



# UG30: Approving Authorizations

Reviewing and Approving Travel Requests  
Release 21.3 | September 2021

## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2</b>	<b>UNDERSTANDING THE APPROVAL PROCESS .....</b>	<b>4</b>
2.1	Routing Pools.....	4
2.2	Routing Rules.....	4
2.3	Approver Actions.....	4
<b>3</b>	<b>OPENING A TRAVEL AUTHORIZATION PENDING YOUR APPROVAL .....</b>	<b>6</b>
3.1	Lock the Authorization .....	7
<b>4</b>	<b>SUMMARY PAGE AND WORKFLOW STEPS .....</b>	<b>9</b>
4.1	Reviewing Basic Information.....	9
4.2	Reviewing Reservations .....	10
4.3	Reviewing Site Details .....	11
4.4	Reviewing Expenses.....	12
4.5	Reviewing NFS Expenses .....	23
4.6	Reviewing Accounting.....	24
4.7	Reviewing Advances and Advance Accounting.....	31
4.8	Reviewing Travel Policy Justifications .....	33
4.9	Reviewing Travel Policy Warnings.....	34
4.10	Reviewing City Pair Information.....	34
4.11	Reviewing Remarks .....	34
4.12	Reviewing Attachments .....	36
4.13	Selecting a Card for Reservation Payment.....	36
4.14	Reviewing and Approving a Dependent Travel Authorization .....	37
4.15	Reviewing an Amended Authorization.....	37
<b>5</b>	<b>COMPLETING THE APPROVAL PROCESS.....</b>	<b>39</b>
5.1	Approving the Authorization.....	39
5.2	Approving an Authorization with an Advance .....	39
5.3	Returning the Authorization for Revision .....	41
5.4	Making the Authorization Available to Another Approver .....	44
<b>6</b>	<b>OTHER ACTIONS AVAILABLE .....</b>	<b>45</b>
6.1	Add Remarks .....	45
6.2	Add or Delete Receipts and Attachments.....	45
6.3	Print the Authorization.....	46
6.4	Print a Compact Authorization .....	46
6.5	View the Daily Expenses Summary .....	46
6.6	View Itinerary Information .....	46
6.7	View Trip History .....	47
6.8	View Comparative Trip Information .....	47
6.9	View Advance Details .....	49
6.10	View Open or Group Authorization Details .....	49
6.11	View the Routing Path .....	50
6.12	View Routing History.....	51
6.13	View Amendment Changes .....	51
<b>7</b>	<b>PRINTING THE TRAVELER PROFILE .....</b>	<b>53</b>
<b>8</b>	<b>REVISION HISTORY .....</b>	<b>54</b>
<b>9</b>	<b>TRADEMARK AND COPYRIGHT .....</b>	<b>56</b>

# 1 Introduction

This document contains information regarding the trip authorization 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. Additionally, many FTR and JTR features and functionality may be subject to your agency's configurations.

## 2 Understanding the Approval Process

In E2 Solutions (E2), an authorization is a request to travel. There are several types of authorizations, outlined in the following table. This user guide covers the approval process for all single (trip-by-trip) authorizations (including dependent travel), authorizations created under an open or group authorization, and amended authorizations.

Authorization Type	Approval Process
<b>Trip-by-Trip</b>	Requires approval
<b>Open (Blanket) Authorization</b>	Requires approval
<b>Group Authorization</b>	Requires approval
<b>Trip Under an Open or Group Authorization</b>	Requires no additional approval unless the trip exceeds the limitations defined within the open (OA) or group authorization (GA), or some portion of the trip is outside of normal travel policy
<b>Dependent Travel</b>	<p>Single travel requests require approval</p> <p>Requests to travel under an open authorization require no additional approval unless the trip exceeds the limitations defined within the OA, or some portion of the trip is outside of normal travel policy</p>

### 2.1 Routing Pools

As an approver, you are assigned to one or more routing pools. Routing pools may include a primary approver, who is automatically assigned to approve all documents within the pool. If a routing pool does not have a primary approver, E2 makes the document available to all approvers in the pool until an approver takes action on the document (i.e., approves or returns for revision).

### 2.2 Routing Rules

Travel policy managers configure sets of rules that define when an authorization, voucher, or travel advance request (collectively known as a trip) requires approval. These rules are known as routing rules. Routing rules specify the approval event triggers, the approval action required, and the pool of approvers (routing pool) authorized to perform the approval process.

Authorizations and other travel documents are dynamically routed through these sets of rules; approvals may occur at multiple levels within the management hierarchy. These rule sets may be simple or complex, static or frequently changed. Routing rules can be applied to all travelers in an office or workgroup, or to individual travelers.

### 2.3 Approver Actions

When a document enters the approval process, E2 analyzes the routing rules and determines whether a rule triggers an approval event. If an approval event is triggered, E2 assigns the document to the appropriate approver, or pool of approvers, for action. E2 notifies you via email when there is a document assigned to you for approval.

Approvers review travel requests, ensuring that:

- The authorization is within travel policy

- Expenses are correctly estimated
- Reimbursement types are correct
- The correct accounts have been selected to fund the travel
- Estimated expenses have been properly split between funds
- Reservations are within travel policy or, if outside of policy, the justifications are appropriate

If the authorization is within guidelines, or properly justified if outside of guidelines, you typically approve the authorization. Depending on the individual travel request and the applicable routing rules, the authorization may be passed to another approval level. If you are the last approver for a travel request, the traveler is notified that their trip has been approved. Tickets can be issued, and travel may now occur.

### 2.3.1 Changing Travel Requests

As an approver you can also take other actions, including making changes to a travel request. Approvers can:

- Select a different reimbursement type
- Select a subtype for a privately owned vehicle expense
- Make funding changes, including allocations and selected accounts
- Select a CBA to be used for payment of air or rail reservations (if enabled)

If there are problems with the authorization that prevent your approval and that you cannot change, you can return the authorization to the traveler, or a prior approver, for revision.

### 2.3.2 Extended Authorization Functions

If your agency has enabled extended authorization functions for approvers, you can perform the following additional tasks:

- Add a new expense
- Reduce an expense amount to zero (0.00)
- Copy an expense
- Modify all available fields for an expense

**TIP:** Contact your travel policy manager for clarification of the authorization functions available to you.

### 3 Opening a Travel Authorization Pending Your Approval

E2 provides access to approver functions through the **My Approvals** option on the task bar. Complete the following steps to get started with the approval process.

1. Click **My Approvals** on the task bar. This displays the Pending Approvals page, which lists all documents that are assigned to you for approval (i.e., pending your approval).

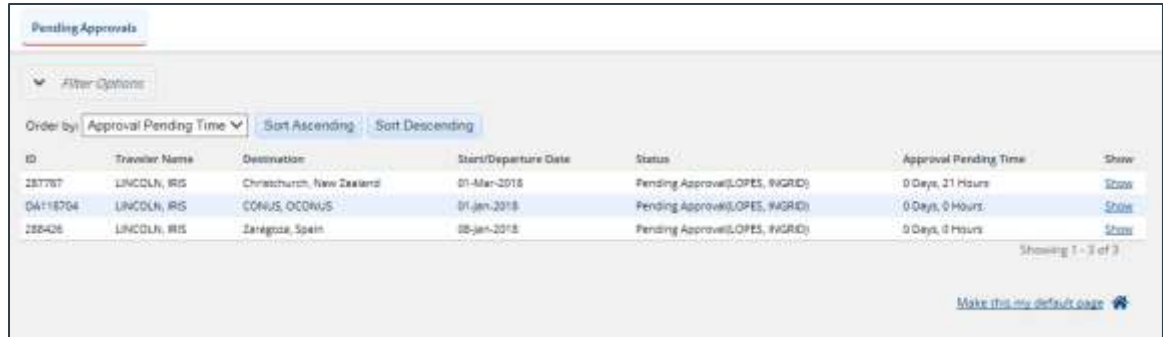


Figure 1: My Approvals — Pending Approvals tab

2. If necessary, use the Filter Options section to filter the list or view a list other than the default.
  - a. Click the **Filter Options** tab to expand the section and view the filter options available for that page.



Figure 2: Pending Approvals — Filter Options

- b. Select *Documents pending your approval* from the **List to View** drop-down list. This option is the default for the field and the focus of this user guide.
    - c. Select *Travel Authorization* from the **Document Type** drop-down list.
    - d. Enter any additional filtering criteria (e.g., traveler name, routing pool name) to limit the number of search results returned.
    - e. Click **Apply Filter** to generate a new list matching your search criteria.
3. Locate the authorization in the search results.
4. Click the **Show** link. This displays the authorization's Summary page, a view that is very similar to what the traveler sees when creating the travel request.

**NOTE:** By default, all sections of the Summary page are expanded.

**Step 9 : Summary**

Traveler Name: IRIS LINCOLN Trip ID: 287723 Authorization Status: Pending Authorization Approval

[collapse](#) or [expand](#) all sections

- Basic Information - [View Details](#)
- Reservation - [View Details](#)
- Site Details - [View Details](#)
- Expenses - [Edit Details](#)
- Accounting - [Edit Details](#)
- Advances - [View Details](#)
- Advance Accounting - [Edit Details](#)
- Travel Policy Justifications - [View Details](#)
- Travel Policy Warnings
- City Pair Information
- Remarks - [Edit Details](#)
- Receipts and Attachments - [Edit Details](#)

[Approve](#) [Return](#) [Unlock](#) [Back to Step 8: Travel Policy](#)

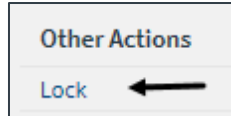
**Figure 3: Authorization — Summary page**

5. Verify the authorization is [locked](#) to you.
6. Use the Summary page to review the authorization. If you need to see additional information or make changes to a section, click the **View Details** or **Edit Details** link for that section. Be sure to save your changes.
7. Return to the Summary page when you are done making changes to a section.

### 3.1 Lock the Authorization

Locking an authorization prevents other users from taking actions on the document. You cannot approve an authorization (or take any other action) unless it is locked.

- If you are the primary approver in your routing pool, the authorization is typically assigned to you for approval, and it should already be locked when you open it. The authorization is locked to you if the **Unlock** link displays in the Other Actions section, and the **Unlock** button appears at the bottom of the page.
- If the **Lock** link displays in the Other Actions section, and the **Lock** button appears at the bottom of the page, the document is not currently locked to any approver. Click the **Lock** link (or **Lock** button) to continue.



*Figure 4: Lock link*

- If you are a self-approver and you are the primary approver in the routing pool, or the pool does not have a primary approver, click the **View Routing Path** link in the Other Actions section. Select yourself as the approver for the routing step from the **Pool Members** drop-down list, and then click **Save**. The authorization will be locked to you for approval.



## 4 Summary Page and Workflow Steps

The Summary page displays an overview of the trip authorization. Use the **View Details** or **Edit Details** link in each section to see more information or make changes.

The following example illustrates how to make changes to a section, in this case – Expenses.

1. Click the **Edit Details** link in the Expenses panel header on the Summary page. This takes you to the [authorization's Expenses workflow step](#).
2. Review the information on the page and make changes as needed. Be sure to save any changes you make.
3. When you are done making changes to this section, or any other section, click the **Summary** step link in the workflow to return to the Summary page.

**TIP:** Whenever you are done making changes, always return to the Summary page to continue your review of the authorization, or use the **Save and Next Step** or **Next Step** button at the bottom of the page to continue through the authorization workflow.

### 4.1 Reviewing Basic Information

General information about the travel request displays in the Basic Information section on the Summary page. This information includes type of travel, specific travel purpose, and document number.

Basic Information - <a href="#">View Details</a>	
Type of Travel:	Site Visit
Specific Travel Purpose:	Cardiff Site Visit
Document Number:	TWMNR0000287723T

Figure 5: Authorization Summary — Basic Information section

#### 4.1.1 Document Number

E2 typically generates a unique document number for each authorization. Some financial systems, however, are configured to require or allow users to enter a custom document number. If a custom document number is required or allowed, the **Document Number** field is enabled on the Basic Information page. The Basic Information section on the Summary page may show a document number, if one has already been entered, or the text *(to be entered manually)*.

**NOTE:** This is an optional feature that may not be available to you. Even if the **Document Number** field is enabled, you may not need to add the information. Consult your workgroup's travel policies for the appropriate actions.

##### 4.1.1.1 Rules

The following rules apply to a custom document number:

- The number can be added at any time, but it must be added to the document by final approval.
- The number can be changed at any time before the document is interfaced with the financial system.
- Characters can be entered in any case; E2 converts all characters to upper case.

- The number must meet the format required by the financial system.

**4.1.1.2 Process Flow**

Complete the following steps to add a document number to an authorization.

1. Click the **View Details** link in the Basic Information section of the authorization's Summary page. This displays the authorization's Basic Information page.

