



NOAA

E2 Travel Intermediate

Exercises

for

FY 2022 Training

Version 1.0

Changes/Revisions Record

This is a living document that is changed as required to reflect system, operational, or organizational changes. Modifications made to this document are recorded in the Changes/Revisions Record below. This record shall be maintained throughout the life of the document.

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/ Organization
1.0	06/30/2021	New FY2022 E2 Traveler Intermediate Exercises	ECobbs/FSD CSB Training

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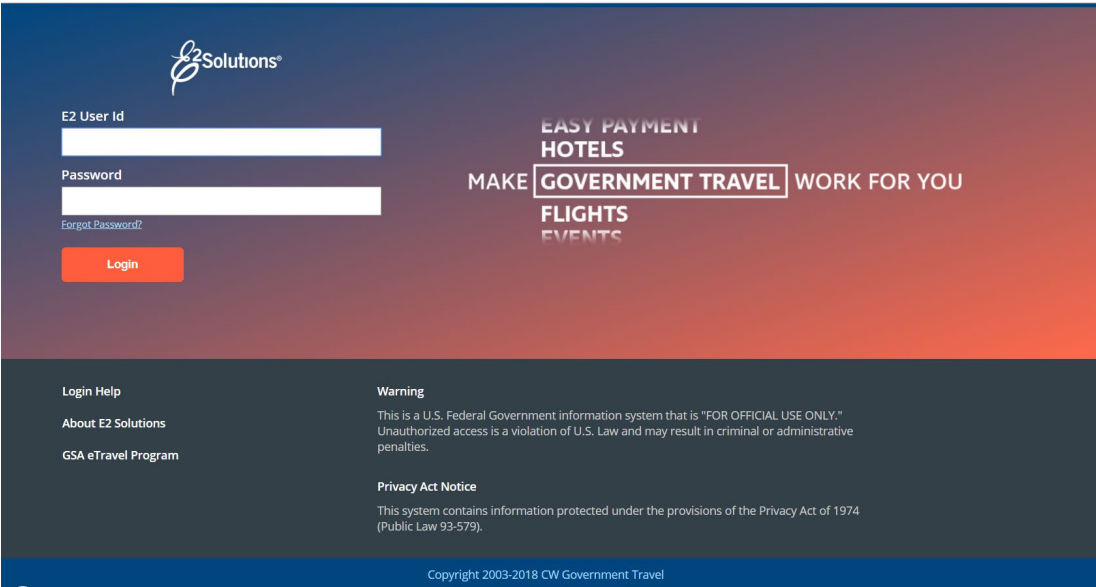
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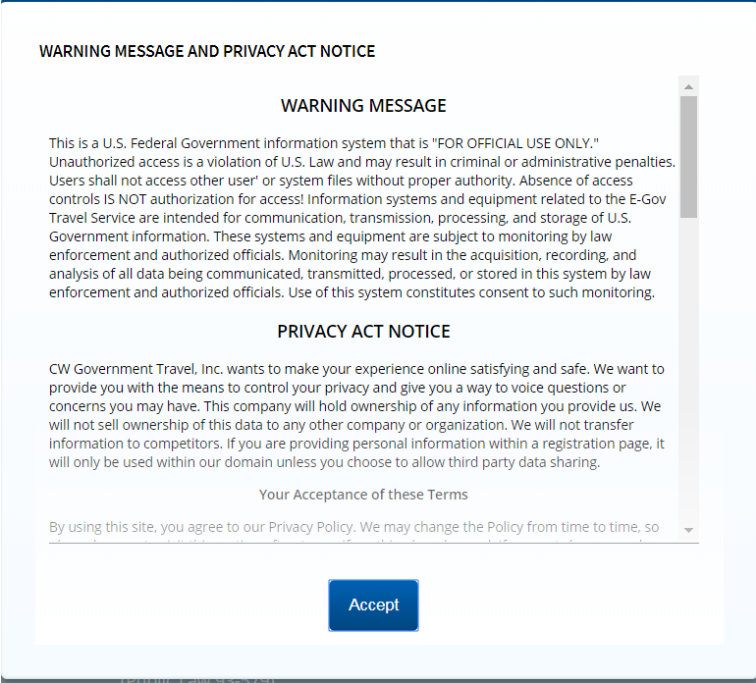
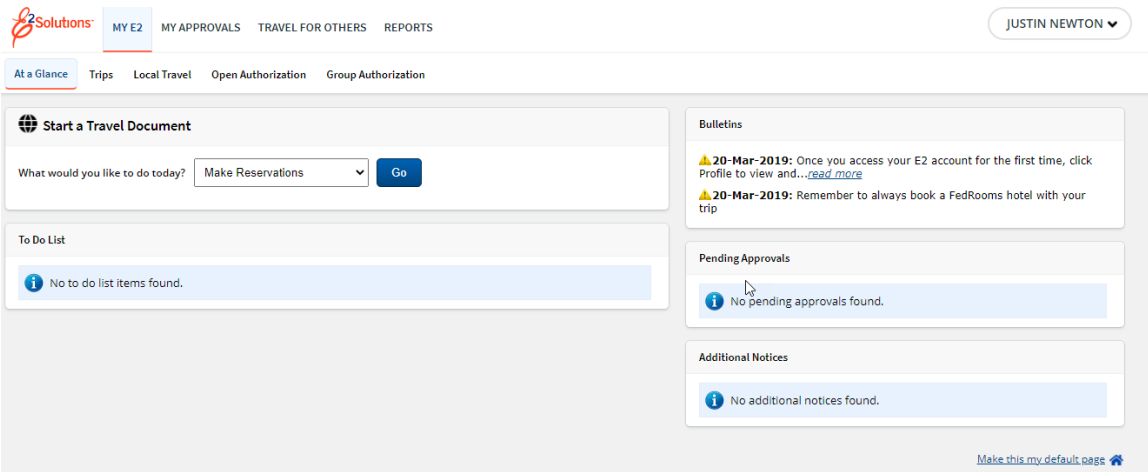
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Exercise #1: Log into the System and Travel for Others

- Objectives:**
- Log in as an preparer
 - Log into a traveler to prepare trips

Instructions: Execute the following steps:

Step	Action
1	<p>From the E2 Login screen:</p>  <p> <input type="checkbox"/> Enter E2 User ID <input type="checkbox"/> Enter Password <input type="checkbox"/> Click Login </p>

Step	Action
<p>2</p>	<p>A Warning Banner appears:</p>  <p>WARNING MESSAGE AND PRIVACY ACT NOTICE</p> <p>WARNING MESSAGE</p> <p>This is a U.S. Federal Government information system that is "FOR OFFICIAL USE ONLY." Unauthorized access is a violation of U.S. Law and may result in criminal or administrative penalties. Users shall not access other user' or system files without proper authority. Absence of access controls IS NOT authorization for access! Information systems and equipment related to the E-Gov Travel Service are intended for communication, transmission, processing, and storage of U.S. Government information. These systems and equipment are subject to monitoring by law enforcement and authorized officials. Monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by law enforcement and authorized officials. Use of this system constitutes consent to such monitoring.</p> <p>PRIVACY ACT NOTICE</p> <p>CW Government Travel, Inc. wants to make your experience online satisfying and safe. We want to provide you with the means to control your privacy and give you a way to voice questions or concerns you may have. This company will hold ownership of any information you provide us. We will not sell ownership of this data to any other company or organization. We will not transfer information to competitors. If you are providing personal information within a registration page, it will only be used within our domain unless you choose to allow third party data sharing.</p> <p>Your Acceptance of these Terms</p> <p>By using this site, you agree to our Privacy Policy. We may change the Policy from time to time, so</p> <p><input type="button" value="Accept"/></p> <p><input type="checkbox"/> Click Accept</p>
<p>3</p>	<p>The My E2 screen appears:</p>  <p>Solutions MY E2 MY APPROVALS TRAVEL FOR OTHERS REPORTS JUSTIN NEWTON</p> <p>At a Glance Trips Local Travel Open Authorization Group Authorization</p> <p>Start a Travel Document</p> <p>What would you like to do today? <input type="button" value="Make Reservations"/> <input type="button" value="Go"/></p> <p>To Do List</p> <p>No to do list items found.</p> <p>Bulletins</p> <p>20-Mar-2019: Once you access your E2 account for the first time, click Profile to view and... read more</p> <p>20-Mar-2019: Remember to always book a FedRooms hotel with your trip</p> <p>Pending Approvals</p> <p>No pending approvals found.</p> <p>Additional Notices</p> <p>No additional notices found.</p> <p>Make this my default page</p> <p><input type="checkbox"/> Click the <i>Travel For Others</i> View Tab</p>

