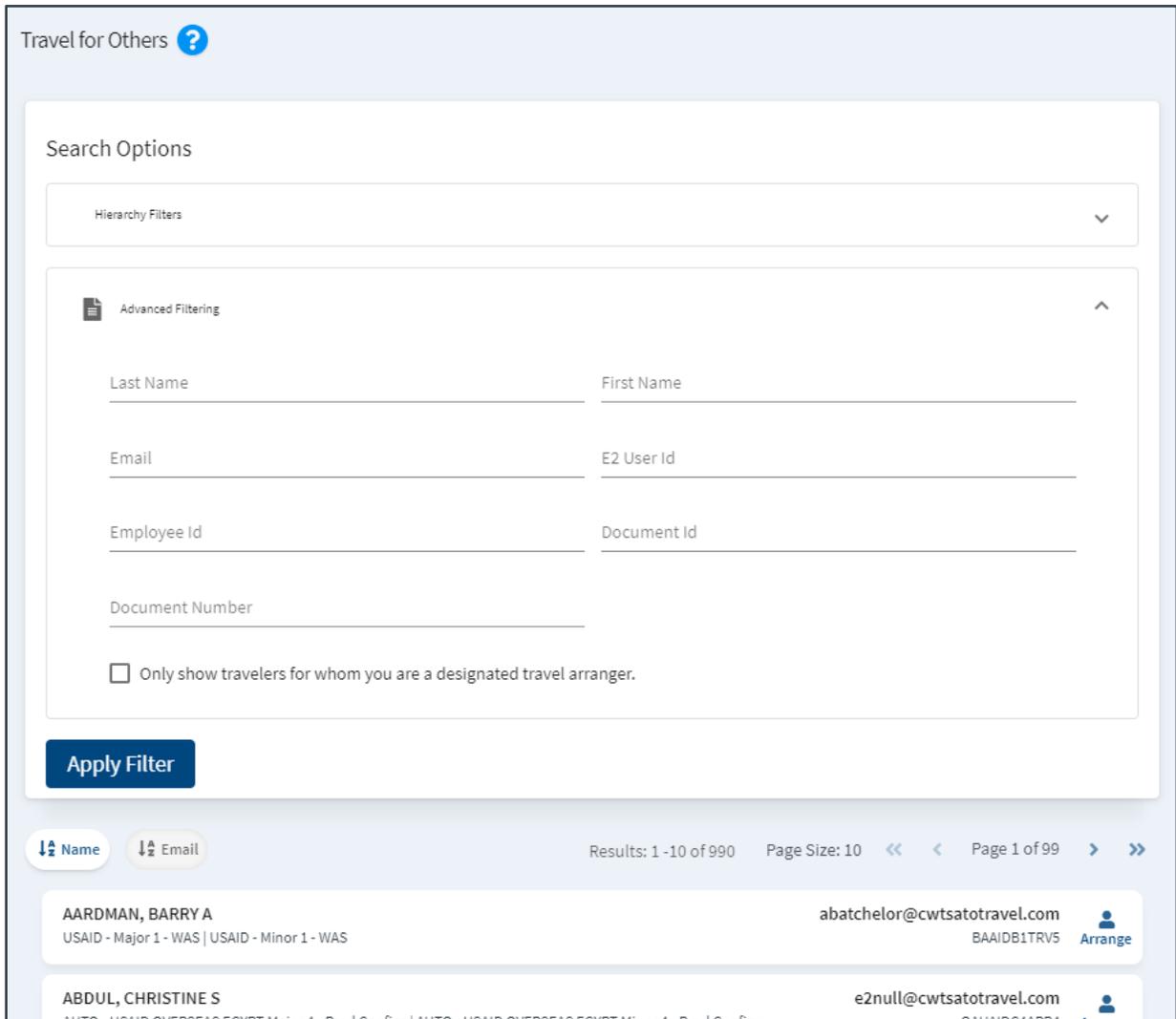
Figure 55: Travel for Others page

6.2.1   Search for a Traveler

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

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

6.2.1.1   *Search Results*

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

ACORD, YOLANDA T
USAID - Major 1 - WAS | USAID - Minor 1 - WAS

e2null@carlsonwagonlit.com
QAAIDY1APR1   Arrange

Figure 56: Travel for Others — Traveler Card

Each card includes the following information:

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

6.2.1.2   *Advanced Filtering*

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

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

6.2.1.3   *Hierarchy Filters*

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

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

Field	Description
Agency	This field defaults to the name of your agency and cannot be changed.

Field	Description
Organization	Select the organization associated with the traveler for whom you are searching from the drop-down list.
Major Customer	Select the major customer associated with the traveler for whom you are searching from the drop-down list.
Minor Customer	Select the minor customer associated with the traveler for whom you are searching from the drop-down list.

6.2.2 Arranger Session

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

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

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

To exit the arranger session, click the User Options menu, and then select *Stop arranging for* from the drop-down list. You are returned to your E2 session, at the Travel for Others page, and your normal task bar functions are again available.
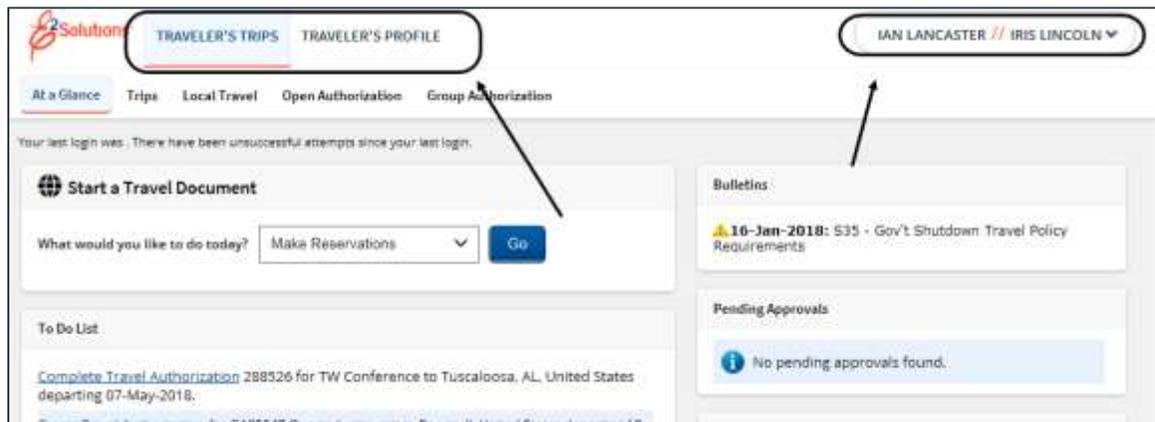
Figure 57: My E2 At a Glance — Arranger Session
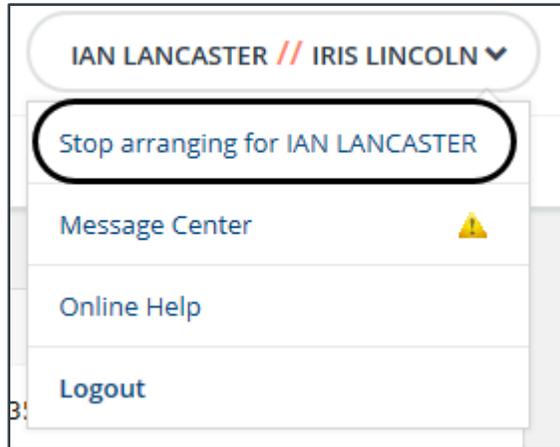
Figure 58: Arranger Session — User Options menu

6.3   Audit

The **Audit** option appears on the task bar if you have been designated as an auditor within E2 (i.e., your user type is *Auditor*). Click this tab to access all documents that have been flagged for pre- or post-payment audit. You can review and audit new documents, or review documents you have previously audited.

NOTE: Audit settings are maintained by your E2 travel policy manager.

Figure 59: Audit page

Complete the following steps to audit a document:

1. Click **Audit** on the task bar. By default, the Audit list displays all documents that are pending your pre- or post-payment audit.
   - If the status of the voucher is *Voucher Pending Audit*, the document has been selected for pre-payment audit.
   - If the status of the voucher is *Closed Voucher*, the document has been selected for post-payment audit.
2. Locate the document in the list.
3. Click the **Show** link to open and audit the document.

7   User Information and Administration Areas

Selections on the right side of the task bar provide access to user information and administration tasks. While the **Reports** option and User Options menu are available to all users, the **View Documents** and **Administration** options are only available based on the user's type, role, and system permissions.

Figure 60: Task bar selections

7.1   View Documents

The **View Documents** option appears as a task bar selection if you are permitted to view the travel documents of other users. (This is a setting configured for you by your E2 travel policy manager.)

Figure 61: View Documents page

Complete the following steps to view another user's documents:

1. Click **View Documents** on the task bar. This displays the View Documents page.
2. Establish your search criteria by entering values or selecting options in the available fields.

   NOTE: Search criteria is optional but recommended. You may see degraded performance if you search without any limiting criteria and you have access to a large number of users.

   - **Agency** – This field displays your agency and cannot be changed.
   - **Organization** – If available, select the organization associated with the user for whom you are searching from the drop-down list.
   - **Major Customer** – If available, select the major customer associated with the user for whom you are searching from the drop-down list.
   - **Minor Customer** – If available, select the minor customer associated with the user for whom you are searching from the drop-down list.
   - **Last Name** – Enter at least the first character from the last name of the user for whom you are searching.

- **First Name** – Enter at least the first character from the first name of the user for whom you are searching.
- **E2 User Id** – Enter at least the first character from the E2 user name of the user for whom you are searching.
- **Email** – Enter at least the first character from the email address of the user for whom you are searching.

3. Click **Search**. A list of users matching the search criteria displays in the search results.
4. Click a **Show** link to view the documents for the corresponding user.
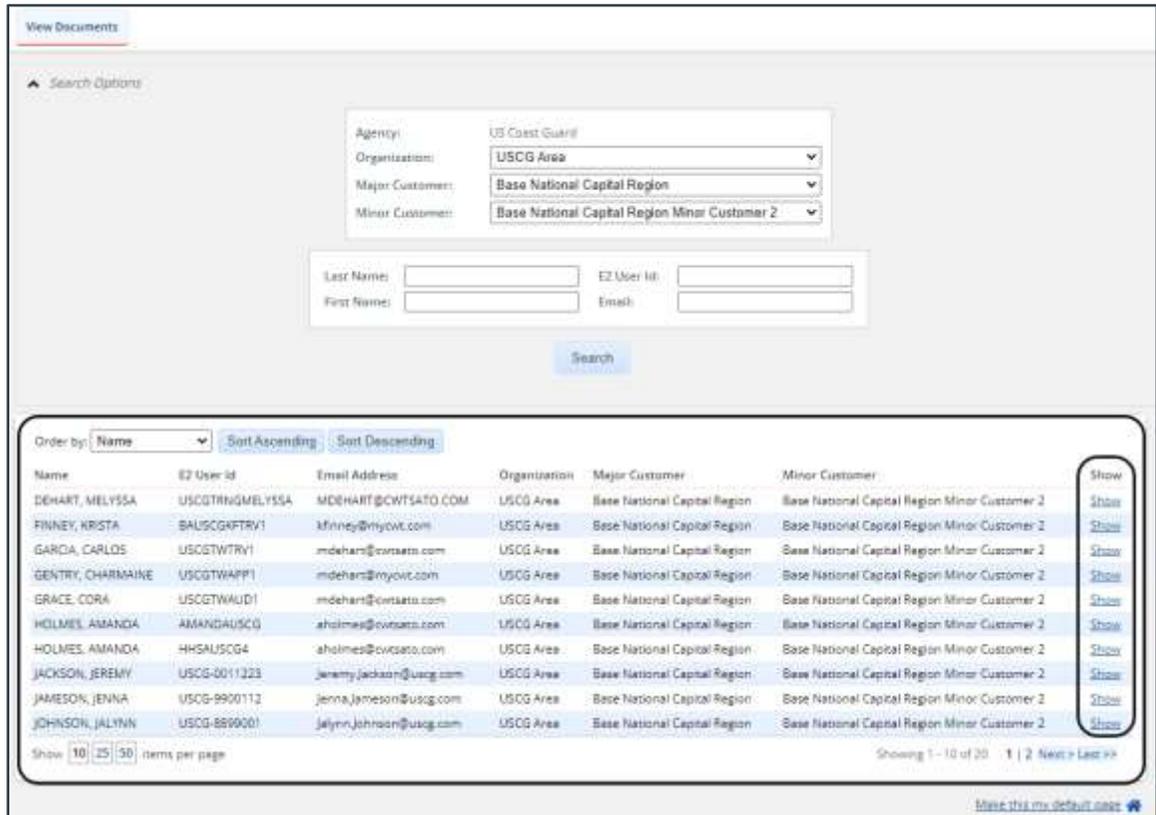
Figure 62: View Documents — Search Results

7.2   Administration

The **Administration** option appears as a task bar selection if you are an E2 travel policy manager (system administrator), or if you perform credit card management or self-registration validation activities.

Travel policy managers perform a variety of administrative tasks, including office and workgroup settings, user creation and configuration, financial system settings, fund maintenance, document routing configuration, charge card management, and message maintenance. The **Administration** option provides access to all of the administrative functions available to you as an E2 travel policy manager.

Figure 63: Administration — Administration Options

7.3   Reports

E2 provides access to a variety of reports that can be generated and viewed online, printed, or downloaded to a spreadsheet. All users have access to the following reports:

- DOC002R – Approved Documents by Document Type
- RES004I – Booked Reservations
- USR008R – My Travel Summary
- USR009I – Per Diem Expenses by Travel Site
- USR010I – Trip Summary by Traveler
- USR013R – Taxable Income

Complete the following steps to generate a report.

NOTE: Refer to the Reports Catalog *for a more detailed explanation of this process. This guide is available via E2 Online Help; search for answer* **2491** *or the keyword* **report***.*

1. Click **Reports** on the E2 task bar. All of the reports available to you display on the **E2 Reports** tab.
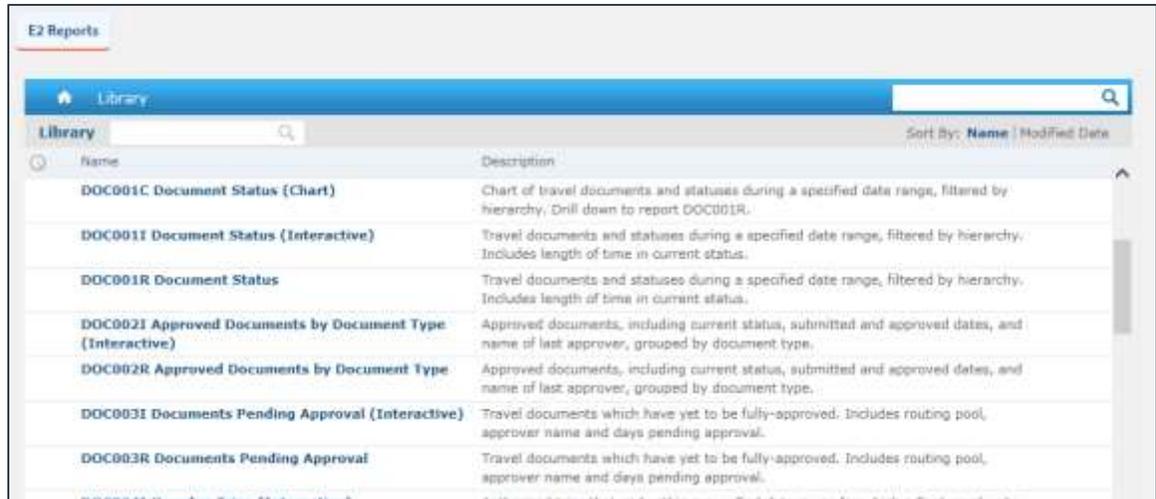
Figure 64: Reports — E2 Reports tab

2. Locate the report in the Library list.
3. Click the report name to run the report.

    *TIP: The Input Controls window displays if the report has optional or mandatory filters. Select or enter the filter values, and then click **OK** or **Apply** to generate and view the report.*

7.4 Profile

The *Profile* option appears in the User Options menu for all users. Your profile contains a variety of information about you and your travel preferences. You can enter and change some information in your profile; other information may have been entered for you or may be controlled by your agency or system administrator.

When you first log on, a message on the **At a Glance** tab prompts you to complete your profile. A profile is incomplete until it includes address information. At the minimum, however, the following sections must be completed before you can take any travel-related actions within E2:

- Address Information
- Email Information
- Approval Routing

    *NOTE: This is added by your system administrator. Click the **View Approval Routing** link in the Other Features section to review your approval routing information.*

Your agency may also require the following sections to be complete:

- Credit Card Information
- Travel Preferences

TIP: If you plan to book reservations via the E2 online booking tool or via a request to your TMC, you should also verify the reservation name in the Personal Profile section. This is the name used for your reservations and should match the government-issued document that you use when traveling. This is part of the government's Secure Flight initiative, and inaccurate information may result in additional Transportation and Safety Administration (TSA) screenings at boarding, or even denial to board.

Complete the following steps to view or update your E2 profile:

1. Click the User Options menu in the task bar (i.e., your name).
2. Select *Profile* from the drop-down list. This displays your User Profile page.
3. Click the link to the right of each section to view or update that information.
4. Click the links in the Other Features section to perform other optional tasks. The links in this section may vary, based on your agency's travel policies.

Figure 65: User Profile page

7.5 Message Center

The *Message Center* option appears in the <u>User Options menu</u> for all users. The Message Center provides access to important communications in the form of:

- **Bulletins** – Notifications from your agency, office or workgroup, or E2 administrators.

