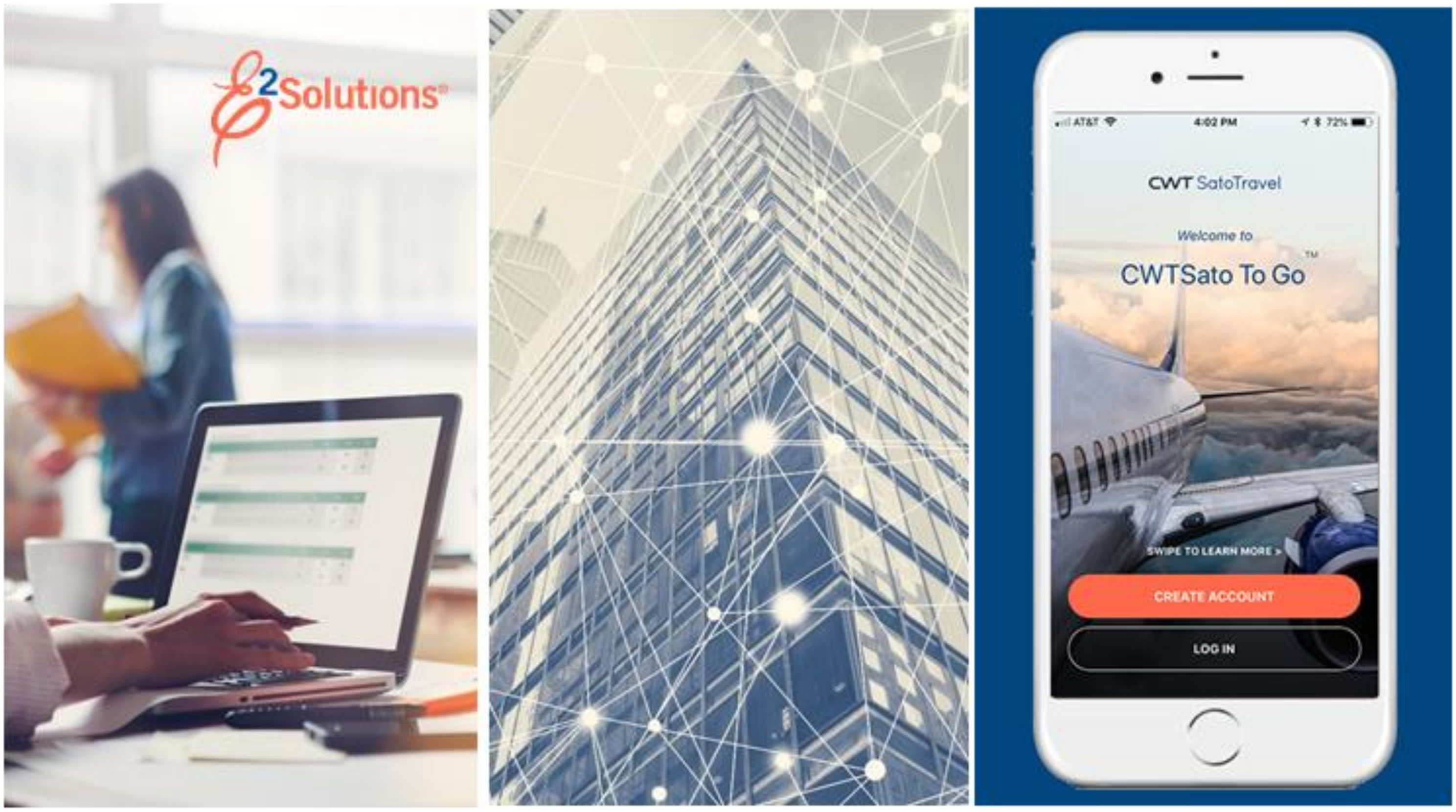



# UG40: Creating Vouchers

Submitting Your Travel Expenses for Reimbursement
Release 21.3 | September 2021



CWT SatoTravel

# Table of Contents

# 1 Introduction

This document contains information regarding the trip voucher 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 Travel Vouchers

In E2 Solutions (E2), a voucher is an accounting of expenses for a specific trip and a request for reimbursement. There are several types of vouchers supported by E2, outlined in the following table.

| Voucher Type | Description |
| --- | --- |
| **Pre-trip** | A request for reimbursement for pre-trip expenses, such as conference fees or other items that require payment before travel occurs. If this voucher type is enabled, a trip can have multiple pre-trip vouchers. |
| **Incremental** | A request for travel expense reimbursement for a specific trip. A trip can have one or more incremental vouchers. |
| **Reclaim** | A request for reconsideration of a denied or reduced travel expense. |
| **Final** | An incremental voucher that is marked as the final voucher for the trip. Every trip must have, at minimum, a final voucher. |
| **Supplemental** | A request for additional travel expense reimbursement after a final voucher for the trip has been submitted. If this voucher type is enabled, a trip can have multiple supplemental vouchers. |

This user guide covers the pre-trip, incremental, and supplemental voucher preparation process. This process is the same for all authorization types, including simple requests to travel (i.e., trip-by-trip authorizations), dependent travel, and trips created under a group or open authorization. When necessary this guide will point out restrictions or special rules that may apply.

## 2.1 When to Create a Voucher

You can create vouchers in the following situations.

***NOTE****: Always refer to your group's travel policies and procedures to assure that your voucher meets your group's requirements*.

- You can create a pre-trip voucher after your authorization is approved and before the first day of travel.
- You can submit a voucher when your travel is complete, as an account of your travel expenses, for approval and reimbursement. Since you do not need to submit all of your expenses for a trip at one time, each trip can have multiple vouchers. Each voucher you submit is an incremental voucher until you designate a voucher as the final voucher for the trip.
- After your final voucher has been submitted, you can create a supplemental voucher to request reimbursement for additional travel expenses that you missed earlier.
- If a request for reimbursement is reduced or declined, you can request reconsideration of the denied expense by creating a voucher reclaim.

  ***TIP****: Refer to* UG43 – Creating Reclaim Vouchers *for more information on filing a voucher reclaim*.

## 2.2 How Estimated Expenses Become Voucher Expenses

The travel authorization includes all of your estimated expenses for the trip. Some of these estimated expenses (e.g., lodging, meals, certain transportation expenses, and, if enabled for your workgroup, the TMC fee for your trip reservations) are automatically added to your authorization, and are based on your reservation information and other itinerary details. You enter other estimated trip expenses (e.g., parking fees, excess baggage fees, taxi fees) before you submit the authorization for approval.

After your authorization is approved and your trip dates have passed, you can create a voucher to request reimbursement of your travel expenses. When you create a voucher, E2 automatically updates it with the estimated expenses from your authorization. One of the following actions will occur with every estimated expense on your authorization.

***NOTE****: The estimated expenses that are automatically moved to a voucher may vary and are configured by your travel policy manager.*

| Action | Result |
| --- | --- |
| **Estimated expense moves to the voucher with its actual value** | The estimated expense is automatically moved to the voucher. This is the typical action for airfare, rail charges, lodging, and meal expenses for per diem reimbursement types. If enabled for your workgroup, the TMC fee is automatically added to the voucher and reflects the actual fee for the trip reservations.<br><br>***NOTE****: If you claim a prepaid lodging expense on a pre-trip voucher, daily lodging expenses are still moved to the subsequent incremental or final voucher with the actual estimated value. The reimbursable amount, however, is reduced by the amount of prepaid lodging from the pre-trip voucher*. |
| **Estimated expense moves to the voucher with no value** | The estimated expense category is automatically moved to the voucher, but without any value. You must add the actual amount of this expense to the voucher.<br><br>This is a typical action for some common expenses, such as parking fees, rental car taxes, or taxi fares. For example, if you have an estimated expense of $50 for taxi fares, this action will result in a voucher with an expense for taxi fares, showing an amount of $0.00. You can edit the expense to add the actual amount. |
| **Estimated expense does not move to the voucher** | The estimated expense does not automatically appear on the voucher; you must manually add the expense to the voucher.<br><br>This is a typical action for less common expenses, such as tolls or late checkout fees. For example, if you have an estimated expense of $37 for tolls, this action will result in a voucher without a tolls expense. If you paid tolls on your trip, you would add the actual amount spent on tolls as a new expense. |

## 2.2.1 Pre-Trip Vouchers

Estimated expenses are never automatically moved to a pre-trip voucher. E2, however, may override standard expense mapping for estimated expenses that are claimed on a pre-trip voucher, if an estimated expense type matching the expense claimed on the pre-trip voucher.

The following rules apply.

### *2.2.1.1 Single Estimated Expense*

If the pre-trip voucher expense matches a single estimated expense on the authorization, E2 detects the matching expense types and overrides normal expense mapping for subsequent incremental and final vouchers. As long as there is only a single estimated expense of a matching type on the authorization, the amount of the two expenses do not need to match.

For example, if the authorization includes a single estimated conference fee expense of $125, and the pre-trip voucher includes a conference fee expense of $125, E2 detects the matching expense, and this estimated expense would not appear on subsequent vouchers.

This rule also applies if the single estimated conference fee is $500 and the pre-trip voucher conference expense is $200. If you need to claim the remaining $300 of the estimated expense, you must manually enter it on a subsequent voucher.

#### 2.2.1.2 Multiple Estimated Expense Types

If the pre-trip voucher expense matches multiple estimated expense types on an authorization, but does not match the amount of any of the matching expenses, all of the matching estimated expense types follow normal expense mapping, if enabled, but move to the voucher with no value.

For example, if the authorization includes two taxi expenses (one for $10 and the other for $20), and the pre-trip voucher includes a taxi expense of $15, both estimated taxi expenses will map to subsequent vouchers, if enabled, with an amount of $0.

#### 2.2.1.3 One of Multiple Estimated Expenses

If the pre-trip voucher expense exactly matches one of multiple estimated expenses on an authorization, E2 detects the exact matching and overrides normal expense mapping for subsequent vouchers. The other estimated expenses of a matching expense type follow normal expense mapping, if enabled for the expense.

For example, if the authorization includes two taxi expenses (one for $10 and the other for $15) and the pre-trip voucher includes a taxi expense of $15, E2 detects the matching $15 taxi expense and prevents it from appearing on any subsequent vouchers. The $10 taxi expense will map to subsequent vouchers, if enabled for the expense.

#### 2.2.1.4 Pre-Paid Lodging

If you are allowed to claim prepaid lodging using the Pre-Paid Lodging expense type, daily lodging expenses are still mapped to subsequent incremental or final vouchers, but the reimbursable amount is reduced by the amount claimed on the pre-trip voucher.

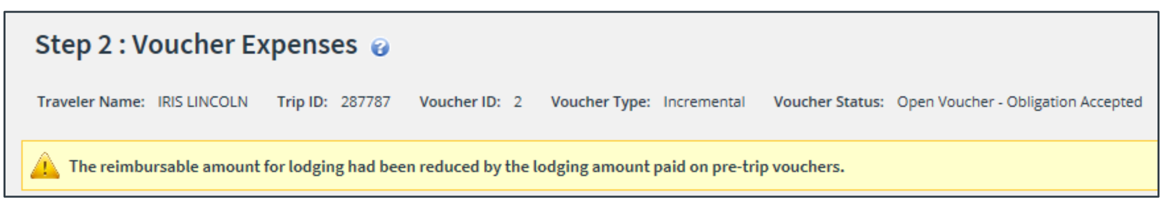



*Figure 1: Voucher Expenses — Reduced Daily Lodging message*

## 2.3 About the Voucher Cut-off Date

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

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

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

### 2.3.1 Rules

The following rules apply to the voucher cut-off date:

- Cannot be prior to the first day of travel
- Cannot be after the last day of travel

***NOTE****: Special rules apply to the voucher cut-off date for pre-trip and supplemental vouchers. Special rules also apply to final vouchers that include itinerary changes. Refer to* QRC42 – Changing Itinerary on Final Vouchers *for more information*.

## *2.4 About the Approval Process*

You should generally submit your voucher for approval as soon as possible after your travel is complete, but always follow the submission timeframe specified by your group's travel policies. If you have a length trip, you may be allowed to submit vouchers on a periodic basis. E2 automatically sends you an email if you do not submit a voucher for your trip within a specified period of time after your last day of travel.

All vouchers require one or more approval steps. Repayment of expenses cannot occur until the voucher receives final approval. E2 automatically notifies you via email when your voucher has been fully approved.

## *2.5 About Voucher Transaction Fees*

The voucher transaction fee (VTF) is an E2 processing fee charged when using the system to complete your voucher. The VTF is applied to every voucher for a trip. As long as E2 is used to document a trip, you will be billed the VTF for the first voucher even if there are no other expenses for that trip.

The VTF is automatically disbursed. This disbursement cannot be changed.

- If the VTF is disbursed as agency billed, you will have little interaction with this fee. It is simply listed on the applicable travel documents.
- If the VTF is disbursed to your government-issued travel charge card (TCC), the fee will be included in your voucher reimbursement and is typically disbursed directly to your travel charge card. (The VTF charge will never be applied to your personal credit card.) The VTF will typically appear on a credit card statement between one and ten business days after your voucher is closed, regardless of the actual trip dates. The VTF charge, however, may appear at a later date.

# 3 The Workflow Workspace

Each time you create or update a voucher, you enter a document workflow. Each page you encounter is a step in the workflow and includes the following items:

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

## 3.1 Left Side Navigation

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

- **Workflow steps** – Each step is a link and can be used to go to that place in the workflow, when necessary.
    - Workflows are dynamic – some actions that you take may add additional steps to the workflow.
    - You must complete the first workflow step (i.e., Step 1: Basic Information) before the other workflow steps are enabled.
- **Other Actions** – Links to functions that are not part of the basic workflow. These links only appear if the function is available to you, based on the state of the document and related travel policies. If no actions are available, Other Actions links do not appear on the page.
- **Extras** – Links to additional actions. These links may take you out of the document workflow. Common Extras links include leaving the workflow to view a document list or deleting the current document.

## 3.2 Document Header Information

The header section is just below the page banner and appears on every workflow page.

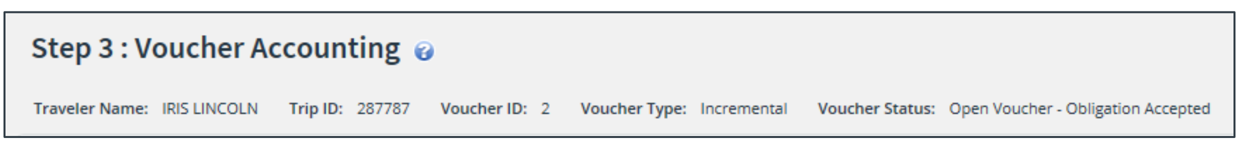



*Figure 2: Voucher Accounting — Page header for an incremental voucher*

For vouchers, the header always includes:

- The name of the traveler
- Trip ID
- Voucher ID (voucher number)
- Voucher type
- Status information

## 3.3 Main Area

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

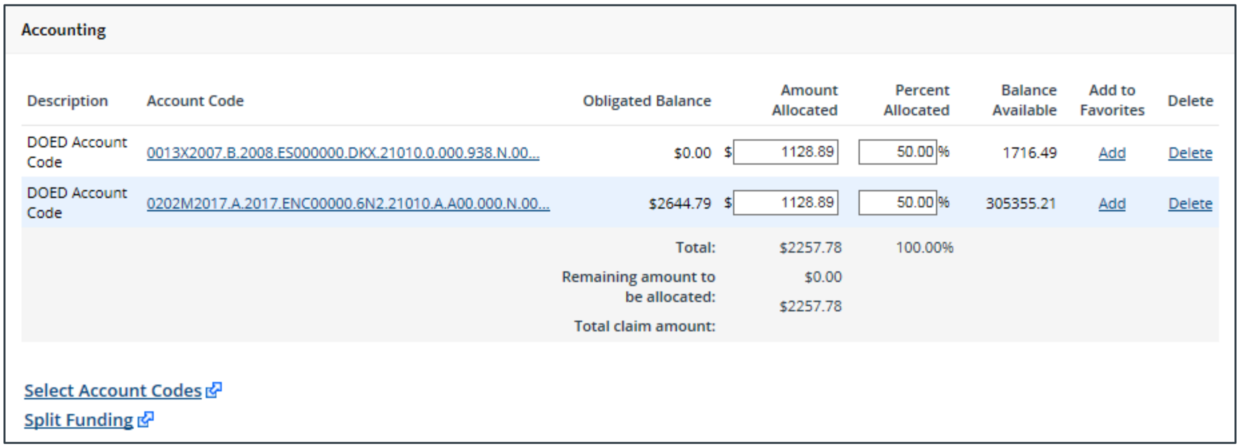



*Figure 3: Voucher Accounting — Main Area*

## 3.4 Buttons and Links

Buttons and links display at the bottom of the main area. (You may need to scroll to the bottom of the page or window for these buttons to display.) Buttons allow you to save changes and move through the workflow. The primary button is always bold and located on the left; secondary buttons appear to the right of the primary button. **Back to Step** links return you to the previous step in the voucher workflow process.

***TIP****: If you have entered information on a page, be sure to save that information before you return to a previous step in the process*.

## 3.5 Dashboards

In E2, authorizations, vouchers, and travel advances are individual documents. In combination with other items, such as reservations, these documents represent your travel plans, actual travel activity, and expenses. This combination of documents is known as your trip. The dashboard concept in E2 provides a way for you to access the individual documents and take actions that may impact multiple documents.

For example, when you need to create a voucher, you can access your trip by clicking a link on your To Do List or on your My E2 **Trips** tab. The link takes you directly to the Trip Dashboard, where you can begin the voucher process.

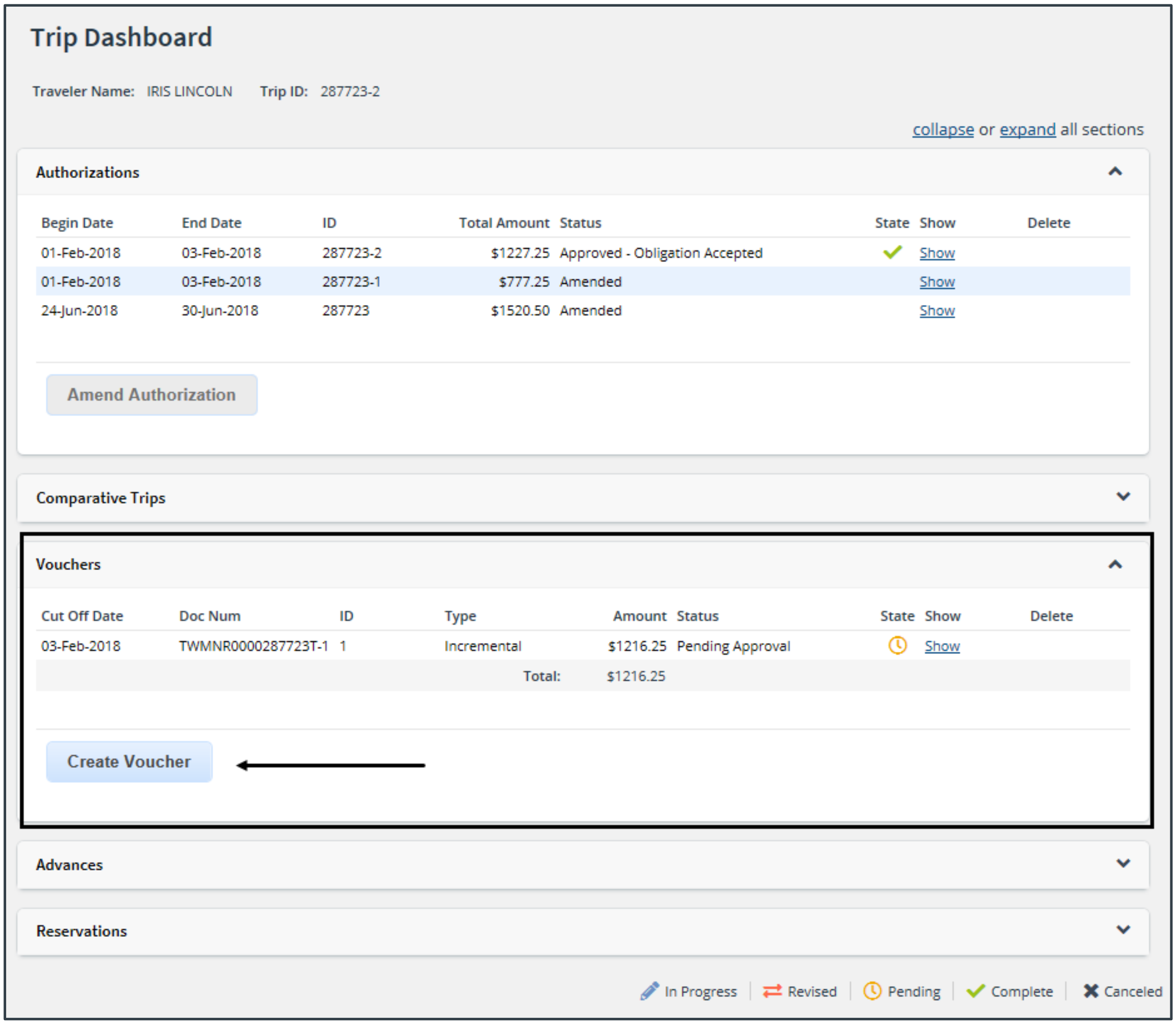



*Figure 4: Trip Dashboard — With Voucher and Create Voucher Button*

# 4 Creating a Voucher

You create a voucher from the Trip Dashboard. To access the Trip Dashboard, locate the trip on your My E2 **Trips** tab, and then click the corresponding **Show** link.

The **Create Voucher** button is enabled on the dashboard when the trip meets travel policy requirements. Click this button to create a voucher for the trip. The **Voucher** tab displays, showing the first step in the workflow process.

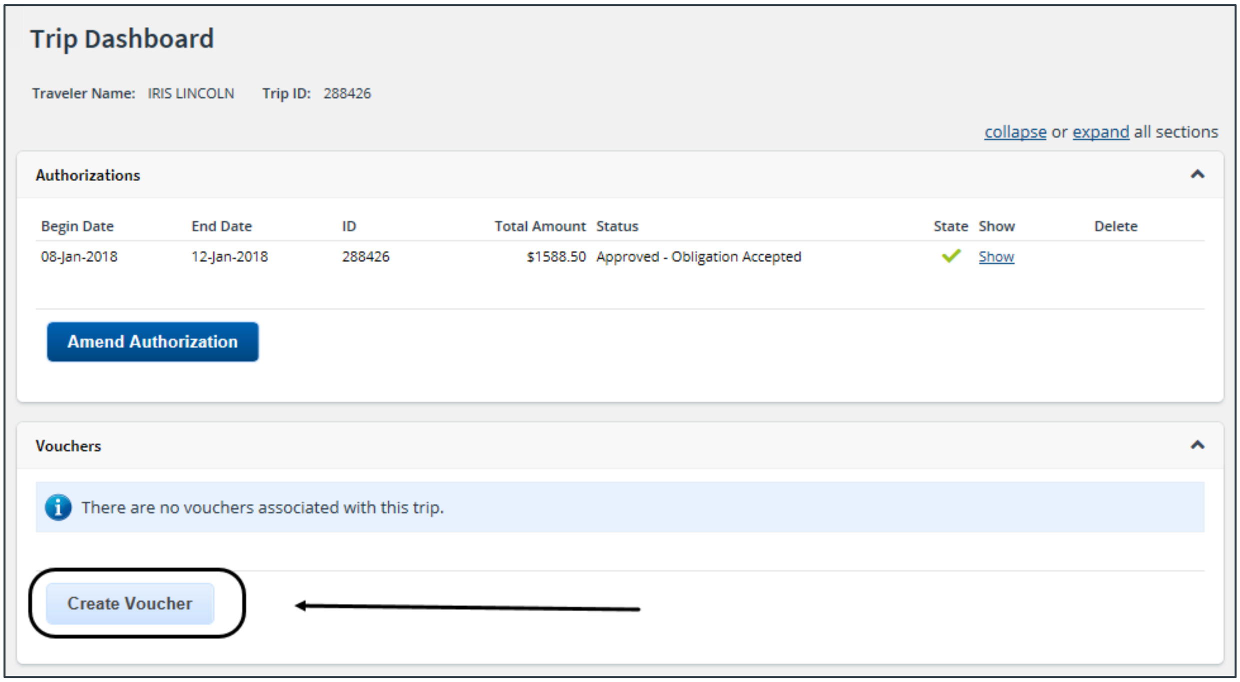



*Figure 5: Trip Dashboard — Create Voucher button*

***TIP****: Your To Do List may also have a* ***Create Voucher*** *link for your trip. Click this link to create and voucher and immediately access the Basic Information page*.

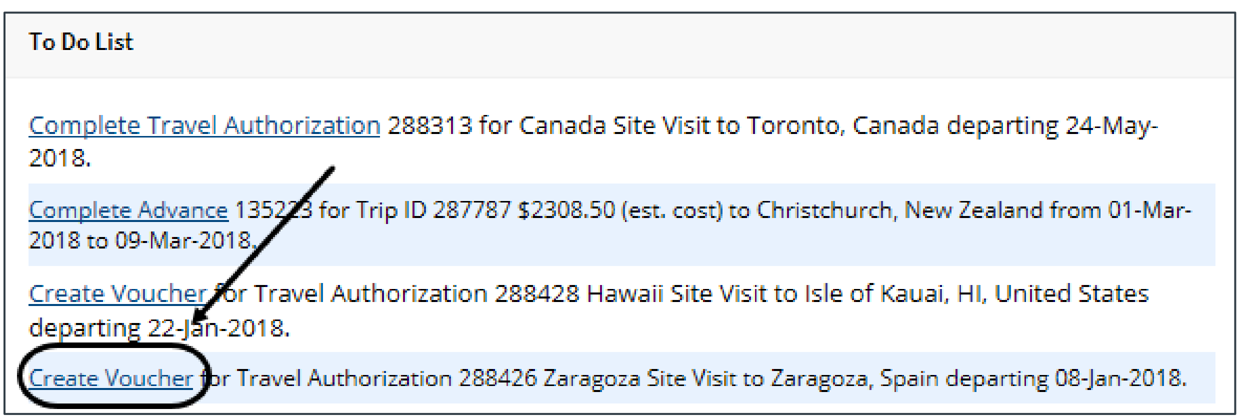



*Figure 6: To Do List — Create Voucher link*

# 5 Completing the Basic Information Step

The Voucher Basic Information step is the first step in the voucher workflow; no other steps are enabled at this time. You must complete this step in the process before you can proceed. Basic information for a voucher includes:

- Travel type and purpose
- Travel dates
- Claim expense begin and end dates (i.e., voucher cut-off date)
- Source for transportation and other expenses (if applicable)
- Document number
- Voucher finality indicator

Complete the following steps on the voucher's Basic Information page.

1. Enter the voucher cut-off date in the **Claim Expenses Between End Date** field (formatted DD-MMM-YYYY), or click the calendar icon to select the date from the drop-down calendar. The field defaults to the final day of your trip.

   ***NOTE**: If you enter the date in another format, E2 will convert it to the appropriate format, if possible. Be sure the converted date is what you expect*.

2. If you are creating a voucher after amending an authorization, and that amendment process deleted a voucher with a status of *Open* or *Revised*, you must choose the source of transportation and other (T&O) expenses for this voucher from the **Transportation and Other Expenses** drop-down list.

   ***TIP**: The **Transportation and Other Expenses** field only displays when you are creating a voucher after amending an authorization, and the amendment process deleted an "in process" voucher. Refer to* QRC41 – Managing Voucher Expenses After Amending an Authorization *for more information*.

   - Select *Use Only Pre Amendment Voucher Expenses* from the drop-down list to use only the transportation and other (T&O) expenses from the deleted voucher on the voucher you are now creating. Any T&O expenses from the deleted voucher that are within the **Claim Expenses Between** date of the new voucher are added to the new voucher, including associated remarks and attachments. Standard expense mapping of the approved amendment T&O expenses to the voucher will not be performed.

     ***NOTE**: This selection does not impact lodging expenses, meals and incidental expenses, or transportation expenses derived from reservations associated with the trip, such as airfare or rental car expenses*.

   - Select *Use Only Approved Amendment Expenses* from the drop-down list to use only standard expense mappings, as configured by your agency, for all T&O expenses on this voucher. (This is the standard process for making expenses available on a voucher.)

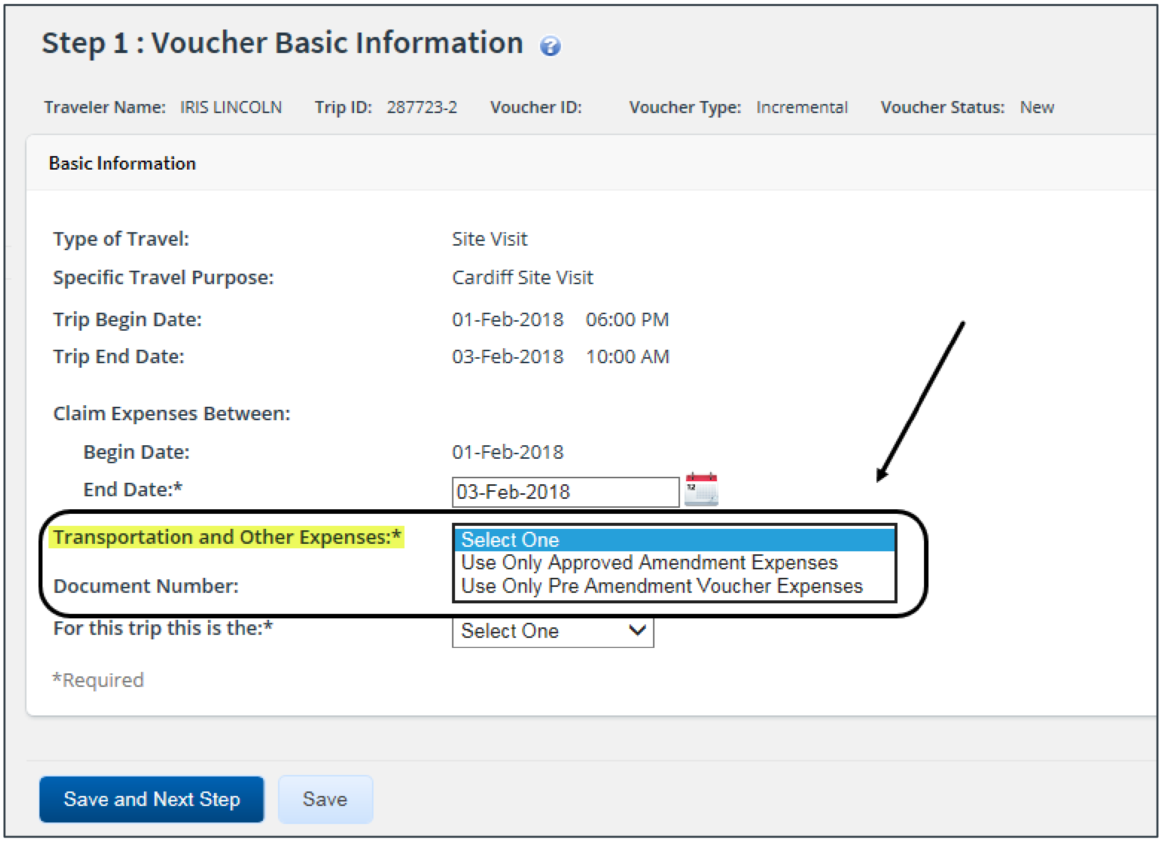



*Figure 7: Voucher Basic Information — Transportation and Other Expenses field*

3. If your agency supports manual document numbers, enter the number for the voucher in the **Document Number** field. Document numbers can be entered or changed up to final document approval.

   ***NOTE***: *If E2 automatically handles document numbering, the **Document Number** field will be disabled and default to* (System Assigned).

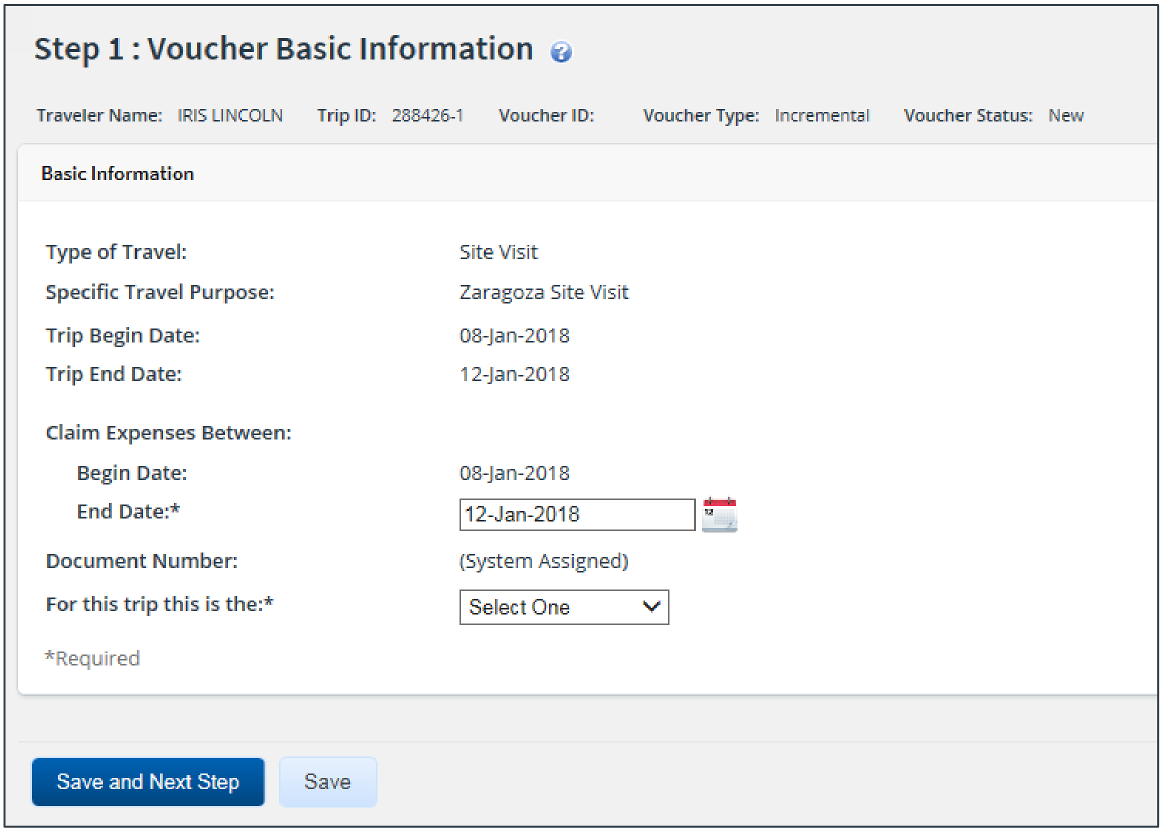



*Figure 8: Voucher Basic Information — System Assigned Document Number*

4. Identify the voucher type by selecting one of the following options from the **For this trip this is the** drop-down list.
    - **Final Voucher** – Select this option if this is the last voucher that you will file for this trip. This action forces the voucher cut-off date to become the final day of your trip.
    - **Final Voucher and Update Site Details** – Select this option if you had itinerary changes and your travel policy allows you to make those changes directly on the voucher, without amending the authorization. After saving your changes, a Site Details step is inserted into the workflow, allowing you to make the necessary itinerary changes.

      ***TIP**: Refer to* QRC42 – Changing Itinerary on Final Vouchers *for more information on completing a voucher that includes itinerary changes*.

    - **Not Final Voucher** – Select this option if you will file additional trip vouchers.
5. Click **Save and Next Step** to save your changes and move to the next step in the workflow, or click **Save** to save your changes and remain on the Voucher Basic Information page.

   ***WARNING**: If you navigate away from the **Voucher** tab before you save your changes, the voucher is not created or assigned a voucher ID, and your input is lost.*

## 5.1 Read-Only Fields

Certain fields may become read-only after you click **Save and Next Step** or **Save**.

- The **Transportation and Other Expenses** drop-down list becomes read-only and cannot be changed. If you need to change your selection, delete the voucher and start again.

- If you selected *Final Voucher and Update Site Details* from the **For this trip this is the** drop-down list, that field becomes read-only and cannot be changed. If you made the selection in error, delete the voucher and start again.

## *5.2 Tax Effective Date*

The **Tax Effective Date** field displays on the Voucher Basic Information page if the long-term taxable travel feature is enabled for your office or workgroup and the trip qualifies.

***TIP****: A trip is considered long-term taxable travel when the duration is greater than 365 days, the travel type selected for the trip allows tax calculations, and the traveler is traveling under the Federal Travel Regulations (FTR).*

This field is used to determine the date from which taxes for the long-term trip are calculated. Any expense with an expense date greater than or equal to the effective date will be included in the calculations.

- If long-term taxable travel was applicable for the authorization, the **Tax Effective Date** field defaults to read-only when the Basic Information page initially loads, and displays the date as previously set for the trip.

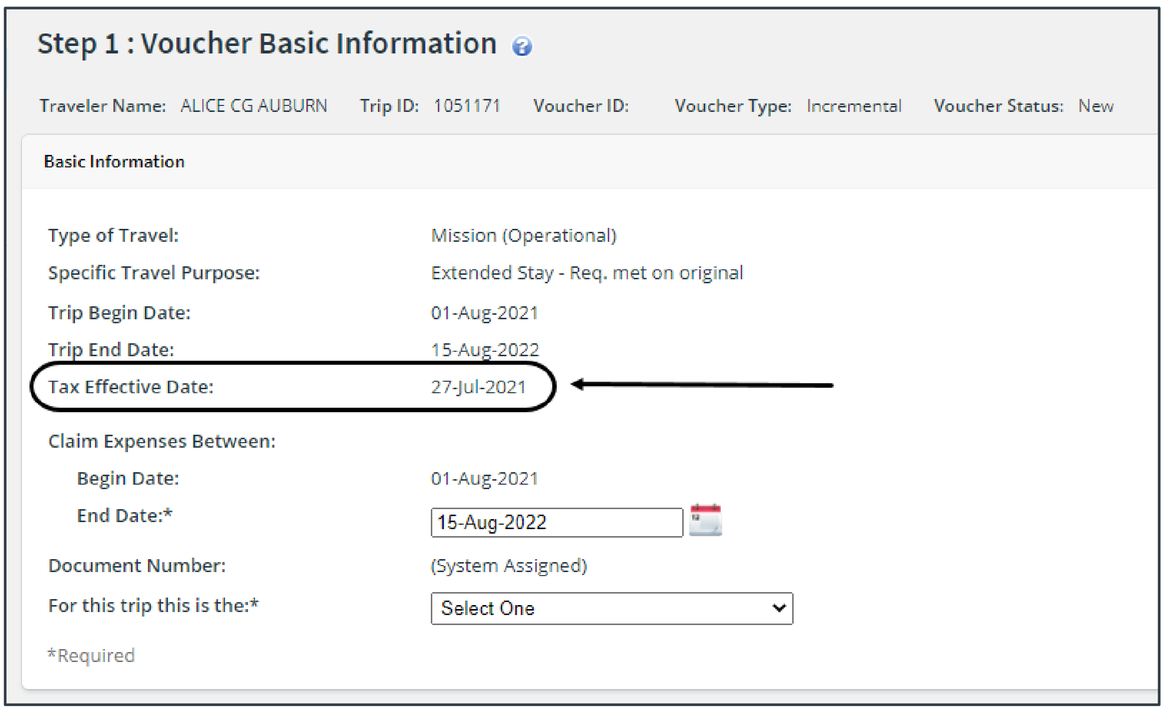



***Figure 9: Voucher Basic Information — Tax Effective Date, Read-Only***

If you select *Final Voucher and Update Site Details* from the **For this trip this is the** drop-down list, the field becomes enabled (as shown in the following figure) and allows you to enter a new tax effective date, if necessary. Enter a date on or before today's date in the field, or click the calendar icon to select a date from the drop-down calendar.