The screenshot shows a web form titled "Step 1 : Basic Information". At the top, it displays "Traveler Name: IMANI LOGAN", "Trip ID: 290220", and "Authorization Status: Pending Authorization Approval". Below this is a section titled "Basic Information" containing the following fields: "Type of Travel:\*" with the value "Site Visit", and "Specific Travel Purpose:\*" with the value "India Site Visit". The "Document Number:" field is empty and is circled in red with a red arrow pointing to it from the right. Below the form, there is a "\*Required" label and two buttons: "Save and Next Step" (in blue) and "Save" (in light blue).

**Figure 6: Authorization Basic Information — Document Number field**

2. Enter the document number, using the appropriate format, in the **Document Number** field. (Float the pointer over the field to display format information in the hover text.)

**TIP:** If a document number already exists and the field is disabled, E2 automatically assigned a document number when the authorization was submitted for approval. In this scenario, you cannot manually add or change the document number.

3. Click **Save**.

**4.2 Reviewing Reservations**

General information about the authorization's travel reservations displays in the Reservation section on the Summary page. If applicable, this information may include air, car, rail, hotel, and ticket data.

Review the information provided and, if necessary, add any remarks by clicking the **Remarks** link in the Other Actions section.

Reservation - [View Details](#)

Confirmation Number: EFZRGM

**Air** ✈️

Departure Date	From	To	Fare Type	Cabin Class	Flight #	Vendor	Last Update	Vendor Confirmation
Sunday, June 24, 2018 06:20pm	IAD/Dulles International (IAD)	LHR/Heathrow (LHR)	-DG	ECONOMY	918	United Airlines	Thursday, January 25, 2018	NSC0YW
Saturday, June 30, 2018 07:30am	LHR/Heathrow (LHR)	IAD/Dulles International (IAD)	-DG	ECONOMY	123	United Airlines	Thursday, January 25, 2018	NSC0YW

Fare Type: | YCA: Govt contract fare | -CA: Govt contract fare limited availability | -CB: Govt contract fare business class | -DG: Govt non-contract fare limited availability | REF: Refundable fare | NRF: Non-refundable fare

**Car** 🚗

Pick-up	Pick-up Location	Drop-off	Drop-off Location	Vendor	Vendor Confirmation
Monday, June 25, 2018 07:00am	LHR London Heathrow (LHR)	Saturday, June 30, 2018 07:00am	LHR London Heathrow (LHR)	Hertz	H5572406829 (ZE)

**Hotel** 🏨

Checkin Date	Checkout Date	Address	Vendor	Vendor Confirmation
Monday, June 25, 2018 02:00pm	Saturday, June 30, 2018 11:00am	Holiday Inn Exp Leeds	Holiday Inn	61713463

**Ticket Data**

*i* No ticket data available.

Figure 7: Authorization Summary — Reservation section

### 4.3 Reviewing Site Details

General information about the travel and trip per diem locations displays in the Site Details section on the Summary page. Review the information provided and verify that it is accurate.

Click the **Expand** (▼) indicator for each site section to view that site's details.

Site Details - [View Details](#)

[Site 1] Begin: Washington, DC, United States on 24-Jun-2018 to London, United Kingdom

Departing Date:	24-Jun-2018
Departing Time:	06:00 PM
Departing From:	Washington, DC, United States
Going To:	London, United Kingdom
Arrival Date:	25-Jun-2018
Mode of Transportation:	Commercial Plane
Reason For Stop:	Temporary Duty

[Site 2] From: London, United Kingdom on 25-Jun-2018 to Cardiff, Wales, United Kingdom

[Site 3] End: Cardiff, Wales, United Kingdom on 30-Jun-2018 to Washington, DC, United States

Figure 8: Authorization Summary — Site Details section

## 4.4 Reviewing Expenses

General expense information for the trip displays in the Expenses section on the authorization's Summary page.

If there is an associated reservation, certain expenses (e.g., airfare, rail, lodging, rental car, and, if enabled for our workgroup, estimated TMC fees) are generated from reservation information. If there is no associated reservation, lodging rates, as well as meals and incidental expenses (M&IE), are based on the per diem rates for the trip sites. You should review the expense information, and verify that it is accurate and that the estimated expenses are within travel policy guidelines.

Click the **Show** link next to a line item to view additional details about that expense.

Date	Type	Amount	Description	Alerts	Show
24-Jun-2018	Lodging	880.00	Lodging expense in Cardiff, Wales, United Kingdom including lodging taxes		Show
24-Jun-2018	Meals and Incidentals	565.50	M&IE expense in Cardiff, Wales, United Kingdom		Show
25-Jun-2018	Fuel	75.00	Fuel for rental car		Show
30-Jun-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee		Show

Figure 9: Authorization Summary — Expenses section





### 4.4.1 Modifying Expenses

If you need to make changes to an expense, click the **Edit Details** link in the Expenses section on the Summary page. This displays the authorization's Expenses page.

Date	Type	Amount	Description	Alerts	Modify
24-Jun-2018	Lodging	880.00	Lodging expense in Cardiff, Wales, United Kingdom including lodging taxes		Modify
24-Jun-2018	Meals and Incidentals	565.50	M&IE expense in Cardiff, Wales, United Kingdom		Modify
25-Jun-2018	Fuel	75.00	Fuel for rental car		Show
30-Jun-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee		Show

Figure 10: Authorization Expenses page

- Click a **Modify** link to edit the corresponding expense. (Be sure to save your changes.)
- Click a **Show** link to view the details of the corresponding expense. (This link displays when you are not permitted to update the information.)
- If an expense has an associated attachment or remarks, an icon displays in the Alerts column.

Icon	Description
	Indicates there is an attachment associated with the line item
	Indicates there is a remark associated with the line item
	Indicates foreign currency is associated with the line item
	Indicates an expense that has been reduced

### 4.4.2 Using the Apply to All Expenses Feature

The Apply to All Displayed Expenses feature is available for lodging, meals, and incidental expenses. This function is used to apply a change to all displayed items at once, instead of having to select each item individually. Complete the following steps.

**NOTE:** The following steps use meals and incidental expenses (M&IE) as an example to illustrate the use of this feature.

1. Click the **Modify** link for the expense you want to change, which displays the selected expense window. For this example, the Meals and Incidentals Expenses window displays.
2. Click the **Apply to All Displayed Expenses** tab. The section expands to display all available options.

**NOTE:** These options will vary depending on the type of expense selected. The following figure is the example for M&IE without "Pay To" selection enabled.

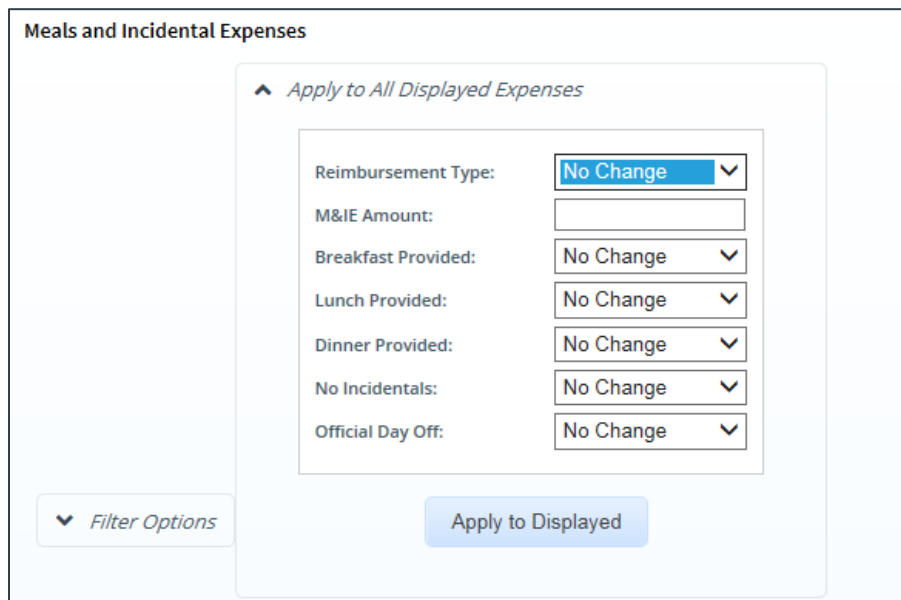


Figure 11: Meals and Incidentals Expenses — Apply to All Displayed Expenses section

3. Select or enter the values to apply to all displayed expenses.
4. Click **Apply to Displayed**. The displayed expenses are updated with the selected changes.
5. Click **Save and Close**, when you are finished making changes, to close the expenses window.

### 4.4.3 Modifying Lodging Expense Information

Use the Lodging Expenses window to view and verify lodging expense details for each site. The Notes column includes IDL information and, if variable per diem rates apply based on your workgroup's configurations, the applied percentage of standard per diem rates. The fields you are allowed to edit are determined by your permissions.

Complete the following steps.

1. Click the **Modify** link for the lodging expense. This displays the Lodging Expenses window.

**Lodging Expenses**

Lodging Site: Phoenix, AZ, United States

Order by:

Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Day Off	Shared	Notes	Alerts
05-Jun-2017	Per Diem	174.00	174.00	174.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		
06-Jun-2017	Per Diem	174.00	174.00	174.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		
07-Jun-2017	Per Diem	174.00	144.42	144.42	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Variable 83	
08-Jun-2017	Per Diem	174.00	144.42	144.42	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Variable 83	
09-Jun-2017	Per Diem	174.00	0.00	0.00	0.00	<input type="checkbox"/>	No	Variable 0	
<b>Running Totals:</b>			636.84	636.84	0.00				
<b>Total Estimated Lodging:</b>			636.84						

Override Variable Per Diem Rates

Figure 12: Lodging Expenses — CONUS site

Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Day Off	Shared	Notes	Alerts
29-Jan-2018	Per Diem	252.00	252.00	252.00	No	No		
30-Jan-2018	Per Diem	252.00	252.00	252.00	No	No		
Running Totals:			504.00	504.00				
Total Estimated Lodging:			504.00					

Figure 13: Lodging Expenses — OCONUS site

2. Change the line item information as needed.
  - Specify an [actual or reduced rate](#).
    - i. Review the expenses.
    - ii. Select *Actual* or *Reduced* from the **Reimbursement Type** drop-down list for the line item.
    - iii. Review the **Amount** and **Allowed** fields for the line item and make any changes.
    - iv. If method reimbursement selection is required, review and select the reimbursement option from the **Pay To** drop-down list. The options available in this list are controlled by travel policy.
  - Specify a [per diem rate](#).
    - i. Review the expenses.
    - ii. Select *Per Diem* from the **Reimbursement Type** drop-down list for the line item.
    - iii. Review the **Amount** field for the line item and make any changes.
    - iv. If method of reimbursement selection is required, review and select the reimbursement option from the **Pay To** drop-down list.
3. Repeat step 2 until you are finished.

**TIP:** Be sure to click **Save** to save your changes before filtering for another site. If you do not save your changes before selecting another site, those changes will be lost.

4. Click **Save and Close** when you are finished to close the Lodging Expenses window.

#### 4.4.3.1 Lodging Reimbursement Types

Lodging reimbursement types can be different for each day, and are separate from M&IE reimbursement types.

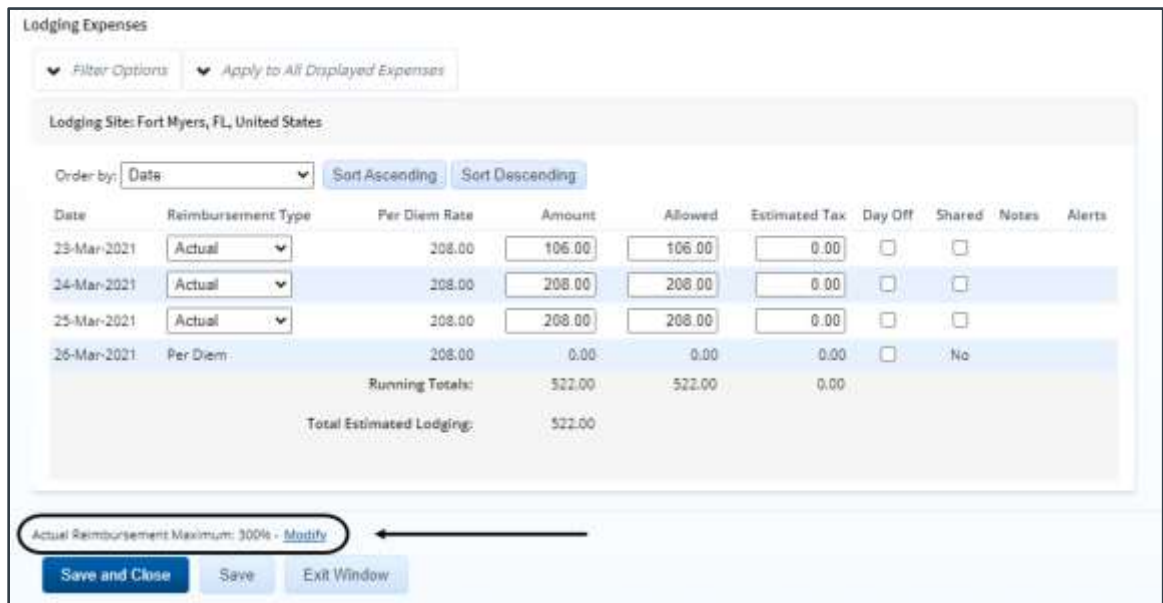
- **Per Diem** – Rate based on the per diem location. The expense cannot exceed this rate unless your travel policy allows the rate to be exceeded by a set percentage.

