



UG50: Creating Local Travel Claims

Requesting Reimbursement for Local Travel
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1 Introduction

This document contains information regarding the local travel claim 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 Local Travel Claims

In E2 Solutions (E2), a local travel claim is generally considered to be an accounting of business expenses that you incurred while conducting official business in the area (typically, within a 50-mile radius) of your local permanent duty station (home site). A local travel claim can include expenses for up to 60 days. This user guide covers the creation and submittal process for local travel (LT) claims.

Your workgroup's travel policies may enforce specific restrictions on local travel, such as a mileage reimbursement cap, limitations on allowable modes of transportation, or the type of expenses that can be claimed. These travel policy restrictions may impact the E2 fields and selections available to you when adding expenses to your local travel claim; other restrictions may be enforced by approvers during the approval process. Not all travel policy restrictions and limitations, however, are externalized through E2. Always become familiar with, and follow, your group's applicable travel policies.

When you create a local travel claim, you are requesting reimbursement for your local travel expenses, so a local travel claim is considered a type of voucher in E2. While this document and the local travel user interface (UI) primarily use the term *claim*, you may see the term *voucher* used as well. For example, when you create a local travel claim, the status is set to *Open Voucher*. After you submit the claim for approval, the status changes to *Pending Voucher Approval*. "Local travel claim" and "local travel voucher" are just two different names for the same document, and can be used interchangeably.

3 The Workflow Workspace

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

- [Left side navigation](#) and links to optional features, functions, and actions
- [Header](#) with general traveler and document information
- [Main area](#), where you enter or selection information
- [Buttons and links](#), below the main area, allow you to complete a step
- Dynamic message area, which appears below the main 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. You must complete the first workflow step (i.e., Step 1: Basic Information) before the other workflow steps are enabled.
- **Other Actions** – Links to functions that are not part of the basic workflow. These links only appear if the function is available to you, based on the state of the document and related travel policies. If no actions are available, Other Actions links do not appear on the page.
- **Extras** – Links to additional actions. These links may take you out of the document workflow. Common Extras links include leaving the workflow to view a document list or deleting the current document.

3.2 Document Header Information

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

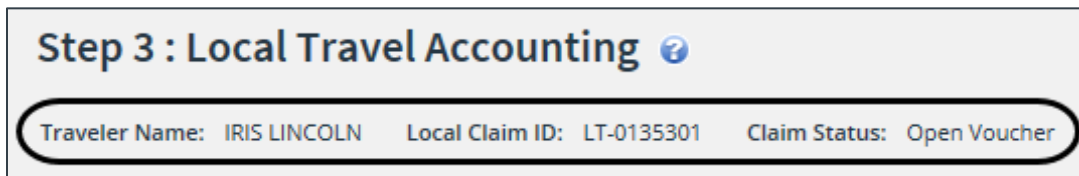


Figure 1: Local Travel Accounting — Page header

For local travel claims, the header always includes:

- The name of the traveler
- Claim ID
- Status of the LT claim

3.3 Main Area

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

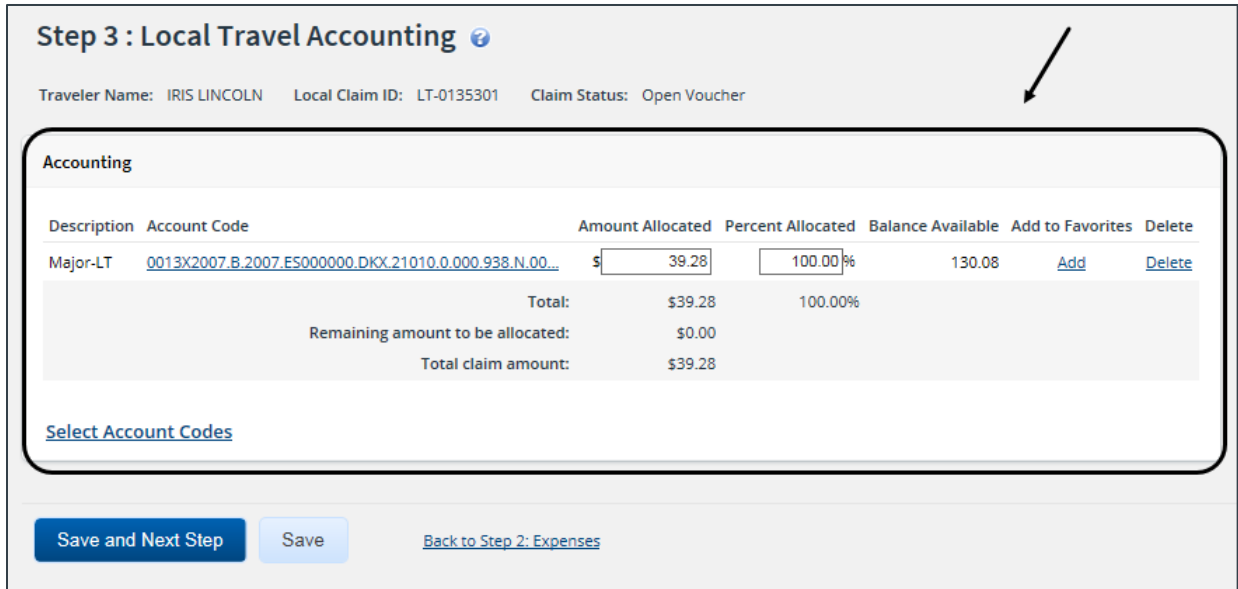


Figure 2: Local Travel Accounting — Main area

3.4 Buttons and Links

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

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

3.5 Dashboard

When you create a local travel claim, you are taken directly into the local travel claim workflow. After you have completed the first step in the process, the local travel claim is assigned a unique identifier that allows you to track the document. If you exit the workflow and then access the local travel claim again, a tabbed interface displays. The **Claim Dashboard** tab allows you to view the local travel claim and any additional documents associated with the claim, as well as execute specific actions, while the **Local Travel** tab allows you to access the workflow and maintain the actual claim.

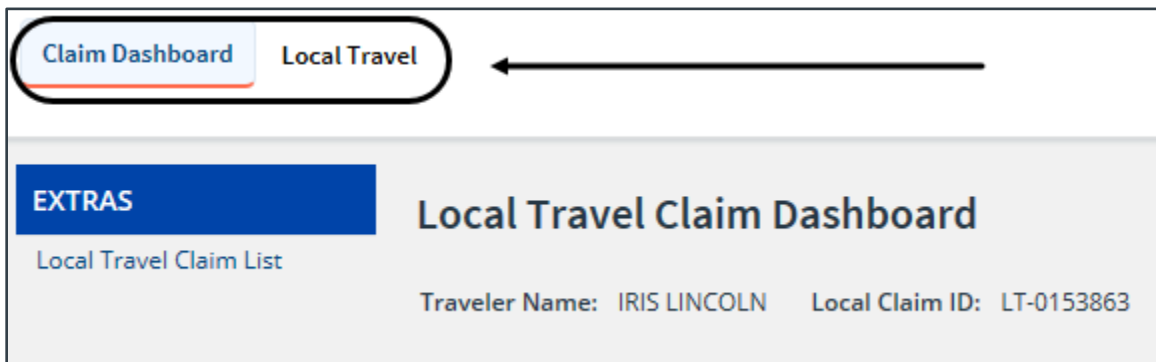


Figure 3: Local Travel Claim Dashboard — Claim Dashboard and Local Travel tabs

Claim Dashboard Local Travel

EXTRAS Local Travel Claim List

Local Travel Claim Dashboard

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0153863 Begin Date: 01-Jul-2018 End Date: 31-Jul-2018 [collapse](#) or [expand](#) all sections

Local Travel Claims

Doc Num	ID	Type	Amount	Status	State	Show	Delete
	LT-0153863	Claim	\$138.72	Open Voucher		Show	

In Progress | Revised | Pending | Complete | Canceled

Figure 4: Local Travel Claim Dashboard

4 Creating a Local Travel Claim

Select one of the following options to create a local travel claim:

- Select *Create Local Travel Claim* from the **Start a Travel Document** list on the My E2 **At a Glance** tab, and then click **Go**.
- Click **Start a New Claim** on the My E2 **Local Travel** tab.

Either option takes you to the Basic Information page, which is the first step in the local travel claim process.

5 Completing the Basic Information Step

The Basic Information step is the first step in the local travel claim workflow. This page requires you to enter the minimum amount of information needed for E2 to create the local travel claim and to assign a document number to that claim, including:


- Travel purpose and official travel type (if enabled)
- Dates covered by the local travel claim (begin and end dates)
- Document number


Step 1 : Local Travel Basic Information ⓘ

Traveler Name: IRIS LINCOLN Local Claim ID: New Claim Status: New

Basic Information

Specific Travel Purpose:*

Begin Date:* 

End Date:* 

Document Number: (System Assigned)

*Required

Save and Next Step Save

Figure 5: Local Travel Basic Information page

Complete the following steps.

1. Select the type of travel for which you are creating the claim from the **Type of Travel** drop-down list.

NOTE: This is an optional field that may not be available to you. If the **Type of Travel** list does not display on the Basic Information page, you do not need to provide this information. If, however, the list does appear, you must make a selection.

2. Enter the purpose of your trip(s) in the **Specific Travel Purpose** field.
3. Establish the dates of the claim. A local travel claim can cover up to 60 days.
 - a. Enter the starting date of the claim in the **Begin Date** field (formatted DD-MMM-YYYY), or click the calendar icon to select the date from the drop-down calendar.

NOTE: If you enter the date in another format (e.g., MM-DD-YYYY), E2 will convert it to the appropriate format. Verify the converted date is what you expect.

- b. Enter the ending date of the claim in the **End Date** field, or click the calendar icon to select the day from the drop-down calendar.

***TIP:** You can create a claim for up to 60 days in the future, but you cannot actually submit the claim for approval until the end date is past.*

4. If enabled, enter the local travel claim's document number in the **Document Number** field. This number is used by the financial system during claim processing and payment.

***TIP:** Float your cursor over the field to display format information in the hover text.*

- If the field displays *(System Assigned)* and is disabled, E2 automatically assigns a document number to the claim. The number is assigned when the claim is submitted for approval.
 - Adding a manual document number is an optional feature that may not be available to you. Even if this field is enabled, you may not need to add the information. Consult your workgroup's travel policies for appropriate actions.
5. Click **Save and Next Step** to create the claim, assign an ID (displayed in the header), and move to the next step in the process. Once the claim is created, the claim status (also shown in the header) changes to *Open Voucher*, and the Expenses page displays.

***TIP:** If you want to create the claim but not more on in the process, click **Save**. When you want to complete your claim, locate the claim on the My E2 **Local Travel** tab, and then click **Show**.*

6 Completing the Expenses Step

Use the local travel claim's Expenses page to add expenses to your claim. The system automatically add a voucher transaction fee (VTF), which you may see as a listed but non-editable expense.

Step 2 : Local Travel Expenses

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0135301 Claim Status: Open Voucher

Expense Information

Agency Billed: 0.00
Amount: 0.00

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
31-Jan-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed				

Showing 1 - 1 of 1

[Add New Expense](#) Attachment: Remark: Reduced: Credit Card:

[Add Credit Card Expense](#)

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

Figure 6: Local Travel Expenses page

Complete the following steps.

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

Add New Expense

Date of Expense:*

Expense:*

Amount:*

Description:

Remark: [Add an Optional Remark](#)

Receipt: [Add Receipt](#)

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

*Required

Figure 7: Local Travel Claim — Add New Expense

2. Complete the required (*) fields. The fields available in the Add New Expense window vary based on the type of expense you select.

NOTE: Some agencies allow you to enter an expense in a foreign currency. To accommodate this function, the Add New Expense window includes additional fields, such as **Date of Receipt**, **Currency or Currency Code**, **Currency Name**, and **Exchange Rate**. Refer to [Entering Expenses in Foreign Currency](#) for more information.

- **Date of Expense** – Enter the date the expense was incurred in the field, or click the calendar icon to select the date from the drop-down calendar. The field defaults to the date selected for the **Begin Date** field on the Basic Information page.

TIP: If you enter an expense date outside of the claim dates entered on the Basic Information page, E2 displays a warning message. You must either change the claim dates to include the expense date or correct the date of expense before you can submit the claim for approval.

- **Expense** – Select the type of expense (e.g., parking, registration fees, personal vehicle (POV)) you are adding to the local travel claim from the drop-down list.

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

- **Amount** – Enter the amount (0.01–99999.99) of the expense.

*TIP: If you do not enter decimal places in the **Amount** field, E2 assumes your entry is a whole dollar amount. For example, if you enter 45, E2 converts the value to 45.00.*

- **Pay To** – Select the method of reimbursement for the expense (e.g., traveler, travel charge card, agency billed) from the drop-down list.
- **Remark** – Click the **Add an Optional Remark** link to add comments about this specific expense. Enter your comments in the **Remark** field.
- **Receipt** – Click the **Add Receipt** link to attach a receipt or other document to this specific expense. Select the file from the system's Choose File window, and then click **Open**. The file is uploaded and the file name displays in the **Receipt** field.

*TIP: If you decide that you do not want to attach the file to the expense, click the **Delete** link to the right of the **Receipt** field. This is your first opportunity to delete the file. You will, however, be able to delete attachments as long as you have edit privileges for the document.*

3. Complete your actions.

- Click **Save and New** to add the expense and refresh the window so you can add another expense. A success message displays at the top of the window and the fields revert to their default values.
- Click **Save and Close** to add the expense, close the Add New Expense window, and return to the local travel claim's Expenses page. A success message displays in the message area and your newly added expense appears in the expense list.

Step 2 : Local Travel Expenses

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0135301 Claim Status: Open Voucher

Expense has been added successfully.