- If long-term taxable travel did not apply to the authorization, but becomes applicable due to travel date changes on the voucher (which is only possible if your workgroup allows Site Details changes on the final voucher), the **Tax Effective Date** field is added to the Voucher Basic

Information page and is enabled. The field defaults to today's date, but you can enter a different date in the field or click the calendar icon to select a date from the drop-down calendar.

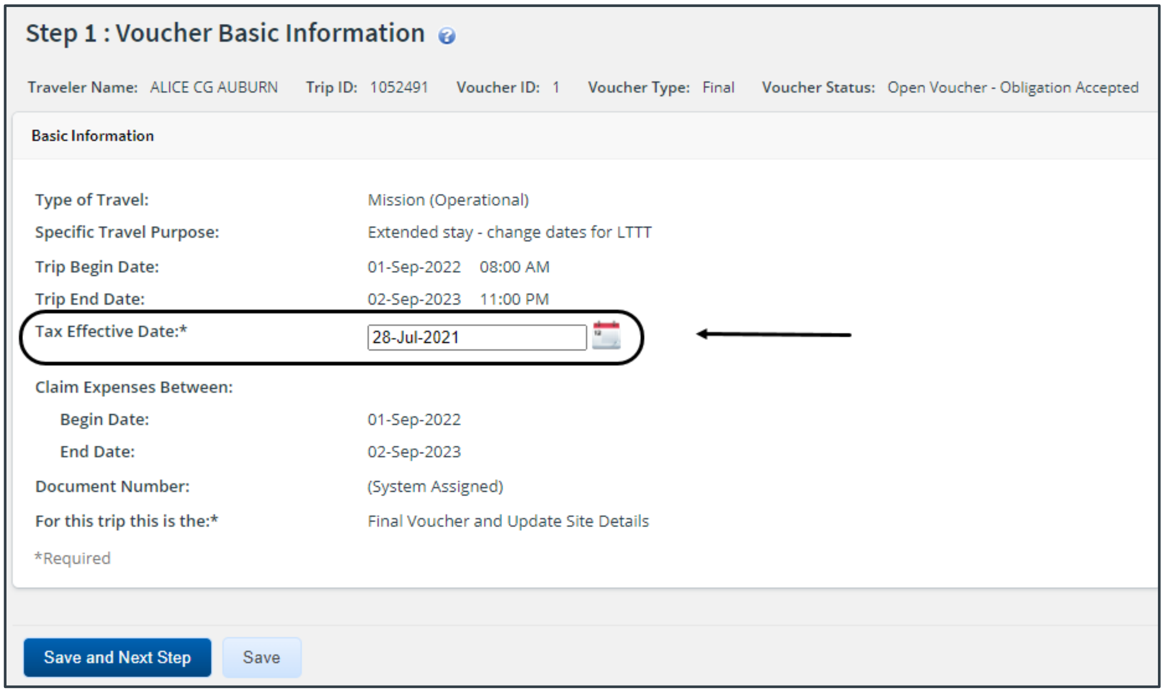



*Figure 10: Voucher Basic Information — Tax Effective Date, Enabled*

# 6 Completing the Expenses Step

The Voucher Expenses step allows you to review and update your travel expenses. The Voucher Expenses page shows the estimated expenses that were carried over from the authorization to your voucher. The list shows expenses that occurred on or before the voucher cut-off date, and includes the following information:

- Type of expense (e.g., lodging, meals and incidentals, airfare, rental car, etc.)
- Amount
- Description
- Method of reimbursement for the expense
- Alerts, identifying additional information available (e.g., remarks, attachments, foreign currency, or expenses reduced by an approver)

***TIP**: By default, expenses are ordered by date, and then sorted alphabetically by type. Use the **Order By** drop-down list to change the default sort order of the expenses on the page.*

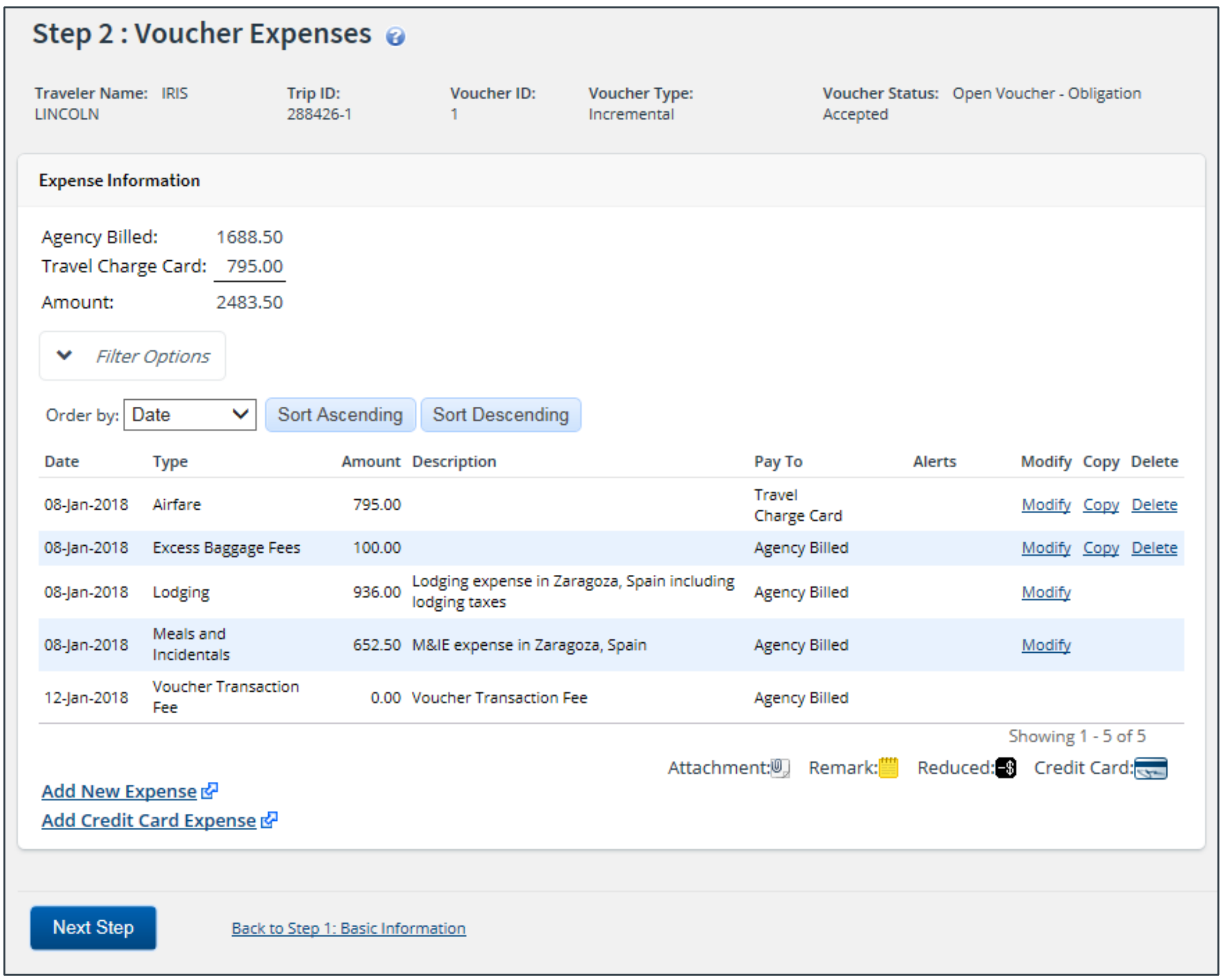



***Figure 11: Voucher Expenses page***

Complete the following steps.

1. Review your expenses on the Expenses page. The summary at the top of the list provides a total of all expenses in each reimbursement (Pay To) category.
    - If you have a long list of expenses, expand the Filter Options section to filter the list by date or expense type.
    - If you are creating a voucher after amending an authorization, and you chose (on the voucher's Basic Information page) to use only T&O expenses from the voucher deleted by the amendment process, inspect your expenses list carefully for expenses that need date changes or other modifications for any duplicated expenses.
2. Click the **Modify** link for an expense to:
    - Review and update lodging expenses.
    - Review and update meals and incidental expenses (M&IE).
    - Review and update all other expenses on the list.
3. Add new expenses, if necessary.
4. Perform additional maintenance tasks, as needed.
    - Delete an expense.
    - Copy an expense.
5. Click **Next Step** to continue to the next step in the voucher workflow.

## 6.1 Lodging Expenses

Lodging expenses are carried over from the authorization and are available from the Voucher Expenses step.

***NOTE**: If you claimed prepaid lodging on a pre-trip voucher, the reimbursable amount of total daily lodging expenses is reduced by the prepaid amount. Messaging alerts you to this situation*.

Locate the *Lodging* expense in the list of expenses, and then click the **Modify** link to display the Lodging Expenses window.

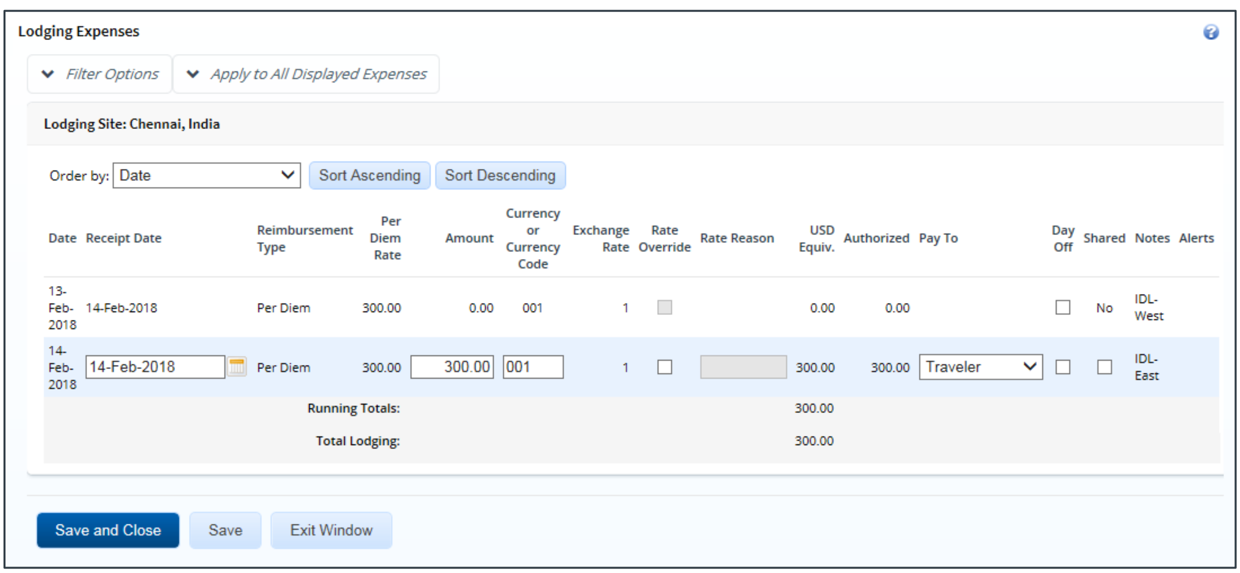



*Figure 12: Lodging Expenses — Single Site Trip with Per Diem Reimbursement*

Complete the following steps to review and modify one or more days of lodging expenses.

1. If you had lodging at multiple sites, verify you are reviewing the lodging expenses for the correct site. If necessary, select the site for which you want to review or maintain expenses from the **Site** drop-down list.

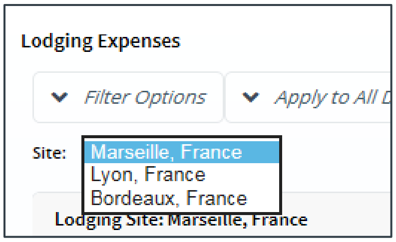



*Figure 13: Lodging Expenses — Site field*

2. Review the list of lodging expenses and make the appropriate changes.

   ***TIP**: Expand the Filter Options section to review and update a specific subset of your travel dates at the selected site. To make certain changes for all travel days shown, expand the Apply to All Displayed Expenses section, select the appropriate options, and then click **Apply to Displayed**.*

   - The daily lodging amount (**Amount** fields) and lodging tax (**Lodging Tax** fields) must be claimed on the same voucher. You cannot claim a daily lodging amount on one voucher and the lodging tax for the same day on another voucher.

     ***NOTE**: Lodging tax is not an allowable expense for international travel, per the FTR, as tax is included in the prescribed per diem rate for foreign sites.*

   - If you are allowed to enter expenses in a foreign currency, you can also enter the receipt date and currency code.
   - Verify the reimbursement information in the **Pay To** field for each day and select a different method of reimbursement, if necessary. The options available to you (if any) are controlled by your agency's travel policy. (Contact your travel policy manager for assistance if the selection you expected is not available.)
   - Select the **Day Off** check box if a specific travel date was an official day off. This selection impacts ALL expenses for the selected date; the lodging expenses for that day will change to 0.00.
   - Select the **Shared** check box if you shared lodging with another traveler on a specific date. If you shared lodging as defined by the FTR, you will need to manually adjust the lodging **Amount** fields.
   - The Notes column includes IDL selection information and, if your trip was subject to variable per diem rates for standard sites, the percentage of site per diem that applies to lodging for the travel day.
   - If the **Reimbursement Type** field for at least one day is set to *Actual*, the *Actual Reimbursement Maximum* text, including the percentage by which actual lodging expenses can exceed the per diem amount, displays at the bottom of the window. If a new maximum percentage was entered for the trip via the Actual Reimbursement Maximum window, that percentage displays to the right of the *Actual Reimbursement Maximum* text and will be considered when validating your actual lodging expenses. You will not, however, be able to modify that percentage from the voucher; you will need to amend the authorization to make a change to the maximum percentage allowed.
3. Click the **Save and Close** button to save your changes and return to the Voucher Expenses page.

### 6.1.1 Site-Specific Lodging Expenses

The voucher's lodging sites reflect the sites selected on your approved authorization (i.e., Site Details step). If you need to make changes, you must amend your approved authorization before you can create the voucher.

If you have lodging at multiple sites, once you have completed your review and/or update of the expenses at your first site, click the **Save** button. Select the next site from the **Site** drop-down list, and then repeat steps 2–3 until you have reviewed lodging expenses for all sites.

### 6.1.2 Receipts and Remarks

All lodging receipts and any lodging-related remarks are attached at the document level. Save your changes in the Lodging Expenses window, and then click the **Attachments** link (to attach your receipts) or **Remarks** link (to add remarks) in the Other Actions section of the Voucher Expenses page.

### 6.1.3 Deleting Lodging

You cannot delete lodging expenses as you would a miscellaneous (i.e., transportation or other) expense. You can, however, make selections or changes to effectively remove lodging expenses from the voucher.

- If you do not need a particular day's expenses because that day was an official day off, select the corresponding **Day Off** check box to remove that day's expenses from the voucher.
- If you do not need a particular day's expenses because you returned early or you were no longer traveling on that day, amend the authorization to update your travel dates, removing unnecessary expenses from the trip.
- If lodging expenses were not allowed for one or more days of the trip, amend the authorization, and select *No Expenses* (if enabled) from the **Reimbursement Type** drop-down list in the authorization's Lodging Expenses window. The **Amount** and **Allowed** fields for any updated days will display 0.00 on the authorization and any future vouchers.

  ***NOTE****: If the* No Expenses *option is not available, contact your travel policy manager for further assistance*.

- If all or part of the lodging expenses for the trip were paid by a non-federal sponsor, amend the authorization and add a non-federal sponsor for the trip, indicating the total amount of expenses sponsored or covered in kind.

### 6.1.4 Foreign Currency Lodging Expenses

If you are allowed to enter expenses in a foreign currency, you can also enter the receipt date and currency code.

If necessary, complete the following steps to override the agency-approved exchange rate for a day.

1. Select the **Rate Override** check box.
2. Enter the new exchange rate in the **Exchange Rate** field.
3. Enter a reason for overriding the agency-approved exchange rate in the **Rate Reason** field.
4. Click the **Save** button.

## *6.2 Meals and Incidental Expenses*

Meals and incidental expenses are carried over from the authorization. Click the **Modify** link for the meal information you want to review or update to display the voucher's Meals and Incidental Expenses window.

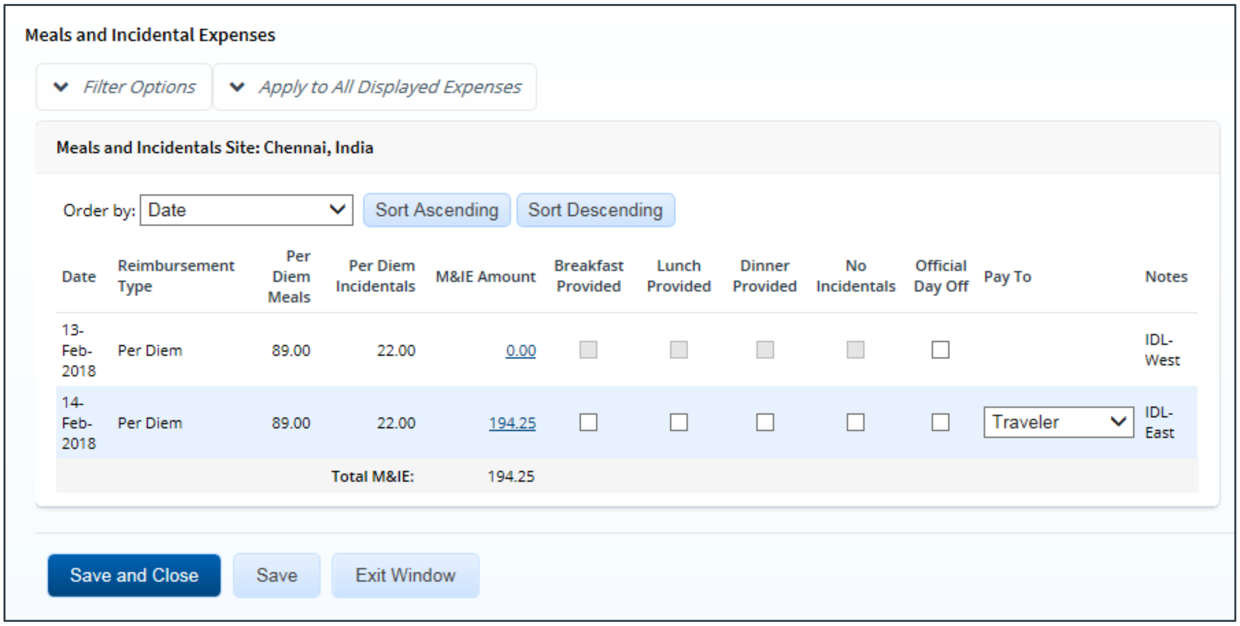



*Figure 14: Meals and Incidental Expenses — Single Site Trip with Per Diem Reimbursement*

Complete the following steps.

1. If your trip included multiple sites, verify you are looking at expenses for the correct site. If necessary, select the site for which you want to review or maintain expenses from the **Site** drop-down list.

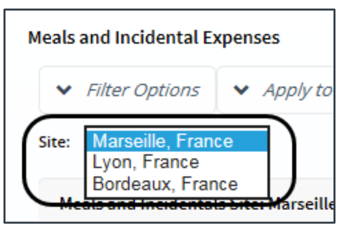



*Figure 15: Meals and Incidental Expenses — Site field*

2. Review the expenses for any date displayed and make the appropriate changes. E2 has automatically applied reimbursement type and travel policy rules to the expenses.
   - If the reimbursement type for a particular day was *Per Diem*, you can click the link in the **M&IE Amount** field to view the per diem calculations for each meal for that day. If your trip's duration was greater than 12 hours but less than 24, the rate of reimbursement is 75% of the M&IE rate. The **M&IE Amount** field will display the adjusted M&IE amount for the trip.
   - If the reimbursement type for one or more days was *Actual*, click the **Edit Actual Meals** link (at the bottom of the Meals and Incidental Expenses window) to open the Edit Actual Meals window, which allows you to indicate the actual expense for each individual meal.
   - [JTR] If the reimbursement type for a particular day was *EUM*, the Meals and Incidental Expenses window allows you to edit the EUM selection (i.e., checking or clearing **Provided** check boxes), if necessary, as well as indicate any itemized meal values.
     - The **M&IE Amount** field defaults to the incidental amount.
     - You can check or clear the **Breakfast Provided**, **Lunch Provided**, and/or **Dinner Provided** check boxes for the corresponding day based on the meals that were actually provided. (The check boxes remain enabled even if long-term

travel applies to the trip and a variable per diem rate has been implemented for one or more days. Any prior selections will be retained if long-term travel qualifications are later applied to the trip.)
    - The **No Incidentals** check box is cleared and disabled.
    - Click the **Edit Actual Meals/Occasional Meals** link to display the Edit Actual Meals and Incidentals/Occasional Meals window, which allows you to specify the itemized values for those meals where a **Provided** check box is not checked.
    - The *Reduced Incidental Amount* text displays the incidental rate for the trip site. If a reduced amount was entered via the Reduced Incidental Amount window from the authorization, that amount displays to the right of the *Reduced Incidental Amount* text and will be considered when validating M&IE. You will not, however, be able to modify the incidental amount from the voucher; you will need to amend the authorization to make a change to the reduced incidental per diem rate.
- [JTR] If the reimbursement type for a particular day was *GMR/PMR*, the Meals and Incidental Expenses window allows you to edit the GMR or PMR selection (i.e., checking or clearing **Provided** check boxes), if necessary.
    - The **M&IE Amount** field displays the government meal rate (GMR) amount plus the incidental amount for the date when the **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes are <u>all</u> checked. The **Notes** field is also updated to read *GMR*.
    - The **No Incidentals** check box is cleared and disabled.
    - The **M&IE Amount** field displays the proportional meal rate (PMR) plus the incidental amount for the specific date when one or more of the **Provided** check boxes is not checked. The **Notes** field is also updated to read *PMR*.
    - The *Reduced Incidental Amount* text displays the incidental rate for the trip site. If a reduced amount was entered via the Reduced Incidental Amount window from the authorization, that amount displays to the right of the *Reduced Incidental Amount* text and will be considered when validating M&IE. You will not, however, be able to modify the incidental amount from the voucher; you will need to amend the authorization to make a change to the reduced incidental per diem rate.
- [JTR] If the reimbursement type for one or more days was *Occasional Meals*, click the **Edit Actual Meals/Occasional Meals** link to display the Edit Actual Meals and Incidentals/Occasional Meals window, which allows you to specify the itemized meal values.
- You cannot delete M&IE as you would a miscellaneous (i.e., transportation or other) expense. You can, however, make selections or changes to effectively remove M&IE from the appropriate days.
    - If a meal was provided on a specific date, select the appropriate check box (e.g., **Breakfast Provided**). E2 automatically adjusts the meal expense amount(s) to reflect the provided meal(s) when the data is saved.
    - If you were not entitled to incidental expenses for a particular day, select the corresponding **No Incidentals** check box. E2 automatically adjusts the incidental expense amount to reflect this selection when the data is saved.
    - If a travel date was an official day off, select the corresponding **Official Day Off** check box. All estimated M&IE for that day changes to 0.00 when the data is saved. (This selection impacts all types of expenses for the date.)
- Review the method of reimbursement and, if needed, select the appropriate method from the **Pay To** drop-down list. (The options available to you are controlled by your agency's travel policy.) If your agency requires M&IE to be reimbursed directly to you (i.e., Pay to Traveler), you may be allowed to redirect all or part of that reimbursement to your travel charge card (TCC). This reduces the reimbursement made to you and increases the

reimbursements made to your TCC. Look for the **Override Pay To** link in the Other Actions section.

- Review the Notes column for any notes associated with each day's expenses.
    - If a level 2 or above variable per diem rate was applied to the M&IE for a day, the Notes column displays *Variable X/Variable Y* (where *X* and *Y* are the percentages applied to the meals and incidental amounts).
    - If a long-term travel percentage for a particular day was overridden on the authorization, the Notes column displays the appropriate *Variable* percentages, as well as an *Overridden* comment.
    - If a grace period has been applied to a day, *Grace Period* displays in the Notes column and the variable percentages do not display.
- If the **Reimbursement Type** field for at least one day is set to *Actual*, the *Actual Reimbursement Maximum* text, including the percentage by which actual meals and incidental expenses can exceed the per diem amount, displays at the bottom of the window. If a new maximum percentage was entered for the trip via the Actual Reimbursement Maximum window, that percentage displays to the right of the *Actual Reimbursement Maximum* text and will be considered when validating actual meals and incidental expenses. You will not, however, be able to modify that percentage from the voucher; you will need to amend the authorization to make a change to the maximum percentage allowed.

3. Click the **Save and Close** button to save your changes and return to the Voucher Expenses page.

### 6.2.1 Per Diem for JTR Travelers [JTR]

***NOTE**: This section is only applicable to JTR travelers*.

When the **Reimbursement Type** field is set to *Per Diem* for a particular day, the Meals and Incidental Expenses window behaves differently for a voucher created for a JTR traveler (than it does for a voucher created for an FTR traveler) to ensure the corresponding M&IE amount is set to the proper entitlement.

- There is no link for the value in the **M&IE Amount** field.
- If none of the **Provided** check boxes are checked and the **No Incidentals** check box is also not checked, the **M&IE Amount** field is set to the appropriate per diem amount for the trip site and day.
- If you check one or two of the **Provided** check boxes but the **No Incidentals** check box is not checked, the **M&IE Amount** field is set to the proportional meal rate (PMR) plus the incidental per diem rate and *PMR* displays in the **Notes** field.
- If you check one or two of the **Provided** check boxes and the **No Incidentals** check box is also checked, the **M&IE Amount** field is set to the PMR and *PMR* displays in the **Notes** field.
- If you check all three of the **Provided** check boxes but the **No Incidentals** check box is not checked, the **M&IE Amount** field is set to the incidental per diem rate and *EUM* displays in the **Notes** field.
- If you check all three of the **Provided** check boxes and the **No Incidentals** check box is also checked, the **M&IE Amount** field is set to 0.00.

### 6.2.2 Edit Actual Meals | Edit Actual Meals/Occasional Meals [JTR] Link

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

If the reimbursement type for one or more displayed dates is *Actual*, click the **Edit Actual Meals** link to displays the Edit Actual Meals window. This window allows you to add or change actual expenses, as well as select the entity to be repaid for each meal.

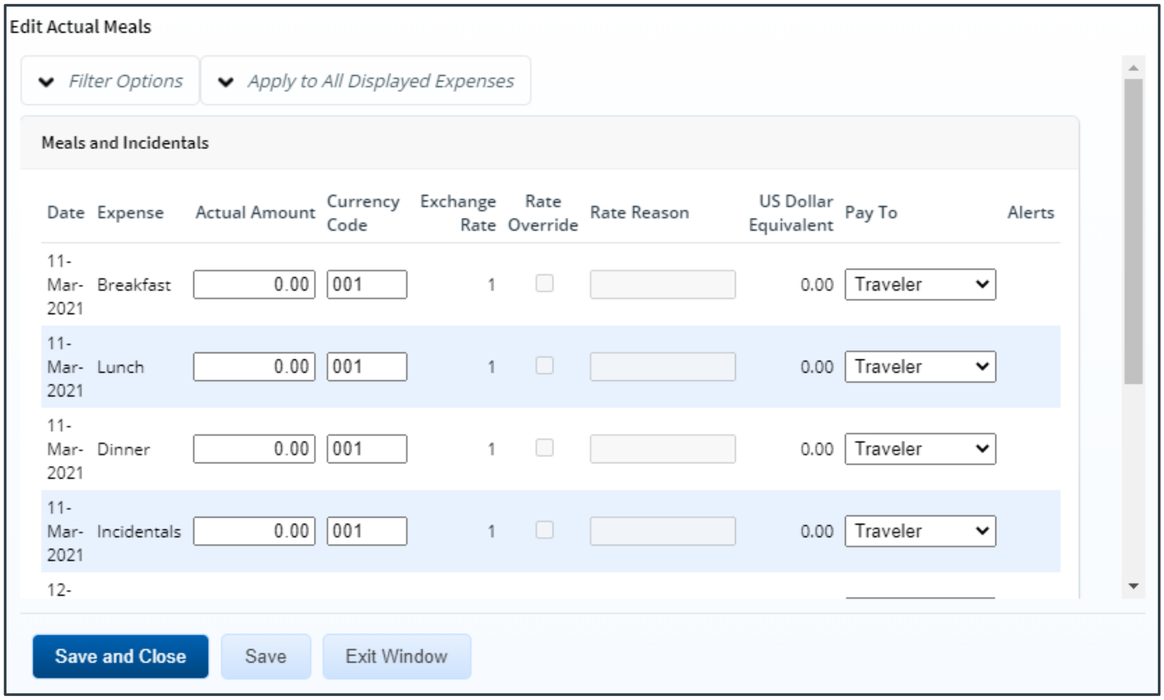



*Figure 16: Edit Actual Meals window*

Complete the following steps.

1. Enter the amount for each meal in the **Actual Amount** field.
2. Review and, if needed, select the appropriate method of reimbursement from the **Pay To** drop-down list.
3. Click the **Save and Close** button to save your entries, close the window, and return to the Meals and Incidental Expenses window.

### *6.2.2.1 JTR Functionality*

For JTR travelers, the **Edit Actual Meals/Occasional Meals** link displays in the voucher's Meals and Incidental Expenses window if the reimbursement type for one or more displayed dates is *Actual* or *Occasional Meals*. Clicking this link displays the Edit Actual Meals and Incidentals/Occasional Meals window, which allows you to specify itemized meal values for breakfast, lunch, and/or dinner. (Incidental expenses cannot be itemized for occasional meals.)

Complete the steps as listed above for the Edit Actual Meals window.

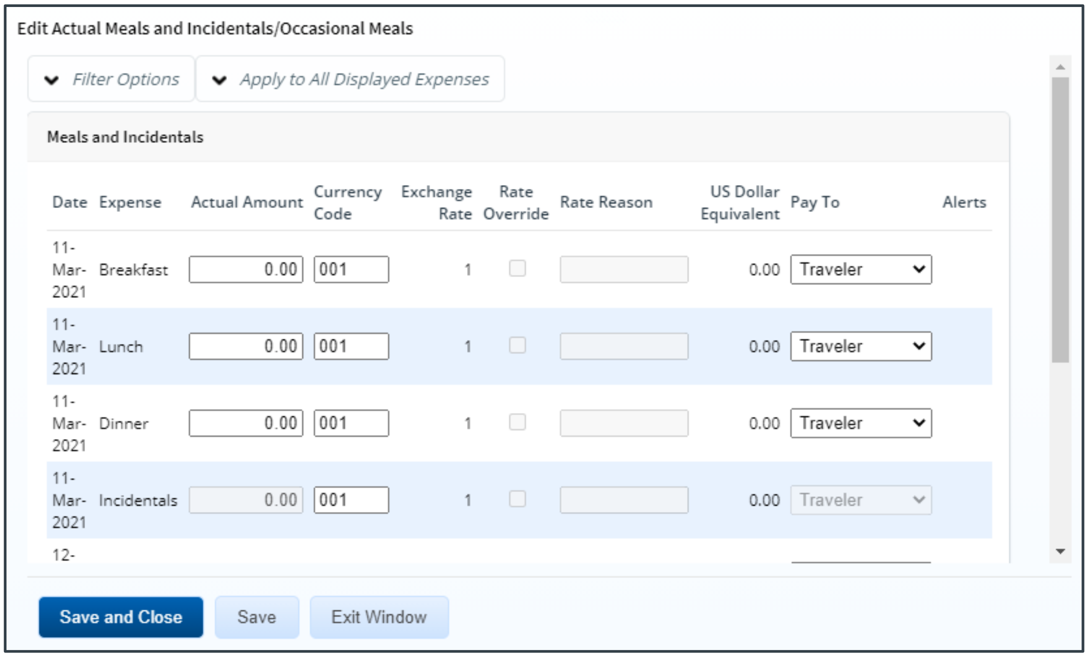



*Figure 17: Edit Actual Meals and Incidentals/Occasional Meals window*

## 6.3 Other Expenses

Certain other expenses, such as airfare and rail, are typically carried over to the voucher from the authorization. Other estimated expenses may also appear on the voucher.

***TIP****: If you submitted a pre-trip voucher, you may need to adjust the expenses carried over from the authorization to reflect amounts already paid*.

Complete the following steps to review and modify these other estimated expenses.

1. On the Expenses page, click the **Modify** link for the expense you want to review or update. This displays the Edit Expense window, with the **Detail** tab selected by default.

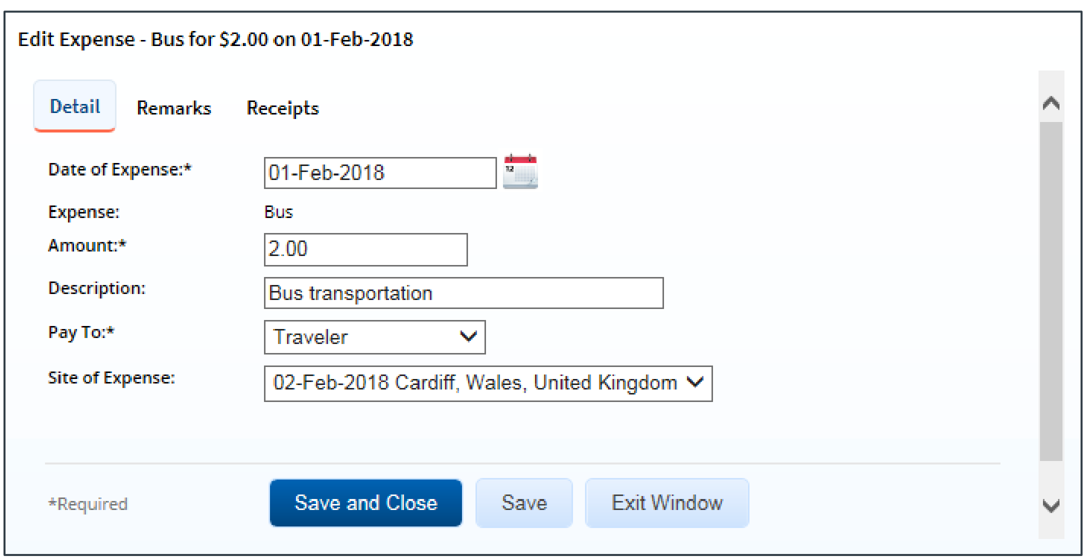



*Figure 18: Edit Expense — Detail tab*

2. Review and update any of the available fields, including the method of reimbursement in the **Pay To** drop-down list.
3. Click **Save** to save your changes. (If you do not need to add a remark or attach a receipt, click **Save and Close**.)
4. If necessary, add a remark to the expense.
   a. Click the **Remarks** tab.

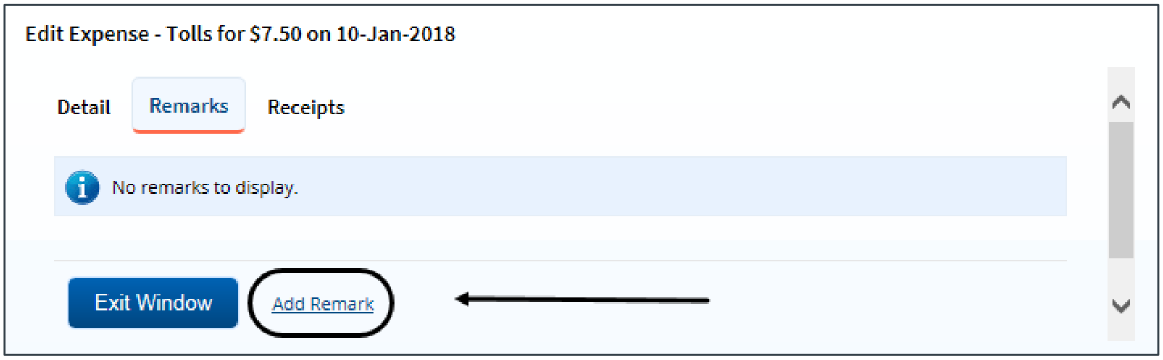



*Figure 19: Edit Expense — Remarks tab, Add Remark link*

   b. Click the **Add Remark** link.

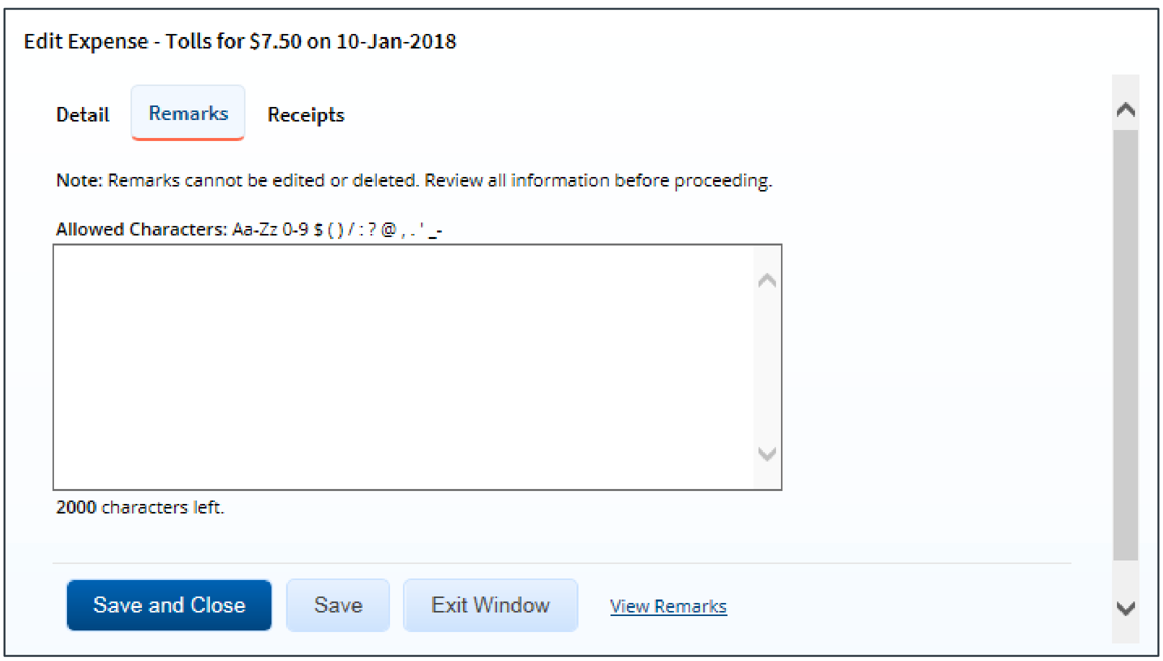



*Figure 20: Edit Expense — Remarks tab, Add a Remark*

   c. Enter your remarks in the text box 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*.

   d. Click **Save** to save your changes. (If you do not need to attach a receipt, click **Save and Close**.)
5. If necessary, attach a receipt or other document to the expense.
   a. Click the **Receipts** tab.