**NOTE:** Some workgroups have configured variable per diem lodging rates for trips that meet extended travel criteria. The Allowed amount reflects the variable per diem rate that applies, if any. The Notes column includes the keyword Variable followed by the percentage of the standard per diem amount for the site that applies to the day.

- **Actual** – Allowed amount must be less than or equal to the amount specified by the applicable travel policy.
- **Reduced** – Allowed amount must be less than the per diem amount.
- **No Expenses** – Allowed amount is zero. (This selection allows the traveler to create a trip with no expenses.)

**4.4.3.2 Actual Reimbursement Maximum**

When *Actual* has been selected from the **Reimbursement Type** drop-down list for at least one day in the Lodging Expenses window, the *Actual Reimbursement Maximum* text displays at the bottom of that window.

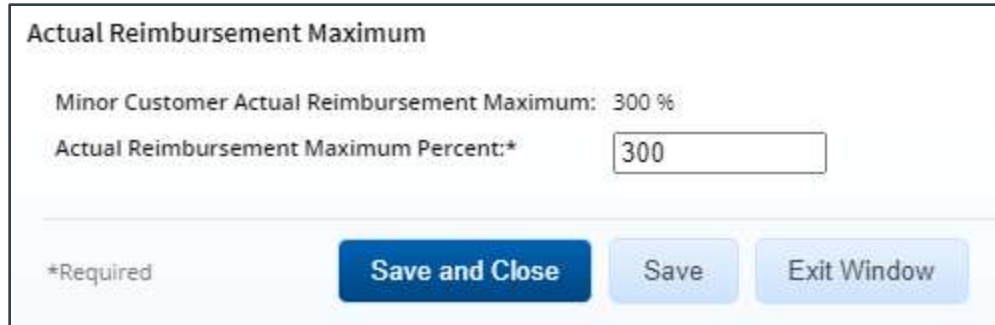


**Figure 14: Lodging Expenses — Actual Reimbursement Maximum text**

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 the right of the *Actual Reimbursement Maximum* text) to display the Actual Reimbursement Maximum window, which allows you to edit the maximum percentage allowed.





**Figure 15: Actual Reimbursement Maximum window**

Enter the new percentage by which actual lodging and meal expenses can exceed the per diem amount in the **Actual Reimbursement Maximum Percent** field, and then click the **Save** or **Save and Close** button.

- You cannot go below 100, nor can you go above the maximum value allowed for your office or workgroup.
- Any change made in this window is applicable to the current trip site only. If the trip includes multiple sites, you will need to repeat this adjustment and update the maximum percentage allowed at each site where a new value is appropriate.

***TIP:** If necessary, the maximum reimbursement percentage can be different for each individual site on a trip.*

- Any change made in this window, regardless of how the window was accessed, applies to the maximum percentage allowed for BOTH lodging and M&IE.
- When you return to the Lodging Expenses window, the *Actual Reimbursement Maximum* text will be updated with the new percentage.

#### 4.4.4 Modifying Meals & Incidental Expenses (M&IE) Information

The Meals and Incidental Expenses window displays M&IE details for each site. The fields you are allowed to edit are determined by your permissions.

Complete the following steps.

1. Click the **Modify** link for the M&IE expense. This displays the Meals and Incidental Expenses window.

Meals and Incidental Expenses

Filter Options Apply to All Displayed Expenses

Site: Lyon, France

Meals and Incidentals Site: Lyon, France

Order by: Date Sort Ascending Sort Descending

Date	Reimbursement Type	Per Diem Meals	Per Diem Incidentals	M&IE Amount	Breakfast Provided	Lunch Provided	Dinner Provided	No Incidentals	Official Day Off	Notes
31-Jan-2018	Per Diem	104.00	26.00	130.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	
01-Feb-2018	Per Diem	104.00	26.00	130.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No	
Total Estimated M&IE:				260.00						

Save and Close Save Exit Window

Figure 16: Meals and Incidental Expenses window

2. If necessary, select the site for which you want to review or maintain expenses from the **Site** drop-down list.
3. Review the estimated meals and incidental expenses, and change the reimbursement types and amounts as needed.
4. Repeat step 2–3 until you are finished making changes.

**TIP:** Be sure to click **Save** to save your changes before selecting another site. If you do not save your changes before selecting another site, those changes will be lost.

5. Click **Save and Close** when you are finished to save your changes and close the Meals and Incidental Expenses window.

#### 4.4.4.1 M&IE Reimbursement Types

M&IE reimbursement types can be different for each day and are separate from lodging reimbursement types.

**NOTE:** The EUM, GMR/PMR, and Occasional Meals options are only available for JTR travelers.

- **Actual** — Select this option to reimburse the traveler for the actual meals and incidental expenses incurred on the corresponding day. When selected, the amount allowed in the **M&IE Amount** field must be less than or equal to the amount specified by the group's travel policy.
- **EUM** — Select this option to indicate essential unit messing (EUM) has been established for the corresponding day. When selected, the **M&IE Amount** field defaults to the local incidental per diem rate for that date, the **No Incidentals** check box is cleared and disabled, and the **Provided** check boxes are checked, [but remain enabled](#).
- **GMR/PMR** — Select this option to indicate the government meal rate (GMR) should be used to determine the reimbursement for the corresponding day. When selected, the **M&IE Amount** field defaults to the government meal rate (GMR) amount plus the local incidental per diem rate for that date; the **No Incidentals** check box is cleared and disabled; the **Provided** check boxes are checked, [but remain enabled](#); and the **Notes** field is set to *GMR*.

- **No Expenses** — Select this option to indicate no meal and incidental expenses may be incurred for the corresponding day. When selected, the **M&IE Amount** field defaults to zero (0.00).
- **Occasional Meals** — Select this option to indicate occasional meals have been authorized for the corresponding day. When selected, the permitted reimbursement amount is automatically calculated by E2, based on the appropriate [proportional meal rate \(PMR\)](#) for the travel site, and displayed in the **M&IE Amount** field. Additionally, the **Provided** check boxes are cleared and disabled, while the **No Incidentals** check box is checked and disabled.

**NOTE:** When approving an authorization for a trip that follows the JTR and is less than or equal to 12 hours, JTR travelers are allowed to specify the use of occasional meals. The **Reimbursement Type** field defaults to Per Diem with zero reimbursement, but you may select the Occasional Meals option and follow the appropriate regulations for that selection.

- **Per Diem** — Select this option to authorize reimbursement for the per diem amount applicable for the traveler’s location. When selected, the expense cannot exceed this rate, unless travel policy allows the rate to be exceeded by a set percentage.

**NOTE:** The allowed amount displayed in the **M&IE Amount** field reflects any variable per diem rates that have been applied.

- **Reduced** — Select this option to authorize reimbursement for a reduced amount. When selected, the amount allowed in the **M&IE Amount** field must be less than the per diem amount.

**4.4.4.2 Actual Reimbursement Maximum**

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

The screenshot shows the 'Meals and Incidentals Expenses' window. At the top, there are filter options and a site selection: 'Meals and Incidentals Site: Fort Myers, FL, United States'. Below this is a table with columns: Date, Reimbursement Type, Per Diem Meals, Per Diem Incidentals, M&IE Amount, Breakfast Provided, Lunch Provided, Dinner Provided, No Incidentals, Official Day Off, and Notes. The table contains four rows of data for dates 23-Mar-2021 through 26-Mar-2021. At the bottom of the table, it says 'Total Estimated M&IE: 213.50'. Below the table is a summary bar that reads 'Actual Reimbursement Maximum: 300% - Modify'. An arrow points from this text to the 'Actual Reimbursement Maximum' text in the caption. At the very bottom are buttons for 'Save and Close', 'Save', and 'Exit Window'.

Date	Reimbursement Type	Per Diem Meals	Per Diem Incidentals	M&IE Amount	Breakfast Provided	Lunch Provided	Dinner Provided	No Incidentals	Official Day Off	Notes
23-Mar-2021	Actual	56.00	5.00	45.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24-Mar-2021	Actual	56.00	5.00	61.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25-Mar-2021	Actual	56.00	5.00	61.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26-Mar-2021	Actual	56.00	5.00	45.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Estimated M&IE:				213.50						

Actual Reimbursement Maximum: 300% - [Modify](#)

Buttons: Save and Close, Save, Exit Window

**Figure 17: Meals and Incidentals 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 the right of the *Actual Reimbursement Maximum* text) to display the Actual Reimbursement Maximum window, which allows you to edit the maximum percentage allowed.

**Figure 18: Actual Reimbursement Maximum window**

Enter the new percentage by which actual lodging and meal expenses can exceed the per diem amount in the **Actual Reimbursement Maximum Percent** field, and then click the **Save** or **Save and Close** button.

- You cannot go below 100, nor can you go above the maximum value allowed for your office or workgroup.
- Any change made in this window is applicable to the current trip site only. If the trip includes multiple sites, you will need to repeat this adjustment and update the maximum percentage allowed at each site where a new value is appropriate.

**TIP:** *If necessary, the maximum reimbursement percentage can be different for each individual site on a trip.*

- Any change made in this window, regardless of how the window was accessed, applies to the maximum percentage allowed for BOTH lodging and M&IE.
- When you return to the Meals and Incidental Expenses window, the *Actual Reimbursement Maximum* text will be updated with the new percentage.

#### **4.4.4.3 Reduced Incidental Amount [JTR]**

**NOTE:** *The reduced incidental amount is a JTR-only travel policy item.*

When *EUM* or *GMR/PMR* has been selected from the **Reimbursement Type** drop-down list for at least one day in the authorization's Meals and Incidental Expenses window, the *Reduced Incidental Amount* text displays at the bottom of the window. The amount to the right of the text indicates the minimum incidental per diem rate allowed for the trip site.

Meals and Incidental Expenses

Filter Options Apply to All Displayed Expenses

Meals and Incidentals Site: Olympia, KY, United States

Order by: Date Sort Ascending Sort Descending

Date	Reimbursement Type	Per Diem Meals	Per Diem Incidentals	M&IE Amount	Breakfast Provided	Lunch Provided	Dinner Provided	No Incidentals	Official Day Off	Notes
05-Apr-2021	Per Diem	50.00	5.00	41.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
06-Apr-2021	Per Diem	50.00	5.00	55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
07-Apr-2021	EUM	50.00	5.00	5.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
08-Apr-2021	Per Diem	50.00	5.00	55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09-Apr-2021	Per Diem	50.00	5.00	41.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Total Estimated M&IE: 197.50

Reduced Incidental Amount: 5.00 - [Modify](#)

Save and Close Save Exit Window

Figure 19: Meals and Incidental Expenses — Reduced Incidental Amount text

There may be scenarios where you are required to reduce the amount of allowed incidentals, based on travel orders. Click the **Modify** link to display the Reduced Incidental Amount window, which allows you to edit the incidental amount allowed for the site.

Reduced Incidental Amount

Locality Incidental Per Diem Rate: 5.00

Reduced Incidental Amount:\*

\*Required Save and Close Save Exit Window

Figure 20: Reduced Incidental Amount window

Enter the new incidental amount in the **Reduced Incidental Amount** field (i.e., clear the existing entry from the field and then enter a new value), and then click the **Save** or **Save and Close** button.

- Any change made to this window is applicable to the current trip site only. If the trip includes multiple sites, you will need to repeat this adjustment and update the incidental amount at each site where a reduced value is appropriate.
 

*TIP: If necessary, the incidental amount can be different for each individual site on a trip.*
- When you return to the Meals and Incidental Expenses window, the **M&IE Amount** field (for those days set to *EUM* or *GMR/PMR*) and the *Reduced Incidental Amount* text are updated to reflect the new amount. Be sure to click the **Save** or **Save and Close** button in the Meals and Incidental Expenses window to ensure the updated M&IE amount is retained.

#### 4.4.4.4 **Proportional Meal Rate [JTR]**

**NOTE:** *The proportional meal rate is a JTR-only travel policy item.*

The proportional meal rate (PMR) is the rate used when one or two government meals are provided at no cost to the traveler. The PMR is the average of the government meal rate (GMR) and the location's per diem rate.

