



UG45: Approving Vouchers

Reviewing and Approving Travel Expenses for Reimbursement
Release 21.1 | April 2021

Table of Contents

1	INTRODUCTION	4
2	UNDERSTANDING THE APPROVAL PROCESS	5
2.1	Routing Pools.....	5
2.2	Routing Rules	5
2.3	Approver Actions	5
3	THE WORKFLOW WORKSPACE.....	7
3.1	Left Side Navigation.....	7
3.2	Document Header Information	7
3.3	Main Area.....	7
3.4	Buttons and Links	8
3.5	Dashboards	8
4	APPROVING A VOUCHER.....	10
4.1	Lock the Voucher.....	12
5	REVIEWING BASIC INFORMATION.....	13
5.1	Document Number.....	15
6	REVIEWING EXPENSES.....	17
6.1	Reviewing Lodging Expenses	17
6.2	Reviewing Meals and Incidental Expenses.....	19
6.3	Reviewing Other Expenses	22
6.4	Reviewing Travel Charge Card Transaction Details.....	23
6.5	Reducing Expenses	27
7	REVIEWING ACCOUNTING	34
7.1	Select Account Codes from a Favorites List.....	35
7.2	Search for Account Codes.....	36
7.3	Add a Dimensional Account Code	37
7.4	Split Funding.....	39
8	REVIEWING LIQUIDATIONS.....	43
8.1	Retained Advances.....	43
8.2	Reduced "Pay to Traveler" Expenses.....	43
9	REVIEWING REMARKS, RECEIPTS, AND ATTACHMENTS	46
9.1	Remarks.....	46
9.2	Receipts and Attachments.....	46
10	REVIEWING OTHER INFORMATION.....	48
10.1	Reviewing Site Details	48
10.2	Reviewing NFS Expenses.....	49
10.3	Reviewing Payments.....	49
10.4	Reviewing "Pay to Traveler" Overrides	50
10.5	Reviewing Travel Policy and City Pair Information.....	50
10.6	Reviewing Audit Warnings.....	51
11	COMPLETING THE APPROVAL PROCESS	53
11.1	Approving the Voucher	53
11.2	Returning the Voucher for Revision	53
11.3	Making the Voucher Available to Another Approver.....	55
12	OTHER ACTIONS.....	56
12.1	Add Remarks	56
12.2	Attach Documentation	57
12.3	Print the Voucher	61
12.4	Compact Printable Voucher.....	62
12.5	View Cost Variance.....	63
12.6	View a Daily Expenses Summary	63

12.7 View Itinerary Information..... 64

12.8 View Trip History..... 65

12.9 View Advance Details..... 65

12.10 View Open or Group Authorization Details 66

12.11 View the Approval Routing Path..... 67

12.12 View Routing History 67

13 PRINTING THE TRAVELER PROFILE 69

14 REVISION HISTORY..... 70

15 TRADEMARK AND COPYRIGHT 72

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 the Approval Process

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. This user guide covers the approval process for pre-trip, incremental, final, and supplemental vouchers.

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.

2.1 Routing Pools

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

2.2 Routing Rules

Travel policy managers configure sets of rules that define when a document requires approval. Routing rules specify the approval event triggers, the approval action required, and the pool of approvers (routing pool) authorized to perform the approval process.

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

2.3 Approver Actions

When the traveler submits a voucher for approval, the document's status changes to *Pending Voucher Approval*, and the document enters the approval process. E2 analyzes the routing rules and determines whether a rule triggers an approval event. If an approval event is triggered, E2 assigns the document to the appropriate approver, or pool of approvers, for action. E2 notifies you via email when there is a document assigned to you for approval.

Approvers review travel expenses, ensuring that:

- The trip and related expenses are within travel policy
- Expense documentation is available, if required
- Reimbursement types are correct
- The correct accounts have been selected to fund the travel

- Expenses have been properly split between funds
- Expenses have been properly disbursed
- Advances have been properly liquidated

If the trip and travel expenses are within guidelines, or properly justified when outside of guidelines, you typically approve the voucher. Depending on the individual trip and the applicable routing rules, the voucher may be passed to another approval level. If you are the last approver for a voucher, the traveler is notified that their voucher has been approved for payment.

2.3.1 Additional Actions

As an approver, you can also take other actions. Depending on applicable travel policy, you may be able to:

- Add a document number
- Make funding changes, including allocations, account selection, and split funding
- Adjust liquidation and payment amounts
- Reduce certain expenses
- Add remarks and attach documentation

If there are problems with the travel voucher that prevent your approval and that you cannot change, you can return the voucher for revision.

2.3.2 Extended Voucher Functions


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

- Add a new expense, including travel charge card transactions as voucher expenses (if the feature is enabled)
- Reduce an expense amount to zero (0.00)
- Copy an expense
- Modify all available fields for an expense

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

3 The Workflow Workspace

Each time you review a voucher for approval, 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 view or modify information
- [Buttons and links](#), below the main area, allow you to save your changes
- 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; the workflow you see reflects the workflow used by the traveler when creating the voucher. Some traveler actions may have inserted steps in the basic workflow.
- **Other Actions** – Links to functions that are not part of the basic document workflow. These links only appear if the function is available to you, based on the state of the document and your workgroup's 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.

3.2 Document Header Information

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

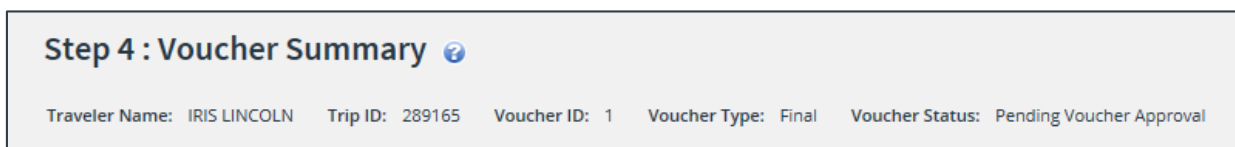


Figure 1: Voucher Summary — Page header for a final voucher pending approval

For vouchers, the header always includes:

- The name of the traveler
- Trip ID
- Voucher ID (voucher number)
- Voucher type
- Document status

3.3 Main Area

The main area of the voucher's Summary page allows you to review the document information. Links within the main area may also allow you to return to a workflow step and make changes to the document.

The main area of other pages in the workflow allows you to view detailed information, make changes, if allowed by travel policy, and save your changes.

Accounting							
Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available	Add to Favorites	Delete
DOED Account Code	0013X2007.B.2008.E5000000.DKX.21010.0.000.938.N.00...	\$0.00	\$ <input type="text" value="1128.89"/>	<input type="text" value="50.00"/> %	1716.49	Add	Delete
DOED Account Code	0202M2017.A.2017.ENC00000.6N2.21010.A.A00.000.N.00...	\$2644.79	\$ <input type="text" value="1128.89"/>	<input type="text" value="50.00"/> %	305355.21	Add	Delete
Total:			\$2257.78	100.00%			
Remaining amount to be allocated:			\$0.00				
Total claim amount:			\$2257.78				

[Select Account Codes](#)

[Split Funding](#)

Figure 2: 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.)

- On the Summary page, the buttons allow you to complete approval actions for the voucher.



Figure 3: Voucher Summary — Buttons and links

- On other workflow pages, 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 to you to the previous step in the voucher workflow process.

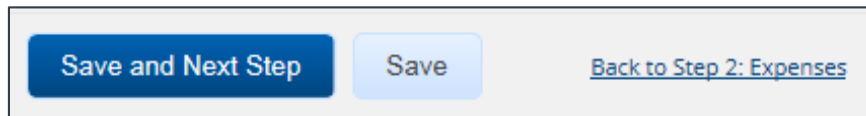


Figure 4: Voucher Accounting — Buttons and links

TIP: If you have changed information on a page, be sure to save that information before taking any other actions, or that information will be lost. For example, after updating accounting information, click **Save**, and then click the **Summary** workflow step to return to the Voucher Summary page and continue your document review.

3.5 Dashboards

In E2, authorizations, vouchers, and travel advances are individual documents. In combination with other items, such as reservations, these documents represent the traveler's travel plans, actual travel activity, and expenses. This combination of documents is known as a trip. The Trip Dashboard provides general information and access to all documents related to the trip.

Trip Dashboard

Traveler Name: IRIS LINCOLN Trip ID: 287723-2 [collapse](#) or [expand](#) all sections

Authorizations

Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete
01-Feb-2018	03-Feb-2018	287723-2	\$1227.25	Approved - Obligation Accepted	✓	Show	
01-Feb-2018	03-Feb-2018	287723-1	\$777.25	Amended		Show	
24-Jun-2018	30-Jun-2018	287723	\$1520.50	Amended		Show	

[Amend Authorization](#)

Comparative Trips

There are no comparative trips associated with this trip.

Vouchers

Cut Off Date	Doc Num	ID	Type	Amount	Status	State	Show	Delete
03-Feb-2018	TWMNR0000287723T-1	1	Incremental	\$1479.25	Pending Approval	🕒	Show	
Total:				\$1479.25				

[Create Pre-Trip Voucher](#) [Create Voucher](#)

Advances

Figure 5: Trip Dashboard — With Voucher Pending Approval

4 Approving a Voucher

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

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

ID	Traveler Name	Destination	Start/Departure Date	Status	Approval Pending Time	Show
287787	LINCOLN, IRIS	Christchurch, New Zealand	01-Mar-2018	Pending Approval(LOPES, INGRID)	0 Days, 21 Hours	Show
OA118704	LINCOLN, IRIS	CONUS, OCONUS	01-Jan-2018	Pending Approval(LOPES, INGRID)	0 Days, 0 Hours	Show
288426	LINCOLN, IRIS	Zaragoza, Spain	08-Jan-2018	Pending Approval(LOPES, INGRID)	0 Days, 0 Hours	Show

Showing 1 - 3 of 3

[Make this my default page](#)

Figure 6: My Approvals — Pending Approvals tab

2. If necessary, use the Filter Options section to filter the list to all vouchers pending your approval.
 - a. Click the **Filter Options** tab to expand the section and view the filter options available for that page.

Filter Options

List to View:

Document Type:

Traveler First name:

Traveler Last name:

Pool name contains:

Within (No. of days)
From:
To:

Figure 7: Pending Approvals — Filter Options

- b. Select *Vouchers* from the **Document Type** drop-down list to limit the list to only vouchers pending your approval.
 - c. Enter any additional filtering criteria to limit the number of search results returned.
 - d. Click **Apply Filter** to generate a new list matching your search criteria.
3. Locate the voucher in the search results.
 4. Click the **Show** link. This displays the Voucher Summary page.

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

Step 4 : Voucher Summary [?](#)

Traveler Name: IRIS LINCOLN Trip ID: 289165 Voucher ID: 1 Voucher Type: Final Voucher Status: Pending Voucher Approval [collapse](#) or [expand](#) all sections

Basic Information - [View Details](#) ^

Type of Travel: Site Visit
 Specific Travel Purpose: France Site Visits
 Trip Begin Date: 29-Jan-2018
 Trip End Date: 05-Feb-2018
 Claim Expenses Between:
 Begin Date: 29-Jan-2018
 End Date: 05-Feb-2018
 Document Number: TWMNR0000289165T
 For this trip this is the: Final Voucher

Expenses - [Edit Details](#) ^

Agency Billed: 2439.78
 Travel Charge Card: 15.00
 Traveler: 115.00
 Unassigned: 0.00
 Amount: 2569.78

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Show
29-Jan-2018	Lodging	504.00	Lodging expense in Marseille, France including lodging taxes	Agency Billed		Show
29-Jan-2018	Meals and Incidentals	242.00	M&IE expense in Marseille, France	Agency Billed		Show
29-Jan-2018	Parking	85.00		Traveler		Show
31-Jan-2018	Lodging	460.00	Lodging expense in Lyon, France including lodging taxes	Agency Billed		Show
31-Jan-2018	Meals and Incidentals	260.00	M&IE expense in Lyon, France	Agency Billed		Show
02-Feb-2018	Lodging	611.28	Lodging expense in Bordeaux, France including lodging taxes	Agency Billed		Show
02-Feb-2018	Meals and Incidentals	407.50	M&IE expense in Bordeaux, France	Variable		Show
05-Feb-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed		

Showing 1 - 8 of 8
 Attachment: Remark: Reduced: Credit Card:

Accounting - [Edit Details](#) ^

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available
DOED Account Code	0202M2017.A.2017.FNC00000.6N2.21010.A.400.000.N.00...	\$2644.79	\$2564.78	99.81%	305355.21
Total:			\$2564.78	99.81%	
Remaining amount to be allocated:			\$5.00		
Total claim amount:			\$2569.78		

Travel Policy Justifications ▼

Travel Policy Warnings ▼

City Pair Information ▼

Audit Warnings ▼

Remarks - [Edit Details](#) ▼

Receipts and Attachments - [Edit Details](#) ▼

[Back to Step 3: Accounting](#)

Figure 8: Voucher Summary — Pending Voucher Approval

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

4.1 Lock the Voucher

Locking a document prevents any other approver from taking action on that document. You cannot approve a voucher (or take any other action) unless it is locked.