  NOTE: The exclamation point (!) in a triangle indicates an urgent message. Urgent messages always appear at the top of the list.
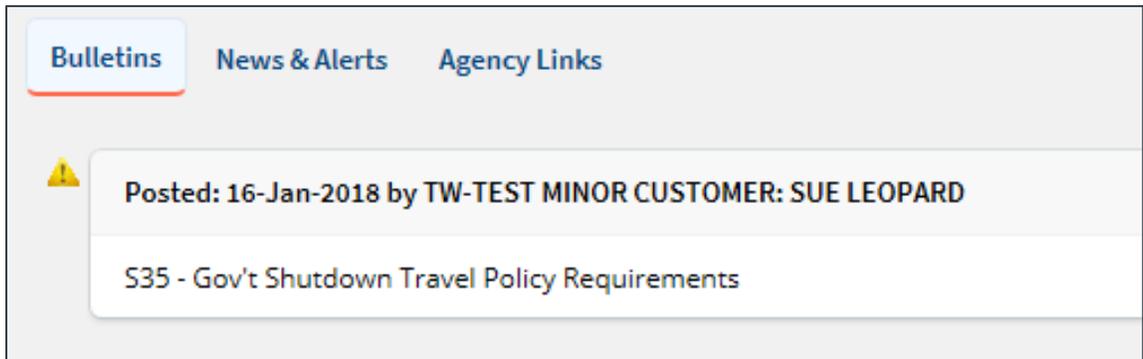
Figure 66: Message Center — Bulletins tab

- **News & Alerts** – Access to news feeds selected by your agency. Click the **read more** link to view the entire article. News feeds are external to E2, and articles open in a new browser tab or window.
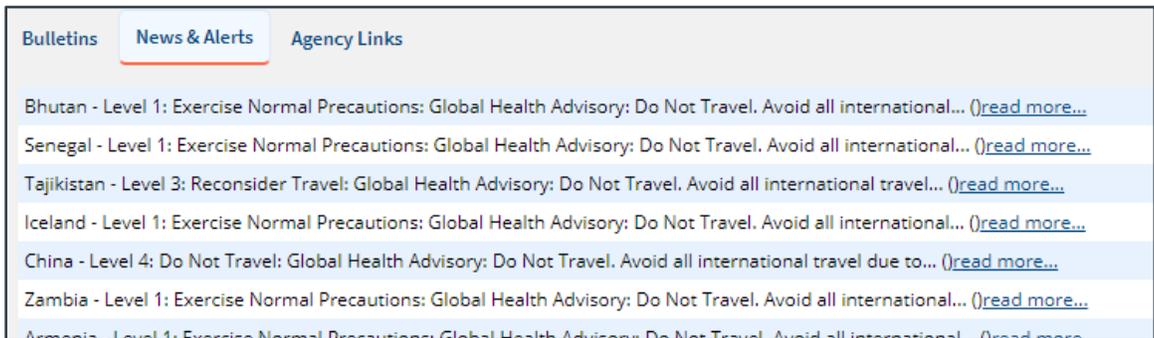
Figure 67: Message Center — News & Alerts tab

- **Agency Links** – Selected links to government travel policies and information.
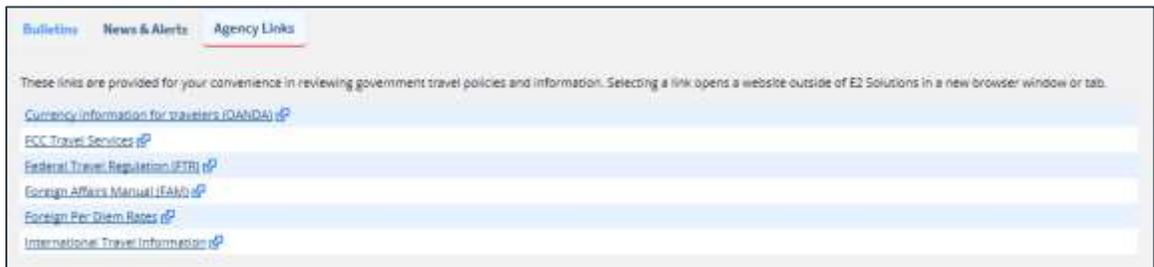
Figure 68: Message Center — Agency Links tab

8   Online Help

The *Online Help* option, available on all pages via the User Options menu, provides access to the E2 Knowledge Portal, where you can search for answers to your E2 questions, access computer-based training videos and user guides, chat with support agents, or submit email questions to the customer support staff.
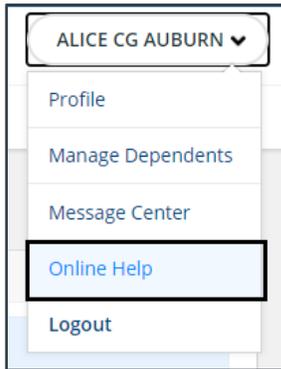
Figure 69: User Options — Online Help link

8.1   Knowledge Portal

When you click the *Online Help* option, the E2 Knowledge Portal appears in a new browser tab or window. The **Find Your Answer** tab is selected by default. Because the portal opens in a new window/tab, you never lose access to your E2 session – it remains available while you search for or review information.

To close your Online Help session, close the E2 Knowledge Portal browser tab or window.
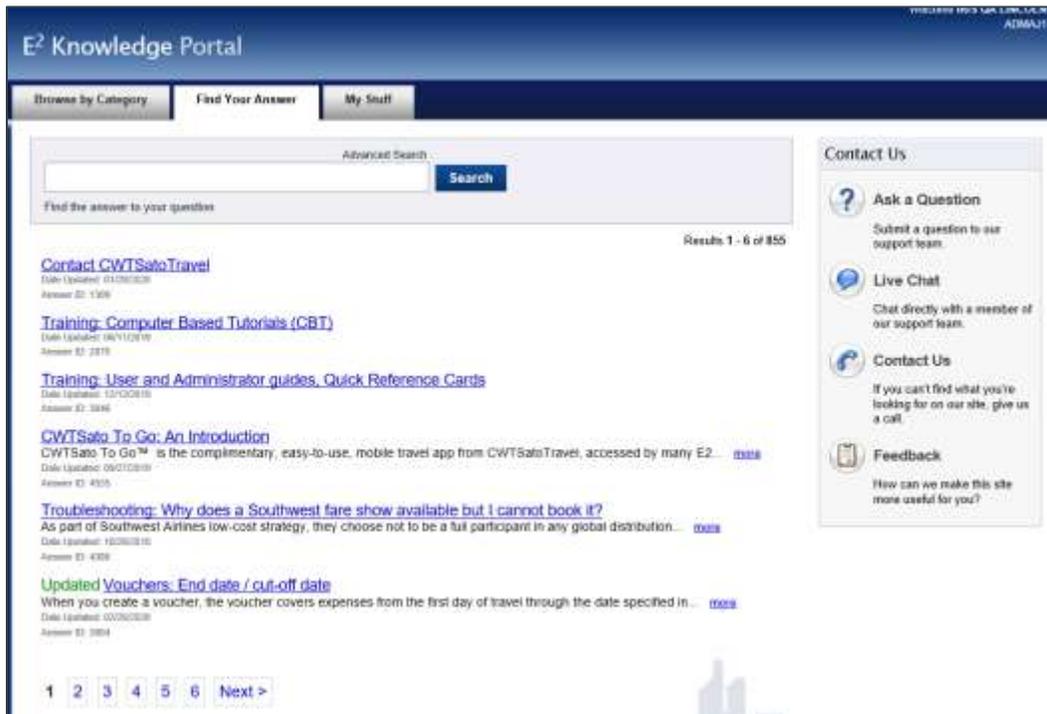
Figure 70: Online Help — Knowledge Portal

8.2 Find Your Answer

You can search the knowledgebase for an answer to your question. Complete the following steps.

1. Enter your question or keywords in the **Search** field on the **Find Your Answer** tab.
2. Click **Search** (or press **ENTER** on your keyboard).
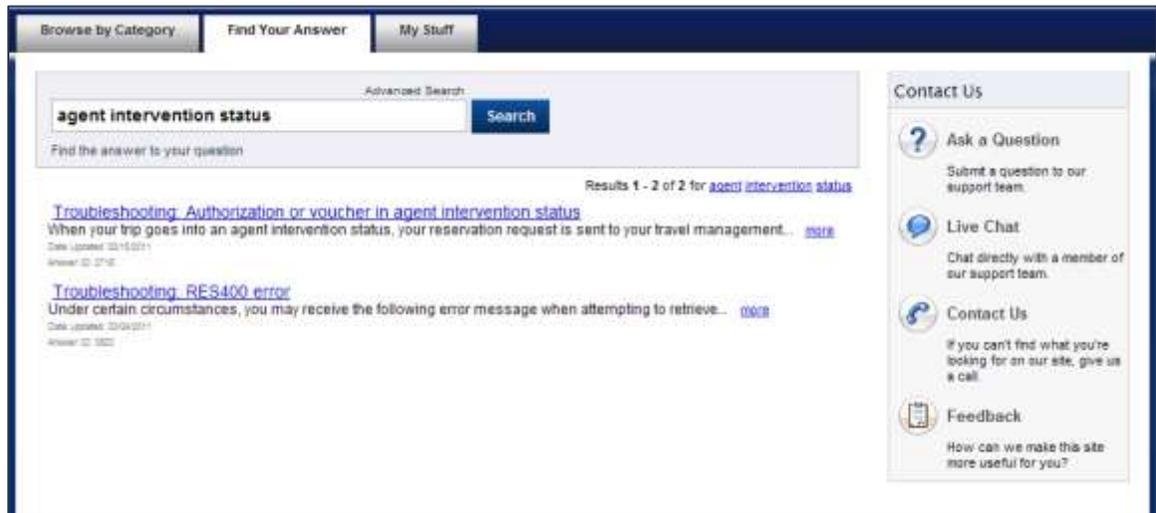
Figure 71: Online Help — Search Results

3. Click a link to view the corresponding answer.
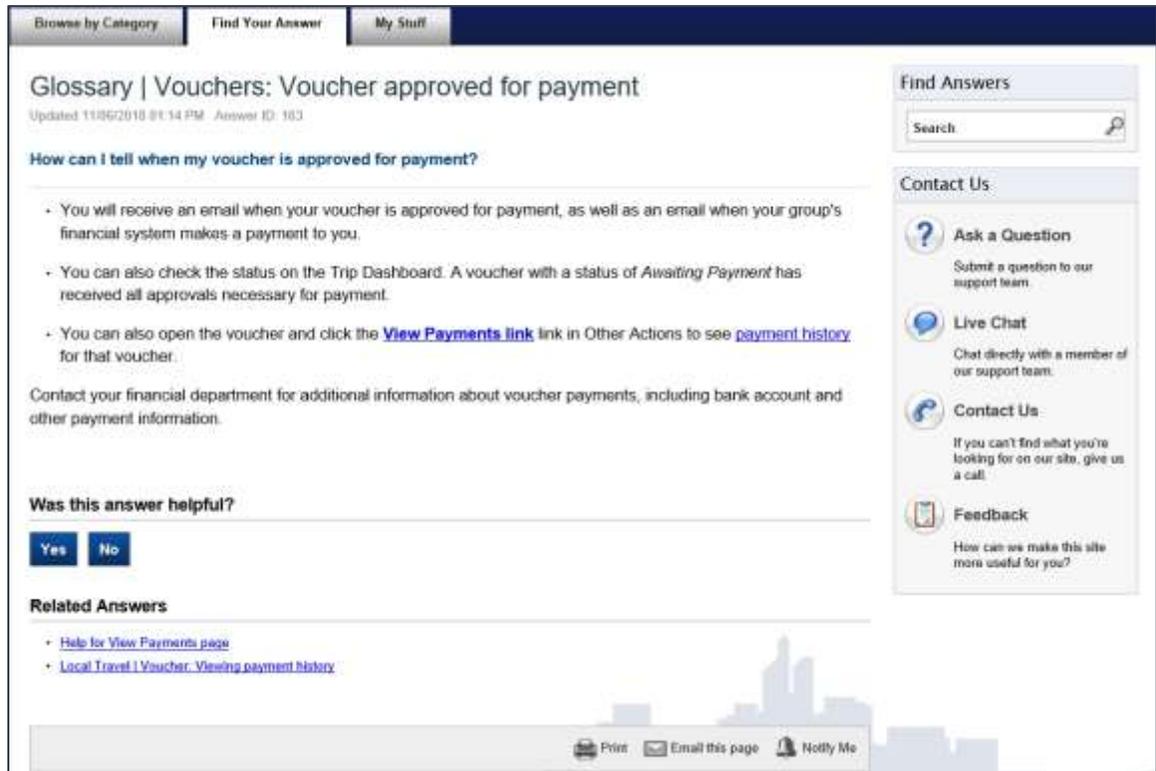
Figure 72: Online Help — Specific Answer Details

- The answer displays the following information regarding the topic:
  - Updated – the last update (date/time) to this answer ID
  - Answer ID – answer ID assigned to the topic
  - Answer information – content used to provide information on the topic
  - Related Answers – any additional topics related to this one
- To send us feedback on the answer, click **Yes** or **No** in the "Was this answer helpful?" section, enter your feedback, and then click **Submit**.
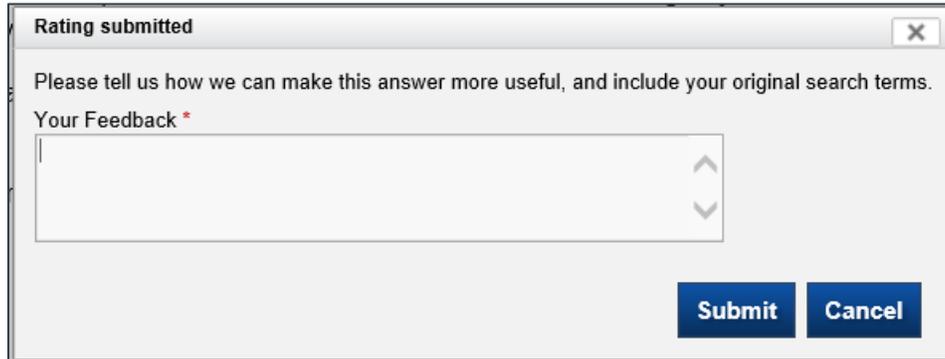
Figure 73: Online Help — Answer Feedback window

- To print the answer, click the **Print** link or icon.
- To email a link to this answer, click the **Email this page** link or icon. Enter the email address in the **Recipient Email** field, and then click **Send Email**.
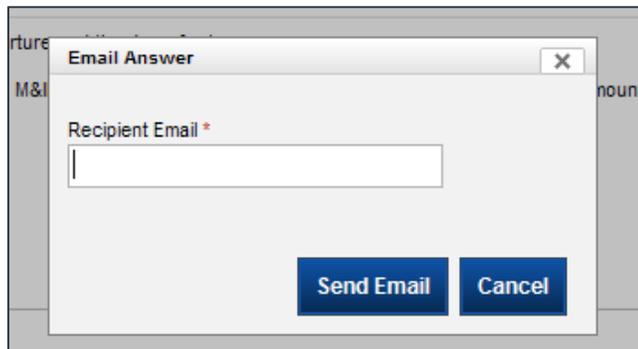
Figure 74: Online Help — Email Answer window

- To subscribe to the answer and be notified whenever it is updated, click the **Notify Me** link or icon. Click **OK** to close the confirmation window.
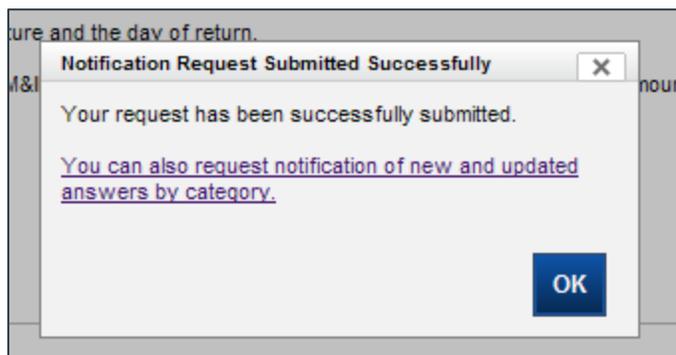
Figure 75: Online Help — Subscription Confirmation window

8.3   Contacting Us

If you cannot find the information you need, contact the Travel Assist Team. The Contact Us menu is available from all Knowledge Portal pages; TMC contact information also displays.

- **Contact Us** – Click **Contact Us** to display Travel Assist Team contact information.
- **Feedback** – Click **Feedback** to leave us feedback, which helps to ensure we are providing useful information.
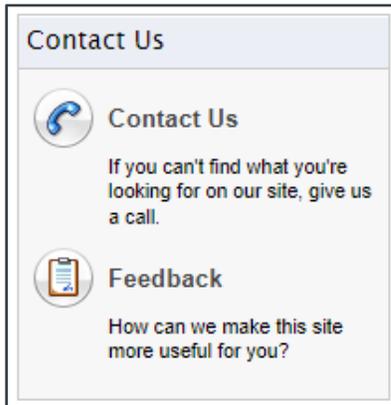
Figure 76: Online Help — Contact Us menu

8.4   Browsing for Answers

If you want to browse the available answers by category, click the **Browse by Category** tab, and then click a category. A list of all category answers appears on the **Find Your Answer** tab.
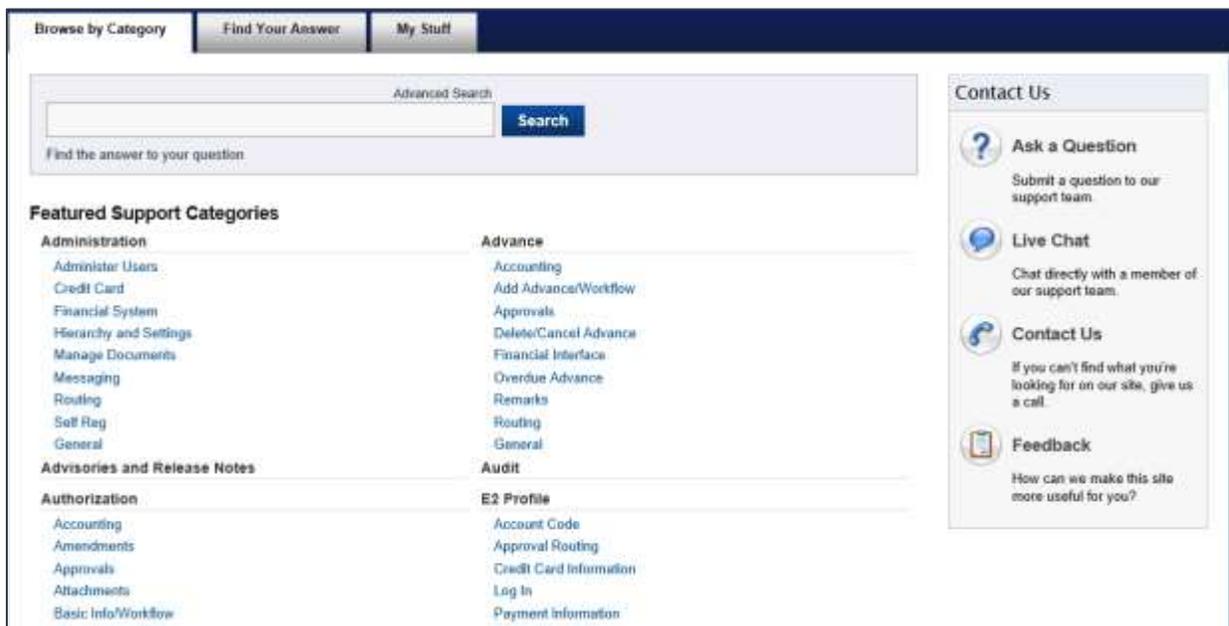
Figure 77: Online Help — Browse by Category tab

Figure 78: Online Help — Browse by Category results

8.5   My Stuff

The **My Stuff** tab gives you access to any answer feedback you provided under category notifications.
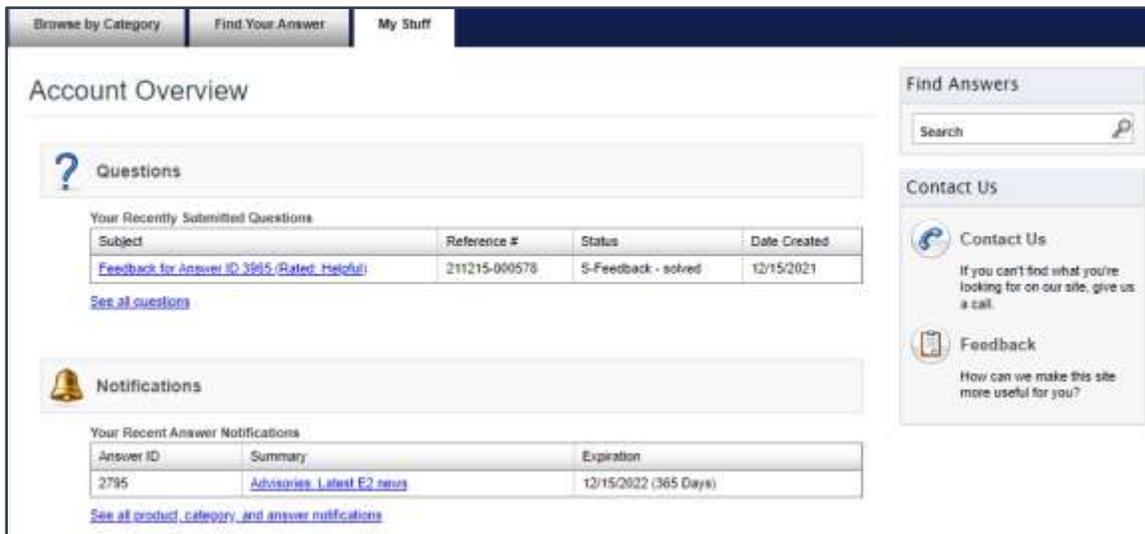
Figure 79: Online Help — My Stuff

8.5.1   Notifications

You can subscribe to answers and answer categories, and receive notification when a subscription item is updated. Subscribing to an answer or category is helpful if you are an infrequent E2 user and want to have quick access to the topics that help you accomplish your tasks. The Notification section on the **My Stuff** tab lists all of your answer subscriptions; click a link in the Summary column to view the corresponding answer.