PMR may be utilized for reimbursement when either the *EUM* or *GMR/PMR* option is selected from the **Reimbursement Type** drop-down list. When selected, both options default the **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes to checked. If one or more of the checked **Provided** check boxes is cleared, however, the **M&IE Amount** field for either reimbursement type defaults to the proportional meal rate (PMR) plus the local incidental per diem rate for the specific date, using current PMR calculations. When *GMR/PMR* is selected, the **Notes** field for the affected date is also changed from *GMR* to *PMR* to indicate the modification.

If you clear all three **Provided** check boxes, you are indicating that no meals are provided, in which case the traveler should be entitled to commercial meals (i.e., per diem). As you clear the last **Provided** check box, a warning message displays, prompting you to confirm the change to the Per Diem reimbursement type. If you click the **Cancel** button, the message window closes, the *EUM* or *GMR/PMR* reimbursement type is retained, and the last **Provided** check box you cleared is checked.

A similar error message displays after you use the Apply to All Displayed Expenses feature if it results in one or more days with a reimbursement type of *EUM* or *GMR/PMR* and all **Provided** check boxes unchecked. In this scenario, you must select *Per Diem* from the **Reimbursement Type** drop-down list for the corresponding day or check one of the **Provided** check boxes to continue.

#### 4.4.5 **Modifying Other Expense Information**

The fields in the Edit Expense window vary depending on the expense type and whether foreign currency is enabled. The fields you are allowed to edit are determined by your permissions. All approvers are allowed to change the **Subtype** field for a privately owned vehicle (POV) expense.

Complete the following steps.

1. Click the **Modify** link for the other expense you want to change. This displays the Edit Expense window.

**Edit Expense - Private Auto Mileage for \$14.01 on 29-Jan-2018**

**Detail**
Remarks

Date of Expense:	29-Jan-2018
Expense:	Private Auto Mileage
Subtype:	Private Auto Authorized <span style="float: right;">▼</span>
Claimed Amount:	14.01
Amount:*	14.01
Remark:*	<a href="#">Add a Required Remark</a>
From:*	Home
To:*	Airport
Distance:*	25.7 miles
Site of Expense:	Washington, DC, United States

\*Required

Save and Close
Save
Exit Window

**Figure 21: Edit Expense — Privately Owned Vehicle expense**

2. Select the appropriate subtype for the expense from the **Subtype** drop-down list. This selection impacts the mileage rate.
3. If method of reimbursement selection is required, review or change the value in the **Pay To** field. Available selections are limited by travel policy.
4. Click **Save and Close** to save your changes and close the Edit Expense window.

#### 4.4.6 Reviewing "Pay To" Information for Estimated Expenses

Your workgroup may require travelers to select the method of reimbursement (Pay To) for all estimated expenses. If your workgroup requires this information, the summary of estimated expenses, at the top of the Expenses section on the authorization's Summary page, is categorized by "Pay To" selection instead of expense group.

When required, the **Pay To** drop-down list displays for all expenses (including lodging and M&IE). Review the method reimbursement for the expense selected in the list, and select another option, if necessary. Available options are limited by the expense type and travel policy.

### 4.5 Reviewing NFS Expenses

An NFS (or non-federally sponsored) trip is travel that contains at least one part that is reimbursed using a non-federal source of funds. For example, if a trip involves participation in a conference, and the conference sponsors are reimbursing the traveler for airfare, while funding for the balance of the trip is coming from a federal source, this trip would be classified as an NFS trip.

General non-federally sponsored (NFS) expense information for the trip displays in the Non-Federally Sponsored Expenses section of the Summary page. You should review and verify that the information is accurate. Click the **Show** link next to a line item to view additional details about that expense. If necessary, click the **Remarks** link in the Other Actions section to add remarks related to the NFS expenses.

Non-Federally Sponsored Expenses - <a href="#">View Details</a>						
Sponsor Name	Purpose	Spouse Attending	Sponsored Total	In-kind Total	NFS Total	Show
Automation Test	Speaking Engagement	No	500.00	0.00	500.00	<a href="#">Show</a>
Totals:			500.00	0.00	500.00	

Figure 22: Authorization Summary — Non-Federally Sponsored Expenses section

## 4.6 Reviewing Accounting

Trip accounting information displays in the Accounting section of the authorization's Summary page.

Before a travel authorization can receive final approval, one or more accounts must be selected to fund the trip. Travel policies differ; fund selection may be done by the traveler, or selection may be restricted to the approver. Regardless of travel policy, approvers should always review the account code selection, and, if available to you, review the fund balance for the selected accounts.

Estimated expenses must be completely allocated prior to final authorization approval.

Accounting - <a href="#">Edit Details</a>					
Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available
DOED Account Code	0013X2007.B.2008.F5000000.DHX.21010.0.000.938.N.00...	\$0.00	\$523.01	34.40%	1716.49
Major	0201M2007.B.2008.FP000000.JMB.21010.0.000.170.N.00...	\$0.00	\$2963.75	194.92%	9955368.04
Total:			\$3486.76	229.32%	
Remaining amount to be allocated:			\$-1966.26		
Total claim amount:			\$1520.50		

Figure 23: Authorization Summary — Accounting section

Complete the following steps.

1. Review the accounts selected to fund the trip. If there are multiple accounts, verify that the total amount allocated covers all estimated expenses. Adjust the amount or percent allocated to each account, if necessary.
2. Click the **Edit Details** link to access the Accounting page.

**Step 5: Accounting**

Traveler Name: IRIS LINCOLN   Trip ID: 207723   Authorization Status: Pending Authorization Approval

**Accounting**

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available	Add to Favorites	Delete
DOED Account Code	0013X2007.B.2008.F5000000.DHX.21010.0.000.938.N.00...	\$0.00	\$ 523.01	34.40%	1716.49	<a href="#">Add</a>	<a href="#">Delete</a>
Major	0201M2007.B.2008.FP000000.JMB.21010.0.000.170.N.00...	\$0.00	\$ 2963.75	194.92%	9955368.04	<a href="#">Add</a>	<a href="#">Delete</a>
Total:			\$3486.76	229.32%			
Remaining amount to be allocated:			\$-1966.26				
Total claim amount:			\$1520.50				

[Select Account Codes](#)   [Split Funding](#)

[Save and Next Step](#)   [Save](#)   [Back to Step 4: Expenses](#)

Figure 24: Authorization Accounting page



- Click a **Delete** link to remove the corresponding account from the authorization or advance request.
- Click an **Add** link to save the corresponding account as a favorite.
- Click the **Select Account Codes** link to select accounts to fund the trip.
- Click the **Split Funding** link if you have multiple accounts to fund your trip, and you want to identify specific funding sources with specific expenses or travel dates. (This link is not available when funding travel advance requests.)

**NOTE:** If your agency has method of reimbursement (Pay To) enabled, the Split Funding window will include an Accounting Balances panel that recaps the amount totals and "Pay To" divisions.

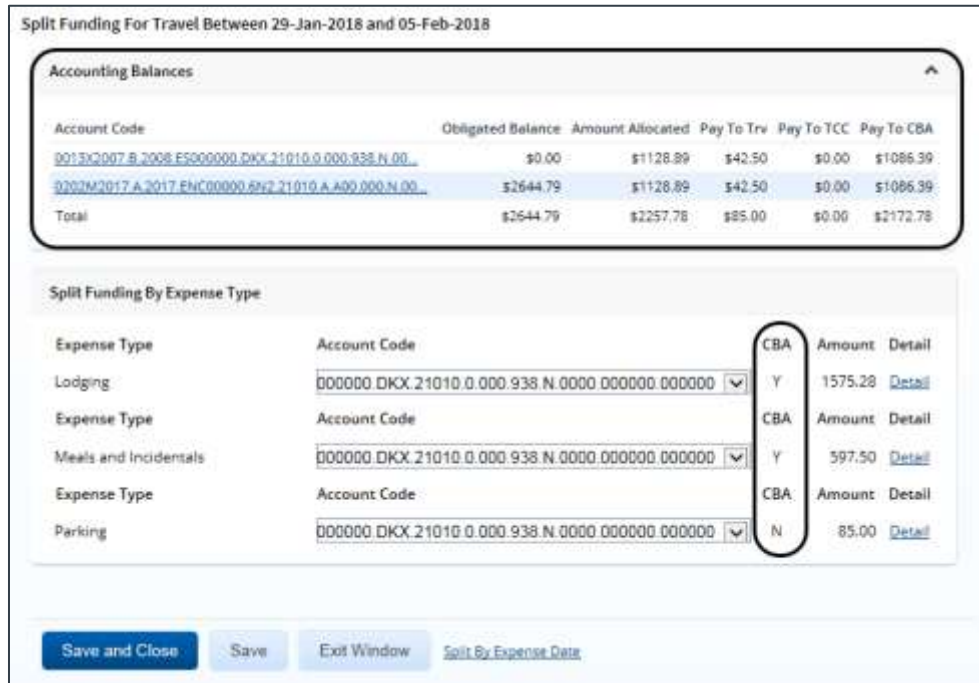


Figure 25: Split Funding — "Pay To" Enabled

3. Save your changes before exiting the page.

#### 4.6.1 Select Account Codes from a Favorites List

Complete the following steps to select account codes for the authorization that have been saved to a favorites list.

1. On the authorization's Accounting page, click the **Select Accounts Codes** link. This displays the Account Code Selection window.

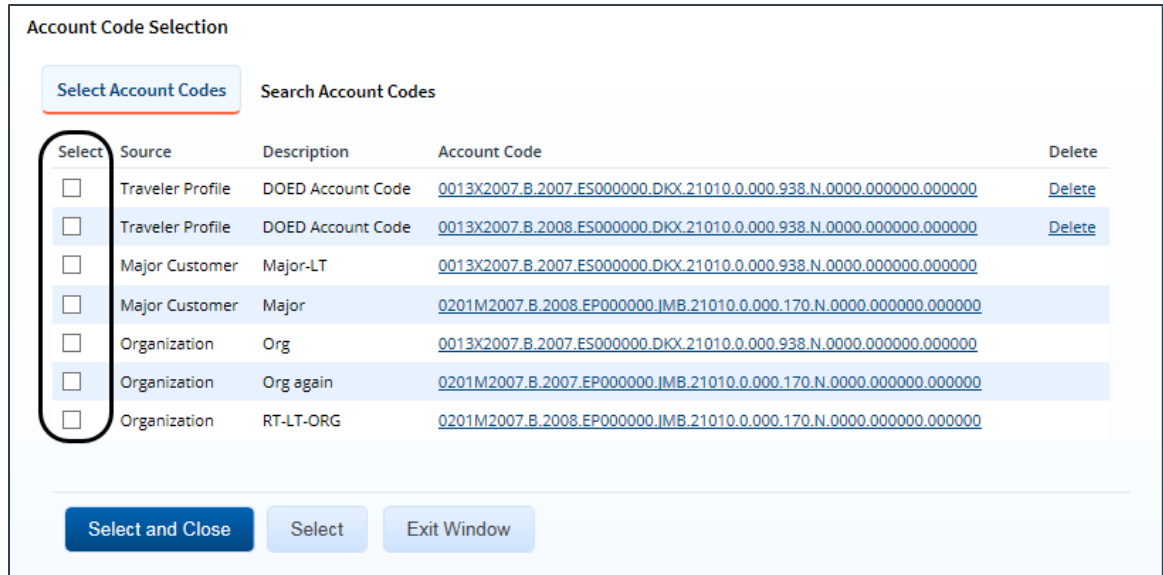


Figure 26: Account Code Selection — Select Account Codes tab

2. Click the **Select** check box to the left of each code you want to use to fund the authorization.
3. Click **Select and Close** to save your selection(s), close the Account Code Selection window, and return to the authorization's Accounting page.

#### 4.6.2 Search for Account Codes

Complete the following steps to search for specific account codes.

1. On the Accounting page, click the **Select Account Codes** link. This displays the Account Code Selection window.
2. Click the **Search Account Codes** tab.

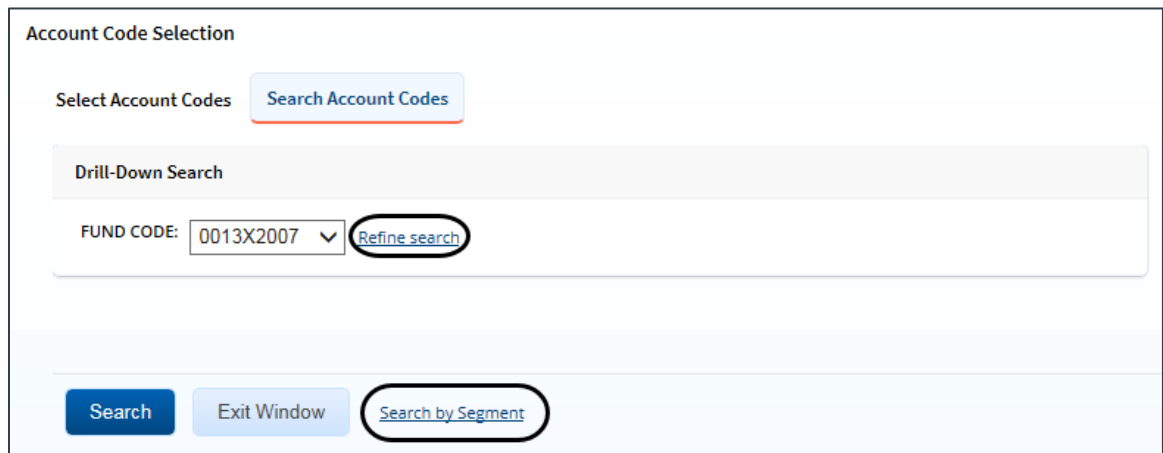


Figure 27: Account Code Selection — Search Account Codes tab

3. Locate the account code.
  - **Drill-down method** (default) – This option allows you to search for account codes by drilling down through the segments of each code.
    - i. Select a value from the drop-down list.