Step	Action
4	<p>The <i>Travel For Others</i> screen appears:</p> <div data-bbox="293 342 1414 1035"><p>Search Options</p><p>Hierarchy Filters ▼</p><hr/><p>Advanced Filtering ▲</p><p>Last Name: <u>Johnson</u> First Name: <u>Ashley</u></p><p>Email: _____ E2 User ID: _____</p><p>Employee ID: _____ Document ID: _____</p><p>Document Number: _____</p><p><input type="checkbox"/> Only show travelers for whom you are a designated travel arranger.</p><p>Apply Filter</p></div> <ul style="list-style-type: none"><input type="checkbox"/> Enter your search criteria (i.e. last name, first name, etc.)<input type="checkbox"/> Then click the <i>Apply Filter</i> button

Step	Action								
5	<p>The search results appear:</p> <div data-bbox="305 331 1409 751" style="border: 1px solid #ccc; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc;">Last Name Johnson</td> <td style="width: 50%; border-bottom: 1px solid #ccc;">First Name Ashley</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Email</td> <td style="border-bottom: 1px solid #ccc;">E2 User ID</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;">Employee ID</td> <td style="border-bottom: 1px solid #ccc;">Document ID</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid #ccc;">Document Number</td> </tr> </table> <p><input type="checkbox"/> Only show travelers for whom you are a designated travel arranger.</p> <p style="text-align: center; margin-top: 10px;">Apply Filter</p> <hr/> <div style="display: flex; justify-content: space-between; align-items: center; padding: 5px 0;"> <div style="font-size: 0.9em;"> <p>JOHNSON, ASHLEY NOAA NWS 20-01 Nat Weather Service NOAA NWS 20-01-0003-02-00 Communications Div</p> </div> <div style="font-size: 0.8em;"> <p>e2null@cwtsatotravel.com DOCTRVST02</p> </div> <div style="text-align: right;"> <p style="margin: 0;">Arrange</p> </div> </div> </div> <p><input type="checkbox"/> Scroll down until you see the person you need</p> <p><input type="checkbox"/> Click on <i>Arrange</i></p>	Last Name Johnson	First Name Ashley	Email	E2 User ID	Employee ID	Document ID	Document Number	
Last Name Johnson	First Name Ashley								
Email	E2 User ID								
Employee ID	Document ID								
Document Number									
6	<p>The Traveler's <i>My E2</i> screen appears:</p> <div data-bbox="289 1276 1432 1822" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="font-size: 0.8em;"> e2Solutions TRAVELER'S TRIPS TRAVELER'S PROFILE </div> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 2px 5px; font-size: 0.8em;"> ASHLEY JOHNSON // JUSTIN NEWTON ▾ </div> </div> <div style="display: flex; border-top: 1px solid #ccc; padding-top: 5px;"> <div style="flex: 1; border-right: 1px solid #ccc; padding-right: 5px; font-size: 0.8em;"> <p style="margin: 0;">At a Glance Trips Local Travel Open Authorization Group Authorization</p> </div> <div style="flex: 2; padding: 5px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="margin: 0;">Start a Travel Document</p> <p style="font-size: 0.8em;">What would you like to do today? Make Reservations Go</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="font-size: 0.8em;">To Do List</p> <p style="font-size: 0.8em; color: #4a7ebb;">No to do list items found.</p> </div> </div> <div style="flex: 1; padding: 5px; font-size: 0.8em;"> <p style="margin: 0;">Bulletins</p> <p style="font-size: 0.7em; color: #e91e63;">▲ 20-Mar-2019: Once you access your E2 account for the first time, click Profile to view and...read more</p> <p style="font-size: 0.7em; color: #e91e63;">▲ 20-Mar-2019: Remember to always book a FedRooms hotel with your trip</p> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="font-size: 0.8em;">Pending Approvals</p> <p style="font-size: 0.8em; color: #4a7ebb;">No pending approvals found.</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: 0.8em;">Additional Notices</p> <p style="font-size: 0.8em; color: #4a7ebb;">No additional notices found.</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> </div>								

Exercise #2: Evacuation Travel Authorization

- Objectives:*
- Create an Evacuation TA
 - Navigate each step of the TA

Notes:

NOAA Travel Regulations Chapter 15 go through the specifics on what's allowed and for how long for a mandatory evacuation.

Approving officials must determine if a standard per diem rate is applicable or if the locality per diem rate is applicable for the safe haven, and specify such on the travel authorization. Per diem shall begin to be paid on the date following arrival and may continue until terminated. Per diem will be computed as follows:

(a) The applicable maximum per diem rate shall be computed using the lodgings-plus system for the employee and each dependent that is age 12 years or older.

For each dependent under 12 years of age, the per diem rate is one-half of the applicable per diem rate for employees or dependents who are age 12 or older.

These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.

(b) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the rate prescribed in paragraph (a) of this section until a determination is made by the authorizing official that per diem is no longer authorized. This rate maybe paid for a period not to exceed 180 days after the effective date of the order to evacuate.

Instructions: Execute the following steps:

An evacuation order has been issued for the area where you work/live in Tampa Florida. You will be traveling north to Gainesville, FL. You have a spouse and 2 kids under 12. You are going to plan for 2 weeks away and your authorization will need to include the following costs:

Estimated Expenses

132 miles one way = POV (per Google Maps)

\$20/day = Hotel Tax

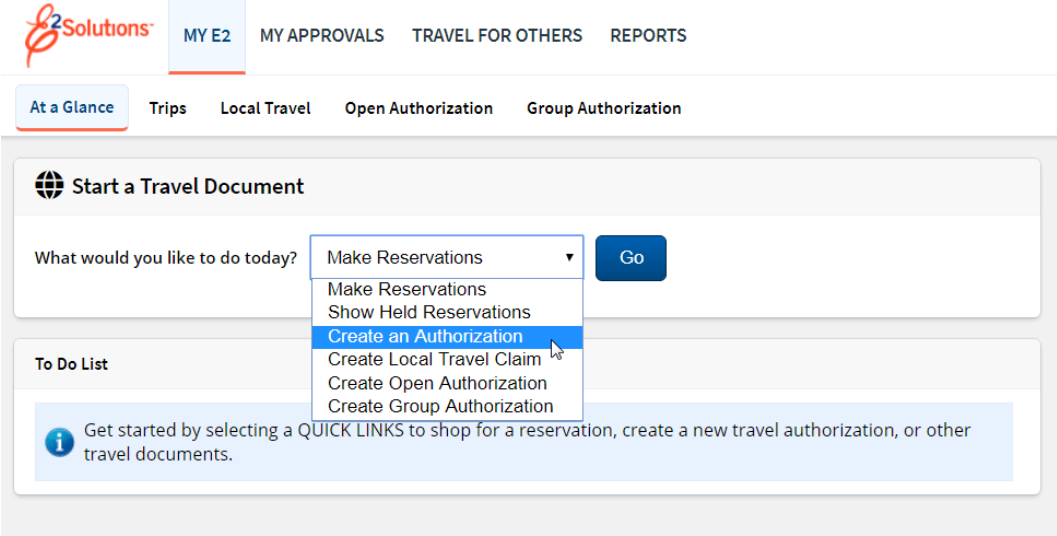
\$200 = Miscellaneous

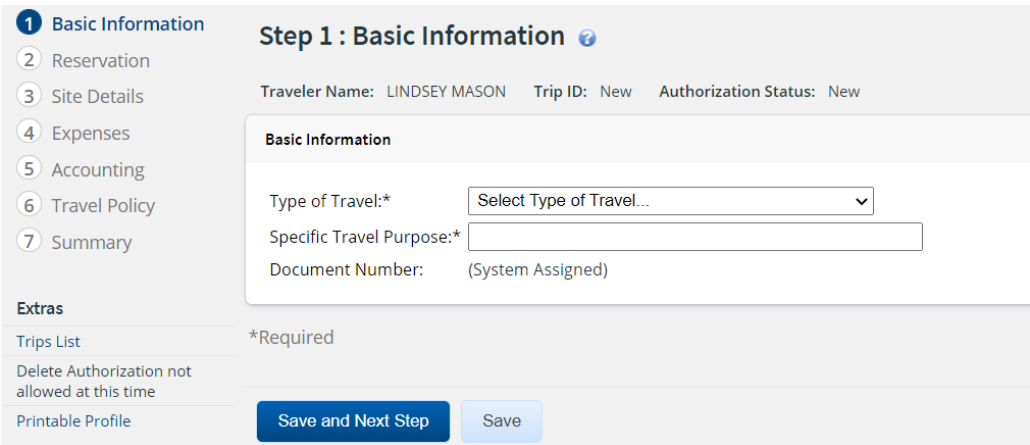
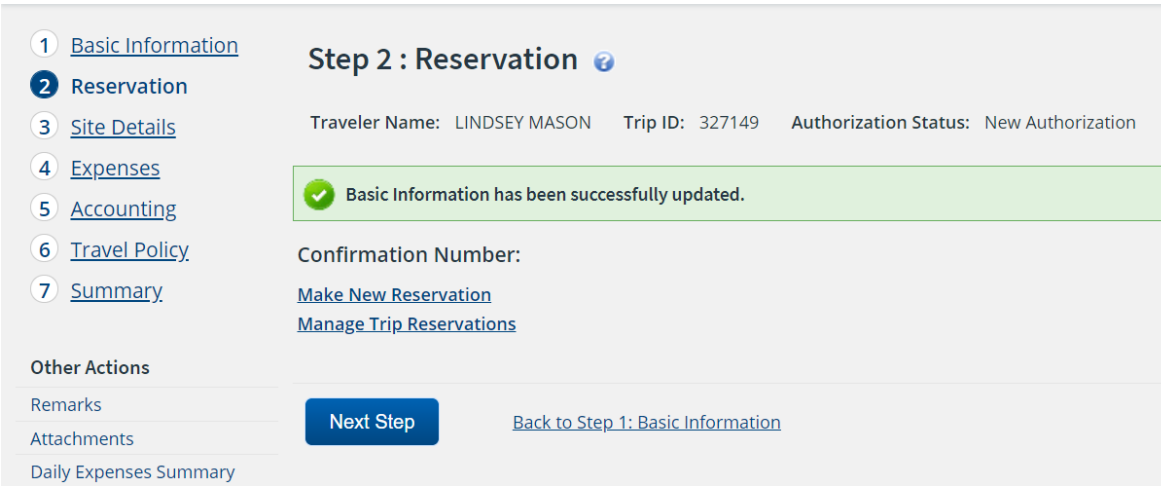
\$7.22 = TMC Fee