- If you are the primary approver in your routing pool, the voucher is typically assigned to you for approval, and it should already be locked when you open it. The voucher is locked to you if the **Unlock** link displays in the Other Actions section, and the **Unlock** button appears at the bottom of the page.

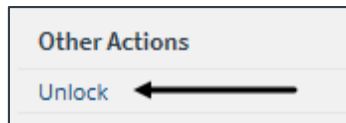


Figure 9: Unlock link

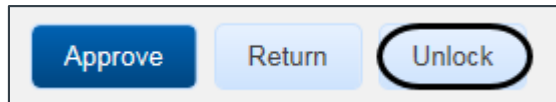


Figure 10: Unlock button

- If the **Lock** link displays in the Other Actions section, and the **Lock** button appears at the bottom of the page, the document is not currently locked to any approver. Click the **Lock** link (or **Lock** button) to continue.

5 Reviewing Basic Information

Basic information for a voucher includes:

- Travel type and purpose
- Travel dates, including departure and arrival times, if the trip duration is less than three days
- Claim expenses begin and end dates (i.e., voucher cut-off date)
- Source of "transportation and other" (T&O) voucher expenses, if applicable

NOTE: This option is only shown if an authorization amendment, performed prior to creating the voucher, deleted an "in process" voucher. (This selection does not impact lodging, meals and incidentals, or transportation expenses derived from the reservation associated with the trip.)

- **Use Only Approved Amendment Expenses** – The traveler chose the source of T&O expenses to be the standard expense mapping of the authorization's estimated expenses from the amendment.
- **Use Only Pre Amendment Voucher Expenses** – The traveler chose the source of T&O expenses to be only the T&O expenses from the voucher deleted by the authorization amendment process.

Basic Information - View Details	
Type of Travel:	Site Visit
Specific Travel Purpose:	Cardiff Site Visit
Trip Begin Date:	01-Feb-2018 06:00 PM
Trip End Date:	03-Feb-2018 10:00 AM
Claim Expenses Between:	
Begin Date:	01-Feb-2018
End Date:	03-Feb-2018
Transportation and Other Expenses:	Use Only Approved Amendment Expenses
Document Number:	TWMNR0000287723T-1
For this trip this is the:	Not Final Voucher

Figure 11: Voucher Summary, Basic Information section — Transportation and Other Expenses field

- [Document number](#)
- Voucher finality indicator

NOTE: The **For this trip this is the** field is not available on the voucher's Basic Information page for pre-trip vouchers, or applicable to supplemental vouchers.

- **Not Final Voucher** – This value indicates you are reviewing an incremental voucher.
- **Final Voucher** – This value indicates you are reviewing the final voucher.
- **Final Voucher and Update Site Details** – This value indicates you are reviewing the final voucher, and it may include updated itinerary details.

NOTE: The Final Voucher and Update Site Details option is only available when the traveler's major customer allows site detail changes directly on the voucher, bypassing the need to amend the authorization when travel plans change during a trip.

Basic Information - View Details	
Type of Travel:	Site Visit
Specific Travel Purpose:	Cardiff Site Visit
Trip Begin Date:	01-Feb-2018 06:00 PM
Trip End Date:	03-Feb-2018 10:00 AM
Claim Expenses Between:	
Begin Date:	01-Feb-2018
End Date:	03-Feb-2018
Document Number:	TWMNR0000287723T-1
For this trip this is the:	Not Final Voucher

Figure 12: Voucher Summary, Basic Information section — Incremental voucher

Basic Information - View Details	
Type of Travel:	Site Visit
Specific Travel Purpose:	France Site Visits
Trip Begin Date:	29-Jan-2018
Trip End Date:	05-Feb-2018
Claim Expenses Between:	
Begin Date:	29-Jan-2018
End Date:	05-Feb-2018
Document Number:	TWMNR0000289165T
For this trip this is the:	Final Voucher

Figure 13: Voucher Summary, Basic Information section — Final voucher

Basic Information - View Details	
Type of Travel:	Site Visit
Specific Travel Purpose:	Poland Site Visit
Trip Begin Date:	01-Feb-2018
Trip End Date:	08-Feb-2018
Claim Expenses Between:	
Begin Date:	01-Feb-2018
End Date:	08-Feb-2018
Document Number:	0008V0124A
For this trip this is the:	Final Voucher and Update Site Details

Figure 14: Voucher Summary, Basic Information section — Final voucher, updated itinerary

5.1 Document Number

E2 typically generates a unique document number for each document. Some financial systems, however, are configured to require or allow users to enter a custom document number.

5.1.1 Rules

The following rules apply to a custom document number:

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

5.1.2 Adding or Changing a Custom Document Number

Complete the following steps.

1. Click the **Edit Details** link in the Basic Information section of the Voucher Summary page. This displays the voucher's Basic Information page.

Step 1 : Voucher Basic Information ⓘ

Traveler Name: IMANI LOGAN Trip ID: 291476-1 Voucher ID: 1 Voucher Type: Incremental Voucher Status: Pending Voucher Approval

Basic Information

Type of Travel:	Site Visit
Specific Travel Purpose:	Malaysia Site Visit
Trip Begin Date:	16-Feb-2018
Trip End Date:	19-Feb-2018
Claim Expenses Between:	
Begin Date:	16-Feb-2018
End Date:	19-Feb-2018
Document Number:	<input type="text"/>
For this trip this is the:	Not Final Voucher

Figure 15: Voucher Basic Information — Document Number field

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

6 Reviewing Expenses

The Expenses section of the Voucher Summary page displays all of the voucher expenses in a list. The expenses are shown by date and sorted alphabetically. A summary of expenses by method of reimbursement (i.e., pay to) displays at the top of the section.

Date	Type	Amount	Description	Pay To	Alerts	Show
01-Feb-2018	Airfare	450.00		Traveler		Show
01-Feb-2018	Bus	2.00	Bus transportation	Traveler		Show
01-Feb-2018	Lodging	308.00	Lodging expense in London, United Kingdom including lodging taxes	Agency Billed		Show
01-Feb-2018	Meals and Incidentals	141.00	M&IE expense in London, United Kingdom	Agency Billed		Show
02-Feb-2018	Lodging	176.00	Lodging expense in Cardiff, Wales, United Kingdom including lodging taxes	Agency Billed		Show
02-Feb-2018	Meals and Incidentals	152.25	M&IE expense in Cardiff, Wales, United Kingdom	Agency Billed		Show
03-Feb-2018	Excess Baggage Fees	250.00		Traveler		Show
03-Feb-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed		

Showing 1 - 8 of 8

Attachment: Remark: Reduced: Credit Card:

Figure 16: Voucher Summary — Expenses section

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

- Click the **Show** link for an expense type of *Lodging* to [review all lodging expenses](#).
- Click the **Show** link for an expense type of *Meals and Incidentals* to [review all meals and incidental expenses](#).
- Click the **Show** link for any other expense type to [review transportation and other expense details](#).
- Click the **Show** link for any expense with a credit card icon to [review travel charge card transaction details](#).

TIP: Icons in the Alerts column identify expenses with special situations or conditions.

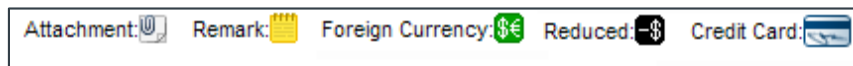


Figure 17: Voucher Expenses — Alert icons

6.1 Reviewing Lodging Expenses

Use the Lodging Expenses window to review daily lodging expense details for each site. Details include:

- Date of expense
- Reimbursement type
- Per diem rate
- Claimed lodging amount
- Authorized lodging amount

- Claimed lodging tax
- Method of reimbursement (Pay To)
- Day Off indicator
- Shared Lodging indicator
- Notes include IDL information and, if variable per diem rates apply, based on workgroup configurations, the applied percentage of standard per diem rates

When you are finished with your review, click **Exit Window** to return to the Voucher Summary page.

Lodging Expenses

▼ *Filter Options*

Lodging Site: Zaragoza, Spain

Order by: ▼

Date	Reimbursement Type	Per Diem Rate	Amount	Authorized	Pay To	Day Off	Shared	Notes
08-Jan-2018	Per Diem	234.00	234.00	234.00	Agency Billed	No	No	
09-Jan-2018	Actual	234.00	234.00	234.00	Agency Billed	No	No	
10-Jan-2018	Per Diem	234.00	234.00	234.00	Agency Billed	No	No	Grace Period
11-Jan-2018	Per Diem	234.00	234.00	234.00	Agency Billed	No	No	Grace Period
12-Jan-2018	Per Diem	234.00	0.00	0.00		No	No	Grace Period
Running Totals:			936.00					
Total Lodging:			936.00					

Figure 18: Lodging Expenses — Single Site Trip

6.1.1 Local Currency

If the traveler has entered an expense in a local currency, the following additional fields display in the Lodging Expenses window:

- Currency code
- Exchange rate on the date of the expense
- Rate override indicator and the traveler's reason for overriding the agency-approved exchange rate

6.1.2 Multiple Sites

If there are lodging expenses for multiple sites, a **Site** drop-down list displays below the **Filter Options** tab. Select each site from the list to view daily lodging expenses for that site.



Figure 19: Lodging Expenses — Site field

6.1.3 Prepaid Lodging Expenses

If the reimbursable daily lodging has been reduced by prepaid lodging expenses submitted on a pre-trip voucher, a message displays at the top of the page to alert you to the situation. This message also appears in the dynamic message area below the header at the top of the Voucher Summary page.

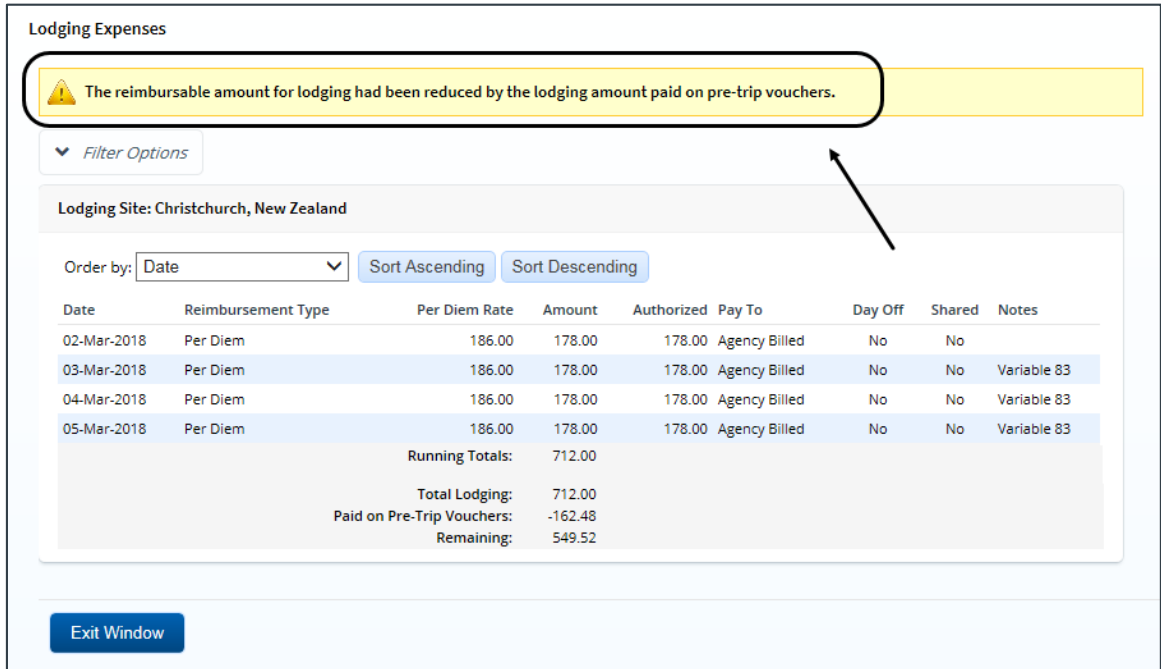


Figure 20: Lodging Expenses — Prepaid Lodging message

The **Paid on Pre-Trip Vouchers** field amount (listed below the **Total Lodging** field) is the total amount of prepaid lodging expenses applied to the daily lodging on this voucher. The amount in the **Remaining** field is the total reimbursable daily lodging expenses on the voucher.