*__TIP__: If you have paper receipts, you can [attach them to the document via fax](). You cannot attach a receipt to an expense via fax.*

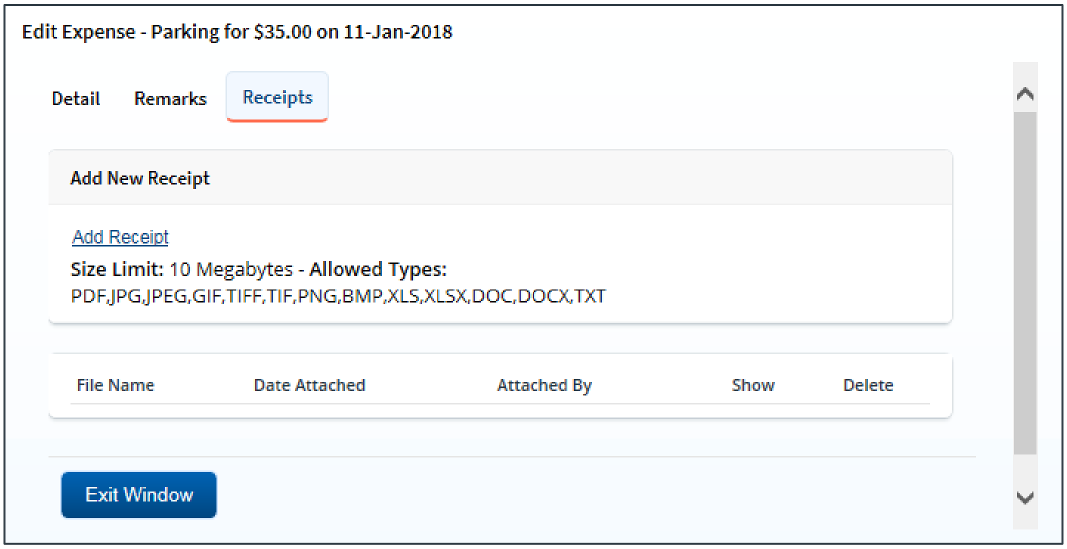



***Figure 21: Edit Expense — Receipts tab***

b. Click the **Add Receipt** link. This displays your computer's standard Choose file window.
c. Select the PDF file to attach to the expense.
d. Click **Open**. A success message displays on the **Receipts** tab when the document is successfully attached to the expense, and the new document displays in the list on the tab.

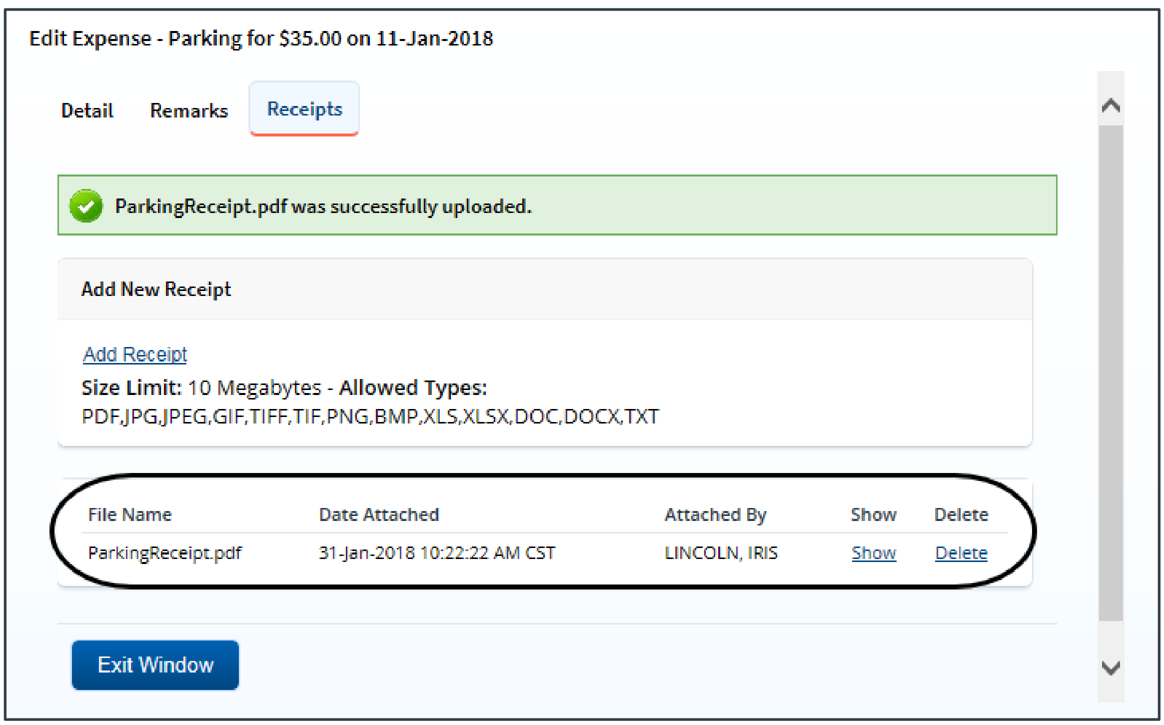



***Figure 22: Edit Expense — Receipts tab, Attached Receipt***

e. Click the **Show** link to view the document.

*__TIP__: If this is not the document you want to attach to the expense, click __Delete__ to remove it. You are able to delete attached receipts at any time prior to the voucher's final approval, as long as you have edit privileges for the document. Adding and deleting receipts will add entries to the Trip History file*.

6. Click **Exit Window** to close the Edit Expense window.

### 6.3.1 Long-Term Taxable Travel Expenses

If the long-term taxable travel feature is enabled for your office or workgroup and the trip qualifies (based on date changes made on the Voucher Site Details page or because long-term taxable travel was applicable on the authorization), E2 determines whether an expense for the Withholding Tax Allowance should be added to the voucher.

***NOTE**: While the Employer FICA and Employer Medicare taxes for long-term taxable travel are included on the authorization as estimated expenses, they are not added to the trip's vouchers as they are not paid to the traveler.*

The Withholding Tax Allowance expense is added to the voucher if the Withholding Tax Allowance (WTA) expense type is enabled for the trip's major customer, and the **Withholding Tax Allowance (WTA)** field in your E2 Solutions profile is set to *Yes*. The amount is calculated by multiplying the government WTA rate (based on the tax effective date) by the sum of the voucher's expenses (excluding any expense with a date less than the tax effective date). The Withholding Tax Allowance expense is added to the voucher with the **Pay To** field set to *Agency Billed*.

You cannot modify the Withholding Tax Allowance expense, but it will be updated as the other expenses on the voucher (i.e., lodging, M&IE, T&O) are updated. If modifications are made to the trip that result in long-term taxable travel no longer being applicable, the Withholding Tax Allowance expense will be automatically removed from the voucher.

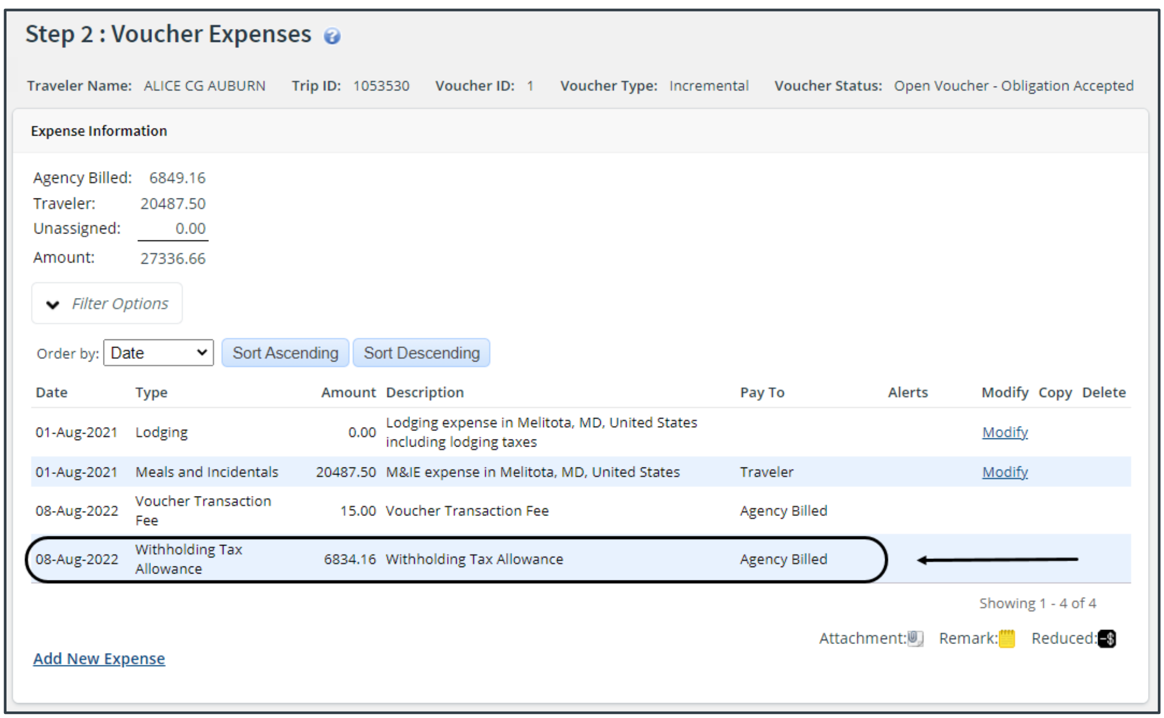



***Figure 23: Voucher Expenses — Withholding Tax Allowance Expense***

## *6.4 Add New Expenses*

If you need to claim an estimated expense that was not carried over from the authorization, or if you had an unexpected travel expense, you can add the expense to the voucher.

Complete the following steps.

1. Click the **Add New Expense** link on the voucher's Expenses page. This displays the Add New Expense window.

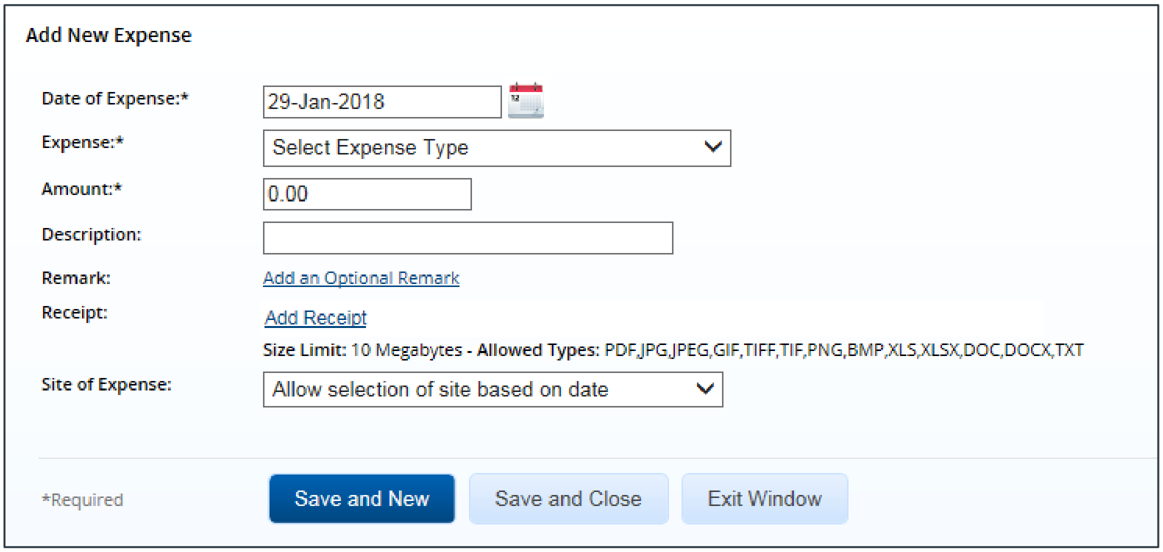



*Figure 24: Voucher — Add New Expense window*

2. Enter the date the expense was incurred in the **Date of Expense** field, or click the calendar icon to select the date from the drop-down calendar.
3. Select the expense type from the **Expense** drop-down list. The window refreshes to show you the fields that are available for that expense type.

   ***TIP****: If you do not see the necessary expense type for your trip, contact your manager or other agency personnel for assistance.*

4. Complete the required information.
5. If necessary, click the **Add an Optional Remark** link to add a comment to the expense. Enter your remark in the text field.
6. If necessary, click the **Add Receipt** link to attach a receipt or other documentation to the expense. Select the PDF file when the Choose file window displays.
7. Select the location where the expense was incurred from the **Site of Expense** drop-down list. By default, E2 selects the site based on the date of the expense.
8. Select from the following options to continue:
   - Click **Save and New** to save your entries, refresh the window, and enter a new expense, repeating steps 2–7.
   - Click **Save and Close** to save your entries and close the Add New Expense window.

### 6.4.1 Private Transportation

Different fields appear in the Add New Expense and Edit Expense windows when you choose to add or edit a privately owned vehicle (POV) expense using the *Private Auto Mileage* or *Private Motorcycle Mileage* option in the **Expense** drop-down list.

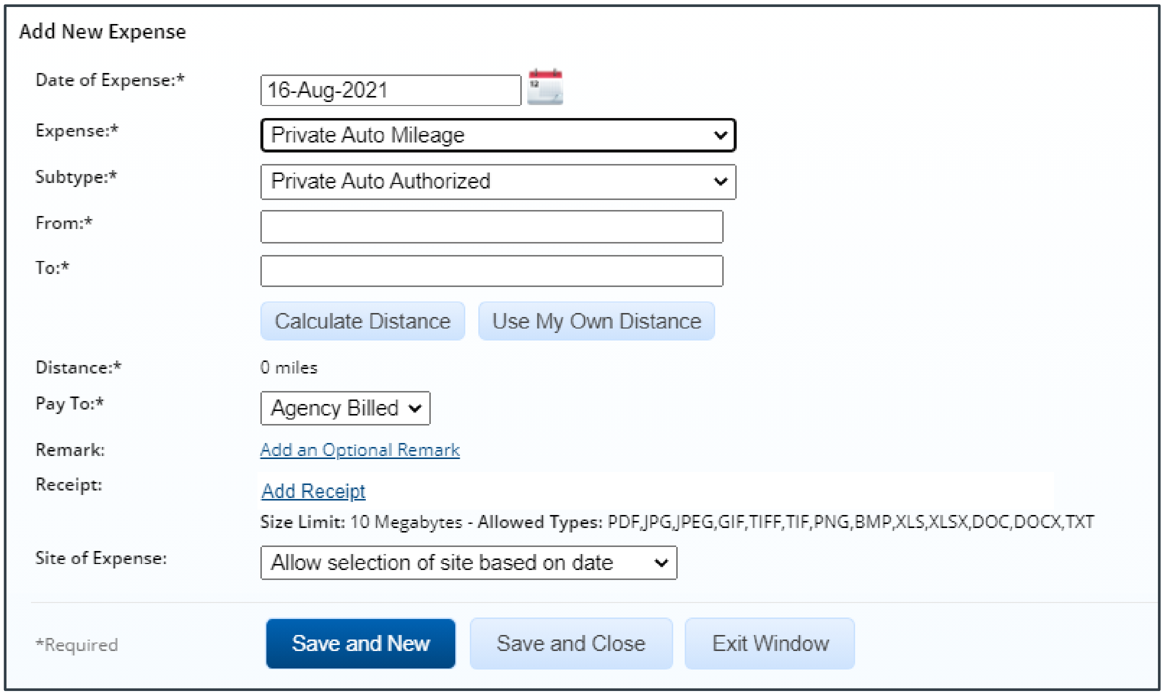



*Figure 25: Add New Expense — Private Auto Mileage expense*

### *6.4.1.1 Add a Private Transportation Expense*

After the *Private Auto Mileage* or *Private Motorcycle Mileage* option has been selected from the **Expense** drop-down list in the Add New Expense window, complete the following steps to add this type of expense to the authorization.

1. If you selected *Private Auto Mileage*, select the appropriate subtype (i.e., *Government Auto Available* or *Private Auto Authorized*) from the **Subtype** drop-down list. The option selected in this field determines the mileage rate used for the expense.
2. Enter the starting location for the expense in the **From** field. You may enter a full address, street address, city, state or province, country, or zip or postal code.
3. Enter the destination location for the expense in the **To** field. You may enter a full address, street address, city, state or province, country, or zip or postal code.

   ***TIP**: You may enter a minimum of three characters in the **From** and **To** fields, but E2 recommends you be as specific as possible with your entries to ensure the correct locations are included in the distance calculation.*

4. Click the **Calculate Distance** button. The system automatically calculates the distance between your two locations and displays the result, as well as the calculated expense amount (i.e., distance multiplied by mileage rate), in the **Distance** field.

   ***NOTE**: Currently, E2 will only calculate the distance in miles. If you need to enter your distance in kilometers, it is recommended you use the "Use My Own Distance" option instead.*

5. Save your entries.

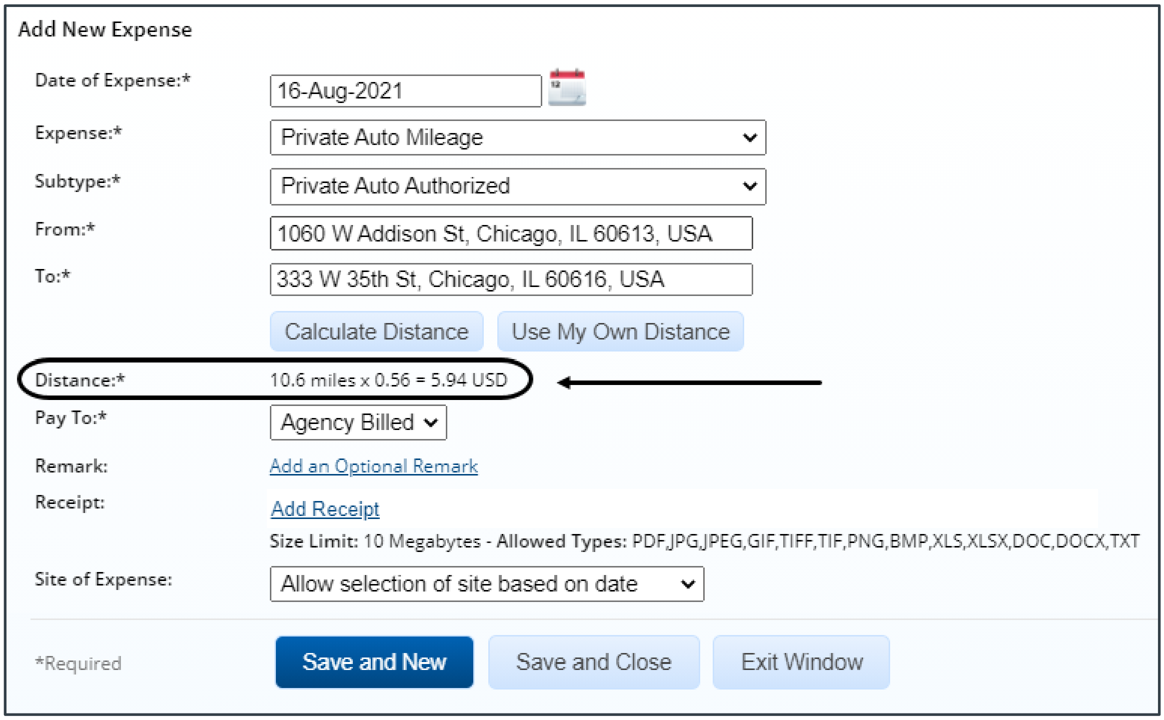



***Figure 26: Add New Expense — Private Auto Mileage, Calculated distance and amount***

### ***6.4.1.2 Edit a Private Transportation Expense***

The Edit Expense window displays when you choose to modify a *Private Auto Mileage* or *Private Motorcycle Mileage* expense.

- If you enter a new location in the **From** and/or **To** field(s), click the **Calculate Distance** button to recalculate the distance and expense amount.
- For a *Private Auto Mileage* expense, if you change the selection in the **Subtype** field, the window automatically recalculates the expense amount with the appropriate mileage rate.
- Be sure to save your modifications to update the expense and the voucher.

### ***6.4.1.3 Manually Enter Mileage***

If necessary, you can choose to manually enter your mileage for a *Private Auto Mileage* or *Private Motorcycle Mileage* expense in both the Add New Expense and Edit Expense windows. Complete the following steps.

1. Enter your starting and destination locations in the **From** and **To** fields.
2. Click the **Use My Own Distance** button. This adds the **Distance** and **Distance Reason** fields to the window.
3. Enter the distance between the locations in the **Distance** field.

   ***NOTE****: If you are editing an expense or you previously clicked the* ***Calculate Distance*** *button before clicking the* ***Use My Own Distance*** *button, the* ***Distance*** *field automatically populates with the calculated distance. You can leave this value in the field or overwrite it with a new distance value.*

4. Select the correct distance unit (i.e., *Kilometers* or *Miles*) from the **Distance** drop-down list.

5. In the **Distance Reason** field, enter up to 100 characters for the reason you chose not to use a system-calculated distance and clicked the **Use My Own Distance** button.
6. Save your entries.

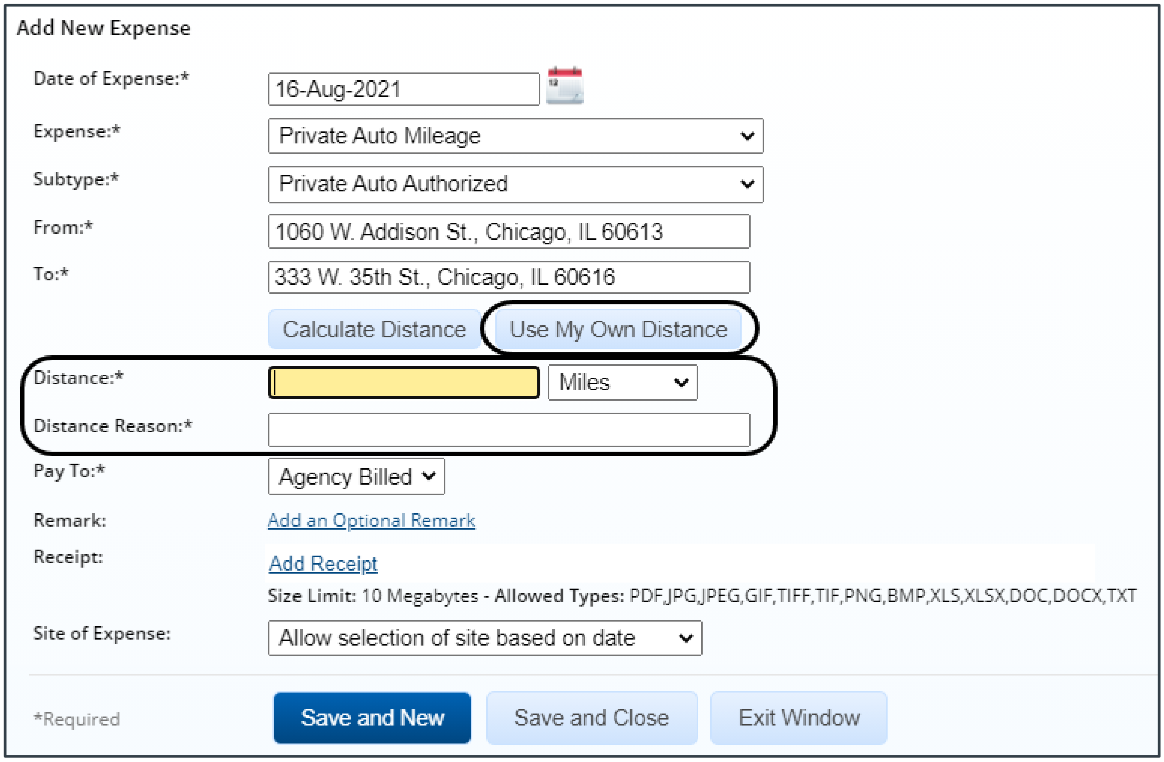



*Figure 27: Add New Expense — "Use My Own Expense" button & fields*

### 6.4.1.4 *Private Plane Mileage*

While many of the fields for the private transportation expense types are the same, the **Calculate Distance** and **Use My Own Distance** buttons do not display in the Add New Expense or Edit Expense window when *Private Plane Mileage* is selected from the **Expense** drop-down list.

The windows function much the same as they do when the **Use My Own Distance** button is clicked for the *Private Auto Mileage* or *Private Motorcycle Mileage* expense type — you will need to manually enter the distance flown between the “from” and “to” locations in the **Distance** field, and then select the appropriate distance unit (i.e., *Kilometers* or *Miles*) from the drop-down list.

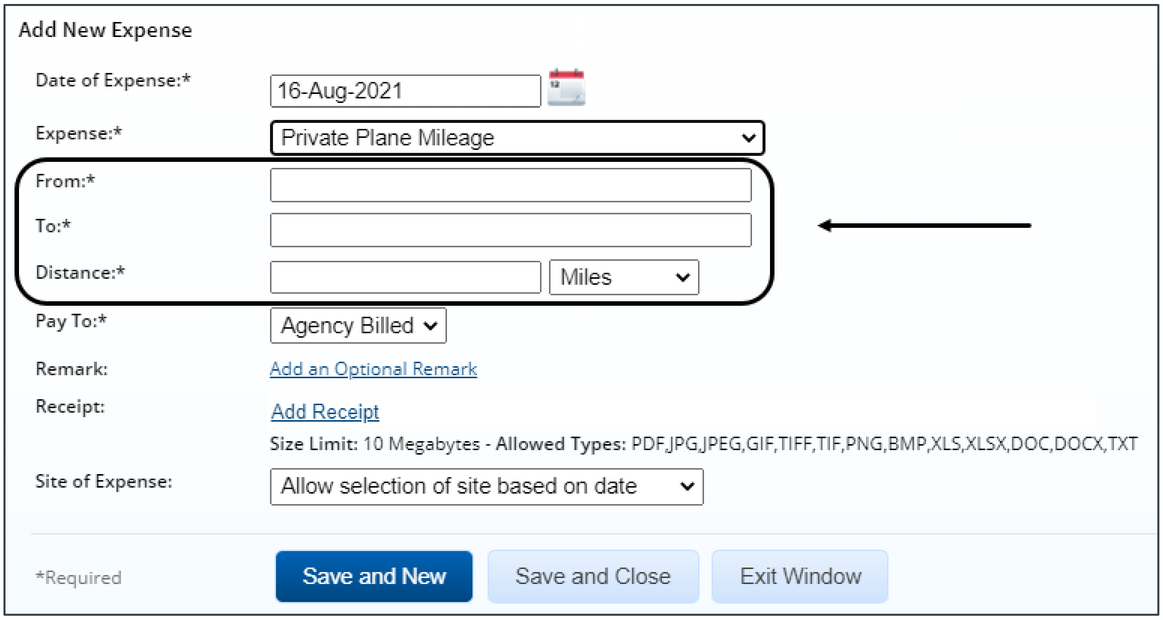



*Figure 28: Add New Expense — Private Plane Mileage fields*

### 6.4.2 Currency Calculator

Unless you are allowed to enter expenses in local currency, all expenses must be entered in U.S. dollars. If your trip includes international destinations, a **Currency Calculator** link displays in the Extras section.

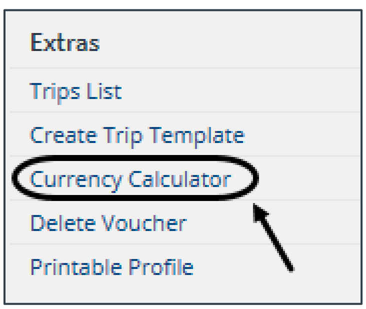



*Figure 29: Voucher Extras — Currency Calculator link*

Save any input, and then click this link to open the OANDA currency converter in a new browser tab or window. This site allows you to convert any expenses that you may have incurred in a foreign currency to the U.S. dollar equivalent before adding the new expense.

## *6.5 Copy an Expense*

If you incurred the same expense on several different days, you can simplify the task of adding each expense to the voucher by adding the expense for one day, and then copying that expense to other days.

Complete the following steps.

1. On the voucher's Expenses page, click the **Copy** link for the expense you want to copy. This displays the Copy Expense window.

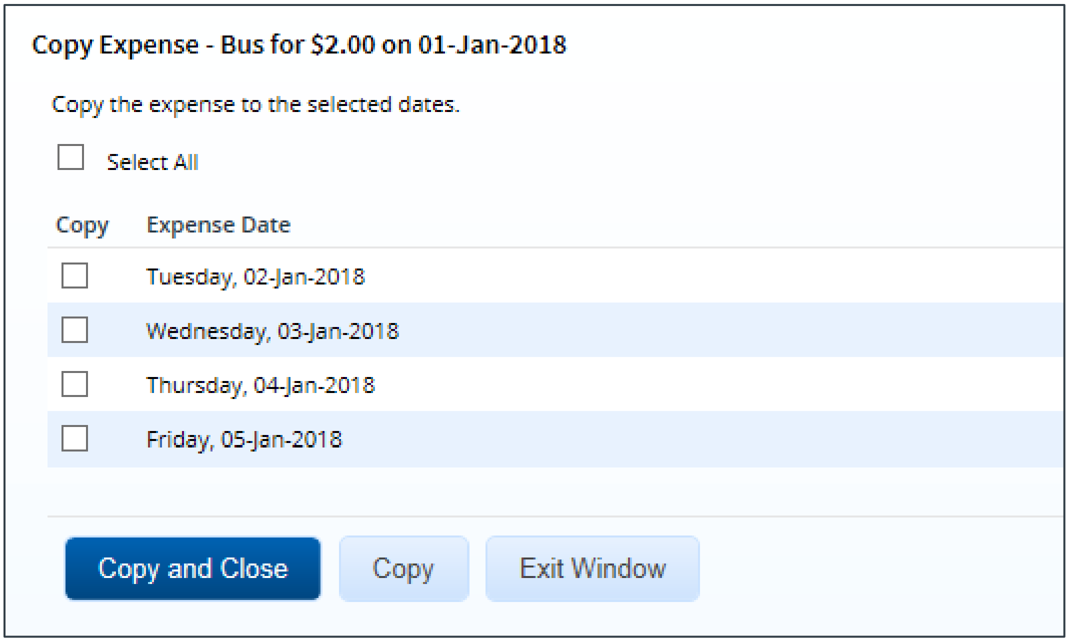



*Figure 30: Copy Expense window*

2. Select the **Copy** check box for each day to which you want to copy the expense.
   - You can copy an expense to one or more other voucher dates.
   - Select the **Select All** check box to copy the expense to all other dates covered by the voucher.
3. Click **Copy and Close** to copy the expense to the selected dates and close the Copy Expense window. The new expenses are displayed in the Expenses list.

   ***TIP****: Click the* ***Modify*** *link to make changes to the new expense.*

## 6.6 Delete an Expense

Click a **Delete** link to delete the corresponding expense. The expense is automatically removed from the voucher.

***WARNING****: You are* ***NOT*** *prompted to confirm your action. If you delete an expense in error, you must re-add it to the voucher as a new expense*.

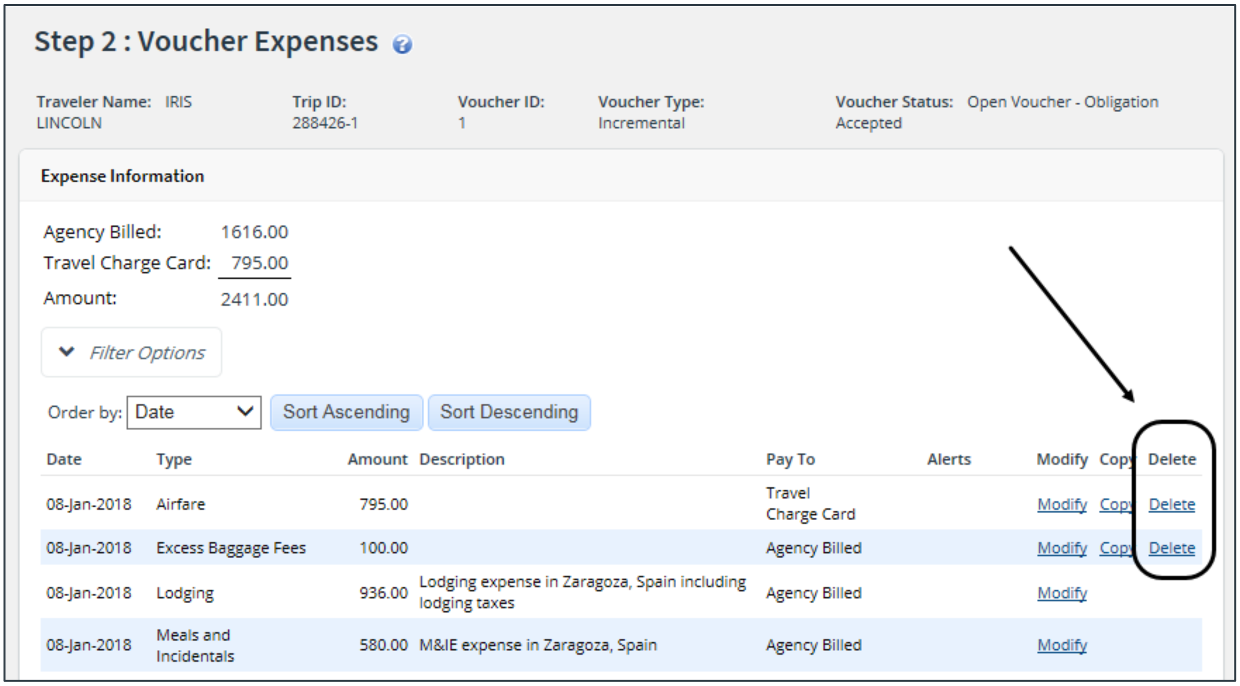



***Figure 31: Voucher Expenses — Delete link***

## *6.7 Enter Expenses in Local Currency*

Expenses are typically entered in U.S. dollars. If, however, your trip includes a site that is outside of the United States, and you are allowed to report expenses in local currency, additional fields are available to you when completing the voucher's Expenses workflow step.

You can enter the following expenses in local currency:

- Lodging
- Actual meals
- Other expenses (including transportation expenses)

***NOTE**: Privately owned vehicle expenses (POV) are always calculated in U.S. dollars*.

### 6.7.1 Local Currency Lodging Expenses

Complete the following steps to enter or update a trip's lodging expenses to local currency.

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

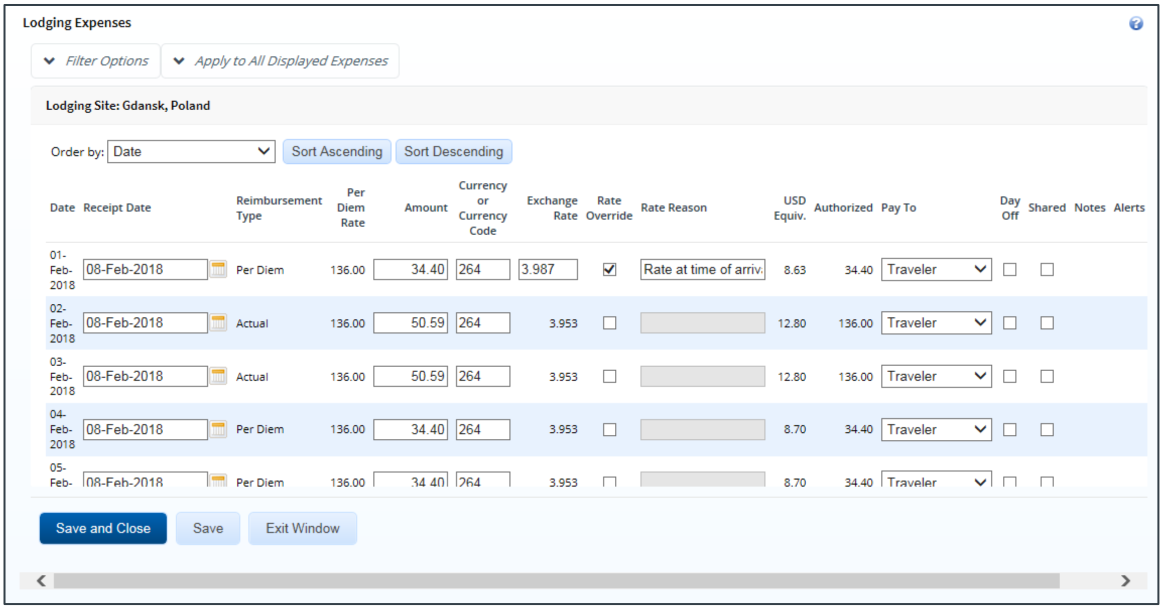



*Figure 32: Lodging Expenses — Local Currency Expense Fields*

2. Enter the receipt date in the **Receipt Date** field, or click the calendar icon to select a date from the drop-down calendar.
3. Enter or update the expense amount in the **Amount** field.
4. In the **Currency or Currency Code** field, enter the first few characters of the currency or country name (or the first part of the currency code), pause, and then select the appropriate currency from the drop-down list.
5. The **Exchange Rate** field for the expense is automatically updated when a currency code is selected. If you need to enter a specific exchange rate, you can override the agency's approved exchange rate.
    a. Select the **Rate Override** check box.
    b. Enter the rate in the **Exchange Rate** field.
    c. Enter an explanation as to why you are overriding the approved exchange rate in the **Rate Reason** field.
6. Review the selection in the **Pay To** drop-down list, and update if needed.
7. Repeat steps 2–6 until you have entered or updated all expenses.
8. Click **Save and Close** to save your changes and close the Lodging Expenses window.

#### *6.7.1.1 Apply to All Displayed Expenses*

Complete the following steps to enter or update <u>all</u> lodging expenses to a local currency.

1. Click the **Modify** link for the lodging expense on the Expenses page. This displays the Lodging Expenses window.
2. Click the **Apply to All Displayed Expenses** tab to expand that section.