- ii. Click the **Refine Search** link. A list displays for the next segment.
- iii. Repeat steps i–ii until you have selected the necessary search criteria.
- iv. Click **Search** to display the list of account codes matching your search criteria.
- **Segment method** – This option allows you to search for a segment with specific information, such as department, program, or funding year.
  - i. Click the **Search by Segment** link.
  - ii. Enter the segment information to use as search criteria in the appropriate field(s).
  - iii. Click **Search** to display the list of account codes matching your search criteria.
- 4. Click the **Select** check box to the left of each account code you want to use to fund the authorization.
- 5. Click **Select and Close** to save your selection(s), close the Account Code Selection window, and return to the Accounting page.

### 4.6.3 Add a Dimensional Account Code

Complete the following steps to add a dimensional account code to the authorization.

1. On the Accounting page, click the **Select Account Codes** link. This displays the Account Code Selection window.
2. Click the **Add Account Codes** tab.
3. Enter segment values in each field, or click the **Search** button next to a field to select from a list of values in the Dimensional Accounting Code Search window. You can also enter one or more characters of the segment value or description in a field, and then click **Search** to limit the list to segment values and descriptions that start with the entered data.

**TIP:** To see information about a segment, including the maximum length, float the pointer over the segment field to view the associated hover text.

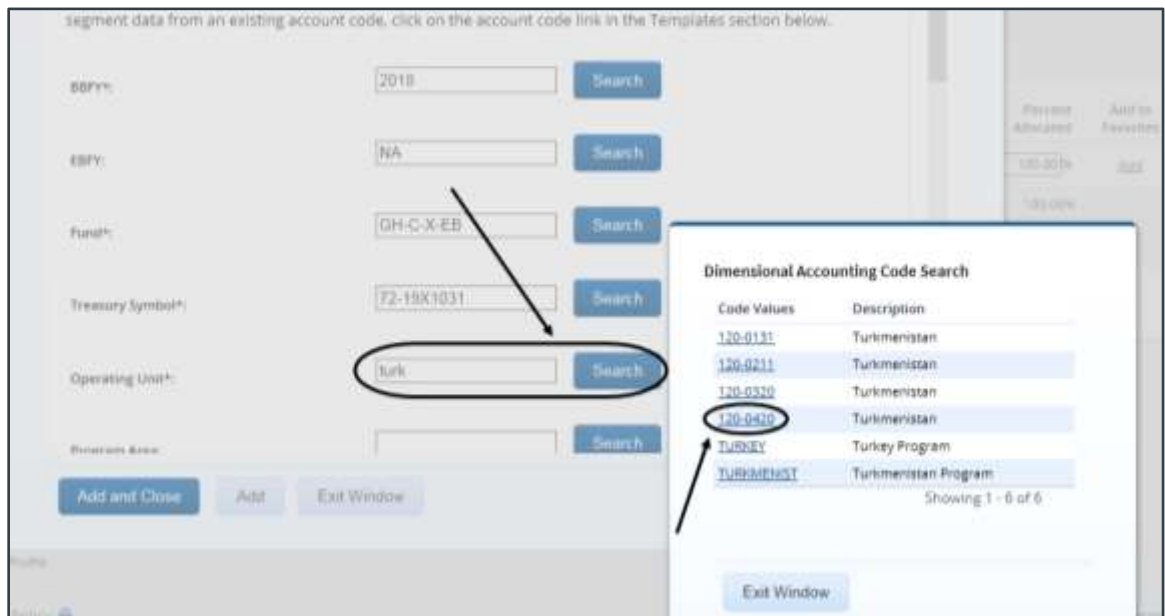


Figure 28: Dimensional Accounting Code Search

4. Select from the following options:
  - Click **Add and Close** to add the newly created dimensional account code to the authorization, close the Account Code Selection window, and return to the Accounting page.
  - Click **Add** to add the new dimensional account code to the authorization, but clear the fields and leave the Account Code Selection window open, allowing you to enter or select additional account codes.

#### 4.6.3.1 Accounting Code Templates

Account code templates allow you to prepopulate all or part of a dimensional account code, and then alter or add segment values as needed. Any account code already associated with the authorization appears in the Trip Account Code Templates section on the **Add Account Codes** tab of the Account Code Selection window. Favorite account codes are listed in the Favorite Account Code Templates section.

Select a template from either section, and then scroll to the top of the tab to enter or search for the remaining segment values.

The screenshot shows the 'Account Code Selection' window. At the top, there are three buttons: 'Select Account Codes', 'Search Account Codes', and 'Add Account Codes'. Below these are two search fields: 'Bilateral Obl Doc No:' and 'Bilateral Obl Line No:', each with a 'Search' button. A note '\*Required' is present. The main area is divided into two sections: 'Trip Accounting Code Templates' and 'Favorite Accounting Code Templates'. The 'Trip Accounting Code Templates' section contains a table with one entry: Description '2012\2013\LA\7211\131264\AECC/OE-TV115-041\1800041...'. The 'Favorite Accounting Code Templates' section contains a table with one entry: Source 'Traveler Profile', Description 'fav acct', and Account Code '2017\NA\AC-X\72-19X1154\A\AID\NA\NA\NA\NA\NA\NA...'. At the bottom, there are three buttons: 'Add and Close', 'Add', and 'Exit Window'.

Figure 29: Account Code Selection — Accounting Code Templates

#### 4.6.4 Using Split Funding (Multiple Account Codes)

If you select multiple accounts to fund your travel, you can identify which [expense types should be funded from each account](#), or you can choose to [fund expenses for a range of days](#) from each account. Splitting funds by expense type is the default action.

**TIP:** You cannot split funds by expense type and also by expense date. If you have already split your funds, you will be prompted to confirm your actions if you attempt to change your funding method from expense type to expense date.

**4.6.4.1 Split Funding by Expense Type**

Complete the following steps.

1. Click the **Split Funding** link on the Accounting page. This displays the Split Funding window.

Split Funding For Travel Between 24-May-2018 and 31-May-2018

Split Funding By Expense Type

Expense Type	Account Code	Amount	Detail
Bus	000000.DKX.21010.0.000.938.N.0000.000000.000000 <span style="float: right;">▼</span>	5.00	<a href="#">Detail</a>
Lodging	000000.DKX.21010.0.000.938.N.0000.000000.000000 <span style="float: right;">▼</span>	1086.00	<a href="#">Detail</a>
Meals and Incidentals	000000.DKX.21010.0.000.938.N.0000.000000.000000 <span style="float: right;">▼</span>	726.00	<a href="#">Detail</a>
Private Auto Mileage	000000.DKX.21010.0.000.938.N.0000.000000.000000 <span style="float: right;">▼</span>	136.25	<a href="#">Detail</a>

Save and Close
Save
Exit Window
[Split By Expense Date](#)

**Figure 30: Authorization — Split Funding window**

2. Select the accounts to fund each type of expense.
  - To fund an expense type from a single account, select the account from the **Account Code** drop-down list.
  - If you want to fund an expense from more than one account, complete the following steps:
    - i. Click the **Detail** link for the expense type. This expands the section for that expense type.

Split Funding For Travel Between 24-May-2018 and 31-May-2018

Split Funding By Expense Type

Expense Type	Account Code	Amount	Detail
Bus	000000.DKX.21010.0.000.938.N.0000.000000.000000	5.00	<a href="#">Detail</a>
Lodging	000000.DKX.21010.0.000.938.N.0000.000000.000000	1086.00	<a href="#">Detail</a>
Meals and Incidentals	000000.DKX.21010.0.000.938.N.0000.000000.000000	726.00	<a href="#">Detail</a>
Private Auto Mileage		136.25	<a href="#">Clear</a> <a href="#">Detail</a>

Account Code	Amount
0013X2007.B.2008.E5000000.DKX.21010.0.000.938.N.00.000000.000000	0.00
0202M2017.A.2017.ENA00000.6N2.21010.A.P4C.000.N.00.00.000000.000000	0.00

[Split By Expense Date](#)

Figure 31: Split Funding — Expense Type Detail

- ii. Enter the amount of the expense you want to fund from each account in the corresponding **Amount** field. For lodging or meal expenses, select the account to fund expenses for each day of the trip.

Split Funding By Expense Type

Expense Type	Account Code	Amount	Detail
Bus	000000.DKX.21010.0.000.938.N.0000.000000.000000	5.00	<a href="#">Detail</a>
Lodging		1086.00	<a href="#">Clear</a> <a href="#">Detail</a>

Date	Account Code	Amount
24-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00
25-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00
26-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00
27-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00
28-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00
29-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	0.00
30-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00

Figure 32: Split Funding — Lodging Expenses Detail

3. Click **Save and Close** to save your selections, close the Split Funding window, and return to the authorization's Accounting page.

#### 4.6.4.2 Split Funding by Expense Date

Complete the following steps.

1. Click the **Split Funding** link on the Accounting page. This displays the [Split Funding window](#).
2. Click the **Split by Expense Date** link. This displays the Split Funding by Expense Date section in the window.

**Figure 33: Split Funding — Split Funding by Expense Date**

3. Select the date range for the funding. Expenses within this date range will be funded from the selected account.
  - **Expense Beginning** – Enter the beginning date of the range (formatted DD-MMM-YYYY) in the field, or click the calendar icon to select a date from the drop-down calendar.
  - **Expense Ending** – Enter the ending date of the range in the field, or click the calendar icon to select a date from the drop-down calendar.
4. Select the account to use for funding from the **Account Code** drop-down list.
5. Click **Add Split Funding**. The details for the established date range display in the data grid below the button.
6. Repeat steps 3–5 until you have funded all of your estimated expenses.
7. Click **Save and Close** to save your selections, close the Split Funding window, and return to the authorization's Accounting page.

## 4.7 Reviewing Advances and Advance Accounting

If the traveler requested a travel advance as part of the travel authorization, you should review the advance details and the advance accounting information.

### 4.7.1 Advances

Click the **View Details** link, in the Advances section on the authorization's Summary page, to go to the Advances page. Review the information and, if necessary, add any remarks by clicking the **Remarks** link in the Other Actions section.



Figure 34: Authorization Summary — Advances section

**NOTE:** If the traveler is allowed to retain advances for liquidation on a future voucher, the amount of advances currently retained displays in the **Retained Advance Amount** field.



Figure 35: Authorization Summary — Retained Advances

### 4.7.2 Advance Accounting

The accounting information for advances displays in the Advance Accounting section of the Summary page. Review the account and amount selected to fund the travel advance request. In some cases, approvers select accounting information; travelers do not. In all cases, estimated expenses must be completely allocated prior to final authorization approval.

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available
DOED Account Code	0013x2007.B.2008.E5000000.DHX.21010.0.000.958.N.00.	\$0.00	\$0.00	0.00%	1716.49
Major	0201M2007.B.2008.FP000000.MFB.21010.0.000.170.N.00.	\$0.00	\$0.00	0.00%	9955368.04
Total:		\$0.00	\$0.00	0.00%	
Remaining amount to be allocated:			\$500.00		
Total claim amount:			\$500.00		

Figure 36: Authorization Summary — Advance Accounting section



Complete the following steps to make changes or select advance accounting.

1. Click the **Edit Details** link to go to the Advance Accounting page. This page displays advance information, including the advance amount allocated to the account code and the total balance available for that account code.