6.2 Reviewing Meals and Incidental Expenses

Use the Meals and Incidental Expenses window to review the daily meals and incidental expenses (M&IE) for each site. Details include:

- Date of the expense
- Reimbursement type

- Per diem for meals
- Per diem for incidental expenses
- Total per diem amount
- Meals Provided indicator for breakfast, lunch, and dinner
- No Incidentals indicator
- Day Off indicator
- Method of reimbursement (Pay To)
- Notes include IDL information and, if variable per diem rates apply, based on workgroup configurations, the applied percentage of standard per diem rates.

When you are finished with your review, click **Exit Window** to return to the Voucher Summary page.

Meals and Incidental Expenses

▼ Filter Options

Meals and Incidentals Site: Zaragoza, Spain

Order by: Sort Ascending Sort Descending

Date	Reimbursement Type	Per Diem Meals	Per Diem Incidentals	M&IE Amount	Breakfast Provided	Lunch Provided	Dinner Provided	No Incidentals	Official Day Off	Pay To	Notes
08-Jan-2018	Actual	116.00	29.00	0.00	No	No	No	No	No	Variable	
09-Jan-2018	Actual	116.00	29.00	0.00	No	No	No	No	No	Variable	
10-Jan-2018	Per Diem	116.00	29.00	145.00	No	No	No	No	No	Agency Billed	Grace Period
11-Jan-2018	Per Diem	116.00	29.00	145.00	No	No	No	No	No	Agency Billed	Grace Period
12-Jan-2018	Per Diem	116.00	29.00	108.75	No	No	No	No	No	Agency Billed	Grace Period
Total M&IE:				398.75							

Show Actual Meals

Exit Window

Figure 21: Meals and Incidental Expenses — Single Site Trip

6.2.1 Multiple Sites

If there are meals and incidental expenses for multiple sites, a **Site** drop-down list displays below the **Filter Options** tab. Select each site from the list to view M&IE for that site.

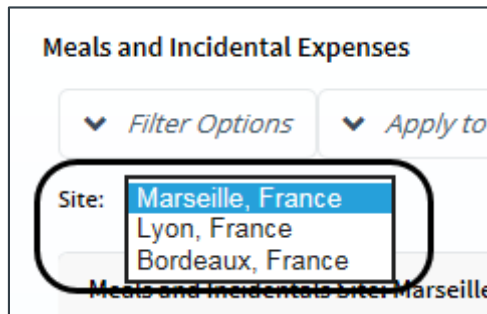


Figure 22: Meals and Incidental Expenses — Site field

6.2.2 M&IE Amount

Click an **M&IE Amount** link to display the Meals and Incidental Per Diem window, which displays a breakdown of per diem and incidentals for the day.

Meals and Incidental Per Diem		
Per Diem Calculations		
Category	Per Diem Amount	Actual Amount
Breakfast	20.00	20.00
Lunch	33.00	33.00
Dinner	53.00	53.00
Incidentals	26.00	26.00

Exit Window

Figure 23: Meals and Incidental Per Diem window

6.2.3 Show Actual Meals

If the M&IE reimbursement type for any day is *Actual*, click the **Show Actual Meals** link to call the All Actual Meals and Incidentals window, which allows you to view detailed information.

NOTE: For JTR travelers, if the M&IE reimbursement type for any day is *Actual* or *Occasional Meals*, you can click the **Show Actual Meals/Occasional Meals** link to display the All Actual Meals and Incidentals/Occasional Meals window.

All Actual Meals and Incidentals

Filter Options

Meals and Incidentals

Date	Expense	Actual Amount	Currency Code	Exchange Rate	Rate Override	Rate Reason	US Dollar Equivalent	Pay To	Alerts
01-Feb-2018	Breakfast	6.00	264	3.953	No		1.52	Traveler	
01-Feb-2018	Lunch	15.22	264	3.953	No		3.85	Traveler	
01-Feb-2018	Dinner	67.86	264	3.953	No		17.17	Traveler	
01-Feb-2018	Incidentals	19.78	264	3.953	No		5.00	Traveler	
02-Feb-2018	Breakfast	22.47	264	3.953	No		5.68	Traveler	
02-									

Exit Window

Figure 24: All Actual Meals and Incidentals window

NOTE: The **Currency Code**, **Exchange Rate**, **Rate Override**, **Rate Reason**, and **US Dollar Equivalent** fields only display if the traveler is allowed to enter expenses in a foreign currency.

6.3 Reviewing Other Expenses

The Expense window displays for transportation and other expenses. It includes **Remarks** and **Receipts** tabs so you can review expense-level remarks and receipts.


Edit Expense - Airfare for \$705.00 on 08-Jan-2018

Detail	Remarks	Receipts
Date of Expense:	08-Jan-2018	
Expense:	Airfare	
Amount:	705.00	
Description:		
Pay To:	Travel Charge Card	

Exit Window

Figure 25: Edit Expense — Transportation expense

6.4 Reviewing Travel Charge Card Transaction Details

In some cases, travelers can view their travel charge card (TCC) transactions and create voucher expenses from those transactions. If this feature is enabled, approvers can review the TCC transaction associated with each expense. The credit card icon () identifies these expenses.

- For lodging expense, click the **Show** link. The credit card icon appears in the Alerts column of the Lodging Expenses window for any expense associated with a TCC transaction.
- For meals and incidentals, click the **Show** link, and then click the **Show Actual Meals** link on the Meals and Incidental Expenses window. The credit card icon appears in the Alerts column of the All Actual Meals and Incidentals window for any expense associated with a TCC transaction.

Complete the following steps to view information about the actual TCC transaction associated with an expense.

1. Click the **Edit Details** link in the Expenses section of the Voucher Summary page. This displays the Voucher Expenses page.

Step 2 : Voucher Expenses

Traveler Name: IRIS LINCOLN Trip ID: 287723-2 Voucher ID: 1 Voucher Type: Incremental Voucher Status: Pending Voucher Approval

Expense Information

Agency Billed: 777.25
 Traveler: 702.00
 Amount: 1479.25

Filter Options

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Show
01-Feb-2018	Airfare	450.00		Traveler		Show
01-Feb-2018	Bus	2.00	Bus transportation	Traveler		Show
01-Feb-2018	Lodging	308.00	Lodging expense in London, United Kingdom including lodging taxes	Agency Billed		Show
01-Feb-2018	Meals and Incidentals	141.00	M&E expense in London, United Kingdom	Agency Billed		Show
02-Feb-2018	Lodging	176.00	Lodging expense in Cardiff, Wales, United Kingdom including lodging taxes	Agency Billed		Show
02-Feb-2018	Meals and Incidentals	152.25	M&E expense in Cardiff, Wales, United Kingdom	Agency Billed		Show
03-Feb-2018	Excess Baggage Fees	250.00		Traveler		Show
03-Feb-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed		Show

Showing 1 - 8 of 8

Attachment: Remark: Reduced: Credit Card:

[Show Credit Card Expenses](#)

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

Figure 26: Voucher Expenses — Show Credit Card Expenses link

2. Click the **Show Credit Card Expenses** link. This displays the Add Credit Card Expense window. Expenses associated with the voucher are shown as selected (i.e., a check mark in the **Select** field).

Add Credit Card Expense

Order by: Transaction Date Sort Ascending Sort Descending

Select	Transaction Date	Post Date	Description	Amount	Expense Type	Details
<input type="checkbox"/>	08-Mar-2014	09-Aug-2015	Holiday Inn @ Airport	310.80		Details
<input type="checkbox"/>	08-Mar-2014	09-Aug-2015	Yellow Cab	187.20		Details
<input type="checkbox"/>	08-Mar-2014	09-Aug-2015	Yellow Cab	217.20		Details
<input type="checkbox"/>	07-Aug-2015	09-Aug-2015	Yellow Cab	187.20		Details
<input checked="" type="checkbox"/>	07-Aug-2015	09-Aug-2015	Yellow Cab	217.20	Taxi	Details
<input type="checkbox"/>	08-Aug-2015	10-Aug-2015	Yellow Cab	64.80		Details
<input type="checkbox"/>	08-Aug-2015	10-Aug-2015	Holiday Inn @ Airport	93.60		Details
<input type="checkbox"/>	08-Aug-2015	10-Aug-2015	Yellow Cab	64.80		Details
<input checked="" type="checkbox"/>	08-Aug-2015	09-Aug-2015	Holiday Inn @ Airport	310.80	Lodging	Details
<input type="checkbox"/>	08-Aug-2015	10-Aug-2015	Holiday Inn @ Airport	93.60		Details

Show 10 25 50 All items per page Showing 1 - 10 of 17 1 | 2 [Next >](#) [Last >>](#)

[Exit Window](#)

Figure 27: Add Credit Card Expense window

3. Locate the transaction and the expense in the list.
4. Click the **Details** link. This displays the Credit Card Expense Detail window.
 - Click the **Detail** tab to view information about the TCC transaction and the expenses associated with the transaction. (This tab is selected by default.)
 - Click the **Remarks** tab to view all remarks associated with the transaction. You can also enter a remark. (If you enter a remark, be sure to save your entry.)
 - Click the **Receipts** tab to view all receipts associated with the transaction. You can also attach a receipt or other documentation.

Credit Card Expense Detail - for \$217.20 on 07-Aug-2015

[Detail](#) [Remarks](#) [Receipts](#)

Transaction Date: 07-Aug-2015
 Amount: 217.20
 Description: Yellow Cab
 Site of Expense:

Expense Split

Order by: Date Sort Ascending Sort Descending

Date	Expense Type	Pay To	Amount	Authorized Notes
23-Jan-2018	Taxi	Traveler	57.82	
Total Business Expenses:			57.82	
Personal Expenses:			159.38	
Original Receipt Amount:			217.20	

[Exit Window](#)

Figure 28: Credit Card Expense Detail — Transportation or Other General Expense

Credit Card Expense Detail - for \$310.80 on 08-Aug-2015

Detail Remarks Receipts

Transaction Date: 08-Aug-2015
 Amount: 310.80
 Description: Holiday Inn @ Airport

Expense Split

Order by: Date Sort Ascending Sort Descending

Date	Expense Type	Pay To	Amount	Authorized	Notes
23-Jan-2018	Lodging	Traveler	310.80	173.00	Per Diem
Total Business Expenses:			310.80		
Personal Expenses:			0.00		
Original Receipt Amount:			310.80		

Exit Window

Figure 29: Credit Card Expense Detail — Lodging Expenses

Credit Card Expense Detail - for \$93.60 on 08-Aug-2015

Detail Remarks Receipts

Transaction Date: 08-Aug-2015
 Amount: 93.60
 Description: Holiday Inn @ Airport

Expense Split

Order by: Date Sort Ascending Sort Descending

Date	Expense Type	Pay To	Amount	Authorized	Notes
23-Jan-2018	Actuals - Meal1	Traveler	93.60	15.00	Actual
Total Business Expenses:			93.60		
Personal Expenses:			0.00		
Original Receipt Amount:			93.60		

Exit Window

Figure 30: Credit Card Expense Detail — Actual Meal Expenses

5. Click **Exit Window** to close the Credit Card Expense Detail window and return to the Add Credit Card Expense window.

- Click **Exit Window** to close the Add Credit Card Expense window and return to the Voucher Expenses page.

6.5 Reducing Expenses

Under certain circumstances, you can reduce a voucher expense and still approve the voucher, rather than return the entire voucher to the traveler for revision.

TIP: You must add explanatory remarks for any expense that you reduce.

6.5.1 Reducing Lodging Expenses

Complete the following steps to reduce lodging expenses, including lodging tax.

- Click the **Edit Details** link in the Expenses section of the Voucher Summary page. This displays the Voucher Expenses page.
- Click the **Modify** link for lodging expenses. This displays the Lodging Expenses window.
- If the voucher includes lodging at multiple sites, select the appropriate location from the [Site drop-down list](#).
- Enter the reduced lodging amounts in the **Amount** and **Lodging Tax** fields.
 - You can only reduce amounts. You cannot, for example, enter a lodging tax if the claimed amount is zero.
 - If the user entered the amount in a foreign currency, be sure you enter the reduced amount in the same currency. You cannot change the selected currency code.