A separate calculation for lodging as well as M&IE will need to be done for the traveler's family. For each family member that is 12 years or older will get full per diem for the first 30 days. For each family member younger than 12 will only get 50% of the full per diem cost. If the evacuation is longer than 30 days, then the full per diem will be computed at 60% of the rate.

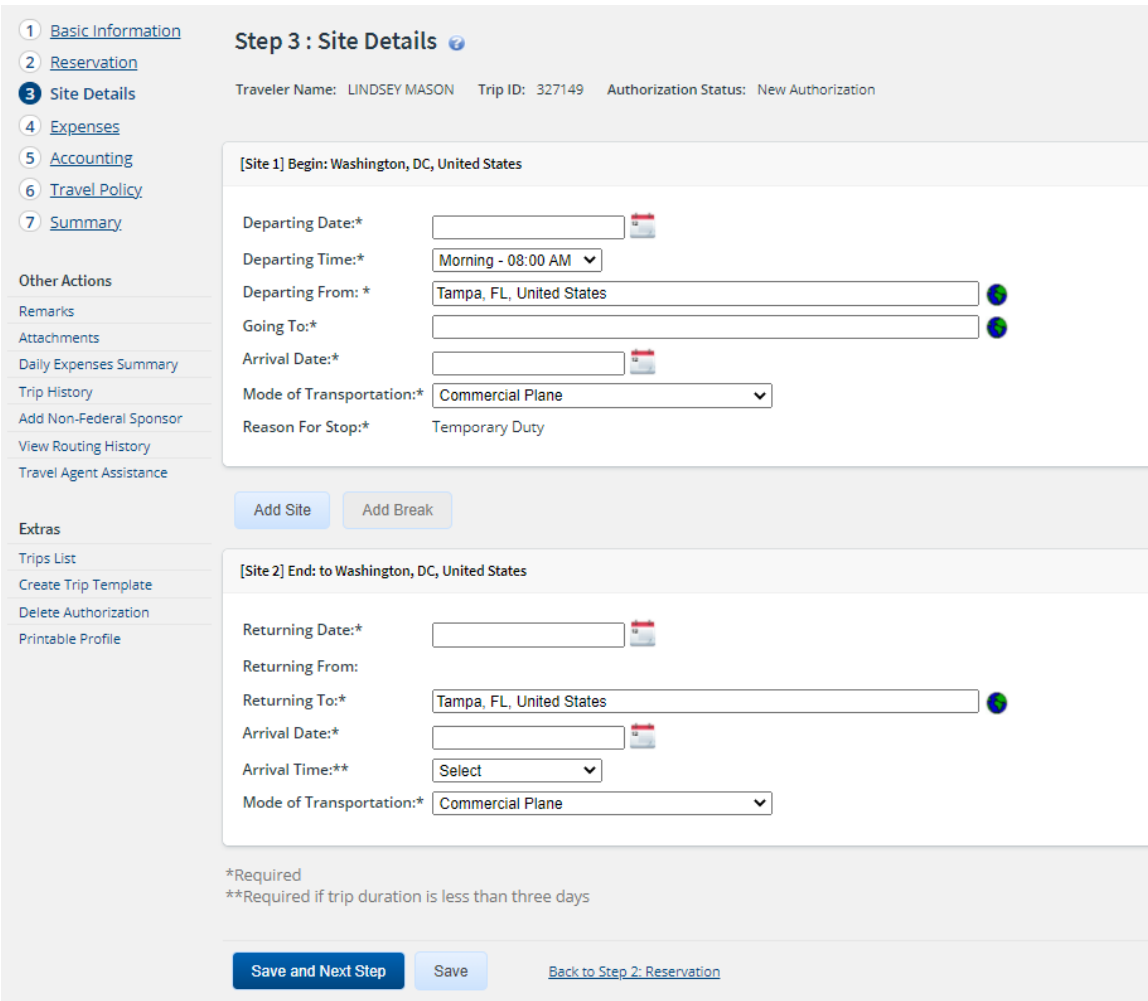
Calculations can be done manually or the Evacuation Worksheet can be used. The

worksheet also will do calculation for the hotel tax for the trip, which should be entered on the Traveler's lodging line.

Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the drop-down arrow on the “What would you like to do today?” field <input type="checkbox"/> Select Create an Authorization <input type="checkbox"/> Click Go  <p>The screenshot shows the 'My E2' screen with a navigation bar containing 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below this is a sub-navigation bar with 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is titled 'Start a Travel Document' and features a form with the question 'What would you like to do today?'. A dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. A 'Go' button is located to the right of the dropdown. Below the form is a 'To Do List' section with an information icon and text: 'Get started by selecting a QUICK LINKS to shop for a reservation, create a new travel authorization, or other travel documents.'</p>
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i> ✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i> ✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i> ✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i>

Step	Action
2	<p>The Step1: Basic Information screen of the authorization appears:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Select the Type of Travel (i.e. Evacuation Travel) <input type="checkbox"/> Enter the Specific Travel Purpose (i.e. Evacuation Orders due to Hurricane) <input type="checkbox"/> Click Save and Next Step <p>Notes:</p> <ul style="list-style-type: none"> ✓ The E2 Solutions travel system generates a Document Number for the Authorization. ✓ The E2 Solutions travel system generates a Trip Number that groups all travel documents together. ✓ The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.
3	<p>The Step 2: Reservation screen of the authorization appears:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Click Next Step

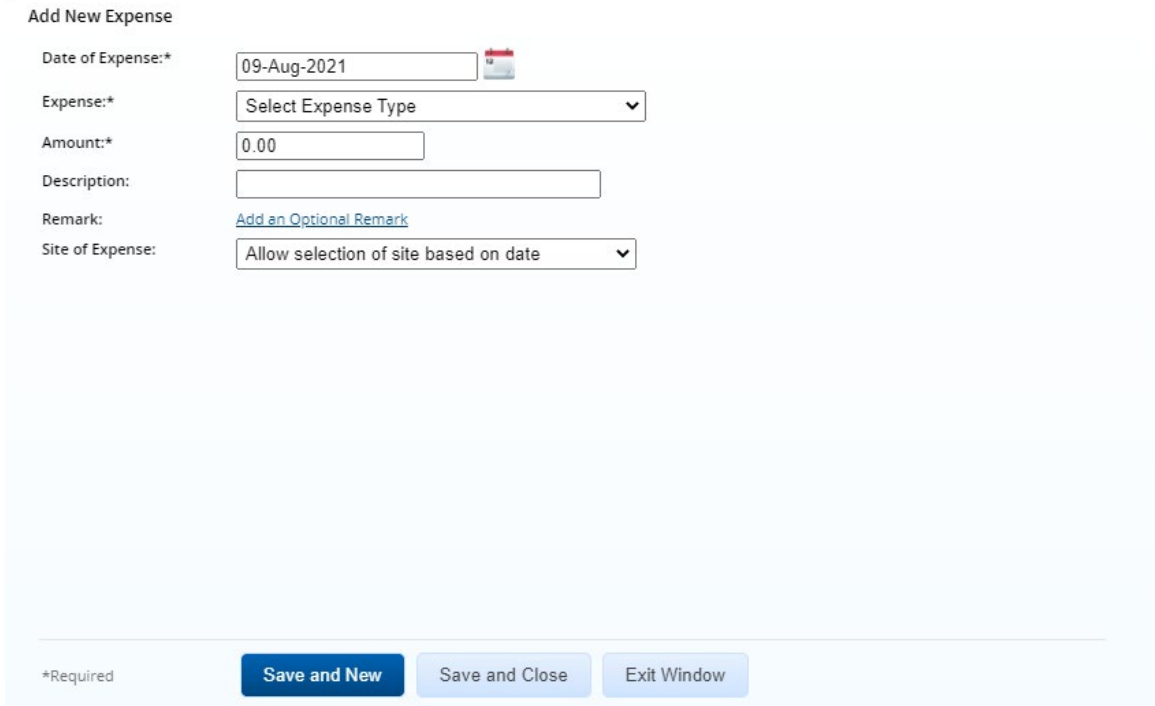
Step	Action
	<p>Notes:</p> <ul style="list-style-type: none">✓ <i>For training purposes we will be skipping this step.</i>✓ <i>In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using Manage Trip Reservations.</i>✓ <i>If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</i>