Complete the following steps to manage your answer and category subscriptions.

1. Click the **See all category and answer notifications** link to view all of your subscriptions. This displays the Notifications page.
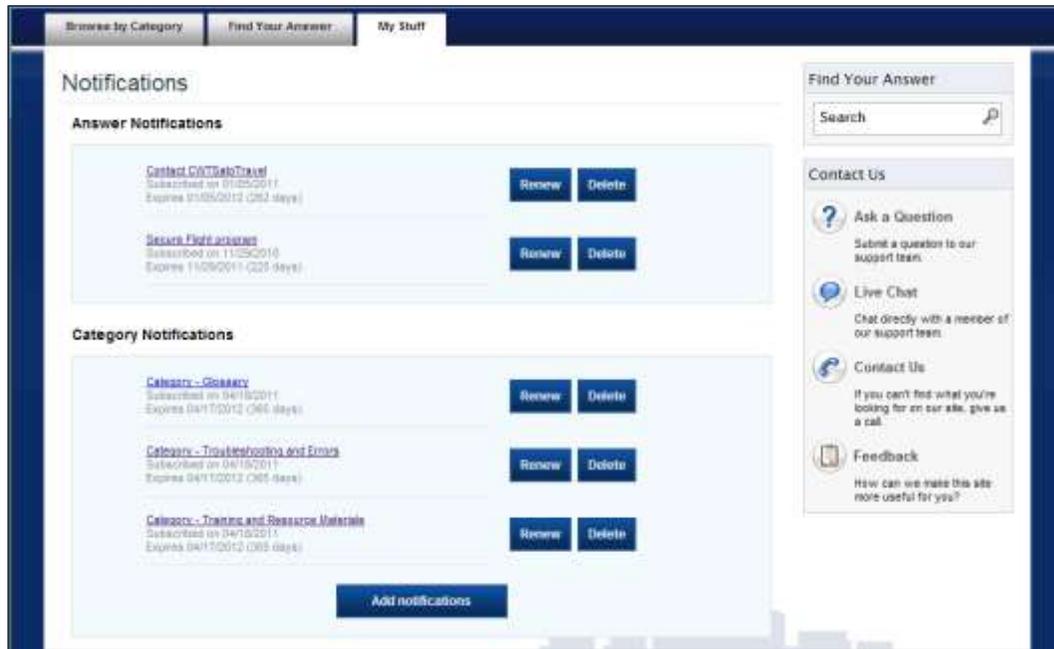
Figure 80: Online Help — Notifications page

2. Make the necessary changes.

- Click **Add notifications** to add another category subscription. Select the category from the list, and then click **Add Category**. The new category is added to the Notifications section on the **My Stuff** tab. By default, all notifications are valid for 365 days.
- Click **Renew** to renew a subscription.
- Click **Delete** to delete a subscription.

8.6 Online Help on a Mobile Device

When a user accesses E2 from a mobile device (e.g., smartphone, tablet), and selects the help icon from any workflow page or the **Find Answers** link from any E2 page, a mobile-friendly version of the Knowledge Portal displays.

All of the features and functions of the main (desktop) Knowledge Portal are available in a format specifically designed for mobile devices. From **Find Answers** (or from any online help icon in the E2 mobile application), the user can see the main Knowledge Portal page, which includes immediate access to contact information (via **Call us**) for the Travel Assist Team.
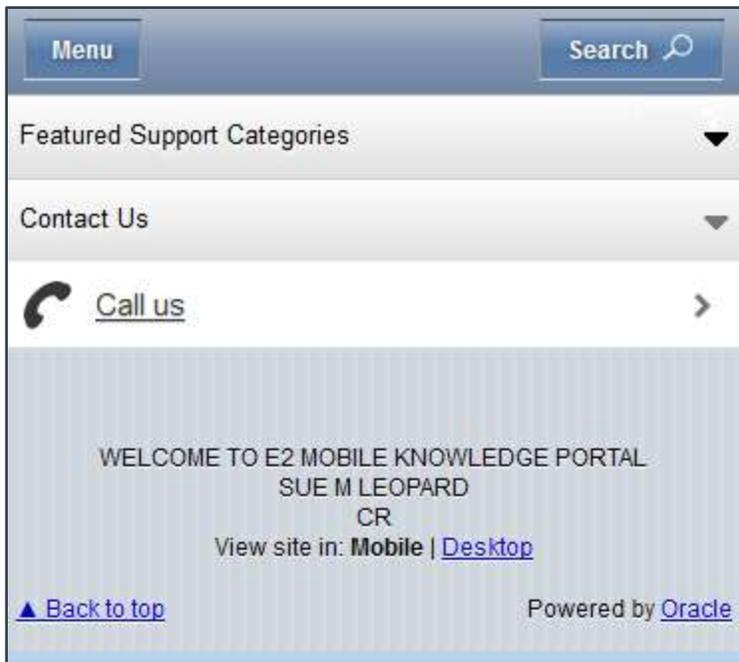
Figure 81: Online Help — Mobile Version

Complete the following steps to search for information:

1. Tap **Search**.
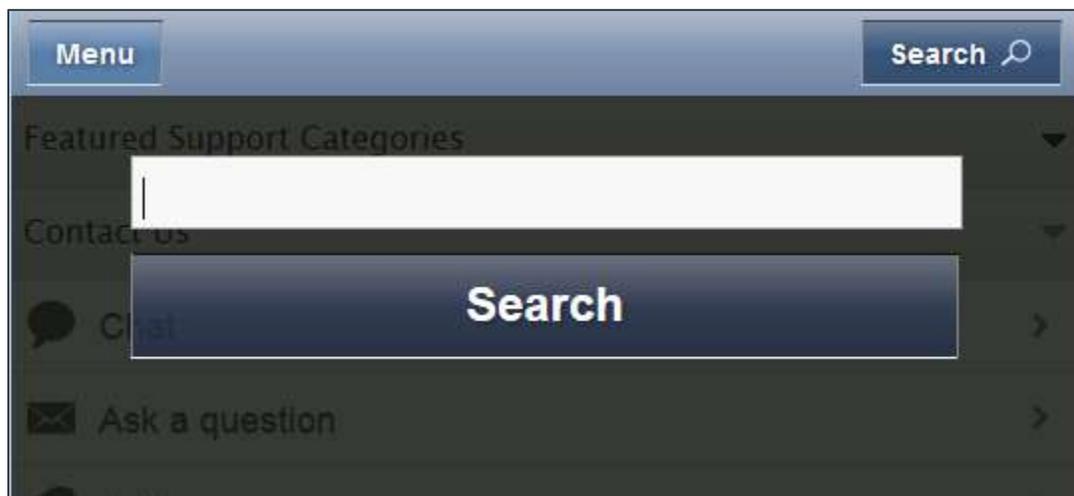
Figure 82: Mobile Online Help — Search

2. Enter a search term in the text box, and then tap **Search**. A list of results displays on screen.
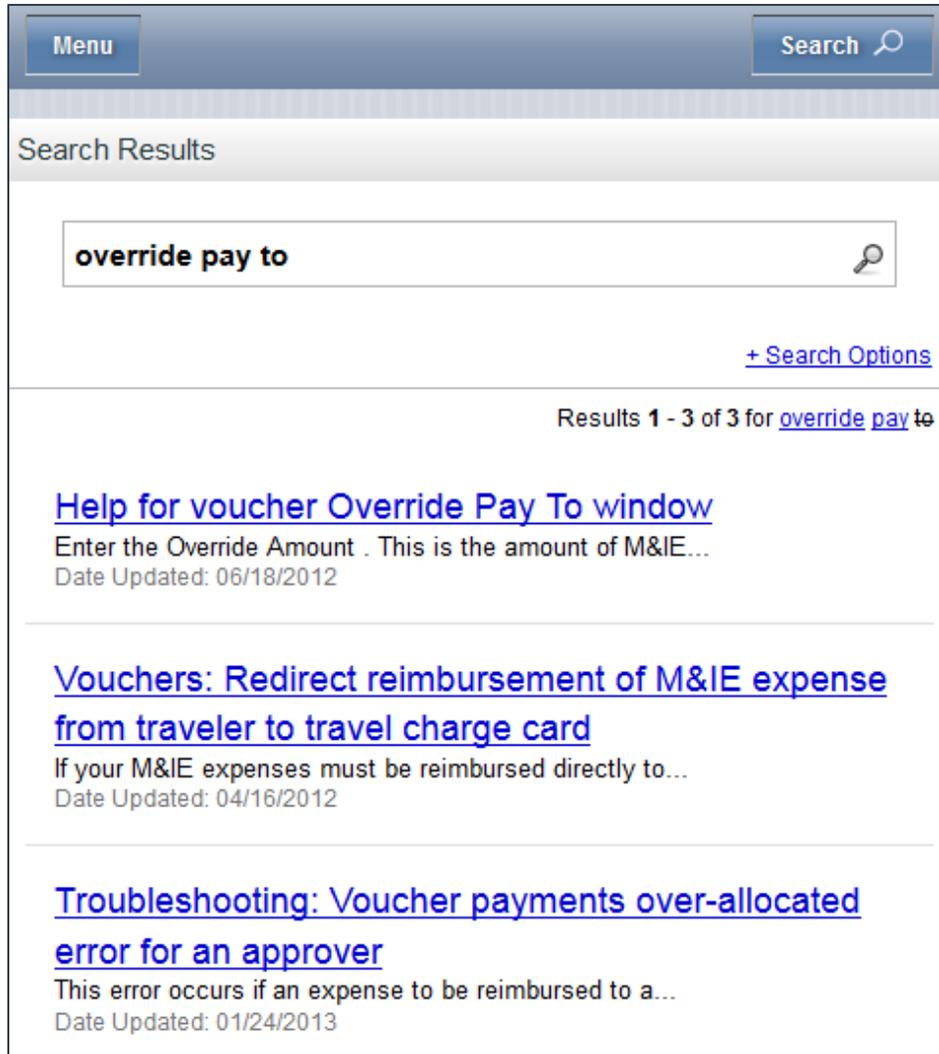
Figure 83: Mobile Online Help — Search Results

3. Tap any link to view the answer. Detailed information displays with images sized for the mobile device.

    NOTE: When accessing the main E2 site via a mobile device, tapping the online help icon on any workflow window or page takes you directly to the corresponding answer via the mobile Find Answers interface

8.6.1   Menu

From any Knowledge Portal page, tap **Menu** to open the application's main menu.
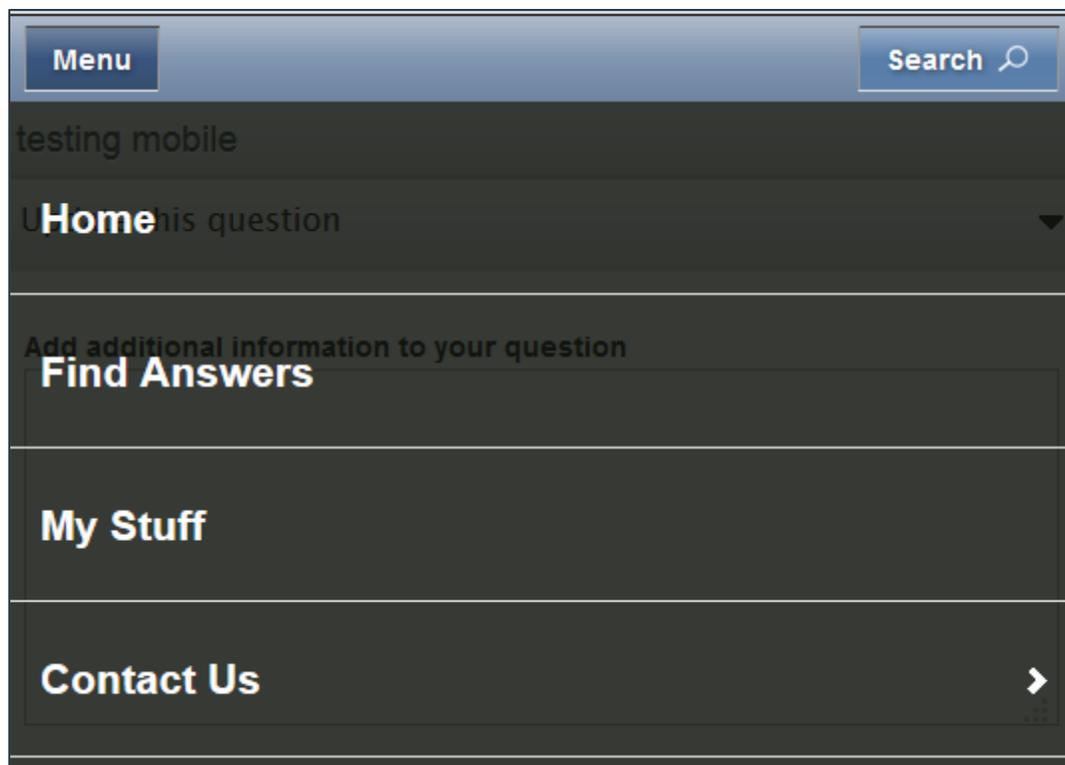
Figure 84: Mobile Online Help — Main Menu

- Tap **Home** to return to the home page.
- Tap **Find Answers** to view the default list of answers.
- Tap **My Stuff** to review or update your incidents and notifications.
- Tap **Contact Us** to expand the panel.
    - Tap **Call us** to retrieve support and travel management center (TMC) phone numbers.
    - Tap **Ask a question** to ask an E2 customer support analyst a question via email.
    - Tap **Chat** to start a live chat with an E2 customer support analyst.

9 Logging Off

When you are finished working in E2, always log off by clicking the *Logout* option in your User Options menu. Logging off properly ends your E2 session.
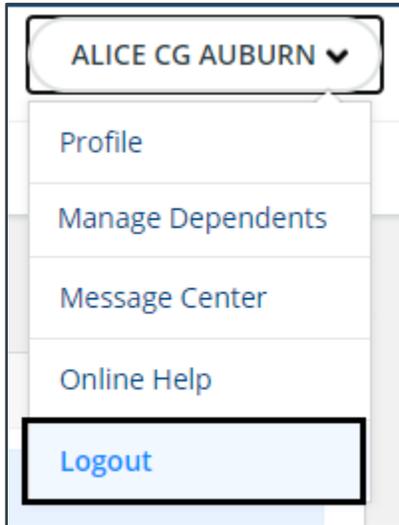
Figure 85: User Options — Logout link

10 E2 Glossary

Account Code

An account code string corresponds to the funding source for your travel. The segments that make up each account code determine how the expenses on trips, vouchers, advances, and local travel claims will be funded.

NOTE: The unit's Funds Manager will enter the POET lines (i.e., account codes). If you do not know the appropriate account code to use for a travel document or expense, or you cannot find the correct account code, contact your manager or other agency personnel for assistance.

Tips

- Account codes and their formats are specific to your agency and are a function of the agency's FSMS financial system. You can click any account code (in the Accounting workflow step or in the Account Code Selection window) to view additional information about that particular account code.
- Use the Favorites feature to maintain a list of favorite account codes. Account codes can be added to your Favorites list from the Accounting workflow page after an account code has been selected.

Actual Expenses

The *Actual* expense reimbursement type allows you to claim actual trip expenses rather than be limited to per diem rates. Actual expenses can be higher or lower than a site's per diem rate, but total expenses for a site cannot exceed travel policy limitations. Actual lodging expenses may also be limited to a specific amount based on the maximum lodging per diem rate for a site.

You can select a reimbursement type for each day of travel, for both lodging and meals and incidental expenses (M&IE), on the authorization's Expenses step.

Changing Reimbursement Types

If you need to change the reimbursement type after an authorization has been approved, you must amend the trip. For example, if your lodging rate exceeded the per diem allowance, and your agency approved the excess expense, you would amend your trip and change the reimbursement type for your lodging to *Actual*. After the amended trip is approved, you can enter your actual expenses and submit the voucher for approval.

Actual Reimbursement Maximum

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

Figure 86: Lodging Expenses — Actual Reimbursement Maximum text

Figure 87: Meals and Incidental Expenses — Actual Reimbursement Maximum text

The number to the right of the text indicates the percentage by which actual lodging and meal expenses can exceed the per diem amount, as defined for your office or workgroup. There may be scenarios, however, where the percentage allowed for actual expenses needs to be adjusted for a particular trip. Click the **Modify** link to display the Actual Reimbursement Maximum window, which allows you to edit the maximum percentage allowed.

*NOTE: The **Modify** link will not display when you are amending the authorization if at least one closed voucher already exists for the authorization. The Actual Reimbursement Maximum value established with the original authorization will be carried forward to the amendment and any*

future vouchers, but you will not be able to modify the maximum percentage allowed on the amendment.

Figure 88: Actual Reimbursement Maximum window

Administrator

Also known as the Travel Policy Manager.

An administrator is an E2 user within an organizational structure that has a specific set of advanced permissions. Administrators can assist you with travel policy questions specific to your agency, as well as with other issues related to E2 features and functions.

Airline Change Fee

When a traveler requests a change to a ticketed transaction, an airline change fee may be charged to the travel agent by the airline carrier if the agent does not reissue the ticket. This fee may be passed onto you as an expense to be included with your authorization or voucher.

NOTE: The airlines are not charging the government for this change fee. Instead, the airlines are charging this fee to the travel agent if, and only if, the agent does not reissue the ticket when a change is made after the ticket has already been issued.

If a travel agent does not reissue the ticket and officially change the record, the airline will not be able to determine if a flight is overbooked, or if additional funds should be collected or refunded as a result of the change. Additionally, when the traveler checks in, that person's record will not show the most recent changes, which could impact the traveler's ability to board the flight.

An airline change fee is not imposed when the travel agent reissues tickets to reflect voluntary changes.

Approval Routing

Approval routing refers to one or more approval steps for a type of document configured by an administrator and based on travel policy.

Approval Path

A document may follow multiple steps on the path to approval. To view the approval path for a document that is pending approval, open the document and click the **View Routing Path** link in the Other Actions section.

> *NOTE: The **View Routing Path** link is only available for documents with a Pending Approval status. To view approval routing information that is generally applicable to a traveler's documents, click the **View Approval Routing** link in the Other Features section of the traveler's profile.*

Approver

Also known as a "Federal Supervisory Travel Approver."

An approver can approve, revise, route, and print travel documents for users within a specified approval hierarchy.

Arranger

See Travel Arranger.

Arranger Session

When you click the **Arrange** icon for a traveler listed in the search results on the Travel for Others page, you enter an arranger session where you can start arranging travel for that user. You can tell that you are in an arranger session by the task bar, which is limited to two selections: **Traveler's Trips** and **Traveler's Profile**. The label on the User Options menu also identifies you as well as the traveler for whom you are arranging travel (i.e., *Traveler's Name // Your Name*).