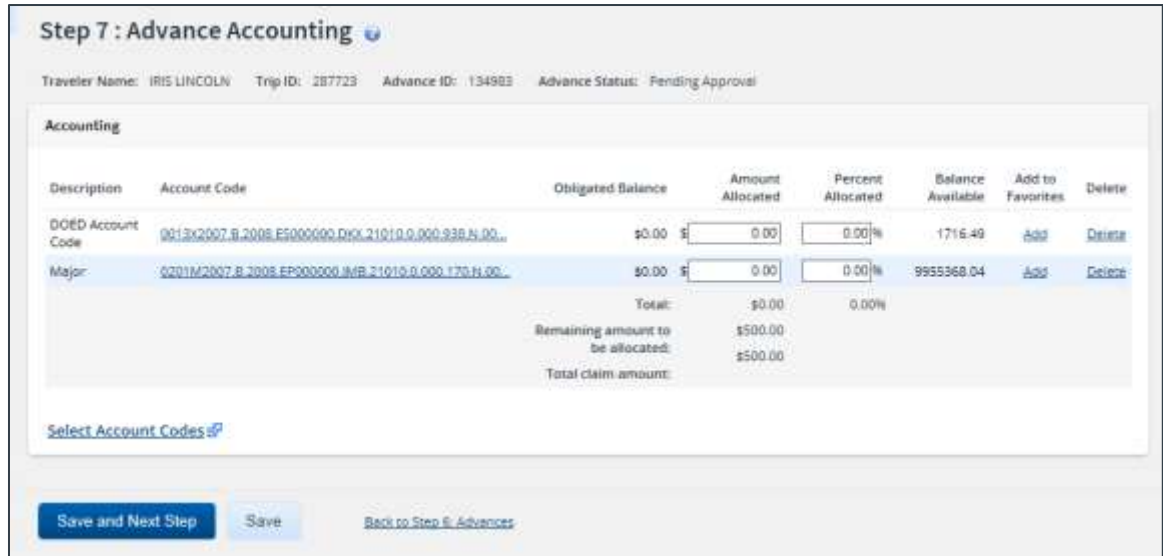


Figure 37: Authorization Advance Accounting page

- Click a **Delete** link to remove the corresponding account from the advance request.
  - Click the **Select Account Codes** link to select accounts to fund the trip.
    - [Select an account code from a favorites list.](#)
    - [Search for an account code.](#)
    - [Add a dimensional account code.](#)
2. Click **Save** to save your changes.

## 4.8 Reviewing Travel Policy Justifications

The Travel Policy Justifications section on the authorization's Summary page shows air, car, hotel, and rail reservations that are out of policy, as well as the traveler's reasons for their out-of-policy selections.

Review the policy items, information, and explanations. If the authorization has an associated reservation, the information and explanations may reflect selections made during the booking process. Review the information and, if necessary, add any remarks by clicking the **Remarks** link in the Other Actions section.

Travel Policy Justifications - <a href="#">View Details</a>		
Policy Item	Information	Explanation
Rental Car Type	Compact	Within policy

Figure 38: Authorization Summary — Travel Policy Justifications section

## 4.9 Reviewing Travel Policy Warnings

Other items that may deviate from standard policy are listed in the Travel Policy Warnings section on the authorization's Summary page. This section also displays the lowest logical airfare available to the traveler at the time travel was booked, along with the actual booked airfare.

Travel Policy Warnings	
Policy Item	Information
Lowest Compact Car	No commercial rental car reservation.
Hotel Rate Over Per Diem	Lodging per diem exceeded on one or more days in: - Dakar, Senegal (29-Jan-2018)

Figure 39: Authorization Summary — Travel Policy Warnings section

## 4.10 Reviewing City Pair Information

The City Pair Information section of the authorization's Summary page displays contracted fares for trip sites, including all combinations for metro-related city pairs. All listed fare are one-way fares.

City Pair Information			
All fares listed are one way fares per GSA City Pair Program.			
City Pair	YCA Fare	-CA Fare	
Washington DC Metro Area (WAS) > London Metro Area (LON)	340.00	0.00	
London Metro Area (LON) > Cardiff, Wales (CWL)	None	None	
Cardiff, Wales (CWL) > Washington Ronald Reagan National Airport (DCA)	None	None	

Figure 40: Authorization Summary — City Pair Information section

## 4.11 Reviewing Remarks

General remarks about the authorization display in the Remarks section of the authorization's Summary page. The traveler or arranger, or even a previous approver, may have added additional information to the authorization request. You should always review any remarks attached to the authorization.

**NOTE:** Remarks may include system-generated events or information.

Remarks - <a href="#">Edit Details</a>
<a href="#">Expand Remarks</a>
Authorization Remarks - Trip ID: 287723
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>LINCOLN, IRIS 26-Jan-2018 7:43 AM CST Conference agenda and receipt attached</p> </div>

Figure 41: Authorization Summary — Remarks section

### 4.11.1 Expand Remarks

Remarks automatically displays in a scrolling box. If you prefer to view the remarks as part of the page, click the **Expand Remarks** link.

### 4.11.2 Add Remarks

Complete the following steps to add remarks to the authorization.

1. Click **Edit Details** to open the Remarks window.

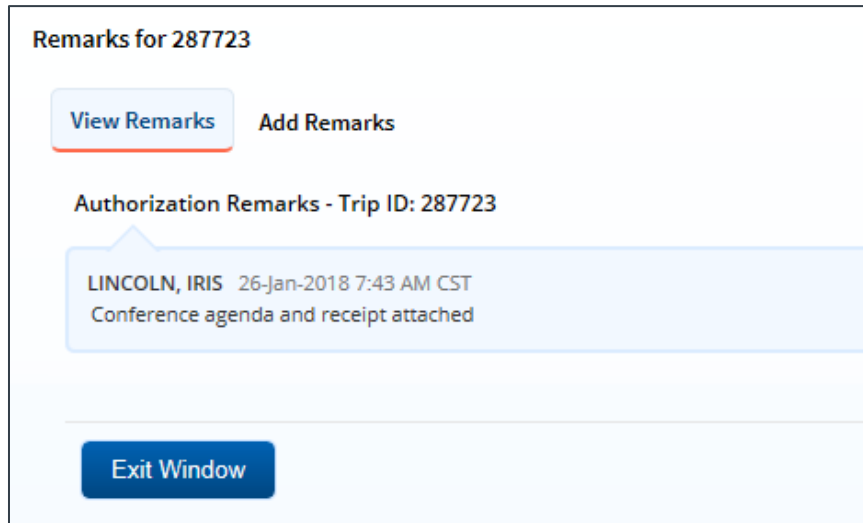


Figure 42: Remarks — Existing remarks

2. Click the **Add Remarks** tab to add remarks to the authorization.

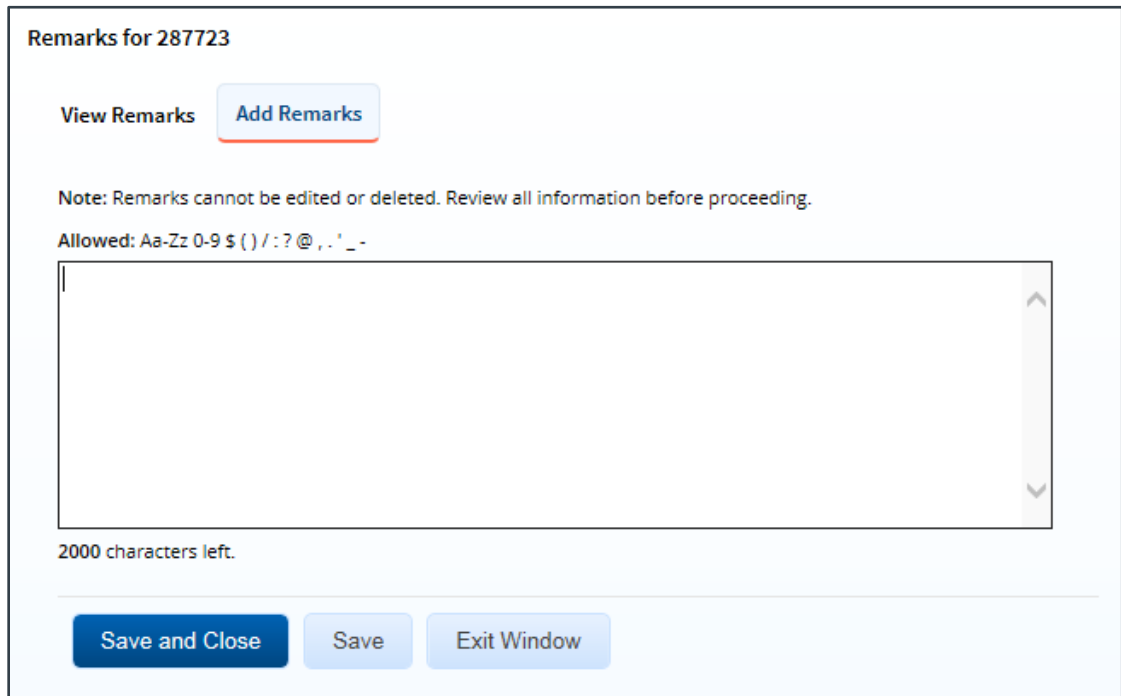


Figure 43: Remarks — Add Remarks tab

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.

## 4.12 Reviewing Attachments

Attachments are listed in the Receipts and Attachments section on the authorization's Summary page. The traveler or arranger, or even a previous approver, may have added attachments to the authorization request. Additional information may include files attached to the authorization request. You should always review any files attached to the authorization.

**NOTE:** The files included in the Receipts and Attachments section include both uploaded attachments and faxed documents.

To view an authorization's attachments, click the corresponding **Show** link to open the file in a new browser window.

Receipts and Attachments - <a href="#">Edit Details</a>			
Trip Attachments - Trip ID: 287723			
Uploaded By	Date Submitted	File Name	Show
LINCOLN, IRIS	26-Jan-2018 7:57:37 AM CST	Usability Conference.pdf	<a href="#">Show</a>

Figure 44: Authorization Summary — Receipts and Attachments section

## 4.13 Selecting a Card for Reservation Payment

If your group uses a central billing account (CBA) for reservation payments, you may be required to select the card to be used for air or rail travel. If enabled, and the authorization includes air or rail reservations, this selection is required at final authorization approval.

When this feature is enabled, the Reservation Payment section is the last section displayed on the authorization's Summary page. If a previous approver selected a card, that information appears in the Central Billing Accounts column.

Reservation Payment - <a href="#">Edit Details</a>		
Confirmation Number	Description	Central Billing Accounts
EHPVWZ	2018-03-19 Air travel from Dallas/Ft Worth Intl (DFW) to Ronald Reagan National (DCA)	No Card Selected

Figure 45: Authorization Summary — Reservation Payment section, No Card Selected

Complete the following steps to select the card to use for payment.

1. Click the **Edit Details** link in the Reservation Payment section header. This displays the Reservation Payment window.

Confirmation Number	Description	Central Billing Accounts
ZWPERC	2018-05-05 Air travel from Denver International (DEN) to O'Hare International (ORD)	Select one
	2018-05-04 Air travel from O'Hare International (ORD) to Denver International (DEN)	

Figure 46: Reservation Payment window

2. Select the card to use for payment from the drop-down list in the Central Billing Accounts column.
  - You may need to make multiple selections if the authorization includes multiple confirmation numbers for air or rail travel.
  - Selections are limited to the CBAs available to the traveler, and include the traveler's travel charge card, if that option is allowed.
  - If you cannot locate the card to be used, select *Card Not Found. Use TMC* from the drop-down list. The TMC will be responsible for obtaining this information.
3. Click **Save and Close** to save your selections, close the Reservation Payment window, and return to the authorization's Summary page. The Reservation Payment section on the Summary page now reflects your CBA selection.

Confirmation Number	Description	Central Billing Accounts
EHPVWZ	2018-03-19 Air travel from Dallas/Ft Worth Intl (DFW) to Ronald Reagan National (DCA)	CBA_Min1 XXXXXXXXXXXXX6886

Figure 47: Authorization Summary — Reservation Payment section, Selected CBA

#### 4.14 Reviewing and Approving a Dependent Travel Authorization

A single trip travel authorization for dependent travel is a simple travel authorization that includes one or more of the user's dependents. These dependents will be listed in the "Travelers for this trip" section, directly below the Basic Information section, on the authorization's Summary page.

The following rules apply to dependent travel authorizations:

- No reservations can be associated with a dependent travel authorization.
- Dependent travel is not eligible for a rental car at the destination sites.

The review and approval process is the same as for simple travel authorizations. Review the information and, if necessary, add any remarks by clicking the **Remarks** link in the Other Actions section.

#### 4.15 Reviewing an Amended Authorization

When an authorization is amended, E2 appends a dash and a number (-X) to the trip ID. For example, if a traveler amends an authorization for trip ID 12345, E2 appends -1 to the trip ID for the first amendment (e.g., 12345-1), -2 for the second amendment (e.g., 12345-2), and so forth.

If an amended authorization is routed for approval, the process is the same as the approval process for a new authorization. If you are reviewing an amended authorization, however, you may want to compare the amended document with the original document. Click the **View Amendment Changes** link in the Other Actions section to display the [Amendment Changes Summary window](#), which allows you to review the differences between the current amendment and the original authorization/most recent amendment.

You can also print or view the printable authorization document for each version of the authorization, including the version you are reviewing for approval.

#### 4.15.1 Current Version

Complete the following steps to print or view the printable authorization document for the authorization you are currently reviewing.

