



# USCG UG70: Creating Advances

Requesting Advance Payment for Travel Expenses  
Release 22.1 | January 2022



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# 1 Introduction

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

## 1.1 Understanding Travel Advances

In E2 Solutions (E2), travel advances are pre-payments for estimated expenses paid to a traveler. This document describes the process of requesting a travel advance after an authorization has been approved.

### 1.1.1 Requesting an Advance

You can request a travel advance for additional funds for your trip (beyond those already authorized by your approver) prior to the end of your trip. You can ask for travel advances until the maximum travel advance amount for your trip has been reached, after which no funds will be available for additional advances. Once the advance is approved in E2 and interfaced with your FSMS financial system, the advance amount is deposited into your bank account.

E2 calculates the maximum amount allowed for a trip by totaling estimated meals and incidental expenses, as well as any other non-excluded expenses, and multiplying that amount by 80%. You may only request an amount that is 80% of your eligible expenses.

**NOTE:** Advance calculations are performed using only "Pay to Traveler" expenses from the authorization's Expenses page. Any expense where the **Pay To** field is set to Agency Billed or Travel Charge Card is automatically considered an excluded expense.

All advances received for a trip must be liquidated against voucher expenses that would normally be reimbursed to the traveler.

## 1.2 Rules

Travel advances are not available if:

- The travel authorization has a status of *New*, *Pending Approval*, *Agent Intervention*, or *Closed*.
- The date of the travel authorization has passed and the authorization is considered a verbal authorization to travel (VATT).

## 2 Getting Started

Complete the following steps to start the process for creating a travel advance.

1. Click the **My E2 Trips** tab.

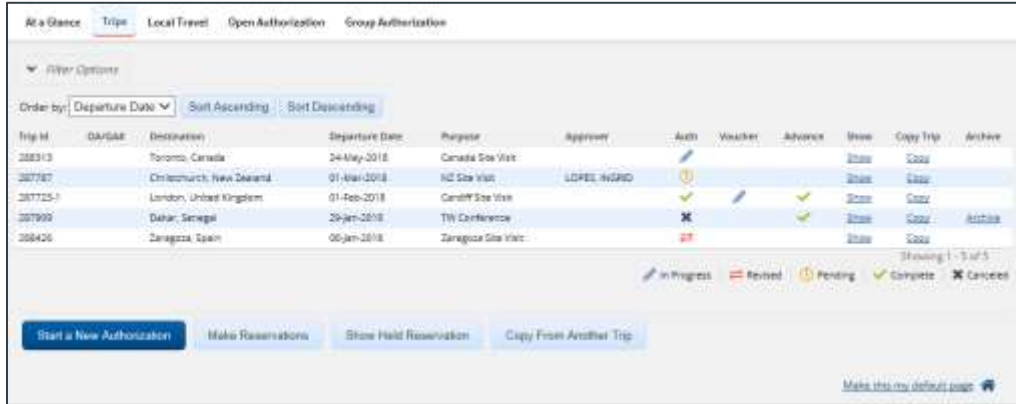


Figure 1: My E2 — Trips tab

2. Locate the trip for which you are creating an advance in the list.
3. Click the **Show** link. This displays the Trip Dashboard.

**TIP:** If the **Create Travel Advance** button is not enabled, the authorization, trip status, or your group's travel policy does not allow you to request an advance at this time.