As an arranger you can take most of the same actions for the traveler as you can take for yourself — create a travel document, make reservations, etc. (You cannot, however, change the traveler's default landing page.)

Auditor

Depending on customer policy settings, auditors perform audits to ensure adherence to such items as:

- Agency expense policies
- Usage of proper accounting strings
- Corroboration of expenses with attached receipts
- Review of remarks and document history to assure that other trip guidance has been followed
- Comparison with other travel team documents

Your workgroup can have only one type of audit enabled: pre-payment or post-payment.

- Pre-payment audits take place after a voucher has received final approval but before funds are reimbursed.
- Post-payment audits take place after a voucher has a status of *Closed Voucher*.

Access

To access audit functions, you must be assigned a user role of *Auditor*; click **Audit** on the task bar to access auditor functions. Refer to *UG49: Auditing Vouchers* for more detailed information on the audit process.

Authorization

See Travel Authorization.

Authorized Delay

An authorized delay is an allowed delay that occurs when you are not directly traveling to your destination. An allowed delay may occur when using any mode of transportation, for any reason. Examples include:

- Weather
- Traveling OCONUS on flights with stopovers exceeding 14 hours
- Traveling using a personally owned vehicle (POV) to a location that is more than 350 miles away

Automatic Log Off (Inactivity)

The default inactivity time is 15 minutes. This is also the maximum time of inactivity; your group may have a shorter period of inactivity. E2 displays a window notifying you of inactivity. Click **OK** to stay logged on.

Blanket Travel Authorization

See Open Authorization.

Break

A break is defined by the FTR as time off from an extended temporary duty assignment (TDY), so you can return to your home site for official duty. (Refer to FTR §301-11.21 through §301-11.24 for details.)

Reimbursement

Per diem is paid at a rate of 75% on the day of your return to the home site and the day of your return to the TDY site.

If you leave your home site and travel to a TDY site on one day, and then return to your home site on the next day, and the time period that you are gone is greater than 12 hours, but less than 24 hours (i.e., the trip spans two calendar days), the amount of reimbursement you receive depends on whether lodging was required. For example, if you begin travel at 10pm and return to your home site the next morning, you are reimbursed as follows:

- If you do not book a hotel, you are reimbursed for one day of leave at 75% of the meals and incidentals expenses (M&IE) rate only.
- If you book a hotel, you are reimbursed for two days of leave at 75% of the M&IE and lodging rates.

Versus "Leave"

A break is different from a leave. The FTR defines "leave" as a personal break in official duty while at a temporary duty (TDY) station. Official days off (also known as "leave days") are normal workdays (e.g., non-holiday, non-vacation) during a trip that should not be considered workdays.

Add Break

The ability to add a break to your trip is controlled by your workgroup's travel policy. If the **Add Break** button does not appear on the Site Details step of the authorization workflow, your group's travel policy does not permit you to add a break in your TDY travel.

Cancel

Canceling a document in E2 removes the document from use, but retains the document information for audit purposes, based on government requirements. If you cannot delete a document because it does not have a *New* status, you can usually cancel the document. Look for the **Cancel** link in the Extras section of the document workflow or dashboard.

Document Status

If the **Cancel** option is not available to you, review the document's status. You cannot cancel a document if it is pending approval or if an associated trip document is pending approval. If you need to cancel a document that is pending approval, recall the document. After the document is recalled, you can cancel it.

Charge Card Payment

Total entitlements are calculated after your voucher or local travel claim is complete. Two payments may be issued – one to you and one directly to the government travel charge card company. Method of reimbursement selections are required as part of the Expenses step in the voucher and local travel claim workflows.

Coach Class

Also known as "economy class."

Coach class is the basic accommodation class offered by commercial airlines and passenger rail carriers. This class includes a service level available to all passengers regardless of the fare paid.

The term applies when an airline offers only one accommodation class that is sold as economy-class. It also includes tourist class and economy class on commercial airlines, and reserved coach and slumber coach accommodations on overnight rail travel.

NOTE: Some airlines only offer a single level of accommodation, but that level is true business class or true first class. Do not confuse these carriers with airlines that offer only one economy class accommodation class.

Commercial Auto

Also known as "special conveyance" or "rental car."

A commercially rented or hired vehicle, other than a privately owned vehicle, and other than those vehicles owned or under contract to an agency.

Common Carrier

Also known as commercial transportation.

"Common carrier" refers to commercial air, rail, bus, or ship transportation supplied by the private sector. Commercial airfare and rail may be booked via E2 using the online booking tool. You cannot, however, book bus or ship/vessel transportation online in E2. Contact your travel management center for assistance with these forms of transport.

NOTE: Travel by ferry may be considered a commercial vessel. Ferry fees may also be considered a privately owned vehicle expense. Contact your travel policy manager for guidance.

Comparative Airfare

If you are not traveling via commercial air or a "government" mode of transportation (i.e., government plane, government vessel, etc.), the Comparative Airfare feature allows you to see the cost of coach commercial airfare for a matching itinerary. Comparative airfare information includes the full airport names and codes for each itinerary segment.

Link

The **Comparative Airfare** link is available in the Other Actions section, on the left side of pages in the authorization workflow. It is available:

- To all users with access to the authorization, including travelers, arrangers, approvers, and auditors
- After the authorization Site Details step is completed and saved (site locations must be associated with an airport)
- If the mode of transportation is commercial auto, commercial bus, commercial rail, commercial vessel, private motorcycle, private plane, or private auto

Complete the following steps to utilize the Comparative Airfare feature:

1. Open your trip and view the authorization.
   a. Click the My E2 **Trips** tab.
   b. Locate the trip.
   c. Click the **Show** link.

   *TIP: If necessary, click the **Trip Dashboard** tab, find the authorization in the Authorization section, and then click **Show**.*

2. Click the **Comparative Airfare** link, in Other Actions, on the left side of any workflow page. This displays the Comparative Airfare window. The total amount includes all segments shown; in the following figure, the round-trip cost is $258.00 (excluding taxes).

   NOTE: Comparative airfare is not available if the travel dates have passed.

Comparative Airfare

A coach airfare is available for the dates and sites for this trip.

Flight from Washington Ronald Reagan National Airport (DCA) to Birmingham (BHM)
Flight from Birmingham (BHM) to Washington Ronald Reagan National Airport (DCA)

$780.00 (excluding taxes)
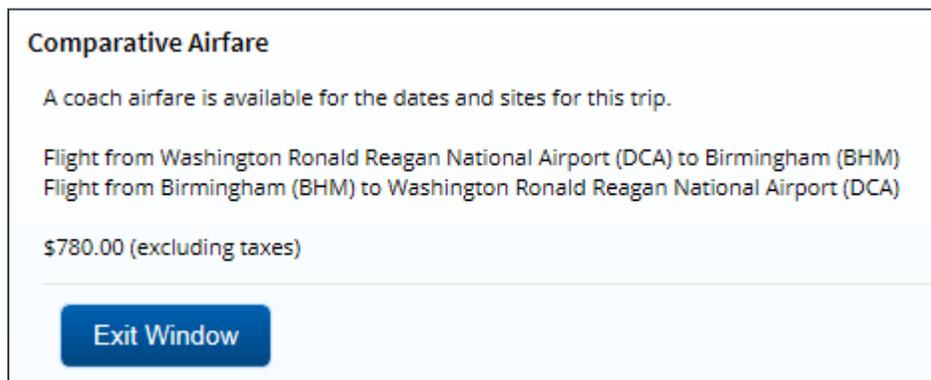
Exit Window

Figure 89: Comparative Airfare window

3. Click **Exit Window** to close the window and return to the authorization workflow.

Comparative Trip

A comparative trip is an alternate travel scenario that is used for comparison purposes during the authorization approval process. It includes basic information (i.e., type of travel and travel purpose), site details, and expenses. For example, you could add a comparative trip with a different mode of transportation than the authorization, alternate per diem locations, or even different travel dates.

Link

You can add a comparative trip to your authorization after you complete *all steps* in the authorization workflow and before you submit the authorization for approval. Click the **Add Comparative Trip** link in the Extras section on the authorization's Summary page.

- You can add up to two comparative trips to your authorization.
- A comparative trip can use the existing authorization as a template, so you only need to make changes, or you can add all comparative trip details manually.

Comparative trip information, once created, is available from the **Trip Dashboard** tab, as well as from links on the authorization's Summary page. Comparative trips are assigned a comparative trip ID, which appears in the page header of all pages in the comparative trip workflow, along with the traveler's name and associated trip ID.

Traveler Name: IRIS LINCOLN   Trip ID: 287787   Comparative Trip ID: 288306

Figure 90: Comparative Trip ID

Confirmation Code

See PNR.

Contract Carrier

A contract carrier is an airline that has a government contract to service a specific route at a contracted rate. In the online booking tool (OBT), the "Contract carrier" symbol (Contract carrier) identifies contracted fares available for government travelers. These contracted fares are part of the government's City Pair Program (CPP), which offers fares that are considerably lower than comparable commercial fares.

Contract city pair fares may be used by federal and DOD civilian employees (but not federal contractors) on official travel, uniformed service members and reservists in active status, and dependents of federal employees or active duty military, if their names are on the official travel orders. Use of a contracted fare is preferred when booking travel through E2 as they provide the following advantages:

- No advance purchase restrictions
- No minimum or maximum length of stay required
- Tickets are fully refundable
- Government fares offer last seat availability
- No blackout periods
- Stable prices enable travel budgeting
- Dual fare availability (-CA and YCA)

Selection of a non-contract fare is considered out of policy and will require justification.

Fare Types

The following types of fares may be seen when booking air travel through E2.

-CA & YCA Fares

These are fully refundable, unrestricted, contracted government fares that are within travel policy.

- -CA fares are typically lower than YCA, but there is limited seat availability for these fares. (Seat availability on a particular flight varies by carrier and market.)
- -CA fares allow an agency to save the most money possible, while still enjoying the same quality service available with the YCA fare. Preference should be given to –CA fares; if both –CA and YCA fares are available, travelers should book the –CA fare.

Coach Fares

A *Coach* fare is typically the lowest commercial fare for the selected flight.

- May be issued within a 24-hour period, based on the airline, to guarantee the ticket (see fare rules).
- Unrestricted coach fares are fully refundable. After the unrestricted coach fare ticket is issued, it can be refunded. (Booking fees, however, still apply.)
- Restricted coach fares may not be fully refundable (see fare rules).

DG Fares

DG fares are offered by non-contract carriers but are not available to the general public. Therefore, these fares do not qualify for the FTR exception that allows government travelers to take advantage of a lower commercial fare offered by non-contract carriers. Some things to be aware of before booking a DG fare:

- May not be used for government travel, unless it meets a government exception.
- May change price between the time the reservation is made and the ticket is issued.
- May add additional fees that do not apply to contract airfares.
- May charge early ticketing to a traveler's credit card sooner than with contract airfares.

DG fares may be used when any of the following conditions are met:

- A contracted City Pair fare is not available.
- Space or scheduled contract flight is not available in time to accomplish the purpose of your travel.
- Contract flight is inconsistent with explicit agency policies regarding scheduling travel during normal working hours.
- Rail is not available, not cost effective, or inconsistent with mission requirements.

CONUS

"CONUS" is a designation for travel occurring within the continental United States. The U.S. General Services Administration establishes CONUS per diem rates.

*TIP: You can search for and view current per diem rates through the **Agency Links** tab in the E2 Message Center. Select* Message Center *from the User Options menu on the task bar, click the **Agency Links** tab, and then select the link for* [GSA per diem rates](#).

Custom Sites and Per Diem Rates

E2 supports custom sites, defined by your agency and associated with custom per diem rates. The agency controls the number of days at a site and the applicable per diem rates. The following types of custom sites can be configured:

- **Fixed custom sites** – These are custom sites associated with a fixed per diem rate for lodging and meals and incidental expenses (M&IE).
- **Flat custom sites** – These are custom sites associated with a flat per diem rate for lodging and M&IE. The agency defines a flat M&IE per diem rate for all travel days and may define a different M&IE per diem rate for non-travel days.
- **Variable custom sites** – The lodging and M&IE per diem rates may vary based on the length of stay at the site. (Standard first and last day of travel rules apply.) For example, if you are at a site for 90 days:
  - o Days 1 through 30 may be at a specific per diem rate.
  - o Days 31 through 60 may be at a second per diem rate.
  - o Days 61 through 90 may be at a third per diem rate.

Mileage Rates

Custom sites may also control the mileage rates for use of privately owned vehicles. Mileage rates may be fixed or may vary, based on the number of days at the site.

Site Details

When you create an authorization, always verify the sites for your trip are correct at the Site Details step. If you have booked reservations, but are required to use a custom site, enter the first few characters of the custom site name in the **Going To** field, pause, and then choose the correct site from the list.

Daily Expenses Summary

To review per diem information for each site and day of your trip, click the **Daily Expenses Summary** link in the Other Actions section for an authorization or voucher.

Dashboard

A tab in an E2 document workflow that allows you to access individual documents and to take actions that may impact multiple documents. The dashboard also allows you to create new documents. Dashboards are available for:

- Group authorizations
- Local travel claims
- Open authorizations
- Trips

Access

Complete the following steps to access a dashboard.

1. Click **My E2** in the task bar.
2. Click the tab for the appropriate document list. For example, click the **Trips** tab to see the list of your trips.

3. Locate the item on the list.
4. Click the **Show** link. Depending on the document's status, either the document's workflow or the **Dashboard** tab displays. If you see the document workflow, click the **Dashboard** tab.
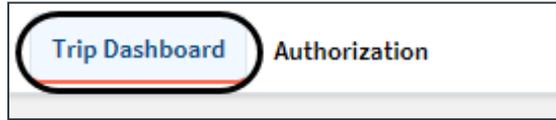
Figure 91: Trip Dashboard and Authorization tabs

Example

In E2, authorizations, vouchers, and travel advances are individual documents. In combination with other items, such as reservations, these documents represent your travel plans, actual travel activity, and expenses. This combination of documents is known as your trip. The **Trip Dashboard** tab allows you to view and execute actions related not just to a specific document, but to your trip – which may impact several documents.

For example, when you create an authorization, you are taken directly into the authorization's workflow. After you have completed the first step in the process, the authorization is assigned a trip ID. This ID number is a unique identifier that is used to track all of the individual documents that combine to represent the trip. When you access the authorization again, you will see a tabbed interface that includes two tabs: **Trip Dashboard** and **Authorization**.

Delete

Deleting a document in E2 removes it from the system. You can only delete a document if it has a *New* status (i.e., was never submitted for approval). If you are unable to delete a document, you can usually cancel it.

Dependent

A dependent is any person who meets one of the following criteria:

- A child of the employee, employee's spouse, or employee's domestic partner, who is unmarried and under 21 years of age or who, regardless of age, is physically or mentally incapable of self-support

  NOTE: The term "child" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee, employee's spouse, or employee's domestic partner; and any unborn child(ren) born and moved after the employee's effective date of transfer.

- A dependent parent (including step and legally adoptive parents) of the employee, employee's spouse, or employee's domestic partner
- A dependent brother or sister (including step and legally adoptive brothers and sisters) of the employee, employee's spouse, or employee's domestic partner, who is unmarried and under 21 years of age or who, regardless of age, is physically or mentally incapable of self-support

Dimensional Account Codes

Rather than selecting from a list of preconfigured account codes, dimensional account codes allow the USCG unit's funds manager to create unique account codes by segment value at the time trips are

approved. This eliminates (or reduces) the need to have pre-assigned account codes. Each segment of the code can be entered by the user. The segments and values are validated against financial system configuration and rules. Users can search for segment information by segment value or description, and then select the value they want from the returned list.

Dimensional account codes utilize combinational rule sets that are configured and established via the integration process with E2i. Account codes, also referred to as POET lines, determine how the trip is funded.

Dimensional Account Code Templates

Dimensional account codes, which are utilized by USCG's financial system, typically contain many segments. To facilitate the creation of dimensional account codes, E2 allows the funds manager to utilize templates, bypassing the segment-by-segment creation process by pre-populating segments that contain static account code information (i.e., not reference data segments).

A template is any dimensional account code that is already associated with your travel document or that has been added to an accessible Favorites list. The Account Code Selection window automatically creates templates for you from these account codes. Any account code already added to the document (i.e., on the Accounting workflow page) is listed in the Trip Accounting Code Templates section on the **Add Account Codes** tab, while the Favorite Accounting Code Templates section lists all account codes flagged as favorites.

Direct Billed

"Direct billed" refers to a negotiated agreement with a travel supplier (e.g., lodging provider, airline, car rental agency) who agrees to bill directly to an agency for payment. These expenses will not be claimed for reimbursement on the employee's travel voucher.

Disbursements

Disbursements identify who or what accounts are reimbursed for expenses on a travel voucher (including supplemental vouchers and voucher reclaims) or local travel claim. Payment may be to you (the traveler), a government-issued travel charge card, or agency billed (central billing account or CBA). You specify who is to be reimbursed for travel expenses prior to submitting the voucher or local travel claim for approval.

- You select disbursement information when you add or update expenses on a voucher or local travel claim.
- The **Pay To** drop-down list is limited to the allowed sources — *Agency Billed*, *Travel Charge Card*, or *Traveler*.

Document Approver Level

The **Document Approver level** drop-down list (in User Settings) allows an administrator to specify the highest hierarchy level at which you can perform approval functions.

Document Number

A document number is a number assigned to a specific document (e.g., authorization, advance, voucher, etc.) and used to reference all financial transactions related to that document that are sent to, and received from, USCG's financial system.

E2 automatically assigns the format configured by USCG to all travel documents created by agency users, creating unique document numbers.

Document Recall

You cannot make changes to a document that is pending approval. The recall feature, however, allows a traveler or arranger to remove a document pending approval from the approval queue and return it to its previous status so it can be modified. This action:

- Removes the document from the approval process
- Notifies the assigned approver or pool of approvers
- Makes the document available to the traveler or arranger for changes
- Returns the document to its previous status

Process

Complete the following steps to recall a document.

1. Access the document's Summary page.

   *EXAMPLE: Locate a local travel claim on the My E2 **Local Travel** tab, and then click the **Show** link. If you go to a document dashboard, locate the document on the dashboard, and then click the **Show** link to display the document's Summary page.*

2. Click **Recall** (at the bottom of the page).

Recall Button

If the **Recall** button is not available, check the status of your document. Your document must have a status of *Pending Approval* for the **Recall** button to display. You cannot recall a document with a status of *Pending Audit* or *Pending Approval (Rejected by Agency)*. Travelers can make changes to a local travel claim or voucher with a status of *Pending Traveler Review* by clicking the **Modify** button, which displays in place of the **Recall** button.

Document Retention

All trips stay in your permanent record for six years and three months. Along with normally closed trips, this includes:

- Amended trips
- Revoked authorizations
- Canceled authorizations

Document Removal Process

E2 allows searchable access to indexed and archived travel transaction information (including receipts attached to authorizations and vouchers) for six years and three months (75 months) from the date of the paid voucher. After the 75-month retention period, E2 systematically purges document information based on selection criteria:

- Trips and local travel claims are candidates for purging 75 months after the final voucher is closed and the trip is closed.
- Open authorizations and group authorizations are candidates for purging once all referencing trips are purged.

- Documents that have not been submitted for approval are purged 75 months after the document creation date.
- Documents that are pending approval are not purged regardless of age.