Step	Action
4	<p>The Step 3: Site Details screen of the authorization appears:</p>  <p>❑ Change Mode of Transportation if needed</p> <p>❑ Select the <i>Departing Date</i></p> <p>❑ Select the <i>Departing Time</i> (i.e. defaults to morning)</p> <p>❑ Change the <i>Departing From</i> if needed (i.e. defaults to your profile location)</p> <p>❑ Enter the Going To (i.e. Gainesville)</p> <p>❑ Select the <i>Returning Date</i> (i.e. 2 weeks after departing date)</p> <p>❑ Select the <i>Arrival Time</i></p> <p>❑ Change Mode of Transportation (i.e. POV)</p> <p>❑ Click Save and Next Step</p>

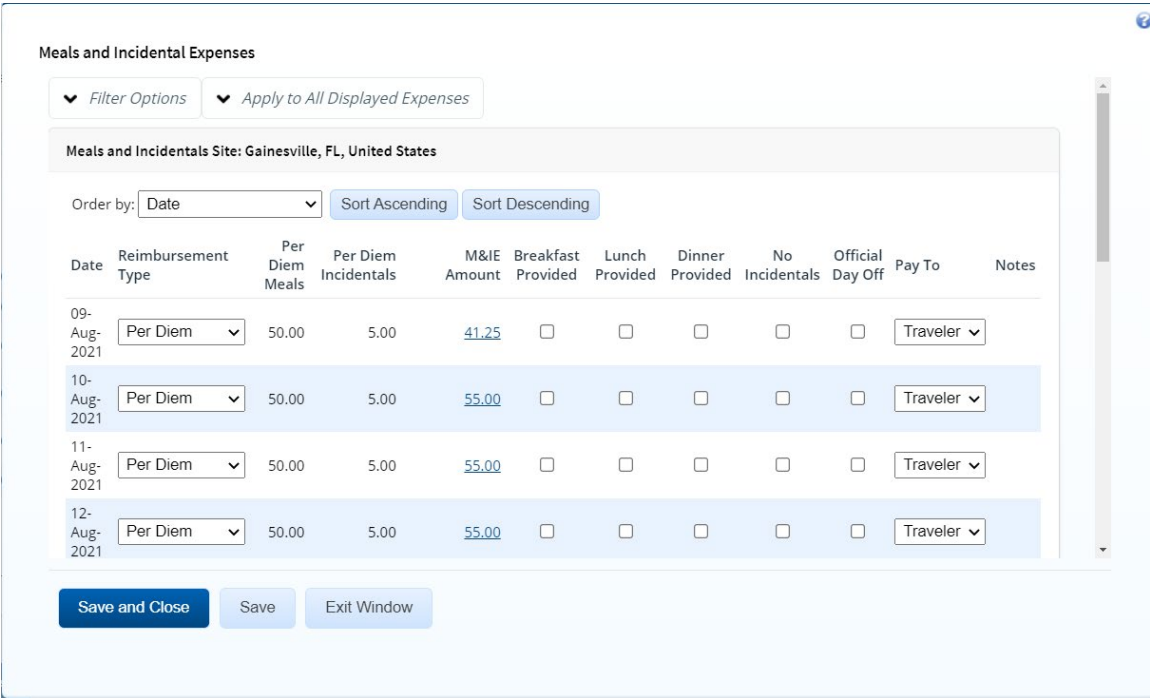
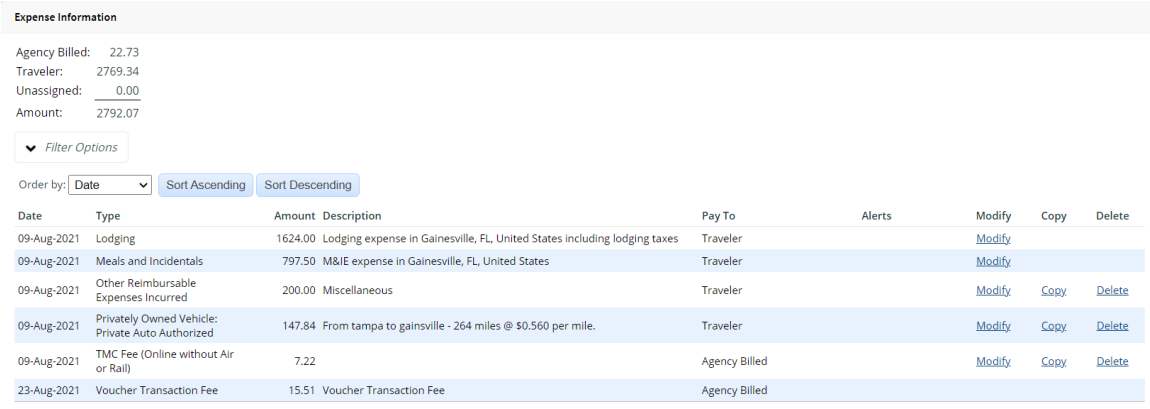
Step	Action																																				
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be entering information into this section. ✓ If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes. ✓ If changes occur to reservations, this screen is not automatically updated. 																																				
<p>5</p>	<p>The Step 4: Expenses screen of the authorization appears:</p> <div data-bbox="277 583 1443 1079" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4: Expenses</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149 Authorization Status: New Authorization</p> <p>Site details information has been saved successfully.</p> <p>Expense Information</p> <p>Agency Billed: 15.51 Traveler: 2141.50 Unassigned: 0.00 Amount: 2157.01</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Lodging</td> <td>1344.00</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals</td> <td>797.50</td> <td>M&IE expense in Gainesville, FL, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>23-Aug-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Showing 1 - 3 of 3 Remark Reduced</p> <p>Add New Expense</p> </div> <p>To add hotel tax and see the lodging amount, on the lodging line, click on <i>Modify</i></p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-Aug-2021	Lodging	1344.00	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler		Modify			09-Aug-2021	Meals and Incidentals	797.50	M&IE expense in Gainesville, FL, United States	Traveler		Modify			23-Aug-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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	<p>Notes:</p> <ul style="list-style-type: none"> ✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details. ✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car) ✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher. ✓ For evacuation travel, you'll need to calculate the Lodging and Meals and Incidentals for the family and then add those costs as a separate expense from the traveler. ✓ Costs for the traveler should be entered first, before any other travelling companion(s). 																																				