Lodging Expenses

▼ Filter Options
▼ Apply to All Displayed Expenses

Lodging Site: Gdansk, Poland

Order by: Date Sort Ascending Sort Descending

Date	Receipt Date	Reimbursement Type	Per Diem Rate	Amount	Currency or Currency Code	Exchange Rate	Rate Override	Rate Reason	USD Equiv.	Authorized	Pay To	Day Off	Shared	Notes	Alerts
01-Feb-2018	08-Feb-2018	Per Diem	136.00	34.40	264	3.987	<input checked="" type="checkbox"/>	Rate at time of arrival	8.63	34.40	Traveler	No	No		
02-Feb-2018	08-Feb-2018	Actual	136.00	40.00	264	3.953	<input type="checkbox"/>		10.12	136.00	Traveler	No	No		
03-Feb-2018	08-Feb-2018	Actual	136.00	50.59	264	3.953	<input type="checkbox"/>		12.80	136.00	Traveler	No	No		
04-Feb-2018	08-Feb-2018	Per Diem	136.00	34.40	264	3.953	<input type="checkbox"/>		8.70	34.40	Traveler	No	No		
05-Feb-	08-Feb-2018	Per Diem	136.00	34.40	264	3.953	<input type="checkbox"/>		8.70	34.40	Traveler	No	No		

Save and Close
Save
Exit Window

Figure 31: Lodging Expenses — Lodging in local currency

- Click **Save**. The Lodging Expenses window refreshes and the **Add Reduced Lodging Remarks** link appears near the bottom of the window.

Lodging Expenses

Filter Options Apply to All Displayed Expenses

Site: Marseille, France

Lodging Site: Marseille, France

Order by: Date Sort Ascending Sort Descending

Date	Reimbursement Type	Per Diem Rate	Amount	Authorized	Pay To	Day Off	Shared	Notes	Alerts
29-Jan-2018	Per Diem	252.00	252.00	252.00	Agency Billed	No	No		
30-Jan-2018	Per Diem	252.00	202.00	252.00	Agency Billed	No	No		
Running Totals:			454.00						
Total Lodging:			454.00						

Add Reduced Lodging Remarks

Save and Close Save Exit Window

Figure 32: Lodging Expenses — Add Reduced Lodging Remarks link

- Click the **Add Reduced Lodging Remarks** link. This displays the Reduce Remarks window.

Reduce Remarks

Reduced Expense List

Expense Date	Expense Type	Claimed Amount	Approved Amount	Remarks	Alert
30-Jan-2018	Lodging	252.00	202.00	Receipt needed	

Save and Close Save Exit Window

Figure 33: Reduce Remarks — Lodging Expenses

- Enter remarks for each reduced expense in the **Remarks** fields.
- Click **Save and Close** to close the Reduce Remarks window and return to the Lodging Expenses window.
- Click **Save and Close** to close the Lodging Expenses window and return to the Voucher Expenses page.

6.5.2 Reducing Meals and Incidental Expenses

Complete the following steps to reduce M&IE when the reimbursement type is *Actual*.

- Click the **Edit Details** link in the Expenses section of the Voucher Summary page. This displays the Voucher Expenses page.

- Click the **Modify** link for meals and incidental expenses. This displays the Meals and Incidental Expenses window.

Figure 34: Meals and Incidental Expenses — Edit Actual Meals link

- If the voucher includes meals at multiple sites, select the appropriate location from the [Site drop-down list](#).
- Click the **Edit Actual Meals** link. This displays the Edit Actual Meals window.

Figure 35: Edit Actual Meals — Actual Amount field

- Enter the reduced amount in the **Actual Amount** field.

NOTE: If the user entered the amount in a foreign currency, be sure you enter the reduced amount in the same currency. You cannot change the selected currency code.

Edit Actual Meals

Filter Options Apply to All Displayed Expenses

Meals and Incidentals

Date	Expense	Actual Amount	Currency Code	Exchange Rate	Rate Override	Rate Reason	US Dollar Equivalent	Pay To	Alerts
01-Feb-2018	Breakfast	6.00	264	3.953	<input type="checkbox"/>		1.52	Traveler	
01-Feb-2018	Lunch	15.22	264	3.953	<input type="checkbox"/>		3.85	Traveler	
01-Feb-2018	Dinner	67.86	264	3.953	<input type="checkbox"/>		17.17	Traveler	
01-Feb-2018	Incidentals	19.78	264	3.953	<input type="checkbox"/>		5.00	Traveler	
02-Feb-2018	Breakfast	22.47	264	3.953	<input type="checkbox"/>		5.68	Traveler	
02-Feb-2018	Lunch	82.54	264	3.953	<input type="checkbox"/>		20.88	Traveler	
02-Feb-2018	Dinner	128.96	264	3.953	<input type="checkbox"/>		32.62	Traveler	
02-Feb-2018	Incidentals	19.78	264	3.953	<input type="checkbox"/>		5.00	Traveler	
03-Feb-2018	Breakfast	32.48	264	3.953	<input type="checkbox"/>		8.22	Traveler	

Save and Close Save Exit Window

Figure 36: Edit Actual Meals — Actual meals in foreign currency

- Click **Save**. The window refreshes and the **Add Reduced Meal Remarks** link appears near the bottom of the window.

Edit Actual Meals

Filter Options Apply to All Displayed Expenses

Meals and Incidentals

Date	Expense	Actual Amount	Pay To	Alerts
02-Feb-2018	Breakfast	15.00	Travel Charge Card	
02-Feb-2018	Lunch	30.00	Traveler	
02-Feb-2018	Dinner	55.00	Agency Billed	
02-Feb-2018	Incidentals	1.00	Agency Billed	
03-Feb-2018	Breakfast	0.00	Agency Billed	
03-Feb-2018	Lunch	0.00	Agency Billed	
03-Feb-2018	Dinner	100.00	Agency Billed	
03-Feb-2018	Incidentals	0.00	Agency Billed	

Add Reduced Meal Remarks

Save and Close Save Exit Window

Figure 37: Edit Actual Meals — Add Reduced Meal Remarks link

- Click the **Add Reduced Meal Remarks** link. This displays the Reduce Remarks window.

Reduce Remarks

Reduced Expense List

Expense Date	Expense Type	Claimed Amount	Approved Amount	Remarks	Alert
03-Feb-2018	Dinner	101.00	100.00	Receipt required for anything over	⬆ ⬇ ⬆

Save and Close
Save
Exit Window

Figure 38: Reduce Remarks — Meals and Incidental Expenses

8. Enter remarks for each reduced expense in the **Remarks** field.
9. Click **Save and Close** to close the Reduce Remarks window and return to the Edit Actual Meals window.
10. Click **Save and Close** to close the Edit Actual Meals window and return to the Meals and Incidental Expenses window.
11. Click **Save and Close** to close the Meals and Incidental Expenses window and return to the Voucher Expenses page.

6.5.3 Reducing Transportation and Other Expenses

Complete the following steps to reduce other claimed expenses.

1. Click the **Edit Details** link in the Expenses section of the Voucher Summary page. This displays the Voucher Expenses page.
2. Click the **Modify** link for the expense. This displays the Edit Expense window.

Edit Expense - Parking for \$85.00 on 29-Jan-2018

Detail
Remarks
Receipts

Date of Expense:	29-Jan-2018
Expense:	Parking
Claimed Amount:	85.00
Amount:*	<input style="width: 100%;" type="text" value="85.00"/>
Remark:*	Add a Required Remark
Description:	
Pay To:	Traveler
Site of Expense:	Marseille, France

*Required

Save and Close
Save
Exit Window

Figure 39: Edit Expense — Transportation or Other Expense

3. Enter the reduced amount in the **Amount** field.

NOTE: If the user entered the amount in a foreign currency, be sure you enter the reduced amount in the same currency. You cannot change the selected currency code.

Edit Expense - Taxi for \$8.47 on 01-Feb-2018

Detail Remarks Receipts

Date of Expense: 01-Feb-2018
 Date of Receipt: 01-Feb-2018
 Expense: Taxi
 Claimed Amount: 8.47
 Amount:*

Currency or Currency Code:* 264
 Currency Name: Polish Zloty
 Exchange Rate: 3.953
 US Dollar Equivalent: 8.47 USD

Remark:* [Add a Required Remark](#)
 Description: Transportation to site
 Pay To: Traveler
 Site of Expense: Gdansk, Poland

*Required

Figure 40: Edit Expense — Reduced expense in foreign currency

4. Click the **Add a Required Remark** link. The window expands, allowing you to enter a remark.

Edit Expense - Parking for \$85.00 on 29-Jan-2018

Detail
Remarks
Receipts

Date of Expense: 29-Jan-2018

Expense: Parking

Claimed Amount: 85.00

Amount:*

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

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

2000 characters left.

Figure 41: Edit Expense — Detail tab, Remark field

5. 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.*
6. Click **Save and Close** to close the Edit Expense window and return to the Voucher Expenses page.

7 Reviewing Accounting

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

The Accounting section on the Voucher Summary page shows all accounts selected to fund travel expenses, as well as the amount allocated to each fund. Approved expenses must be completely allocated prior to final approval of the voucher.

Accounting - View Details					
Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available
Major	0201M2007.B.2008.EP000000.JMB.21010.0.000.170.N.00...	\$1104.53	\$1104.53	74.67%	9954263.51
DOED Account Code	8258X2016.C.2016.EA000000.W73.21010.0.K60.953.N.00...	\$122.72	\$122.72	8.30%	16826.38
Total:			\$1227.25	82.97%	
Remaining amount to be allocated:			\$252.00		
Total claim amount:			\$1479.25		

Figure 42: Voucher Summary — Accounting section

Complete the following steps.

- Review the accounting information, including the account balances (if available).
 - If the financial system is integrated with E2, the Accounting section includes fund balance information in the Balance Available column.
 - Click the **Account Code** link to view details.

Segment	Value
FUND CODE:	0202M2017
CATEGORY:	A
BFY:	2017
ORGANIZATION:	EPYEE000
LIMITATION:	6N1
OBJECT CLASS:	21010
FCL:	0
ACTIVITY:	YEE
CFDA:	000
SECTOR:	N
COHORT YEAR:	0000
FUTURE USE 1:	000000
FUTURE USE 2:	000000

Exit Window

Figure 43: Account code segment details

- If you need to make funding selections, or change existing funding selections or allocations, click the **Edit Details** link in the Accounting section header. This displays the Voucher Accounting page.

TIP: If you reduced expenses, you must correct or verify the allocations; always click the **Edit Details** link in the Accounting section if you have reduced expenses.

Step 3 : Voucher Accounting

Traveler Name: IRIS LINCOLN Trip ID: 289165 Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted

Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available	Add to Favorites	Delete
DOED Account Code	0013X2007.B.2008.F5000000.DIX.21010.0.000.938.N.00...	\$0.00	\$ 1128.89	50.00%	1716.49	Add	Delete
DOED Account Code	0202M2017.A.2017.ENC00000.6N2.21010.A.A00.000.N.00...	\$2644.79	\$ 1128.89	50.00%	305355.21	Add	Delete
Total:			\$2257.78	100.00%			
Remaining amount to be allocated:			\$0.00				
Total claim amount:			\$2257.78				

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

[Save and Next Step](#) [Save](#) [Back to Step 2: Expenses](#)

Figure 44: Voucher Accounting page

- Make changes or select accounts.
 - 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.
- Click **Save** to save your changes.

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.

- 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.