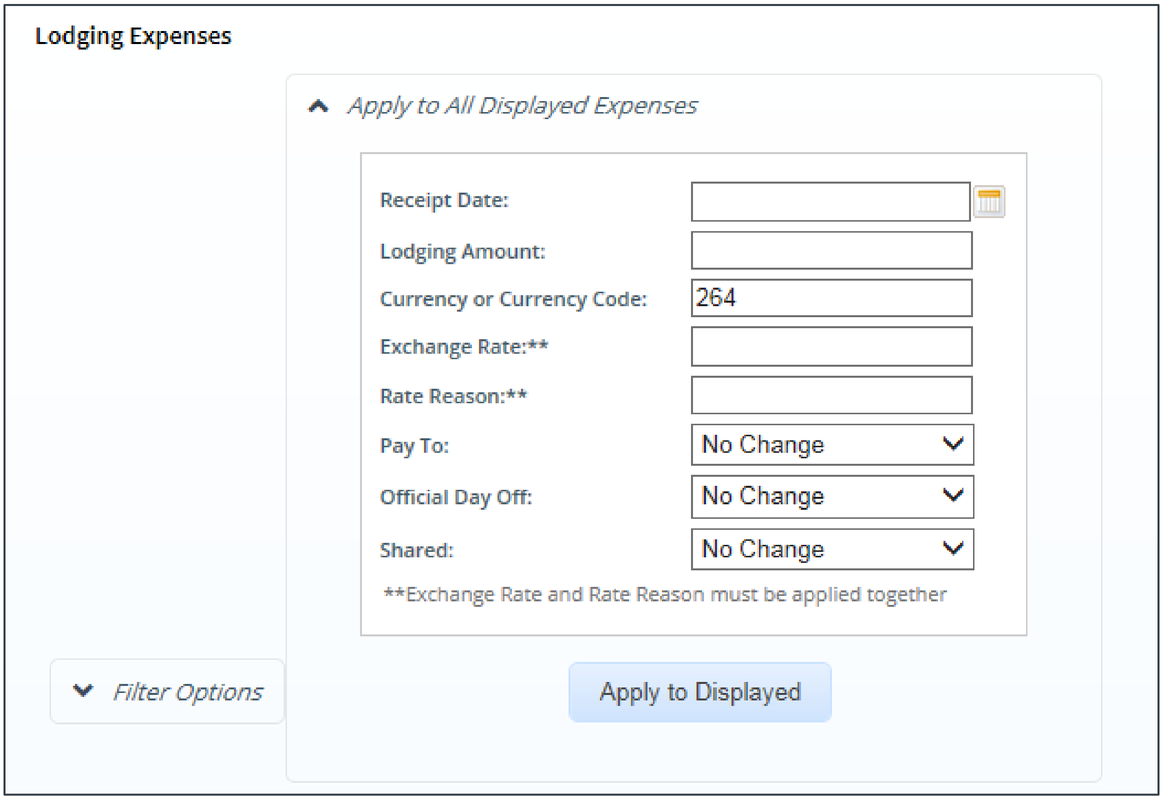



*Figure 33: Lodging Expenses — Apply to All Displayed Expenses section, including Currency fields*

3. Enter or select the information to be applied to all displayed expenses. All fields are optional.
   a. Enter the receipt date in the **Receipt Date** field, or click the calendar icon to select a date from the drop-down calendar.
   b. Enter the lodging amount in the **Lodging Amount** field. Leaving the field blank will leave the current lodging amount for each displayed date unchanged.
   c. In the **Currency or Currency Code** field, enter the first few characters of the currency or country name (or the first part of the currency code), pause, and then select the currency from the drop-down list.
   d. To override the agency's approved exchange rate, enter the requested rate in the **Exchange Rate** field.
   e. If you entered a value in the **Exchange Rate** field, enter an explanation as to why you are overriding the approved exchange rate in the **Rate Reason** field.
   f. Make any other selections as needed.
4. Click **Apply to Displayed** to apply your changes.

### 6.7.2 Local Currency Meals and Incidental Expenses

You can only enter or update individual meal and incidental expenses if the reimbursement type is *Actual*. Complete the following steps.

1. Click the **Modify** link for the meal expense. This displays the Meals and Incidental Expenses window.
2. If necessary, select the site for which you are updating expenses from the **Site** drop-down list.
3. Click the **Edit Actual Meals** link. This displays the Edit Actual Meals window.

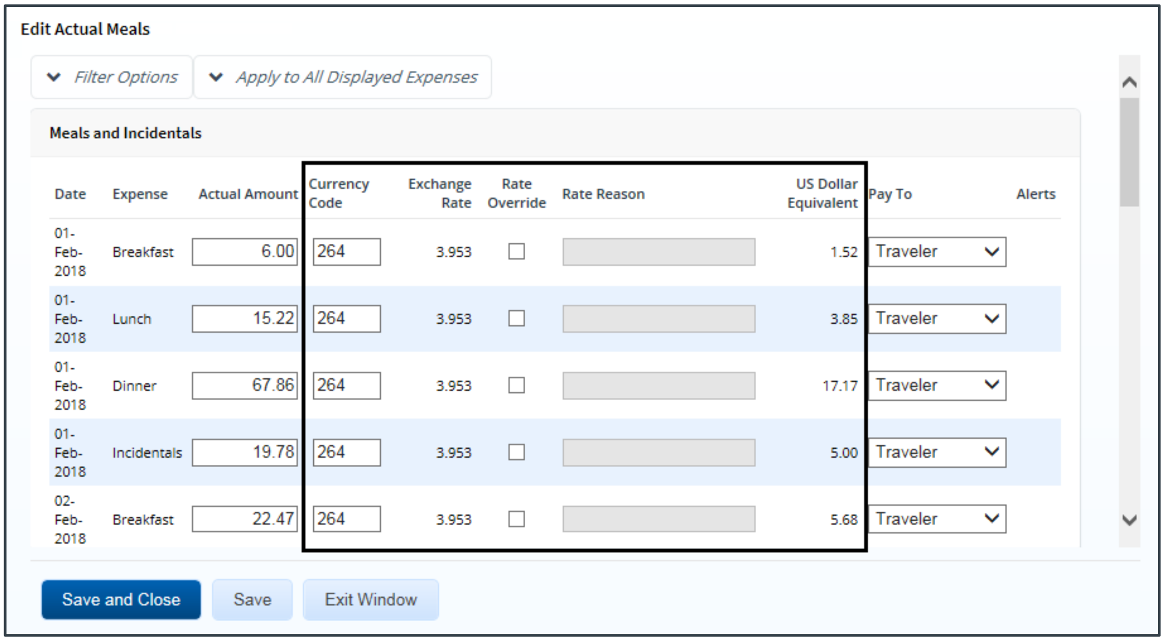



*Figure 34: Edit Actual Meals — Foreign Currency fields*

4. Enter or update the expense amount in the **Actual Amount** field.
5. In the **Currency Code** field, enter the first few characters of the currency or country name (or the first part of the currency code), pause, and then select the appropriate currency from the drop-down list.
6. The **Exchange Rate** field for the expense is automatically updated when a currency code is selected. If you need to enter a specific exchange rate, you can override the agency's approved exchange rate.
   a. Select the **Rate Override** check box.
   b. Enter the rate in the **Exchange Rate** field.
   c. Enter an explanation as to why you are overriding the approved exchange rate in the **Rate Reason** field.
7. Review the selection in the **Pay To** drop-down list, and update if needed.
8. Repeat steps 4–7 until you have entered or updated all expenses.
9. Click **Save and Close** to save your changes and close the Enter All Actual Meals and Incidentals window.
10. Repeat steps 2–9 until you have updated actual M&IE for all sites.
11. Click **Save and Close** to close the Meals and Incidental Expenses window.

### 6.7.3 Local Currency Other Expenses

Complete the following steps to add or update other expenses in the local currency.

1. Click the **Add New Expense** link to open the Add New Expense window, or click the **Modify** link to open the Edit Expense window.

   ***TIP**: If you are adding a new expense, enter or select the expense date (**Date of Expense** field) and expense type (**Expense** field) to see all required fields.*

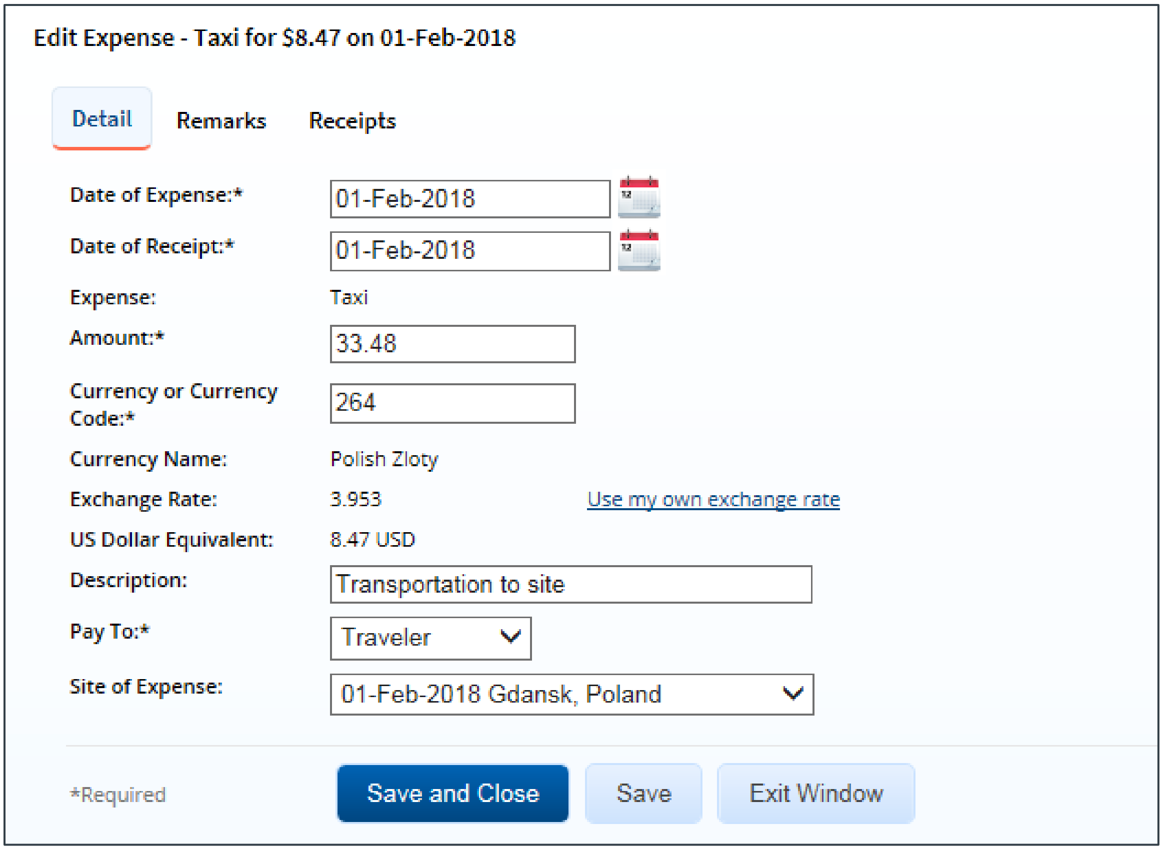



***Figure 35: Edit Expense — Local Currency Expense fields***

2. Enter the receipt date in the **Date of Receipt** field, or click the calendar icon to select a date from the drop-down calendar. The field defaults to the value in the **Date of Expense** field.
3. Enter the amount of the expense, in the local currency, in the **Amount** field.
4. In the **Currency or Currency Code** field, enter the first few characters of the currency or country name (or the first part of the currency code), pause, and then select the currency from the drop-down list.
5. The **Exchange Rate** field for the expense is automatically updated when a currency code is selected. If you need to enter a specific exchange rate, you can override the agency's approved exchange rate.
   a. Click the **Use my own exchange rate** link.

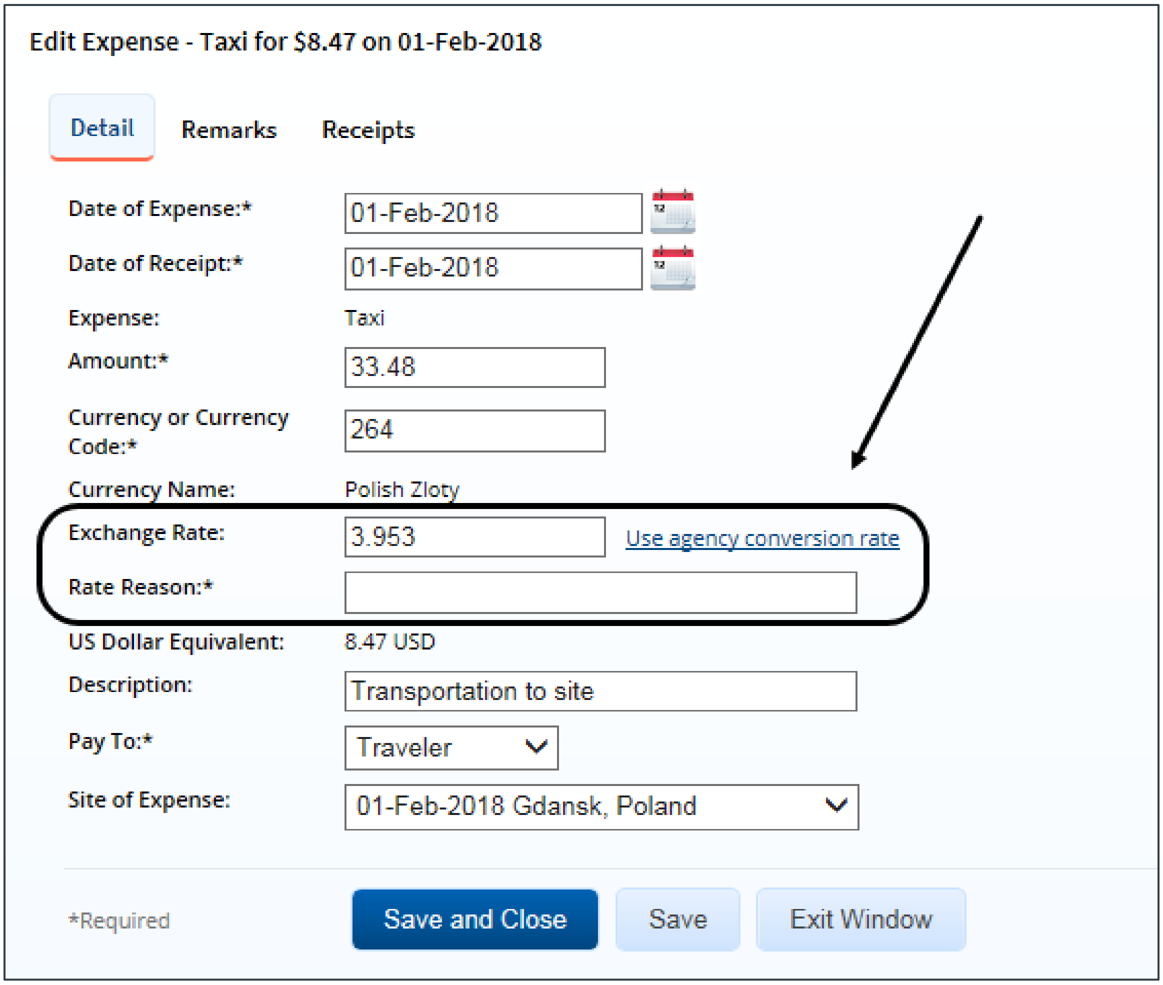



*Figure 36: Edit Expense — Exchange Rate and Rate Reason fields*

   b. Enter the rate in the **Exchange Rate** field.
   c. Enter an explanation as to why you are overriding the approved exchange rate in the **Rate Reason** field.
6. Review the selection in the **Pay To** drop-down list, and update if necessary.
7. Complete or update the remaining fields as needed.
8. Click **Save and Close**.

## 6.8 Select Travel Charge Card Transactions as Expenses

Expenses are typically mapped from the authorization estimates to the voucher, or are created during the voucher process. If your agency supports an automated travel charge card (TCC) process, though, you may be able to select travel charge card transactions that reflect your travel expenses.

If this feature is available to you, the **Add Credit Card Expense** link displays on the voucher's Expenses page. Click this link to view your TCC transaction list, and select transactions that reflect expenses specific to this voucher.

You can perform the following actions:

- Select a TCC transaction and add it as an expense to the voucher
- Modify an expense associated with a TCC transaction

- Split a TCC transaction as an expense over multiple days
- Split a TCC transaction into multiple expenses
- Add remarks and receipts to an expense associated with a TCC transaction
- Correct mistakes
- Remove a TCC transaction from the available transactions list
- Make changes to an expense associated with a TCC transaction from the Expenses page
- Delete an expense associated with a TCC transaction

## 6.8.1 Add a TCC Transaction as an Expense

Complete the following steps.

1. Click the **Add Credit Card Expense** link. This displays the Add Credit Card Expense window, which lists all of the TCC transactions that are currently available for assignment as an expense.

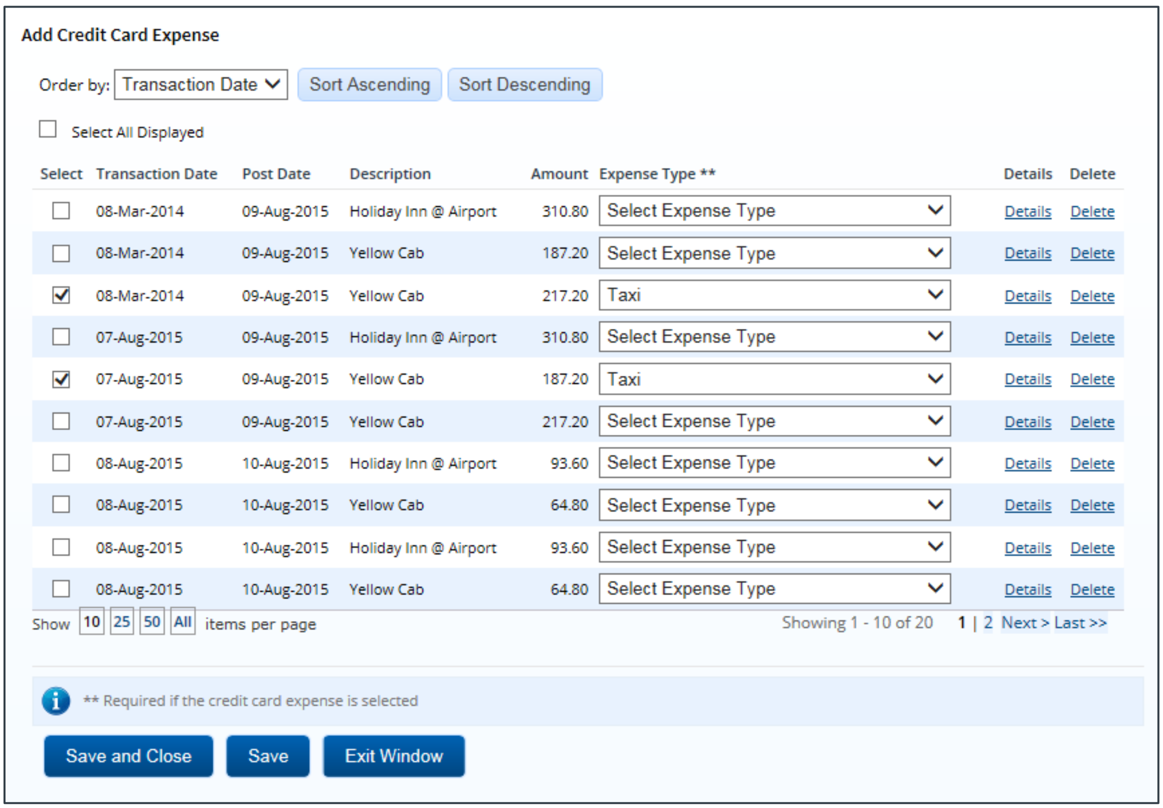



*Figure 37: Add Credit Card Expense window*

***TIP**: If you are looking for a recent transaction that does not appear on the list, try again later. Transactions are provided to E2 by the travel charge card vendor on a scheduled basis. You can always add the expense to the voucher manually without waiting for the transaction.*

2. Click the **Select** check box of the travel charge card transaction that you want to add to the voucher.
3. If necessary, select the appropriate expense type from the **Expense Type** drop-down list. The expense type that displays by default reflects a mapping established by your agency, if available.

4. Click **Details** to verify other expense details. This displays the Credit Card Expense Detail window.
    - To select a specific site for the expense, select the location from the **Site of Expense** drop-down list.

      ***TIP***: *This selection only displays if the Expense Split list includes an expense type other than lodging, lodging tax, or meals*.

    - Click **Modify** to change any of the expense details (e.g., date, expense type, entity to be reimbursed (Pay To), or amount).
    - Click **Split** to split the expense into a daily charge for multiple days.

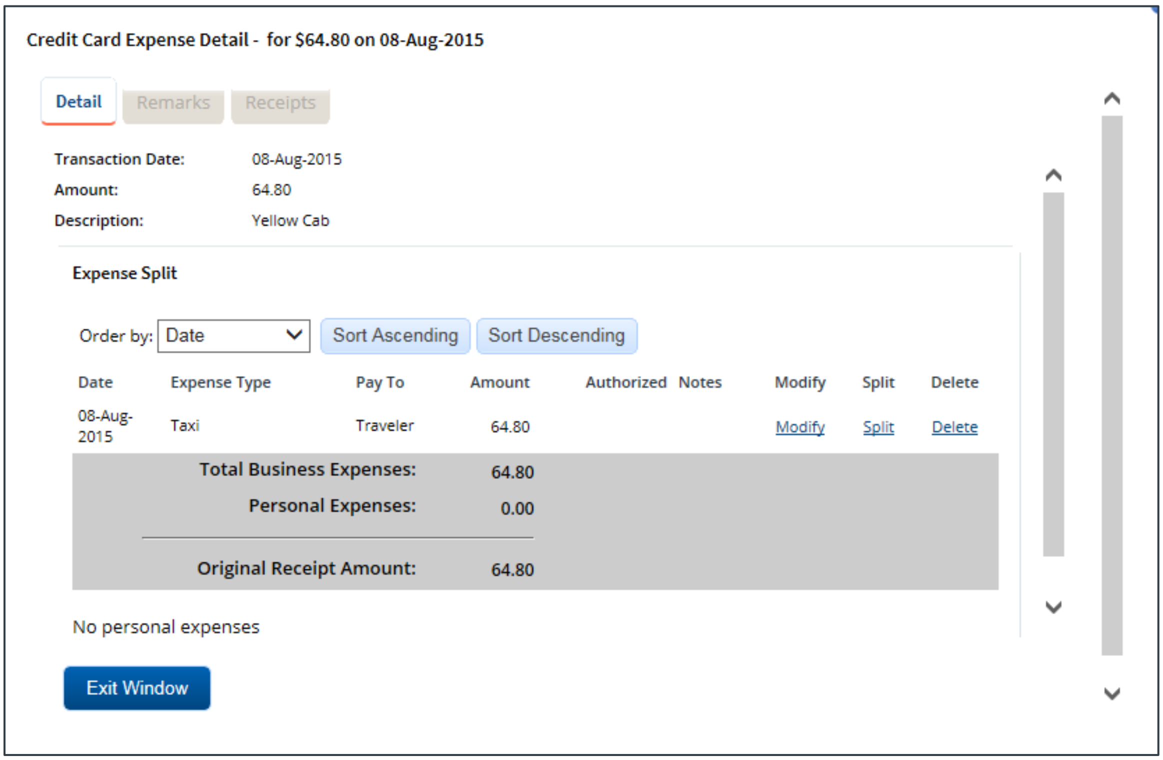



*Figure 38: Credit Card Expense Detail window*

5. Close the Credit Card Expense Detail window to return to the Add Credit Card Expense window.
    - If the Expense Split list includes only lodging, lodging tax, or meals expense types, click **Exit Window**.
    - If the Expense Split list includes any other expense types, click **Save and Close**.
6. Click **Save and Close** to close the Add Credit Card Expense window. The transaction is added to the list of expenses on the voucher's Expenses page. For transportation and other expenses, the credit card icon ( ) displays in the expense's Alerts column.

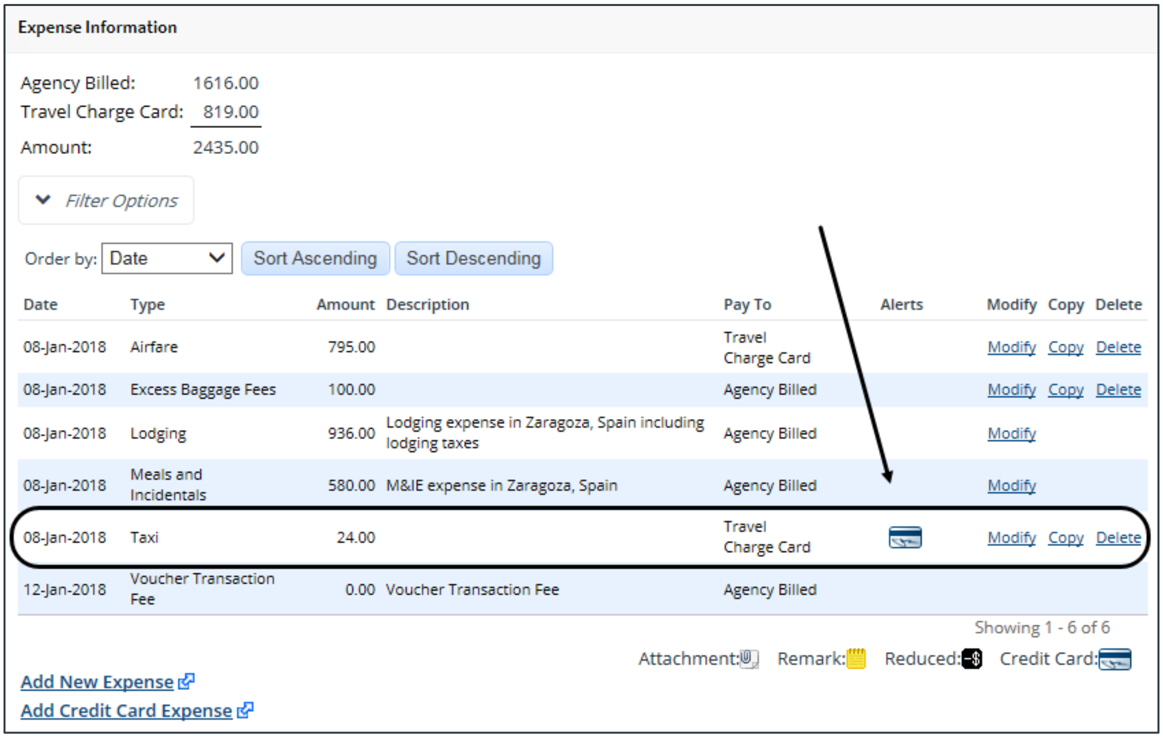



*Figure 39: Voucher Expenses — Credit Card icon*

## 6.8.2 Modify an Expense

When you select a transaction and add it as an expense, you can make changes before the expense is added to the voucher. For example, you can change the date of the expense or, if the transaction includes some non-reimbursable expense, reduce the amount of the transaction associated with the expense.

With the Credit Card Expense Detail window displayed, complete the following steps to modify expense detail.

1. Click the **Modify** link. This displays the Edit Daily Expense window.

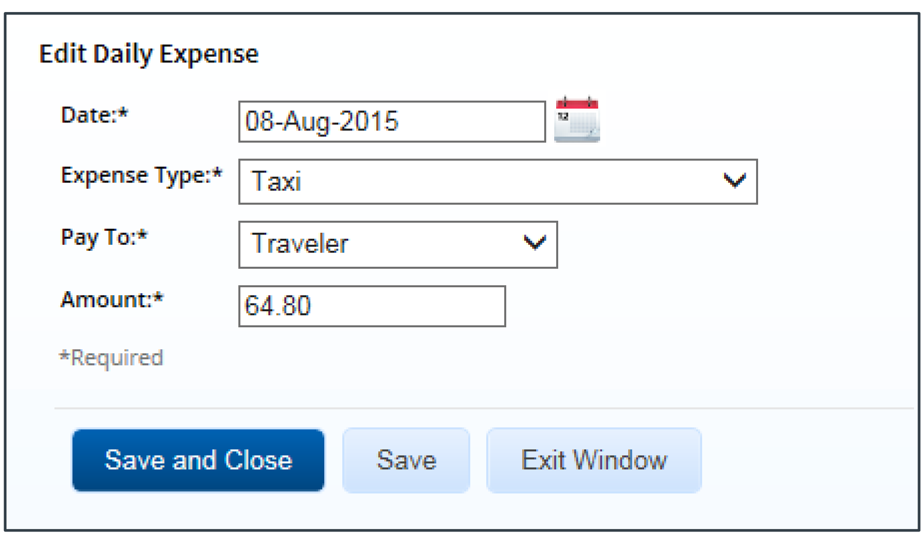



*Figure 40: Edit Daily Expense window*

2. Make your changes.
    - Enter the actual expense date in the **Date** field, or click the calendar icon to select the date from the drop-down calendar.
    - Select the expense type from the **Expense Type** drop-down list.
    - Select the entity to be reimbursed for the expense from the **Pay To** drop-down list.
    - Enter the actual amount of the expense in the **Amount** field.
        - If you reduce the amount of the expense, the remaining balance of the TCC transaction is tagged as a personal expense. The personal expense amount can be associated with another expense on this voucher or claim.
        - A personal expense amount cannot be associated with expenses on a different voucher or local travel claim. A transaction can only apply to a single voucher or local travel claim.
3. Click **Save and Close** to save your changes and close the Edit Daily Expense window.

### 6.8.3 Split a Transaction Over Multiple Days

With the Credit Card Expense Detail window displayed, complete the following steps to split a single transaction, such as a hotel charge, into a daily charge for multiple days.

***TIP****: Remember that a single credit card transaction cannot be split across multiple vouchers. It can only apply to a single voucher or local travel claim*.

1. Click the **Split** link. This displays the Split Daily Expense window.

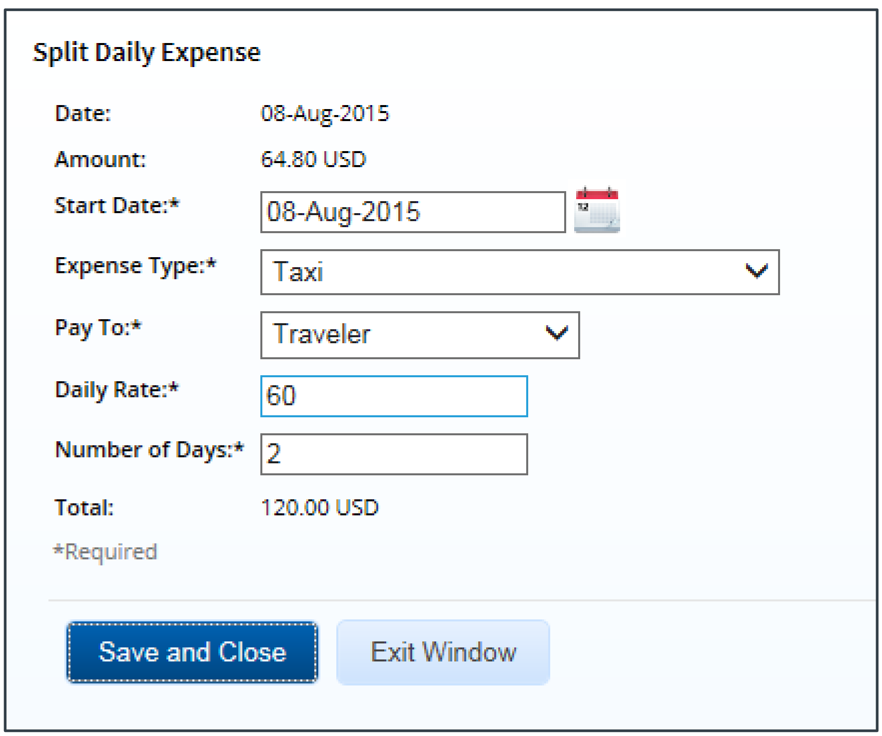



***Figure 41: Split Daily Expense window***

2. Complete the required fields.

- Enter the starting date in the **Start Date** field, or click the calendar icon to select the date from the drop-down calendar. For example, a transaction might include a total hotel charge for five nights. This field contains the first night.
- Verify or select the expense type from the **Expense Type** drop-down list.
- Verify or select the method of reimbursement from the **Pay To** drop-down list.
- Enter the daily rate in the **Daily Rate** field. By default, this field displays the amount of the travel charge card transaction that has not been assigned to a travel expense.
- Enter the number of days covered by the transaction in the **Number of Days** field. E2 multiplies the daily rate by the number of days, and updates the **Total** field. This is the amount of the expense on the voucher.

3. Click **Save and Close** to save your entries, close the Split Daily Expense window, and return to the Credit Card Expense Detail window.

### 6.8.4 Split a Transaction into Multiple Expenses

In some cases, you may need to associate a single TCC transaction with multiple expenses. For example, you may need to split a single hotel charge into daily lodging expenses and daily lodging tax expenses.

If you select a TCC transaction, any amount that is not associated with an expense is tagged as a non-reimbursable "personal" expense, and a **Split Personal Expenses** link displays in the Credit Card Expense Detail window. You can assign all or part of that amount to another reimbursable expense.

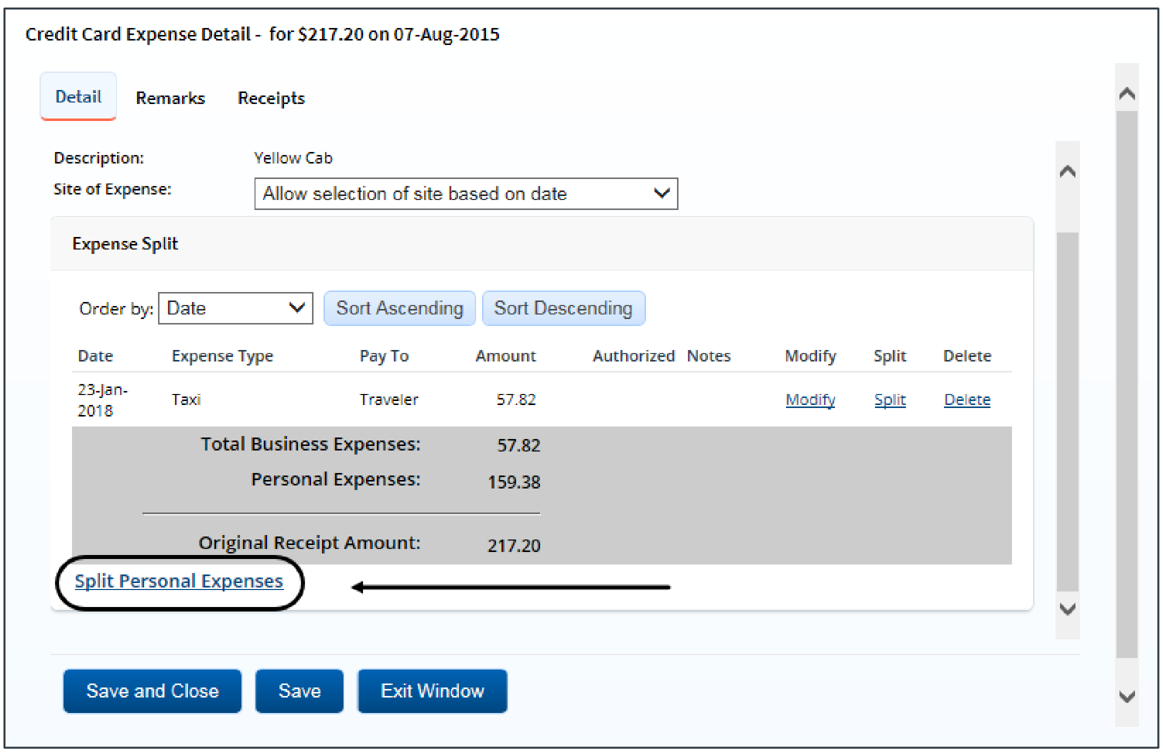



*Figure 42: Credit Card Expense Detail — Split Personal Expenses link*

With the Credit Card Expense Detail window displayed, complete the following steps to assign a personal expense to a reimbursable expense.

1. Click the **Split Personal Expenses** link. This displays the Split Personal Expenses window.

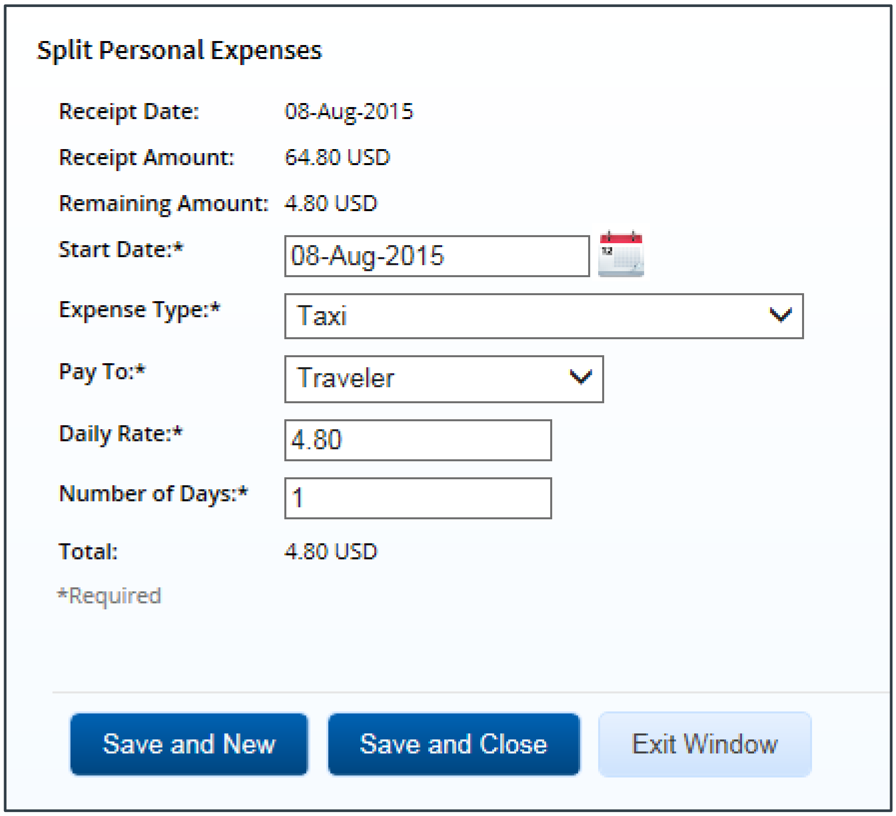



*Figure 43: Split Personal Expenses window*

2. Complete the required fields.
   - Enter the starting date in the **Start Date** field, or click the calendar icon to select the date from the drop-down calendar. The field defaults to the date of the transaction.
   - Select the expense type from the **Expense Type** drop-down list.
   - Select the method of reimbursement from the **Pay To** drop-down list.
   - Enter the daily rate in the **Daily Rate** field. If the expense is for a single day, enter the total amount of the expense. The field defaults to the total remaining amount of the charge.
   - Enter the number of days covered by the transaction in the **Number of Days** field. The field defaults to a single day.

     ***TIP***: *Tab or click outside of the* ***Number of Days*** *field to recalculate the* ***Total*** *field.*

3. Click **Save and Close** to save your entries, close the Split Personal Expenses window, and return to the Credit Card Expense Detail window.

   ***TIP***: *If you need to assign a remaining amount of the charge to another reimbursable expense, click* ***Save and New****, and continue from step 2*.

## 6.8.5 Add Remarks and Receipts to the Expense

After you select a TCC transaction and add it as a voucher expense, you can add remarks or receipts. Remarks and receipts are attached to the TCC transaction, and, therefore, are available from any expense associated with that transaction.