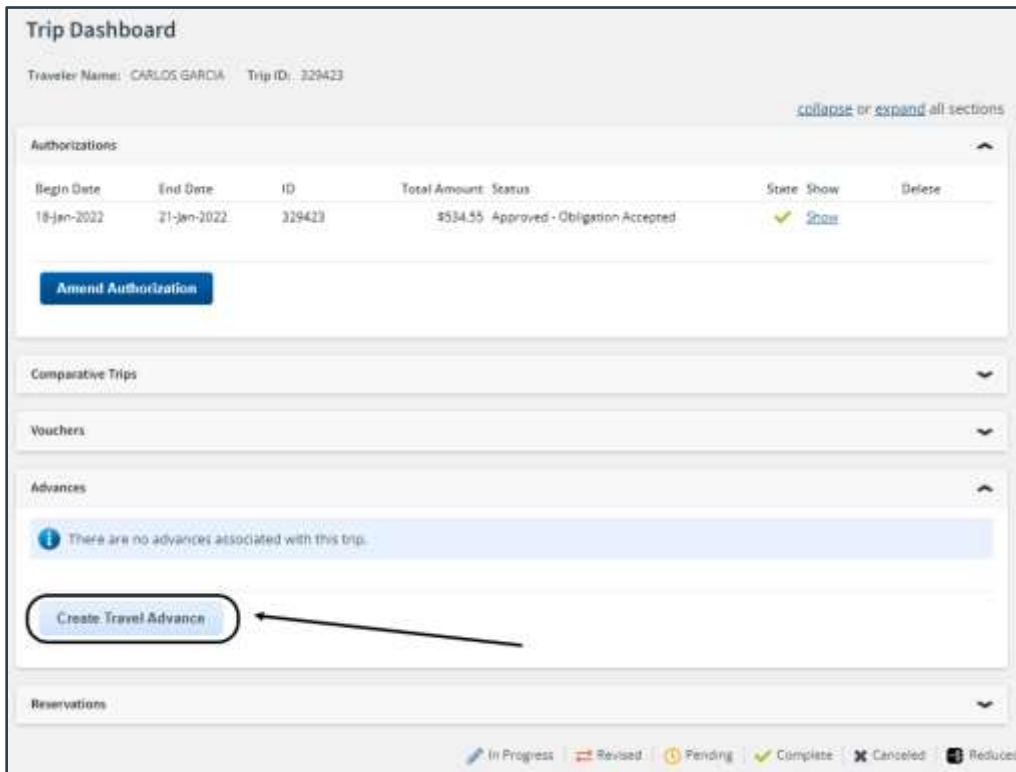


Figure 2: Trip Dashboard — Create Travel Advance button

4. Click the **Create Travel Advance** button. This displays the Advance Basic Information page.

### 3 Completing the Basic Information Step

With the Advance Basic Information page displayed, complete the following steps.

1. Enter the whole dollar (USD) amount you are requesting for the advance in the **Advance Amount** field.

The screenshot shows a web form titled "Step 1: Advance Basic Information". At the top, it displays metadata: "Traveler Name: CARLOS GARCIA", "Trip ID: 329423", "Advance ID: New", and "Advance Status: New". Below this is a section titled "Advance Request" containing several fields: "Amount" with a sub-field "Already" set to "0.00" and a "Requested:" label; "Advance Amount:" with a text input field that has a red border; and "Document Number:" with the value "(System Assigned)". To the right of the "Advance Amount" field, there is a note: "Recommended amount of (80.0%) is 414 USD" and "Maximum amount of (80.0%) is 414 USD". At the bottom left, there is a blue button labeled "Save and Next Step" and a grey button labeled "Save". A "\*Required" label is positioned above the "Save and Next Step" button.

Figure 3: Advance Basic Information page

2. Click **Save and Next Step** to move to the next step in the advance process.

## 4 Completing the Accounting Step

The account codes (i.e., POET lines) used to fund the advance are automatically populated on the Advance Accounting page. If necessary, your funds manager will adjust the accounting lines during the approval process.

Click the **Save and Next Step** button to continue to the next step in the advance request process.

**Step 2 : Advance Accounting**

Traveler Name: CARLOS GARCIA   Trip ID: 329423   Advance ID: 128403   Advance Status: New - Obligation Accepted

Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
	<a href="#">UJGCH93PHCV21DFIGDEVA114D3 CGC MELLON-DECK111101...</a>	\$534.55	<input type="text" value="77.00"/>	<input type="text" value="100.00%"/>	<a href="#">Add</a>	<a href="#">Delete</a>
Total:			\$77.00	100.00%		
Remaining amount to be allocated:			\$0.00			
Total claim amount:			\$77.00			

[Select Account Codes](#)

[Back to Step 1: Basic Information](#)

Figure 4: Advance Accounting page

## 5 Completing the Summary Step

The Advance Summary page allows you to review the travel advance and make sure it is correct before you submit it for approval.