Expense Information

Agency Billed: 0.00
 Travel Charge Card: 22.50
 Traveler: 16.78
 Amount: 39.28

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
01-Jan-2018	Bus	2.00	Bus fare	Traveler		Modify	Copy	Delete
01-Jan-2018	Ferry	15.00	Island ferry	Travel Charge Card		Modify	Copy	Delete
01-Jan-2018	Minor Purchases	14.78	Customary gifts	Traveler		Modify	Copy	Delete
01-Jan-2018	Tolls	7.50	Parkway tolls	Travel Charge Card		Modify	Copy	Delete
31-Jan-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed				

Figure 8: Local Travel Expenses — Added Expense

- Click **Exit Window** to abandon your entries, without saving the expense, close the window and return to the local travel claim's Expenses page.
4. Click **Next Step** to move to the next step in the process. The local travel claim's Accounting page displays.

6.1 Making Changes to Expenses

If the local travel claim has a status of *Open Voucher*, you can make changes to the expenses that have been entered. This section covers:

- Editing expense details
- Adding remarks to an existing expense
- Attaching receipts to an existing expense
- Creating new expenses by copying existing expenses
- Deleting expenses.

6.1.1 Edit Expense Details

Complete the following steps to edit the details of a particular expense.

TIP: You can make changes to all of the expense fields except for the **Expense Type** field. If you need to change the expense type, deleting the existing expense, and add a new expense with the correct expense type.

1. Locate the expense in the list on the local travel claim's Expenses page.
2. Click the **Modify** link. This displays the Edit Expense window, which defaults to the **Detail** tab.

Edit Expense - Tolls for \$7.50 on 10-Jan-2018

Detail Remarks Receipts

Date of Expense:* 10-Jan-2018

Expense: Tolls

Amount:* 7.50

Description: Parkway tolls

Pay To:* Traveler

*Required Save and Close Save Exit Window

Figure 9: Local Travel Claim — Edit Expense, Detail tab

3. Make your changes. The fields available on the **Detail** tab vary, based on the type of expense you are changing.
4. Click **Save and Close** to save your changes, close the Edit Expense window, and return to the Expenses page.

6.1.2 Add Remarks to an Existing Expense

Complete the following steps to add remarks to an existing expense.

1. Locate the expense in the list on the local travel claim's Expenses page.
2. Click the **Modify** link. This displays the [Edit Expense window](#), which defaults to the **Detail** tab.
3. Click the **Remarks** tab. Any existing remarks for the expense will display on the tab.

Edit Expense - Tolls for \$7.50 on 10-Jan-2018

Detail Remarks Receipts

Expense - 10-Jan-2018 of type: Tolls for \$7.50 USD (Limit 5)

LINCOLN, IRIS 31-Jan-2018 10:18 AM CST
Tolls will be increasing March 1.

Exit Window Add Remark

Figure 10: Edit Expense — Remarks tab, Existing remark

4. Click the **Add Remarks** link. Existing remarks are replaced by a text entry field.

Figure 11: Edit Expense — Remarks tab, Add a Remark

5. Enter your remarks in the text box and review them. Remarks cannot be edited or deleted after you save them; make any changes before saving.

TIP: Avoid copying and pasting text from other applications. Doing so may result in invalid character errors.

6. Click **Save and Close** to save your changes, close the Edit Expense window, and return to the Expenses page.

6.1.3 Attach Receipts to an Existing Expense

Complete the following steps to attach a receipt or other documentation to an existing expense.

1. Locate the expense in the list on the local travel claim's Expenses page.
2. Click the **Modify** link. This displays the [Edit Expense window](#), which defaults to the **Detail** tab.
3. Click the **Receipts** tab. Any documents already attached to the expense will display on the tab.

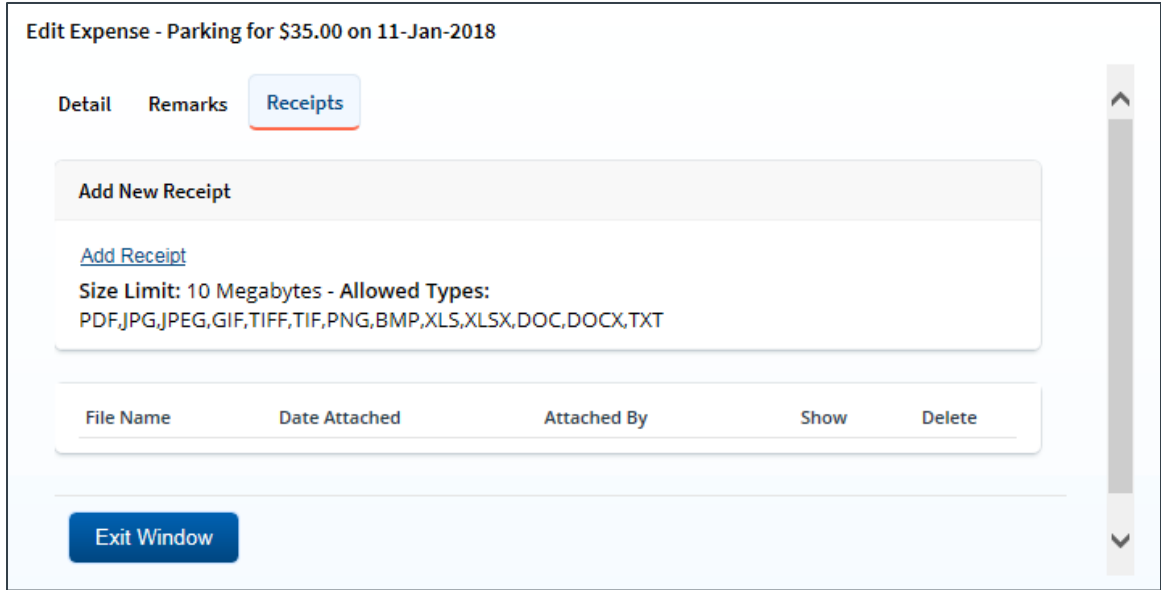


Figure 12: Edit Expense — Receipts tab

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

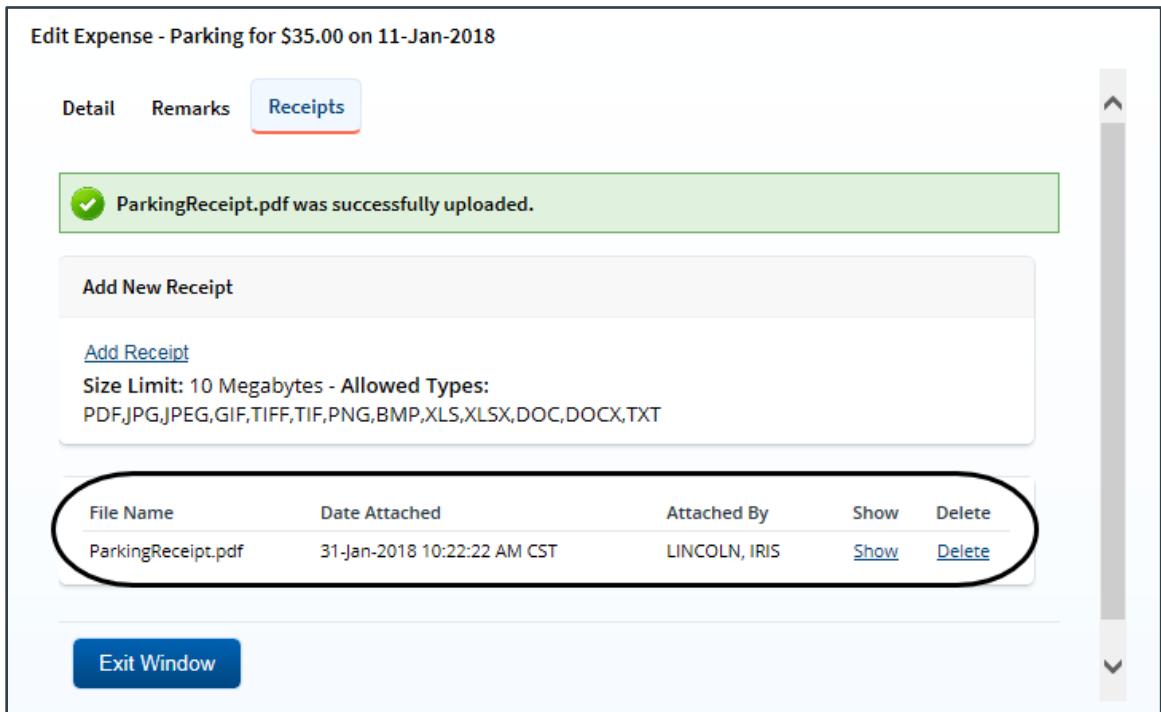


Figure 13: Edit Expense — Receipts tab, Attached Receipt

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

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

8. Click **Exit Window** to close the Edit Expense window and return to the Expenses page.

6.1.4 Copy an Existing Expense

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

NOTE: Remarks and receipts associated with the original expense are not copied to the new expense.

Complete the following steps.

1. Locate the expense you want to copy in the list on the local travel claim's Expenses page.
2. Click the **Copy** link. This displays the Copy Expense window.

Copy Expense - Bus for \$2.00 on 01-Jan-2018

Copy the expense to the selected dates.

Select All

Copy	Expense Date
<input type="checkbox"/>	Tuesday, 02-Jan-2018
<input type="checkbox"/>	Wednesday, 03-Jan-2018
<input type="checkbox"/>	Thursday, 04-Jan-2018
<input type="checkbox"/>	Friday, 05-Jan-2018

Figure 14: Copy Expense window

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

6.1.5 Delete an Existing Expense

If you added an expense in error, click the **Delete** link for that expense (on the Expenses page) to delete the expense from the local travel claim. The expense is automatically removed from the claim.

NOTE: You can only delete an expense from a claim with a status of Open Voucher. A claim has an Open Voucher status if it has not yet been submitted for approval, or if it has been returned to you by an approver for revision. If the claim has a status of Pending Approval, has been paid, or a reclaim local travel voucher exists, no changes are allowed.

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
01-Jan-2018	Bus	2.00	Bus fare	Traveler		Modify	Copy	Delete
01-Jan-2018	Ferry	15.00	Island ferry	Travel Charge Card		Modify	Copy	Delete
01-Jan-2018	Minor Purchases	14.78	Customary gifts	Traveler		Modify	Copy	Delete
01-Jan-2018	Tolls	7.50	Parkway tolls	Travel Charge Card		Modify	Copy	Delete
31-Jan-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed				

Figure 15: Local Travel Expenses — Delete link

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

6.2 Entering Expenses in Foreign Currency


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


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


Complete the following steps.

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

Add New Expense

Date of Expense:* 

Date of Receipt:* 

Expense:* 

Amount:*


Currency or Currency Code:*

Currency Name: Canadian Dollars

Exchange Rate: 1.343 [Use my own exchange rate](#)

US Dollar Equivalent: 7.45 USD

Description:

Pay To:* 

Remark: [Add an Optional Remark](#)

Receipt: [Add Receipt](#)


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


*Required

Figure 16: Local Travel Claim — Add New Expense, Foreign Currency fields

Edit Expense - Metro Rail/Subway for \$25.72 on 15-Jan-2018

Detail Remarks Receipts

Date of Expense:* 

Date of Receipt:* 

Expense: Metro Rail/Subway

Amount:*


Currency or Currency Code:*

Currency Name: Canadian Dollars

Exchange Rate: 1.343 [Use my own exchange rate](#)

US Dollar Equivalent: 19.15 USD

Description:

Pay To:* 

*Required

Figure 17: Local Travel Claim — Edit Expense, Foreign Currency fields

2. Enter the date the expense was incurred in the **Date of Expense** field, or click the calendar icon to select the date from the drop-down calendar. The field defaults to the first day of claimed expenses.
3. Enter the receipt date in the **Date of Receipt** field, or click the calendar icon to select the date from the drop-down calendar. The field defaults the value in the **Date of Expense** field. (The receipt date is used by E2 for currency conversion.)
4. If you are adding a new expense, select the appropriate expense type from the **Expense** drop-down list.
5. Enter the amount of the expense, in the foreign currency, in the **Amount** field.
6. In the **Currency or Currency Code** field, enter the first few characters of the currency or country name (or the first part of the currency code), pause, and then select the currency from the drop-down list. The field defaults to 001 (U.S. Dollars) or the last currency entered during this local travel claim session. (A "session" exists until you leave the local travel workflow, including submitting the claim for approval, or terminate the E2 session.)

The screenshot shows the 'Add New Expense' form with the following fields and values:

- Date of Expense: 15-Jan-2018
- Date of Receipt: 15-Jan-2018
- Expense: Taxi
- Amount: 10.00
- Currency or Currency Code: eur (selected from a dropdown list)
- Currency Name: (empty)
- Exchange Rate: (empty)
- US Dollar Equivalent: (empty)
- Description: (empty)
- Pay To: (empty)
- Remark: (empty)
- Receipt: (empty)

The dropdown menu for 'Currency or Currency Code' is open, showing the following list:

Austria Euro	906
Belgium Euro	912
Cyprus Euro	917
Estonian Euro	931
EURO (Cross Border)	023
European Dollar	990
Finland Euro	934
France Euro	936
Germany Euro	940
Greece Euro	918

At the bottom of the form, there are three buttons: 'Save and New', 'Save and Close', and 'Exit Window'. A '*Required' label is present at the bottom left.

Figure 18: Add New Expense — Currency or Currency Code drop-down list

7. The **Exchange Rate** field for the expense is automatically updated when a currency code is selected. If you need to enter a specific exchange rate, you can override the agency's approved exchange rate.
 - a. Click the **Use my own exchange rate** link.

Figure 19: Add New Expense — Exchange Rate and Rate Reason fields

- b. Enter the rate in the **Exchange Rate** field.
 - c. Enter an explanation as to why you are overriding the approved exchange rate in the **Rate Reason** field.
8. Complete or change other required or optional fields as needed.
 9. Click **Save and Close**.