Schedule for Document Removal

A scheduled weekly process will execute document removal and maintain a history of actions. The document removal schedule was enabled Saturday, March 25, 2017 (i.e., two weeks after the 17.1 production release), and is scheduled to run once per week on Saturday evenings.

Document Revision

"Document revision" refer to the ability of an approver to return a document pending approval to a traveler or prior approval level for revision. This action requires the approver to select a reason for returning the document and to add comments. The document's status changes to *Revised*, and the traveler or prior approver can make changes and resubmit the revised document for approval.

Document Status

The status of your travel document determines where your document is within the approval process. It also determines what you will be able to do with your travel document, or with other documents associated with your trip. The document's status displays in the header on each workflow page, as well as in the lists on the My E2 **Trips**, **Local Travel**, **Open Authorization**, and **Group Authorization** tabs.

The following tables list the possible statuses for each document type in E2.

Advance

Status	Description	Allowed Actions
Amended	The approved advance has been changed.	No actions available.
Awaiting Payment	The advance has been approved and is pending payment.	No actions available.
Canceled	The advance has been canceled.	No actions available.
Closed	The advance has been approved and paid.	The trip may be archived, depending on the status of other trip documents.
New	The advance request is in progress and has not yet been submitted for approval.	Complete and submit the advance for approval or delete the advance request.
Pending Approval	The advance has been submitted for approval.	The traveler/arranger can recall the advance.
Pending Approval (Rejected by Agency)	The approved advance has been rejected by the agency.	The approver can correct and reapprove the advance, or return the advance to the traveler for revision. *NOTE: The reason for the rejection is available in the document history.*
Revised	The advance has been returned to the traveler for revision or recalled by the traveler/arranger.	Make changes and resubmit the advance for approval, or cancel the advance request.

Authorization

Status	Description	Allowed Actions
Agent Intervention	The authorization has an associated reservation that is awaiting action by the travel management center.	No actions available.
Amended	The approved authorization has been changed.	No actions available.
Approved	The authorization has been approved. **NOTE**: *In some instances, financial systems provide E2 with an obligation status. When configured to display that information, the authorization's status must be* Approved – Obligation Accepted *before additional actions can be taken.*	Amend the document, create vouchers, or cancel the trip.
Booking in Progress	Online booking in progress.	No actions available until booking is completed.
Canceled	The authorization with associated reservations has been canceled; or the authorization sent to the approver and returned to the traveler for revision, or recalled by the traveler/arranger, has been canceled.	The trip may be archived.
Closed	The authorization has been closed.	Archive the trip; some travel policies may allow changes.
New Authorization	The authorization is in process and has not yet been submitted for approval.	Complete and submit the authorization for approval, or delete the authorization.
Pending Approval	The authorization has been submitted for approval.	The traveler/arranger can recall the authorization.
Pending Cancelation	Cancelation of the authorization is in progress.	No actions available.
Reservations Booked	The authorization has associated reservations but has not yet been submitted for approval.	Complete and submit the authorization for approval, or cancel the trip.
Revised Authorization	The authorization has been returned to the traveler for revision or recalled by the traveler/arranger.	Make changes and resubmit the authorization for approval, delete the trip, or cancel the trip.
Revoked Authorization	The approved authorization was canceled.	Archive the trip.

Voucher

Status	Description	Allowed Actions
Awaiting Payment	The approved voucher is pending payment.	No actions available.
Canceled	The voucher was canceled.	No actions available.

Status	Description	Allowed Actions
Closed	The voucher has been approved and paid.	Archive the trip.
Open	The voucher is in process but has not yet been submitted for approval.	Complete and submit the voucher for approval, delete the voucher, or cancel the trip.
Pending Approval	The voucher has been submitted for approval.	The traveler/arranger can recall the voucher.
Pending Approval (Rejected by Agency)	The approved voucher has been rejected by the agency.	The approver can correct and reapprove the voucher, or return the voucher to the traveler for revision. **NOTE**: *The reason for the rejection is available in the document history*.
Pending Approval (Traveler Review)	The voucher has been created by an arranger and is awaiting traveler review and approval.	The traveler must review and submit the voucher for approval; the voucher can be modified before submitting for approval, or deleted. The arranger can also recall the document.
Pending Audit	The voucher has been approved and is awaiting audit.	No actions available.
Revised	The voucher was returned to the traveler for revision or recalled by the traveler/arranger; the approved voucher was rejected by the agency and returned to the traveler for revision.	The traveler can change the voucher and resubmit it for approval, delete the voucher, or cancel the trip.

Domestic Partner

A domestic partnership is two individuals who are each other's sole domestic partner and remain so indefinitely. These individuals are willing to promptly disclose, if required, any dissolution or change in the status of the partnership and would marry, but for the failure of their state or other jurisdiction of residence to permit same-sex marriage.

See Spouse.

E2 User ID

Also known as "user name" or "login name."

An E2 user ID is a unique identification value assigned to a user when that user's record is created in E2. When you log on to E2, you enter your E2 user ID and password. Your user ID is USCG-###### (where ###### is your employee ID).

Electronic Funds Transfer

Electronic Funds Transfer (EFT) refers to the process by which funds are electronically transferred from one account to another account without manual intervention.

Email Notifications

Many actions taken in E2 result in notifications to interested parties via email. For example, approval of a document results in an email notification. The recall of a document triggers an email to the assigned approver or group of approvers. Changing a password in E2 sends an email notification to the user.

Some email notifications are optional; a user can "unsubscribe" to an optional email notification, after initial receipt of that type of notification, in their profile. Click the **Edit Email Notifications** link in the Other Features section of the profile.

Essential Unit Messing

NOTE: Essential Unit Messing, or EUM, is a JTR-only travel policy item.

Essential unit messing (EUM) refers to the use of a government dining facility by a unit or a group (e.g., organizational unit, operational element, operational deployment, detachment) when it has been determined it is necessary for accomplishing training and readiness or military operations.

EUM Reimbursement Type

When EUM has been established, the government provides meals to a service member and M&IE should be reduced to only the applicable incidental expenses. You can select the *EUM* option from the **Reimbursement Type** drop-down list in the authorization's Meals and Incidental Expenses window for each day for which essential unit messing is applicable. When selected, the **M&IE Amount** field defaults to the local incidental per diem rate for the specific date, and the **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes are checked, but remain enabled.

If one or more of the **Provided** check boxes is cleared, the **M&IE Amount** field on the authorization defaults to the proportional meal rate (PMR) plus the local incidental per diem rate for the specific date, using current PMR calculations. You will need to itemize the "unprovided" meal expense on the voucher to be reimbursed.

Expense Type

An expense type is a name for a category of travel expenses, such as lodging, airfare, subway fares, laundry, and tips. Each workgroup selects individual expense types to make available to travelers, and can customize the expense type name. For example, to cover the category of rental car expenses, your workgroup may have an expense type of *Rental Car*, while another workgroup may have an expense type of *Hired Car* or *Rented Auto*.

NOTE: If you have a travel expense but are unsure of the expense type to select, contact your E2 administrator or travel policy manager for assistance.

Expense Groups

Expenses are also summarized by group. Expense groups include:

- Lodging expenses
- Meals and incidental expenses
- Other expenses

    NOTE: "Other" expenses include transportation (e.g., airfare, rail, rental car) and all expenses not considered lodging or M&IE (e.g., fuel, subway fares, laundry, tips).

Fax Attachment

Receipts or other information may be attached to a document via fax.

Fax Cover Page

You must print a fax cover page for each fax you submit. The fax cover page includes information that associates the fax with the appropriate travel document:

- Bar code
- Traveler name
- Trip or local travel claim ID
- Date information
- Fax phone number

Process

Complete the following steps to print a fax cover page.

1. Open the travel document.
2. Click **Attachments** in the Other Actions section.
3. Click the **Attach Fax** link.
4. Click the **Print the Fax Cover Page** link (in step 1 of the Fax Attachment(s) section of the window). The cover page opens in a pop-up browser window.
5. Click **Print This Page**, or right-click and select **Print** from the menu. The standard Print dialog box displays.
6. Select your printer.
7. Click **Print**, and then click **Close**.
8. Assemble and fax your documents.

FedRooms Property Indicator

When searching for a hotel using the online booking tool, a check mark in a brown circle (⊘ FedRooms Property) indicates the hotel is a FedRooms-preferred property. As the government's preferred hotel program, FedRooms properties and rates should be your first choice when making hotel reservations.

Fly America Act

The Fly America Act (49 U.S.C. 40118) requires federal employees and their dependents, consultants, contractors, grantees, and others performing United States government-financed foreign air travel to travel by U.S. flag air carriers, unless travel by a foreign air carrier is a matter of necessity, or when U.S. flag air carrier service is not available within the Act's guidelines.

If your reservations violate the Fly America Act, you are prompted to select a reason to justify the out-of-policy flight selection.

Exceptions

The Fly America Act requires the use of U.S. flag air carrier service for all air travel funded by the U.S. government, except as provided in sections 301-10.136 and 301-10.137 of the Federal Travel Regulation, or when one of the following exceptions applies.

- Use of a foreign air carrier is determined to be a matter of necessity in accordance with section 301-10.138.
- The transportation is provided under a bilateral or multilateral air transportation agreement to which the United States government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
  - o Information on bilateral or multilateral air transportation agreements impacting United States government-procured transportation can be accessed at: http://www.gsa.gov/openskies.
  - o If determined appropriate, GSA may periodically issue FTR Bulletins to provide further guidance on bilateral or multilateral air transportation agreements impacting United States government-procured transportation. These bulletins may be accessed at: http://www.gsa.gov/bulletins.
- You are an officer or employee of the Department of State, United States Information Agency, United States International Development Cooperation Agency, or the Arms Control Disarmament Agency; your travel is paid with funds appropriated to one of these agencies; and your travel is between two places outside the United States.
- No U.S. flag air carrier provides service on a particular leg of the route. In this case, foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier service.
- A U.S. flag air carrier involuntarily reroutes your travel on a foreign air carrier.
- Service on a foreign air carrier would be three hours or less, and use of the U.S. flag air carrier would at least double your en route travel time.
- The costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other organization.

Funds Obligated

By default, funds are obligated after the authorization receives final approval. The obligated balance for each account appears on the Accounting page for an approved authorization and for each voucher associated with the trip. You may also see an obligation status appended to the authorization status, such as *Approved – Pending Obligation* or *Approved – Obligation Accepted*, and changes to the obligation status logged in the trip history.

Impact of Obligation Status

You can create a voucher, but you cannot submit it for approval until the authorization is obligated. If you are unable to submit a voucher because your authorization is not obligated, contact the Travel Assist Team for assistance.

Accounting and funding data, necessary for ticket issuance, is sent to the travel management center (TMC) after final authorization approval.

GDS

See Global Distribution System.

GDSi

See Global Distribution System.

GDSx

See Global Distribution System.

Global Distribution System

Global Distribution System (GDS) refers to a reservation system that holds information about individual travel plans. There are multiple reservation systems available globally.

- GDSx is the third-party service E2 uses to communicate with the global reservation systems.
- GDSi is the interface used by E2 to communicate with GDSx.

Government Administrative Rate Supplement

The Government Administrative Rate Supplement (GARS) is a charge that will be added to any government car rental as per the DTMO agreement (formerly the SDDC agreement) regarding government rental cars.

As established in the DTMO agreement, rental car vendors will charge the renter a standard mandatory government administrative rate supplement (GARS) of $5.00 per day worldwide.

NOTE: GARS is an additional fee that is not included in the rates offered by the travel management center (TMC) or online reservation system. More information can be obtained via the following link: http://www.defensetravel.dod.mil/Docs/CarRentalAgreement.pdf.

Government Meal Rate

NOTE: The Government Meal Rate (GMR) is a JTR-only travel policy item.

The government meal rate (GMR) is a standard rate (that excludes incidental expenses) charged to all officers and enlisted members receiving an allowance for subsistence (other than those charged a discount rate); any officer, enlisted member, or federal civilian employee receiving the subsistence portion of per diem; and all other personnel authorized to eat in Department of Defense dining facilities. The GMR is used to calculate the proportional meal rate (PMR), when necessary.

Discount GMR

A discount rate will be charged to the following:

- Spouses and other dependents of enlisted personnel in pay grades E-1 through E-4
- Members of organized, non-profit youth groups (e.g., Civil Air Patrol, Junior ROTC), sponsored at either the national or local level, and permitted to eat in the general dining facility by the commanding officer of the installation
- Officers, enlisted members, and federal civilian employees who are not receiving the meal portion of per diem and who meet one of the following criteria:
  - Performing duty on a U.S. government vessel
  - On field duty
  - In a group travel status
  - Included in essential unit messing (as defined in the JTR, Chapter 2, Par.020315)
  - Assigned to essential station messing as an enlisted member (as defined in DoDD 1418.05)

- Officers, enlisted members, and federal employees who are not receiving the meal portion of per diem and who are on a U.S. government aircraft on official duty, either as a passenger or as a crew member engaged in flight operations.
- Officers, enlisted members, and federal employees on Joint Task Force operations other than training at temporary U.S. installations, or using temporary dining facilities

GMR/PMR Reimbursement Type

You can select the *GMR/PMR* option from the **Reimbursement Type** drop-down list in the authorization's Meals and Incidental Expenses window for each day for which the government meal rate is applicable. When selected, the following changes are made to the corresponding fields in the data grid:

- The **M&IE Amount** field defaults to the government meal rate (GMR) amount plus the local incidental per diem rate for the specific date.
- The **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes are checked, but remain enabled.
- The **Notes** field is set to *GMR*.

If one or more of the **Provided** check boxes is cleared, the **M&IE Amount** field defaults to the proportional meal rate (PMR) plus the local incidental per diem rate for the specific date, using current PMR calculations, and the **Notes** field is set to *PMR*.

Government Transportation

"Government transportation" refers to transportation facilities owned, leased, or chartered and operated by the U.S. government for transportation on land, water, or in the air (e.g., government auto, government plane, aircraft on loan or owned by an aero club, etc.).

Govt Auto

A "govt auto" (i.e., government-furnished automobile or government-furnished vehicle) is an automobile or light truck (including vans and pickup trucks) that meets one of the following criteria:

- Owned by an agency
- Assigned or dispatched to an agency from the GSA Interagency Fleet Management System
- Leased by the government for a period of 60 days or longer from a commercial source (i.e., obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract)

Government Bus

A "government bus" is a bus that is operated for the exclusive use of an executive agency and meets one of the following criteria:

- Bus, which the executive agency owns (i.e., holds the title to) or borrows for any length of time under a bailment or equivalent loan agreement
- Hired commercial bus, which the executive agency:
  - o Leases or lease-purchases with the intent to take title
  - o Charters or rents
  - o Hires as part of a full-service contract or inter-service support agreement (ISSA)

Government-Issued Travel Charge Card

Also known as a travel charge card, TCC, GTCC, or IBA.

A travel charge card is a government-issued credit card for specific travel uses. Your travel policy controls the use of a government-issued travel charge card for airline ticket purchases and hotel reservation guarantees. You may see both *TCC* (travel charge card) and *IBA* (individually billed account) acronyms used; both refer to the same card.

E2 User Profile

Travel charge card and personal credit card information is stored in your E2 user profile. To access your profile, select *Profile* from the User Options menu on the E2 task bar.

If you require a travel charge card but do not currently have one, contact a USCG travel policy manager for assistance.

Group Authorization

A group authorization is a request for two or more users to travel to the same destination at the same time. For example, a group authorization could be used when multiple people in the same office or workgroup need to attend a conference. A group authorization must be approved before the travelers can complete their individual travel plans.

GSA Travel Purpose

USCG has defined the options available in the **Type of Travel** drop-down list on the authorization's Basic Information page and the Local Travel Basic Information page. Each travel type, however, must be aligned with a specific GSA travel purpose, and that GSA travel purpose and code may be included as part of the E2 travel type's code or description.

The following table defines each GSA travel code and purpose, as well as explains when any travel type associated with each code should be used. (This information may also be found in *Appendix C – to Chapter 301 – Standard Data Elements for Federal Travel* of the Federal Travel Regulation.)

NOTE: If you remain uncertain of the type of travel you should select, based on your agency's unique travel type codes and descriptions, contact the Travel Assist Team for further assistance.

Travel Purpose Identifier	Definition
P1 – Employee Emergency	Select this option for any travel related to an unexpected occurrence/event or injury/illness that personally and directly affects the employee and that requires immediate action/attention. **Examples** - Traveler is incapacitated by illness or injury, or the death or serious illness of a family member - A catastrophic occurrence or impending disaster directly affects the employee's home - Travel for medical care while the employee is TDY away from the office station - Death of an employee/immediate family member when performing official duties away from the official travel station or home of record - Medical attendant transportation - Assistance travel for an employee with special needs

Travel Purpose Identifier	Definition
	• Travel for threatened law enforcement/investigative employees
P2 – Mission (Operational)	Select this option for any travel to a particular site to perform operational or managerial duties. **Examples** • Travel to a conference to serve as a speaker or panelist, or to provide information in one's official capacity • Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest • Travel for hearings • Site visits, inspections, audits, investigations, or examinations
P3 – Special Agency Mission	Select this option for travel required to carry out a special agency mission and/or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. **Examples** • Details • Security missions • Agency emergency response/recovery for civil reasons, natural disasters, evacuation, catastrophic events, technical assistance, evaluations, or assessments
P4 – Conference (Other Than Training)	Select this option for travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or the exchange or information or discussion. **Examples** Engage in a planned program as a host, planner, or other designated to oversee the conference or attendance with no formal role, or as an exhibitor
P5 – Training	Select this option for travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility.
P6 – Relocation	Select this option for travel performed in connection with a transfer from one official station to another for employees/immediate family members. **Examples** • Permanent change of station (PCS) moves for domestic and international transferees/new appointees • Tour renewal • Temporary change of station (TCS) • Last move home

Held Reservation/Held Reservations List

If you purchase travel prior to creating an authorization, the reservation is held until you associate it with an authorization. The Held Reservations list allows you to view and manage reservations that are not yet associated with an authorization.

Warnings/Duplicate Bookings

After logging on, a warning message displays on your landing page if you have a reservation in your Held Reservations list (e.g., *You have held reservations. Click Show Held Reservations on the My E2 Trips tab for details.*). To avoid potential duplicate bookings, E2 also displays the Held

Reservations window for your review before you go to the online booking tool to make new reservations, either via the **Start a Travel Document** drop-down list or through the authorization's Reservation step.

TIP: It is your responsibility to manage your held reservations, and cancel reservations when necessary, to avoid penalty fees or other charges.

Access the Held Reservations Window

To view your held reservations, select *Show Held Reservations* from the **Start a Travel Document** list on the My E2 **At a Glance** tab, or click **Show Held Reservations** on the My E2 **Trips** tab. When the Held Reservations window displays, select from the following options:

- Click in the **Select** check box of each reservation you want to associate with a trip, and then click the **Create an Authorization** button to create an authorization with the selected reservation(s).
- Click the **Show** link to display the Itinerary window, which allows you to review the itinerary details of the corresponding reservation.
- Click **Change** to access the E2 online booking tool and make changes to the reservation, such as add a component, modify a seat selection, or change a flight segment.

  *TIP: The **Change** link is only available if you originally made your reservation online. You cannot, however, make changes to a rail reservation, even if it was made online. To change a rail reservation, contact your travel management center (TMC).*

- Click **Cancel** to completely cancel the corresponding reservation.
- Click **Exit Window** to close the window without taking any action.

Hierarchy

All users in your agency are associated with an organizational structure. The hierarchy starts with the agency and is segmented into smaller groups.