Step	Action																																																																																																														
6	<p>The Lodging Expenses pop-up window appears:</p> <div data-bbox="289 338 1432 1003" style="border: 1px solid #ccc; padding: 10px;"> <p>Lodging Expenses</p> <p> <input type="button" value="Filter Options"/> <input type="button" value="Apply to All Displayed Expenses"/> </p> <p>Lodging Site: Gainesville, FL, United States</p> <p> Order by: <input type="text" value="Date"/> <input type="button" value="Sort Ascending"/> <input type="button" value="Sort Descending"/> </p> <table border="1"> <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Rate</th> <th>Amount</th> <th>Allowed</th> <th>Estimated Tax</th> <th>Pay To</th> <th>Day Off</th> <th>Shared</th> <th>Notes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>10-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>11-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>12-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>13-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>14-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>15-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>16-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>17-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p> <input type="button" value="Save and Close"/> <input type="button" value="Save"/> <input type="button" value="Exit Window"/> </p> </div> <p><input type="checkbox"/> Take note of the Per Diem Rate for Lodging.</p>	Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts	09-Aug-2021	Per Diem	96.00	96.00	96.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			10-Aug-2021	Per Diem	96.00	96.00	96.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			11-Aug-2021	Per Diem	96.00	96.00	96.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			12-Aug-2021	Per Diem	96.00	96.00	96.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			13-Aug-2021	Per Diem	96.00	96.00	96.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			14-Aug-2021	Per Diem	96.00	96.00	96.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			15-Aug-2021	Per Diem	96.00	96.00	96.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			16-Aug-2021	Per Diem	96.00	96.00	96.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			17-Aug-2021	Per Diem	96.00	96.00	96.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
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7	<p>Now we need to add \$20/day for Hotel Tax. This can be done individually in each line of lodging or it can be done all at once by doing it through the Apply to All Displayed Expenses:</p> <div data-bbox="293 422 836 745"> <p>Lodging Expenses</p> <p>^ Apply to All Displayed Expenses</p> <p>Reimbursement Type: <input type="text" value="No Change"/></p> <p>Lodging Amount: <input type="text"/></p> <p>Allowed: <input type="text"/></p> <p>Estimated Lodging Tax: <input type="text"/></p> <p>Pay To: <input type="text" value="No Change"/></p> <p>Official Day Off: <input type="text" value="No Change"/></p> <p>Shared: <input type="text" value="No Change"/></p> <p><input type="button" value="Filter Options"/> <input type="button" value="Apply to Displayed"/></p> </div> <p>Lodging Site: Gainesville, FL, United States</p> <p>Order by: <input type="text" value="Date"/> <input type="button" value="Sort Ascending"/> <input type="button" value="Sort Descending"/></p> <table border="1" data-bbox="293 850 1414 1031"> <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Rate</th> <th>Amount</th> <th>Allowed</th> <th>Estimated Tax</th> <th>Pay To</th> <th>Day Off</th> <th>Shared</th> <th>Notes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td><input type="text" value="Per Diem"/></td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>20.00</td> <td><input type="text" value="Traveler"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>10-Aug-2021</td> <td><input type="text" value="Per Diem"/></td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>20.00</td> <td><input type="text" value="Traveler"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>11-Aug-2021</td> <td><input type="text" value="Per Diem"/></td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>20.00</td> <td><input type="text" value="Traveler"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>12-Aug-2021</td> <td><input type="text" value="Per Diem"/></td> <td>96.00</td> <td>96.00</td> <td>96.00</td> <td>20.00</td> <td><input type="text" value="Traveler"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> When finished click Save and Close</p>	Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts	09-Aug-2021	<input type="text" value="Per Diem"/>	96.00	96.00	96.00	20.00	<input type="text" value="Traveler"/>	<input type="checkbox"/>	<input type="checkbox"/>			10-Aug-2021	<input type="text" value="Per Diem"/>	96.00	96.00	96.00	20.00	<input type="text" value="Traveler"/>	<input type="checkbox"/>	<input type="checkbox"/>			11-Aug-2021	<input type="text" value="Per Diem"/>	96.00	96.00	96.00	20.00	<input type="text" value="Traveler"/>	<input type="checkbox"/>	<input type="checkbox"/>			12-Aug-2021	<input type="text" value="Per Diem"/>	96.00	96.00	96.00	20.00	<input type="text" value="Traveler"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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8	<p>The Step 4: Expenses screen of the authorization appears with the updated lodging costs:</p> <div data-bbox="289 1234 1425 1612"> <p>Expense Information</p> <p>Agency Billed: 15.51 Traveler: 2421.50 Unassigned: 0.00 Amount: 2437.01</p> <p><input type="button" value="Filter Options"/></p> <p>Order by: <input type="text" value="Date"/> <input type="button" value="Sort Ascending"/> <input type="button" value="Sort Descending"/></p> <table border="1" data-bbox="293 1438 1414 1528"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Lodging</td> <td>1624.00</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals</td> <td>797.50</td> <td>M&IE expense in Gainesville, FL, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>23-Aug-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Showing 1 - 3 of 3</p> <p>Add New Expense Remark: <input type="text" value=""/> Reduced: <input type="text" value=""/></p> </div> <p><input type="checkbox"/> Click the Add New Expense link</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-Aug-2021	Lodging	1624.00	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler		Modify			09-Aug-2021	Meals and Incidentals	797.50	M&IE expense in Gainesville, FL, United States	Traveler		Modify			23-Aug-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed																							
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Step	Action
8a	<p>The Add New Expense pop-up window appears:</p>  <p>*Required</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the Date of Expense (i.e. defaults to the beginning date of the trip) <input type="checkbox"/> Select the Expense <input type="checkbox"/> Enter the Amount <input type="checkbox"/> Enter a Description (if needed) <input type="checkbox"/> Click Save and New (if adding more expenses) or Save and Close (if finished entering expenses) <p>Do each step above for the following:</p> <p><u>Estimated Expenses</u></p> <p>132 miles one way = POV (per Google Maps) \$200 = Miscellaneous \$7.22 = OBE Fee</p>

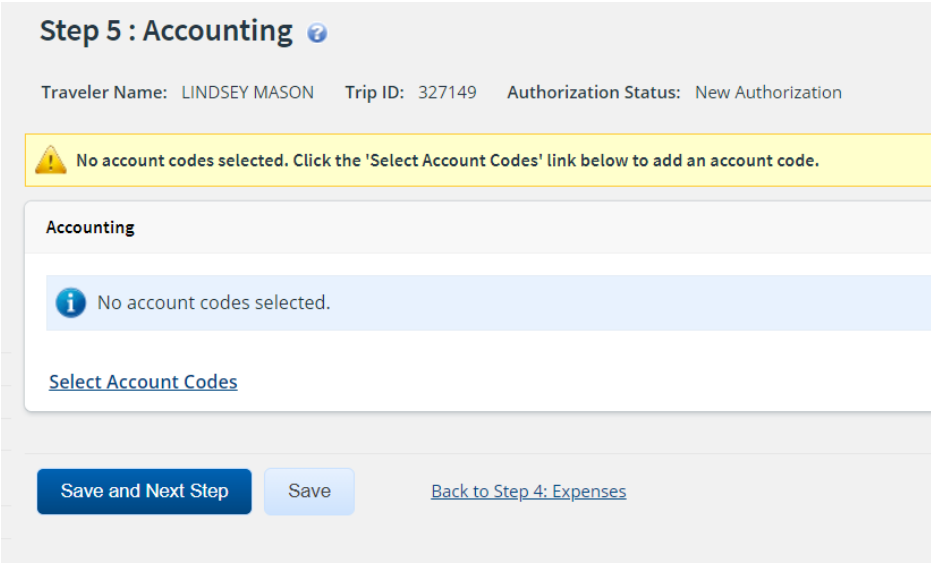
Step	Action																																																															
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>There is an area to put a remark to the expense; however we suggest you do not use the remarks here. There is another area in which to put remarks.</i> ✓ <i>Allow the system to choose the site of expense based on date.</i> ✓ <i>Based upon the expense chosen, additional fields may show up that need to be filled out as well.</i> ✓ <i>Internet and such fees should be listed under Business Center Services</i> ✓ <i>If you have expenses that are at the start of the trip that also need to be at the end of the trip, like checked baggage, you can copy that expense to all dates or a specific one.</i> ✓ <i>Once some expenses have been entered, you have at the bottom of the expenses the ability to see 10, 25, 50 or all expenses on the page.</i> 																																																															
<p>8b</p>	<p>The Step 4: Expenses screen of the authorization appears with the updated expenses:</p> <div data-bbox="289 772 1435 1176" style="border: 1px solid #ccc; padding: 5px;"> <p>Expense Information</p> <p>Agency Billed: 22.73 Traveler: 2769.34 Unassigned: 0.00 Amount: 2792.07</p> <p>▼ Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Lodging</td> <td>1624.00</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals</td> <td>797.50</td> <td>M&IE expense in Gainesville, FL, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Other Reimbursable Expenses Incurred</td> <td>200.00</td> <td>Miscellaneous</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Privately Owned Vehicle: Private Auto Authorized</td> <td>147.84</td> <td>From tampa to gainsville - 264 miles @ \$0.560 per mile.</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>TMC Fee (Online without Air or Rail)</td> <td>7.22</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>23-Aug-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p> <input type="checkbox"/> Verify all traveler expenses have been entered <input type="checkbox"/> Now we'll need to verify the M&IE per diem costs <input type="checkbox"/> Click on <i>Modify</i> for the M&IE costs </p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-Aug-2021	Lodging	1624.00	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler		Modify			09-Aug-2021	Meals and Incidentals	797.50	M&IE expense in Gainesville, FL, United States	Traveler		Modify			09-Aug-2021	Other Reimbursable Expenses Incurred	200.00	Miscellaneous	Traveler		Modify	Copy	Delete	09-Aug-2021	Privately Owned Vehicle: Private Auto Authorized	147.84	From tampa to gainsville - 264 miles @ \$0.560 per mile.	Traveler		Modify	Copy	Delete	09-Aug-2021	TMC Fee (Online without Air or Rail)	7.22		Agency Billed		Modify	Copy	Delete	23-Aug-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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9	<p>The Meals and Incidental Expenses pop-up window appears:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Take note of the Per Diem Rate for M&IE <input type="checkbox"/> Click Exit Window
10	<p>The Step 4: Expenses screen of the authorization appears:</p>  <p>In order to enter the companion/dependent's lodging and M&IE costs, you'll have to calculate them first. So we'll open up the evacuation spreadsheet:</p>