6.3 Select Travel Charge Card Transactions as Expenses

If your agency supports an automated travel charge card (TCC) process, you may be able to select travel charge card transactions that reflect your local travel expenses.

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

Expense Information

Agency Billed: 0.00
 Travel Charge Card: 22.50
 Traveler: 16.78
 Amount: 39.28

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
01-Jan-2018	Bus	2.00	Bus fare	Traveler		Modify	Copy	Delete
01-Jan-2018	Ferry	15.00	Island ferry	Travel Charge Card		Modify	Copy	Delete
01-Jan-2018	Minor Purchases	14.78	Customary gifts	Traveler		Modify	Copy	Delete
01-Jan-2018	Tolls	7.50	Parkway tolls	Travel Charge Card		Modify	Copy	Delete
31-Jan-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed				

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Attachment: Remark: Reduced: Credit Card:

[Add New Expense](#)

[Add Credit Card Expense](#)

Figure 20: Local Travel Expenses — Add Credit Card Expense link

You can perform the following actions:

- Select a TCC transaction and [add it as an expense to the claim](#)
- [Modify an expense](#) associated with a TCC transaction
- [Split a TCC transaction as an expense over multiple days](#)
- [Split a TCC transaction into multiple expenses](#)
- [Add remarks and receipts](#) to an expense associated with a TCC transaction
- [Correct mistakes](#)
- [Remove a TCC transaction](#) from the available transactions list
- [Make changes to an expense associated with a TCC transaction](#) from the Expenses page
- [Delete an expense associated with a TCC transaction](#)

6.3.1 Add a TCC Transaction as an Expense

Complete the following steps.

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

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

Add Credit Card Expense

Order by: Transaction Date Sort Ascending Sort Descending

Select All Displayed

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

Show 10 25 50 All items per page Showing 1 - 10 of 20 1 | 2 [Next >](#) [Last >>](#)

i ** Required if the credit card expense is selected

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

Figure 21: Add Credit Card Expense window

2. Click the **Select** check box of the travel charge card transaction that you want to add to the claim.
3. If necessary, select the appropriate expense type from the **Expense Type** drop-down list. The expense type that displays by default reflects a mapping established by your agency, if available.
4. Click **Details** to verify other expense details. This displays the Credit Card Expense Detail window.

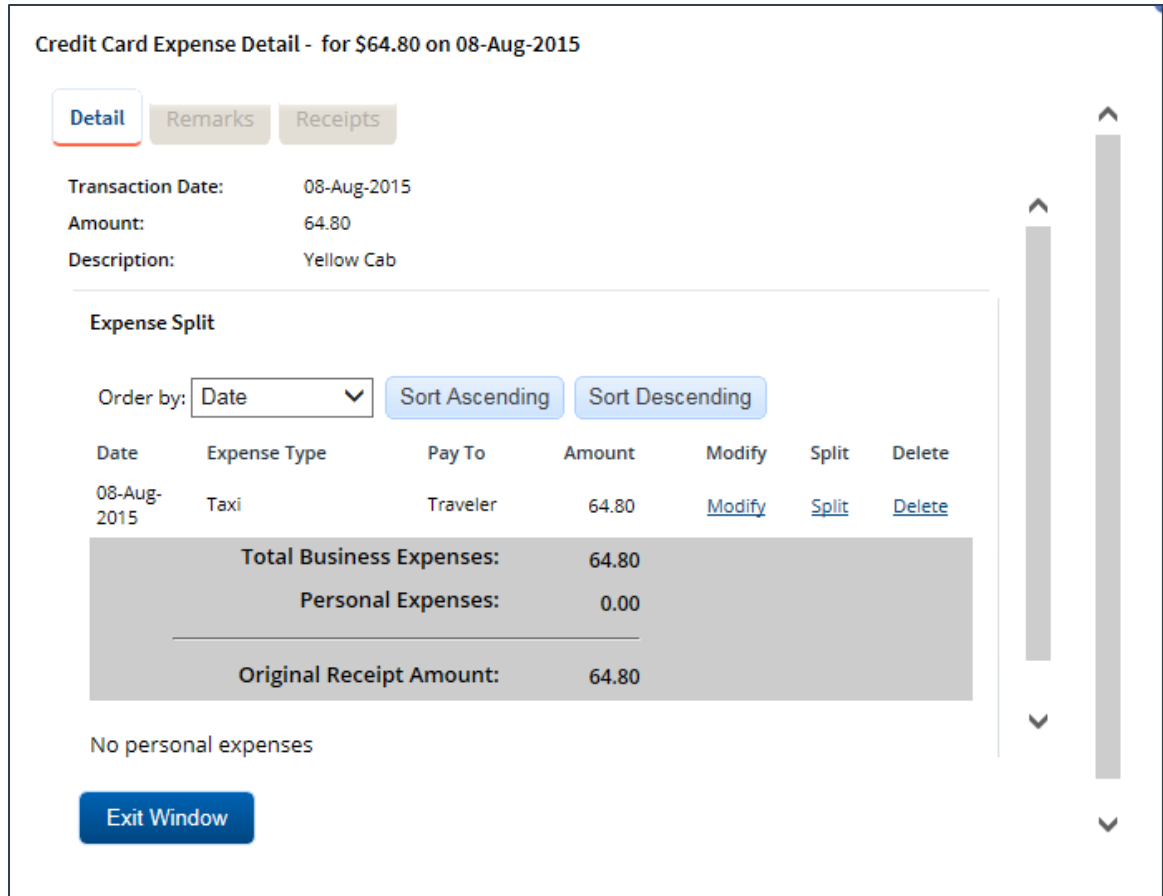


Figure 22: Credit Card Expense Detail window

- Click **Modify** to [change any of the expense details](#) (e.g., date, expense type, entity to be reimbursed (Pay To), or amount).
 - Click **Split** to split the expense into a daily charge for multiple days.
5. Click **Exit Window** to close the Credit Card Expense Detail window and return to the Add Credit Card Expense window.
 6. Click **Save and Close** to close the Add Credit Card Expense window. The transaction is added to the list of expenses on the local travel claim's Expenses page. A credit card icon (🏠) displays in the expense's Alerts column.

Expense Information

Agency Billed: 0.00
 Travel Charge Card: 22.50
 Traveler: 16.78
 Amount: 39.28

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify Copy Delete
01-Jan-2018	Bus	2.00	Bus fare	Traveler		Modify Copy Delete
01-Jan-2018	Ferry	15.00	Island ferry	Travel Charge Card		Modify Copy Delete
01-Jan-2018	Minor Purchases	14.78	Customary gifts	Traveler		Modify Copy Delete
01-Jan-2018	Tolls	7.50	Parkway tolls	Travel Charge Card		Modify Copy Delete
31-Jan-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed		

Showing 1 - 5 of 5

Attachment: Remark: Reduced: Credit Card:

[Add New Expense](#) [Add Credit Card Expense](#)

Figure 23: Local Travel Expenses — Credit Card icon

6.3.2 Modify an Expense

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

With the [Credit Card Expense Detail window](#) displayed, complete the following steps to modify expense detail.

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

Edit Daily Expense

Date:*

Expense Type:*

Pay To:*

Amount:*

*Required

Figure 24: Edit Daily Expense window

2. Make your changes.

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

6.3.3 Split a Transaction Over Multiple Days

With the [Credit Card Expense Detail window](#) displayed, complete the following steps to split a single transaction, such as a parking charge, into a daily charge for multiple days.


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


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


Split Daily Expense

Date: 08-Aug-2015

Amount: 64.80 USD

Start Date:* 

Expense Type:* 

Pay To:* 

Daily Rate:*

Number of Days:*

Total: 120.00 USD

*Required

Figure 25: Split Daily Expense window

2. Complete the required fields.
 - Enter the starting date in the **Start Date** field, or click the calendar icon to select the date from the drop-down calendar. For example, a transaction might include

a total charge for four days. This field should contain the first day the expense was incurred.

- Verify or select the expense type from the **Expense Type** drop-down list.
 - Verify or select the method of reimbursement from the **Pay To** drop-down list.
 - Enter the daily rate in the **Daily Rate** field. By default, this field displays the amount of the travel charge card transaction that has not been assigned to a travel expense.
 - Enter the number of days covered by the transaction in the **Number of Days** field. E2 multiplies the daily rate by the number of days, and updates the **Total** field. This is the amount of the expense on the local travel claim.
3. Click **Save and Close** to save your entries, close the Split Daily Expense window, and return to the Credit Card Expense Detail window.

6.3.4 Split a Transaction into Multiple Expenses

In some cases, you may need to associate a single TCC transaction with multiple expenses. For example, you may need to split a convenience store charge into a fuel expense and another reimbursable expense.

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

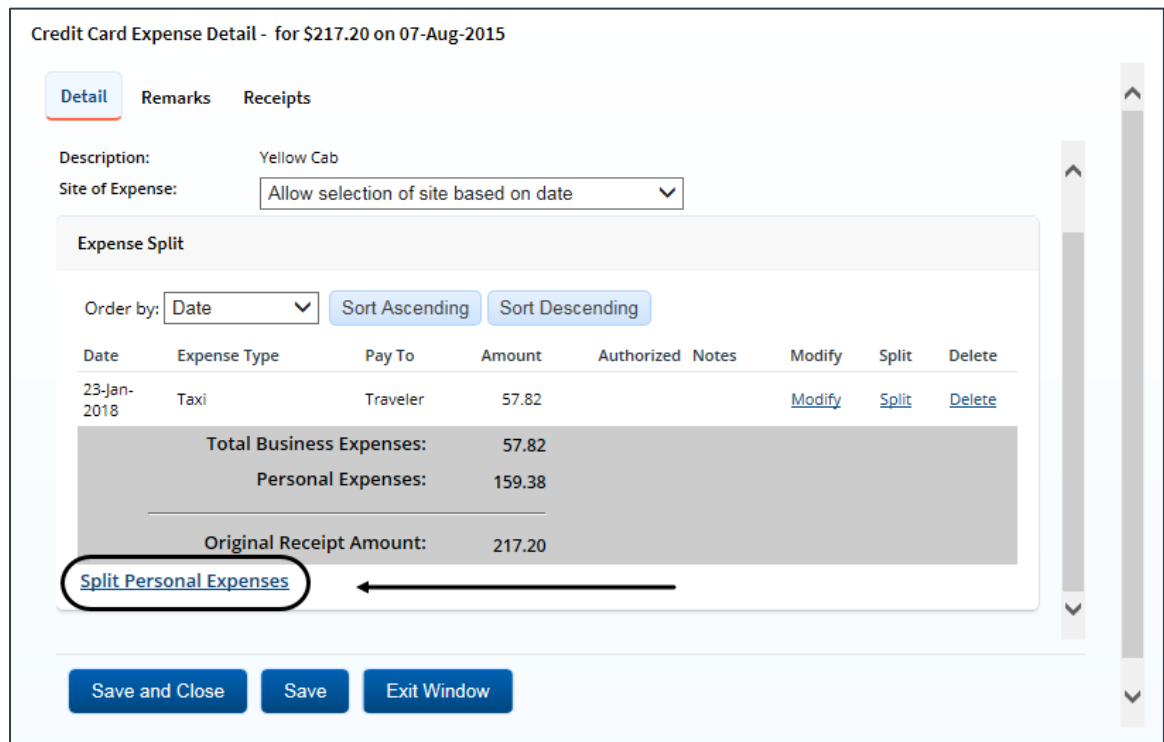


Figure 26: Credit Card Expense Detail — Split Personal Expenses link

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


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

Split Personal Expenses

Receipt Date: 08-Aug-2015

Receipt Amount: 64.80 USD

Remaining Amount: 4.80 USD

Start Date:* 

Expense Type:* ▼

Pay To:* ▼

Daily Rate:*

Number of Days:*

Total: 4.80 USD

*Required

Save and New
Save and Close
Exit Window

Figure 27: Split Personal Expenses window

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

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

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

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

6.3.5 Add Remarks and Receipts to the Expense

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

6.3.5.1 Remarks

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

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

Figure 28: Credit Card Expense Detail — Remarks tab

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

6.3.5.2 Receipts

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

1. Click the **Receipts** tab.

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

Detail Remarks **Receipts**

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

Add New Receipt

[Add Receipt](#)

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

Figure 29: Credit Card Expense Detail — Receipts tab

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

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

6. Click **Exit Window**.

6.3.6 Correct Mistakes

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

6.3.6.1 Expenses Page

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

- If the expense represents the total TCC transaction, the transaction will be returned to the available TCC transactions list, and will be available for selection again.
- If the expense represents part of a TCC transaction, the amount of the deleted expense will be marked as a personal expense. You can return to the TCC transaction [and assign the personal expense amount to another expense](#).

6.3.6.2 Deselect the Transaction

Complete the following steps to deselect the transaction.

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

6.3.7 Remove a Transaction from the List

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

Complete the following steps.

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

6.3.8 Make Changes from the Expense List

After you add the TCC transaction as an expense, it displays in the list of expenses on the local travel claim's Expenses page, like all other expenses that you added individually to the claim. You can make the following adjustments:

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

Complete the following steps.

1. Locate the expense in the list on the local travel claim's Expenses page.
2. Click **Modify**. This displays the Credit Card Expense Detail window.
3. Make the necessary changes.
 - Click **Modify** to make changes to the amount, date, or method of reimbursement.
 - Click **Split** to split the expense across multiple days.
 - Click **Split Personal Expenses** to assign any portion of the expense currently tagged as non-reimbursable (i.e., personal expense) to another reimbursable E2 expense type.
 - To tag the complete expense as personal, click **Delete**, and then click **Confirm**. If this was the last detail line, the entire transaction is marked as personal, and the transaction is no longer available for selection from the available TCC transaction list.
4. [View or add remarks and receipts](#).
 - Click the **Remarks** tab to view or add remarks to the TCC expense.
 - Click the **Receipts** tab to view, attach, or delete receipts for the TCC expense.
5. Click **Save and Close** to save your changes and close the Credit Card Expense Detail window.