**Step 3 : Advance Summary** [collapse or expand all sections](#)

Traveler Name: CARLOS GARCIA   Trip ID: 329423   Advance ID: 128403   Advance Status: New - Obligation Accepted

---

**Basic Information - [Edit Details](#)** ^

Amount  
 Already: 0.00  
 Requested:

Advance Amount: 77.00

Document Number: (System Assigned)

Recommended amount of (80.0%) is 414 USD  
 Maximum amount of (80.0%) is 414 USD

---

**Accounting - [Edit Details](#)** ^

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated
	<a href="#">UCGCH93PHC21DEIGDEVA11403 CGC MELLON - DECK11101...</a>	\$534.55	\$77.00	100.00%
Total:			\$77.00	100.00%
Remaining amount to be allocated:			\$0.00	
Total claim amount:			\$77.00	

---

**Remarks - [Edit Details](#)** ^

i No remarks found.

---

[Send to Approver](#)
[Back to Step 2: Advance Accounting](#)

Figure 5: Advance Summary page

Complete the following steps to submit the advance for approval.

1. Review the information in each section. If you need to make changes, click the **Edit Details** link in the section header to return to that workflow step.
2. When you are finished, scroll to the bottom of the page and click **Send to Approver**. This displays a Confirm Action window.
3. Click **Confirm**.

## 6 Other Actions Available

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

- [Adding remarks](#)
- [Printing the advance](#)
- [Viewing routing history](#)
- [Viewing advance details](#)
- [Viewing history](#)
- [Viewing the routing path](#)

### 6.1 Add Remarks

Complete the following steps to add remarks to the advance.