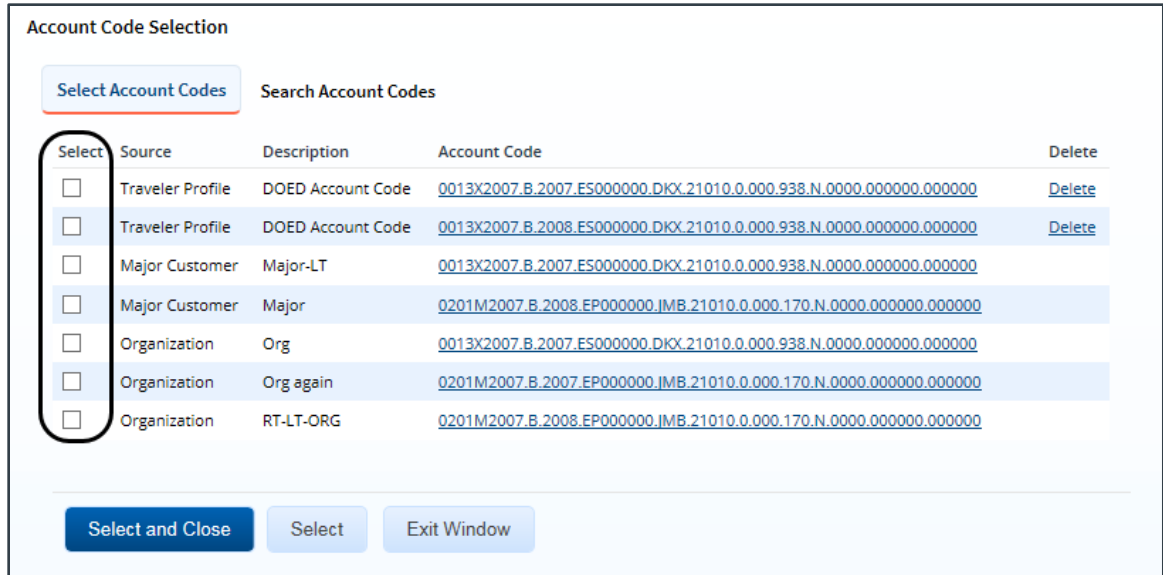


Figure 45: Account Code Selection — Select Account Codes tab

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.

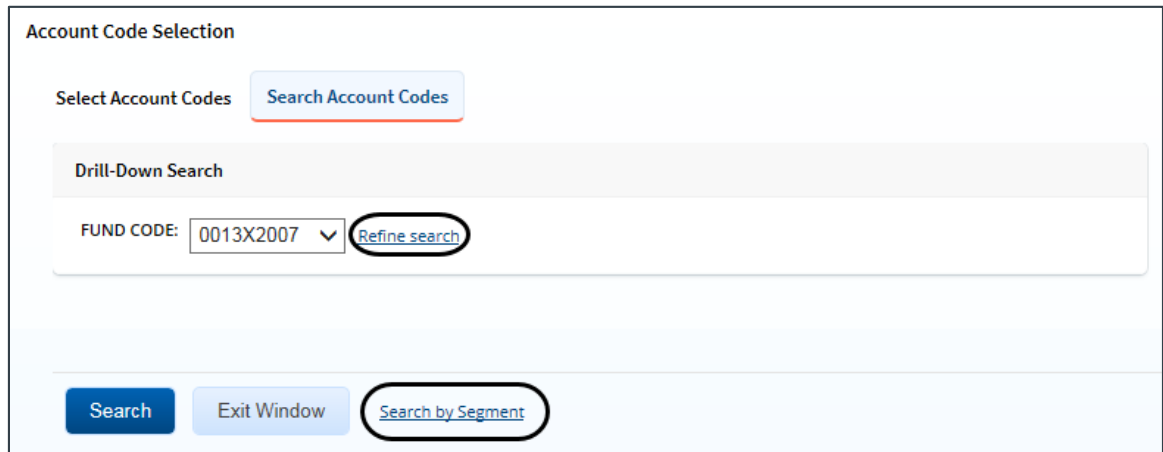


Figure 46: Account Code Selection — Search Account Codes tab

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 47: 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.

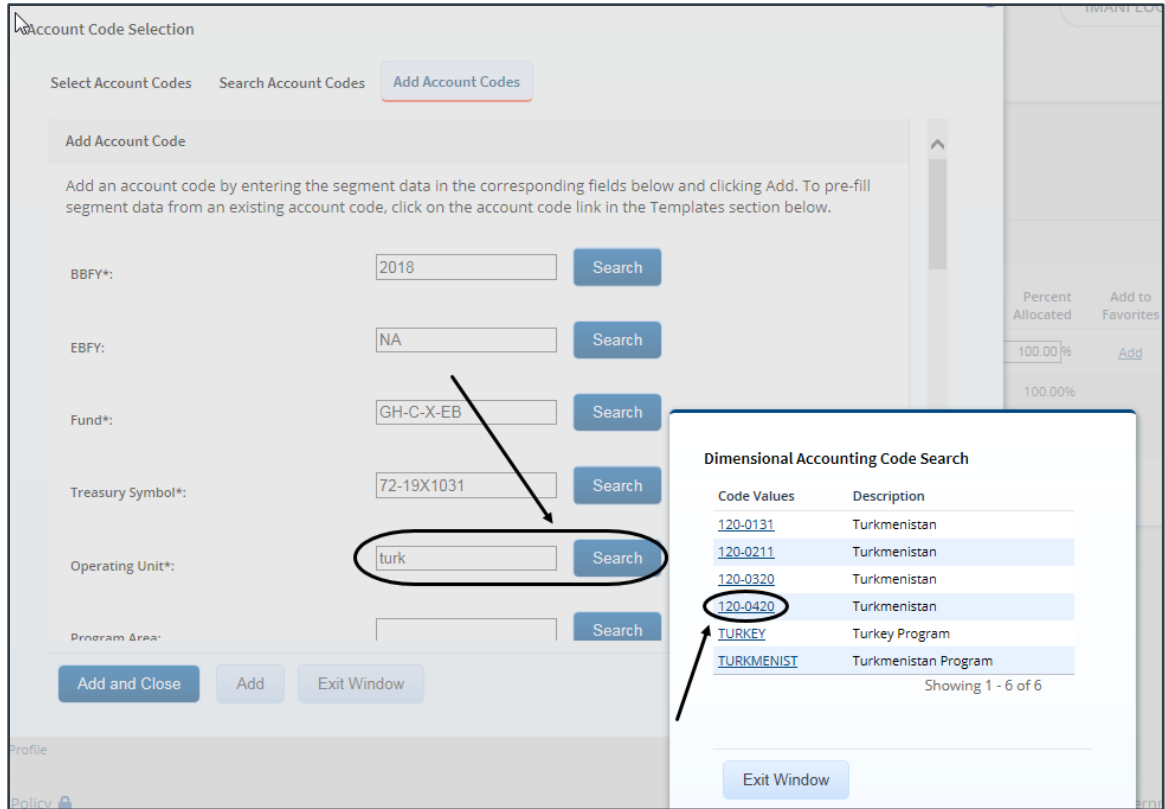


Figure 48: Dimensional Accounting Code Search

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.

Account Code Selection

Select Account Codes Search Account Codes [Add Account Codes](#)

Bilateral Obl Doc No: [Search](#)

Bilateral Obl Line No: [Search](#)

*Required

Trip Accounting Code Templates

Description	Account Code
	2012\2013\LA\7211\131264\AECC\OE-T\115-041\1800041...

Favorite Accounting Code Templates

Source	Description	Account Code
Traveler Profile	fav acct	2017\NA\AC-X\72-19X1154\AID\NA\NA\NA\NA\NA\NA...

[Add and Close](#) [Add](#) [Exit Window](#)

Figure 49: 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.

Split Funding For Travel Between 29-Jan-2018 and 05-Feb-2018

Accounting Balances ▲

Account Code	Obligated Balance	Amount Allocated	Pay To Trv	Pay To TCC	Pay To CBA
0013X2007.B.2008.ES000000.DKX.21010.0.000.938.N.00...	\$0.00	\$1128.89	\$42.50	\$0.00	\$1086.39
0202M2017.A.2017.ENC00000.6N2.21010.A.A00.000.N.00...	\$2644.79	\$1128.89	\$42.50	\$0.00	\$1086.39
Total	\$2644.79	\$2257.78	\$85.00	\$0.00	\$2172.78

Split Funding By Expense Type

Expense Type	Account Code	CBA	Amount	Detail
Lodging	<input type="text" value="000000.DKX.21010.0.000.938.N.0000.000000.000000"/> ▼	Y	1575.28	Detail
Expense Type	<input type="text" value="Account Code"/>	CBA	Amount	Detail
Meals and Incidentals	<input type="text" value="000000.DKX.21010.0.000.938.N.0000.000000.000000"/> ▼	Y	597.50	Detail
Expense Type	<input type="text" value="Account Code"/>	CBA	Amount	Detail
Parking	<input type="text" value="000000.DKX.21010.0.000.938.N.0000.000000.000000"/> ▼	N	85.00	Detail

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

Figure 50: 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.

Split Funding By Expense Type			
Expense Type	Account Code	Amount	Detail
Bus	000000.DKX.21010.0.000.938.N.0000.000000.000000	5.00	Detail
Lodging		1086.00	Clear Detail
Date	Account Code	Amount	
24-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00	
25-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00	
26-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00	
27-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00	
28-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00	
29-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	0.00	
30-May-2018	000000.DKX.21010.0.000.938.N.0000.000000.000000	181.00	

Figure 51: Split Funding — Lodging Expense 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.


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

Split Funding By Expense Date

Expense Beginning: 

Expense Ending: 

Account Code: 

From	To	Account Code	Amount	Delete
 No split fund date range has been entered.				

[Split By Expense Type](#)

Figure 52: 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 Reviewing Liquidations

If an advance was approved for a trip, that advance must be liquidated. Advances can be liquidated on any voucher, but all outstanding advances must be liquidated on the final travel voucher, if possible, regardless of the amount that was actually disbursed to the traveler.

TIP: Click the [View Advance Details link](#) in the Other Actions section to view additional information about the advances for the trip.

E2 automatically calculates the maximum outstanding travel advance balance available for liquidation. The traveler, however, can override this maximum amount and liquidate a smaller amount, if necessary.

Liquidations - View Details	
Advance Amount Outstanding:	500.00
Pay to Traveler Expenses:	702.00
Advance Amount to Liquidate:	450.00
Net Due to Traveler:	252.00
Remaining Advance Amount:	50.00

Figure 53: Voucher Summary — Liquidations section

8.1 Retained Advances

If retained advances are enabled, the Liquidations section on the Voucher Summary page also includes the total amount of advances that are currently retained by the traveler and available for liquidation on this voucher.

Liquidations - Edit Details	
Advance Amount Outstanding:	279.00
Retained Advance Amount:	500.00
Pay to Traveler Expenses:	1378.37
Advance Amount to Liquidate:	579.00
Net Due to Traveler:	799.37
Remaining Advance Amount:	200.00

Figure 54: Voucher Summary — Retained Advance Amount field

8.2 Reduced "Pay to Traveler" Expenses

If you have reduced "pay to traveler" expenses, the liquidated advance amount may now exceed the total available "pay to traveler" expenses. This situation is called over-allocation.

- If this is not the final voucher for the trip, you can make changes to correct this issue, or you can return the voucher for correction.
- If this is the final or supplemental voucher, and retained advances are not enabled, E2 automatically recalculates and adjusts this step to liquidate the maximum amount. You cannot take any other action. E2 enters a history log entry to indicate that liquidations were automatically adjusted.
- If this is a final or supplemental voucher, and the traveler is allowed to retain advances, you must liquidate the lesser of the **Advance Amount Outstanding** and **Pay to Traveler Expenses** fields. If there are sufficient "pay to traveler" expenses, you can liquidate up to the total of the **Advance Amount Outstanding** and **Retained Advance Amount** fields.

Complete the following steps.

1. Click the **Edit Details** link in the Liquidations section of the Voucher Summary page. This displays the Voucher Liquidations page.

Step 4 : Voucher Liquidations ?

Traveler Name: IRIS LINCOLN Trip ID: 287787 Voucher ID: 2 Voucher Type: Incremental Voucher Status: Pending Voucher Approval

Liquidation Information

Advance Amount Outstanding:	1500.00
Pay to Traveler Expenses:	150.00
Advance Amount to Liquidate:	<input style="width: 100px;" type="text" value="150.00"/>
Net Due to Traveler:	0.00
Remaining Advance Amount:	1350.00

Save and Next Step
Save
Back to Step 3: Accounting

Figure 55: Voucher Liquidations page

Step 4 : Voucher Liquidations ?

Traveler Name: IMANI LOGAN Trip ID: 291476-1 Voucher ID: 1 Voucher Type: Incremental Voucher Status: Pending Voucher Approval

Liquidation Information

Advance Amount Outstanding:	279.00
Retained Advance Amount:	500.00
Pay to Traveler Expenses:	1384.83
Advance Amount to Liquidate:	<input style="width: 100px;" type="text" value="579.00"/>
Net Due to Traveler:	805.83
Remaining Advance Amount:	200.00

Save and Next Step
Save
Back to Step 3: Accounting

Figure 56: Voucher Liquidations — Retained Advances

2. Enter a new amount in the **Advance Amount to Liquidate** field. This amount cannot exceed the amount shown in the **Pay to Traveler Expenses** field (i.e., the **Net Due to Traveler** field cannot be negative).
3. Click **Save**.

