



Creating Authorizations

Creating an authorization in E2 Solutions (E2) allows you to make a request to travel.

See *UG25 – Creating Authorizations* for more detailed information on this process.

1. Click **My E2** on the task bar.
2. Select *Create an Authorization* from the **Start a Travel Document** list.

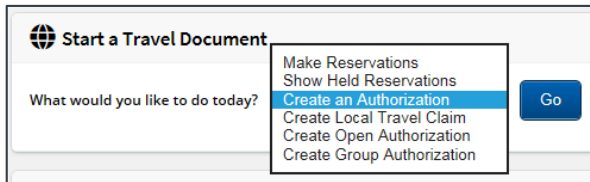


Figure 1: Start a Travel Document — Create an Authorization option

3. Click **Go**.
4. If no open or group authorizations (OAs or GAs) exist, skip to [Completing Basic Information](#). If an OA or GA exists, the Authorizations Exist window displays.
 - a. Select an OA or GA to use from the **OA or GA selection** list. (Use the *Do not use an available authorization* default value to create a new authorization that is not based on an OA or GA.)
 - b. Click **Create Trip**. (As you complete the authorization, your choices are limited to only those allowed by the selected OA or GA.)
5. Click **Complete Trip Authorization** on the Summary page. The authorization inherits the approval status of the OA or GA, as long as it is within the OA or GA limitations.

Completing Basic Information

1. Enter the following on the Basic Information page:
 - Type of Travel
 - Specific Travel Purpose
 - Document Number (if manual document number is enabled)
2. Click **Save and Next Step**.

Completing Reservations

Use the Reservation page to:

- Review reservations associated with the authorization
 - Make online flight, rental car, rail, and hotel reservations
 - Associate reservations with an authorization
 - Retrieve reservations made for you by the Travel Management Center (TMC)
1. Review or make your reservations.
 - If no reservations are associated with the authorization and you want to skip the reservation process, or if you have actions available to you, click **Next Step** to continue.
 - To make an online reservation now, click the **Make New Reservations** link. After you purchase your trip, you are returned to a refreshed Reservation page displaying your reservation details.

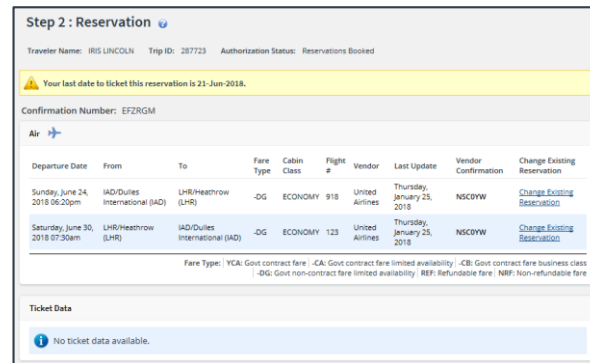


Figure 2: Authorization Reservation – PNR Data

- If you made reservations using the **Start a Travel Document** list and chose to create an authorization after completing the purchase, the Reservation page displays the reservation details.
- If you made reservations using the **Start a Travel Document** list and chose to save the reservation for later, click the **Manage Trip Reservations** link to view all available reservations and select one or more to associate with the authorization. The Reservation page is blank until reservations are associated with the authorization.

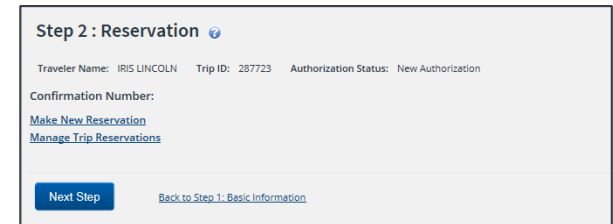


Figure 3: Authorization Reservation – No reservations

- If you contacted your TMC for reservations or made reservations online that were sent to a travel agent, click the **Manage Trip Reservations** link. You need the confirmation number provided by your travel agent to retrieve the reservation and associate it with the authorization.
2. Click **Next Step**.

Completing Site Details

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

Associated Reservations

If the authorization has associated reservations, the information on this page reflects the reservation details. You should review and verify the per diem location is accurate.

No Reservations

If you do not have or require reservations, or if the existing information is incorrect:

1. Complete the **Begin** information fields.
2. Complete the **End** information fields.
3. Click **Save and Next Step**.

Add a Break

Under certain circumstances, you may want to add a break to your trip.

1. Click **Add Break**. This will add a break between your beginning and ending destinations. The Add Break section displays.
2. Verify or change the **Break** information.
3. Verify or change the **Return from Break** information.
4. Click **Save and Next Step**.

Add a Site

Under certain circumstances, you may want to add another site to your trip.

1. Click **Add Site**. This will add a site between your beginning and ending destinations. The Add Site section displays.
2. Verify or change the existing information.
3. Click **Save and Next Step**.

Completing Expenses

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

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

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

1. Review your estimated expenses.
 - If you have an associated reservation, the fields on this page reflect the information from the reservation, and include airfare, rail, and lodging expenses (if applicable).
 - If you do not have an associated reservation, the lodging rates and the meals and incidental expenses are based on the per diem rates for the sites on your trip.
2. Use the following links as needed.
 - Click **Modify** to edit the expense.
 - Click **Copy** to copy the expense to another date.
 - Click **Delete** to remove the estimated expense.
 - Click **Show** to view the expense details. (The link is enabled when you cannot update the information.)
 - Click **Add New Expense** to add another estimated expense to the authorization.
3. Click **Next Step**.

Completing Accounting Information

Use the Accounting page to select the accounts to fund your trip.

If you do not normally select funding sources for your travels, skip this step and click **Save and Next Step**.

1. Review the accounts selected to fund your trip.
 - Click the **Delete** link to remove the account from the authorization.
 - Click the **Select Account Codes** link to select accounts to fund your trip.
 - Click the **Split Funding** link if you require multiple accounts to fund the trip and you want to identify specific funding sources with specific expenses or travel dates.
2. Click **Save and Next Step**.

Completing Travel Policy Information

This page displays items that may be outside your agency's travel policy. If an item is out of policy, you must select a reason to justify the out-of-policy choice.

Completing the Summary Step

The Summary page displays a summary of your travel authorization information.

1. Review the authorization. Click the **Edit Details** link in a section header to return to that step and make changes.
2. Click **Send to Approver** or **Complete Trip Authorization** (if the trip is under an OA or GA).

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