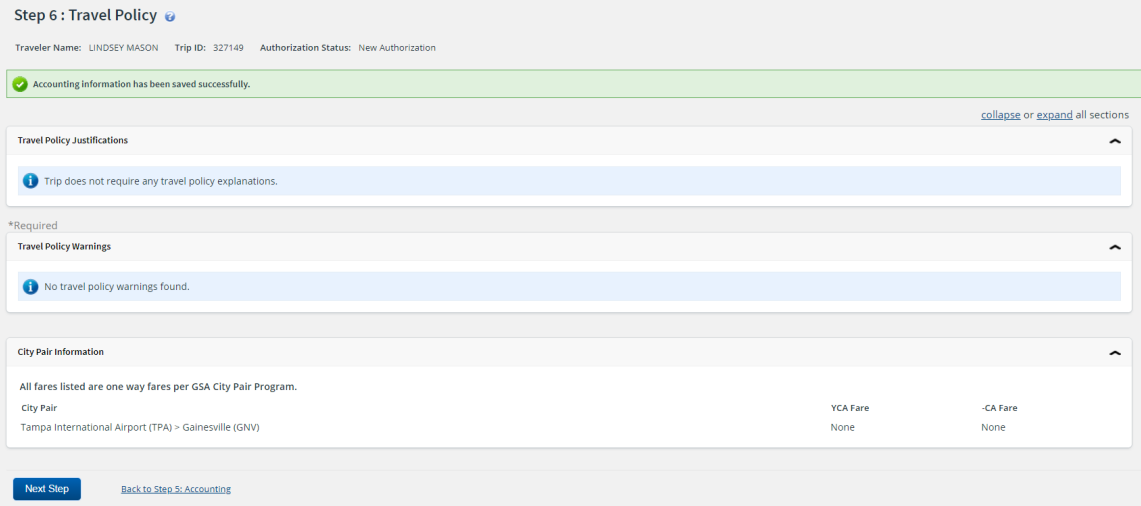
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	<p>There are two tabs to the worksheet. The first tab is for trips that are 30 days or less. The second tab is more than 30 days.</p> <p>In both Tabs, you have an area for a Travel Authorization and Travel Voucher. The top part is all you have to fill out; the spreadsheet will do the rest.</p> <p>So the only fields that you'll be able to enter data will be:</p> <ul style="list-style-type: none"> • Total Number of Days in Travel • Lodging Per Diem • M&IE Per Diem • # of people 12 and over (family) • #of people under 12 (family) • Daily Hotel Tax Cost • Number of Rooms 																																																																																																																																																																															

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11a	<p>So enter the following:</p> <p>Total Number of Days in Travel = 14 Lodging Per Diem = (lodging cost you wrote down) M&IE Per Diem = (M&IE cost you wrote down) # of people 12 and over (family) = 1 #of people under 12 (family) = 2 Daily Hotel Tax Cost = 20 Number of Rooms = 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="2" style="text-align: center;">Travel Authorization</th> </tr> </thead> <tbody> <tr> <td>Total Number of Days in Travel</td> <td style="text-align: right;">14</td> </tr> <tr> <td>Lodging Per Diem</td> <td style="text-align: right;">\$96</td> </tr> <tr> <td>M&IE Per Diem</td> <td style="text-align: right;">\$55</td> </tr> <tr> <td># of people 12 and over (family)</td> <td style="text-align: right;">1</td> </tr> <tr> <td># of people under 12 (family)</td> <td style="text-align: right;">2</td> </tr> <tr> <td>Daily hotel tax cost</td> <td style="text-align: right;">20.00</td> </tr> <tr> <td>Number of Rooms</td> <td style="text-align: right;">1</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="2" style="text-align: left;">LODGING Costs</th> </tr> </thead> <tbody> <tr> <td># Days Lodging</td> <td style="text-align: right;">\$1,344.00</td> </tr> <tr> <td>X Nbr of Rooms</td> <td style="text-align: right;">\$1,344.00</td> </tr> <tr> <td>Hotel Tax per day</td> <td style="text-align: right;">\$280.00</td> </tr> <tr> <td>Hotel Tax per day (# of rooms)</td> <td style="text-align: right;">\$280.00</td> </tr> <tr style="background-color: #ffff00;"> <td>Total Evacuation Lodging</td> <td style="text-align: right;">\$1,624.00</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="2" style="text-align: left;">M&IE COSTS</th> </tr> </thead> <tbody> <tr> <td>By Day - Non Travel</td> <td style="text-align: right;">\$55.00</td> </tr> <tr> <td>By Day - Travel</td> <td style="text-align: right;">\$41.25</td> </tr> <tr> <td>By Day - Non Travel@50%</td> <td style="text-align: right;">\$27.50</td> </tr> <tr> <td>By Day - Travel@50%</td> <td style="text-align: right;">\$20.63</td> </tr> <tr> <td>Non Travel Day Totals</td> <td style="text-align: right;">\$110.00</td> </tr> <tr> <td>Travel Day Totals</td> <td style="text-align: right;">\$82.50</td> </tr> <tr style="background-color: #ffff00;"> <td>Total Non Travel Day</td> <td style="text-align: right;">\$1,540.00</td> </tr> <tr style="background-color: #ffff00;"> <td>Total Travel Day</td> <td style="text-align: right;">\$165.00</td> </tr> <tr style="background-color: #ffff00;"> <td>TOTAL Evacuation M&IE Costs</td> <td style="text-align: right;">\$1,705.00</td> </tr> </tbody> </table>	Travel Authorization		Total Number of Days in Travel	14	Lodging Per Diem	\$96	M&IE Per Diem	\$55	# of people 12 and over (family)	1	# of people under 12 (family)	2	Daily hotel tax cost	20.00	Number of Rooms	1	LODGING Costs		# Days Lodging	\$1,344.00	X Nbr of Rooms	\$1,344.00	Hotel Tax per day	\$280.00	Hotel Tax per day (# of rooms)	\$280.00	Total Evacuation Lodging	\$1,624.00	M&IE COSTS		By Day - Non Travel	\$55.00	By Day - Travel	\$41.25	By Day - Non Travel@50%	\$27.50	By Day - Travel@50%	\$20.63	Non Travel Day Totals	\$110.00	Travel Day Totals	\$82.50	Total Non Travel Day	\$1,540.00	Total Travel Day	\$165.00	TOTAL Evacuation M&IE Costs	\$1,705.00
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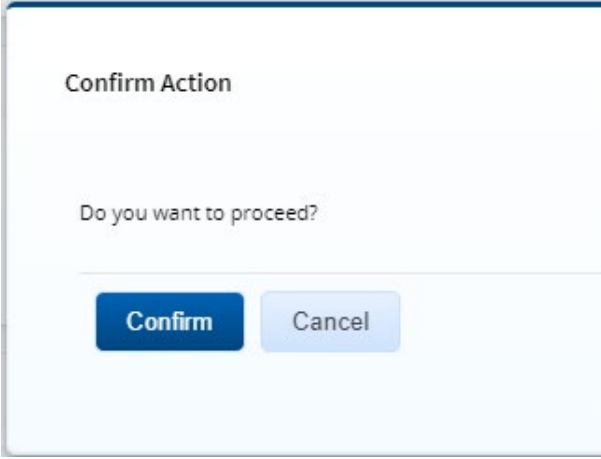
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11b	<p>On the Step 4: Expenses screen add the following expenses:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lodging - Evacuation Dependents Traveling with Employee = Total Evacuation Lodging Cost (shouldn't need to change with only 1 room) <input type="checkbox"/> Meals and Incidentals - Evacuation Dependents Traveling with Employee = Total Evacuation M&IE Costs <input type="checkbox"/> Click Save and New (if adding more expenses) or Save and Close (if finished entering expenses) <p><i>Note: In the description field for each expense a note should be provided to give the daily per diem rate and the number of dependents (i.e. \$55 per diem 1 adult 2 children under 12)</i></p>																																																																								
12	<p>The Step 4: Expenses screen appears with the new costs:</p> <table border="1" data-bbox="297 898 1425 1146"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Lodging</td> <td>1624.00</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals</td> <td>797.50</td> <td>M&IE expense in Gainesville, FL, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals - Evacuation Dependents Traveling with Employee</td> <td>1705.00</td> <td>\$55/day 1 adult 2 children under 12</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Other Reimbursable Expenses Incurred</td> <td>200.00</td> <td>Miscellaneous</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Privately Owned Vehicle: Private Auto Authorized</td> <td>147.84</td> <td>From tampa to gainsville - 264 miles @ \$0.560 per mile.</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>TMC Fee (Online without Air or Rail)</td> <td>7.22</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>23-Aug-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> Click Next Step</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-Aug-2021	Lodging	1624.00	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler		Modify			09-Aug-2021	Meals and Incidentals	797.50	M&IE expense in Gainesville, FL, United States	Traveler		Modify			09-Aug-2021	Meals and Incidentals - Evacuation Dependents Traveling with Employee	1705.00	\$55/day 1 adult 2 children under 12	Traveler		Modify	Copy	Delete	09-Aug-2021	Other Reimbursable Expenses Incurred	200.00	Miscellaneous	Traveler		Modify	Copy	Delete	09-Aug-2021	Privately Owned Vehicle: Private Auto Authorized	147.84	From tampa to gainsville - 264 miles @ \$0.560 per mile.	Traveler		Modify	Copy	Delete	09-Aug-2021	TMC Fee (Online without Air or Rail)	7.22		Agency Billed		Modify	Copy	Delete	23-Aug-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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13	<p>The Step 5: Accounting screen of the authorization appears:</p>  <p><input type="checkbox"/> Click the Select Account Codes link</p>