- Agency
- Organization
- Major Customer
- Minor Customer

Home Site

Your "home site" is your default departure point and final arrival site for trips created in E2 (i.e., the location from which you typically depart for work-related trips). Your default home site information is part of your profile.

*NOTE: You can change your default departure or final arrival sites on an authorization. This changes site information **for that trip only**; the default home site information defined in your user profile remains unchanged.*

IA Mileage

IA mileage refers to "in-and-around mileage." This is the mileage that accumulates when you use your personal vehicle in and around your permanent duty station (i.e., home location/home site) or as a mode of transportation for a trip. IA mileage is now more commonly referred to as "POV mileage."

*TIP: Click the **Privately Owned Vehicle (POV) Mileage Reimbursement Rates (GSA)** link on the **Agency Links** tab in the Message Center to view current mileage rates on the GSA website.*

Incremental Voucher

See Voucher Type.

Individual Billed Account

See Government-Issued Travel Charge Card.

Invitational Traveler

An invitational traveler is a traveler who meets either of the following criteria. Invitational travel is defined in Title 5, Section 5703 of the United States Code.

- Employed intermittently in a government service as a consultant or expert (appointed under an expert or consultant statute), and paid on a daily "when-actually-employed" basis.
- Serving without pay, or at a rate of exactly $1 a year, when acting in a capacity that is directly related to, or in connection with, official activities of the government.

Actions

An invitational traveler may:

- Create authorizations and complete travel.
- Claim travel or transportation expenses while away from home or their regular place of business and at the place of employment or service, based on standard TDY rates.
- Use the contract City Pair program when booking air travel.

Examples

Examples of invitational travelers include:

- The recipient of a personal services contract for a determined period of time with expectations that travel will be required.
- A person who is invited to deliver a speech or provide training, and is provided an honorarium or fee for the service.

Laundry Expenses

To qualify for reimbursement of laundry expenses:

- Your trip must be CONUS travel.
- The duration of your trip must be four consecutive nights or more.

Leave

Also known as "official day off."

Leave refers to a personal break in official duty while at a temporary duty (TDY) station. Leave days are normal workdays (i.e., non-holiday, non-vacation) during a trip that should not be considered workdays.

Add Official Leave/Day Off

If you are not working on a normal workday, you should mark that day as an official day off. Click the **Add Official Leave** link in the Other Actions section on the Site Details step of an authorization's workflow to display the Official Leave window.

You can also mark a day as an official day off if you select the **Day Off** check boxes for lodging and meals and incidental expenses on the Expenses workflow step.

Limited Open Authorization

A limited open authorization is a blanket authorization created for a particular period of time with specific restrictions (e.g., dollar amount, limited sites, etc.).

After a limited open authorization is approved, any travel requests scheduled under the limited open authorization will not require additional approvals, unless the travel request exceeds the required restrictions (e.g., estimated trip costs or total estimated OA expenses).

Liquidation

Liquidation refers to the process of repaying a travel advance from trip expenses that are reimbursed to the traveler during the voucher process. You can liquidate all or part of the travel advance on any non-final voucher for the trip. All outstanding advance amounts, however, must be liquidated on the final voucher for a trip, if possible.

Each time you create and submit a voucher, E2 automatically calculates the advance amount that has not yet been liquidated (**Advance Amount Outstanding** field), as well as the total "pay to traveler" expenses that can be used to liquidate the advance (**Pay To Traveler Expenses** field).

Rules for Advance Liquidations

The following rules apply to advance liquidations.

- The total amount of each approved advance must be liquidated, regardless of the amount that was actually disbursed to you as a traveler.
- If the voucher is NOT a final voucher, you must enter the advance amount to liquidate. The maximum amount to liquidate is the lesser of the **Advance Amount Outstanding** and the **Pay to Traveler Expenses** fields. You can, however, liquidate a smaller amount, if necessary.
- For a final or supplemental voucher, E2 applies the maximum amount available to liquidate the advance and does not allow any changes. If you are allowed to retain advances, however, E2 calculates the maximum amount available to liquidate, but requires you to enter the liquidation amount. You must liquidate the lesser of the **Advance Amount Outstanding** and the **Pay to Traveler Expenses** fields. If you have a sufficient amount in the **Pay to Traveler Expenses** field, you can liquidate up to the total of the **Advance Amount Outstanding** field.

Local Travel Claim

A local travel claim is a voucher for travel within the vicinity of an employee's designated official permanent duty station (PDS). Typically, travel is considered *local* if it is within a 50-mile radius of your PDS. A local travel claim allows you to claim items associated with the local travel, such as taxi fares, tolls, tips, parking, and privately owned vehicle (POV) mileage.

- Miscellaneous expenses incurred while performing official business not in conjunction with temporary duty (TDY) travel can also be claimed using the local travel claim document.
- Per GSA policy, you are not eligible to claim lodging when submitting a local travel claim.

Lodging and M&IE Calculations for One-Day Trip

No lodging expenses are allowed on a one-day trip.

If the trip duration is greater than 12 hours but less than 24 hours, the rate of reimbursement is 75% of the M&IE rate. The **M&IE Amount** field in the Meals and Incidental Expenses window will display the adjusted M&IE amount for the trip.

Lodging Per Diem Rate

Lodging per diem rates are based on your *per diem* location, not the hotel location. (The per diem location is the "Going To" site on the authorization's Site Details page.) Daily lodging and M&IE rates are shown in the auto-complete list when you are selecting sites from the **Going To** field on the Site Details page.

- If may be necessary to find a hotel closer to your per diem site and in the same county or city.
- If no alternate hotels with the appropriate per diem rate can be found, contact your supervisor for assistance. You may be instructed to select an "actual" reimbursement type for lodging, and include remarks to help your approver understand why you made the selection.

GSA Per Diem Rates

Domestic per diem rates for federal travelers are available on the GSA Per Diem Rates web page, which also includes links to per diem rates for Alaska, Hawaii, U.S. territories and possessions (from the Department of Defense web site), and foreign sites (from the Department of State web site). This, and other helpful links, can be found on the **Agency Links** tab in the E2 Message Center.

Lodging Tax

Lodging tax refers to taxes charged on lodging. Lodging tax is a separate expense item that is entered in the Lodging Expenses window. (Go to the Expenses step of an authorization or voucher, locate the Lodging expense on the list, and click the **Modify** link.)

Lodging tax:

- Is authorized for reimbursement for <u>CONUS travel only</u>. Lodging taxes are considered a separate expense and are **NOT** included in the lodging rates for sites within the continental U.S. (i.e., CONUS sites), as well as U.S. areas outside the continental U.S. (e.g., Alaska, Hawaii, Guam, and other non-foreign OCONUS locations). You must claim lodging taxes separately.
- Is not an allowed expense for international travel. An international trip is considered to be OCONUS lodging, and lodging tax is not a separate expense. (Per diem lodging rates for foreign sites include lodging taxes.)

Reimbursable Amount

The reimbursable amount of lodging tax for CONUS sites and U.S. areas outside the continental U.S. (i.e., non-foreign OCONUS sites) is based on the site's per diem rate. For example:

- If the reimbursement type is *Per Diem*, you can be reimbursed for all lodging taxes. If you choose lodging that exceeds the lodging per diem rate, you will not be reimbursed for taxes on the amount that exceeds the lodging per diem rate.
- If the reimbursement type is *Reduced* (i.e., a reduced per diem rate), you can be reimbursed for all lodging taxes since the expense is below the per diem rate.
- If the reimbursement type is *Actual*, you can be reimbursed for the actual cost of lodging. For example, if a site has a lodging per diem rate of $89, and you choose lodging with a rate of $110, you can be reimbursed taxes for the entire amount of $110

Refer to section §301-11.27 of the FTR for more information about per diem rates and lodging taxes. Support for separate reimbursement of foreign lodging taxes differs by agency. Review your agency's travel policies or contact the appropriate agency personnel for clarification and assistance.

Long Term Taxable Travel (LTTT)

With long-term taxable travel (LTTT), E2 Solutions will calculate and store the appropriate employer and employee withholdings (e.g., employer FICA, Medicare) and the withholding tax allowance (WTA). A trip is considered long-term taxable travel when the following conditions are met:

- The traveler is traveling under Federal Travel Regulations (FTR).

  NOTE: No taxes will be calculated if the traveler is traveling under Joint Travel Regulations (JTR).

- The travel type selected for the trip allows tax calculations.
- The trip is greater than 365 days (i.e., the trip end date minus the start date, plus one day).

Lowest Compact Car

Lowest Compact Car (LCC) refers to the lowest compact car available to the traveler at the time travel was booked. LCC is stored in the reservation passenger name record (PNR) during online booking. The fare is included, along with the booked rental car fare, in the trip's Travel Policy Warnings.

Figure 92: Travel Policy Warnings — Lowest Compact Car Amount

Travel Policy Justification

Whether an explanation is required for the use/non-use of the lowest compact car (when the selected rental car type is within agency policy) is determined at the major customer level.

Require Lowest Compact Car Justifications = Yes

When the **Require Lowest Compact Car Justifications** rental car policy item is set to *Yes*, if the car type is in policy (e.g., Compact), you are required to select one of the following options from the **Explanation** drop-down list in the Travel Policy Justifications section of the authorization's Travel Policy workflow step:

- Car within Policy (CE0)
- Other than least expensive compact for agency mission (CE8)

If the car type is out of policy, select one of the following options from the **Explanation** drop-down list:

- Medical disability or other special need (CE1)
- Agency Mission (CE2)
- Cost is less than or equal to in policy car (CE3)
- Multiple employees (CE4)
- Large amount of Government material (CE5)
- Safety (sever weather, rough terrain) (CE6)
- No Compact car available (CE7)

Require Lowest Compact Car Justifications = No

When the **Require Lowest Compact Car Justifications** rental car policy item is set to *No*, you are not required or asked to provide any justification for an in-policy car. You are, however, required to select an option from the **Explanation** drop-down list (from the options listed above) for any vehicle that is out of policy.

Lowest Logical Airfare

Lowest logical airfare (LLA) is the lowest airfare available to a traveler at the time travel was booked, based on the following criteria:

- LLA is based on the traveler's search options.

  NOTE: Only segments returned in the "low fare" online booking search results are considered for LLA; alternate airports are only included if they are part of the criteria for the search.

- LLA is typically within six hours (+/-) of the fare that was selected for each segment.
- Preference is given to contracted fares.

After a traveler completes outbound and inbound flight selections online, they are directed to a Review Low Fare Options page. If the default sort option was "price," or if the traveler selects "price" as the sort option for the list, the LLA is the total cost of the first option shown on the page. (If the traveler is not directed to this page, no lower airfare exists; the traveler has chosen the LLA.)

LLA is stored in the reservation passenger name record (PNR) during online booking, and is also stored when agent assistance is required with the booking. It displays on the authorization's Travel Policy page in the Travel Policy Warnings section. If LLA is not found in the PNR (or if there is no PNR associated with the authorization), the **LLA** field on the Travel Policy page displays *Not Available*. Like the **Booked Airfare** field shown in the same Travel Policy Warnings section, LLA is the total fare, including applicable taxes.

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

Figure 93: Travel Policy Warnings — Lowest Logical Airfare

Major Customer

A major customer is part of the E2 customer hierarchy and various settings are established at this level. The major customer is a larger group served by USCG, and can be used to define the region of an agency. For example, the USCG has defined SFO FORT MACON as a major customer.

Make Reservations

A feature that allows a traveler to shop for (and book) flights or rail, hotel accommodations, and car rentals online before creating a travel authorization. This feature is enabled at the agency level, along with online booking capabilities through the E2 online booking tool.

Held Reservations

If you purchase travel prior to creating an authorization, the reservation is placed in your Held Reservations list until you associate it with an authorization. You can also change or cancel the reservation from the Held Reservations list.

After you log on, a warning message displays on your landing page if you have a reservation in your held reservations list.

Get Started

Select one of the following options to get started:

- Select *Make Reservations* from the **Start a Travel Document** drop-down list on the My E2 **At a Glance** tab, and then click **Go**
- Click **Make Reservations** on the My E2 **Trips** tab
- Click the **Make Reservation** link on the authorization's Reservation step
- Click **Create Reservation** in the Reservations section of the Trip Dashboard (available if your travel policy allows reservations to be created after an authorization is approved)

Meals and Incidental Expenses

Meals and incidental expenses (M&IE) refer to the portion of per diem expenses that relate to meals and incidentals.

Method of Reimbursement

Method of reimbursement (MOR) refers to the "pay to" selection for an expense (i.e., the entity that will be reimbursed for the expense, such as the traveler, travel charge card, or a centrally billed account).

Minor Customer

USCG has defined it's hierarchical structure in E2. A minor customer is your unit, office, or workgroup, and various settings apply at the minor customer level.

For example, USCG has defined -05-038798 SFO FT MACON FIN/SUPPLY DIV as a minor customer. Major customers are larger groups that the organization serves, such as SFO FORT MACON. Minor customers are smaller groups within each major customer.

Non Federal Sponsor

A non-federal sponsor is a source of funds for travel expenses (direct or "in kind"). For example, a non-federal source of travel might be the sponsor of an event at which a government traveler is speaking.

Non-Federally Sponsored Travel

Non-federally sponsored (NFS) travel is travel that includes expenses reimbursed from a non-federal source of funds (i.e., non-federal sponsor), either directly or in-kind.

Sponsored vs. In-Kind Expenses

In the Add a Non-Federal Sponsor for This Trip and Modify a Non-Federal Sponsor for This Trip windows, E2 automatically categorizes the authorization's estimated expenses based on expense group information for your agency. You can enter the sponsored and in-kind amounts for each expense category.

Sponsored expenses are those for which the traveler's agency will be reimbursed separately by the sponsor. These expenses are out-of-pocket expenses for the trip, and, as such, the process to claim reimbursement for these expenses occurs outside of E2. Sponsored amounts, however, cannot exceed the total estimated expenses for the category or for the authorization. For example, if you enter *500* in the **Sponsored Total** field for the Transportation expense category, but the estimated total for that category is only $400, when you click the **Save and Close** button, an error message will prevent you from continuing.

In-kind expenses reflect the value of goods or services received from the non-federal sponsor in relation to the trip. For example, if the non-federal sponsor gives the traveler an airline ticket for travel, the ticket is considered an "in-kind" expense.

- In-kind expenses do not require obligation or reimbursement to the traveler or the agency, but they must be documented for reporting purposes. As they do not impact the expense or line of accounting totals on the authorization, there are no limits placed upon the values entered in the **In-kind Total** field.

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

Add Non-Federal Sponsor

To document NFS expenses, click the **Add Non-Federal Sponsor** link in the Other Actions section of any page in an authorization's workflow. Select this link, after you have added estimated expenses to the authorization, to indicate which expenses are funded or supplied in-kind by the non-federal source. Your agency must make the non-federal source of funds available for selection.

*TIP: If you create an authorization, or open an existing authorization, and the **Add Non-Federal Sponsor** link is not available to you, contact the Travel Assist Team for assistance.*

Occasional Meals

NOTE: *Occasional Meals is a JTR-only travel policy item.*

Occasional meals are itemized expenses for breakfast, lunch, and dinner that cannot exceed the proportional meal rate (PMR) for the date. Occasional meals may be authorized or approved when a traveler must either purchase meals from commercial or non-appropriated funds (NAF) sources, or when per diem is not otherwise authorized.

Occasional Meals Reimbursement Type

You can select the *Occasional Meals* option from the **Reimbursement Type** drop-down list in the authorization's Meals and Incidental Expenses window for each day for which that option is applicable. When selected, the following changes are made to the corresponding fields in the data grid.

- The permitted reimbursement is automatically calculated by E2, based on the appropriate proportional meal rate (PMR) value for the travel site, and displayed in the **M&IE Amount** field.
- The **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes are cleared and disabled.
- The **No Incidentals** check box is checked and disabled.

When creating the voucher, the Edit Actual Meals and Incidentals/Occasional Meals window allows you to specify the itemized meal values for breakfast, lunch, and/or dinner. (Incidental expenses cannot be itemized for occasional meals.)

OCONUS

"OCONUS" is a designation for travel occurring outside the continental United States. The Department of Defense Per Diem, Travel and Transportation Allowance Committee establishes per diem rates for overseas U.S. areas (e.g., Alaska, Hawaii, Guam, and other non-foreign locations), while the Secretary of State (U.S. Department of State) establishes per diem rates for foreign countries.

TIP: *You can search for and view current per diem rates through the **Agency Links** tab in the E2 Message Center. Select* Message Center *from the User Options menu on the task bar, click the **Agency Links** tab, and then select the link for* GSA per diem rates.

Official Day Off

See Leave.

Online Booking Charge Card Defaults

A traveler who can make reservations online, and who can add or delete credit card information in their profile, can configure the default charge card to use for airline, rail, and hotel bookings. Options vary based on agency travel policy but may include *Centrally Billed Account (CBA)* or *Travel Charge Card (TCC).*

Online Booking Tool

The online booking tool (OBT) is the third-party tool that allows users direct access to airline, rail, hotel, and car reservations from within E2.

Open Authorization

An open authorization, also known as an OA or "blanket travel," is a continuing travel authorization issued to a traveler who regularly and frequently makes trips within certain geographical limits over a specified period of time in the performance of assigned duties.

Blanket Authorization

A blanket authorization includes both unlimited and limited open travel authorizations, as defined in the FTR.

Travel Requests

You can create an OA for future travel requests for up to one fiscal year. Your OA may be limited to specific travel locations, dates of travel, and total trip amounts. After the open authorization has been approved, you create requests to travel (i.e., authorizations) under the open authorization. As long as the individual travel request conforms to all properties and limitations of the open authorization, it automatically inherits the approval status of the open authorization and does not require additional approval steps. (If the individual trip request exceeds the OA limitations, it will be routed for approval.) After travel is complete, you submit reimbursement requests (i.e., vouchers) for the trip created under the OA.

- The period for OAs cannot exceed 365 days. The effective dates of travel (i.e., the start and end dates) for individual trips associated with the open authorization are specified when you create each individual trip request.
- You can cancel an open authorization if no trips have been created under it.
- You can close an open authorization to prevent any future trips from being created under it.

Overdue Advance

A travel advance is considered overdue when all of the following conditions are met:

- The ending date for the trip is at least seven days in the past.
- The travel advance has a status of *Closed* (i.e., it has been paid to the traveler).
- There is an outstanding advance balance (i.e., the paid advance amount is greater than the total liquidation amount for the advance).
- The outstanding balance has not been marked as repaid outside of E2.

TIP: Contact your financial department for further assistance with an overdue travel advance.

Email Notification

By default, E2 sends the traveler email notification of overdue travel advances on the following schedule. (Your workgroup or agency may change the schedule for overdue advance notifications, and may make receipt of the emails optional.)

- The first day the advance is considered overdue (ending trip date is seven days in the past)
- 31st day
- Every 30 days thereafter, until the advance is marked as reimbursed

NOTE: If you pay a travel advance that appears overdue in E2 outside of the E2 application (e.g., you pay your finance office or post directly), an E2 administrator must take action to make the

overdue advance as paid. If you pay an overdue advance in this manner and you continue to see an overdue advance reminder for that trip, contact the Travel Assist Team for assistance.

Additional Notices

When you have one or more overdue advances, the total amount outstanding displays in the Additional Notices section of the Notifications panel on the My E2 **At a Glance** tab. Click the **see details** link to view detailed information.