6.3.9 Delete an Expense Associated with a TCC Transaction

You can delete an expense in several ways.

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

6.3.9.1 Expenses Page

Delete the expense from the list of expenses on the Expenses page of the workflow by locating the expense in the list, and then click the [Delete link](#).

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

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

6.3.9.2 Deselect the Transaction

Delete the expense by [deselecting the transaction](#) to return it to your available TCC transactions list.

6.3.9.3 Remove the Transaction

Delete the expense by [removing the associated transaction](#) from the TCC transaction list.

6.3.9.4 Credit Card Expense Detail

Delete the expense from the Credit Card Expense Detail window. Refer to [Make Changes from the Expense List](#) for more information.

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

7 Completing the Accounting Step

Use the local travel claim's Accounting page to allocate funds to cover the claimed expenses. Depending on your group's travel policies, you may have a limited or fixed set of accounts available to you, or you may be allowed to search for a specific account.

TIP: In some cases, approvers allocate funds; travelers are not allowed to perform this task. If you do not normally allocate funds and want to skip this step in the process, click the **Save and Next Step** button. If the buttons and links described in the following procedures are not available to you, or if you have other questions about how to select funding for the claim, contact your E2 system administrator for assistance.

Step 3 : Local Travel Accounting ?

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0135301 Claim Status: Open Voucher

! No account codes selected. Click the 'Select Account Codes' link below to add an account code.

Accounting

i No account codes selected.

[Select Account Codes](#) ↗

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

Figure 30: Local Travel Accounting page

Complete the following steps.

- Review the accounting information available on the local travel claim's Accounting page.
 - If you need to select accounts to fund expenses, click the **Select Account Codes** link to [find new accounts](#) or [select accounts from favorites](#).
 - If you need to adjust allocations between multiple accounts, enter the appropriate amounts in the **Amount Allocated** or **Percent Allocated** field for each account.
 - Click the [Split Funding link](#) if there are multiple accounts to fund expenses, and you need to identify certain expense types or all expenses on specific dates to be funded from particular accounts.
- When funding selections are correct and total 100% of your local travel claim expenses, click **Save and Next Step** to continue.

7.1 Viewing Account Code Details

Click an **Account Code** link on the Accounting page, the Summary page, or from any of the Account Code Selection window tabs to view a listing of the segments that make up the account code. By

providing segment descriptions, this feature can help you determine the correct account code to select for your claim. Click **Exit Window** to close the window.

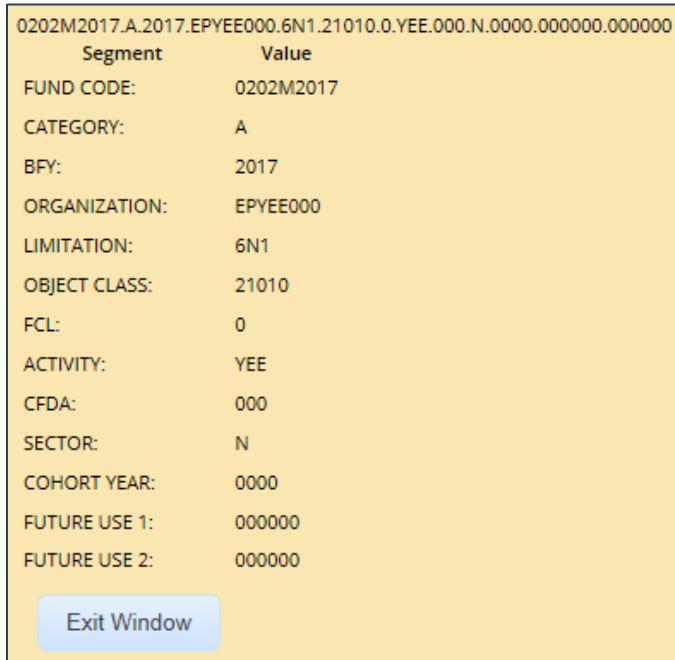


Figure 31: Account code segment details

7.2 Select Account Codes from a Favorites List

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

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

NOTE: If favorites are available to you, the window defaults to the **Select Account Codes** tab. This tab displays any time favorite accounts are available, even if you do not have a personal favorites list within your profile.

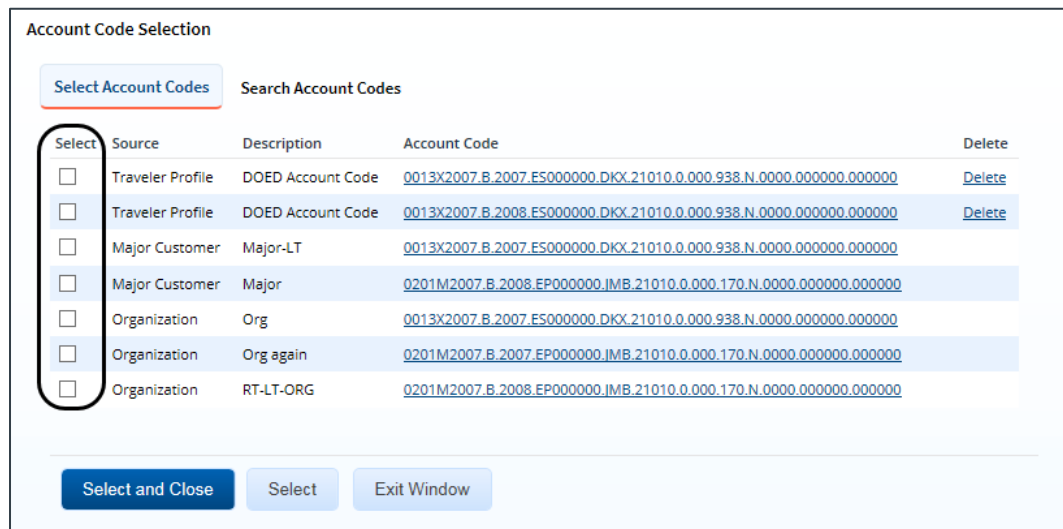


Figure 32: Account Code Selection — Select Account Codes tab

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

7.2.1 Managing Accounts on Your Favorites List

If you have a list of favorite account codes in your user profile, and if you are allowed to manage the accounts on that list, you can add an account associated with the local travel claim to your favorites list or share that account code with other users. You can also choose to delete an existing favorite account code from your favorites list from within the local travel claim.

7.2.1.1 Add a Favorite Account

From the local travel claim's Accounting page, complete the following steps to add an account code to your favorites list.

1. Locate the account code in the list displayed on the page.
2. Click the **Add** link. This displays the Add to Favorites window.

Figure 33: Accounting — Add to Favorites window

3. Select the **Local Travel** check box to make the account available as a favorite for local travel claims.
4. Enter a name for the favorite in the **Description** field. This description displays with the actual account code, making it easy for you or others to choose the right account.
5. Select the level at which you want to share the favorite from the **Save to** drop-down list.
 - If you select *My Profile*, the account code is added to your personal favorites and is only available to you or your travel arranger.
 - If you are allowed to share the favorite with other users in your office or workgroup, select the appropriate group from the drop-down list.
6. Click **Add and Close** to add the account code to your favorites and close the window.

7.2.1.2 Delete a Favorite Account

If you discover an account on your favorites list that should be removed, you can delete it while you are working on the local travel claim. For example, if you are funding your claim and notice that there is an account from the previous fiscal year included on your favorites list, you can delete that account from the list.

NOTE: If the favorite account is already associated with the claim, deleting it from your favorites list does **not** delete the account from the claim. This action only removes the account from your favorites list.

From the local travel claim's Accounting page, complete the following steps.

1. Click the **Select Account Codes** link. This displays the Account Code Selection window. (If necessary, click the **Select Account Codes** tab.)
2. Click the **Delete** link to the right of the favorite you want to remove from the list.
3. Click **OK** in the message box to confirm your actions.

7.3 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 34: 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 local travel claim.
5. Click **Select and Close** to save your selection(s), close the Account Code Selection window, and return to the Accounting page.

7.4 Add a Dimensional Account Code

Complete the following steps to add a dimensional account code to the local travel claim.

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

Account Code Selection

Select Account Codes Search Account Codes **Add Account Codes**

Add Account Code

Add an account code by entering the segment data in the corresponding fields below and clicking Add. To pre-fill segment data from an existing account code, click on the account code link in the Templates section below.

BBFY*:	<input type="text"/>	<input type="button" value="Search"/>
EBFY:	<input type="text"/>	<input type="button" value="Search"/>
Fund*:	<input type="text"/>	<input type="button" value="Search"/>
Treasury Symbol*:	<input type="text"/>	<input type="button" value="Search"/>
Operating Unit*:	<input type="text"/>	<input type="button" value="Search"/>
Program Area:	<input type="text"/>	<input type="button" value="Search"/>

Figure 35: 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.

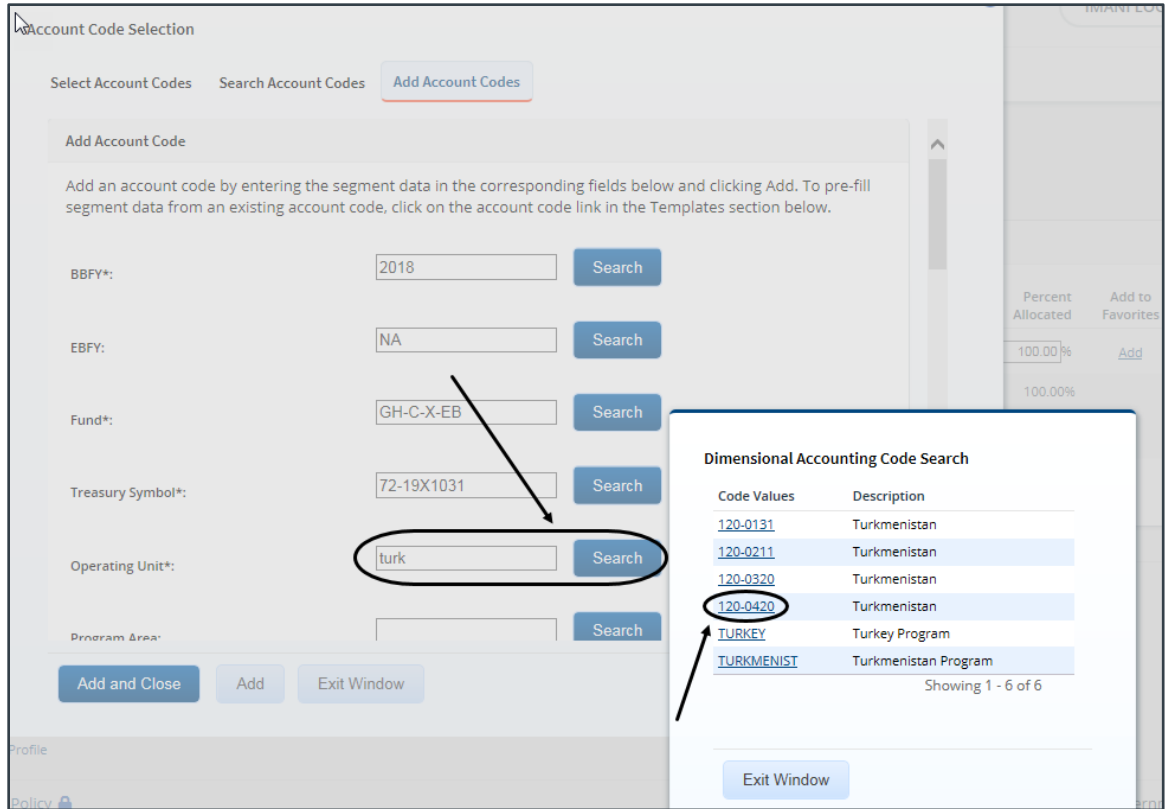


Figure 36: Dimensional Accounting Code Search

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

7.4.1 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 local travel claim 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-TV\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 37: Account Code Selection — Accounting Code Templates

7.5 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.

7.5.1 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 01-Jan-2018 and 05-Jan-2018

Accounting Balances

Account Code	Amount Allocated	Pay To Trv	Pay To TCC	Pay To CBA
0013X2007.B.2007.E5000000.DKX.21010.0.000.938.N.00...	\$39.28	\$24.43	\$14.85	\$0.00
0201M2007.B.2008.EP000000.IMB.21010.0.000.170.N.00...	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$39.28	\$24.43	\$14.85	\$0.00

Split Funding By Expense Type

Expense Type	Account Code	CBA	Amount	Detail
Bus	<input type="text" value="\$000000.DKX.21010.0.000.938.N.0000.000000.000000"/>	N	2.00	Detail
Expense Type	Account Code	CBA	Amount	Detail
Ferry	<input type="text" value="\$000000.DKX.21010.0.000.938.N.0000.000000.000000"/>	N	15.00	Detail
Expense Type	Account Code	CBA	Amount	Detail
Parking	<input type="text" value="\$000000.DKX.21010.0.000.938.N.0000.000000.000000"/>	N	35.00	Detail
Expense Type	Account Code	CBA	Amount	Detail
Taxi	<input type="text" value="\$000000.DKX.21010.0.000.938.N.0000.000000.000000"/>	N	7.50	Detail

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

Figure 38: Local Travel Claim — 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.
3. Click **Save and Close** to save your selections, close the Split Funding window, and return to the Accounting page.


7.5.2 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 39: 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 the 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 expenses on the local travel claim.
7. Click **Save and Close** to save your selections, close the Split Funding window, and return to the Accounting page.