9 Reviewing Remarks, Receipts, and Attachments

The Voucher Summary page includes the Remarks and Receipts and Attachments sections. These sections allow you to view all document and expense-level remarks, receipts, and attachments before you complete your approval task.

9.1 Remarks

The Remarks section lists all remarks attached to the voucher and its expenses.

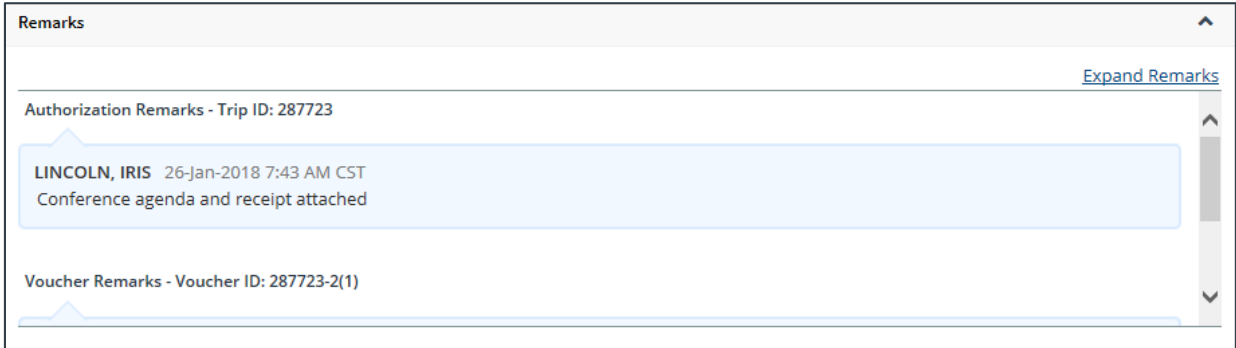


Figure 57: Voucher Summary — Remarks section

TIP: Click the **Expand Remarks** link to view all remarks without scrolling.

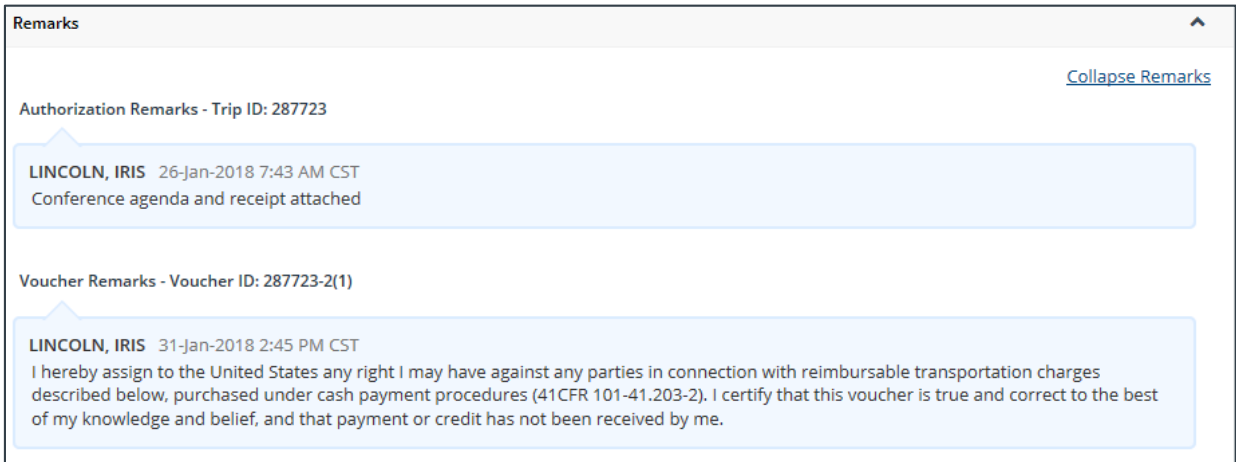


Figure 58: Voucher Summary — Expanded remarks

9.2 Receipts and Attachments

The Receipts and Attachments section allows you to review any expense-level receipt or other document-level attachment, including documents attached via fax. Click the **Show** link to view the attachment.

Receipts and Attachments - [Edit Details](#)

Trip Attachments - Trip ID: 287723-2

Uploaded By	Date Submitted	File Name	Show
LINCOLN, IRIS	26-Jan-2018 7:57:37 AM CST	Usability Conference.pdf	Show
E2 Solutions	29-Jan-2018 9:35:22 AM CST	Authorization Financial System Transaction Record	Show
E2 Solutions	29-Jan-2018 9:35:27 AM CST	Advance Financial System Transaction Record	Show
E2 Solutions	29-Jan-2018 9:55:56 AM CST	Authorization Financial System Transaction Record	Show
E2 Solutions	31-Jan-2018 11:26:35 AM CST	Authorization Financial System Transaction Record	Show

Figure 59: Voucher Summary — Receipts and Attachments section

10 Reviewing Other Information

10.1 Reviewing Site Details

If the traveler is allowed to make itinerary changes directly on a final voucher, and the selected voucher finality on the [Basic Information page](#) is *Final Voucher and Update Site Details*, the Voucher Summary page includes a warning to notify you that site details may have been changed and a Site Details section is available for your review.

Expand each site to review details directly on the Voucher Summary page, or click the **View Details** link to go to the Site Details step in the workflow.



Figure 60: Voucher Summary — Site Details section (individual sites collapsed)

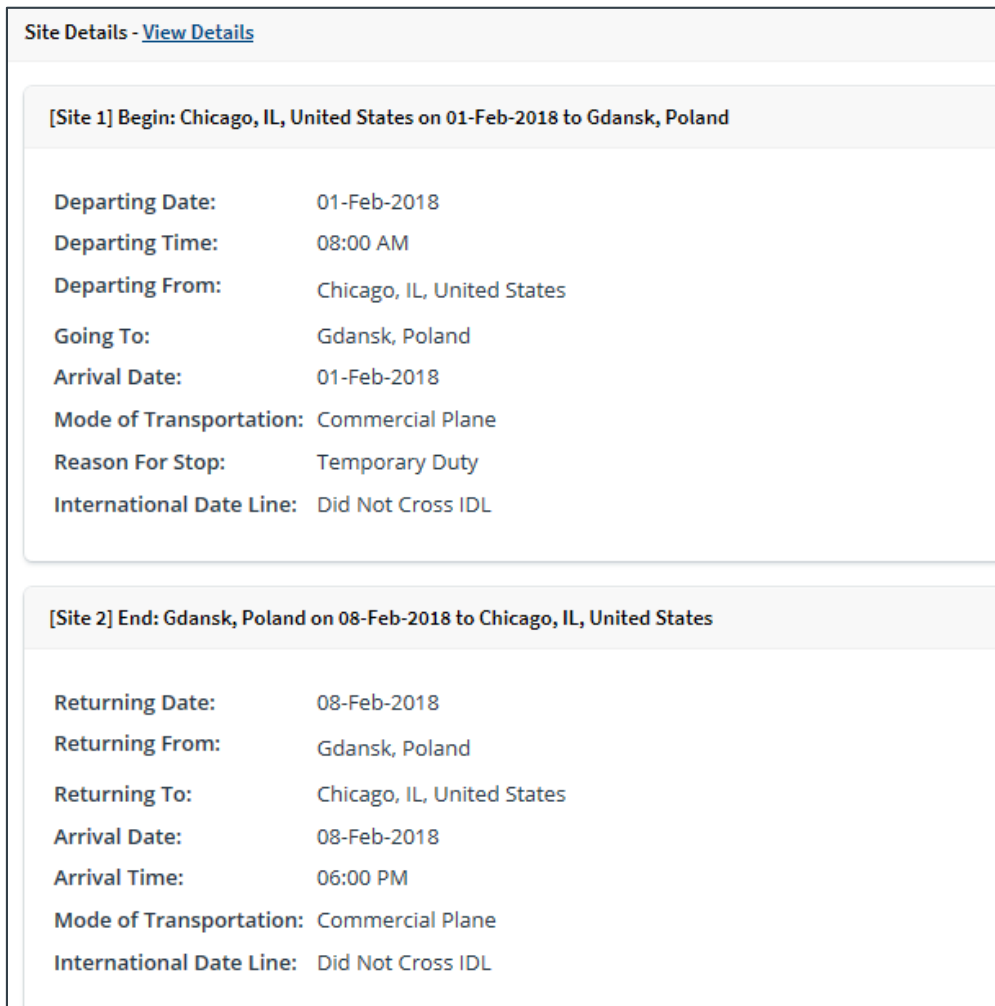


Figure 61: Voucher Summary — Site Details section (individual sites expanded)

10.2 Reviewing NFS Expenses

Some travelers may have trips that include non-federally sponsored (NFS) expenses. The NFS information appears on the Voucher Summary page in the Non-Federally Sponsored Expenses section.

Non-Federally Sponsored Expenses						
Sponsor Name	Purpose	Spouse Attending	Sponsored Total	In-kind Total	NFS Total	Show
Automation Test	Speaking Engagement	No	200.00	0.00	200.00	Show
Totals:			200.00	0.00	200.00	

Figure 62: Voucher Summary — Non-Federally Sponsored Expenses section

Click the **Show** link to review the NFS details. This displays the Non-Federal Sponsor Details window.

NOTE: This section of the summary is informational only; you cannot make changes to NFS expenses. If you feel there is a problem, return the voucher, and add remarks to help the reader correct the situation.

Non-Federal Sponsor Details			
Sponsor: Automation Test			
Expense Category	Sponsored Total	In-kind Total	Total
Transportation	500.00	0.00	500.00
Lodging	0.00	0.00	0.00
Meals and Incidentals	0.00	0.00	0.00
Local Transportation	0.00	0.00	0.00
Out	0.00	0.00	0.00

[Exit Window](#)

Figure 63: Non-Federal Sponsor Details window

10.3 Reviewing Payments

Depending on travel policies, a traveler may be able to select how to be paid for travel expenses designated as *Pay to Traveler*. If this function is available to the traveler, a Payments section appears on the Voucher Summary page. Review the payment information.

Payments - Edit Details					
Document Number	Payment Account	Actual Payment Amount	Amount USD	Exchange Rate	Currency
0008V0124A	Check (001)	1308.64	1308.64	1	US Dollar (001)
Total:			1308.64		
Remaining amount to be allocated:			0.00		

Figure 64: Voucher Summary — Payments section

10.3.1 Reduced "Pay to Traveler" Expenses

If you have reduced "pay to traveler" expenses, the payment amount may now exceed the total available "pay to traveler" expenses. This situation is called over-allocation. Like the [Liquidations step](#), E2 automatically adjusts the Payment step to reflect the correct payment amount, if a single payment account is selected. If multiple accounts are selected, you can make changes to correct this issue, or you can return the voucher for correction.

Complete the following steps.

1. Click the **Edit Details** link in the Payments section header on the Voucher Summary page. This displays the Voucher Payments page.
2. Enter the amount for each account in the **Amount USD** field until the **Remaining amount to be allocated** field is 0.00.
3. Click **Save**.

10.4 Reviewing "Pay to Traveler" Overrides

In some cases, travelers may have redirected "pay to traveler" M&IE to their travel charge card. Complete the following steps to update the "pay to traveler" override amount.

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

Figure 65: Override Pay To — Override Amount

2. Enter the corrected amount in the **Override Amount** field. The maximum amount available displays to the right of the field.
3. Click **Save and Close**.

10.5 Reviewing Travel Policy and City Pair Information

The Voucher Summary page includes three sections related to travel policy. These sections are for reference only and do not reflect a voucher workflow step. They identify trip-related and voucher-specific items that are outside of policy for the traveler and may require additional review.

10.5.1 Travel Policy Justifications

This section shows items that are out of policy (e.g., cabin class selection for air or rail, hotel booking, rental car type) and the traveler's reasons for the out-of-policy selections.

Travel Policy Justifications		
Policy Item	Information	Explanation
Air Cabin Class	Coach	Within policy

Figure 66: Voucher Summary — Travel Policy Justifications section

10.5.2 Travel Policy Warnings

Additional information about items that may deviate from standard policy, including booked hotel over per diem rate, actual reimbursement type selected for lodging and M&IE, and official days off during the trip, appears in the Travel Policy Warnings section. This section also displays the lowest logical airfare available to the traveler at the time travel was booked, along with the actual booked airfare.