Additional Notices

$350.00 in overdue advances...*see details*
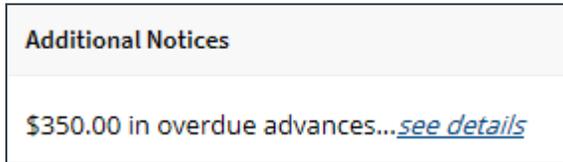
Figure 94: Additional Notices — Total Advance Amount Outstanding

Partner

See Domestic Partner or Spouse.

Passenger Name Record

See PNR.

Pay To

See Method of Reimbursement.

Payment Account

A payment account is the account that will receive "pay to traveler" expense reimbursement. Your agency is responsible for updating your payment and bank information, and is also responsible for reimbursing your expenses.

NOTE: For security reasons, we ask that you contact your financial department for assistance or questions regarding payment accounts.

Per Diem

Per diem (also referred to as a subsistence allowance) is a daily payment, up to a specific limit, used to reimburse a traveler's lodging, meals, and related incidental expenses (M&IE) on a specific day at a specific site, based on established per diem rate tables. The per diem allowance is separate from transportation expenses and other miscellaneous expenses.

Per the FTR:

"The per diem allowance covers the following:

1. *Lodging.* Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service

charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.

2. *Meals*. Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

3. *Incidental expenses*. Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships."

TIP: Refer to Section 301-11 (Subpart A General Rules) of the FTR for complete details. You can also find more information about per diem rates and the controlling entities at the Defense Travel Management Office. If you cannot locate your specific site, you may be directed to a standard per diem rate for the area.

Per Diem Rates

Domestic per diem rates for federal travelers are available on the GSA Per Diem Rates web page, which also includes links to per diem rates for Alaska, Hawaii, U.S. territories and possessions (from the Department of Defense website), and foreign sites (from the Department of State website). This link and links to other helpful travel information can be found on the **Agency Links** tab in the E2 Message Center.

NOTE: Workgroups can configure variable per diem rates for standard sites based on length of travel, or type of travel and length of that travel. If your trip is subject to variable per diem rates, the Notes column on the Lodging Expenses, Meals and Incidental Expenses, and View Daily Expenses windows includes the keyword Variable *followed by the percentage of the standard per diem rate applied to the day.*

Per Diem Calculations for First and Last Days of Travel

Per diem is 75% of the meals and incidental expenses (M&IE) rate for the day of departure and the day of return. If prepaid meals are involved, per diem is 75% of the M&IE rate, minus the prepaid meals deductions (not to exceed the amount allowed for incidental expenses).

TIP: Refer to section 301-11.18 of the FTR for complete details.

PNR

"PNR" is an acronym for passenger name record, which is a file on a global distribution system (GDS or "reservation system") that contains traveler information, such as itinerary, air/rail, hotel, and rental car information.

The six-character confirmation number shown on your reservation is also known as the PNR. The confirmation code displays in the Reservations section on the **Trip Dashboard** tab, within the Reservations step of the authorization workflow, and in the Itinerary window. The confirmation number applies to the entire reservation. It also appears in the email confirmation of the reservation sent to you by your travel management center (TMC). (The confirmation number may be listed as the "location code" in email confirmations.)

TIP: Do not confuse the confirmation number with the airline record locator number, which applies only to a specific airline segment within a reservation.

Point of Contact

The point of contact (POC) is the person within your hierarchy who is the primary contact. Travelers can direct questions concerning login or password issues to their hierarchy password point of contact via the **Login Help** link on the E2 home page.

The POC for USCG is the Travel Assist Team. Your unit's AO approver may also be able to assist you with login issues.

Prepaid Meals

"Prepaid" meals (also known as "meals provided") refers to meals furnished at nominal or no cost by the government or are included in a registration or conference fee. Refer to section 301-11.18 of the Federal Travel Regulations (FTR) for complete details.

Modify Meals Provided Selections

Complete the following steps to change your "meals provided" selections on a voucher.

1. Access the Voucher Expenses step.
2. Click the **Modify** link for the Meals and Incidentals expense. This displays the Meals and Incidental Expenses window. Individual meal check boxes are available for each day.
3. If the voucher is part of a multi-site trip, be sure you are reviewing the days for the appropriate site. If necessary, select the correct site from the **Site** drop-down list.
4. Select a check box (i.e., **Breakfast Provided**, **Lunch Provided**, and/or **Dinner Provided**) for a particular day to indicate that meal was provided, or clear the check box if the meal was not provided.
5. Save your changes before viewing meal expenses for another site on the trip.

Per Diem Calculations

By default, per diem is calculated at 75% of the M&IE for the day of departure and the day of return. If prepaid meals are involved, per diem is 75% of the M&IE rates **minus** the prepaid meal deductions (not to exceed the amount allowed for incidental expenses).

Primary Approver

A primary approver is the E2 user that is automatically selected to approve a travel document. The travel document is automatically locked to this approver, and is unavailable for approval by alternate approvers unless the document is unlocked.

Routing Pools

A primary approver can be specified in a routing pool but is not required within a routing pool. USCG has not designated a primary approver in the Funds Manager or AO routing pools; all approvers in those pools will be eligible to approve a travel document that is routed to the pool for approval. The travel document remains unlocked until an approver from the pool locks it for approval activities. When the document is locked by an approver, it is no longer available to other routing pool members for any actions.

Printable Document

A printable document is available for authorizations, vouchers, travel advances, local travel claims, group and open authorizations. You can view and print two types of printable documents: on-demand and system-generated "Financial System Transaction File."

On-Demand Document

To create an "on demand" printable that includes the most current document information, open the document you want to print, and then click the **Printable…** link in the Other Actions section. (Be sure you are viewing the document and not the dashboard.)

- For an authorization, the **Printable…** link is not available until the Site Details step is complete. For all other documents, the **Printable…** link is not available until you complete the Basic Information step.
- When available, click the **Compact Printable…** link in the Other Actions section to print a compact (typically one page, based on document content) version of the original printable document. The compact document contains only pertinent information from the authorization or voucher. Print the standard document to see all available information.

System-Generated Document

The system generates a printable record of the financial system transactions associated with a document at final document approval. You can view the Financial System Transaction File from a document's Summary page. The viewed PDF file can be printed or saved.

Printable Profile

The printable profile is a printable version of a traveler's E2's user profile.

Privately Owned Vehicle

Privately owned vehicle (POV) refers to any vehicle owned privately, such as a car, truck, motorcycle, or even an airplane. E2 supports the following default POV modes of transportation:

- Private Auto
- Private Motorcycle
- Private Plane

POV Expense Types

The following are the default POV expense types and subtypes:

- **Private Auto Mileage – Govt Auto Available** – A government-owned automobile is available for use. The employee would not ordinarily be authorized to use a privately owned automobile, due to the availability of a government automobile, but nevertheless requests to use a privately-owned automobile.
- **Private Auto Mileage** – **Private Auto Authorized** – An employee is authorized to use a privately- owned automobile.
- **Private Motorcycle Mileage**
- **Private Plane Mileage**

To add a privately owned vehicle expense to an authorization, voucher, or local travel claim, access the Expenses step in the workflow, and then click the **Add New Expense** link. Select the POV expense type from the **Expense** drop-down list, enter the distance traveled in miles or kilometers, and E2 will calculate the reimbursable amount.

TIP: You can also indicate POV as the mode of transportation for your trip by selecting Private Auto*,* Private Motorcycle*, or* Private Plane *from the* **Mode of Transportation** *drop-down list on the Site Details step in the authorization workflow. If you select* Private Auto*, you will need to select the* Government Auto Available *or* Private Auto Authorization *subtype when you add the estimated expense to the authorization.*

Profile

The E2 user profile is a record of information about a traveler that contains basic identifying elements, including, but not limited to:

- Traveler name
- Email address
- Traveler's work address and phone numbers
- Charge card information
- Travel preferences, including frequent traveler memberships and loyalty numbers.

Complete Your Profile

Before you can use E2 to create your travel plans, you must complete the information in your E2 profile. Your E2 profile is initially set up for you and includes some basic information. When you first log on to E2, you should review and, if necessary, complete the information in your profile.

1. Click the User Options menu in the task bar (i.e., your name).
2. Select *Profile* from the drop-down list. This displays the User Profile page.
3. Click on the available links to edit sections of your profile.

TMC Travel Profile

E2 maintains some information in your user profile, while other information is stored in your TMC travel profile. Click the **Edit Travel Preferences** link to update TMC profile information, such as frequent traveler membership and other loyalty numbers.

If the **Edit Travel Preferences** link is not available in your E2 profile, you are missing required profile information, such as address information or credit card information. (Your profile must include address, phone number, and email information. You should also enter your government travel charge card information, if you have one.)

Profile Supplement

The Profile Supplement page allows you to enter optional information that can be added to your E2 user profile. If the optional information exists, it can be used for reporting purposes.

Proportional Meal Rate

NOTE: The Proportional Meal Rate (PMR) is a JTR-only travel policy item.

The proportional meal rate (PMR) is the rate used when one or two government meals are available or provided at no cost to the traveler. The PMR is the average of the government meal rate (GMR) and the locality meal rate, rounded up to the nearest whole dollar.

GMR/PMR Reimbursement Type

You can select the *GMR/PMR* option from the **Reimbursement Type** drop-down list in the authorization's Meals and Incidental Expenses window for each day for which the government meal rate is applicable. When selected, the following changes are made to the corresponding fields in the data grid:

- The **M&IE Amount** field defaults to the government meal rate (GMR) amount plus the local incidental per diem rate for the specific date.
- The **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes are checked, but remain enabled.
- The **Notes** field is set to *GMR*.

If one or more of the **Provided** check boxes is cleared, the **M&IE Amount** field defaults to the proportional meal rate (PMR) plus the local incidental per diem rate for the specific date, using current PMR calculations, and the **Notes** field is set to *PMR*.

Reclaim Voucher

See Voucher Type.

Reduced Per Diem

The *Reduced* reimbursement type reduces the reimbursement to a specific rate that is lower than the standard per diem rate. The reduced rate can be applied to lodging, meals and incidentals, or both. For example, a *Reduced* per diem reimbursement type could be used to claim zero (0.00) lodging for a specific day.

Per Diem Meals and Incidentals

When you select *Reduced* as a reimbursement type for meals and incidentals (M&IE), the amount entered in the **M&IE Amount** field must be less than the total of the amounts shown in the **Per Diem Meals** and **Per Diem Incidentals** fields.

Figure 95: Meals and Incidental Expenses — Reduced Per Diem

Reimbursement Type

Reimbursement type refers to the kind of reimbursement you are requesting, such as per diem or actual expenses. Reimbursement types are selected during the Expenses step of the authorization's workflow. You select a reimbursement type for daily lodging, meals, and incidental expenses. The reimbursement type you select controls the amount of expenses you can enter for the trip.

The following reimbursement types are available from the **Reimbursement Type** drop-down list in the Lodging Expenses and Meals and Incidental Expenses windows.

- **Actual** — The actual expense for lodging or meals and incidental expenses (M&IE).
- **No Expenses** — Select this option to submit the authorization, voucher, or local travel claim without any lodging and/or meals and incidental expenses.
- **Per Diem** — The daily payment used to reimburse a traveler's lodging, meals, and related incidental expenses, based on established per diem rate tables.
- **Reduced** — A reduced rate that is lower than the standard per diem rate for a site.

Remarks

Remarks are comments or instructions to others concerning an authorization, voucher, or other travel document. For example, a traveler could add a comment to an approver about a specific expense, and an approver could add an instruction to the traveler when returning a travel voucher for modification. Each document includes all remarks related to that trip or local travel claim, including remarks associated with specific estimated or actual expenses.

In some cases, remarks are required. For example, if an approver returns an authorization to a traveler for revision, certain reasons for return require the approver to add remarks to the document.

Add a Remark

To add a remark to a document or to view all document remarks, open the document, and then click the **Remarks** link in the Other Actions section.

Reservation Name

Your reservation name is the name used for all of your commercial airplane reservations and by the Transportation Security Administration (TSA) for watchlist screening. This name **must** match the government-issued documentation you will use when traveling (e.g., passport, driver's license).

TIP: Since your reservation name may be different from your traveler name, you should verify and update your reservation name information in your user profile before booking travel in E2.

Routing Pool

A routing pool contains the names of the approvers that can approve a travel document. Multiple routing pools can be created to support multiple levels of approval. Routing pools are used in conjunction with routing rules. Routing rules define triggers that route a travel document for approval and are typically contained in routing templates. A routing pool is assigned to each routing rule in a routing template or each routing rule that is applied directly to a specific user.

When documents are submitted for approval, they will typically route to your unit's Funds Manager and AO routing pools for approval.

Routing Template

A routing template contains the routing rules that are used to route travel documents for approval in E2. A travel document uses the routing rules that are currently defined for its document type.

Safe Haven

A safe haven is a temporary location to which the employee and their dependents are sent in the event of an evacuation.

Shared Lodging

Shared lodging is when you share lodging when another person while on TDY travel.

Lodging Expenses

In E2, the **Shared** check box in the Lodging Expenses window allows you to indicate the traveler is sharing lodging with another person. Selecting the **Shared** check box documents the information for the approver and auditor; it does not change the traveler's entitlements. The traveler should manually reduce the lodging rate as required by the Federal Travel Regulation.

- If the traveler is sharing the room with another government employee on official travel, the traveler is limited to 50% of the double occupancy rate.
- If the person sharing the room is not a government employee on official travel, the traveler is limited to the single occupancy rate.

NOTE: Refer to FTR §301-11.13, "How does sharing a room affect my per diem reimbursement?" for more information.

Ship Per Diem Sites

A ship can be added as a standard or custom, CONUS or OCONUS per diem site in E2 to ensure an authorization correctly identifies a traveler's TDY orders and reimbursements. This ship "site" can then be selected on the authorization or voucher Site Details page, just as you would a regular travel site.

Figure 96: Authorization Site Details — Example "Ship" site options

Embarkation & Debarkation Reimbursement Rates

Ship sites are typically added with $0.00 Daily Lodging and M&IE per diem rates to reflect how these expenses are reimbursed for time spent aboard a ship. The embarkation (i.e., arrival at the ship) and debarkation (i.e., departure from the ship) days, however, will be entitled to either full or partial reimbursement, based on the arrangement of the trip and the time spent in port.

Example #1

Let's say, on September 1, you travel from your home site of Chicago, Illinois, to the port in Norfolk, Virginia, and immediately board the ship. In this scenario, you will receive:

- $0 per diem for lodging
- 75% of the M&IE per diem rate for Norfolk

  NOTE: E2 looks at the embarkation and debarkation ports (i.e., the sites just before and after the ship site) to determine the appropriate per diem rate to apply for each day.

The same amounts will be incurred on September 8, if you debark the ship in Norfolk and immediately travel home to Chicago.

Figure 97: Authorization Lodging Expenses — Ship Per Diem Example

Figure 98: Authorization Meals and Incidental Expenses — Ship Per Diem Example

Example #2

You are entitled to more in the way of per diem if you spend time in port before boarding or after leaving the ship. Let's say, on November 1, you travel from your home site of Denver, Colorado, to San Diego, California. You board the ship in San Diego on November 2, debark at the port on November 8, and then return to Denver on November 9. In this scenario, you will receive:

- 100% of the standard lodging per diem rate for San Diego on November 1 and 8 (i.e., the days you are in the city), but $0 for November 5 and every day that you are on board the ship.

- For M&IE:
  - o 75% of the standard M&IE rate for San Diego on the first (11/1) and last days (11/9) of the trip. (This is standard practice for all trips, regardless of whether a ship is involved.)
  - o 100% of the M&IE rate for San Diego on the ship embarkation (11/2) and debarkation (11/8) days.
  - o $0 in M&IE for each day you are on board the ship.

Specific Travel Purpose

The traveler's description of the purpose of the trip. This field is part of the authorization's Basic Information page.

Spouse

A spouse, husband, or wife; all words to describe that the employee and another individual are lawfully married to each other where that marriage is legally recognized.

See also Domestic Partner.

Supplemental Voucher

See Voucher Type.

T & O

See Transportation and Other Expenses.

Task Bar

The task bar displays at the top of each E2 page. Task bar selections vary, depending on your user type and role, and the activity you are currently performing (e.g., arranging travel for another user).

Figure 99: E2 Task Bar

My E2, My Approvals, Travel for Others, Reports, User Options

The following options display in the task bar for all users. (The *My Approvals* option has expanded functionality for users with the type of *Approver*.)

- **My E2** – Click this option to access the **At a Glance** tab, as well as other tabs that show your trips, local travel claims, open and group authorization lists.
- **My Approvals** – Click this option to approve travel documents (if you are an approver) or to review travel documents that were prepared for you by an arranger (all users).
- **Travel for Others** – Click this option to begin a travel arranger session for another user.
- **Reports** – Click this option to generate on-demand travel reports.
- **User Options** (i.e., your name) – Click this menu to view or update your E2 profile (*Profile* option), access the Message Center (*Message Center* option), access online help (*Online Help* option), or log out of E2 (*Logout* option).

View Documents

Click **View Documents** in the task bar to view the travel documents of other users. (Only available to users with specific permissions.)

Traveler's Trips/Traveler's Profile

The **Traveler's Trips** and **Traveler's Profile** task bar options display for travel arrangers when arranging travel for another user. These are the only items that appear in the task bar when arranging travel for another user (known as an arranger session).

- Click **Traveler's Trips** to see the traveler's **At a Glance**, **Trips**, **Local Travel**, **Open Authorization**, and **Group Authorization** tabs.
- Click **Traveler's Profile** to view and update the traveler's user profile.

Audit

Click **Audit** in the task bar to perform audits of travel documents (auditors only).

Administration

Click **Administration** in the task bar to access all administration tasks available to you. Tasks may include:

- User maintenance
- Approval routing management
- Charge card management
- Customer settings
- Financial settings
- Messaging settings

Temporary Duty Location

A temporary duty location (TDY) is, per the Federal Travel Regulation, "a place, away from an employee's official station, where the employee is authorized to travel."

Tips

You can normally include tips for transportation, as well as tips at terminals for government equipment baggage handling, in your travel expenses. Other types of transportation-related tips, such as tips for taxi, shuttle service, or courtesy transportation, may be reimbursable depending on applicable travel policy.

TIP: Travel policies differ. If you have questions about what expenses are reimbursable or the tip amount allowed, contact your supervisor or the Travel Assist Team.

TMC

See [Travel Management Center](#).

TMC Fee

The TMC fee is a fee that is applied by your travel management center (TMC) when processing and ticketing your reservation. This fee varies based on the complexity of the reservation and the involvement

by the TMC. The TMC fee is less if you made the reservations online via E2, and if it did not require travel agent assistance.

NOTE: Contact your TMC for the actual fees assessed for a reservation.

Your TMC fee is shown on the invoice that is sent to you by your TMC. If you need a copy of the invoice, contact the TMC and select the option for a travel counselor for further assistance. Be prepared to provide the traveler's name and reservation confirmation code, if available.

What to Do With the TMC Fee in E2

The TMC fee should be added as an expense to the travel voucher for the trip. When you book reservations directly from E2, or retrieve a reservation booked by the TMC, the TMC fee will be automatically added to the trip. You can also estimate this expense by adding it to your travel authorization. Each trip that includes reservations should have one TMC fee. You should include the TMC fee as an expense even if your TMC made all travel bookings for you and you did not use the E2 online booking tool.

The TMC fee is a non-refundable fee. If your reservation was ticketed, but your trip was then canceled, the TMC fee is still assessed. When you cancel your trip in E2, select the option that cancels the reservation, but allows you to submit out-of-pocket expenses for reimbursement.