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

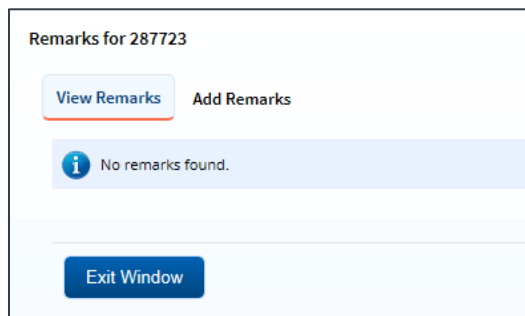


Figure 6: Remarks window

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

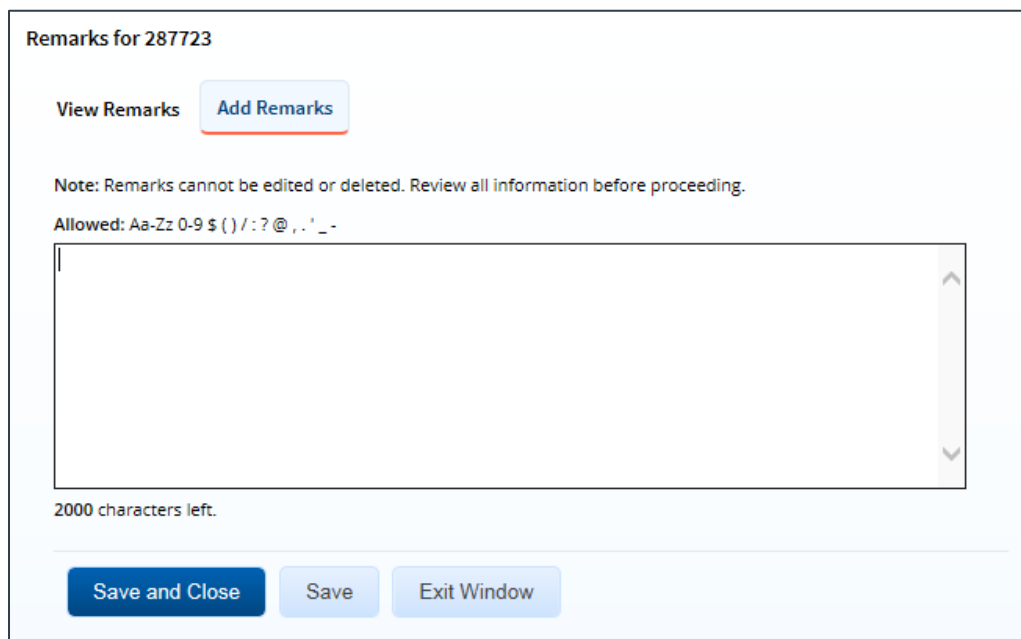


Figure 7: Remarks — Add Remarks tab



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

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

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

## 6.2 Print the Advance

Complete the following steps to review a printable version of the advance.

1. Click the **Printable Advance** link in the Other Actions section. The advance appears as a PDF file in a new browser window.

2. Click the **Print** icon () to print the document.

### E2 Travel Advance

Mon Jan 29 14:19:05 CST 2018

PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974(P.S. 93-579). The information requested on the form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11809 of July 22, 1971, and 1102 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

**Travel Advance Information**

Document Number 287723C134983	Advance Status Closed	Authorization Id 287723-1	Type of Authorization
Traveler IRIS LINCOLN	Advance Id 135143	Title	Travel Charge Card Yes
Mailing Address 2400 Arlington Ave. Arlington, VA 22204 US	Office Phone 217-747-1212	Home Phone N/A	Official Duty Station Washington, DC
CONUS/OCONUS OCONUS	Travel Purpose Cardiff Site Visit	Agency Travel F	Estimated Dates of Travel 2018-02-01 thru 2018-02-03

**Travel Advance Payment Request**

Document Number	Currency Code	Payment Amount (LCU)	Payment Type	Bank Name	Exchange Rate	Payment Amount (USE)
287723C134983	001 US Dollar	500.00	Cash		1	500.00

**Travel Advance Accounting Information**

Accounting String	Authorized Amount
Segment Names: FUND CODE/CATEGORY/BFY/ORGANIZATION/LIMITATION/OBJECT CLASS/FCL/ACTIVITY/CFDA/SECTOR/COHORT YEAR/FUTURE USE 1/FUTURE USE 2	0.0
0201M2007/B/2008/EP000000/JMB/21010/0/000/170/N/0000/000000/000000	500.0
	500.0

Page 1 of 2

Figure 8: Printable Advance

### 6.3 View Routing History

Click the **View Routing History** link in the Other Actions section to display the View Routing History page. This page provides an audit trail of routing events for you advance, including the date and time of the event, action that triggered the event, and the event description.

### 6.4 View Advance Details

Click the **View Advance Details** link in the Other Actions section to display the View Advance Details page. Details include total advance amount, type of payment, status, and remaining amount to be liquidated. If the advance was received in a foreign currency, the currency amount and exchange rate are also shown.

### 6.5 View History

Click the **View History** link in the Other Actions section to display the View History page. This page allows you to view a summary of actions taken on the trip.