### *6.8.5.1 Remarks*

With the Credit Card Expense Detail window displayed, complete the following steps to add a remark.

1. Click the **Remarks** tab.
2. Click the **Add Remark** link.

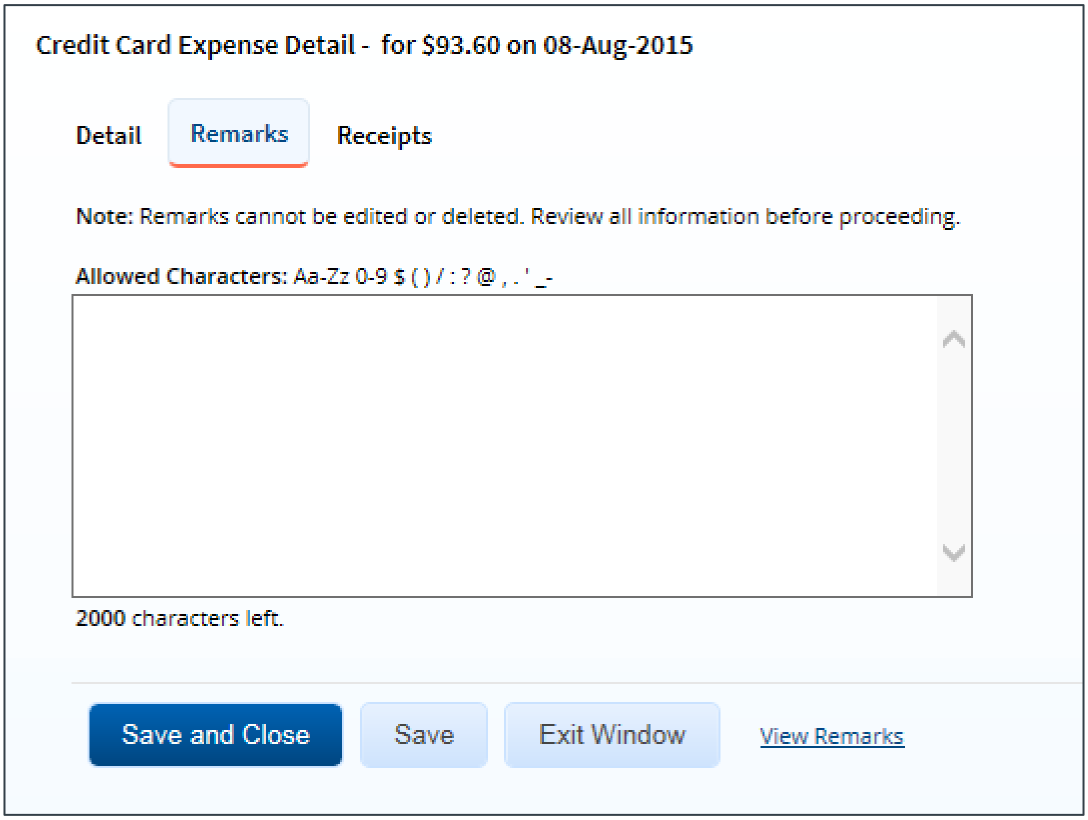



*Figure 44: Credit Card Expense Detail — Remarks tab*

3. Enter your comments in the text box.
4. Click **Save**. (If you have no other actions to take, click **Save and Close**.)

### *6.8.5.2 Receipts*

With the Credit Card Expense Detail window displayed, complete the following steps to add a receipt.

1. Click the **Receipts** tab.

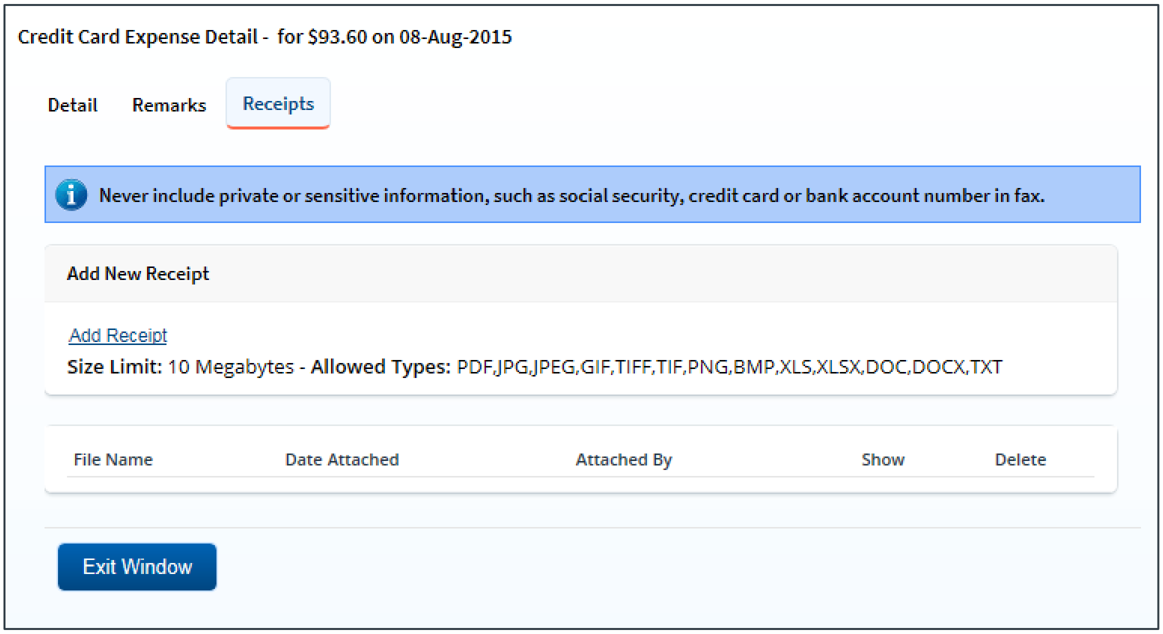



*Figure 45: Credit Card Expense Detail — Receipts tab*

2. Click the **Add Receipt** link. Your computer's standard Choose file window displays.
3. Select the PDF file to attach to the transaction.
4. Click **Open**. A success message displays on the **Receipts** tab when the document is successfully attached to the expense, and the new document displays in the list.
5. Click the **Show** link to view the document.

   ***TIP***: *If this is not the document you want attached to the expense, click* ***Delete*** *to remove the receipt. You are able to delete attached receipts at any time prior to final approval, as long as you have edit privileges for the document. Adding and deleting receipts will add entries to the Trip History file*.

6. Click **Exit Window**.

## 6.8.6 Correct Mistakes

If you assign a TCC transaction to an E2 expense in error, you can delete the expense from the list on the voucher's Expenses page, or you can deselect the transaction to return it to your available TCC transactions list.

### *6.8.6.1 Voucher Expenses Page*

When you delete the expense from the list on the Expenses page:

- If the expense represents the total TCC transaction, the transaction will be returned to the available TCC transactions list, and will be available for selection again.
- If the expense represents part of a TCC transaction, the amount of the deleted expense will be marked as a personal expense. You can return to the TCC transaction <u>and assign the personal expense amount to another expense</u>.

### *6.8.6.2 Deselect the Transaction*

Complete the following steps to deselect the transaction.

1. Click the **Add Credit Card Expense** link on the voucher's Expenses page.
2. Clear the **Select** check box for each expense you selected in error.
3. Click **Save and Close**.
4. Review your expenses list to verify all expenses are now correct.

## 6.8.7 Remove a Transaction from the List

You can remove a TCC transaction from the available transactions list. This action tags the transaction as a non-reimbursable expense, and removes it from the available transactions list. (It will not be available to you from any other voucher or local travel claim.) If the transaction is associated with an expense, the expense is also deleted from the voucher.

Complete the following steps.

1. Click the **Add Credit Card Expense** link on the voucher's Expenses page.
2. Locate the transaction on the list.
3. Click **Delete**. This displays a Confirm Action window.
4. Click **Confirm**.

## 6.8.8 Make Changes from the Expense List

After you add the TCC transaction as an expense, it displays in the list of expenses on the voucher's Expenses page, like all other expenses mapped from the authorization or added individually to the voucher.

- Transportation and other expenses associated with a TCC transaction displays the credit card icon ( ) in the Alerts column on the Expenses page.
- Lodging expenses associated with a TCC transaction show the credit card icon in the Alerts column of the Lodging Expenses window. Click the **Modify** link for the lodging expense (on the Expenses page) for more details.
- Actual meals associated with a TCC transaction show the credit card icon in the Alerts column of the Edit Actual Meals window. For more details, click the **Modify** link for the meals and incidentals expense (M&IE) (on the Expenses page), and then click the **Edit Actual Meals** link.

You can make the following adjustments to a TCC transaction expense.

- Change the expense date
- Select the site of expense
- Split the total charge between multiple expenses
- Split the total charge over multiple days
- Change the amount

### *6.8.8.1 Modify Transportation or Other Expense*

Complete the following steps.

1. Locate the expense in the list on the voucher's Expenses page.
2. Click **Modify**. This displays the Credit Card Expense Detail window.
3. Make the necessary changes.
    - To specify where the expense was incurred, select the correct site from the **Site of Expense** drop-down list.
    - Click **Modify** to make changes to the amount, date, or method of reimbursement.
    - Click **Split** to split the expense across multiple days.

- Click **Split Personal Expenses** to assign any portion of the expense currently tagged as non-reimbursable (i.e., personal expense) to another reimbursable E2 expense type.
- To tag the complete expense as personal, click **Delete**, and then click **Confirm**. If this was the last detail line, the entire transaction is marked as personal, and the transaction is no longer available for selection from the available TCC transaction list.

4. View or add remarks and receipts.
   - Click the **Remarks** tab to view or add remarks to the TCC expense.
   - Click the **Receipts** tab to view, attach, or delete receipts for the TCC expense.
5. Click **Save and Close** to save your changes and close the Credit Card Expense Detail window.

### *6.8.8.2 Modify a Lodging Expense*

Complete the following steps.

1. Locate the expense in the list on the voucher's Expenses page.
2. Click **Modify**. This displays the Lodging Expenses window.

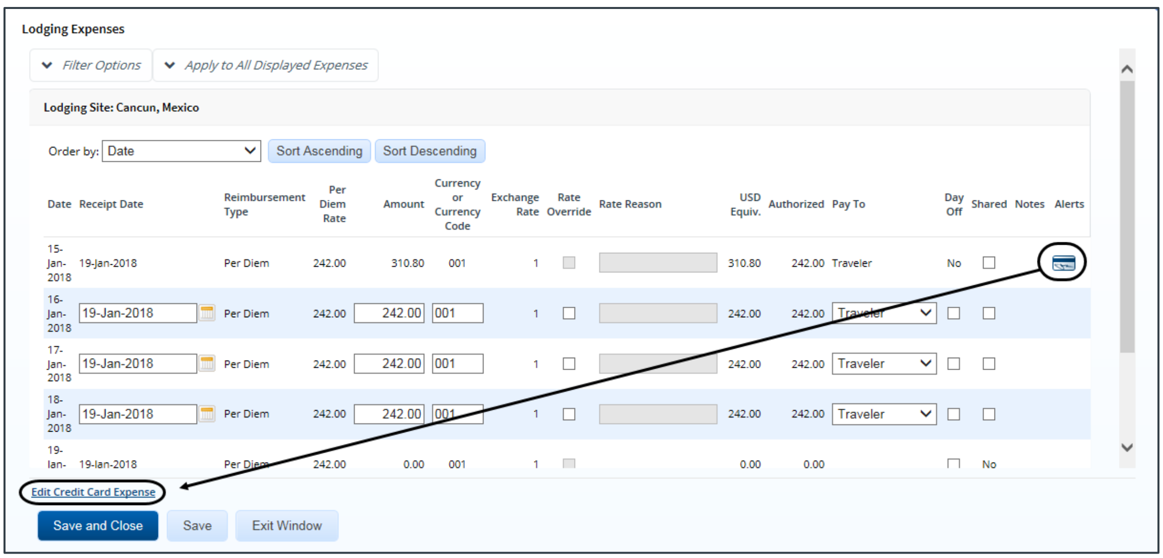



*Figure 46: Lodging Expenses — Edit Credit Card Expense link*

3. Click the **Edit Credit Card Expense** link. This displays the Credit Card Expense Detail window.

   ***TIP****: If the* ***Add Credit Card Expense*** *window displays, locate the transaction and expense on the list, and then click* ***Details****. This displays the Credit Card Expense Detail window.*

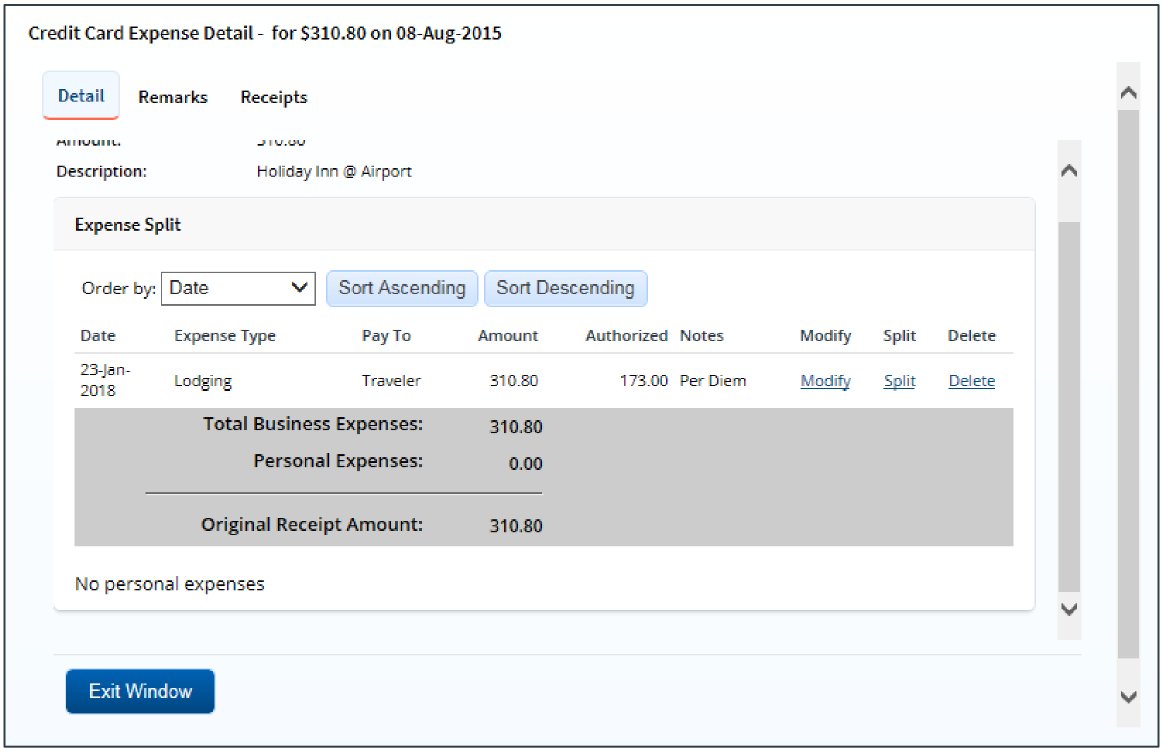



*Figure 47: Credit Card Expense Detail — Voucher Lodging Expenses*

4. Locate the expense, and make the necessary changes.
   - Click **Modify** to make changes to the amount, date, or method of reimbursement.
   - Click **Split** to split the expense across multiple days.
   - Click **Split Personal Expenses** to assign any portion of the expense currently tagged as non-reimbursable (i.e., personal expense) to another reimbursable E2 expense type.
   - To tag the complete expense as personal, click **Delete**, and then click **Confirm**. If this was the last detail line, the entire transaction is marked as personal, and the transaction is no longer available for selection from the available TCC transaction list.
5. View or add remarks and receipts.
   - Click the **Remarks** tab to view or add remarks to the TCC expense.
   - Click the **Receipts** tab to view, attach, or delete receipts for the TCC expense.
6. Click **Exit Window** to close the Credit Card Expense Detail window and return to the Lodging Expenses window.
7. Click **Save and Close** to close the Lodging Expenses window.

### 6.8.8.3 *Modify Meals and Incidental Expenses*

Complete the following steps.

1. Locate the expense in the list on the voucher's Expenses page.
2. Click **Modify**. This displays the Meals and Incidental Expenses window.

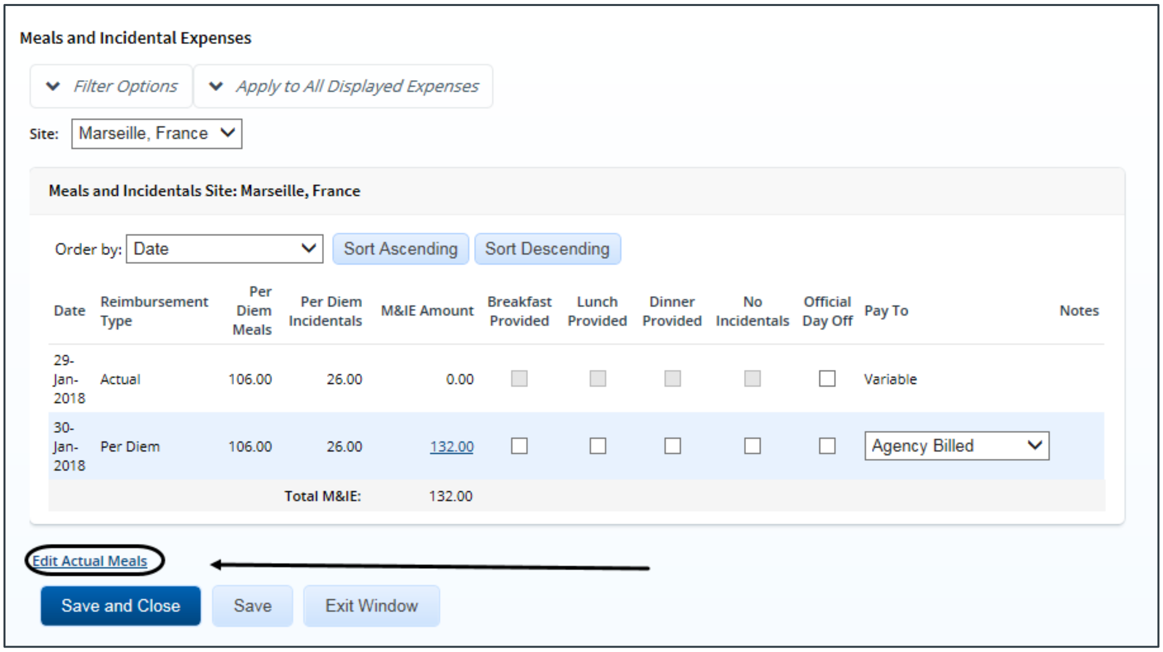



*Figure 48: Meals and Incidental Expenses — Edit Actual Meals link*

3. Click the **Edit Actual Meals** link. This displays the Edit Actual Meals window.

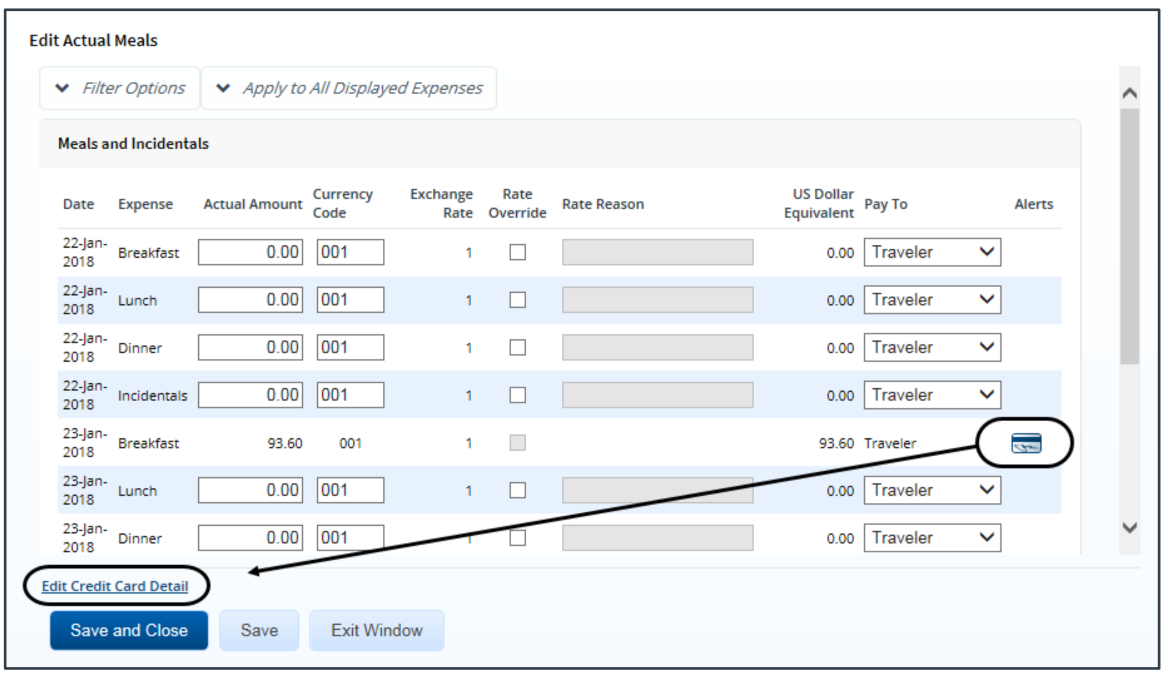



*Figure 49: Edit Actual Meals — Edit Credit Card Detail link*

4. Click the **Edit Credit Card Detail** link. This displays the Add Credit Card Expense window.
5. Locate the transaction and expense on the list.
6. Click **Details**. This displays the Credit Card Expense Detail window.
7. Locate the expense, and make the necessary changes.
    - Click **Modify** to make changes to the amount, date, or method of reimbursement.

- Click **Split** to split the expense across multiple days.
- Click **Split Personal Expenses** to assign any portion of the expense currently tagged as non-reimbursable (i.e., personal expense) to another reimbursable E2 expense type.
- To tag the complete expense as personal, click **Delete**, and then click **Confirm**. If this was the last detail line, the entire transaction is marked as personal, and the transaction is no longer available for selection from the available TCC transaction list.

8. View or add remarks and receipts.
    - Click the **Remarks** tab to view or add remarks to the TCC expense.
    - Click the **Receipts** tab to view, attach, or delete receipts for the TCC expense.
9. Click **Exit Window** to return to the Add Credit Card Expense window.
10. Click **Save and Close** to return to the Edit Actual Meals window. The list should reflect the changes you made.
11. Click **Save and Close** to close the Edit Actual Meals window.

## 6.8.9 Delete an Expense Associated with a TCC Transaction

You can delete an expense in several ways.

***NOTE****: If you delete a voucher that includes TCC expenses, the TCC transactions are returned to the list of available transactions. You can associate the transactions with expenses for another voucher or local travel claim*.

### *6.8.9.1 Expenses Page*

Delete the expense from the list of expenses on the Expenses page of the workflow by locating the expense in the list, and then clicking the **Delete** link.

If you delete an expense associated with a TCC transaction from the Expenses page, it is either returned to the available TCC transactions list, or it becomes a personal expense portion of a split transactions.

- If the original TCC transaction was split over multiple expenses, you can return to the transaction list and assign the remaining amount of the transaction to another expense. If the deleted expense was the last reimbursable detail for a split transaction, the entire TCC transaction is returned to the available TCC transaction list.
- If the deleted expense represented the entire TCC transaction, that transaction is returned to the available TCC transactions list. You can select it and assign it to an expense on this document, or another voucher or local travel claim.

### *6.8.9.2 Deselect the Transaction*

Delete the expense by deselecting the transaction to return it to your available TCC transactions list.

### *6.8.9.3 Remove the Transaction*

Delete the expense by removing the associated transaction from the TCC transaction list.

### *6.8.9.4 Credit Card Expense Detail*

Delete the expense from the Credit Card Expense Detail window. Refer to Make Changes from the Expense List for more information.

- If you delete an expense detail line, the amount is marked as a personal expense, and you can assign all or part of that amount to another expense on the voucher or local travel claim.
- If you delete the final detail line from the Credit Card Expense Detail window, the entire transaction is marked as a personal expense and it is removed from the available TCC transactions list.

# 7 Completing the Accounting Step

When you created your travel authorization, you (or your approver) allocated funds to cover the trip's total estimated expenses. Before your voucher can be approved and paid, you must verify the selected funding or select new funding sources for your actual travel expenses. Depending on your group's travel policies, you may have a limited or fixed set of accounts available to you, or you may be allowed to search for a specific account.

***TIP**: In some cases, approvers allocate funds; travelers are not allowed to perform this task. If buttons and links described in the following procedures are not available to you, or if you have other questions about how to select funding for the trip, contact your travel policy manager for assistance*.

Complete the following steps.

1. Review the accounting information available on the Voucher Accounting page.

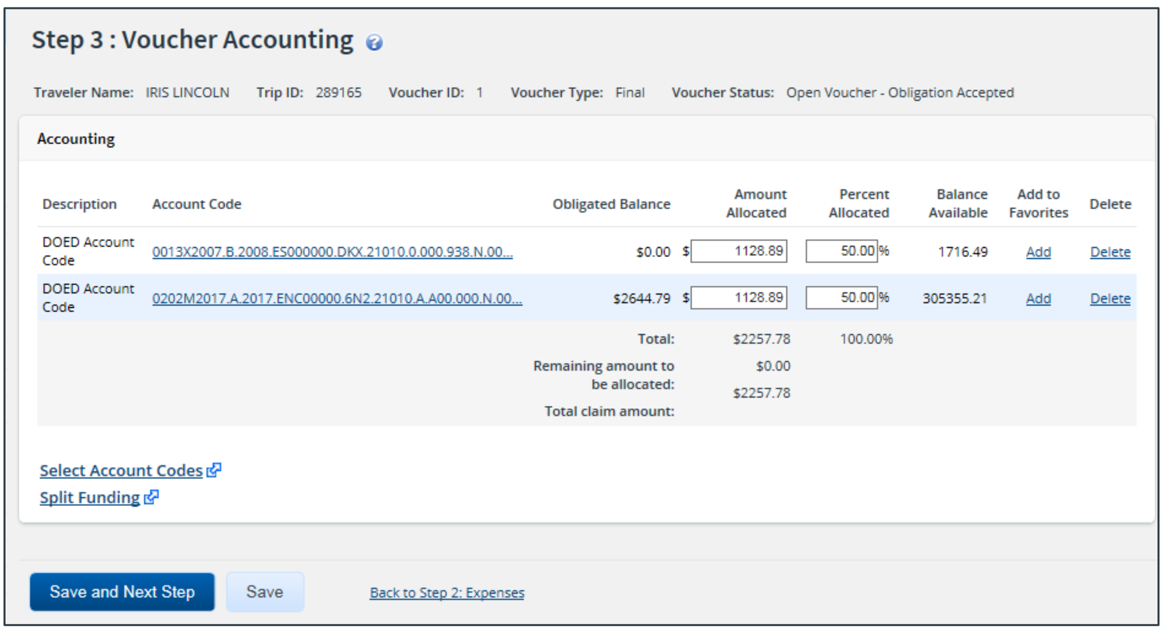



***Figure 50: Voucher Accounting page***

- If you need to select accounts to fund expenses, click the **Select Account Codes** link to find new accounts or select accounts from favorites.
- If you need to adjust allocations between multiple accounts, enter the appropriate amounts in the **Amount Allocated** or **Percent Allocated** field for each account.
- Click the **Split Funding** link if there are multiple accounts to fund expenses, and you need to identify certain expense types or all expenses on specific dates to be funded from particular accounts.

2. When funding selections are correct and total 100% of your voucher expenses, click **Save and Next Step** to continue.

## *7.1 Select Account Codes from a Favorites List*

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

1. Click the **Select Account Codes** link. This displays the Account Code Selection window.

***NOTE**: If favorites are available to you, the window defaults to the **Select Account Codes** tab. This tab displays any time favorite accounts are available, even if you do not have a personal favorites list within your profile. If you are limited to accounts used for the authorization, this tab displays all accounts that were included on the authorization*.

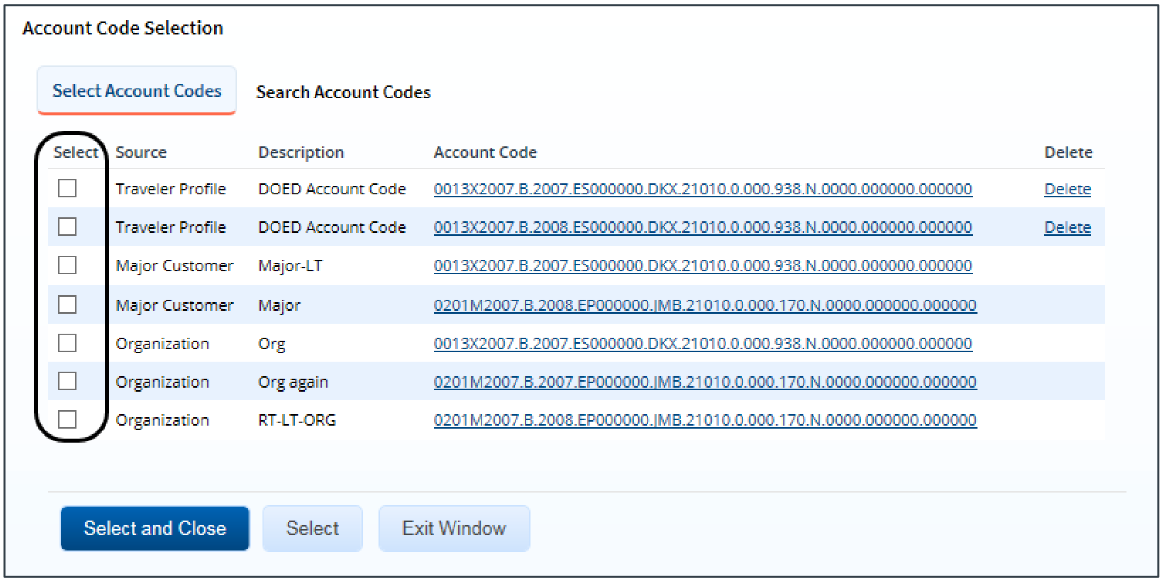



*Figure 51: Account Code Selection — Select Account Codes tab*

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

## 7.2 Search for Account Codes

Complete the following steps to search for specific account codes.

1. Click the **Select Account Codes** link. This displays the Account Code Selection window.
2. Click the **Search Account Codes** tab.

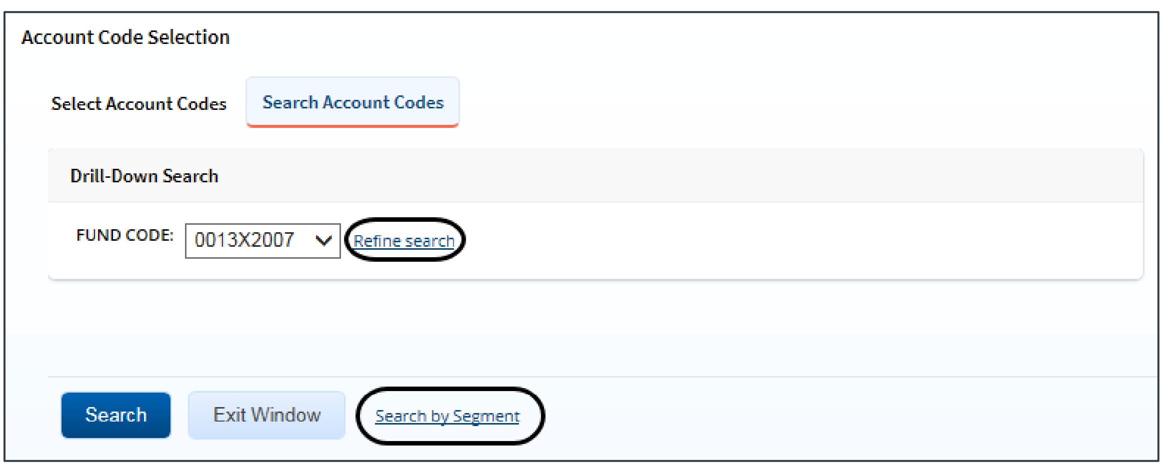



*Figure 52: Account Code Selection — Search Account Codes tab*

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 a 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 code you want to use to fund the voucher.
5. Click **Select and Close** to save your selection(s), close the Account Code Selection window, and return to the Voucher Accounting page.

## *7.3 Add a Dimensional Account Code*

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

1. Click the **Select Account Codes** link. This displays the Account Code Selection window.
2. Click the **Add Account Codes** tab.

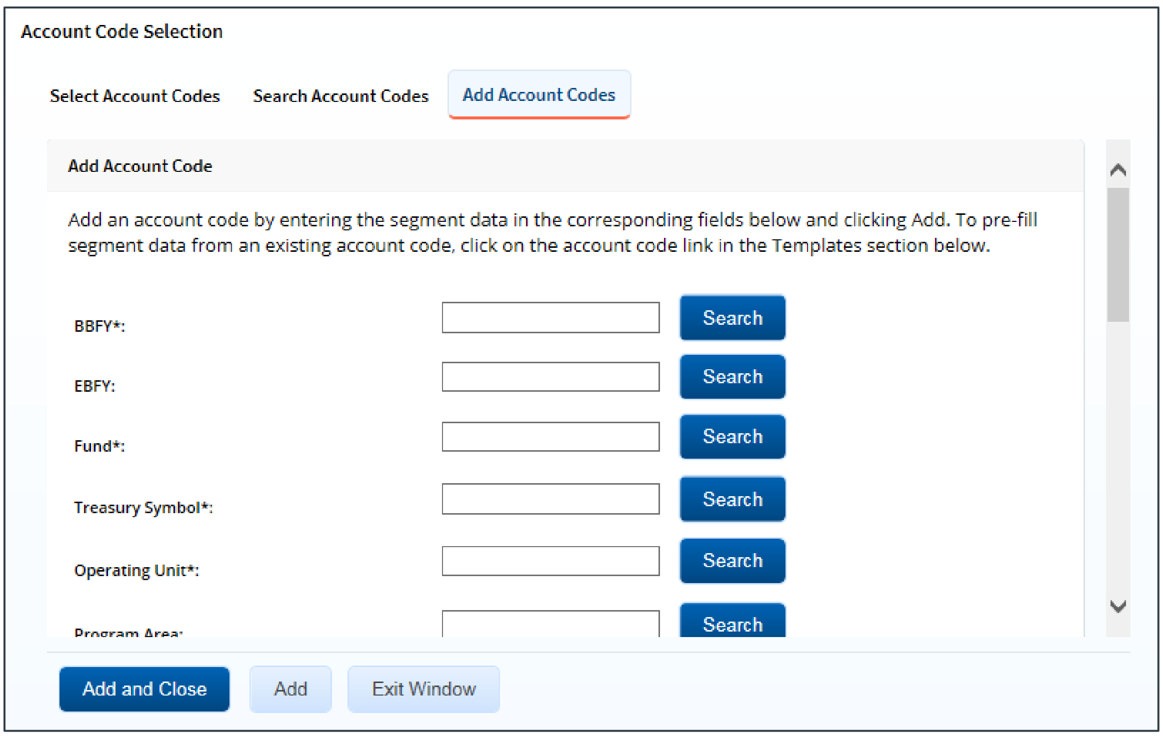



***Figure 53: Account Code Selection — Add Account Codes tab***

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*.

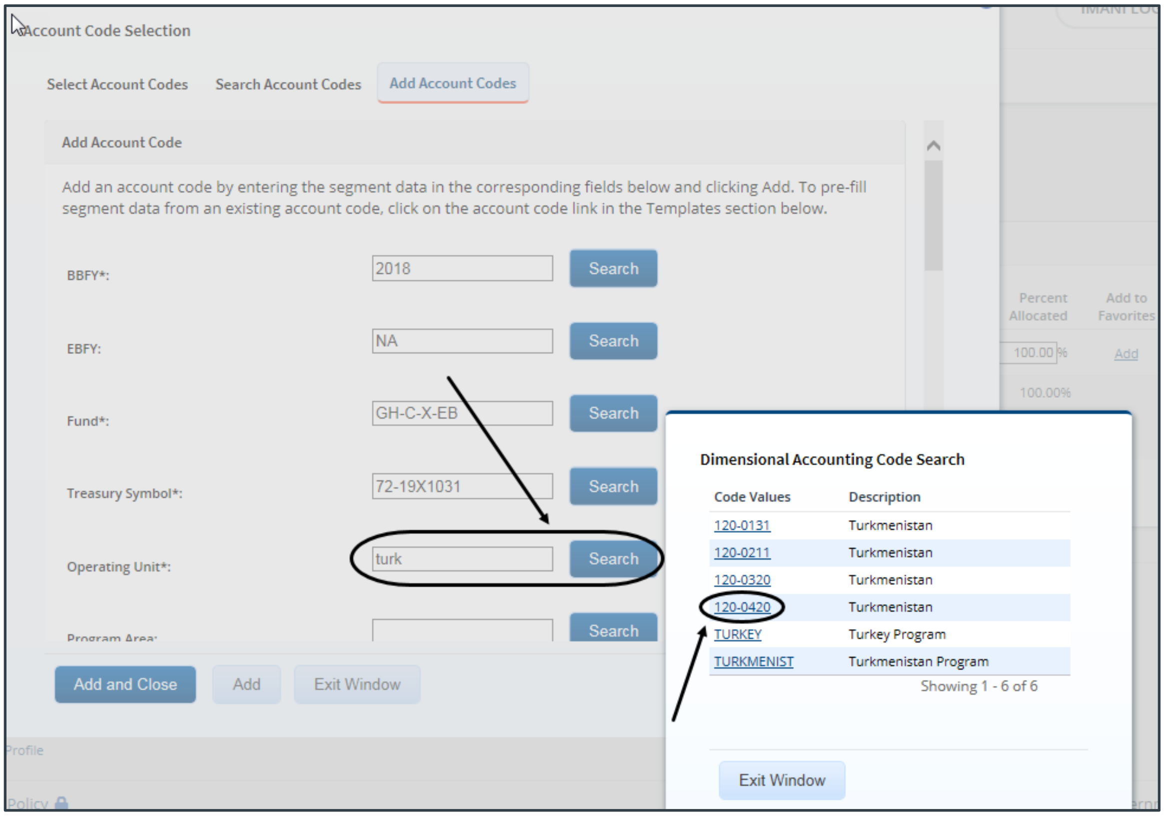



*Figure 54: Dimensional Accounting Code Search*

4. Click **Add and Close** to add the newly created dimensional account code to the voucher, close the Account Code Selection window, and return to the Voucher Accounting page.

## 7.3.1 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 voucher appears in the Trip Accounting 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.