8 Completing the Payments Step

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

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

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

Step 4 : Local Travel Voucher Payments [?](#)

Traveler Name: IMANI LOGAN Local Claim ID: LT-0135881 Claim Status: Open Voucher

Traveler Payment Information

Document Number	Payment Account	Actual Payment Amount	Amount USD	Exchange Rate	Currency	Delete
(System Assigned)	Check (001)	<input type="text" value="19.15"/>	<input type="text" value="19.15"/>		1 US Dollar (001)	Delete
Total:			19.15			
Remaining amount to be allocated:			0.00			

[Select Payments](#)

Save and Next Step
Save
[Back to Step 3: Accounting](#)

Figure 40: Local Travel Voucher Payments page

8.1 Select Payments

Complete the following steps to select a payment option.

1. Click the **Select Payments** link. This displays the Payment Options window.
2. Click the **Select** check box for each payment option you want to use.
3. Click **Select and Close** to return to the local travel claim's Payments page.
4. Enter the amount to be deposited or paid to the account in U.S. dollars in the **Amount USD** field, or enter the amount in foreign currency in the **Actual Payment Amount** field. The **Remaining amount to be allocated** field must be 0.00 before you can continue.
5. Click **Save and Next Step**.

TIP: To change a payment option, click the **Delete** link for the current payment option on the Payments page, and then follow this listed procedure to select a new payment option.

8.1.1 Exchange Rate

The exchange rate displayed on the Payments page depends on the currency used for the payment and the claim's expenses.

- If the payment is in the same currency as all the expenses payable to the traveler, the rate displayed in the **Exchange Rate** field will be derived from the **Actual Payment**

Amount and **Amount USD** fields (i.e., **Actual Payment Amount** divided by **Amount USD**).

- If any expense payable to the traveler is not in the same currency as the payment, the **Exchange Rate** field displays the exchange rate for the last date of travel listed on the local travel claim.

9 Completing the Summary Step

The Summary step allows you to review the local travel claim and make sure it is correct before you submit it for approval. All sections on the local travel claim's Summary page are expanded by default.

Step 4 : Local Travel Summary ?

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0135301 Claim Status: Open Voucher

i In accordance with Federal regulations all single receipts greater than \$75.00 should be retained for a period of 6 years and 3 months. [collapse](#) or [expand](#) all sections

Basic Information - [Edit Details](#) ^

Specific Travel Purpose: Local Site Visits
 Begin Date: 01-Jan-2018
 End Date: 31-Jan-2018
 Document Number: (System Assigned)

Expenses - [Edit Details](#) ^

Agency Billed: 0.00
 Travel Charge Card: 22.50
 Traveler: 37.00
 Amount: 59.50

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Show
01-Jan-2018	Bus	2.00	Bus fare	Traveler		Show
01-Jan-2018	Ferry	15.00	Island ferry	Travel Charge Card		Show
01-Jan-2018	Tolls	7.50	Parkway tolls	Travel Charge Card		Show
24-Jan-2018	Parking	35.00	Municipal lot parking	Traveler		Show
31-Jan-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed		

Showing 1 - 5 of 5

Attachment: Remark: Reduced: Credit Card:

Accounting - [Edit Details](#) ^

Description	Account Code	Amount Allocated	Percent Allocated	Balance Available
Major-LT	0013X2007.B.2007.E5000000.DKX.21010.0.000.938.N.00...	\$39.28	66.02%	130.08
Total:		\$39.28	66.02%	
Remaining amount to be allocated:		\$20.22		
Total claim amount:		\$59.50		

Remarks - [Edit Details](#) ^

[Expand Remarks](#)

Local Travel Remarks - Local Travel ID: LT-0135301

LINCOLN, IRIS 31-Jan-2018 8:29 AM CST
Municipal lot rate usually \$30.

LINCOLN, IRIS 31-Jan-2018 8:29 AM CST
All materials available after conference on web. URL to be made available before end of meetings on Friday.

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

Local Travel Attachments - Local Travel ID: LT-0135301

Uploaded By	Date Submitted	File Name	Show
LINCOLN, IRIS	31-Jan-2018 9:27:52 AM CST	ParkingReceipt.pdf	Show

Send to Approver [Back to Step 3: Accounting](#)

Figure 41: Local Travel Summary page

Complete the following steps to submit the local travel claim for approval.

1. Review the information in each section. If you need to make changes, click the **Edit Details** link in the section header to return to that workflow step.
2. When you are finished, scroll to the bottom of the page and click **Send to Approver**. This displays a Confirm Action window.

TIP: *If there are errors that prevent the local travel claim from being submitted for approval, warning and error messages display at the top of the Summary page. Fix the problem(s), and then click **Send to Approver** again.*

3. Read the acceptance policy listed in the Confirm Action window. Your acceptance of any policy statements is logged in document history.
4. Click **Confirm**. If the claim passes all validation, it is submitted for approval.

10 Other Actions Available

The following tasks can be performed before you submit the local travel claim for approval:

- [Add remarks](#)
- [Attach supporting documentation](#)
- [Print the claim](#)
- [View claim history](#)
- [View the approval path](#)
- [View routing history](#)
- [View payments](#)

10.1 Add Remarks

Although you can add comments to specific expenses, you may also want to add a remark associated with the local travel claim as a whole. 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 claim.

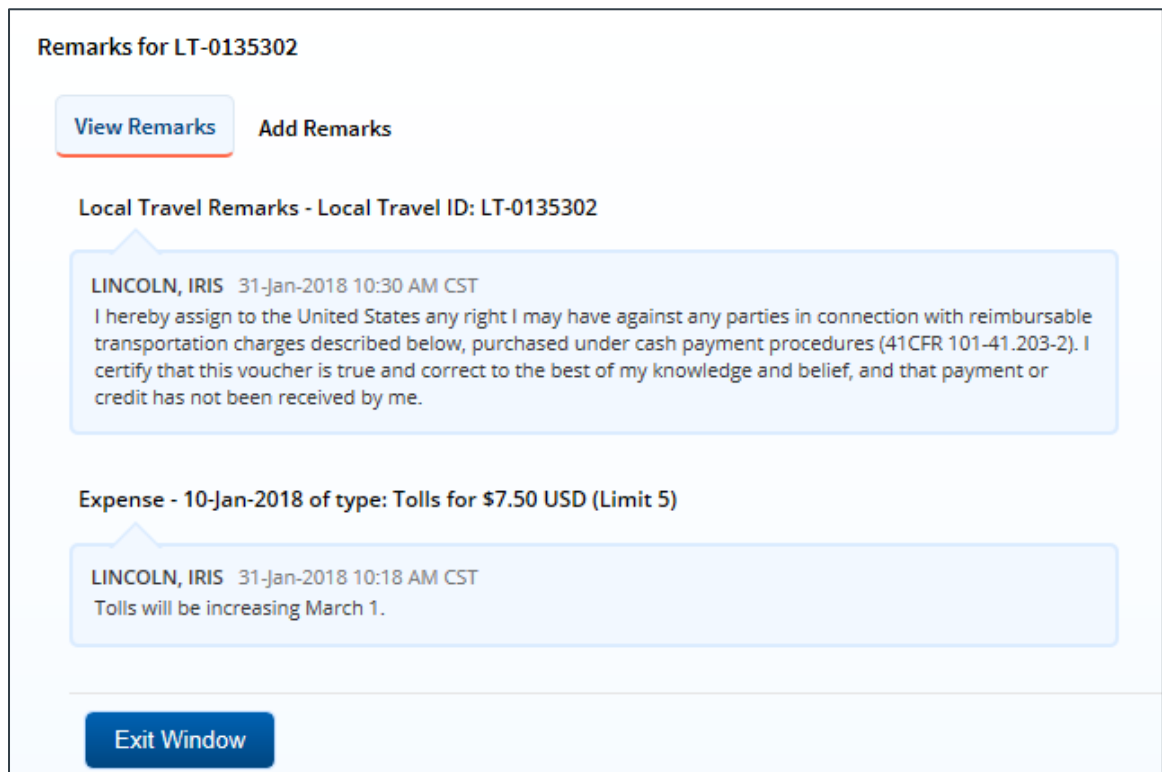


Figure 42: Remarks — View Remarks tab for a local travel claim

2. Click the **Add Remarks** tab.
3. Enter your remarks and review them. Remarks cannot be edited or deleted after you save them; make any changes before saving.

TIP: Avoid copying and pasting text from other applications. Doing so may result in invalid character errors.

- Click **Save and Close** to save your remarks and close the Remarks window.

10.1.1 Viewing Remarks

The Remarks section on the local travel claim's Summary page shows all expense remarks and general remarks associated with the claim. Click the **Expand Remarks** link to view all remarks without scrolling.

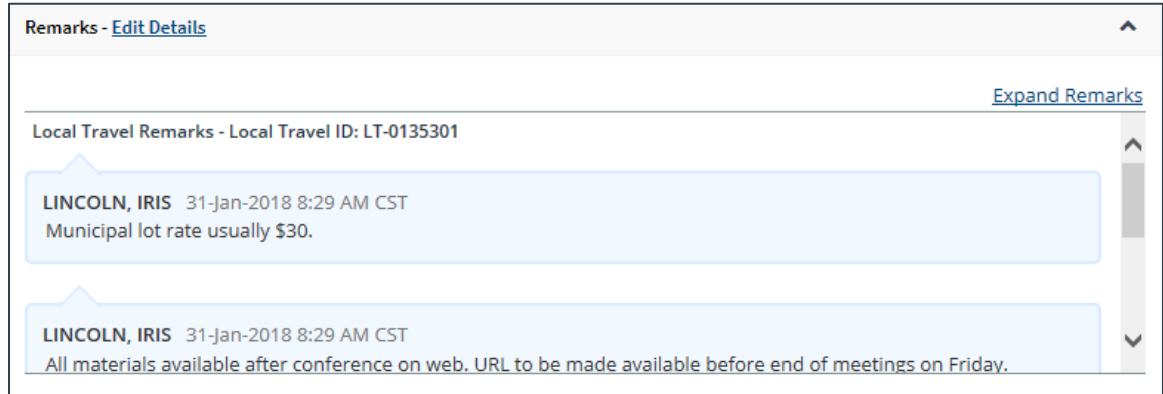


Figure 43: Local Travel Claim Summary — Remarks section

10.2 Attach Supporting Documentation

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

- Click the **Attachments** link in the Other Actions section. This displays the Local Travel Attachments window. The maximum file size and allowed file type information display below the **Add Attachment** link.

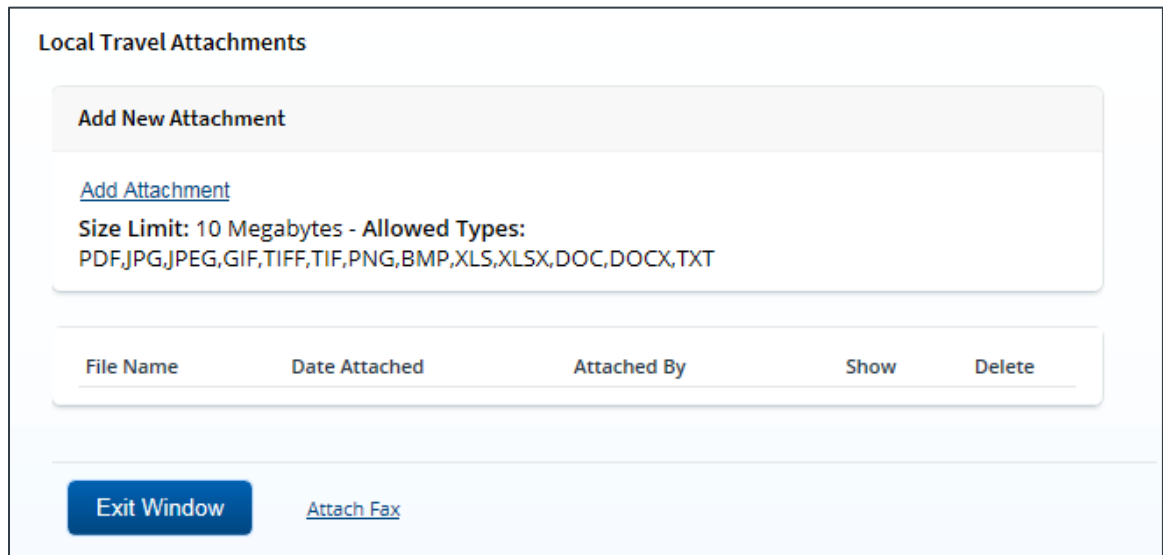


Figure 44: Local Travel Attachments window

- Click the **Add Attachment** link. This displays the system Choose File window.
- Select the PDF file you want to attach to the claim.

- Click **Open**. You are returned to the Local Travel Attachments window. A success message displays when the document is attached, and the new document appears in the list.