1. Click the **Printable Authorization** link in the Other Actions section of the authorization's Summary page. The printable document displays in a new browser window.
2. Click the **Print** icon to print the document.

#### 4.15.2 Different Version

Complete the following steps to print or view the printable authorization document for another version of the authorization.

1. Click the **Trip Dashboard** tab.
2. Click the **Show** link for the authorization version you want to compare. This displays the Summary page for that authorization.
3. Click the **Printable Authorization** link in the Other Actions section. The printable document displays in a new browser window.
4. Click the **Print** icon to print the document, and then close the browser window to return to the authorization's Summary page.
5. Click the **Trip Dashboard** tab.
6. Click the **Show** link for the authorization you are currently reviewing to return to that authorization's Summary page and complete the approval process.

## 5 Completing the Approval Process

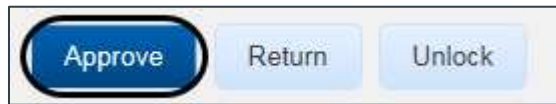
When you have finished reviewing the authorization, you can:

- Approve the authorization
- Return the authorization to the traveler or a prior approver for revision
- Unlock the authorization, allowing another approver within your routing pool to access the travel request and take action on it

### 5.1 Approving the Authorization

Complete the following steps.

1. Click the **Approve** button at the bottom of the authorization's Summary page. A Confirm Action window displays.



*Figure 48: Approve button*


2. Click **Confirm**. Authorization validation occurs. If the approval succeeds, your Pending Approval page displays with a message indicating the authorization was successfully approved, and the trip is removed from the list.
  - If there are errors that prevent the authorization from being approved, they appear at the top of the Summary page. Correct the errors and click **Approve** again.
  - If this is a final approval and your agency's financial system is appropriately integrated with E2, the authorization is submitted for real-time validation. Success or error messages from this validation process may appear after you click **Confirm**. In the case of warnings or errors that result in authorization approval failure, contact your agency's financial system help desk for assistance on how to proceed.

### 5.2 Approving an Authorization with an Advance

Authorizations may contain an advance request. If you are the final approver, you must specifically approve or reject the advance. You can still approve the authorization without approving the advance. Complete the following steps.

1. Click the **Approve** button at the bottom of the authorization's Summary page. A Confirm Action window displays.

Confirm Action

 A travel advance has been requested with this authorization.

Approve Advance for: 500.00  ▼

Note: Remarks cannot be edited or deleted. Review all information before proceeding.

Allowed Characters: Aa-Zz 0-9 \$ ( ) / : ? @ , . ' \_ -

Remarks:

2000 characters left.

\*Required

The following Fund(s) will be updated as follows:


**Figure 49: Authorization Approval Confirm Action — Travel Advance**

**NOTE:** If the traveler is allowed to retain advances for liquidation on future vouchers, the total amount of advances currently retained displays in the **Retained Advance Amount** field.



Other

**Confirm Action**

 **A travel advance has been requested with this authorization.**

**Retained Advance Amount: 500.00** ←

Approve Advance for: 847.00 Select one ▼

Note: Remarks cannot be edited or deleted. Review all information before proceeding.

Allowed Characters: Aa-Zz 0-9 \$ ( ) / : ? @ , . ' \_ -

Remarks:

2000 characters left.

\*Required

Confirm
Cancel

*Figure 50: Authorization Approval Confirm Action — Retained Advance Amount field*

2. Select **Yes** from the **Approve Advance for** drop-down list to approve the advance, or select **No** from the list to reject the advance.
3. Enter your reason for approving or rejecting the advance in the **Remarks** field.

**TIP:** The **Remarks** field is required if you selected **No** from the **Approve Advance for** drop-down list.

4. Click **Confirm**.

### 5.3 Returning the Authorization for Revision

An authorization can be returned for revision to the traveler or a prior approver, based on the setting of the **Approver Can Return Document To** field in the Minor Customer Settings (Minor Customer Approver Settings, DOCUMENT ROUTING). Refer to AG50 – Hierarchy and Settings for more information on the **Approver Can Return Document To** field.

**NOTE:** When an authorization is returned to an approver, the status of the trip will display as Pending Approval; when the authorization is returned to the traveler, the status of the trip will display as Revised.

### 5.3.1 Traveler Only

When the **Approver Can Return Document To** field is set to *Traveler Only*, an authorization may be returned only to the traveler for revision. Complete the following steps.

1. Click the **Return** button at the bottom of the authorization's Summary page. This displays a Confirm Action window.



Figure 51: Return button

2. The **Return To** field defaults to *Traveler* and cannot be modified. Select the reason you are returning the authorization from the **Reason** drop-down list.
3. Enter any necessary remarks in the **Remarks** field.

**TIP:** Review your remarks before clicking **Confirm**; remarks cannot be edited or deleted after you send them.

**Confirm Action**

Return To: Traveler

Reason:\*

Note: Remarks cannot be edited or deleted. Review all information before proceeding.

Allowed Characters: Aa-Zz 0-9 \$ ( ) / : ? @ , ' \_ -

Remarks:

2000 characters left.

\*Required

Do you want to proceed?

Figure 52: Confirm Action — Return to Traveler

4. Click **Confirm** to return the authorization.

### 5.3.2 Traveler or Approver

When the **Approver Can Return Document To** field is set to *Traveler or Any Prior Approval Level*, an authorization may be returned to the traveler or a prior approver for revision (provided

the approver returning the document is the second or higher approver for the authorization). The document will be returned to either the primary approver, if one exists, or the entire routing pool with instructions.

**NOTE:** If you are the first level approver on the authorization, your only option is to return the authorization to the traveler. When you click **Return**, the Confirm Action window appears similar to that in the previous figure – the **Return To** field defaults to Traveler and is disabled.

Complete the following steps.

1. Click the **Return** button at the bottom of the authorization's Summary page. This displays a Confirm Action window.
2. Select the person or group to whom you are returning the authorization from the **Return To** drop-down list.
  - The drop-down list displays the *Traveler* option as well as all previous approval pools.
  - If an approval pool has a primary approver, that person's name displays in parentheses to the right of the name of the approval pool (e.g., Routing Pool 1 (Doe, John C.)).

**Figure 53: Confirm Action — Return to Traveler or Approval Pool**

3. Select the reason you are returning the authorization from the **Reason** drop-down list.
4. Enter any necessary remarks in the **Remarks** field.

**TIP:** Review your remarks before clicking **Confirm**; remarks cannot be edited or deleted after you send them.

5. Click **Confirm** to return the authorization.

## 5.4 Making the Authorization Available to Another Approver

There may be times when you need to allow another approver in the routing pool access to an authorization. When this situation occurs, and the authorization is locked to you for action, you must unlock it. Unlocking the authorization makes it available to other approvers in the routing pool.

Complete the following steps to unlock an authorization that is pending your approval.

1. Open the authorization.
2. Click the **Unlock** link in the Other Actions section, or click the **Unlock** button at the bottom of the authorization's Summary page.

**NOTE:** If the **Unlock** link or button does not display, the authorization is not locked to you. It may be locked to another approver, or available to all approvers in the routing pool.

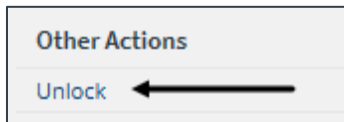


Figure 54: Unlock link

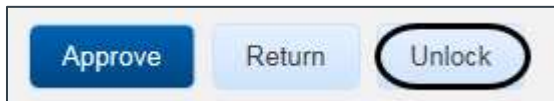


Figure 55: Unlock button

## 6 Other Actions Available

The Other Actions section contain links to actions you may want to perform while approving an authorization, including:

- [Adding remarks](#)
- [Adding or deleting attachments](#)
- [Printing the authorization](#)
- [Printing a compact authorization](#)
- [Viewing a summary of daily expenses](#)
- [Viewing the itinerary](#)
- [Viewing trip history](#)
- [Viewing comparative trips](#)
- [Viewing advance details](#)
- [View open or group authorization details](#)
- [Viewing the routing path](#)
- [Viewing routing history](#)
- [Viewing amendment changes](#)

### 6.1 Add Remarks

Complete the following steps to view or add remarks for the authorization.

1. Click the **Remarks** link in the Other Actions section. This displays the Remarks window. The [View Remarks tab](#) lists all remarks that currently exist for the authorization.
2. Click the [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 Add or Delete Receipts and Attachments

If receipts and attachments already exist on the authorization, use the Receipts and Attachments section of the authorization's Summary page to view them. Complete the following steps to attach a document to the authorization.

1. Click the **Attachments** link in the Other Actions section. This displays the Trip-Level Attachments window. The maximum file size and allowed file type information display below the **Add Attachment** link.
2. Click the **Add Attachment** link. This displays the system Choose File window.
3. Select the PDF file you want to attach to the authorization.
4. Click **Open**. You are return to the Trip-Level Attachments window. A success message displays when the document is attached, and the new document appears in the list.
5. Click the **Show** link to view the document.

***TIP:** If this is not the document you want attached to the authorization, click **Delete** to remove the file. You are able to delete attached files at any time prior to final approval, as long as you have edit privileges for the document.*

6. Click **Exit Window**.

### 6.3 Print the Authorization

Click the **Printable Authorization** link in the Other Actions section to open a printable version of the authorization in a new browser window. Click the **Print** icon to print the document.

### 6.4 Print a Compact Authorization

Click the **Compact Printable Authorization** link in the Other Actions section to print a compact (typically, one page) version of the authorization.

**NOTE:** The compact printable authorization may extend past a single page, based upon the content.

### 6.5 View the Daily Expenses Summary

Click the **Daily Expenses Summary** link in the Other Actions section to open the Daily Expenses Summary window. Use this window to review daily expenses for the authorization, as well as associated per diem rates and breakdowns.

Date	Site	Lodging	Lodging Tax	Meals	Incidentals	M and IE Total	Transportation and Other	Daily Total	Reimbursement Type	Other Information
26-Dec-2020	Pittsfield, IL, United States	96.00	0.00	50.00	5.00	41.25	0.00	137.25	Per Diem	First day
27-Dec-2020	Pittsfield, IL, United States	96.00	0.00	37.64	0.00	37.64	0.00	133.64	Lodging: Actual, Meals: Reduced	
28-Dec-2020	Pittsfield, IL, United States	96.00	0.00	75.00	0.00	75.00	0.00	171.00	Lodging: Per Diem	

Figure 56: View Daily Expenses Summary window

### 6.6 View Itinerary Information

If the authorization includes reservations, click the **Itinerary** link in the Other Actions section to open the Itinerary window, which allows you to view reservation details, including ticket data (if available).

**Itinerary**

Confirmation: IFDJER

**Air** ✈️

Vendor	Confirmation Number	Class, Flight, and Seat, Fare Type	Dates & Times	Location
United Airlines	CFSNHC	Economy Class Flight: 6271 Seat: 10B -CA	Depart: Thursday, May 24, 2018 08:15am Arrive: Thursday, May 24, 2018 09:37am Flight Duration: 00h22m	IAD/Dulles International (IAD) Lester B Pearson Intl (YYZ)

**Estimated Amount:** 254.03 USD

Fare Type: | YCA: Govt contract fare | -CA: Govt contract fare limited availability | -CB: Govt contract fare business class | -DG: Govt non-contract fare limited availability | REF: Refundable fare | NRF: Non-refundable fare

**Car** 🚗

Vendor	Confirmation Number	Car Type and Rate	Dates & Times	Location

[Exit Window](#)

Figure 57: Itinerary window

## 6.7 View Trip History

Click the **Trip History** link in the Other Actions section to display the View History page. This page allows you to view an audit trail of actions taken on the authorization.

## 6.8 View Comparative Trip Information

If the traveler's office or workgroup allows optional trip scenarios for cost comparison, the traveler may have added comparative trips to the authorization. If comparative trips exist, an informational message displays at the top of the authorization's Summary page.

**Step 7 : Summary** ⓘ

Traveler Name: IRIS LINCOLN    Trip ID: 287787    Authorization Status: Pending Authorization Approval

⚠️ **Comparative Trip exists for this travel authorization.**

Figure 58: Authorization Summary — Comparative Trip Exists message

### 6.8.1 Comparative Trip Summary

Click the **Comparative Trip Summary** link in the Other Actions section to display the Comparative Trip Summary window, which allows you to review a summary of the authorization and the comparative trips.

Comparative Trip Summary		
Detail	Trip Id 287787	Comparative Trip Id 288306
Trip Label	Primary	NZ Site Visit - Wellington
Trip Duration	9 days	3 days
Number Of Sites	1	1
Mode Of Transportation (First Site)	Commercial Plane	Commercial Plane
Lodging Reimbursement Type	Per Diem	Per Diem
M&IE Reimbursement Type	Per Diem	Per Diem
Transportation	0.00	0.00
Lodging	1246.00	186.00
M&IE	1062.50	307.50
Other Expenses	0.00	0.00
Voucher Transaction Fee	0.00	0.00

Exit Window

Figure 59: Comparative Trip Summary window

## 6.8.2 Comparative Trip

Click a **Comparative Trip** link to view detailed information about a specific comparative trip. The **Authorization** tab is replaced by the **Comparative Trip** tab, and the Comparative Trip – Summary page displays. Complete the following steps.