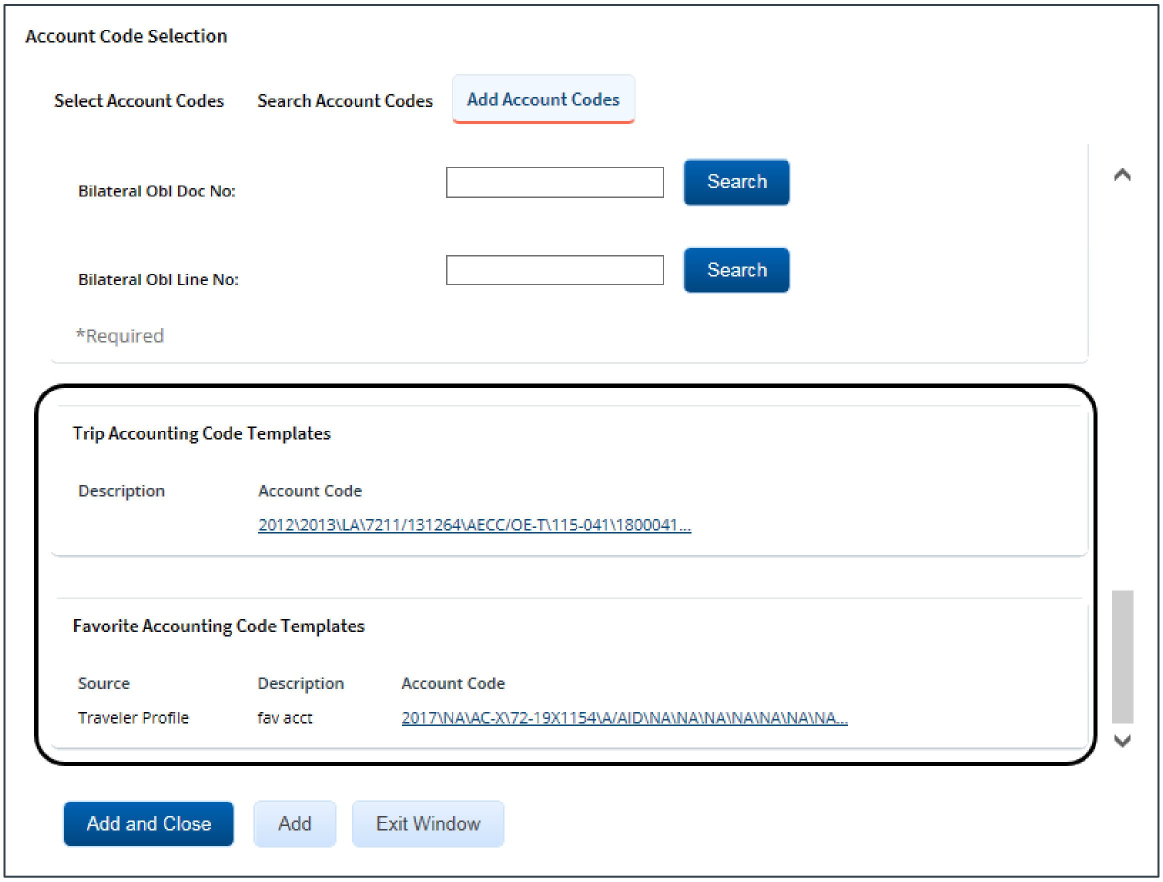



*Figure 55: Account Code Selection — Accounting Code Templates*

## 7.4 Split Funding

If you select multiple accounts to fund expenses, you can also specify whether all expenses of a specific type are funded from one or more accounts, or that all expenses in a range of dates are funded from specific accounts. This feature is called split funding.

### 7.4.1 Split Funding by Expense Type

Complete the following steps to fund certain expense types from specific accounts.

1. Click the **Split Funding** link. This displays the Split Funding window.

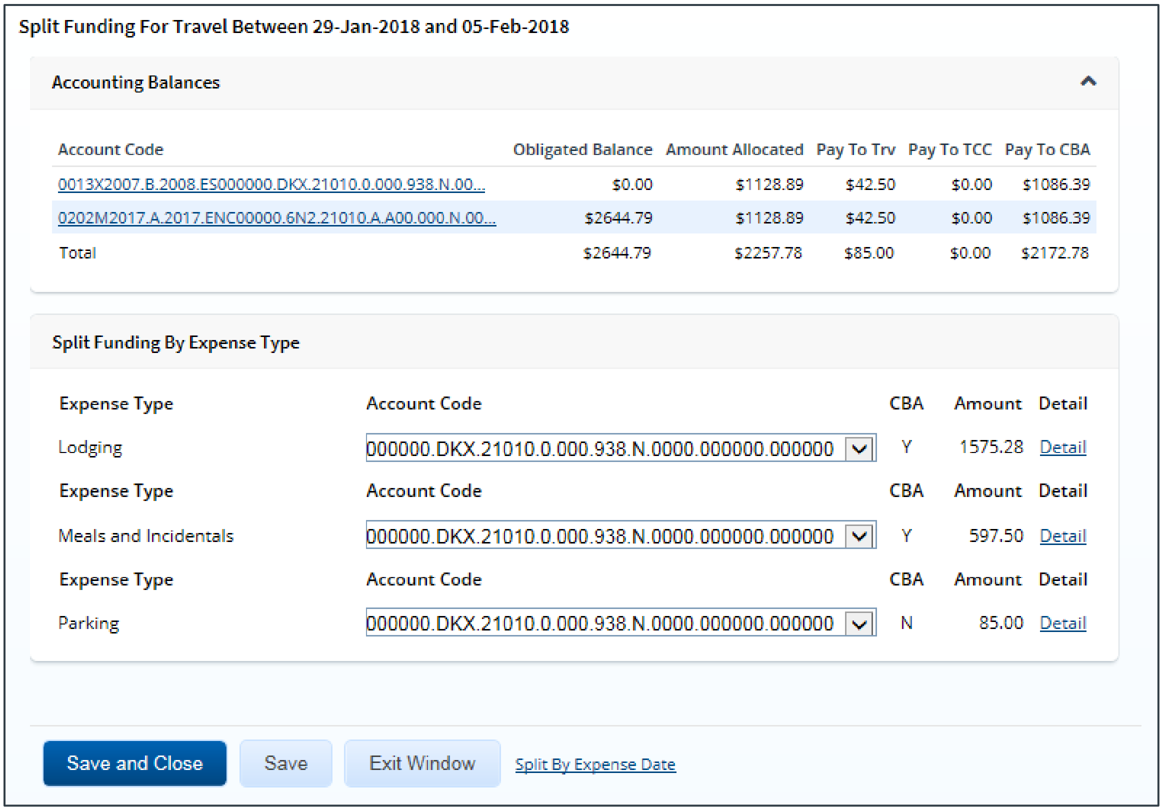



***Figure 56: Voucher Split Funding window***

2. Select the account 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.
     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.

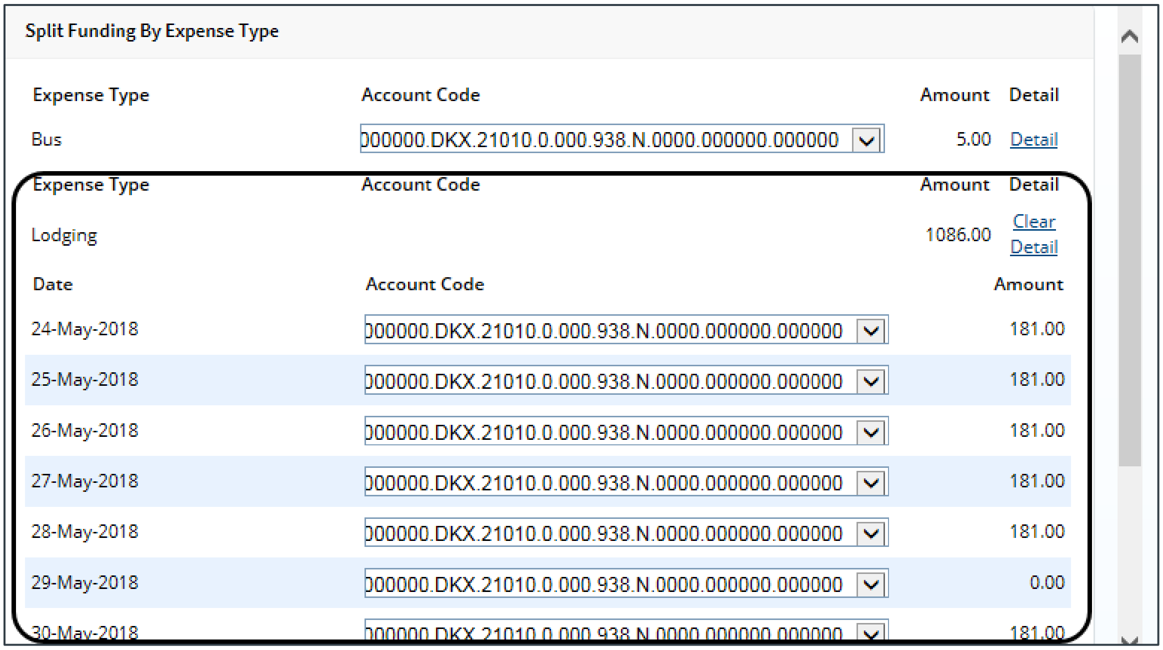



*Figure 57: Split Funding — Lodging Expenses Detail*

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

## 7.4.2 Split Funding by Expense Date

Complete the following steps to fund expenses on specific dates from specific accounts.

1. Click the **Split Funding** link. 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.

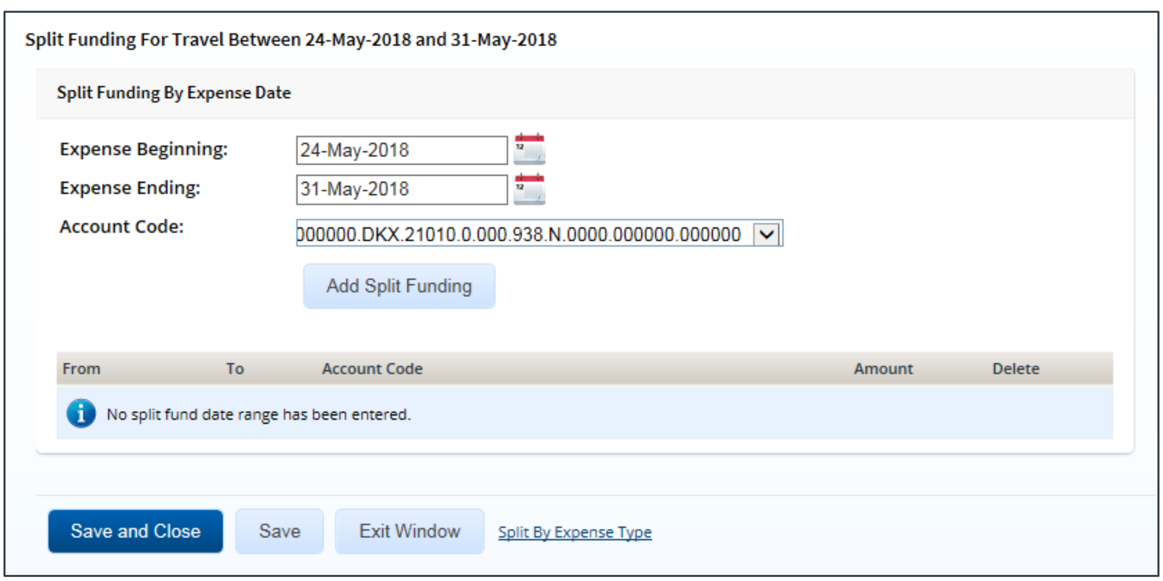



*Figure 58: Split Funding — Split Funding by Expense Date*

3. Select the date range for the funding.

- **Expense Beginning** – Enter the beginning date of the range 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 Voucher Accounting page.

# 8 Completing the Liquidations Step

If your group's travel policy permits advances, you may have requested and received one or more advances associated with the trip. After an advance is approved, it must be liquidated. You can liquidate advances on any voucher. (If retained advances are enabled, you can retain an advance that you cannot liquidate. The retained advance amount is then available for liquidation on vouchers for future trips.)

All outstanding advances must be liquidated, if possible, on the final travel voucher before it can be submitted for approval.

Each time you create and submit a voucher, E2 automatically calculates the advance amount that has not yet been liquidated (**Advance Amount Outstanding** field), and the total "pay to traveler" expenses that can be used to liquidate the advance (**Pay to Traveler Expenses** field). If retained advances are enabled E2 also calculates the total amount of retained advances (**Retained Advance Amount** field).

***TIP****: Contact your travel policy manager for assistance with travel advances received outside of E2*.

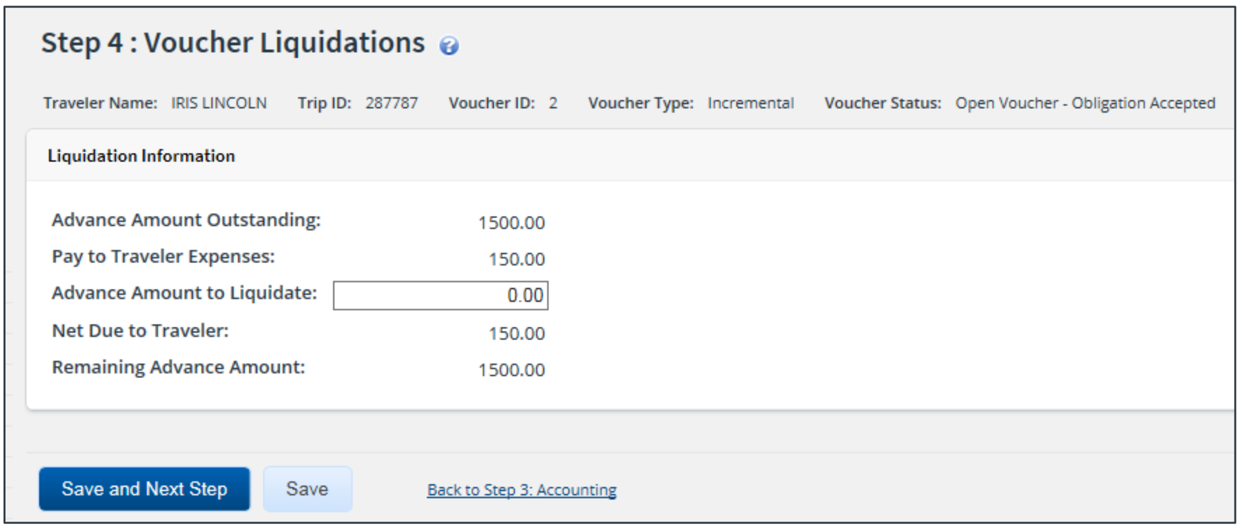



***Figure 59: Voucher Liquidations page***

## *8.1 Rules*

The following rules apply to liquidating advances.

- The total amount of each approved advance must be liquidated, regardless of the amount that was actually disbursed to you as a traveler.
- If this is not the final voucher, you must enter the advance amount to liquidate. The maximum amount to liquidate is the lesser of the **Advance Amount Outstanding** (plus the optional **Retained Advance Amount** field) and the **Pay to Traveler Expenses** fields. You can liquidate a smaller amount, if necessary.
- If this is a final or supplemental voucher, E2 applies the maximum amount available to liquidate the advance, and does not allow any changes.
- If this is a final or supplemental voucher and you are allowed to retain advances, you must liquidate the lesser of the **Advance Amount Outstanding** and **Pay to Traveler Expenses** fields. If you have sufficient "pay to traveler" expenses, you can liquidate up to the total of the **Advance Amount Outstanding** and **Retained Advance Amount** fields.

## 8.2 Liquidation Process (No Retained Advances)

Complete the following steps to complete the liquidation step for an advance when retained advances are not enabled.

1. Review the liquidation information.
2. If this is not the final voucher, enter an amount in the **Advance Amount to Liquidate** field.

   ***TIP**: The maximum amount you can enter is the smaller of the **Advance Amount Outstanding** and **Pay to Traveler Expenses** fields. You can also enter a smaller amount. (This option is not available if this is the final voucher for the trip.)*

3. Complete your actions.
   - If this is not a final voucher, click **Save and Next Step**.
   - If this is a final or supplemental voucher, click **Next Step**.

## 8.3 Liquidation Process with Retained Advances

Complete the following steps to complete the liquidation step for an advance when retained advances are enabled.

1. Review the liquidation information.
2. Enter an amount in the **Advance Amount to Liquidate** field.
   - If this is not a final voucher, the maximum amount you can enter is the lesser of (**Advance Amount Outstanding** + **Retained Advance Amount**) or the **Pay to Traveler Expenses** field. You can also enter a smaller amount.
   - If this is a final voucher, the minimum amount you can enter is the lesser of the **Advance Amount Outstanding** and **Pay to Traveler Expenses** fields.
3. Click **Save and Next Step**.

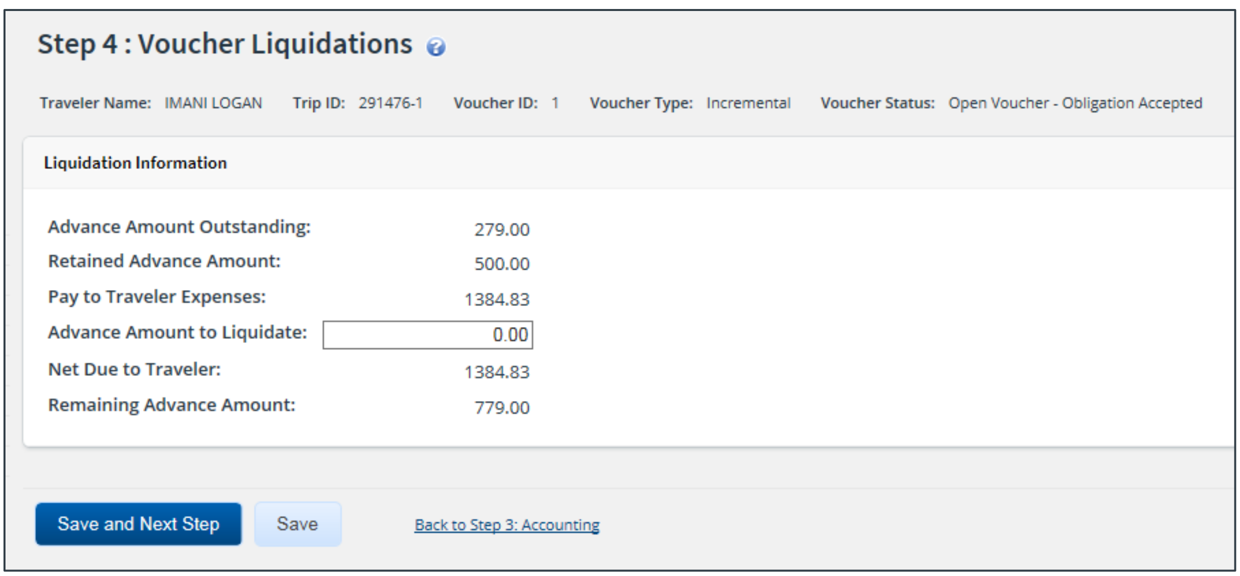



*Figure 60: Voucher Liquidations — Retained Advances*

# 9 Completing the Payments Step

Depending on travel policies, you may be able to select how you are reimbursed for travel expenses designated as *Pay to Traveler*. If this function is available to you, the Payments step appears in the voucher workflow.

Review the account information shown. If it is correct, and if the remaining amount to be allocated shows 0.00, click **Save and Next Step**.

***NOTE****: Payment options are part of your profile. The payment option designated as the primary account always appears as the default selection. Contact your finance office to add, correct, or remove payment options*.

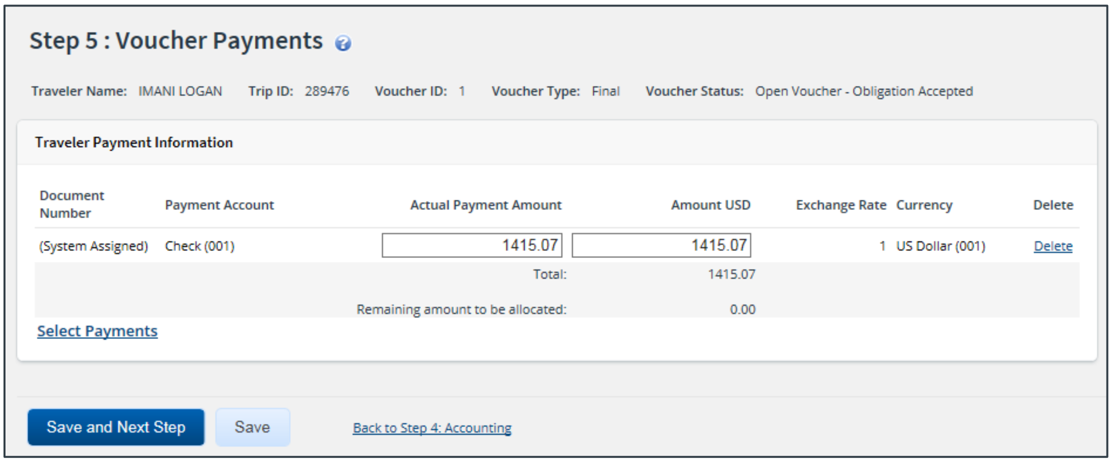



*Figure 61: Voucher Payments page*

## 9.1 Select Payments

Complete the following steps to select a payment option, make changes, or split your payment between multiple accounts.

1. Click the **Select Payments** link. This displays the Payment Options window.

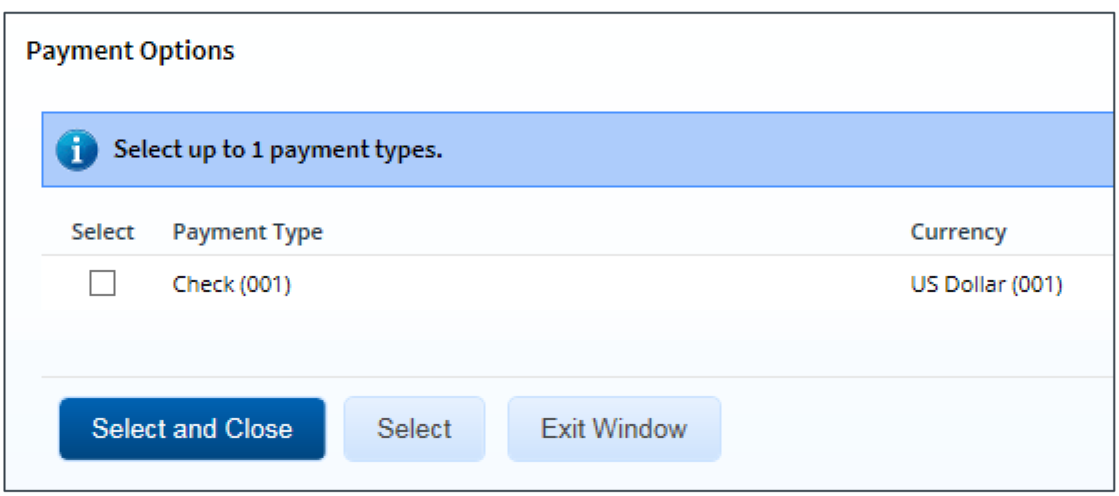



*Figure 62: Payment Options window*

2. Click the **Select** check box for each payment option you want to use. Your agency's travel policy controls the maximum number of payment options you can select for a voucher.
3. Click **Select and Close** to return to the Voucher Payments page.
4. Enter the amount to be deposited or paid to the account in U.S. dollars in the **Amount USD** field, or enter the amount in foreign currency in the **Actual Payment Amount** field.
5. Repeat step 4 until the remaining amount to be allocated is 0.00.
6. Click **Save and Next Step**.

# 10 Completing the Summary Step

The Summary step allows you to review the voucher and make sure it is correct before you submit it for approval. All sections on the Voucher Summary page are expanded by default.

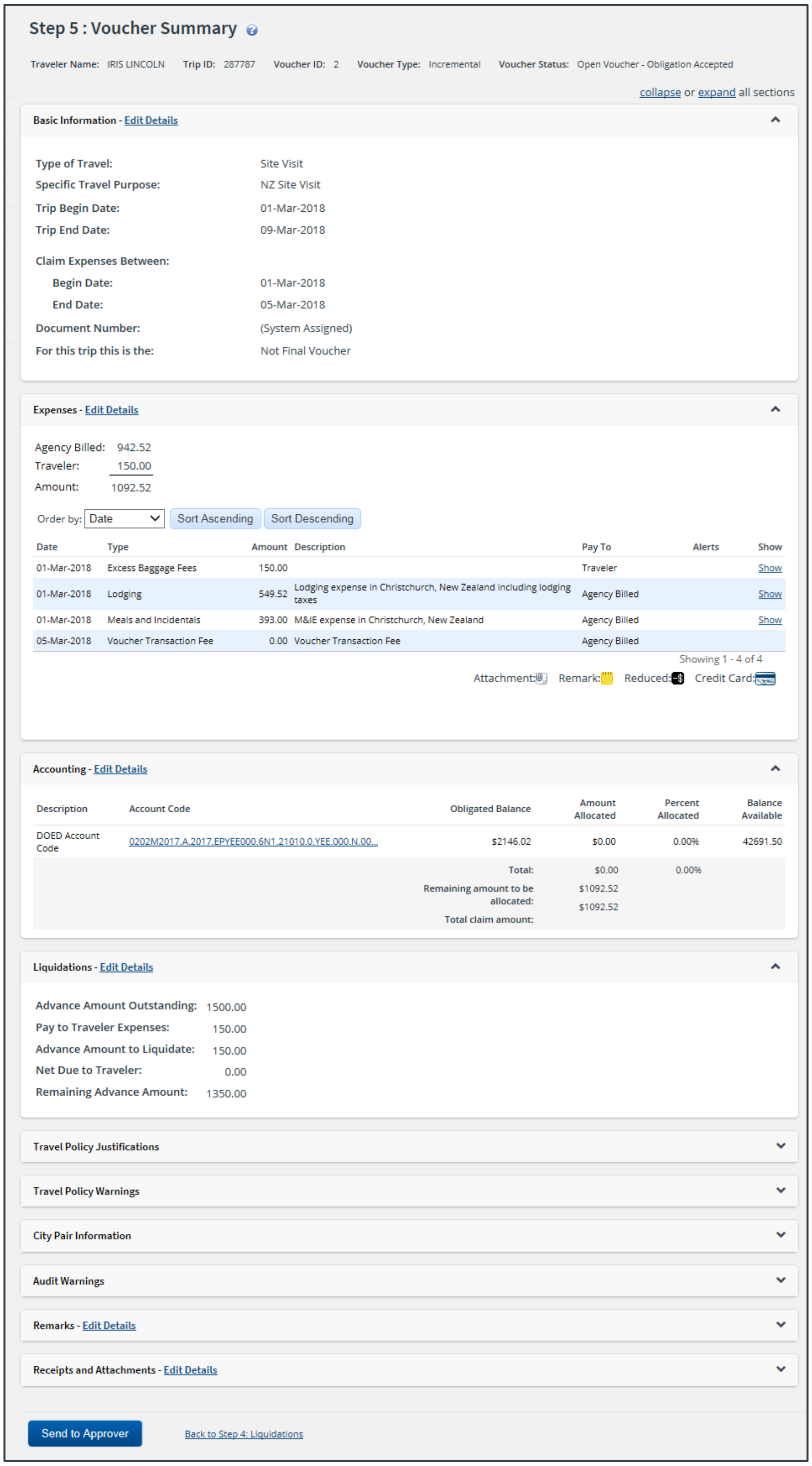



*Figure 63: Voucher Summary page*

Complete the following steps to submit the voucher for approval.

1. Review each section. If you need to make changes, click the **Edit Details** link in the section header to return to that workflow step.

   ***NOTE***: *Certain sections, such as Non-Federally Sponsored Expenses, Travel Policy Justifications, Travel Policy Warnings, City Pair Information, and Audit Warnings, are informational only. Since there are no associated voucher workflow steps and no actions can be taken, these sections do not include an* ***Edit Details*** *link in the section header*.

   a. Correct the problem.
   b. Save your changes.
   c. Return to the Voucher Summary page.
2. When you are finished, scroll to the bottom of the page and click **Send to Approver**. This displays a Confirm Action window.

   ***TIP***: *If there are errors that prevent the voucher from being submitted for approval, a warning message displays at the top of the Summary page. Fix the problem, and then click* ***Send to Approver*** *again*.

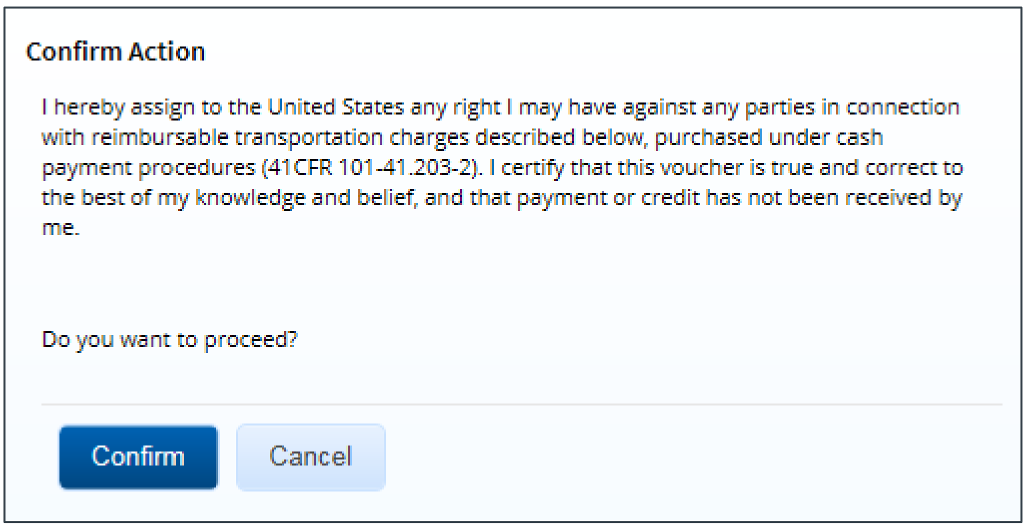



***Figure 64: Confirm Action — Voucher Acceptance Policy***

3. Read the acceptance policy. When you submit the voucher, this acceptance is logged and becomes part of the trip history.
4. Click **Confirm**.

# 11 Other Actions

The following tasks can be performed before you submit your voucher for approval:

- Add remarks
- Attach receipts or other documentation
- Divert reimbursement of M&IE to your travel charge card
- Print the voucher
- Print a compact voucher
- View the difference between your estimated expenses and your actual expenses
- View a summary of your daily expenses
- View itinerary information
- View trip history
- View advance details
- View open or group authorization details
- View the routing history

The following tasks can be performed after you submit the voucher for approval or after the voucher is paid:

- View the approval routing path
- View payment history

## 11.1 Add Remarks

Although you can add comments to specific expenses, you may also want to add a remark associated with the whole voucher document. Complete the following steps.

1. Click the **Remarks** link in the Other Actions section. This displays the Remarks window, which shows any remarks already associated with the voucher.
2. Click the **Add Remarks** tab.

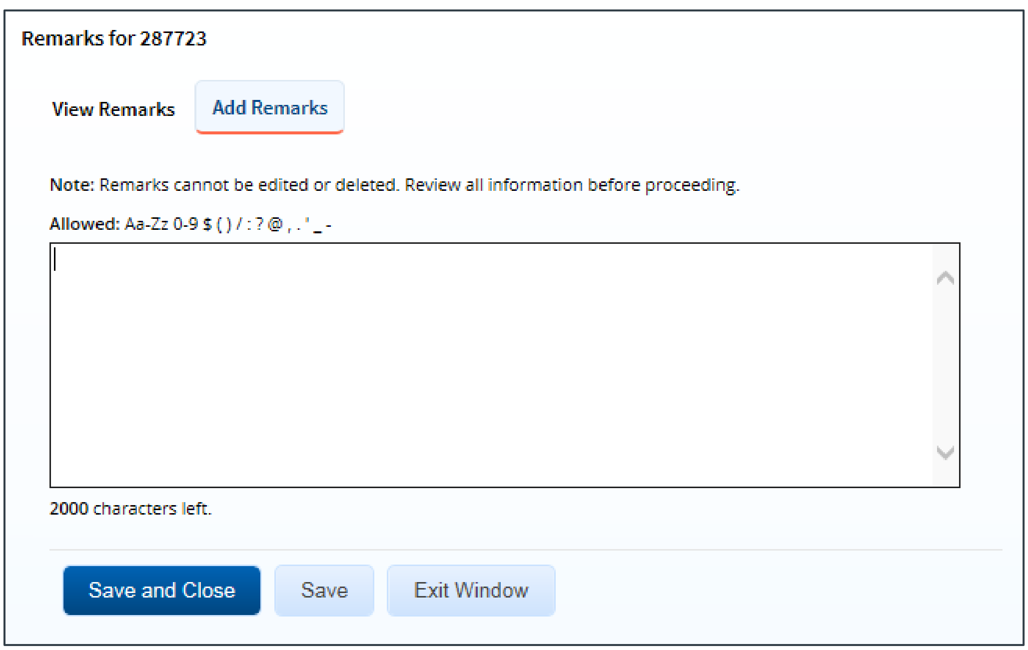



*Figure 65: Remarks — Add Remarks tab*

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.

## *11.2 Attach Receipts or Other Documentation*

Like remarks, you can attach receipts or other documents to specific expenses or to the overall voucher document. If your receipts or documents cover multiple expenses, you may prefer to attach them to the actual voucher. Complete the following steps.

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.

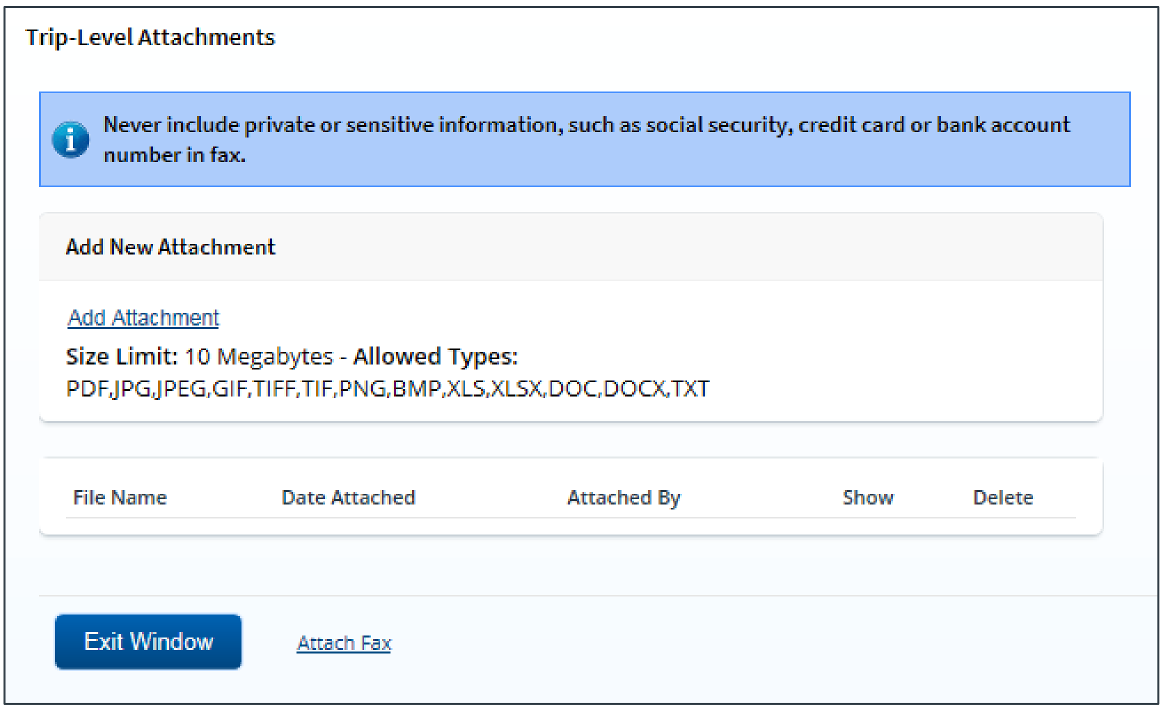



***Figure 66: Trip-Level Attachments window***

2. Click the **Add Attachment** link. This displays the system Choose File window.
3. Select the PDF file you want to attach to the voucher.
4. Click **Open**. You are returned to the Trip-Level Attachments window. A success message displays when the document is attached, and the new document appears in the list.