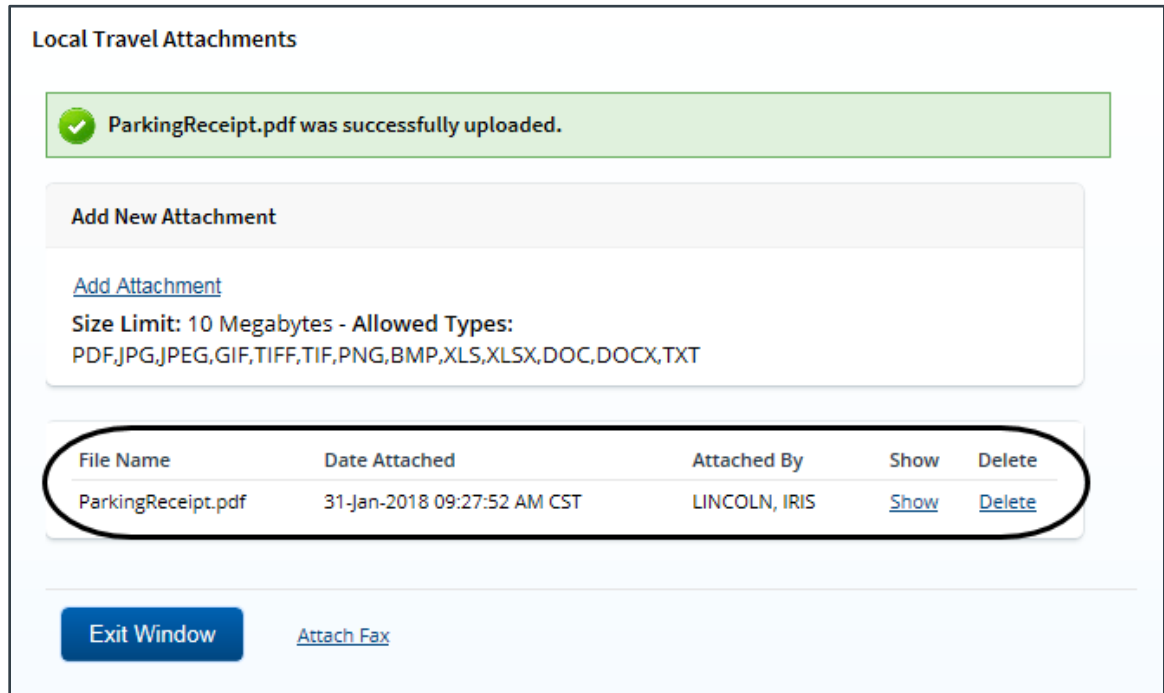


Figure 45: Local Travel Attachments — Attached Document

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

TIP: If this is not the document you want attached to the local travel claim, 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 Claim History file.

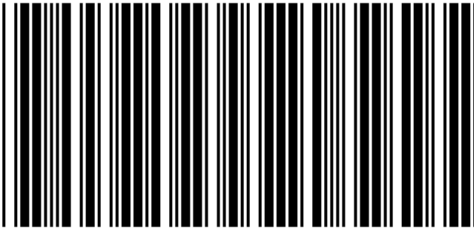
- Click **Exit Window**.

10.2.1 Attaching a Document via Fax

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

- Click the **Attachments** link in the Other Actions section. This displays the [Local Travel Attachments window](#).
- Click the **Attach Fax** link, which opens the Fax Attachment(s) section in the window.
- 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 local travel claim and includes the phone number to use; the fax cover page must be the first page of your fax.

Print This Page Close



D-217570

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: SUSAN SANDERS

Trip Id #: 217570

Standard Document #:

Date Submitted: 05-Jun-2015

Number of pages attached: ____ (including cover page)

Figure 46: Fax cover page

4. Click **Print This Page**.
5. Fax the cover page, along with the documents you want to attach to the local travel claim, 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 Claim History file.

10.2.2 View Documents Attached to the Claim


The Receipts and Attachments section of the local travel claim's 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			
Local Travel Attachments - Local Travel ID: LT-0135301			
Uploaded By	Date Submitted	File Name	Show
LINCOLN, IRIS	31-Jan-2018 9:27:52 AM CST	ParkingReceipt.pdf	Show

Figure 47: Local Travel Summary — Receipts and Attachments section

10.3 Print the Claim

Complete the following steps to review the printable version of the local travel claim.

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

TIP: Under certain circumstances, the claim may appear as an HTML file with a **Print** button. If this occurs, click **Print** to print the local travel claim.

E2 Local Travel Voucher

Wed Jan 31 09:45:05 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
TWMNR0000135301L	Pending Voucher Approval	LT-0135301	2018-01-31	2018-01-31
Traveler	Official Duty Station	Title	Final Voucher Flag	
IRIS LINCOLN	Washington, DC		Yes	
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	
CONUS	Local Site Visits	C	Yes	
Estimated Dates of Travel				
2018-01-01 thru 2018-01-31				

Voucher Expense Totals							
Transport	Lodging	Meals & Incidentals	Car Rental	Local Transport	POV	Misc	Grand Total
0.00	0.00	0.00	0.00	17.00	0.00	42.50	59.50

Voucher Accounting Information						
Accounting String	Object Code	CBA Amount	Travel Charge Card	Traveler Amount	Voucher Amount	
Segment Names: FUND CODE/CATEGORY/BFY/ORGANIZATION/LIMITATION/OBJECT CLASS/FCL/ACTIVITY/CFDA/SECTOR/COHORT YEAR/FUTURE USE 1/FUTURE USE 2		0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00	

Page 1 of 4

Figure 48: Printable Local Travel Claim

10.4 View Claim History

Click the **View Claim History** link in the Other Actions section to display the View History page. This page allows you to view a chronological event log for the claim, showing you not only a description of the event that occurred, but also the name of the person associated with the event. Claim history includes:

- Date and time the claim was created
- Names of users who made changes to the claim
- Date and time the claim was approved
- Claim approver's E2 user name

Trip History ⓘ

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0135302 Claim Status: Pending Voucher Approval

Document History

- 31Jan18 Wed 09:37AM - Copied from LT-0135301 by IRIS LINCOLN
- 31Jan18 Wed 09:37AM - Created for Minor Customer:TW-TEST MINOR CUSTOMER (TWMNR)
- 31Jan18 Wed 10:22AM - Attachment ParkingReceipt.pdf added by IRIS LINCOLN
- 31Jan18 Wed 10:30AM - Current status: Pending Voucher Approval
- 31Jan18 Wed 10:30AM - Local Voucher LT-0135302 Submitted to DOED MDEHART POOL Approver IRIS LINCOLN by LINCOLN, IRIS
- 31Jan18 Wed 10:31AM - LAWRENCE, ISAAC locked document for Approval.

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

Figure 49: Trip History — Local Travel Claim

10.5 View the Approval Path

When a local travel claim has been submitted for approval, the status of the document changes to *Pending Voucher Approval*. Click the **View Routing Path** link in the Other Actions section to display the View Routing Path page, which allows you to view the approval path for the claim and, if allowed, make minor changes.

The View Routing Path page lists all of the steps in the approval path for the local travel claim, and includes the following information:

- **Step** – The number of the step in the path.
- **Approver Pool** – The name of the approver group assigned to the step. The person who approves your claim is a member of this approver group.
- **Approval Reason** – The rule that triggered the approval step.
- **Action** – The action to be taken. Some steps are informational only, while others require an approval.
- **Reserved By** – The name of the approver who is currently responsible for completing this step.

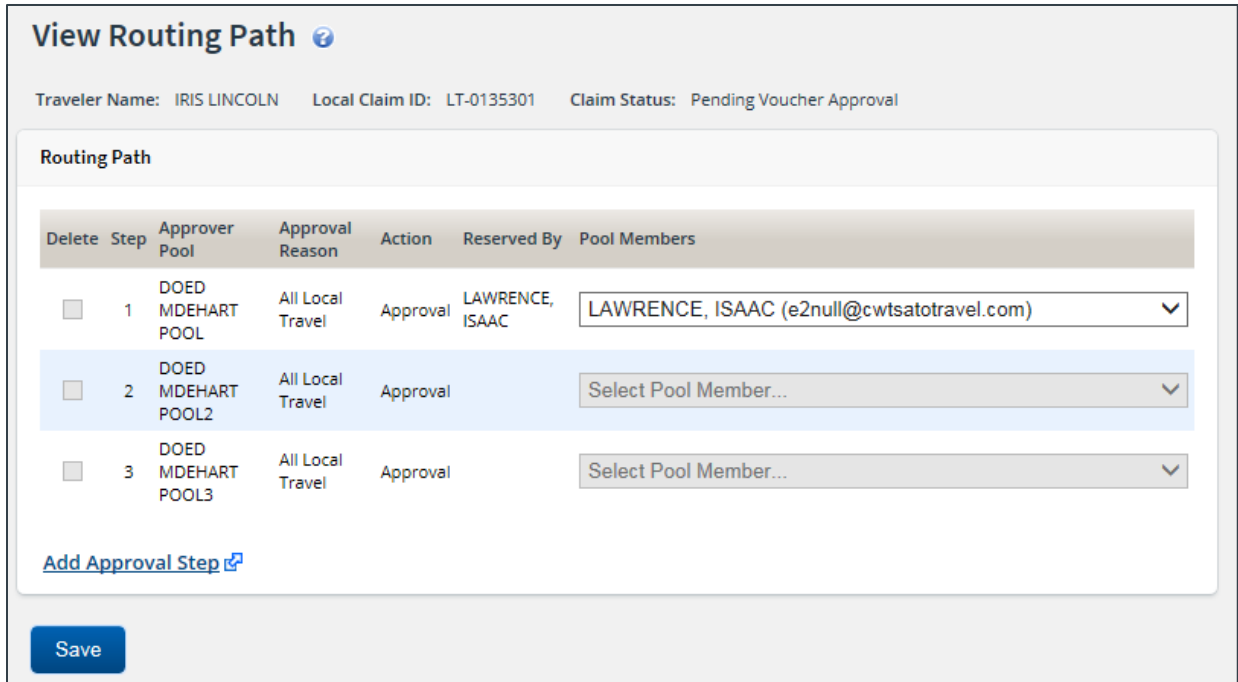


Figure 50: View Routing Path — Local Travel Claim

10.5.1 Change the Approver

If the local travel claim has a status of *Pending Approval*, you can change the approver responsible for the current step. The **Pool Members** drop-down list displays all members of the approver group associated with the approval step. For example, if the current approver is unavailable, you can select another approver from the same group to handle the claim.

Complete the following steps to change the approver.

1. Click the **View Routing Path** link in the Other Actions section. This displays the View Routing Path page.
2. Select the new approver from the **Pool Members** drop-down list.
3. Click **Save** to save your changes.

10.6 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 chronological log of approval events associated with the local travel claim, including the date and time of the event, action that triggered the event, and the event details.

View Routing History ?

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0135301 Claim Status: Pending Voucher Approval

Routing History

Date	Action	Routing History Details
31-Jan-2018 09:36:56	Submitted for Approval	Pool DOED MDEHART POOL added for rule All Local Travel.
31-Jan-2018 09:36:56	Submitted for Approval	Pool DOED MDEHART POOL2 added for rule All Local Travel.
31-Jan-2018 09:36:56	Submitted for Approval	Pool DOED MDEHART POOL3 added for rule All Local Travel.
31-Jan-2018 09:41:36	Locked as Approver	LAWRENCE, ISAAC locked as approver by LAWRENCE, ISAAC .

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

Figure 51: View Routing History — Local Travel Claim

10.7 View Payments

If the local travel claim has a status of *Awaiting Payment* or *Closed*, you can view a history of payment information for the claim. Click the **View Payments** link in the Other Actions section to display the View Payments page. This page shows payment information associated with the claim, including the amount due, date and amount paid, and the entity that received the payment.

View Payments

Traveler Name: IMANI LOGAN Local Claim ID: LT-0135881 Claim Status: Closed Voucher

Payment Information

Document Number	Payment Type	Paid To	Amount Due	Due Date	Amount Paid	Paid Date
0008L0126	Local Travel	Traveler	25.65	12-Feb-2018	25.65	12-Feb-2018

Figure 52: View Payments — Local Travel Claim

11 Correcting Problems on the Claim

When the claim is submitted for approval, the claim's status changes to *Pending Voucher Approval*. If the approver encounters a problem with the claim, such as an expense that requires additional justification, the claim is returned to you for revision and the claim's status changes to *Voucher Revised*. Approvers must indicate why the claim is being returned, and often enter helpful remarks so you can make the appropriate corrections and resubmit the claim for approval.

Claim Id	Start Date	End Date	Purpose	Status	Approver	Show	Copy Trip	Archive
LT-0135302	01-Feb-2018	03-Mar-2018	Local Site Visits	Open Voucher		Show	Copy	
LT-0135301	01-Jan-2018	05-Jan-2018	Local Site Visits	Voucher Revised		Show	Copy	

Showing 1 - 2 of 2

Figure 53: My E2 Local Travel — Voucher Revised status

Complete the following steps to see the reason the claim was returned and to correct the problem.

1. Open the local travel claim. A warning message on the claim's Summary page shows the reason selected by the approver when returning the claim for revision.

Step 4 : Local Travel Summary ?

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0135301 Claim Status: Voucher Revised

Local Travel claim revised: Explain Details of Other Expenses

Basic Information - [Edit Details](#)

Figure 54: Local Travel Summary — Revision Reason

2. Review the Remarks section on the Summary page to see if the approver entered comments to help you correct the claim.

TIP: Click **View Claim History** in *Other Actions* to see who returned the claim to you.

3. Make the necessary corrections to the claim.
4. Click **Send to Approver** on the Summary page to resubmit the claim for approval.

12 Copying an Existing Claim

If you submit similar claims on a regular basis, you may prefer to use the Copy function to create a new claim from an existing claim. This feature allows you to provide a new starting date for your claim, and then E2 automatically updates the new claim with the same expenses and other information from the existing claim.

12.1 Rules

The following rules apply to the Copy feature:

- The ending date is determined by adding the number of days covered by the original claim to the starting date for your new claim.
- Expense dates are based on the starting date of the new claim. If, for example, an expense was claimed on the third day of the original claim, it will be claimed on the third day of the new claim.
- Funding data, remarks, receipts, and attachments are not copied to the new claim.
- You can edit the new claim to make the necessary changes or you can delete the claim, if needed. There is no difference between a claim created by copying an existing claim and a claim created using the process described in this user guide.

12.2 Process Flow

Complete the following steps to create a new claim by copying an existing claim.

