E2Solutions®

Creating Local Travel Claims

Creating a local travel claim allows you to request reimbursement for local travel.

See *UG50 – Creating Local Travel Claims* for more detailed information on this process.

Getting Started

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

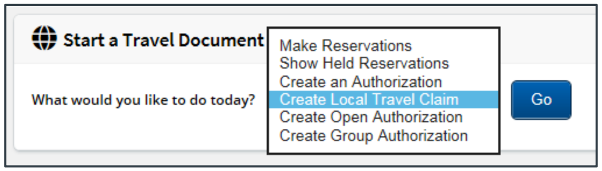

Figure 1: Start a Travel Document — Create Local Travel Claim option

3. Click **Go**.

Completing Basic Information

1. Enter or select the following on the Basic Information page.
   - Specific Travel Purpose
   - Begin and End Dates
   - Document Number (if manual document numbering is enabled)
   - Type of Travel (if enabled)
2. Click **Save and Next Step**.

Completing Expenses

Use the Expenses page to add estimated expenses to your local travel claim.

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

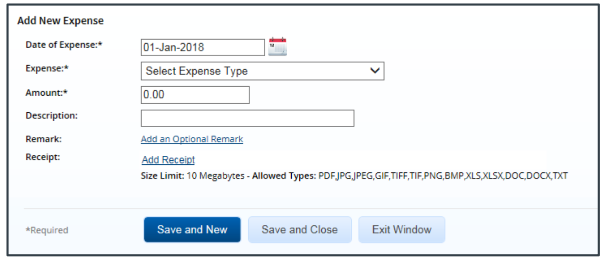

Figure 2: Local Travel Claim — Add New Expense

2. Complete the required (*) fields. The fields vary based on the type of expense you enter. The following fields appear for all expense types.
   - **Date of Expense** – The date the expense was incurred.
   - **Expense Type** – Select the type of expense from the list. This list is limited to the expense types you are allowed to claim for local travel.

     ***NOTE**: If you selected an expense type of* POV, *select the* **Subtype** *from the list, enter the* **From** *and* **To** *destinations, and enter the* **Distance** *in miles or kilometers.*

   - **Pay To** – Select the entity that paid for the expense (and should be repaid), such as traveler, travel charge card, or agency billed.
   - **Remark** – Click **Add an Optional Remark** to add comments about this specific expense.
   - **Receipt** –Click **Add Receipt** to select a receipt or other documentation and attach it to the expense.
3. Save the expense.
   - Click **Save and New** to add the expense and leave the window open to add other expenses.
   - Click **Save and Close** to add the expense and close the window.
4. Click **Next Step**.

Completing Accounting Information

Use the Accounting page to select the accounts used to cover the claimed expenses.

If you do not normally select funding sources for your claims, you can skip this step by simply clicking **Save and Next Step**. A warning message displays, indicating that expenses are under allocated. Click **Save and Next Step** again to continue.

1. Click **Select Account Codes** to select the accounts to be used to fund the claim using one or more of the following methods.
2. Make your selections.
3. Click **Save and Next Step**.

Select a Favorite Account

1. Click the **Select Account Codes** tab, if necessary.

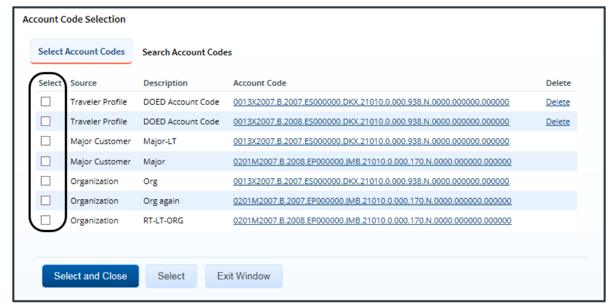

Figure 3: Account Code Selection – Select Account Codes tab

2. Click the **Select** check box to the left of each account you want to add to the claim.
3. Click **Select and Close**.

Search for an Account – Drill-Down Search

1. Click the **Search Account Codes** tab, if necessary.

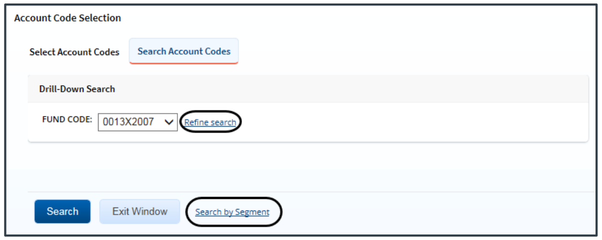

Figure 4: Account Code Selection – Search Account Codes tab

2. Select a value for the first segment from the list.
3. Click the **Refine search** link to the right of the value.
4. Select a value for the next segment from the list.
5. To narrow your search further, click **Refine search** and repeat these steps for additional segments.
6. Click **Search**. A list of accounts matching your specified segment values displays.
7. Click the **Select** check box to the left of each account you want to add to the claim.
8. Click **Select and Close**.

<u>Search for an Account – Segment Search</u>

1. Click the **Search Account Codes** tab, if necessary.
2. Click **Search by Segment**.
3. Enter the segment values you want to use as a search filter.

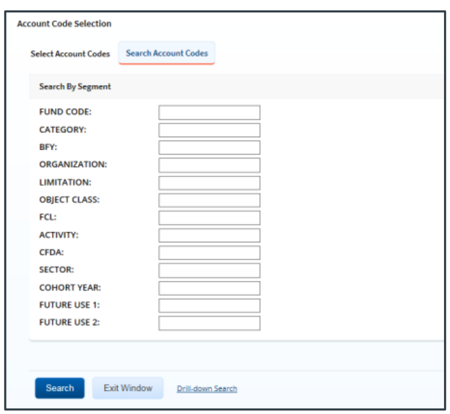

Figure 5: Account Code Selection, Search Account Codes — Search by Segment

4. Click **Search**. A list of accounts with matching segment values displays.
5. Click the **Select** check box to the left of each account you want to add to the claim.
6. Click **Select and Close**.

<u>Add a Dimensional Account Code</u>

1. Click the **Add Account Codes** tab, if necessary.
2. Enter segment values, or click **Search** to select from a list. You can also enter part of a value or description, and then click **Search** to limit the list to values and descriptions that start with the entered data.
3. Click **Add and Close**.

Completing the Summary Step

The Summary page displays your local travel claim information.

Figure 6: Local Travel Summary page

1. Review the claim. Click the **Edit Details** link in a section header to return to that step and make changes.
2. Click **Send to Approver**. A Confirm Action window displays.
3. Click **Confirm**.

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