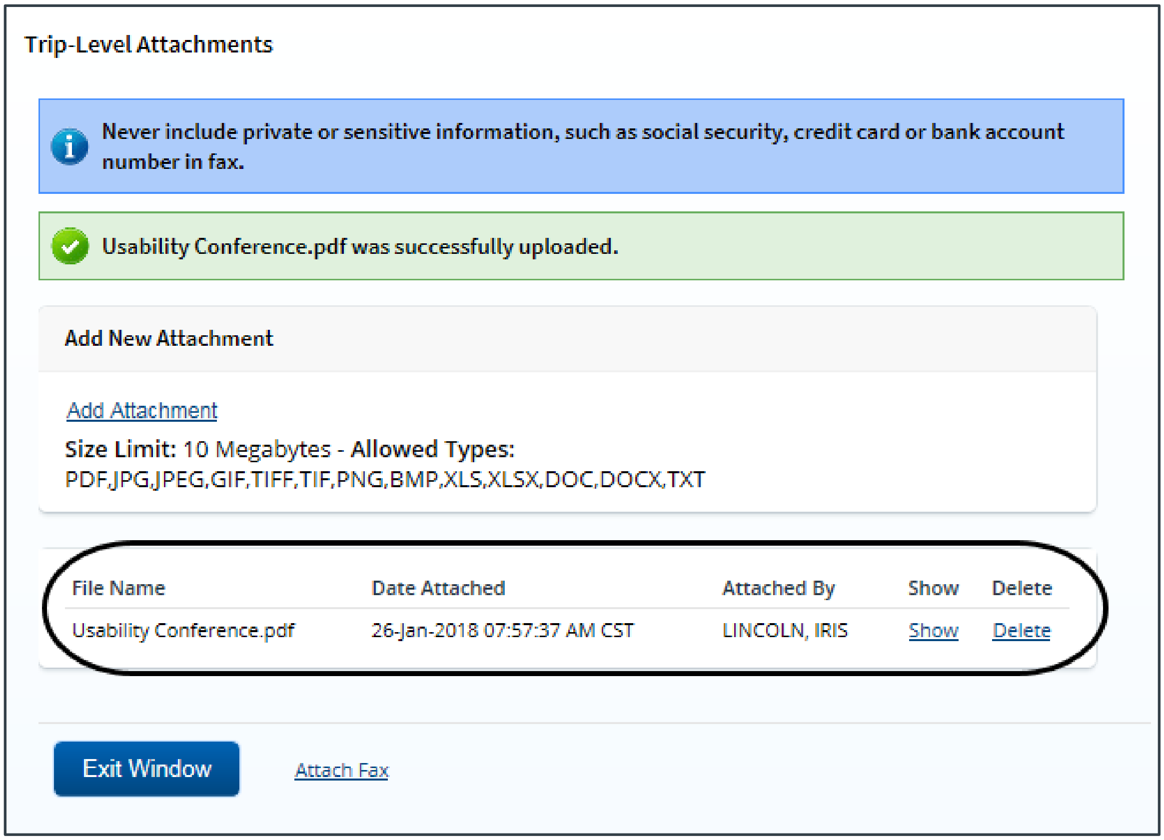



*Figure 67: Trip-Level Attachments — Attached Document*

5. Click the **Show** link to view the document.

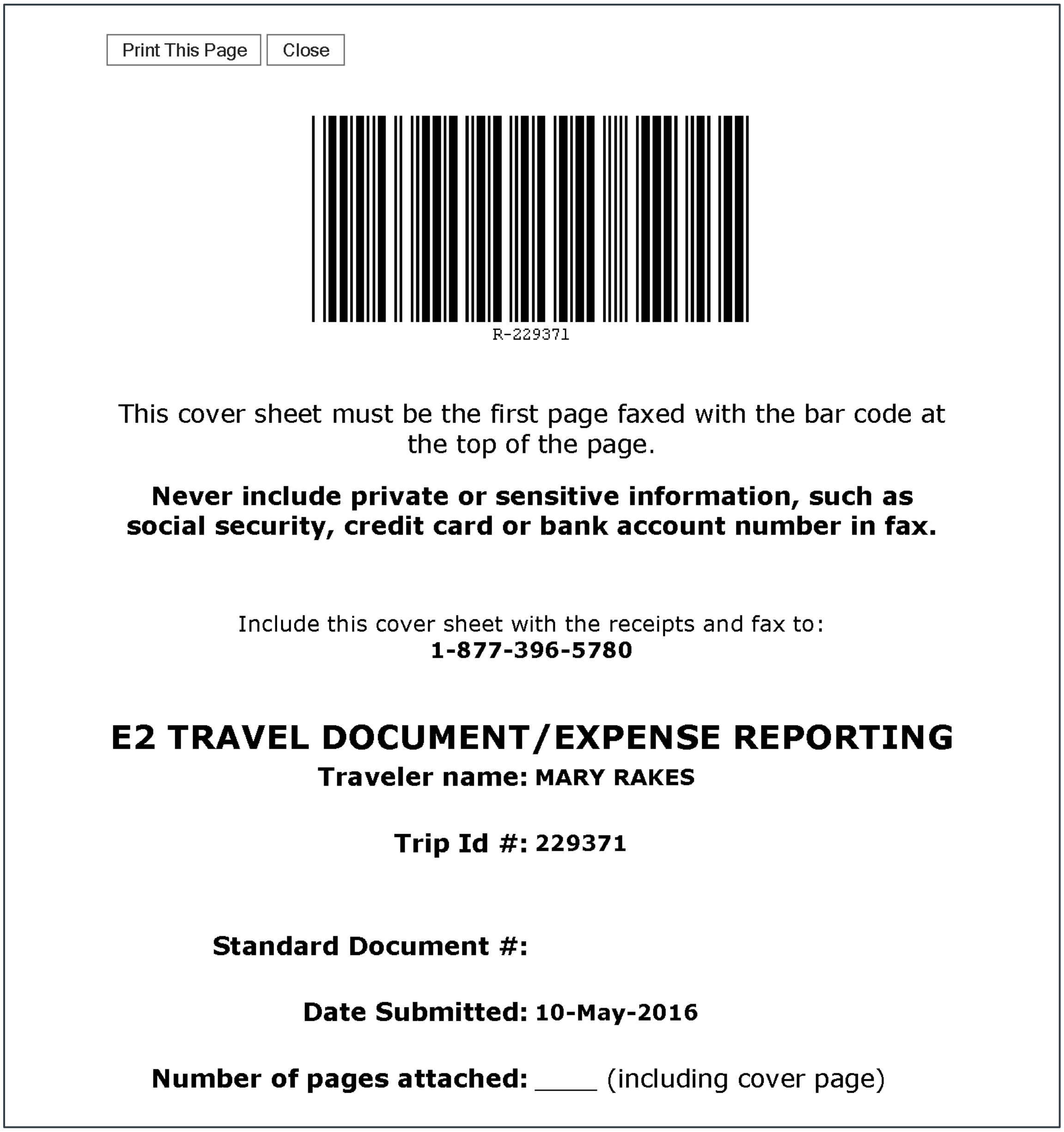
   ***TIP****: If this is not the document you want attached to the voucher, click* ***Delete*** *to remove the file. You are able to delete attached files at any time prior to final approval, as long as you have edit privileges for the document. Adding and deleting receipts will add entries to the Trip History file*.

6. Click **Exit Window**.

## 11.2.1 Attaching a Document via Fax

If you have paper documents, you can attach them to your voucher via fax, if that capability is available to you. Complete the following steps.

1. Click the **Attachments** link in the Other Actions section. This displays the Trip-Level Attachments window.
2. Click the **Attach Fax** link, which opens the Fax Attachment(s) section in the window.
3. Click the **Print the Fax Cover Page** link. This displays a printable version of the cover sheet. The fax cover page includes a special bar code that associates the fax with the voucher and includes the phone number to use; the fax cover page must be the first page of your fax.


Print This Page | Close

R-229371

This cover sheet must be the first page faxed with the bar code at the top of the page.

**Never include private or sensitive information, such as social security, credit card or bank account number in fax.**

Include this cover sheet with the receipts and fax to:
**1-877-396-5780**

**E2 TRAVEL DOCUMENT/EXPENSE REPORTING**

**Traveler name: MARY RAKES**

**Trip Id #: 229371**

**Standard Document #:**

**Date Submitted: 10-May-2016**

**Number of pages attached:** ____ (including cover page)

*Figure 68: Fax cover page*

4. Click **Print This Page**.
5. Fax the cover page, along with the documents you want to attach to the voucher, to the number shown on your fax cover page. The fax will automatically be added to the list of attached documents within 30 minutes of receipt.

   ***NOTE***: *Adding an attachment via fax will add an entry to the trip history file*.

## 11.2.2 Viewing Documents Attached to the Trip

The Receipts and Attachments section of the Voucher Summary page shows all previously attached documents and faxes. Locate the document in the list, and then click the **Show** link to view the attachment.

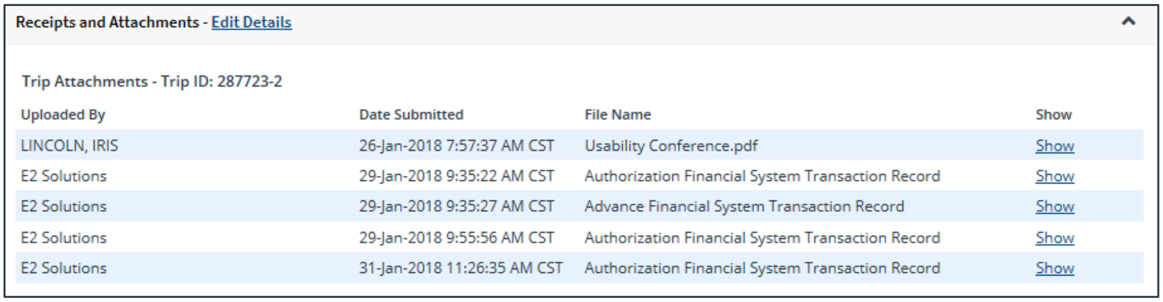



*Figure 69: Voucher Summary — Receipts and Attachments section*

## 11.2.3 Deleting Documents Attached to the Trip

If you uploaded or faxed a file in error, you can delete the attachment any time prior to the document's final approval, as long as you have edit privileges for the document.

The Receipts and Attachments section of the Voucher Summary page shows all previously attached documents and faxes. Complete the following steps to delete an attachment.

1. Click the **Edit Details** link in the Receipts and Attachments section header. This displays the Trip-Level Attachments window.

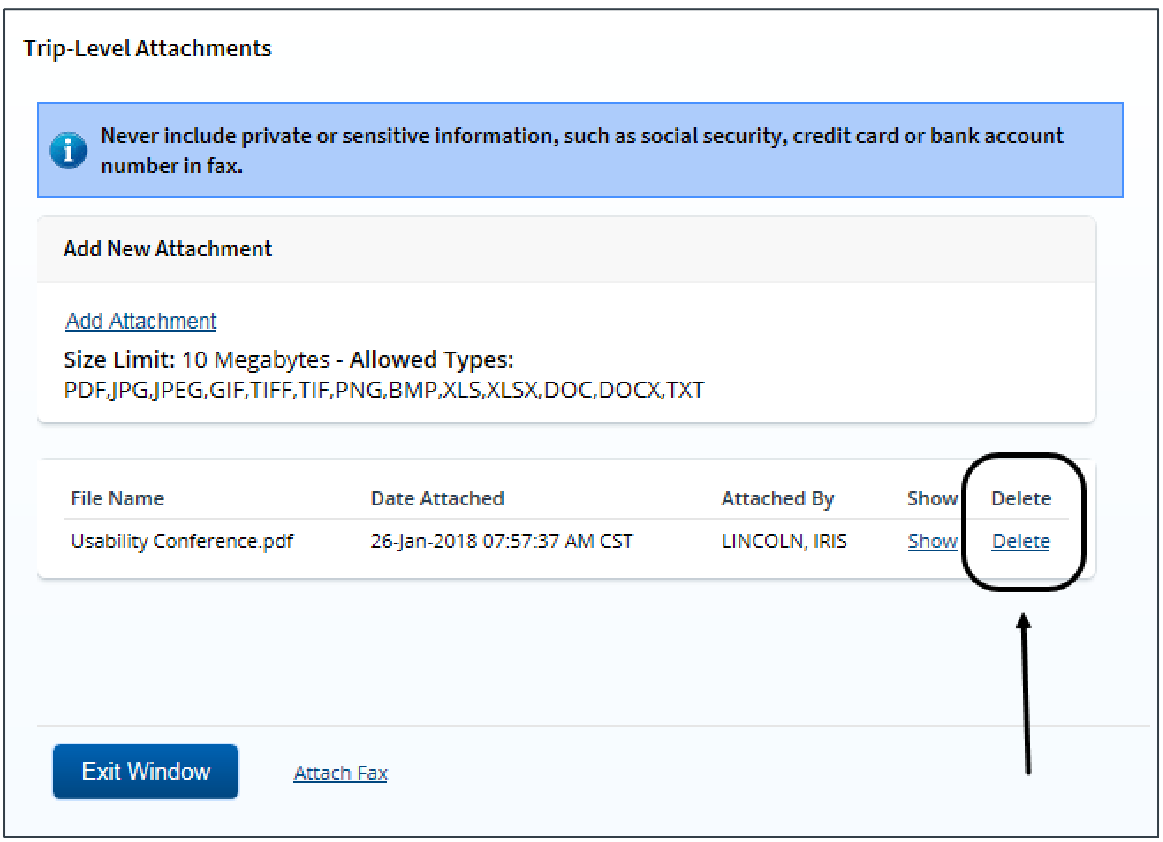



*Figure 70: Trip-Level Attachments — Delete link*

2. Click the **Delete** link of any file you have uploaded or faxed that you want to remove. This displays a Confirm Action window.

*__NOTE__: You cannot delete any system-attached files. Deleting an attachment will add an entry to the trip history file*.

3. Click **Confirm** to delete the document.
4. Click **Exit Window** to close the Trip-Level Attachments window.

## 11.3 Split Reimbursement of Meals and Incidental Expenses

If your M&IE expenses must be reimbursed directly to you (i.e., pay to traveler), you may be allowed to divert all or part of that reimbursement to your travel charge card (TCC). This reduces the reimbursement made to you and increases the reimbursements made to your TCC.

*__TIP__: Not all agency financial systems support this feature. Contact your E2 travel policy manager for clarification*.

Complete the following steps.

1. Click the **Override Pay To** link in the Other Actions section. This displays the Override Pay To window.

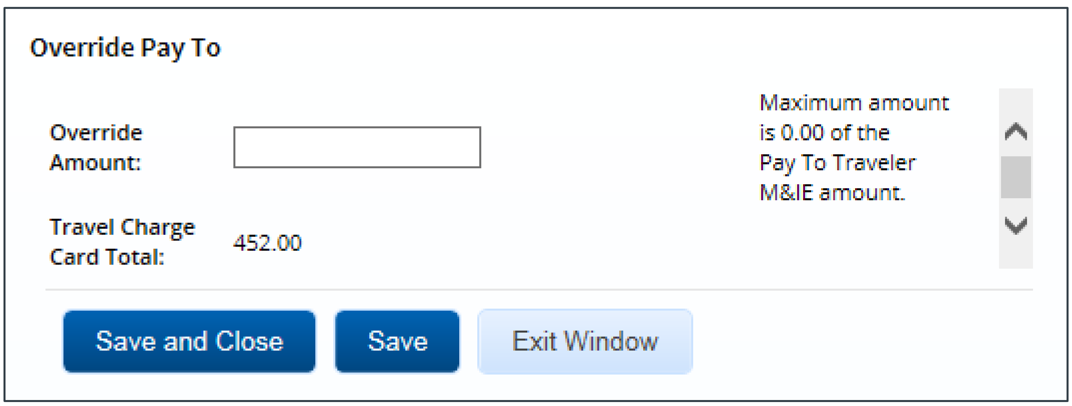
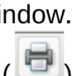



*Figure 71: Override Pay To window*

2. Enter the amount of "pay to traveler" M&IE disbursements you want to divert to your TCC in the **Override Amount** field.
3. Click **Save and Close** to save your entry and close the Override Pay To window.
4. Review the voucher's Payments and Liquidations workflow steps, if necessary, to review the reduced "pay to traveler" reimbursement.

## 11.4 Print the Voucher

Complete the following steps to review the printable version of the voucher.

1. Click the **Printable Voucher** link in the Other Actions section. The voucher appears as a PDF file in a new browser window.
2. Click the **Print** icon () to print the document.

   *__TIP__: Under certain circumstances, the voucher may appear as an HTML file with a __Print__ button. If this occurs, click __Print__ to print the voucher*.

# E2 Travel Voucher

Wed Jan 31 13:49:02 CST 2018

PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974(P.S. 93-579). The information requested on the form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11609 of July 22, 1971, and 1102 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

## Voucher Information

| Document Number | Trip Status | Trip Id | Submit Date | Approve Date |
|---|---|---|---|---|
| TWMNR0000287723T-1 | Voucher Revised | 287723-2 | 2018-01-31 | 2018-01-31 |

| Traveler | Official Duty Station | Title | Final Voucher Flag |
|---|---|---|---|
| IRIS LINCOLN | Washington, DC | | No |

| Mailing Address | Office Phone | Home Phone |
|---|---|---|
| 2400 Arlington Ave.<br>Arlington, VA 22204<br>US | 217-747-1212 | N/A |

| CONUS/OCONUS | Travel Purpose | Agency Travel | Travel Charge Card Holder |
|---|---|---|---|
| OCONUS | Cardiff Site Visit | F | Yes |

| Estimated Dates of Travel |
|---|
| 2018-02-01 thru 2018-02-03 |

## Itinerary

| Cabin Class | Coach (Air) |
|---|---|

| Arrive | Depart | Time | Location | Car | Hotel | Mode | Notes |
|---|---|---|---|---|---|---|---|
| 2018-02-01 | 2018-02-01 | N/A | Washington, DC | NONE | No | CP | |
| 2018-02-01 | 2018-02-02 | N/A | London, GBR | NONE | Yes | CP | Temporary Duty, LDG $308, M & IE $188 |
| 2018-02-02 | 2018-02-03 | N/A | Cardiff, Wales, GBR | NONE | Yes | CP | Temporary Duty, LDG $176, M & IE $87 |
| 2018-02-03 | 2018-02-03 | N/A | Washington, DC | NONE | No | NONE | |

PA-C = Government auto available and committed
PA-NA = Government auto not available
PA-NC = Government auto available and not committed

Page 1 of 9

***Figure 72: Printable Voucher***

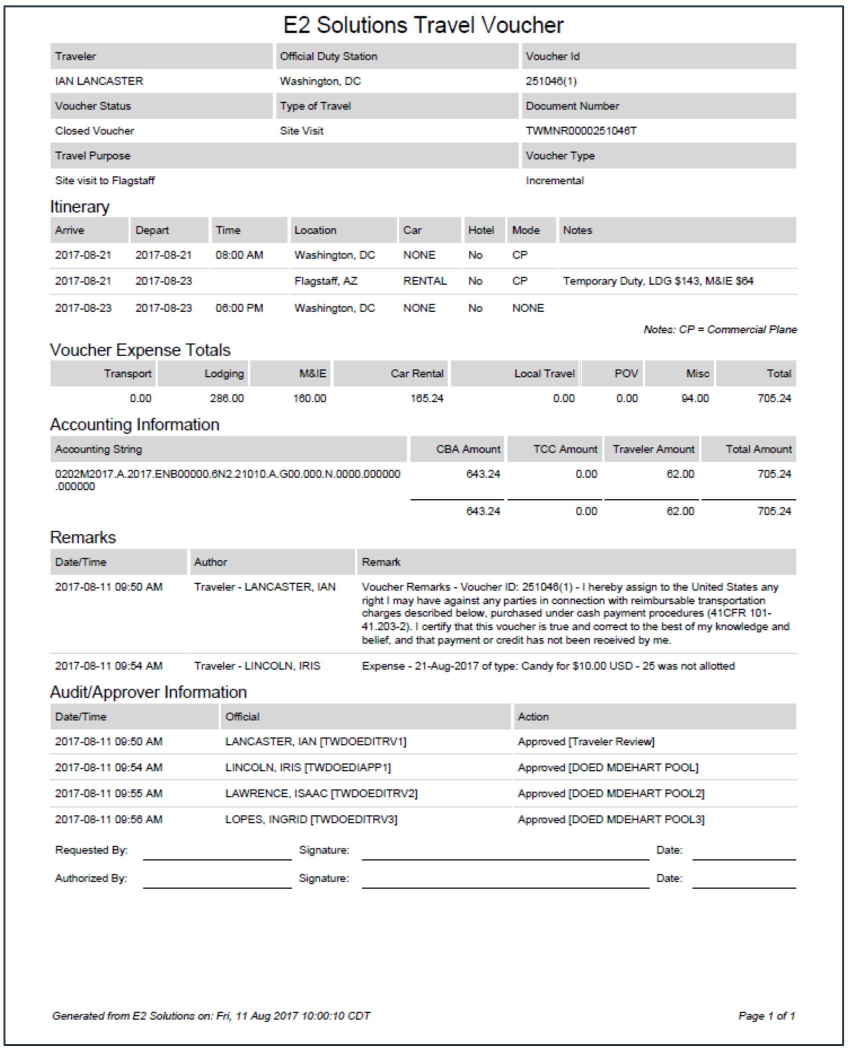
## 11.5 Compact Printable Voucher

Click the **Compact Printable Voucher** link to print a compact (typically, one page) version of the voucher. A compact printable voucher will include only the following information:

- Generated date/time stamp (in the page footer)
- Voucher information (no title)
- Itinerary
- Voucher expense totals
- Accounting information
- Voucher remarks
- Audit/approver information

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

The Privacy Act notice, travel advance information (when available), travel payment summary (when available), traveler payment details (when available), voucher expense summary, non-federal sponsors (when available), voucher expense lines, and history will not print on the compact printable voucher, but will still be available on the standard printable voucher.



E2 Solutions Travel Voucher

| Traveler | Official Duty Station | Voucher Id |
|---|---|---|
| IAN LANCASTER | Washington, DC | 251046(1) |
| Voucher Status | Type of Travel | Document Number |
| Closed Voucher | Site Visit | TWMNR0000251046T |
| Travel Purpose | | Voucher Type |
| Site visit to Flagstaff | | Incremental |

Itinerary

| Arrive | Depart | Time | Location | Car | Hotel | Mode | Notes |
|---|---|---|---|---|---|---|---|
| 2017-08-21 | 2017-08-21 | 08:00 AM | Washington, DC | NONE | No | CP | |
| 2017-08-21 | 2017-08-23 | | Flagstaff, AZ | RENTAL | No | CP | Temporary Duty, LDG $143, M&IE $64 |
| 2017-08-23 | 2017-08-23 | 06:00 PM | Washington, DC | NONE | No | NONE | |

Notes: CP = Commercial Plane

Voucher Expense Totals

| Transport | Lodging | M&IE | Car Rental | Local Travel | POV | Misc | Total |
|---|---|---|---|---|---|---|---|
| 0.00 | 286.00 | 160.00 | 165.24 | 0.00 | 0.00 | 94.00 | 705.24 |

Accounting Information

| Accounting String | CBA Amount | TCC Amount | Traveler Amount | Total Amount |
|---|---|---|---|---|
| 0202M2017.A.2017.ENB00000.6N2.21010.A.G00.000.N.0000.000000 .000000 | 643.24 | 0.00 | 62.00 | 705.24 |
| | 643.24 | 0.00 | 62.00 | 705.24 |

Remarks

| Date/Time | Author | Remark |
|---|---|---|
| 2017-08-11 09:50 AM | Traveler - LANCASTER, IAN | Voucher Remarks - Voucher ID: 251046(1) - I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (41CFR 101-41.203-2). I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. |
| 2017-08-11 09:54 AM | Traveler - LINCOLN, IRIS | Expense - 21-Aug-2017 of type: Candy for $10.00 USD - 25 was not allotted |

Audit/Approver Information

| Date/Time | Official | Action |
|---|---|---|
| 2017-08-11 09:50 AM | LANCASTER, IAN [TWDOEDITRV1] | Approved [Traveler Review] |
| 2017-08-11 09:54 AM | LINCOLN, IRIS [TWDOEDIAPP1] | Approved [DOED MDEHART POOL] |
| 2017-08-11 09:55 AM | LAWRENCE, ISAAC [TWDOEDITRV2] | Approved [DOED MDEHART POOL2] |
| 2017-08-11 09:56 AM | LOPES, INGRID [TWDOEDITRV3] | Approved [DOED MDEHART POOL3] |

Requested By: ____________ Signature: ____________ Date: ____________

Authorized By: ____________ Signature: ____________ Date: ____________

Generated from E2 Solutions on: Fri, 11 Aug 2017 10:00:10 CDT

Page 1 of 1

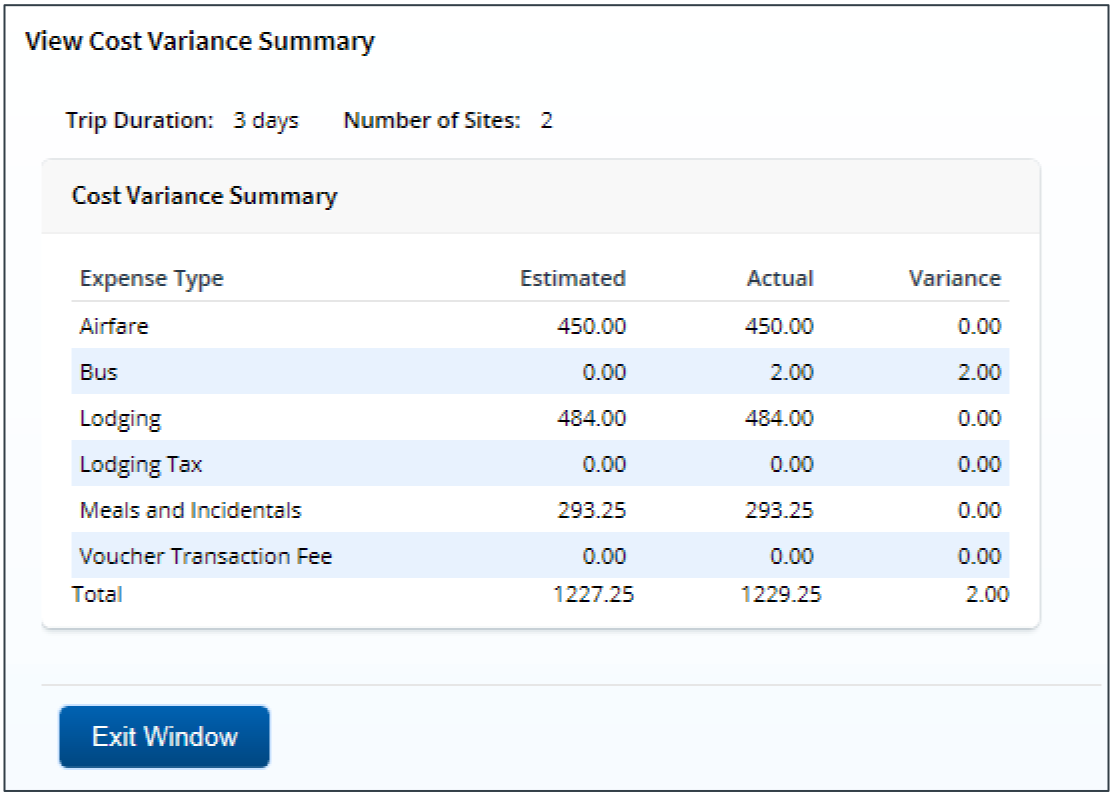
*Figure 73: Compact Printable Voucher*

## 11.6 View Cost Variance

You can compare your actual expenses with the expenses you estimated when you planned your travel. Click the **View Cost Variance Summary** link in the Other Actions section to display the View Cost Variance Summary window.

- The header shows the trip duration in days (including breaks and leaves), as well as the number of sites visited on the trip (excluding the starting and ending sites).
- For each expense type, the summary shows the difference between your estimated expenses and your actual expenses.

***TIP**: If you need additional information about your original travel plans, click **Exit Window** to close the View Cost Variance Summary window and return to the voucher. Be sure all of your information is saved, click the **Trip Dashboard** tab, and then click the **Show** link for your authorization*.




| Expense Type | Estimated | Actual | Variance |
|---|---|---|---|
| Airfare | 450.00 | 450.00 | 0.00 |
| Bus | 0.00 | 2.00 | 2.00 |
| Lodging | 484.00 | 484.00 | 0.00 |
| Lodging Tax | 0.00 | 0.00 | 0.00 |
| Meals and Incidentals | 293.25 | 293.25 | 0.00 |
| Voucher Transaction Fee | 0.00 | 0.00 | 0.00 |
| Total | 1227.25 | 1229.25 | 2.00 |

*Figure 74: View Cost Variance Summary window*

## 11.7 View a Daily Expenses Summary

You can view a summary of your travel expenses for each day. The summary information includes per diem rates, as well as information about items that impact expense calculations for each day, such as first and last day of travel, or travel over the International Date Line (IDL).

Click the **Daily Expenses Summary** link in the Other Actions section to display the View Daily Expenses Summary window.

- The Daily Expenses section shows a summary of all lodging, meals and incidentals, and other expenses for the day. Items that impact expense calculations for that day appear in the Other Information column.

- The Per Diem section shows detailed and summary per diem rate information for each travel site, including sites that have agency-defined custom per diem rates.
- If the lodging and M&IE for a specific day are both *Per Diem*, the Reimbursement Type column simply displays *Per Diem*. If, however, either the lodging and/or M&IE is not *Per Diem*, the Reimbursement Type column displays as follows: *Lodging: [REIMBURSEMENT TYPE], Meals: [REIMBURSEMENT TYPE]*.
- If your trip is subject to variable per diem rates for standard sites, the Other Information column includes the keyword *Variable*, followed by the percentage of the standard per diem rate that applies to each day of the trip for lodging, meals, or incidentals.

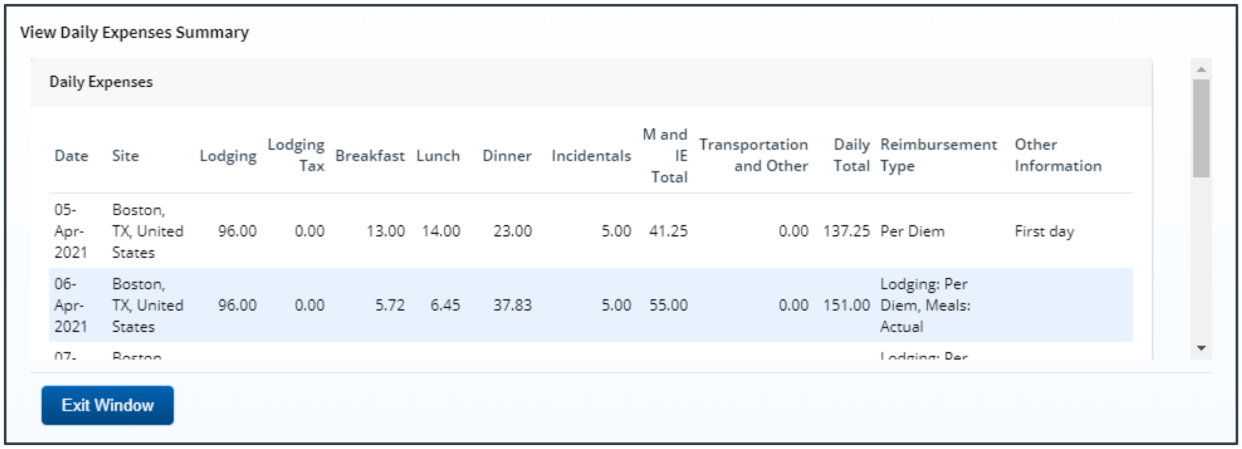



*Figure 75: View Daily Expenses Summary window*

## 11.8 View Itinerary Information

You can view itinerary information for the trip if the trip has associated reservations in E2. Click the **Itinerary** link in the Other Actions section to display the Itinerary window. The window contains a section for each type of reservation (e.g., air, rail, hotel, and car) and ticket information, if available.

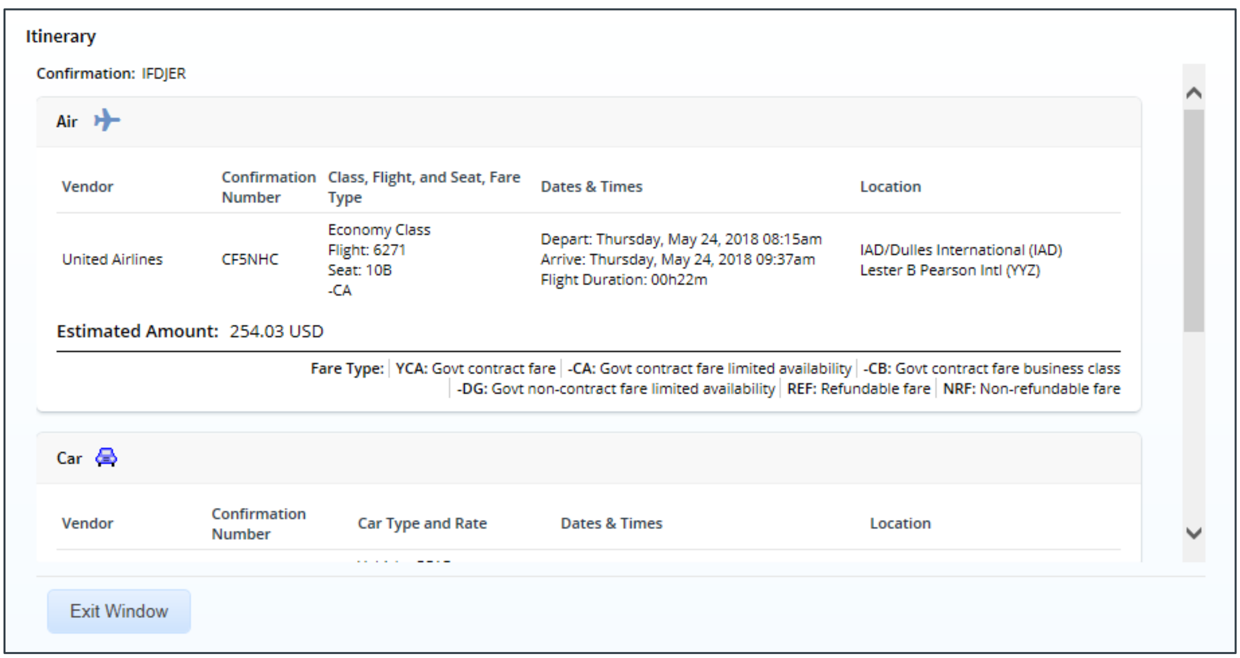



*Figure 76: Itinerary window*

## 11.9 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 your trip documents, including authorizations, advances, and vouchers. The audit trail includes:

- Date and time of the event
- Actions taken on the document and the document's status
- User who performed the action

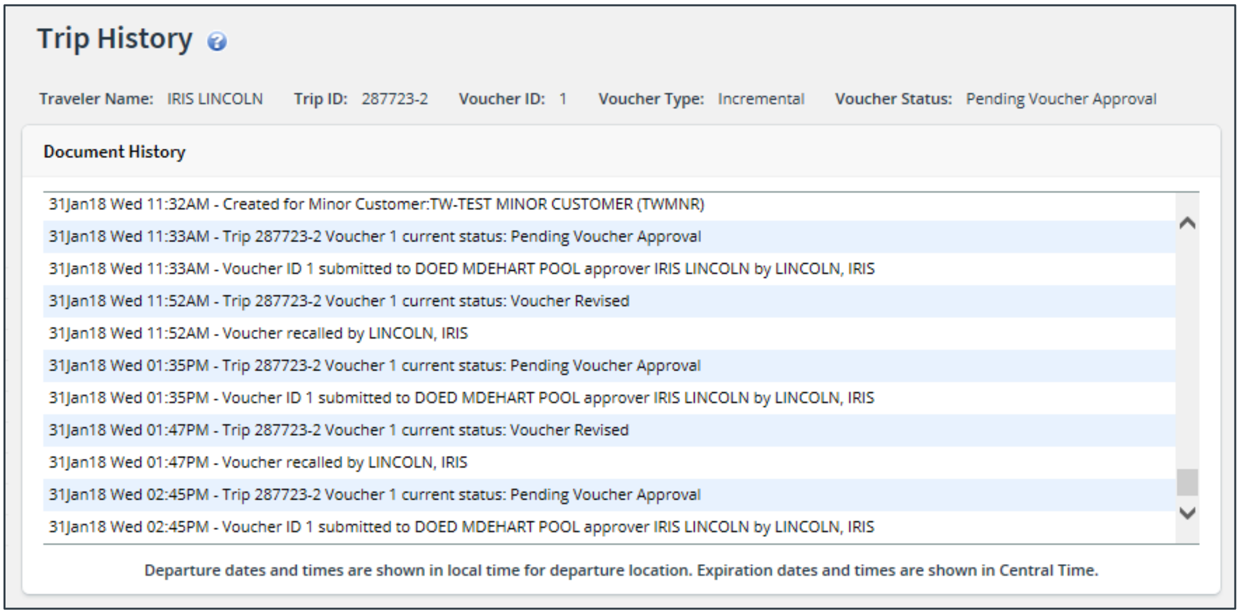



*Figure 77: Trip History — Incremental Voucher*

## 11.10 View Advance Details

If you received an advance for this trip, you can view detailed information about the advance on the View Advance Details page. Click the **View Advance Details** link in the Other Actions section to display the View Advance Details page. Details include total advance amount, type of payment, status, and remaining amount to be liquidated.

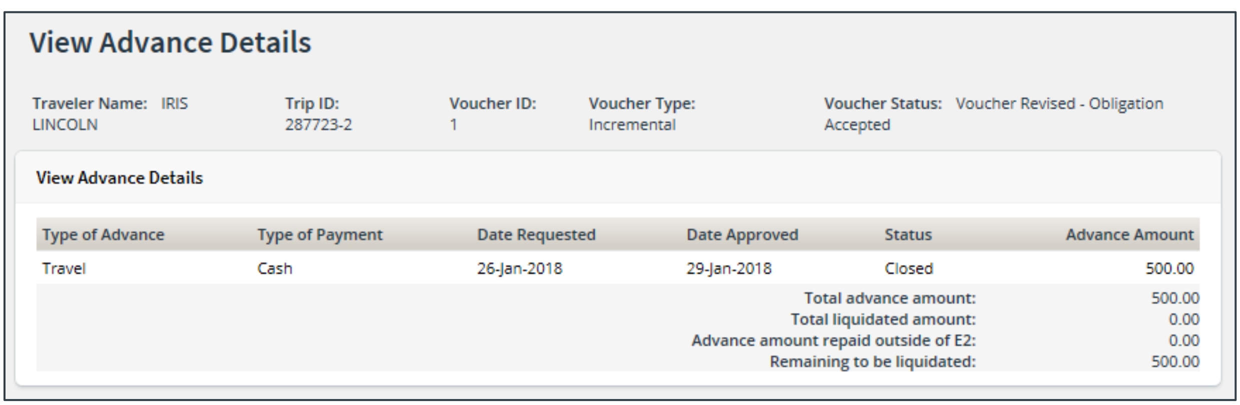



*Figure 78: View Advance Details*

### 11.10.1 Retained Advances

If you are allowed to retain an advance that you could not liquidate, making the retained amount available for liquidation on future vouchers, a View Retained Advance Details section displays at the bottom of the page. This section identifies the trip ID, dates requested and approved, trip status, and the amount of the advance still outstanding.

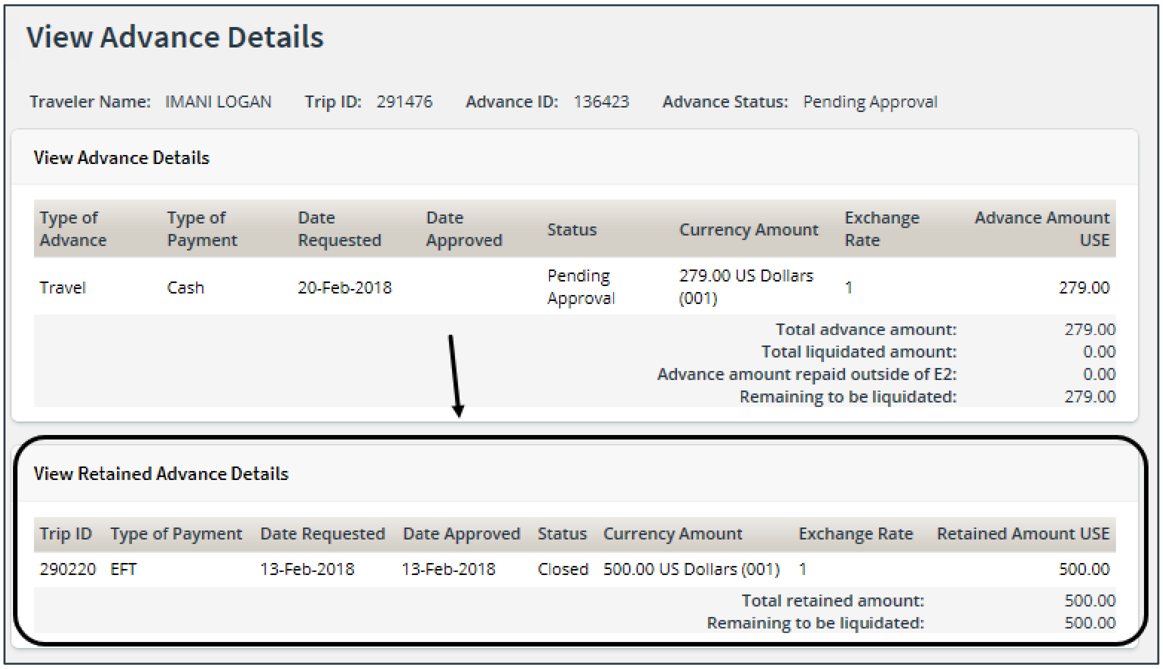



*Figure 79: View Advance Details — View Retained Advance Details section*

## 11.11 View Open or Group Authorization Details

If you are creating a voucher for a trip that was created under an open or group authorization, click the **Open Authorization Details** or **Group Authorization Details** link in the Other Actions section to view details about the parent OA or GA.