1. Locate the claim on the My E2 **Local Travel** tab.

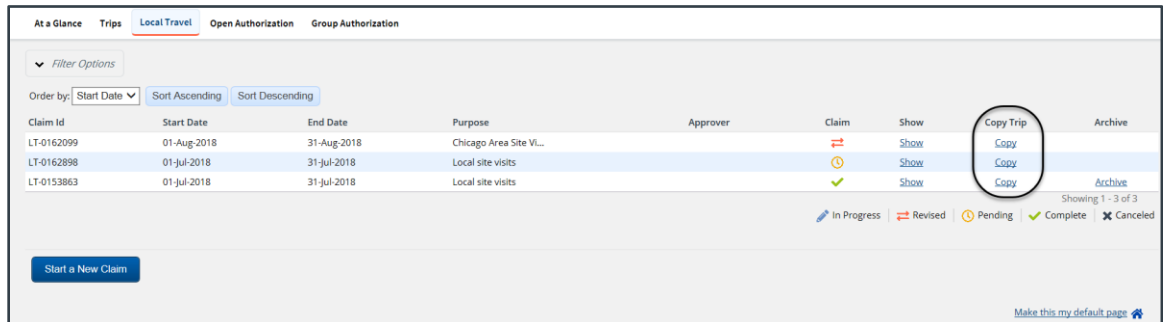


Figure 55: My E2 Local Travel — Copy link

2. Click the **Copy** link. This displays the Copy Trip page.

The screenshot shows the 'Copy Trip: LT-0135301' form. It has a section for 'Copy Trip Information' with a 'New Trip Start Date:*' field. Below the field is a calendar icon. At the bottom of the form, there are 'Copy' and 'Cancel' buttons. A '*Required' label is positioned above the buttons.

Figure 56: Copy Trip — Local Travel Claim

3. Enter the starting date for the new claim in the **New Trip Start Date** field, or click the calendar icon to select the date from the drop-down calendar.
4. Click **Copy**. E2 creates the new local travel claim and that claim's Summary page displays. A message indicates the new claim was successfully created by copying the existing claim.

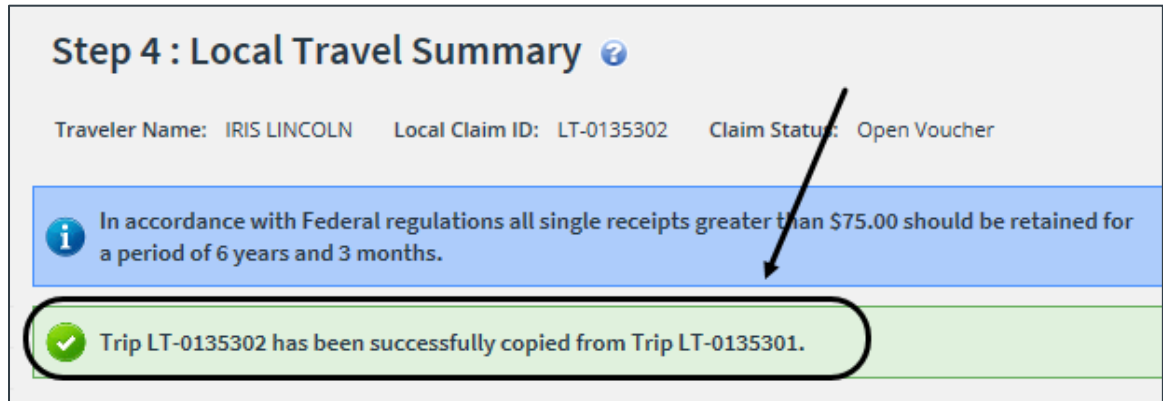


Figure 57: Local Travel Summary — Claim Successfully Copied message

13 Deleting a Local Travel Claim

At certain points in the claim process, you can delete a claim that has not yet been submitted for approval. Click the **Delete Claim** link in the Extras section to delete the claim. When the Confirm Action window displays, click **Confirm**. The claim is deleted and you are returned to the My E2 **Local Travel** tab.

- If the **Delete Claim** link is unavailable, the claim cannot be deleted. The link does not appear in the Extras section until you have completed the local travel claim's Basic Information page, and it is not available after you have submitted the claim for approval and payment.
- If you need to delete the claim but have already submitted it for approval, contact the approver and request the claim be returned to you. Refer to the [View the Approval Path](#) section for more information on locating the approver.

14 Recalling a Local Travel Claim from the Approval Process

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

Complete the following steps.

1. Locate the claim on the My E2 **Local Travel** tab.
2. Click the **Show** link. This displays the claim's Summary page.

Step 4 : Local Travel Summary ⓘ

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0135301 Claim Status: Pending Voucher Approval

i In accordance with Federal regulations all single receipts greater than \$75.00 should be retained for a period of 6 years and 3 months.

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

Basic Information - [View Details](#) ▼

Expenses - [View Details](#) ▼

Accounting - [View Details](#) ▼

Remarks - ▼

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

Recall [Back to Step 3: Accounting](#)

Figure 58: Local Travel Summary — Recall button

3. Click **Recall**. This displays the Confirm Action window.
4. Click **Confirm**. The claim is returned to you, the status changes to *Voucher Revised*, and you can make your changes. Resubmit the claim for approval when you are finished.

15 Tips for Arrangers

As an arranger, you can create a local travel claim for a traveler. After completing the claim, you do not send it to an approver, but to the traveler for an initial review. The traveler can then make changes, if necessary, and submit the claim for approval.

15.1 Arranger Session

Before you begin, you must start an arranger session for the traveler. Click **Travel for Others** on the task bar, and then click the **Arrange** link for the appropriate traveler. When you are in an arranger session, the task bar only includes two options – **Traveler's Trips** and **Traveler's Profile** – and the label on the User Options menu identifies you as well as the traveler for whom you are arranging travel (i.e., *Traveler's Name // Your Name*).

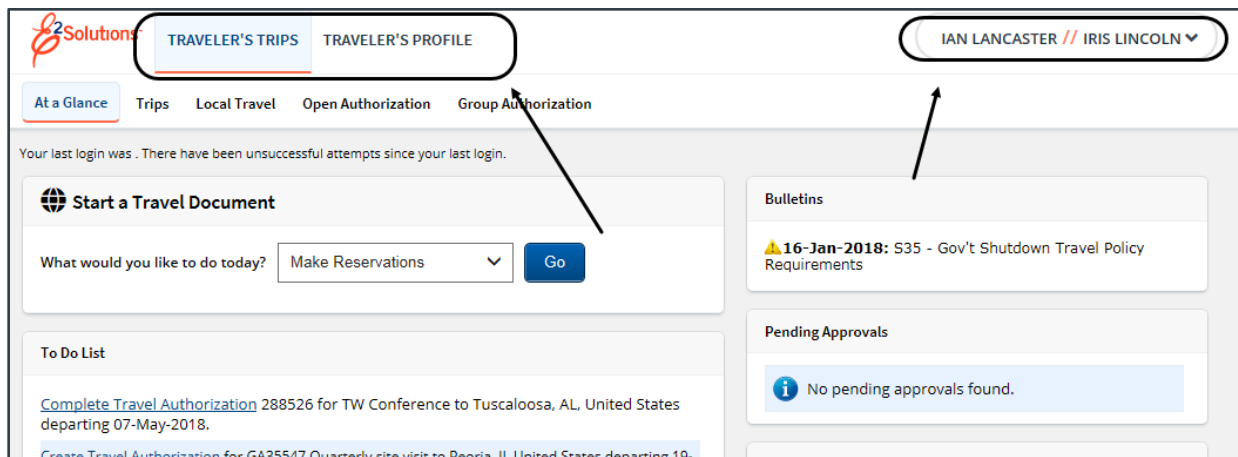


Figure 59: My E2 At a Glance — Arranger Session

15.2 Local Travel Claim Differences

Create the local travel claim for the traveler following the procedures outlined in this user guide. You may notice a few differences:

- The **Select Account Codes** tab in the Account Code Selection window may include your personal favorite account codes. (This is a controlled feature and may not always be available.)
- The primary action button on the local travel claim's Summary page is **Send to Traveler**. When you arrange local travel for another person, that person becomes the first "approver" in the routing path, and is responsible for submitting the claim for approval, with or without modifications.
- You can [recall a document](#) that you have sent to a traveler for review. When the status of the claim is *Pending Voucher Approval (Traveler Review)*, the **Recall** button appears at the bottom of the claim's Summary page. Recalling the claim removes it from the approval process. You can make changes and the resubmit it to the traveler for review.

16 Performing a Traveler Review

When an arranger creates and submits a local travel claim on your behalf, that claim does not immediately enter the normal approval routing path. Instead, it is sent to you for review and official submittal.

E2 sends an email to you when an arranger submits a claim on your behalf. The claim appears on the My E2 **Local Travel** tab with a *Pending* icon in the Claim column, and a notification appears on the My Approvals **Pending Approvals** tab.

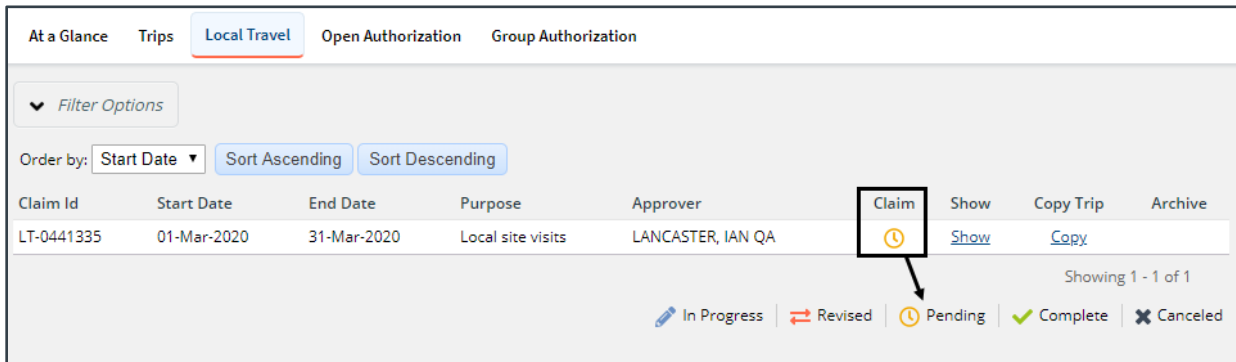


Figure 60: My E2 Local Travel — Claim Pending Voucher Approval

Complete the following steps.

1. Locate the claim and click the **Show** link. This displays the claim's Summary page.
 - Find the claim in the list on the My E2 **Local Travel** tab, and then click **Show**.
 - Click **My Approvals**, find the claim in the list on the Pending Approvals page, and then click **Show**.
2. Review the claim details. Depending on your group's travel policies, you may be able to add a document number to the claim or make funding changes before submitting it for approval.
 - Use the **collapse** and **expand** links, as well as the individual collapse/expand indicators for each section, to collapse and expand sections and help you focus on the information you want to review.
 - Click the **View Details** or **Edit Details** link in each section, as needed, to see additional information.
3. Click **Approve** when you are finished. This action sends the local travel claim into the normal approval process, and a Confirm Action window displays.
4. Read the acceptance policy listed in the Confirm Action window. Your acceptance of any policy statements is logged in document history.
5. Click **Confirm**.

16.1 Modifying the Local Travel Claim

If you need to make changes to a local travel claim that is pending your review, click the **Modify Claim** button at the bottom of the Summary page. You are returned to the Basic Information page, where a message indicates the claim has been removed from a *Pending Approval* status and is now available for modification.

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

17 Creating a Reclaim Local Travel Voucher

During the local travel claim approval process, an approver can reduce or deny an expense (i.e., reduce the expense amount to \$0.00). If an expense has been reduced or denied in total, you can create a reclaim local travel voucher to request reimbursement for all or part of the reduced or denied expense.

You create a reclaim local travel voucher from the Local Travel Claim Dashboard. To access the dashboard, locate the claim on your My E2 **Local Travel** tab, and then click the corresponding **Show** link. The **Create Reclaim** button is enabled on the dashboard if the claim was approved with reduced or denied expenses. Click this button to create the reclaim local travel voucher.

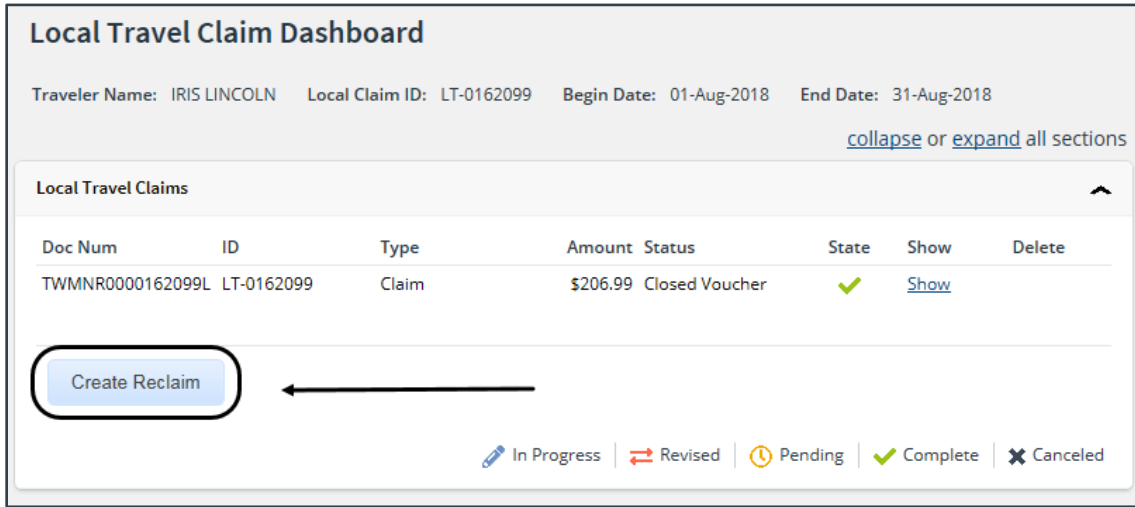


Figure 61: Local Travel Claim Dashboard — Create Reclaim button

17.1 Local Travel Basic Information Step

After you click the **Create Reclaim** button on the dashboard, the **Local Travel** tab displays the Basic Information step, which is the first step in the reclaim local travel voucher workflow. No other steps are enabled at this time; you must complete this step in the process before you can proceed.