Step	Action																																													
14	<p>The Account Code Selection pop-up window appears:</p> <div data-bbox="298 386 1386 898" style="border: 1px solid #ccc; padding: 10px;"> <p>Account Code Selection</p> <p>Select Account Codes Add Account Codes</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Source</th> <th>Description</th> <th>Account Code</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Traveler Profile</td> <td></td> <td>14 U8A2A51-N00 2020-1073-10-03-01-000 01-14-0003-00-00-00-00</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Traveler Profile</td> <td></td> <td>14 U8A2A63-NHA 2020-1073-10-03-01-000 01-00-0007-00-00-00-00</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Traveler Profile</td> <td></td> <td>14 V81PCS4-P00 2021-1083-15-02-01-003 01-00-0010-00-00-00-00</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Traveler Profile</td> <td></td> <td>14 V8A2A5T-D00 2021-1083-10-03-01-000 01-14-0006-05-01-00-00</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Traveler Profile</td> <td></td> <td>14 V8A2A5T-J00 2021-1083-10-03-01-000 01-00-0007-00-00-00-00</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Minor Customer</td> <td>FY20 - 28LEF28</td> <td>14 28LEF28-B00 2020-0001-02-21-16-001 06-02-0001-05-04-00-00</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Minor Customer</td> <td>FY21 - V8A2A51</td> <td>14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-01-09-00-00</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Minor Customer</td> <td>FY21 - V8KNHDB</td> <td>14 V8KNHDB-B00 2021-1083-01-10-10-005 06-02-0001-05-04-00-00</td> <td>Delete</td> </tr> </tbody> </table> </div> <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Account Codes needed for this TA <input type="checkbox"/> Click Select and Close or Add and Close (if only choosing one code) <input type="checkbox"/> Click Select or Add (if only choosing multiple codes) 	Select	Source	Description	Account Code	Delete	<input type="checkbox"/>	Traveler Profile		14 U8A2A51-N00 2020-1073-10-03-01-000 01-14-0003-00-00-00-00	Delete	<input type="checkbox"/>	Traveler Profile		14 U8A2A63-NHA 2020-1073-10-03-01-000 01-00-0007-00-00-00-00	Delete	<input type="checkbox"/>	Traveler Profile		14 V81PCS4-P00 2021-1083-15-02-01-003 01-00-0010-00-00-00-00	Delete	<input type="checkbox"/>	Traveler Profile		14 V8A2A5T-D00 2021-1083-10-03-01-000 01-14-0006-05-01-00-00	Delete	<input type="checkbox"/>	Traveler Profile		14 V8A2A5T-J00 2021-1083-10-03-01-000 01-00-0007-00-00-00-00	Delete	<input type="checkbox"/>	Minor Customer	FY20 - 28LEF28	14 28LEF28-B00 2020-0001-02-21-16-001 06-02-0001-05-04-00-00	Delete	<input type="checkbox"/>	Minor Customer	FY21 - V8A2A51	14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-01-09-00-00	Delete	<input type="checkbox"/>	Minor Customer	FY21 - V8KNHDB	14 V8KNHDB-B00 2021-1083-01-10-10-005 06-02-0001-05-04-00-00	Delete
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15	<p>The Step 5: Accounting screen of the authorization appears with the accounting code(s) now associated to the authorization:</p> <div data-bbox="298 1318 1430 1724" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 5: Accounting</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149 Authorization Status: New Authorization</p> <p>1 account code(s) added to page.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Account Code</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Percent Allocated</th> <th>Add to Favorites</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>FY21 - V8A2A51</td> <td>14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...</td> <td>\$0.00</td> <td>\$ <input type="text" value="4497.07"/></td> <td><input type="text" value="100.00"/> %</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td></td> <td>\$4497.07</td> <td>100.00%</td> <td colspan="2"></td> </tr> <tr> <td colspan="2" style="text-align: right;">Remaining amount to be allocated:</td> <td></td> <td>\$0.00</td> <td colspan="3"></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total claim amount:</td> <td></td> <td>\$4497.07</td> <td colspan="3"></td> </tr> </tbody> </table> <p>Select Account Codes</p> <p>Save and Next Step Save Back to Step 4: Expenses</p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Click Save and Next Step 	Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete	FY21 - V8A2A51	14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...	\$0.00	\$ <input type="text" value="4497.07"/>	<input type="text" value="100.00"/> %	Add	Delete	Total:			\$4497.07	100.00%			Remaining amount to be allocated:			\$0.00				Total claim amount:			\$4497.07													
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Total claim amount:			\$4497.07																																											

Step	Action
16	<p>The Step 6: Travel Policy screen of the authorization appears:</p>  <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Red is an error, it must be fixed before moving on <input type="checkbox"/> Yellow is a warning, it's just giving a heads up that something is missing <input type="checkbox"/> Green is everything is ok <input type="checkbox"/> Fill out anything that needs filling out <input type="checkbox"/> Click Next Step

Step	Action										
17	<p>The Step 7: Summary screen of the authorization appears:</p> <div data-bbox="289 331 1377 1150" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Step 7 : Summary </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149 Authorization Status: New Authorization</p> <hr/> <p>Basic Information - Edit Details</p> <p>Type of Travel: Evacuation Travel Specific Travel Purpose: Evacuation Orders due to Hurricane Document Number: (System Assigned)</p> <hr/> <p>Reservation - Edit Details</p> <p> No reservations found.</p> <hr/> <p>Site Details - Edit Details</p> <p>[Site 1] Begin: Tampa, FL, United States on 09-Aug-2021 to Gainesville, FL, United States</p> <p>[Site 2] End: Gainesville, FL, United States on 23-Aug-2021 to Tampa, FL, United States</p> <hr/> <p>Expenses - Edit Details</p> <p>Agency Billed: 22.73 Traveler: 4474.34 Unassigned: 0.00 Amount: 4497.07</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Date</th> <th style="width: 15%;">Type</th> <th style="width: 15%;">Amount</th> <th style="width: 40%;">Description</th> <th style="width: 10%;">Pay To</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Review all parts <input type="checkbox"/> Add Any Remarks necessary for the trip <input type="checkbox"/> Add Any Attachments (like the Itinerary) <input type="checkbox"/> Click Send to Approver 	Date	Type	Amount	Description	Pay To					
Date	Type	Amount	Description	Pay To							

Step	Action
18	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p>
19	<p>The My E2 screen should appear with a message at the top stating the authorization has been sent to the approver.</p>
APPROVAL MUST BE COMPLETED PRIOR TO ATTEMPTING THE NEXT EXERCISE	

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Exercise #3: Approve an Authorization

Objectives:

- Approve a Travel Authorization for training purposes

Instructions: Execute the following steps:

Step	Action
1	From the Traveler's My E2 screen: <input type="checkbox"/> Click the <i>Names</i> in the top right corner
2	A drop down listing appears: <input type="checkbox"/> Click <i>Stop arranged for:</i>
3	The Travel for Others screen appears: <input type="checkbox"/> Click the <i>My Approvals</i>
4	The Pending Approvals screen appears: <input type="checkbox"/> Click <i>Show</i> for the document you want to approve Notes: <ul style="list-style-type: none">✓ <i>All documents awaiting your approval will appear with the latest one at the top</i>✓ <i>You can use the filter options to rearrange how the documents show</i>
5	The Step 7: Summary screen appears. In order to approve a document, you'll need to lock it. This can be done under other actions or scrolling to the bottom of the summary screen: <input type="checkbox"/> Click <i>Lock</i>
6	The top of the screen will let you know the document has now been locked: <input type="checkbox"/> Review the document in its entirety Notes: <ul style="list-style-type: none">✓ <i>If this is a true pool, then locking the document keeps the other approvers from entering the document</i>

7	<p>At the bottom of the summary screen you'll see buttons for the actions that can be taken:</p> <p>If you're planning on not approving it, click the <i>Return</i> button. This will send the document back to the person that created it. You'll be prompted to add comments as to why it's being returned.</p> <p>If you find that you don't have time to approve at this time you would click the <i>Unlock</i> button, that way it's available to another approver.</p> <p>For training purposes, we're going to click Approve</p>
8	<p>A pop-up appears:</p> <ul style="list-style-type: none"><input type="checkbox"/> Click Confirm
9	<p>The Pending Approvals screen appears with a note at the top.</p>

Exercise #4: Evacuation Travel Voucher (Amending TA)

- Objectives:*
- Create an Evacuation Travel Voucher
 - Navigate each step of the TV

Notes:

If the trip dates change from what was entered on the authorization to what you will need to put on the voucher, regardless if it's more or less, you will have to amend your authorization for the new date range. Then once it goes through the approval process, you'll be able to create your voucher.

This is not a scenario where the amendment qualifies for the AAA process. It will need to be sent through your electronic routing.