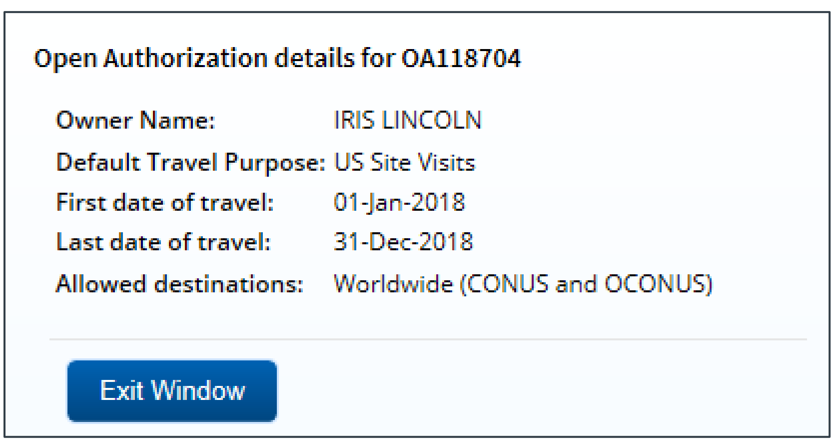



*Figure 80: Open Authorization Details window*

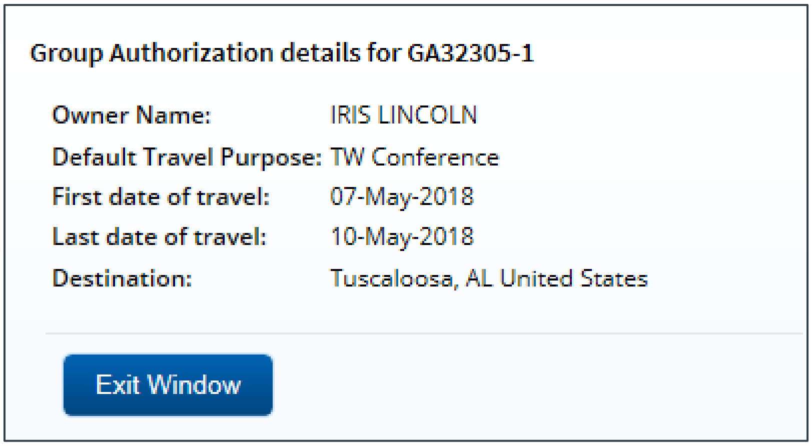
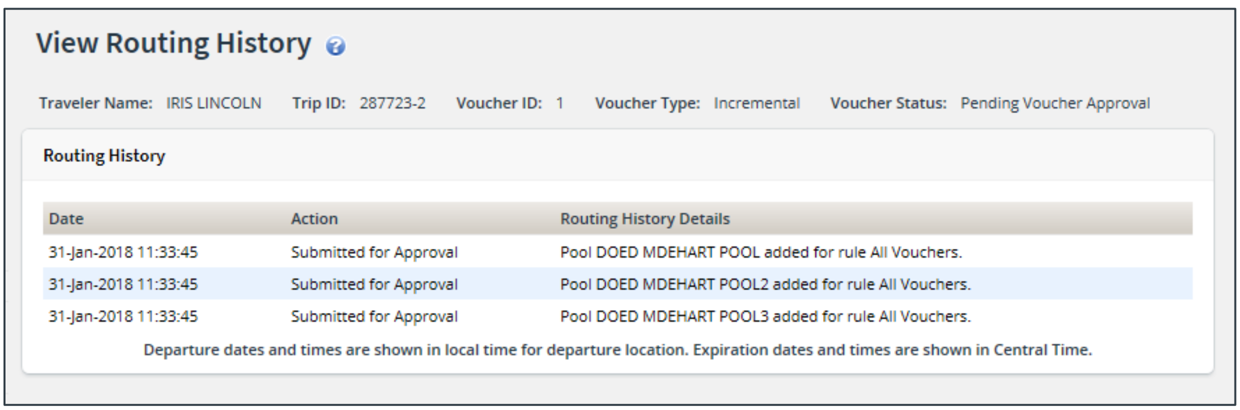



*Figure 81: Group Authorization Details window*

## 11.12 View Routing History

Click the **View Routing History** link in the Other Actions section to display the View Routing History page. This page provides a log of approval routing events (e.g., approvals, revisions) for the voucher, including the date and time of the event, action that triggered the event, and the event details.




| Date | Action | Routing History Details |
|---|---|---|
| 31-Jan-2018 11:33:45 | Submitted for Approval | Pool DOED MDEHART POOL added for rule All Vouchers. |
| 31-Jan-2018 11:33:45 | Submitted for Approval | Pool DOED MDEHART POOL2 added for rule All Vouchers. |
| 31-Jan-2018 11:33:45 | Submitted for Approval | Pool DOED MDEHART POOL3 added for rule All Vouchers. |

*Figure 82: View Routing History — Voucher*

## 11.13 View the Approval Routing Path

After you submit your voucher for approval, the system automatically assigns routing rules to the voucher, and additional links become available in the Other Actions section. (These links only appear after the voucher has been submitted for approval and the document has a *Pending Approval* status.)

Click the **View Routing Path** link in the Other Actions section to display the View Routing Path page, which allows you view the approval path for your voucher, and, in some circumstances, make changes.

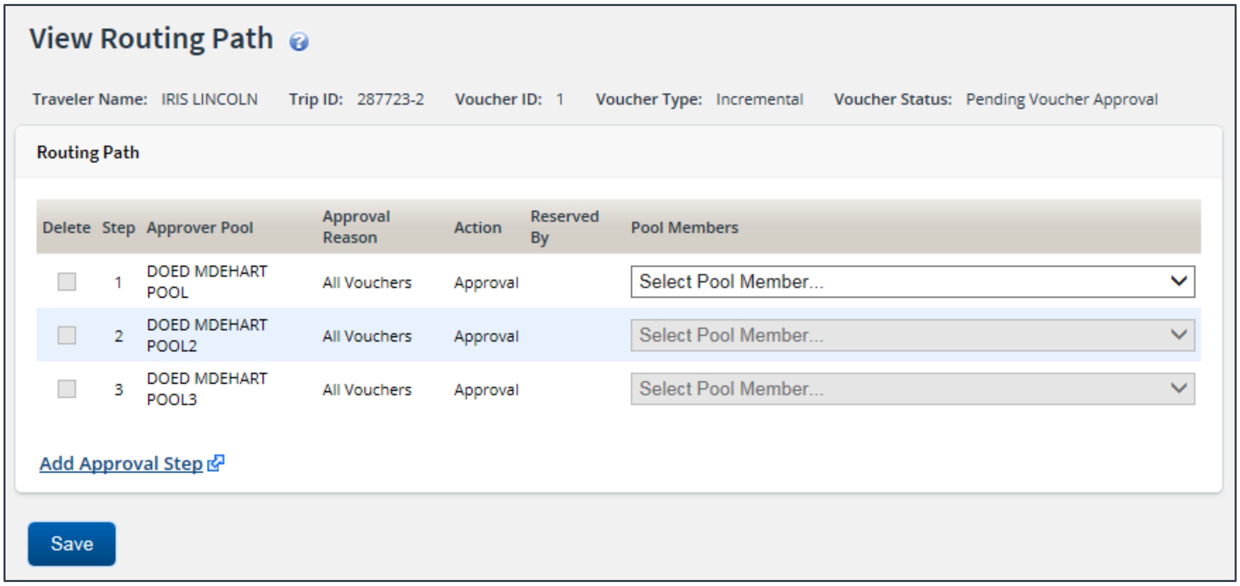



*Figure 83: View Routing Path — Voucher*

### 11.13.1 Change the Approver

If the approver responsible for the current step in your voucher's approval process is unavailable, you can select a new approver for the voucher from the **Pool Members** drop-down list. This list displays the name and email address for each approver in the pool. Be sure to save your changes.

## *11.14 View Payment History*

After a voucher is approved and paid, click the **View Payments** link in the Other Actions section to display the View Payments page, which allows you to view the payment details, including the payment amounts and dates.

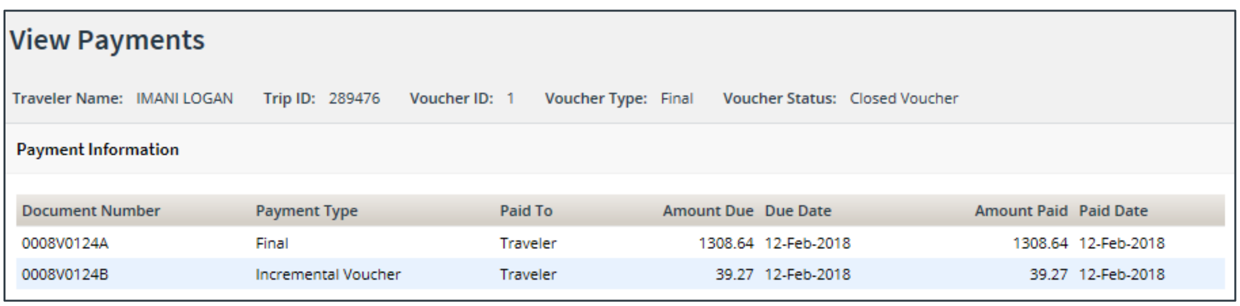



*Figure 84: View Payments — Final and Incremental Vouchers*

# 12 Extras

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

- Returning to the **Trips** tab
- Using a currency converter
- Delete the voucher
- Viewing or printing profile information

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

## 12.1 Return to the My E2 Trips Tab

Click the **Trips List** link in the Extras section to go to the My E2 **Trips** tab.

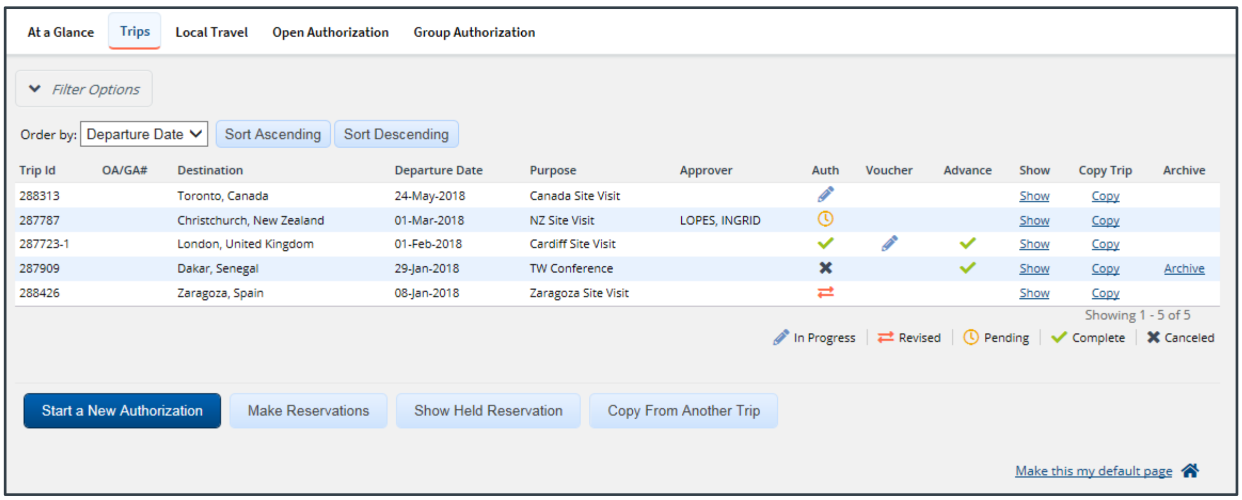



***Figure 85: My E2 — Trips tab***

## 12.2 Use a Currency Converter

Click the **Currency Calculator** link in the Extras section to view the OANDA currency converter in a new browser tab or window. (OANDA is an external web site and is not part of E2.)

***TIP**: This link is only available from the voucher's Expenses step if your trip includes a foreign destination and you are not allowed to enter expenses in the local currency*.

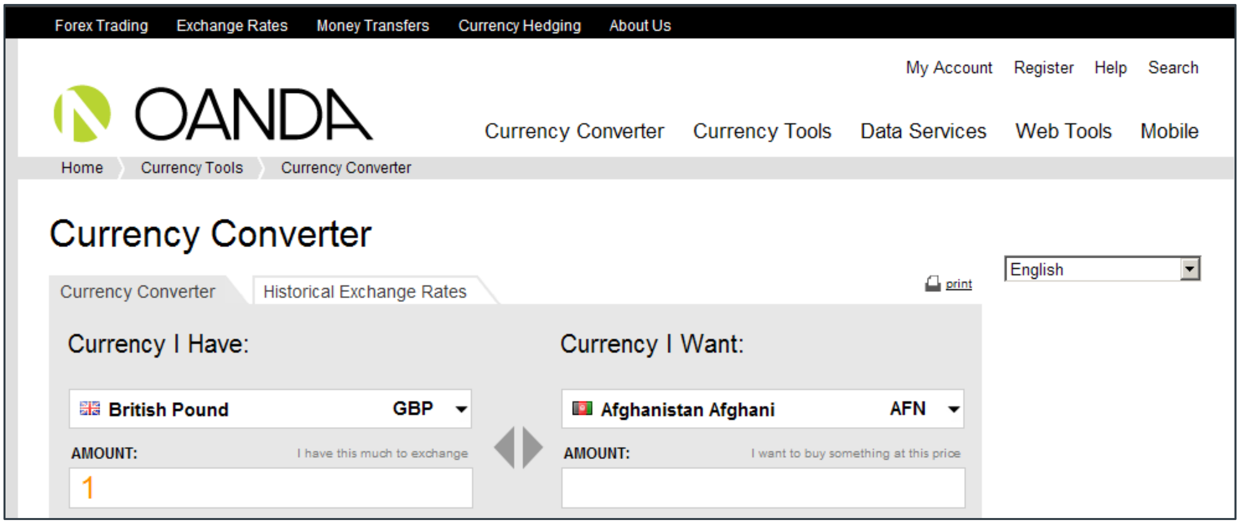



*Figure 86: OANDA Currency Converter*

## 12.3 Delete the Voucher

Click the **Delete Voucher** link in the Extras section. When the Confirm Action window displays, click **Confirm** to delete the voucher and return to the Trip Dashboard. A success message notifies you the voucher was successfully deleted.

***TIP****: You can also delete a voucher from the Trip Dashboard by clicking the* ***Delete*** *link in the Vouchers section.*

## 12.4 View or Print Profile Information

Click the **Printable Profile** link in the Extras section to display a printable version of the traveler's profile in a new browser window. Click **Print This Page** to print the information.

# 13 Performing a Traveler Review

If an arranger creates a voucher on your behalf, you are typically required to review the voucher as the initial step in the official approval process. Complete the following steps.

1. Click **My Approvals** on the task bar. This displays the Pending Approvals page.

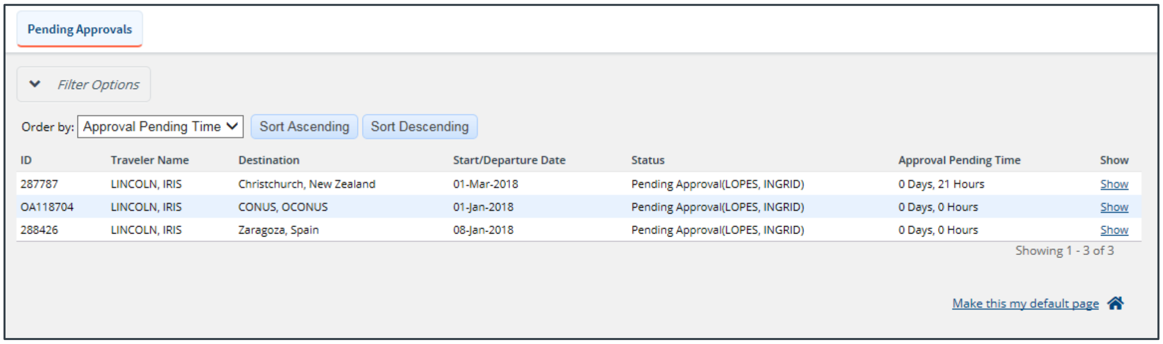



*Figure 87: My Approvals — Pending Approvals tab*

2. Click the **Show** link for the voucher. This displays the Voucher Summary page.
3. Review each section.
4. Click **Approve** when you are finished. This action sends the voucher into the normal approval process, and a Confirm Action window displays.
5. Read the acceptance policy. When you approve the voucher, this acceptance is logged and becomes part of the trip history.
6. Click **Confirm**.

## 13.1 Modifying the Voucher

If you need to make changes to a voucher that is pending your review, click the **Modify Voucher** button at the bottom of the Voucher Summary page. You are returned to the Basic Information page, and the voucher is no longer pending traveler review. You can edit the voucher, delete the voucher, or ask your arranger to make the necessary changes for you.

Follow the normal voucher workflow steps as outlined in this user guide to make changes, and then resubmit the voucher for approval.

# 14 Creating a Pre-Trip Voucher

Under certain conditions, fees and other expenses must be paid prior to actual travel. For example, you may need to prepay airfare or conference fees to obtain a discount, or prepay hotel charges. If your travel policy permits prepayment of travel expenses, the trip-related expenses that you incur before you travel can be submitted on a pre-trip voucher.

Pre-trip vouchers cover expenses incurred from the day the authorization was approved until the first day of travel. A trip can have multiple pre-trip vouchers.

## 14.1 Rules

The following rules apply to pre-trip vouchers:

- All standard voucher workflow steps are available, and optional workflow steps (e.g., Payment Options, Liquidations) may also be available.
- The Basic Information page does not include a **Claim Expenses Between Begin Date** field.
- The **Claim Expenses Between End Date** field (i.e., voucher cut-off date) must be on or before the current date, and cannot be after the trip start date or before the date the authorization was approved. The field defaults to the current date.
- The Basic Information page does not allow selection of voucher finality. A pre-trip voucher cannot be designated as a final voucher for a trip.

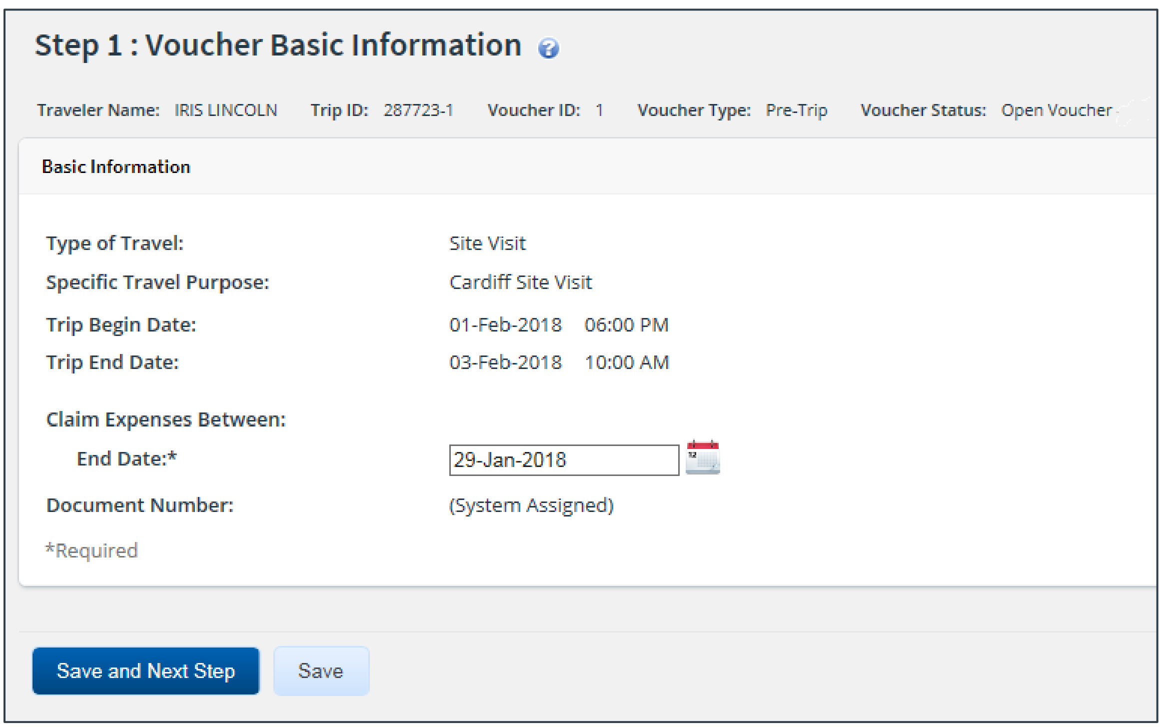



*Figure 88: Voucher Basic Information — Pre-Trip Voucher*

- Expenses are not mapped from the authorization to the pre-trip voucher. When you create a pre-trip voucher, you must add each pre-trip expense. The date for each expense must be on or before the voucher cut-off date, but cannot be prior to the date of authorization approval.
- Daily lodging and M&IE expenses cannot be submitted on a pre-trip voucher. You can, however, submit prepaid lodging expenses using the *Pre-Paid Lodging* expense type, if enabled. Prepaid

lodging expenses claimed on the pre-trip voucher reduce the reimbursable amount of daily lodging expenses on subsequent incremental and final vouchers.

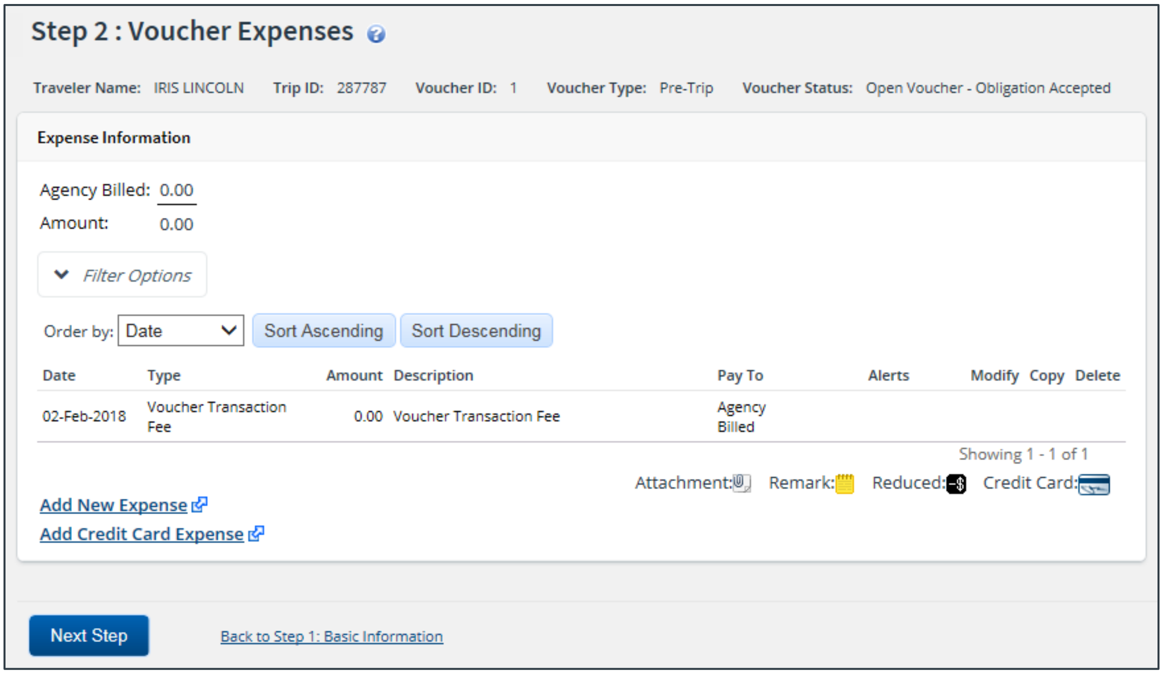



*Figure 89: Voucher Expenses — Pre-Trip Voucher*

## 14.2 Trip Dashboard

You create a pre-trip voucher from the Trip Dashboard. To access the Trip Dashboard, locate the trip on the My E2 **Trips** tab, and then click the **Show** link.

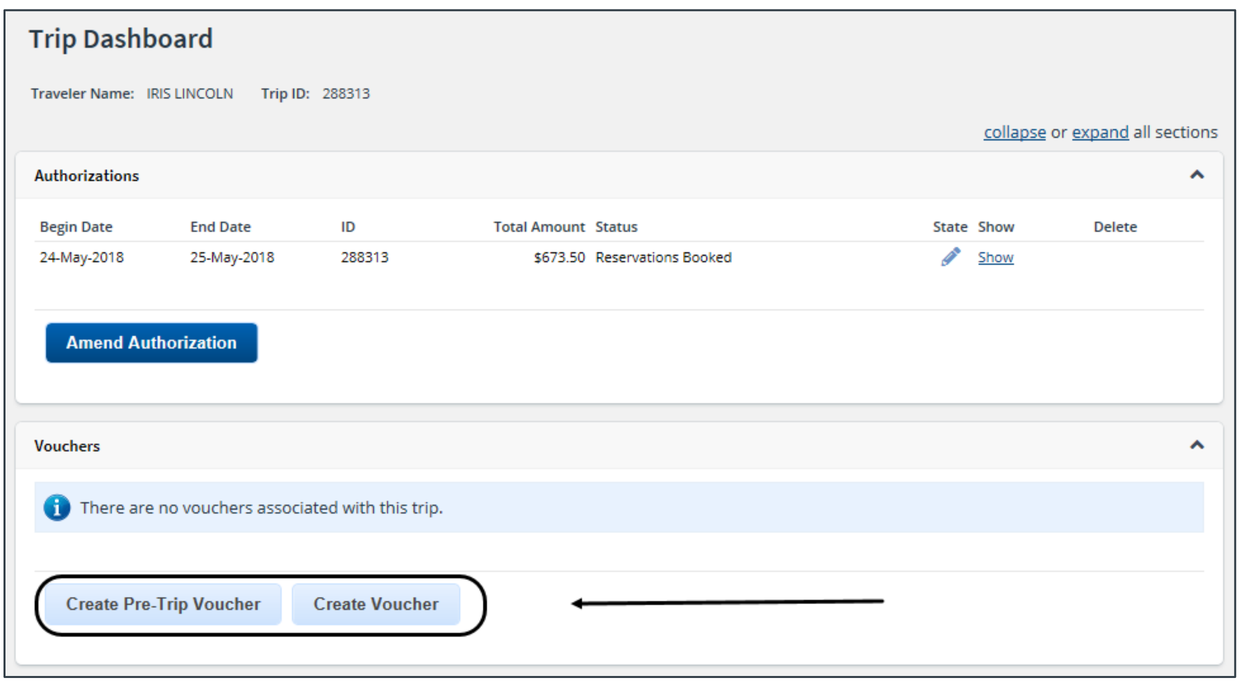



*Figure 90: Trip Dashboard — Create Pre-Trip Voucher button*

When the trip meets travel policy requirements, the **Create Pre-Trip Voucher** button is enabled. Click this button to create a pre-trip voucher for the expense incurred before you travel. The **Voucher** tab displays, showing the first step in the workflow process. Complete the Basic Information step, and then proceed through the remaining workflow steps to complete the pre-trip voucher and submit it for approval.

# 15 Creating a Supplemental Voucher

A supplemental voucher is created, after your final voucher is complete, to cover travel expenses that you did not include on other vouchers.

If the **Create Voucher** button is available on the Trip Dashboard, you can create a voucher. E2 determines the type of voucher that is created, based on the status of the existing trip documents and your travel policy. The header displays the type of voucher created.


*Figure 91: Voucher Basic Information — Supplemental Voucher heading*

## 15.1 Rules

The following rules apply to supplemental vouchers.

- All standard voucher workflow steps are available, and optional workflow steps (e.g., Payment Options, Liquidations) may also be available.
- The Basic Information page does not allow changes to the voucher cut-off date. The **Claim Expenses Between End Date** field defaults to the last day of the trip and cannot be changed.
- The Basic Information page does not allow selection of voucher finality (i.e., **For this trip this is the** field). This selection does not apply to supplemental vouchers. The incremental voucher that you selected as your final voucher for the trip retains the *Final* voucher type.

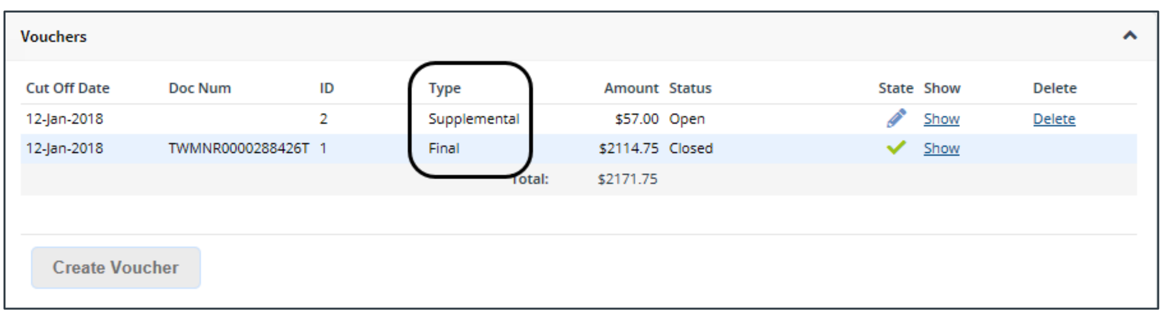



*Figure 92: Trip Dashboard — Final and Supplemental voucher types*

- All lodging, meals, and incidental expenses are ineligible to be claimed on a supplemental voucher.
- You can add new expenses.

# 16 Recalling a Voucher from the Approval Process

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

Complete the following steps.

1. Locate the trip on the My E2 **Trips** tab.
2. Click the **Show** link. If the Voucher Summary page for the correct voucher displays, skip to step 6.
3. Click the **Trip Dashboard** tab.
4. Locate the voucher in the Vouchers section of the Trip Dashboard.
5. Click the **Show** link. This displays the Voucher Summary page for that voucher.

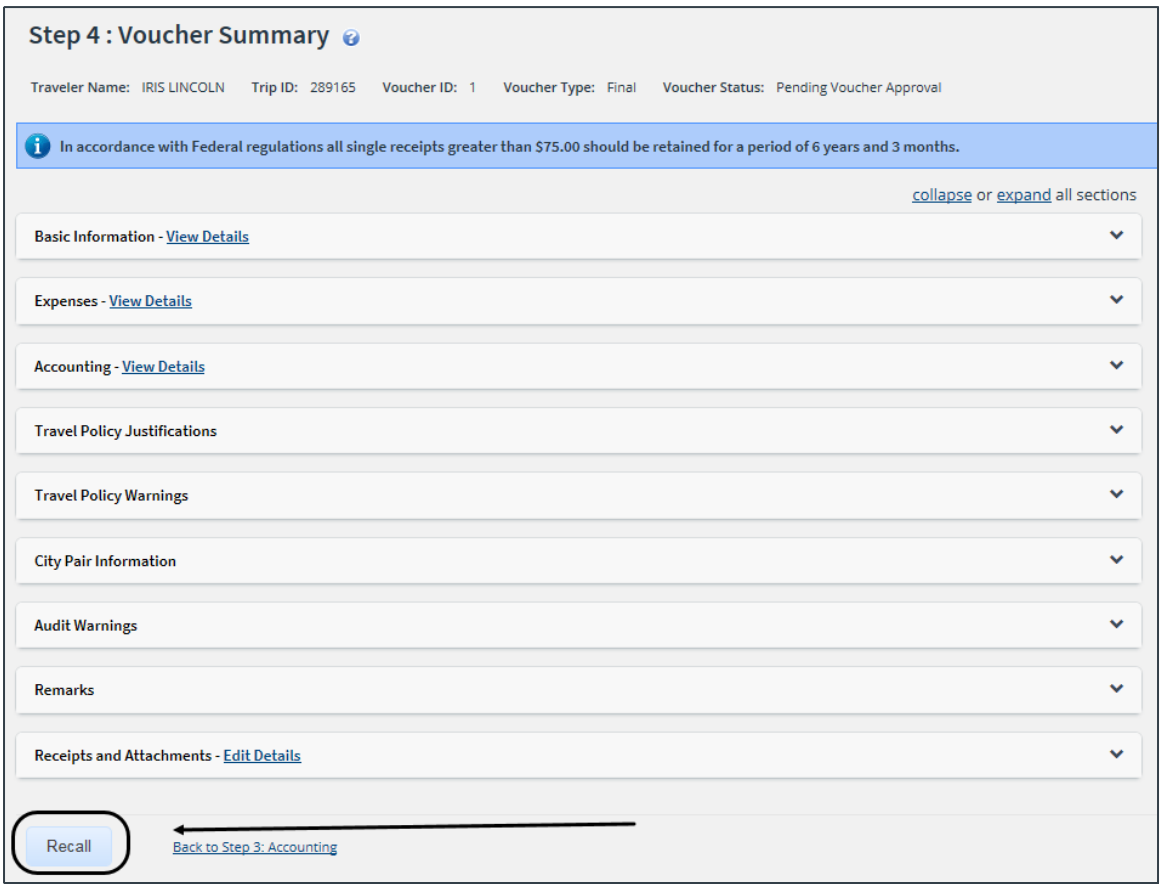



*Figure 93: Voucher Summary — Recall button*

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

# 17 Revision History

<table>
<tr><th>Date</th><th>Description</th><th>Release</th></tr>
<tr><td>09/2021</td><td><ul><li>Added:<ul><li>Section 5.2 (Tax Effective Date)</li><li>Section 6.3.1 (Long-Term Taxable Travel Expenses)</li><li>Section 6.4.1 (Private Transportation)</li></ul></li><li>Updated section 6.2 (Meals and Incidental Expenses) for long-term travel and the EUM, GMR/PMR reimbursement types</li></ul></td><td>21.3</td></tr>
<tr><td>04/2021</td><td><ul><li>Added:<ul><li>Section 1 (Introduction)</li><li>Section 6.2.1 (Per Diem for JTR Travelers [JTR])</li><li>Section 6.2.2 (Edit Actual Meals | Edit Actual Meals/Occasional Meals [JTR] Link)</li><li>Section 6.2.2.1 (JTR Functionality)</li><li>Tip to section 6.4 (Add New Expenses) based on customer feedback</li></ul></li><li>Updated:<ul><li>Figures 27 (Edit Actual Meals – Foreign Currency fields) and 42 (Edit Actual Meals – Edit Credit Card Detail link), as well as verbiage throughout to reflect change to the title of the Edit Actual Meals window</li><li>Figure 68 (View Daily Expenses Summary window)</li><li>Section 6.1 (Lodging Expenses)</li><li>Section 6.2 (Meals and Incidental Expenses)</li></ul></li></ul></td><td>21.1</td></tr>
<tr><td>01/2021</td><td>Updated section 10.7 (View a Daily Expenses Summary)</td><td>20.4</td></tr>
<tr><td>07/2020</td><td>Updated screen shots</td><td>20.2</td></tr>
<tr><td>10/2019</td><td>Updated title page graphic and copyright information</td><td>19.3</td></tr>
<tr><td>03/2019</td><td>Updated section 14.1 (Rules) for a supplemental voucher</td><td>19.1</td></tr>
<tr><td>06/2018</td><td>Updated:<ul><li>Figure 8: Voucher Basic Information – Transportation and Other Expenses fields</li><li>Figure 9: Voucher Basic Information – System Assigned Document Number</li><li>Figure 16: Edit Expense – Detail tab</li><li>Figure 21: Add New Expense window</li><li>Figure 28: Edit Expense – Local Currency Expense fields</li><li>Figure 29: Edit Expense – Exchange Rate and Rate Reason fields</li><li>Figure 33: Edit Daily Expense window</li><li>Figure 34: Split Daily Expense window</li><li>Figure 36: Split Personal Expenses window</li><li>Figure 51: Split Funding – Split Funding by Expense Date fields</li></ul></td><td>18.2</td></tr>
</table>

| Date | Description | Release |
|---|---|---|
| | • Figure 81: Voucher Basic Information – Pre-Trip Voucher | |
| 03/2018 | • Updated images throughout the document<br>• Updated section 5.7.1.1 (Apply to All Displayed Expenses) to reflect the new options available | 18.1 |
| 01/2018 | Document formatting and layout changes | 17.4 |
| 09/2017 | • Updated image in section 2.1 (About the Workflow Workspace)<br>• Added a bullet (Print a compact voucher) to section 9 (Other Actions). This bullet links to a new section 9.5 – Compact Printable Voucher. | 17.3 |
| 03/2017 | Updated images in sections 4.3 (Other Expenses), 4.4 (Add New Expenses), 4.8.5 (Add Remarks and Receipts to the Expense), 9.2 (Attach Receipts or Other Documentation), and 9.2.2 (Deleting Documents Attached to the Trip) for the new 10 MB file size allowed for attachments | 17.1 |
| 01/2017 | Updated:<br>• Sections 1.1, How Estimated Expenses Become Voucher Expenses, 3, Completing the Basic Information Step and 4, Completing the Expenses Step for using only T&O expenses from a voucher deleted by the authorization amendment process as a source for T&O expenses on this voucher<br>• Section 5.2, Split Funding, updated split funding image | 16.4 |
| 06/2016 | • Updated section 4.3, Other Expenses, all images, deleting receipts information, Trip History entries<br>• Updated section 4.8.5, Add Remarks and Receipts to the Expense, all images, deleting receipts information, Trip History entries<br>• Updated section 9.2, Attach Receipts or Other Documentation, all images, deleting attachments information, Trip History entries, fax instructions; removed references to **Retrieve Faxes**<br>• Added section 9.2.1, Viewing Documents Attached to the Trip<br>• Added section 9.2.2, Deleting Documents Attached to the Trip<br>• Updated section 13, Creating a Supplemental Voucher, to clarify rules related to lodging and meals expenses | 16.2 |
| 03/2016 | Updated section 1.2, About the Voucher Cut-off Date, and section 3, Completing the Basic Information Step, for final voucher with updated itinerary information | 16.1 |
| 11/2015 | Added section 9.7, View Itinerary Information | 15.4 |
| 06/2015 | • Updated section 1.1, How Estimated Expenses Become Voucher Expenses, for automatic addition of actual TMC fee based on reservation | 15.3 |

| Date | Description | Release |
|---|---|---|
| | • Updated images in section 9.2, Attachment Receipts or Other Documentation<br>• Updated section 9.6, View a Daily Expenses Summary, for variable per diem rates for standard sites<br>• Updated section 9.10, View Routing History, including new image | |
| 04/2015 | Updated images in section 9.9, View Open or Group Authorization Details | 15.2 |
| 01/2015 | Updated image in section 7, Completing the Payments step, for clarification | 15.1 |
| 07/2014 | General updates | 14.3 |
| 06/2014 | • Updated dimensional account code search information in Section 5.1, Select Accounts to Fund Your Expenses<br>• Updated images and list name in section 5.2, Split Funding | 14.2 |
| 01/2013 | Copyright updates | ETS2 |
| 10/2012 | General availability | ETS2 |

# 18 Trademark and Copyright



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