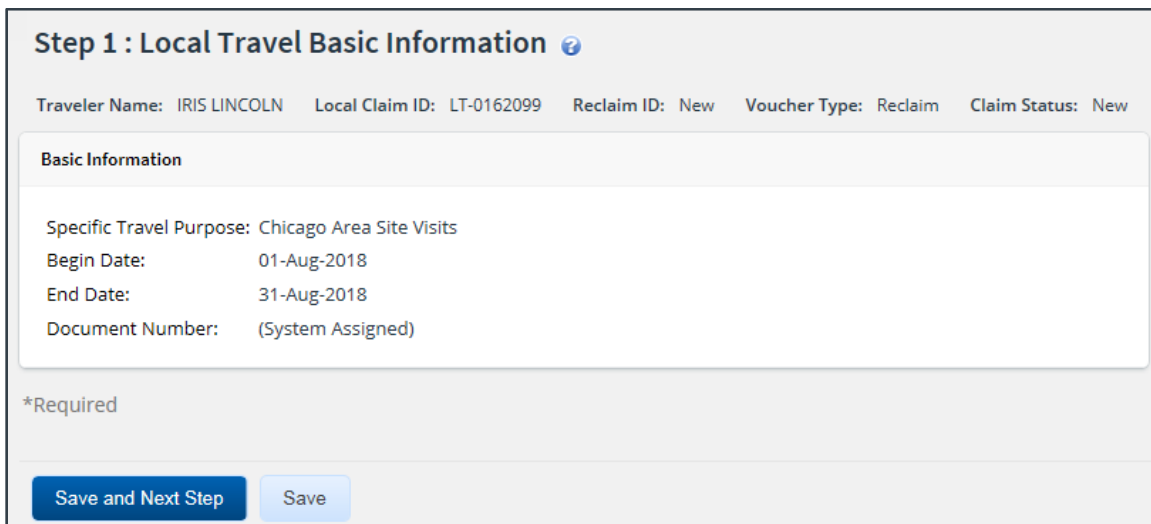


Figure 62: Reclaim Local Travel Voucher — Local Travel Basic Information page

Complete the following steps.

NOTE: All fields on the Local Travel Basic Information page (with the exception of the **Document Number** field, if it is manually generated) will be read-only and pulled from the parent local travel claim.

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

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

2. Click **Save and Next Step** to save your changes and move to the next step in the workflow, or click **Save** to save your changes and remain on the Local Travel Basic Information page.

WARNING: If you navigate away from the **Local Travel** tab before you save your changes, the reclaim local travel voucher is not created or assigned an ID number, and your input is lost.

17.2 Local Travel Expenses Step

The Expenses step allows you to reclaim local travel claim expenses that were previously reduced or denied.

Step 2 : Local Travel Expenses

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0162099 Reclaim ID: LT-0163725 Voucher Type: Reclaim Claim Status: Open Voucher

Expense Information

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Modify	Delete
31-Aug-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed			

Showing 1 - 1 of 1

Attachment: Remark: Reduced: Credit Card:

Add Reclaim Expenses ←

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

Figure 63: Reclaim Local Travel Voucher — Local Travel Expenses page

17.2.1 Add Reclaim Expenses

Complete the following steps.

1. Click the **Add Reclaim Expenses** link on the Local Travel Expenses page. This displays the Eligible Reclaim Expenses window, which includes the following information for each local travel expense that was reduced by an approver.
 - **Date** – This field displays the date of the original reduced expense.
 - **Type** – This field displays the expense type of the original reduced expense.

- **Description** – This field displays the description of the original reduced expense.
- **Claimed Amount** – This field displays the amount originally claimed for the reduced expense.
- **Approved Amount** – This field displays the amount actually approved for the original expense.
- **Eligible Amount** – This field displays the amount eligible to be reclaimed for the expense (i.e., Claimed Amount – Approved Amount).

Eligible Reclaim Expenses

Expense Reclaim Selector

Select	Date	Type	Description	Claimed Amount	Approved Amount	Eligible Amount
<input type="checkbox"/>	25-Aug-2018	Minor Purchases	Minor purchases	62.47	50.00	12.47

Save and Close Save Exit Window

Figure 64: Eligible Reclaim Expenses window

NOTE: The window displays No reclaimable expenses remaining if no reclaim expenses are available for selection.

2. Click the **Select** check box for each expense you want to reclaim.
 - You can create multiple reclaim local travel vouchers, but if you select an expense for reclaim, it will not be available on any other associated reclaim local travel voucher, regardless of the amount you actually reclaim.
 - Each reclaim local travel voucher is charged a VTF.
3. Click **Save and Close** to save your selections and close the Eligible Reclaim Expenses window. The selected expenses appear in the list on the Local Travel Expenses page.
4. Click the **Modify** link for a reclaim expense. This displays the Edit Expense window, showing the amount available for reclaim.

Edit Expense - Minor Purchases for \$12.47 on 25-Aug-2018

Detail Remarks Receipts

Date of Expense: 25-Aug-2018

Expense: Minor Purchases

Claimed Amount: 62.47

Approved Amount: 50.00

Available Reclaim: 12.47

Amount:*

Remark:* [Add a Required Remark](#)

Description: Minor purchases

Pay To: Traveler

*Required

Figure 65: Edit Expense — Reclaim Local Travel Voucher Expense

5. Enter the amount you want to reclaim in the **Amount** field.
6. Add remarks to the expense. Remarks are required for all reclaimed expenses.
 - a. Click the **Add a Required Remark** link.
 - b. Enter your remarks in the **Remark** field 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.*

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

***TIP:** If you have paper receipts, you can attach them to the document via fax. You cannot attach a receipt to an expense via fax.*

- b. Click the **Add Receipt** link.
 - c. Select the PDF to attach to the expense.
 - d. Click **Open**. A success message displays on the **Receipts** tab when the document is successfully attached to the expense, and the new file displays in the list on the tab.
9. Click **Exit Window** to close the Edit Expense window.

17.2.1.1 Enter Reclaim Expenses in Foreign Currency

If your local travel claim included expenses at a site that is outside the United States, and your agency allows expenses to be entered in a foreign currency, additional fields are available in the Edit Expense window.

- **Amount** – Enter the amount of the reclaim expense in the local currency. The **Claimed Amount**, **Approved Amount**, and **Available Reclaim** fields all display the equivalent U.S. dollar amount.
- **Currency or Currency Code** – Enter the first few characters of the currency or country name (or the first part of the currency code), pause, and then select the appropriate currency from the drop-down list.
- **Exchange Rate** – The **Exchange Rate** and **US Dollar Equivalent** fields for the expense are automatically updated when a currency code is selected. If you need to enter a specific exchange rate, click the **Use my own exchange rate** link, enter the rate in the **Exchange Rate** field, and then enter an explanation as to why you are overriding the approved exchange rate in the **Rate Reason** field.

17.2.2 Delete a Reclaim Expense

Click the **Delete** link on the Local Travel Expenses page to delete a reclaim expense added in error.

WARNING: You are **not** prompted to confirm your action. If you delete a reclaim expense in error, click the **Add Reclaim Expenses** link to re-add the expense to the reclaim local travel voucher.

17.3 Local Travel Accounting Step

When you created the parent local travel claim, you (or your approver) allocated funds to cover the claim's total expenses. Before your reclaim local travel voucher can be approved and paid, you must verify the selected funding or select new funding sources for your reclaim expenses

TIP: Refer to [Completing the Accounting Step](#) for more information on selecting funding sources for local travel claims.

Step 3 : Local Travel Accounting

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0162099 Reclaim ID: LT-0163725 Voucher Type: Reclaim Claim Status: Open Voucher

Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available	Add to Favorites	Delete
Major	0201M2007.B.2008.EP000000.IMB.21010.0.000.170.N.00..	\$0.00	\$ <input type="text" value="12.47"/>	<input type="text" value="100.00"/> %	9943389.25	Add	Delete
Total:			\$12.47	100.00%			
Remaining amount to be allocated:			\$0.00				
Total claim amount:			\$12.47				

[Select Account Codes](#)

[Back to Step 2: Expenses](#)

Figure 66: Reclaim Local Travel Voucher — Local Travel Accounting page

17.4 Local Travel Voucher Payments Step

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

TIP: Refer to [Completing the Payments Step](#) for more information on selecting payment information for local travel claim.

Step 4 : Local Travel Voucher Payments ?

Traveler Name: IMANI LOGAN Local Claim ID: LT-0164107 Reclaim ID: LT-0164109 Voucher Type: Reclaim Claim Status: Open Voucher

i Local Travel - Payments step.

Traveler Payment Information

Document Number	Payment Account	Actual Payment Amount	Amount USD	Exchange Rate	Currency	Delete
(System Assigned)	Check (001)	46.50	46.50	1	US Dollar (001)	Delete
Total:			46.50			
Remaining amount to be allocated:			0.00			

[Select Payments](#)

Save and Next Step
Save
[Back to Step 3: Accounting](#)

Figure 67: Reclaim Local Travel Voucher — Local Travel Voucher Payments page

17.5 Local Travel Summary Step


The Summary step allows you to review the reclaim local travel voucher and make sure it is correct before you submit it for approval.

TIP: Refer to [Completing the Summary Step](#) for more information on reviewing the local travel claim and sending it for approval.


Step 4 : Local Travel Summary

Traveler Name: IRIS LINCOLN Local Claim ID: LT-0162099 Reclaim ID: LT-0163725 Voucher Type: Reclaim Claim Status: Open Voucher


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

Basic Information - [Edit Details](#) 

Specific Travel Purpose: Chicago Area Site Visits
 Begin Date: 01-Aug-2018
 End Date: 31-Aug-2018
 Document Number: (System Assigned)





Expenses - [Edit Details](#) 


Agency Billed: 0.00
 Traveler: 12.47
 Amount: 12.47

Order by: 


Date	Type	Amount	Description	Pay To	Alerts	Show
25-Aug-2018	Minor Purchases	12.47	Minor purchases	Traveler		Show
31-Aug-2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed		


Showing 1 - 2 of 2

Attachment:  Remark:  Reduced:  Credit Card: 

Accounting - [Edit Details](#) 

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available
Major	0201M2007.B.2008.EP000000.IMB.21010.0.000.170.N.00...	\$0.00	\$12.47	100.00%	9943389.25
		Total:	\$12.47	100.00%	
		Remaining amount to be allocated:	\$0.00		
		Total claim amount:	\$12.47		

Remarks - [Edit Details](#) 

Receipts and Attachments - [Edit Details](#) 

 [Back to Step 3: Accounting](#)

Figure 68: Reclaim Local Travel Voucher — Local Travel Summary page

18 Revision History

Date	Description	Release
04/2021	<ul style="list-style-type: none"> Added section 1 (Introduction) Added tip to section 6 (Completing the Expenses Step) based on customer feedback 	21.1
07/2020	Updated screen shots	20.2
10/2019	Updated title page graphic and copyright information	19.3
03/2019	Copyright and logo updates	19.1
12/2018	<ul style="list-style-type: none"> Added section 16 (Creating a Reclaim Local Travel Voucher) Updated figures 56 (My E2 Local Travel – Copy link) and 61 (My E2 Local Travel – Pending Voucher Approval (Traveler Review)) Updated section 5.1.5 (Delete an Existing Expense) 	18.4
09/2018	Added section 2.5 (Dashboard)	18.3
06/2018	Updated: <ul style="list-style-type: none"> Figure 4: Local Travel Claim – Basic Information page Figure 6: Add New Expense window Figure 8: Edit Expense – Detail tab Figure 15: Add New Expense – Foreign Currency fields Figure 16: Edit Expense – Foreign Currency fields Figure 17: Add New Expense – Currency or Currency Code field Figure 18: Add New Expense – Exchange Rate and Rate Reason fields Figure 23: Edit Daily Expense window Figure 24: Split Daily Expense window Figure 26: Split Personal Expenses window Figure 38: Split Funding – Split Funding by Expense Date fields Figure 55: Copy Trip page 	18.2
03/2018	<ul style="list-style-type: none"> Added section 7.1.1 (Exchange Rate) Updated images throughout the document Updated section 3 (Creating a Local Travel Claim) for the Start a Travel Document drop-down list Updated section 14.1 (Arranger Session) with information regarding the User Options menu 	18.1
01/2018	Document formatting and layout changes	17.4
03/2017	Updated images in sections 3.2 (Adding Expenses), 4.1.3 (Attaching Receipts to an Existing Expense), 4.2 (Entering Expenses in Foreign Currency), 4.3.5 (Add Remarks and Receipts to the Expense), and 4.7 (Attaching Supporting Documentation) for the new 10 MB file size allowed for attachments	17.1

Date	Description	Release
01/2017	<ul style="list-style-type: none"> Updated section 4.2, Entering Expenses in Foreign Currency, with image of Expenses step to clarify column information Updated section 4.5.1, Split by Expense Type, with new image 	16.4
06/2016	<ul style="list-style-type: none"> Updated copyright Updated section 3.2, Adding Expenses, with deleting receipts information Updated section 4.1.3, Attaching Receipts to an Existing Expense, with deleting receipts information, Claim History entries Updated section 4.3.5, Add Remarks and Receipts to the Expense, all images, deleting receipts information, Claim History entries Updated section 4.7, Attaching Supporting Documentation, all images, deleting attachments information, Claim History entries, fax instructions; removed references to Retrieve Faxes Updated section 4.1.1, Viewing Receipts and Other Attachments, with "Receipts and Attachments" image; remove reference to Display Faxed Documents link 	16.2
07/2015	Updated section 4.15, Viewing Routing History (including image)	15.3
06/2014	<ul style="list-style-type: none"> Updated dimensional account code search information in section 3.3, Funding a Local Travel Claim Clarification of section 4.13, Viewing the Approval Path Updated images and list name in section 4.5, Split Funding 	ETS2/14.2
01/2013	Copyright updates	ETS2
10/2012	General availability	ETS2

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