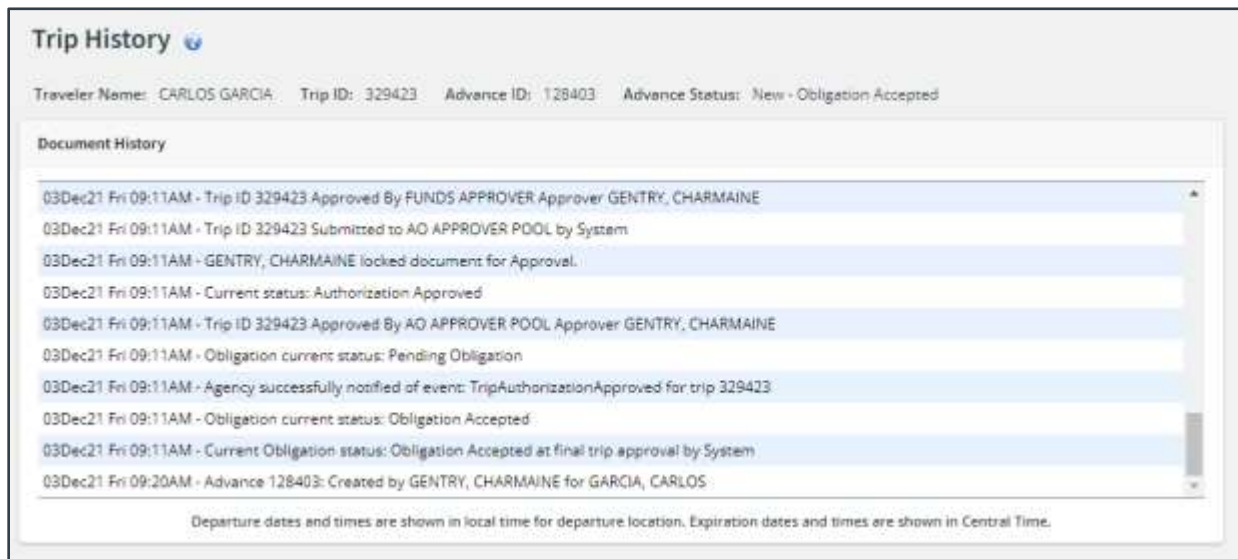


Figure 9: Trip History — Advance

### 6.6 View Routing Path

When an advance document has been submitted for approval, the status of the document changes to *Pending Approval*, and it is sent on a specific path that may include multiple approval steps, triggered by a set of rules that are applied to the advance. Click the **View Routing Path** link in the Other Actions section to display the View Routing Path page, which allows you to view the routing path for the advance and, if allowed, make minor changes.

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

- **Step** – The number of the step in the path.
- **Approver Pool** – The name of the approver group assigned to the step. The person who approves the advance is a member of this approver group.
- **Approval Reason** – The rule that triggered the approval step.

- **Action** – The action to be taken. Some steps are informational only, while others require an approval.
- **Reserved By** – The name of the approver who is currently responsible for completing this step.

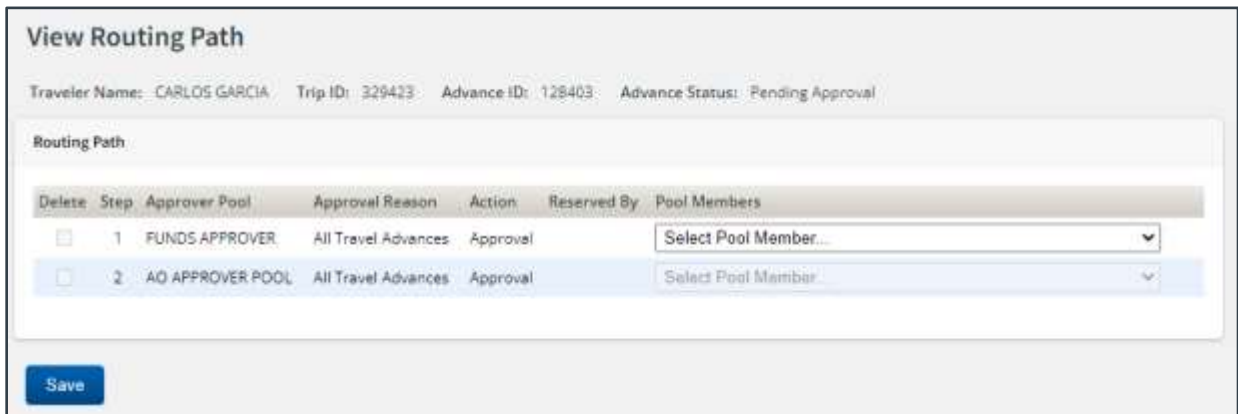


Figure 10: View Routing Path — Advance

### 6.6.1 Change the Approver

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

Complete the following steps to change the approver.