1. Review the information provided.
2. Click the **View Details** link in any section to return to that step in the comparative trip workflow.
3. When you are finished, click the **Back to Authorization Summary** link in the Extras section to return to the authorization you are reviewing for approval.

Trip Dashboard **Comparative Trip**

**Step 4 : Comparative Trip - Summary**

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

[collapse](#) or [expand](#) all sections

Basic Information - [View Details](#)

Site Details - [View Details](#)

Expenses - [View Details](#)

Comparative Trip Summary

Remarks

Other Actions

Remarks

Extras

Delete Comparative Trip not allowed at this time

[Back to Authorization Summary](#)

\*Required

Figure 60: Comparative Trip - Summary page



## 6.9 View Advance Details

Click the **View Advance Details** link in the Other Actions section to display the View Advance Details page. This page allows you to view detailed information about advances associated with the trip.

**View Advance Details**

Traveler Name: IRIS LINCOLN Trip ID: 287908 Advance ID: 135145 Advance Status: Closed

**View Advance Details**

Type of Advance	Type of Payment	Date Requested	Date Approved	Status	Advance Amount	
Travel	Cash	29-Jan-2018	29-Jan-2018	Closed	14.00	
					Total advance amount:	14.00
					Total liquidated amount:	0.00
					Advance amount repaid outside of E2:	0.00
					Remaining to be liquidated:	14.00

Figure 61: View Advance Details page

### 6.9.1 View Retained Advance Details

If the traveler can retain advances for liquidation on future trips, the View Advance Details page includes a View Retained Advance Details sections. This section shows detailed information about all currently retained advances.

**View Advance Details**

Traveler Name: IMANI LOGAN Trip ID: 291476 Advance ID: 136423 Advance Status: Pending Approval

**View Advance Details**

Type of Advance	Type of Payment	Date Requested	Date Approved	Status	Currency Amount	Exchange Rate	Advance Amount USE	
Travel	Cash	20-Feb-2018		Pending Approval	279.00 US Dollars (001)	1	279.00	
							Total advance amount:	279.00
							Total liquidated amount:	0.00
							Advance amount repaid outside of E2:	0.00
							Remaining to be liquidated:	279.00

**View Retained Advance Details**

Trip ID	Type of Payment	Date Requested	Date Approved	Status	Currency Amount	Exchange Rate	Retained Amount USE	
290220	EFT	13-Feb-2018	13-Feb-2018	Closed	500.00 US Dollars (001)	1	500.00	
							Total retained amount:	500.00
							Remaining to be liquidated:	500.00

Figure 62: View Advance Details — View Retained Advance Details section

## 6.10 View Open or Group Authorization Details

If you are approving an authorization created under an open (OA) or group authorization (GA), click the **Open Authorization Details** or **Group Authorization Details** link in the Other Actions section to view details about the OA or GA. Authorizations created under an OA or GA are routed for approval if they exceed the OA or GA limitations.

**Open Authorization details for OA118704**

Owner Name: IRIS LINCOLN  
 Default Travel Purpose: US Site Visits  
 First date of travel: 01-Jan-2018  
 Last date of travel: 31-Dec-2018  
 Allowed destinations: Worldwide (CONUS and OCONUS)

[Exit Window](#)

Figure 63: Open Authorization Details window

**Group Authorization details for GA32305-1**

Owner Name: IRIS LINCOLN  
 Default Travel Purpose: TW Conference  
 First date of travel: 07-May-2018  
 Last date of travel: 10-May-2018  
 Destination: Tuscaloosa, AL United States

[Exit Window](#)

Figure 64: Group Authorization Details window

## 6.11 View the Routing Path

Click the **View Routing Path** link in the Other Actions section to display the View Routing Path page. This page allows you to view an audit trail of actions taken on the authorization. When an authorization has been submitted for approval, it is sent on a specific path that may include multiple approval steps, triggered by a set of rules applied to the authorization. You can view the routing path, and, if allowed, making minor changes.

**View Routing Path** ⓘ

Traveler Name: IRIS LINCOLN   Trip ID: 287787   Authorization Status: Pending Authorization Approval

**Routing Path**

Delete	Step	Approver Pool	Approval Reason	Action	Reserved By	Pool Members
<input type="checkbox"/>	1	DOED MDEHART POOL	All Authorizations	Approval		Select Pool Member... ▼
<input type="checkbox"/>	2	DOED MDEHART POOL2	All Authorizations	Approval		Select Pool Member... ▼
<input type="checkbox"/>	3	DOED MDEHART POOL3	All Authorizations	Approval		Select Pool Member... ▼

[Add Approval Step](#) ⓘ

[Save](#)

Figure 65: View Routing Path — Authorization

### 6.11.1 Routing Path

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

- **Step** – The number of the step in the path.
- **Approver Pool** – The name of the approver group assigned to this step. The person who approves the authorization 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 currently responsible for completing this step.

### 6.11.2 Change the Approver

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. If necessary, select another approver from the same group to handle the claim. Be sure to click **Save** to save your changes.

## 6.12 View Routing History

Click the **View Routing History** link in the Other Actions section to display the Routing History page. This page allows you to view an audit trail of routing events for the authorization.

## 6.13 View Amendment Changes

Click the **View Amendment Changes** link in the Other Actions section to display the Amendment Changes Summary window, which lists the differences between the current amendment and the original authorization/most recent amendment in a side-by-side comparison view.

The window includes the following information:

- **Trip Type** – Value selected from the **Type of Travel** drop-down list on the authorization's Basic Information page
- **Trip Duration** – Total length of the trip in days
- **Number Of Sites** – Number of sites included on the authorization's Site Details page
- **Mode Of Transportation (First Site)** – Value selected from the **Mode of Transportation** drop-down list for the first site on the Site Details page
- **Lodging Reimbursement Type** – *Per Diem*, if that option was selected as the reimbursement type for every day of lodging on the authorization; *Variable*, if a reimbursement type other than *Per Diem* was selected for at least one day on the authorization
- **M&IE Reimbursement Type** – *Per Diem*, if that option was selected as the reimbursement type for every day of M&IE on the authorization; *Variable*, if a reimbursement type other than *Per Diem* was selected for at least one day on the authorization
- **Account Code** – *Added*, if the current document contains an account code that was not on the previous version; *Deleted*, if the previous document contains an account code that is not on the current version; *Added/Deleted* if both the current and previous documents contain account codes not on the other version
- **Transportation Expenses** – Total of all transportation expenses, less any expenses for airfare, airline change fees, and unused tickets
- **Airfare Expenses** – Total of all airfare, airline change fees, and unused ticket expenses

- **Lodging Expenses** – Total of all lodging expenses
- **M&IE Expenses** – Total of all meals and incidental expenses
- **Other Expenses** – Total of all other expenses, less any voucher transaction fee expenses
- **Voucher Transaction Fee** – Amount of the voucher transaction fee (VTF)
- **Estimated Expense Total** – Total of all above expenses

Amendment Changes Summary		
Detail	954540	954540-1
Trip Type	Mission (Operational)	Mission (Operational)
Trip Duration	4 days	5 days
Number Of Sites	1	3
Mode Of Transportation (First Site)	Commercial Plane	Commercial Plane
Lodging Reimbursement Type	Per Diem	Per Diem
M&IE Reimbursement Type	Variable	Variable
Account Code		Added/Deleted
Transportation Expenses	0.00	0.00
Airfare Expenses	0.00	0.00
Lodging Expenses	288.00	661.00
M&IE Expenses	122.25	214.00
Other Expenses	0.00	47.00
Voucher Transaction Fee	20.00	20.00
<b>Estimated Expense Total:</b>	<b>430.25 USD</b>	<b>942.00 USD</b>

Exit Window

Figure 66: Amendment Changes Summary window

## 7 Printing the Traveler Profile

The **Printable Profile** link in the Extras section allows you to view or print selected traveler profile data. Complete the following steps.

1. Click the **Printable Profile** link. A printable version of the traveler's profile appears in a new browser window.
2. Click **Print This Page** at the top of the page.
3. Select your printer and click **Print**.
4. Close the browser window.

## 8 Revision History

Date	Description	Release
09/2021	Updated section 4.14 (Reviewing and Approving a Dependent Travel Authorization)	21.3
04/2021	<ul style="list-style-type: none"> <li>• Added: <ul style="list-style-type: none"> <li>○ Section 1 (Introduction)</li> <li>○ Section 4.4.3.2 (Actual Reimbursement Maximum) under Lodging Expenses</li> <li>○ Section 4.4.4.2 (Actual Reimbursement Maximum) under Meals and Incidental Expenses</li> <li>○ Section 4.4.4.3 (Reduced Incidental Amount [JTR])</li> <li>○ Section 4.4.4.4 (Proportional Meal Rate [JTR])</li> </ul> </li> <li>• Updated: <ul style="list-style-type: none"> <li>○ Section 4.4.4 (Modifying Meals &amp; Incidental Expenses (M&amp;IE) Information)</li> <li>○ Section 4.4.4.1 (M&amp;IE Reimbursement Types)</li> <li>○ Section 4.14 (Reviewing and Approving a Dependent Travel Authorization)</li> <li>○ Section 4.15 (Reviewing an Amended Authorization)</li> <li>○ Section 6 (Other Actions Available)</li> <li>○ Section 6.13 (View Amendment Changes)</li> </ul> </li> </ul>	21.1
01/2021	Updated figure 50 (View Daily Expenses Summary window)	20.4
07/2020	Updated screen shots	20.2
10/2019	Updated title page graphic and copyright information	19.3
03/2019	Copyright and logo updates	19.1
12/2018	Added section 5.13 (View Amendment Changes)	18.4
06/2018	Updated figure 28 (Split Funding – Split Funding by Expense Date)	18.2
03/2018	<ul style="list-style-type: none"> <li>• Updated images throughout the document</li> <li>• Updated section 2 (Opening a Travel Authorization Pending Your Approval) for the <b>Filter Options</b> tab now available</li> <li>• Updated section 3.4.2 (Using the Apply to All Expenses Feature) for the <b>Apply to All Displayed Expenses</b> tab now available</li> </ul>	18.1
01/2018	Document formatting and layout changes	17.4
09/2017	<ul style="list-style-type: none"> <li>• Updated screen shots in sections 2 (Opening a Travel Authorization Pending Your Approval) and 3 (Summary Page and Workflow Steps)</li> <li>• Added "Printing a Compact Authorization" link to section 5 (Other Actions Available)</li> </ul>	17.3

Date	Description	Release
06/2017	Updated section 4.3 (Returning the Authorization for Revision) for the new feature that allows you to return the authorization for revision to the traveler or any prior approver	17.2
01/2017	<ul style="list-style-type: none"> <li>Updated copyright date</li> <li>Updated section 3.6, Reviewing Accounting, to include new image</li> </ul>	16.4
06/2016	<ul style="list-style-type: none"> <li>Updated copyright date</li> <li>Updated section 3.12, Reviewing Attachments, new image, and removed reference to "Display Faxed Documents" link</li> <li>Updated section 5, Other Actions Available, to show <b>deleting</b> as an option for Receipts and Attachments</li> </ul>	16.2
09/2015	Updated image in section 3.2, Reviewing Reservations and section 5, Other Actions for fare type information	15.4
07/2015	Updated section 3.4, Reviewing Expenses, for variable per diem rates and estimated TMC fee	15.3
04/2015	Moved information from Section 7, Viewing Open or Group Authorization to section 5, Other Actions Available and updated images	ETS2/15.2
11/2014	Updated section 3.10, Reviewing City Pair Information, to include new image and clarify fares are one way	ETS2/14.4
07/2014	Added information to section 2, Opening a Travel Authorization Pending Your Approval, step 4 for locking the authorization for approval if the traveler is also a self-approver	ETS2/14.3
06/2014	<ul style="list-style-type: none"> <li>Removed Conference reimbursement type from section 3.4.3, Modifying Lodging Expense Information</li> <li>Updated dimensional account code search information in section 3.6.3, Adding a Dimensional Account Code</li> <li>Added No Expenses reimbursement type to section 3.4.3, Modifying Lodging Expense Information and section 3.4.4, Modifying Meals and Incidental Expenses (M&amp;IE) Information</li> <li>Updated images and text in section 3.6.4, Using Split Funding</li> <li>Clarification for View Routing Path information in section 5, Other Actions Available</li> </ul>	ETS2/14.2
01/2013	Copyright updates	ETS
10/2012	General availability	ETS2

## 9 Trademark and Copyright

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

Copyright © 2021 CWT. All rights reserved.

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