When creating a voucher, you should verify the attached invoice is correct and add any additional TMC fees, if changes were made to your reservations after ticketing. The TMC fee is generally charged and disbursed to the same method of payment as used for your airline reservation (or for your hotel guarantee).

TMC Travel Profile

Your TMC travel profile is a profile of traveler information retained by the online booking tool. The TMC profile ID is available in your E2 profile and becomes part of every reservation. A TMC profile is only required for users who are allowed to book reservations online via E2.

Transportation and Other Expenses

"T&O" refers to transportation and other miscellaneous expenses. These expenses are added to authorizations and vouchers via the document workflow's Expenses step. Lodging, meals, and incidental expenses are not part of "T and O" expenses; airfare, rental car, and conference fees, for example, would be considered T&O expenses.

Audit

Some travel policies have established limits for T&O expenses. Vouchers that exceed this limit may be subject to audit.

Travel Arranger

A travel arranger is a user who can make trip arrangements, or take other actions, for another user via the Travel for Others feature. If you are frequently unable to access the web, a travel arranger can be helpful.

- Travelers can select other users to perform travel arranger functions on their behalf in their E2 user profile. These users are referred to as *designated travel arrangers*. As a designated travel

arranger, you can arrange travel for the person who selected you as an arranger. (You can be a designated travel arranger for one person or multiple people.)

- Your office, workgroup, or agency may permit select users to arrange travel for travelers within their group, without being designated as an arranger in each traveler's E2 user profile. A user with this permission has the role of arranger and will see enhanced filter options on the Travel for Others page.

Travel Authorization

A travel authorization is an approved request to travel on official business. There are three basic types of authorization:

- Open authorizations that allow you to travel for any official purpose without further approvals.
- Open authorizations that allow you to travel for any official purpose without further approval under specific conditions. Limitations may include geographical locations, individual or total trip cost ceilings, periods of time, etc.
- Trip-by-trip authorizations (also known as "TDY authorizations") allow you to travel for a specific purpose, itinerary, and costs. This includes travel under a group authorization.

TIP: See the definition of Travel authorization (Orders) in section [§300-3.1](#) of the Federal Travel Regulation.

Travel Justifications

Travel justifications allows you to specify the reason you booked a reservation that is considered outside the agency's travel policy. Travelers may be required to select a justification for their out-of-policy travel during the online booking process, and they are required to select justifications as needed from the authorization's Travel Policy page.

Travel Less Than 12 Hours

There is no per diem allowed for travel of 12 hours or less. You will not be reimbursed for per diem expenses if your official travel is less than 12 hours in length.

Travel Management Center

The travel management center (TMC) is the travel agency that provides travel services for your group, such as CWTSatoTravel, AdTrav, or CI Travel.

Travel Policy Manager

See [Administrator](#).

Travel Preferences

Travel preferences refers to selections such as frequent flyer and other loyalty programs, passport and visa information, preferred meal selections for flights, etc. Travel preferences are retained in the traveler's TMC profile.

Traveler

A traveler is a person who may travel on a government aircraft because they meet one of the following criteria:

- A civilian employee in the government service
- A member of the uniformed or foreign services of the United States government
- A contractor working under a contract with an executive agency

Arranging Travel

Travelers can manage travel documents for their own travel. As a traveler, you can also perform these actions for other travelers who have given you permission to arrange their travel. In E2, any user, regardless of user type or role, can perform traveler and travel arranger functions.

Travelers select other users to be their travel arrangers in their profile. Certain users within a workgroup, however, may be designated as arrangers for all travelers within their group; they can automatically arrange travel for others without traveler selection.

Traveler Name

Your traveler name is the name that identifies you in E2. Your "traveler name" displays at the top of your user profile and as the label for the User Options menu in the task bar. This name is also used by your agency's financial system.

NOTE: The traveler name cannot be changed. If it is incorrect, contact the Travel Assist Team.

Trip ID

A unique identification number assigned by E2 to each travel request. The trip ID is associated with all trip documents and is automatically assigned after you complete the Basic Information step in the authorization's workflow. Once assigned, the trip ID cannot be changed. When you cancel a trip, the trip ID is also canceled and will never be reused.

Trips

A trip is a set of travel plans for a specific government traveler. The term "trip" encompasses all documents related to travel, including authorizations, advances, reservations, and vouchers. E2 supports the creation of the trips outlined below.

Group Authorization

A group authorization is a request for a trip for two or more E2 users. For example, if an engineering department needs to attend a conference, you can create a group authorization and assign identical destinations for all travelers in the group. Group authorizations in E2 have a *GA* prefix.

Local Travel Claim

Local travel is typically defined as travel that occurs within a 50-mile radius of your home site. You can request reimbursement for items such as mileage, tolls, tips, parking, and other expenses through a local travel claim. You cannot, however, request reimbursement for hotel charges or ticketed transportation.

Local travel claims in E2 have an *LT* prefix.

Open Authorization

An open authorization is a blanket authorization covering specific travel requests for up to one year. After the open authorization (OA) has been approved, all future specific travel requests that are created under the blanket authorization, and meet any blanket authorization limitations, inherit the approval status of the open authorization. An open authorization can be one of the following:

- **Limited OA** – A limited open authorization has specific dollar amounts or destination restrictions.
- **Unlimited OA** – An unlimited open authorization does not have specific dollar amounts or destination limits.

Open authorizations in E2 have an *OA* prefix.

Travel Authorization

A travel authorization is a request for a trip, or a series of trips, with start and stop dates. A travel authorization can be a single trip authorization, or it can be created under a group or open authorization.

A travel authorization can contain temporary duty (TDY) locations, rest stops, or authorized delays. (Refer to Section 301-11.20 and other sections of the [Federal Travel Regulations (FTR)](#) for information about rest stops and authorized rest periods.) You identify your itinerary, including mode of transportation, hotel, and rental car, as well as estimated expenses and fees.

Your authorization must be approved before you can travel. After your travel is complete, you create a voucher to submit your travel expenses for payment.

Type of Travel

The **Type of Travel** field contains a list of all types of travel configured for USCG. Selection is made from the list provided on the authorization's Basic Information page.

Unused Transportation

You are not authorized to receive a refund, credit, or any other negotiable document from a carrier for unfinished services or any portion of an unused ticket issued in exchange for a GTR or billed to an agency's centrally billed account. Any charges billed directly to your individually billed travel charge card, however, will be credited to your credit card.

Expense Type

If you have an unused airline ticket value, you can add an *Unused Ticket* expense with a negative value to your authorization (or voucher).

User Roles

User roles provide users of any type with access to specific features and functions. User roles are assigned to a user of any type during the initial user configuration process. For example, a user with a user type of *Approver* can also have the role of *Arranger*.

The following user roles can be assigned to a user of any type.

Arranger

Travelers can designate any user within their group as someone who can arrange travel for them. If you have the user role of *Arranger*, however, you can arrange travel for any other user to whom you have access, without having to be designated as a travel arranger by specific travelers.

Arrangers are identified as any user with an arranger access level of minor customer (or higher). The arranger access level controls the group of users for whom you can arrange travel automatically. For example, if you have an arranger access level of major customer, you can arrange travel for any user within your own workgroup and within any other workgroup associated with your major customer. (The **Arranger Access level** field is part of your user account settings and is managed by an E2 travel policy manager.)

As an arranger, you can view a list of all users for whom you can automatically arrange travel by clicking **Travel for Others** in the E2 task bar.

Travel Policy Manager

Travel policy managers are identified as any user with an admin access level of minor customer (or higher) and any administrator permission settings. As a travel policy manager, your admin access and associated administrator permissions provide you with the powers of a federal system travel administrator and may include the ability to:

- Create, delete, and manage user accounts and user profiles
- Define major and minor customer settings
- Add nodes to, and remove nodes from, the customer hierarchy
- Manage approval routing pools, routing rules, and routing templates
- Manage financial systems, accounting codes, and funds
- Customize informational messages and emails, and manage user bulletins

User Types

E2 provides each system user with access to features and functions appropriate to a specific user type and role. All users are assigned a user type during the initial user configuration process. E2 supports the following user types:

- **Approver** — As a federal supervisory travel approver, you can approve, revise, route, and print travel documents, including vouchers, local travel claims, advances, and amended documents, with comments and accounting functionality.
- **Auditor** — As a federal agency auditor, you can approve or revise a travel voucher or voucher amendment (with comments). If you are performing post-payment audits, action is limited to approval.
- **Traveler** — As a federal traveler, you can create, modify, delete, route, and print travel documents for yourself, as well as for any other travelers who have given you permission to arrange their travel. Any user, regardless of user type or role, can perform traveler or designated travel arranger functions.

VATT

See Verbal Authorization to Travel.

Verbal Authorization to Travel

VATT is an acronym for Verbal Authorization to Travel. VATTs are created when you are given direction to travel, but you cannot create an authorization or make online reservations prior to your travel date. After you complete your travel and return home, you can create an authorization using the actual travel dates, which have passed, and file a voucher for your trip.

NOTE: Travel policy controls your ability to create VATTs. If you attempt to create an authorization for past dates but receive an error message that indicates the dates selected are not allowed, your travel policy does not support the creation of VATTs. Contact your travel policy manager for assistance.

Voucher

A travel voucher is similar to an expense report for your travel. After an authorization has been approved and your travel completed, you can submit your expenses for reimbursement by creating a voucher and submitting it for approval and payment.

TIP: Refer to the definition of Travel claim (Voucher) in section §300-3.1 of the Federal Travel Regulation.

Voucher End Date

When you create a voucher, the voucher covers expenses from the first day of travel through the date specified in the **Claim Expenses Between End Date** field on the Voucher Basic Information page. The claim expenses end date (also known as the *cut-off date*) is the last day of expenses that can be claimed on the voucher. By default, this is the last day of the trip.

In many cases, you will have only a single voucher for a trip, so the default cut-off date is appropriate. If you have length travel, however, or a temporary reassignment of duty station, you may prefer to submit expenses for a specific time period. For example, if you have travel that lasts 90 days, you may prefer to submit a voucher to cover the first 30 days, another to cover the next 30 days, and the final voucher to cover expenses through the last day of travel. You can do this by changing the end date for each voucher that you submit.

Example: Suppose you have a trip that begins on 1 October, ends on 31 December, and you want to submit expenses on a monthly basis. When you create the first voucher, you would select an end date of 31 October. E2 limits the expenses list for the voucher to only those expenses that were incurred on or before 31 October. When you create the next monthly voucher, you would select an end date of 30 November. E2 automatically limits the expenses list for that voucher to any unclaimed expenses that were incurred on or before 30 November. Allowing the end date for the last voucher to default to the last day of travel enables the voucher to cover any unclaimed expenses that were incurred during the trip.

Rules

The following rules apply to voucher end dates. (Special rules apply to pre-trip and supplemental vouchers.)

- The date cannot be prior to the first day of travel (unless you are submitting a pre-trip voucher).
- The date cannot be after the last day of travel.
- The end date for a voucher cannot be after the end date of a subsequent voucher.

  EXAMPLE: If you have two vouchers, the end date for the first voucher cannot be later than the end date for the second voucher. If your trip is 10/1 through 10/30, and voucher 2 has an end date of 10/20, voucher 1 must also have an end date of 10/20 or earlier.

- The voucher end date cannot be before the end date of the previous voucher.

  EXAMPLE: If you have three vouchers, the end date for the third voucher cannot be before the end date for the second voucher. If your trip is 10/1 through 10/30, and voucher 2 has an end date of 10/15, voucher 3 must also have an end date of 10/15 or later.

- Even if leave (i.e., official day off) was taken on your last day(s) of travel, the voucher end date selected on your final voucher should still be the last day of your trip (as initially indicated on the authorization).

Pre-Trip Vouchers

For pre-trip vouchers, the **Claim Expenses Between End Date** field (i.e., voucher cut-off date) must be on or before the current date, and cannot be after the trip start date or before the date the authorization was approved. The field defaults to the current date.

Supplemental Vouchers

The Voucher Basic Information page for a supplemental voucher does not allow changes to the voucher cut-off date. The **Claim Expenses Between End Date** field defaults to the last day of the trip and cannot be changed.

Amendment

If your last day of travel has changed (e.g., you returned from your trip a day early), you must amend the authorization before you submit your voucher. USCG allows minor authorization amendments to receive automatic approval.

Voucher Finality

For all incremental vouchers, you select voucher finality on the Voucher Basic Information step. You should identify each voucher you create as a *Not Final* voucher in the **For this trip this is the** field, until you create the last voucher to cover the trip expenses. When you create the last voucher, you should select *Final* (or *Final Voucher and Update Site Details*) from the **For this trip this is the** drop-down list.

Rules

The following rules pertain to voucher finality.

- You can change the finality at any time before you submit the voucher for approval.
- After the voucher has been submitted for approval, its status changes to *Pending Approval*; you cannot make changes to any document with a *Pending* status. You can, however, recall a voucher that is pending approval. After recalling the voucher, you can change the finality and resubmit it for approval.
- If the voucher has been approved, and you did not indicate that the voucher was a final voucher, you can change the finality of the voucher by closing the trip. If a final voucher was approved but you need to submit additional expenses, return to the Trip Dashboard, and then click **Create Voucher** to create a supplemental voucher. (If this option is not available to you, contact your travel policy manager for assistance.)
- If the voucher is returned to you for revision, you can change the voucher's finality on the Voucher Basic Information page, make any other changes as needed, and then resubmit the voucher for approval.

Voucher ID

The voucher ID is the sequential number associated with the voucher (e.g., 1, 2, 3).

Voucher Payments

You will receive an email when your voucher is approved for payment, as well as an email when your group's financial system makes a payment to you.

- You can check the status of the voucher on your Trip Dashboard. A voucher with a status of *Awaiting Payment* has received all approvals necessary for payment.
- You can open the voucher and click the **View Payments** link in the Other Actions section to review the payment history.

NOTE: Contact your financial department for additional information about voucher payments, including bank account and other payment information.

Voucher Status

The voucher status is the status of the voucher request, similar to the authorization or trip status. A voucher's status is displayed in the header of each voucher.

Voucher Transaction Fee

A voucher transaction fee (VTF) is a processing fee that is automatically charged when you use E2 to complete a voucher. This fee is automatically applied once to each voucher and local travel claim, including zero-dollar vouchers. The addition of an estimated VTF to an authorization, as well as the addition of a VTF to each voucher, is handled by the system; you cannot make changes to existing VTFs.

Disbursement

USCG charges and disburses the VTF to your GTCC, if you have one. If you do not have a GTCC, the fee is displayed as *Agency Billed* and the VTF is automatically disbursed.

If the VTF is disbursed to your government-issued travel charge card, the fee will be included within your voucher reimbursement and is typically disbursed directly to your travel charged card. The fee will usually appear on the credit card statement within one to ten business days after the voucher is closed.

- Before a charge for VTF is made to a travel charge card, verification is made to ensure the fee has not previously been charged for the trip or voucher.
- The VTF charge may appear later than the ten days specified above, if there was an issue charging the travel charge card with the fee. For example, if the card had an invalid expiration date on the day when the charge was attempted, the VTF charge may actually appear weeks after your voucher was approved or paid.

NOTE: If you have any further questions regarding VTFs, contact the Travel Assist Team.

Voucher Type

In E2, a voucher is an accounting of expenses for a specific trip and a request for reimbursement. E2 supports the creation of the following types of vouchers.

- **Incremental** — An incremental voucher is a request for travel expense reimbursement for a specific trip. A trip can have one or more incremental vouchers. Click **Create Voucher** on the Trip Dashboard to create a voucher. E2 determines if the voucher is incremental or final based on the information you enter on the Voucher Basic Information page. This voucher type is typically used when you are on a long-term trip and will be claiming reimbursement for expenses every 30 days.
- **Final** — A final voucher is an incremental voucher that is marked as the final voucher for the trip. Every trip must have, at minimum, a final voucher. Click **Create Voucher** on the Trip Dashboard, and then select *Final Voucher* from the **For this trip this is the** drop-down list.
- **Supplemental** — A supplemental voucher is a request for additional travel expense reimbursement after a final voucher for the trip has been submitted. If this voucher type is enabled, a trip can have multiple supplemental vouchers. E2 creates a supplemental voucher when you click **Create Voucher** on the Trip Dashboard if a final voucher for the trip already exists.

Rules

The following rules apply to vouchers:

- When your travel is complete, you can submit a voucher as an account of your travel expenses for approval and reimbursement. Since you do not need to submit all of your expenses for a trip at one time, each trip can have multiple vouchers. Each voucher you submit is an incremental voucher, until you designate a voucher as the final voucher for the trip.
- After the final voucher has been submitted, you can create a supplemental voucher to request reimbursement for additional travel expenses that you missed earlier.
- When you click **Create Voucher** and complete the Voucher Basic Information page, E2 automatically determines what kind of voucher is created (i.e., incremental, final, or supplemental).

VTF

See Voucher Transaction Fee.

11   Acronyms for Government Travelers

Acronym	Description
ACH	Automated clearing house
ATM	Automated teller machine
CBA	Central Billed Account
	A charge card or account issued under a government contract and established by an agency/organization to pay for official travel expenses across the agency/organization. Official travel expenses charged to a CBA are not claimed for reimbursement by the traveler; payments are made directly to the charge card contractor.
CBA	Collective Bargaining Agreement
CSRS	Civil Service Retirement System
DOD	Department of Defense
EDI	Electronic Data Interchange
	Method of electronic exchange of routine business transactions across networks within and between government and industry. EDI transactions include documents such as purchase orders, invoices, inquiries, planning, acknowledgements, pricing, order status, scheduling, test results, shipping and receiving, payments, and financial reporting.
EFT	Electronic funds transfer
eTS	Electronic travel service
FEMA	Federal Emergency Management Agency
FERS	Federal Employees Retirement System
FTR	Federal Travel Regulation
GTR	Government transportation request
	Government document used to procure commercial carrier transportation services. The document obligates the government to pay for transportation services provided. Official transportation acquired via GTR is not claimed for reimbursement by the traveler; payment is made directly to the carrier or its agent. Refer to FTR 300-3.1.
IBA	Individually billed account (also known as "travel charge card" or "TCC")
	Charge card issued under a government contract to authorized federal employees to pay for official transportation expenses for which the charge card contractor bills the employee directly. Official travel expenses charged to an individually billed account are claimed for reimbursement by the traveler.
JTR	Joint Travel Regulation
LT	Local travel
	Typically, travel within a 50-mile radius of your home site. Travel policies differ; consult your travel policy for specific information and requirements.
M&IE	Meals and incidental expenses
	The FTR defines incidental expenses as "fees and tips given to porters, baggage carriers, hotel staff, and staff on ships."
OASDI	Old Age, Survivor and Disability Insurance (also known as FICA or Social Security)
	Used in long term taxable travel calculations.

Acronym	Description
POC	Point of contact
POV	Privately owned vehicle
SLA	Service level agreement
STDUS	US Standard Rate Used when no per diem rate has been set for a specific temporary duty location.
TDY	Temporary duty station Duty at any station other than the permanent duty station.
TMC	Travel management center A commercial travel firm authorized by, or under contract to, civilian agencies to provide reservations, ticketing, and related travel management services for official travelers.
VAN	Value added network
WTA	Withholding tax allowance Claimable expense to reimburse the employee for the Federal Tax withholding related to long term taxable travel.

12 Revision History

Date	Description	Release
01/2022	Document creation	22.1

13 Trademark and Copyright

E2 Solutions and CWTSato To Go are trademarks of CWT. All other marks are the property of their respective owners.

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