Travel Policy Warnings	
Policy Item	Information
Lowest Logical Airfare	Standard Confirmation Number: EOVJZZ, LLA: 1381.51, Booked Airfare: 1664.11
Leave/Official Day Off	Leave selected on one or more days in: - Cardiff, Wales, United Kingdom (02-Feb-2018)

Figure 67: Voucher Summary — Travel Policy Warnings section

10.5.3 City Pair Information

This section displays contracted fares for trip sites, including all combinations for metro-related city pairs.

City Pair Information			
All fares listed are one way fares per GSA City Pair Program.			
City Pair	YCA Fare	-CA Fare	
Washington DC Metro Area (WAS) > Marseille (MRS)	503.00	0.00	
Marseille (MRS) > Lyon Saint Exupery Airport (LYS)	None	None	
Lyon Saint Exupery Airport (LYS) > Bordeaux (BOD)	None	None	
Bordeaux (BOD) > Washington Ronald Reagan National Airport (DCA)	None	None	

Figure 68: Voucher Summary — City Pair Information section

10.6 Reviewing Audit Warnings

The Audit Warnings section displays on the Voucher Summary page if auditing is enabled for your group and the voucher is a candidate for audit. The section lists the reasons why the voucher may be selected.

Audit Warnings
Claim may be selected for audit for the following reasons: Voucher exceeds the cost ceiling. Minor customer is flagged for audit.

Figure 69: Voucher Summary — Audit Warnings section

11 Completing the Approval Process

When you have finished the review process, you have three options:

- [Approve the voucher](#) (including reduced expenses)
- [Return the voucher](#) for revision
- [Unlock the voucher](#), so another approver within the routing pool can access the document and take action on it

11.1 Approving the Voucher

Complete the following steps.

1. Click **Approve** on the Voucher Summary page. This displays a Confirm Action window.

***NOTE:** The Confirm Action window may include fund obligation and balance details, depending on your financial system settings.*

2. Click **Confirm**. If this is a final approval and your agency's financial system is interfaced with E2, the voucher is submitted for real-time validation. Success or error messages from this validation process may display. In the case of voucher approval failure, contact your agency's financial system help desk for assistance.

11.2 Returning the Voucher for Revision

A voucher can be returned for revision to the traveler or a prior approver, based on the setting of the **Approver Can Return Document To** field in the Minor Customer Settings (i.e., Step 8: Minor Customer Approval Settings, DOCUMENT ROUTING). Refer to *AG50 – Hierarchy and Settings* for more information on this field.

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

11.2.1 Traveler Only

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

1. Click the **Return** button at the bottom of the Voucher Summary page. This displays the Confirm Action window.

Confirm Action

Return To: Traveler

Reason:*

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

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

Remarks:

2000 characters left.

*Required

Do you want to proceed?

Figure 70: Confirm Action — Return to Traveler

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

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

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

11.2.2 Traveler or Approver

When the **Approver Can Return Document To** field is set to *Traveler or Any Prior Approval Level*, a voucher may be returned to the traveler or a prior approver for revision (provided the approver returning the document is the second or higher approver for the voucher). The document will be returned to either the primary approver, if one exists, or the entire routing pool with instructions.

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

Complete the following steps.

1. Click the **Return** button at the bottom of the Voucher Summary page. This displays a Confirm Action window.
2. Select the person or group to whom you are returning the voucher from the **Return To** drop-down list.

- The drop-down list displays the *Traveler* option as well as all previous approval pools.
- If an approval pool has a primary approver, that person's name appears in parentheses to the right of the name of the approval pool (e.g., Routing Pool 1 (Doe, John C.)).

Figure 71: Confirm Action — Return to Traveler or Approval Pool

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

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

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

11.3 Making the Voucher Available to Another Approver

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

Click the **Unlock** link in the Other Actions section, or scroll to the bottom of the Voucher Summary page and click the **Unlock** button.

12 Other Actions

The Other Actions section contains links to additional tasks you may need to perform to complete the approval process, such as:

- [Adding remarks](#)
- [Attaching documents](#)
- [Printing the voucher](#)
- [Printing a compact voucher](#)
- [Viewing the difference between estimated expenses and voucher expenses](#)
- [Viewing a summary of daily expenses](#)
- [Viewing itinerary information](#)
- [Viewing trip history](#)
- [Viewing advance details](#)
- [Viewing open or group authorization details](#)
- [Viewing the routing path](#)
- [Viewing the routing history](#)

12.1 Add Remarks

If you reduce an expense, you must add a remark to that expense. You may also want, however, to add a remark to the actual 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.

Remarks for 287723

View Remarks **Add Remarks**

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

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

2000 characters left.

Save and Close Save Exit Window

Figure 72: 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.

12.2 Attach Documentation

Like remarks, receipts can be attached to individual expenses or to the overall voucher document. Complete the following steps.

1. Click the **Attachments** link in the Other Actions section. This displays the Trip-Level Attachments window.

Trip-Level Attachments

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

Add New Attachment

[Add Attachment](#)

Size Limit: 10 Megabytes - Allowed Types:
PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,BMP,XLS,XLSX,DOC,DOCX,TXT

File Name	Date Attached	Attached By	Show	Delete
-----------	---------------	-------------	------	--------

[Exit Window](#) [Attach Fax](#)

Figure 73: 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.
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.

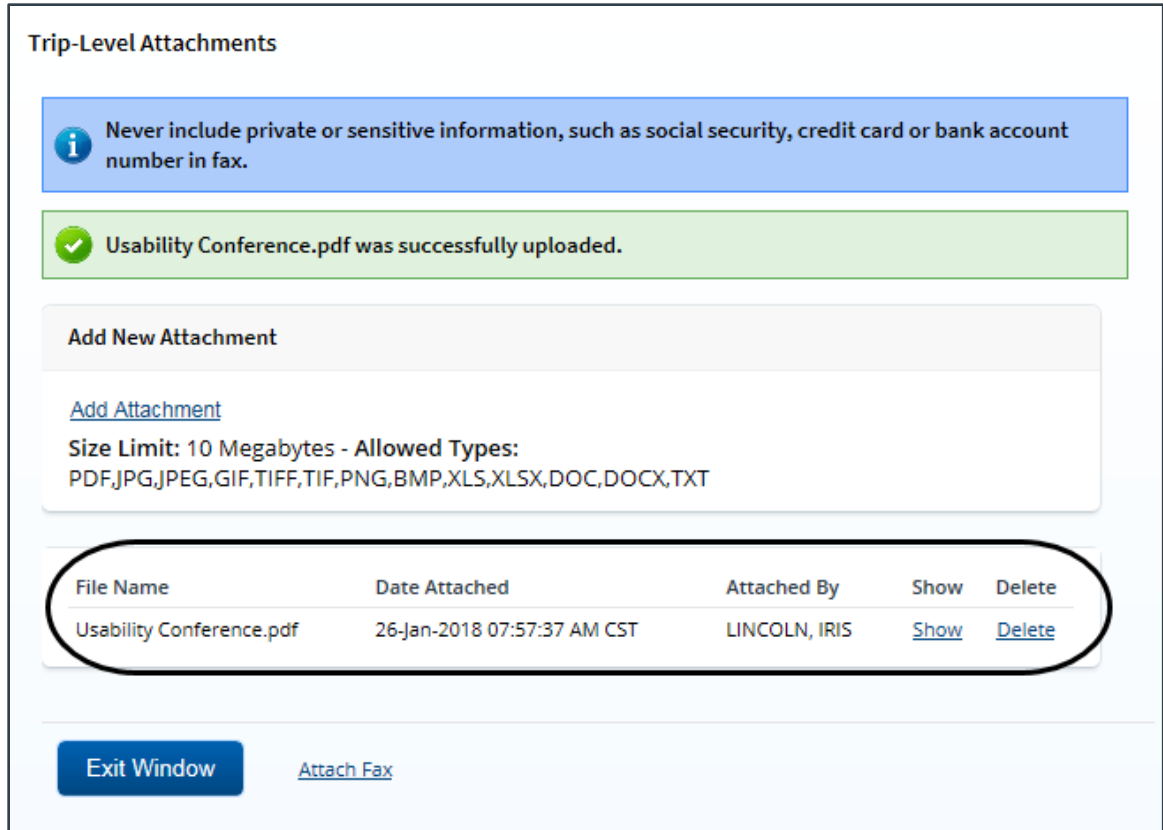


Figure 74: Trip-Level Attachments — Attached Document

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

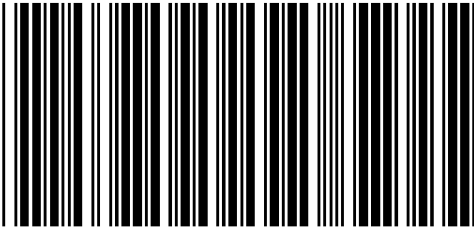
***TIP:** If this is not the document you want attached to the voucher, click **Delete** to remove the file. You are able to delete attached files at any time prior to final approval, as long as you have edit privileges for the document. Adding and deleting receipts will add entries to the Trip History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

6. Click **Exit Window**.

12.2.1 Attaching a Document via Fax

If you have paper documents, you can attach them to the 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.



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 75: 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.

12.2.2 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.

Receipts and Attachments - [Edit Details](#)

Trip Attachments - Trip ID: 287723-2

Uploaded By	Date Submitted	File Name	Show
LINCOLN, IRIS	26-Jan-2018 7:57:37 AM CST	Usability Conference.pdf	Show
E2 Solutions	29-Jan-2018 9:35:22 AM CST	Authorization Financial System Transaction Record	Show
E2 Solutions	29-Jan-2018 9:35:27 AM CST	Advance Financial System Transaction Record	Show
E2 Solutions	29-Jan-2018 9:55:56 AM CST	Authorization Financial System Transaction Record	Show
E2 Solutions	31-Jan-2018 11:26:35 AM CST	Authorization Financial System Transaction Record	Show

Figure 76: Voucher Summary — Receipts and Attachments section

12.2.3 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.

Trip-Level Attachments

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

Add New Attachment

[Add Attachment](#)

Size Limit: 10 Megabytes - Allowed Types:
PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,BMP,XLS,XLSX,DOC,DOCX,TXT

File Name	Date Attached	Attached By	Show	Delete
Usability Conference.pdf	26-Jan-2018 07:57:37 AM CST	LINCOLN, IRIS	Show	Delete

Exit Window [Attach Fax](#)

Figure 77: 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.

12.3 Print the Voucher

Complete the following steps to generate a 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. Arlington, VA 22204 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							
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	

Figure 78: Printable Voucher

12.4 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), traveler 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		
<i>Note: CP = Commercial Plane</i>								
Voucher Expense Totals								
Transport	Lodging	M&IE	Car Rental	Local Travel	POV	Misc	Total	
0.00	288.00	160.00	165.24	0.00	0.00	64.00	705.24	
Accounting Information								
Accounting String	CBA Amount	TCC Amount	Traveler Amount	Total Amount				
0202M2017.A.2017.ENB00000.0N2.21010.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 [TWOEDITRV1]	Approved [Traveler Review]						
2017-08-11 09:54 AM	LINCOLN, IRIS [TWOEDIAAPP1]	Approved [DOED MDEHART POOL]						
2017-08-11 09:55 AM	LAWRENCE, ISAAC [TWOEDITRV2]	Approved [DOED MDEHART POOL2]						
2017-08-11 09:56 AM	LOPES, INGRID [TWOEDITRV3]	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 79: Compact Printable Voucher

12.5 View Cost Variance

Click the **View Cost Variance Summary** link in the Other Actions section to display the View Cost Variance Summary window. This summary allows you to compare expenses, including expenses claimed on this voucher, with estimated expenses for the trip.

- The header shows the trip duration in days (including breaks and leave), 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 estimated expenses and actual expenses, including expenses from this voucher.

TIP: If you need additional information about the traveler's original travel plans, click the **Edit Details** link in the Receipts and Attachments section header on the Voucher Summary page, and then click the **Show** link for the Authorization Financial System Transaction Record.

View Cost Variance Summary

Trip Duration: 3 days Number of Sites: 2

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

[Exit Window](#)

Figure 80: View Cost Variance Summary window

12.6 View a Daily Expenses Summary

Click the **Daily Expenses Summary** link in the Other Actions section to display the View Daily Expenses Summary window. This window allows you to view a summary of travel expenses for each day of the trip. 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).

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

- 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]*.
- 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 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.