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

## 7 Extras

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

- Returning to the **Trips** tab
- Deleting the advance

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

### 7.1 Return to the My E2 Trips tab.

Click the **Trips List** link in the Extras section to go to the My E2 **Trips** tab. This tab lists all of your trips, and you can choose to show, copy, or archive trips, or create a new authorization.

### 7.2 Delete the Advance

Plans change. E2 helps you manage those changing plans by allowing you to delete a travel advance, if you have not already submitted the advance for approval.

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

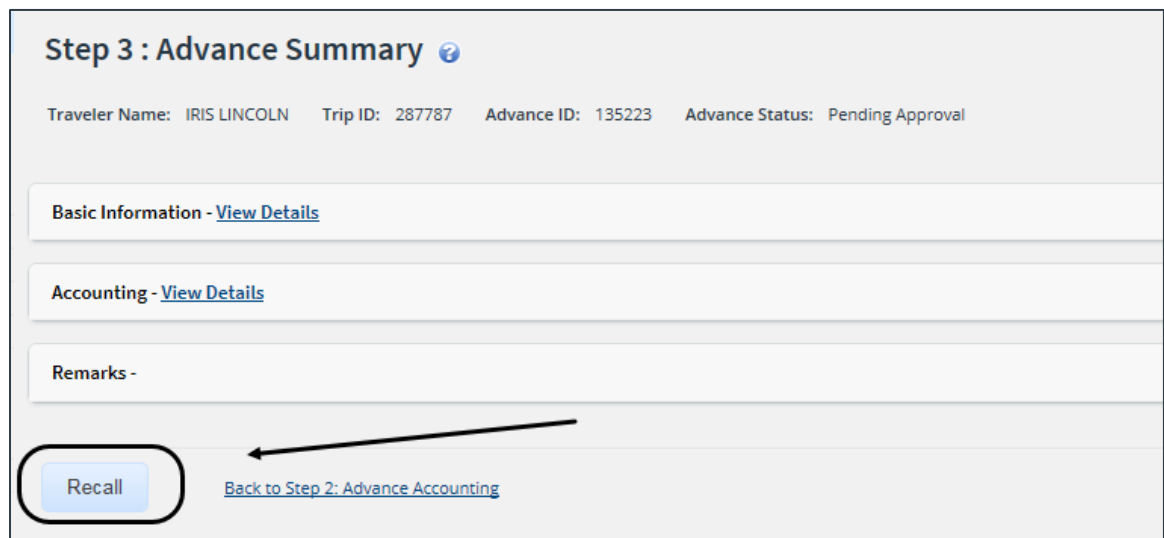
1. Click the **Delete Advance** link in the Extras section. This displays a Confirm Action window asking you to confirm whether you want to delete the advance.
2. Click **Confirm**. The advance is removed from the system, and a success message displays to confirm the advance was successfully deleted.

## 8 Recalling an Advance from the Approval Process

If you need to change an advance after you submit it for approval, but before it completes the approval process, you can recall the document. Recalling a document removes it from the approval process and changes the document's status from *Pending Approval* to *Revised*. (You can recall an advance that is pending approval at any time until it receives final approval.) You can make your changes and then resubmit the advance for approval.

Complete the following steps.

1. Locate the trip associated with the advance on the My E2 **Trips** tab.
2. Click the **Show** link. If the Advance Summary page displays, skip to step 6.
3. Click the **Trip Dashboard** tab.
4. Locate the advance in the Advances section of the Trip Dashboard.
5. Click the **Show** link. This displays the Advance Summary page.



**Figure 11: Advance Summary — Recall button**

6. Click **Recall**. This displays a Confirm Action window.
7. Click **Confirm**. The status of the document changes to *Revised*.
8. Make your changes and then resubmit the advance for approval.

## 9 Revision History

Date	Description	Release
01/2022	Document creation	22.1

## 10 Trademark and Copyright

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