View Daily Expenses Summary

Date	Site	Lodging	Lodging Tax	Breakfast	Lunch	Dinner	Incidentals	M and IE Total	Transportation and Other	Daily Reimbursement Total	Reimbursement Type	Other Information
05-Apr-2021	Boston, TX, United States	96.00	0.00	13.00	14.00	23.00	5.00	41.25	0.00	137.25	Per Diem	First day
06-Apr-2021	Boston, TX, United States	96.00	0.00	5.72	6.45	37.83	5.00	55.00	0.00	151.00	Lodging: Per Diem, Meals: Actual	
07-Apr-2021	Boston, TX, United States	96.00	0.00	5.72	6.45	37.83	5.00	55.00	0.00	151.00	Lodging: Per Diem, Meals: Actual	

Exit Window

Figure 81: View Daily Expenses Summary window

12.7 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.

Itinerary

Confirmation: IFDJER

Air ✈️

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

Estimated Amount: 254.03 USD

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

Car 🚗

Vendor	Confirmation Number	Car Type and Rate	Dates & Times	Location

Exit Window

Figure 82: Itinerary window

12.8 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 a history of actions taken on 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

Trip History ?

Traveler Name: IRIS LINCOLN Trip ID: 287723-2 Voucher ID: 1 Voucher Type: Incremental Voucher Status: Pending Voucher Approval

Document History

31Jan18 Wed 11:32AM - Created for Minor Customer:TW-TEST MINOR CUSTOMER (TWMNR)
31Jan18 Wed 11:33AM - Trip 287723-2 Voucher 1 current status: Pending Voucher Approval
31Jan18 Wed 11:33AM - Voucher ID 1 submitted to DOED MDEHART POOL approver IRIS LINCOLN by LINCOLN, IRIS
31Jan18 Wed 11:52AM - Trip 287723-2 Voucher 1 current status: Voucher Revised
31Jan18 Wed 11:52AM - Voucher recalled by LINCOLN, IRIS
31Jan18 Wed 01:35PM - Trip 287723-2 Voucher 1 current status: Pending Voucher Approval
31Jan18 Wed 01:35PM - Voucher ID 1 submitted to DOED MDEHART POOL approver IRIS LINCOLN by LINCOLN, IRIS
31Jan18 Wed 01:47PM - Trip 287723-2 Voucher 1 current status: Voucher Revised
31Jan18 Wed 01:47PM - Voucher recalled by LINCOLN, IRIS
31Jan18 Wed 02:45PM - Trip 287723-2 Voucher 1 current status: Pending Voucher Approval
31Jan18 Wed 02:45PM - Voucher ID 1 submitted to DOED MDEHART POOL approver IRIS LINCOLN by LINCOLN, IRIS

Departure dates and times are shown in local time for departure location. Expiration dates and times are shown in Central Time.

Figure 83: Trip History — Incremental Voucher

12.9 View Advance Details

If the traveler received an advance for the 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.

View Advance Details

Traveler Name: IRIS LINCOLN Trip ID: 287723-2 Voucher ID: 1 Voucher Type: Incremental Voucher Status: Pending Voucher Approval

View Advance Details

Type of Advance	Type of Payment	Date Requested	Date Approved	Status	Advance Amount
Travel	Cash	26-Jan-2018	29-Jan-2018	Closed	500.00
Total advance amount:					500.00
Liquidated on voucher 1:					450.00
Total liquidated amount:					450.00
Advance amount repaid outside of E2:					0.00
Remaining to be liquidated:					50.00

Figure 84: View Advance Details

12.9.1 Retained Advances

If retained advances are enabled, 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. A retained advance is eligible for liquidation on any subsequent voucher for any trip.

View Advance Details

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

View Advance Details

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

View Retained Advance Details

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

Figure 85: View Advance Details — View Retained Advance Details section

12.10 View Open or Group Authorization Details

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

Open Authorization details for OA118704

Owner Name: IRIS LINCOLN

Default Travel Purpose: US Site Visits

First date of travel: 01-Jan-2018

Last date of travel: 31-Dec-2018

Allowed destinations: Worldwide (CONUS and OCONUS)

Exit Window

Figure 86: Open Authorization Details window

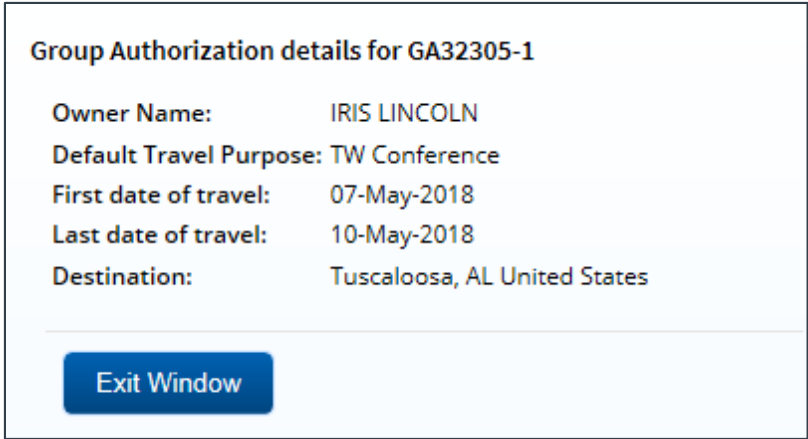


Figure 87: Group Authorization Details window

12.11 View the Approval Routing Path

You can view the approval path for the voucher and, in some circumstances, make certain changes. Complete the following steps.

1. Click the **View Routing Path** link in the Other Actions section. This displays the View Routing Path page.
2. If the approver responsible for the current step in the voucher's approval process is unavailable, 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.
3. Save your changes.

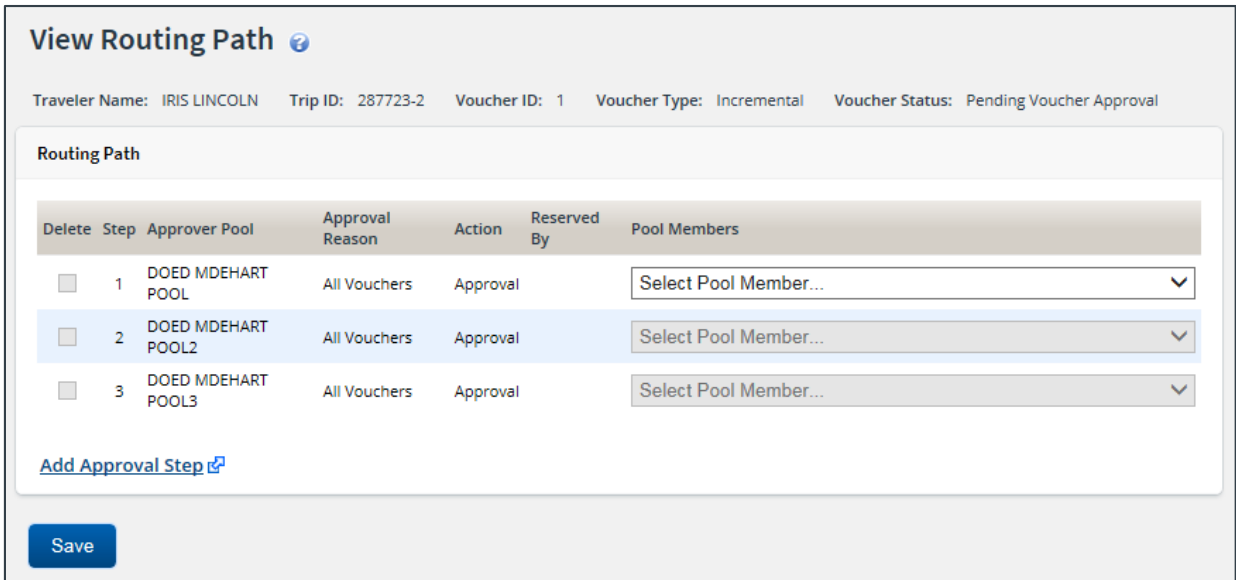


Figure 88: View Routing Path — Voucher

12.12 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.

View Routing History

Traveler Name: IRIS LINCOLN Trip ID: 287723-2 Voucher ID: 1 Voucher Type: Incremental Voucher Status: Pending Voucher Approval

Routing History

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.

Departure dates and times are shown in local time for departure location. Expiration dates and times are shown in Central Time.

Figure 89: View Routing History — Voucher

13 Printing the Traveler Profile

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.

14 Revision History

Date	Description	Release
04/2021	<ul style="list-style-type: none"> • Added: <ul style="list-style-type: none"> ○ Section 1 (Introduction) ○ JTR functionality note to section 6.2.3 (Show Actual Meals) • Updated: <ul style="list-style-type: none"> ○ Figure 35 (Edit Actual Meals – Actual Amount field) ○ Figure 36 (Edit Actual Meals – Actual meals in foreign currency) ○ Figure 37 (Edit Actual Meals – Add Reduced Meal Remarks link) ○ Figure 81 (View Daily Expenses Summary window) ○ Verbiage throughout to reflect the change to the title of the Edit Actual Meals window 	21.1
01/2021	Updated section 11.6 (View a Daily Expenses Summary)	20.4
07/2020	Updated screen shots	20.2
10/2019	Updated title page graphic and copyright information	19.3
03/2019	Copyright and logo updates	19.1
06/2018	Updated figure 53 (Split Funding – Split Funding by Expense Date fields)	18.2
03/2018	<ul style="list-style-type: none"> • Updated images throughout the document • Updated section 3 (Approving a Voucher) for the Filter Options tab now available 	18.1
01/2018	Document formatting and layout changes	17.4
09/2017	<ul style="list-style-type: none"> • Updated images in section 2.2 (About the Workflow Workspace) and 2.4 (Starting the Voucher Approval Process) • Added a bullet (Printing a compact voucher) to section 10 (Other Actions). This bullet links to a new section 10.4 – Compact Printable Voucher. 	17.3
06/2017	Updated section 9.2 (Returning the Voucher for Revision) for the new feature that allows you to return a voucher to the traveler or any prior approver	17.2
03/2017	Updated images in sections 10.2 (Attaching Documentation) and 10.2.2 (Deleting Document Attached to the Trip) for the new 10 MB file size allowed for attachments	17.1
01/2017	<ul style="list-style-type: none"> • Updated section 1, Understanding the Approval Process, for clarification on document locking • Updated section 3, Reviewing Basic Information, for using only T&O expenses from a voucher deleted by the authorization amendment process as the source for T&O expenses on this voucher • Section 5.2, Split Funding, updated split funding image 	16.4

Date	Description	Release
06/2016	<ul style="list-style-type: none"> Updated section 7, Reviewing Remarks, Receipts and Attachments; "Receipts and Attachments" image and removed reference to Display Faxed Documents link Updated section 10.2, Attaching Documentation, all images, deleting attachments information, Trip History entries, fax instructions; removed references to Retrieve Faxes Added section 10.2.1, Viewing Documents Attached to the Trip Added section 10.2.2, Deleting Documents Attached to the Trip 	16.2
03/2016	<ul style="list-style-type: none"> Updated section 3, Reviewing Basic Information and added section 8.1, Reviewing Site Details, for final voucher with itinerary changes Updated images in sections 7, Reviewing Remarks, Receipts and Attachments, and 10.2, Attaching Documentation, for name change of final approval system-generated attachment 	16.1
11/2015	Added section 10.6, Viewing Itinerary Information	15.4
06/2015	<ul style="list-style-type: none"> Updated sections 4.1, Reviewing Lodging and 4.2, Review Meals and Incidentals, for variable per diem rates for standard sites Updated images in section 10.2, Attaching Documentation Updated section 10.5, Viewing a Daily Expenses Summary, for variable per diem rates for standard sites Updated section 10.10, Viewing Routing History 	15.3
04/2015	Updated images in section 10.8, Viewing Open or Group Authorization Details	15.2
12/2014	Updated section 8.2, Reviewing Payments, to reflect E2 automatic adjustment if expenses reduced and a single payment account selected	ETS2/15.1
10/2014	Updated City Pair Information section image in section 8.4, Reviewing Travel Policy and City Pair Information	ETS2/14.4
09/2014	<ul style="list-style-type: none"> Updated dimensional account code search information in section 5.1, Selecting Accounts to Fund Expenses Updated images and list name in section 5.2, Split Funding 	ETS2/14.3
01/2013	Copyright updates	ETS2
10/2012	General publication	ETS2

15 Trademark and Copyright

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

Copyright © 2021 CWT. All rights reserved.

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