Instructions: Execute the following steps:

An evacuation order had been issued for the area where you work/live in and you set up your authorization for 14 days for you and your dependents, but the evacuation was lifted after 8 days. You just returned home and will need to file your voucher on the expenses you actually incurred. Use the Evacuation Worksheet to do your calculations for the traveler's dependents. You will also need to amend the authorization to the correct dates, wait for final approval prior to creating a voucher.

132 miles one way POV
Hotel tax = \$17.38/day
Lodging = \$96/day
M&IE = \$55/day
Laundry = \$35.38
Hotel Parking = \$10/day

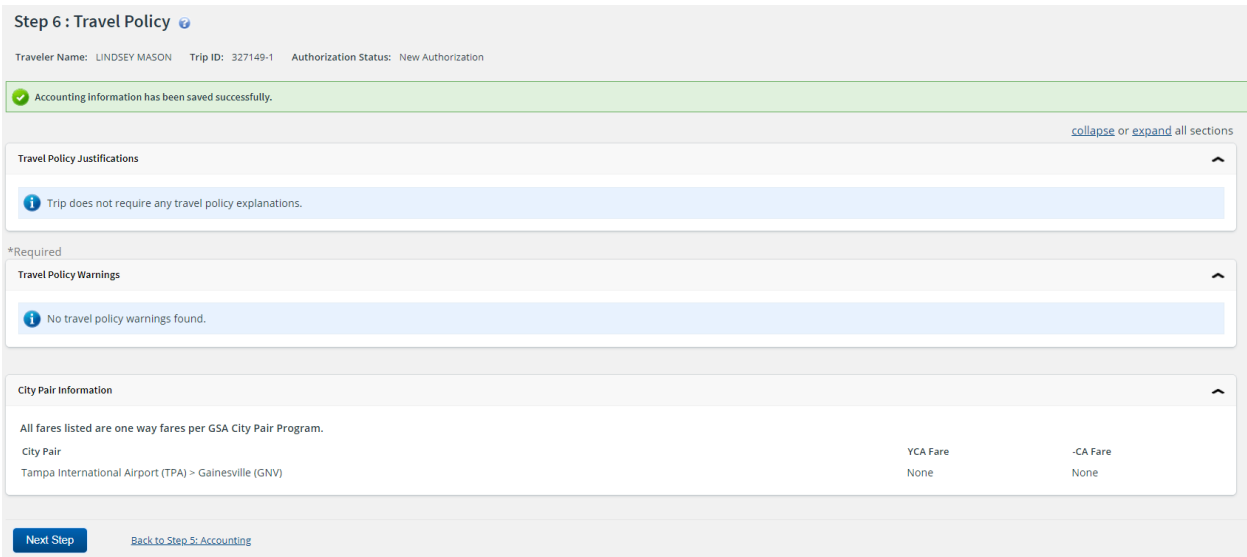
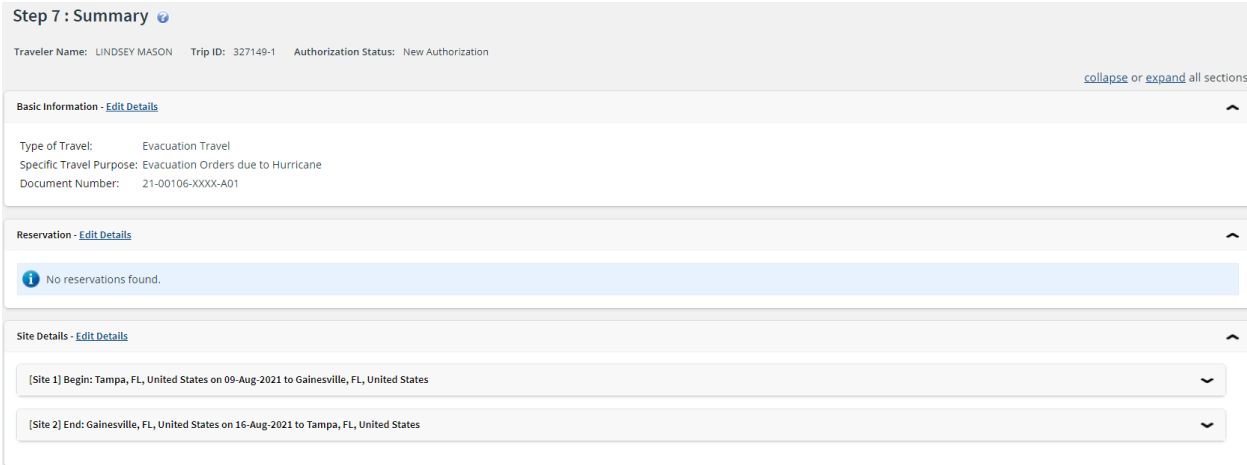
Step	Action																								
<p>1</p>	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> Click on <i>Trips</i> <p>Notes:</p> <ul style="list-style-type: none"> Under the <i>To Do List</i> you may have a link that will take you to create your voucher. Travel Arranger go to <i>Travel for others</i>, select your traveler to view their trips. 																								
<p>2</p>	<p>The Trips tab shows authorizations and vouchers that are consolidated under a single Trip ID number:</p> <table border="1"> <thead> <tr> <th>Trip Id</th> <th>OA/GA#</th> <th>Destination</th> <th>Departure Date</th> <th>Purpose</th> <th>Approver</th> <th>Auth</th> <th>Voucher</th> <th>Advance</th> <th>Show</th> <th>Copy Trip</th> <th>Archive</th> </tr> </thead> <tbody> <tr> <td>327149</td> <td></td> <td>Gainesville, FL, United States</td> <td>09-Aug-2021</td> <td>Evacuation Orders due to Hurricane</td> <td></td> <td>✓</td> <td></td> <td></td> <td>Show</td> <td>Copy</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> Click Show for the document (i.e. Evacuation trip) 	Trip Id	OA/GA#	Destination	Departure Date	Purpose	Approver	Auth	Voucher	Advance	Show	Copy Trip	Archive	327149		Gainesville, FL, United States	09-Aug-2021	Evacuation Orders due to Hurricane		✓			Show	Copy	
Trip Id	OA/GA#	Destination	Departure Date	Purpose	Approver	Auth	Voucher	Advance	Show	Copy Trip	Archive														
327149		Gainesville, FL, United States	09-Aug-2021	Evacuation Orders due to Hurricane		✓			Show	Copy															

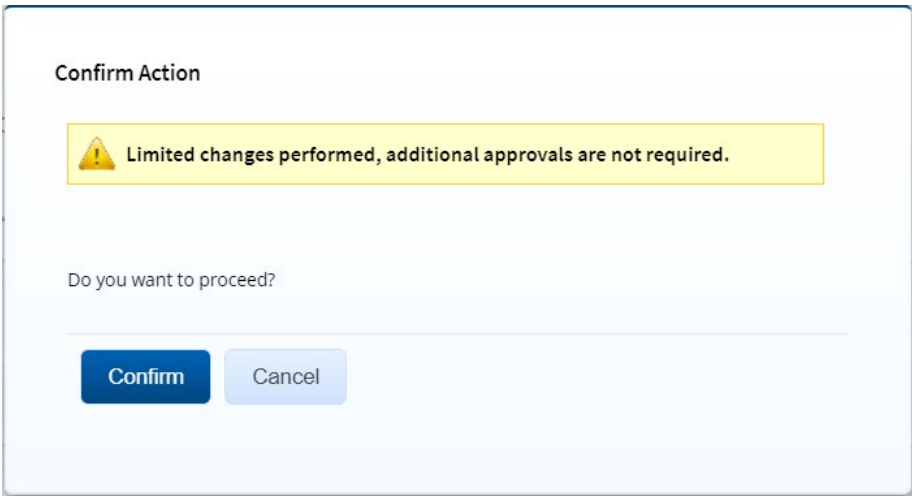
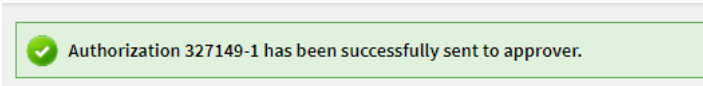
Step	Action																
3	<p>The Trip Dashboard screen appears:</p> <div data-bbox="293 338 1528 632" style="border: 1px solid #ccc; padding: 10px;"> <p>Authorizations ^</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>ID</th> <th>Total Amount</th> <th>Status</th> <th>State</th> <th>Show</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>23-Aug-2021</td> <td>327149</td> <td>\$4497.07</td> <td>Approved - Obligation Accepted</td> <td>✓</td> <td>Show</td> <td></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;">Amend Authorization</p> </div> <p><input type="checkbox"/> Click Amend Authorization</p>	Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete	09-Aug-2021	23-Aug-2021	327149	\$4497.07	Approved - Obligation Accepted	✓	Show	
Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete										
09-Aug-2021	23-Aug-2021	327149	\$4497.07	Approved - Obligation Accepted	✓	Show											
4	<p>The Step 1: Basic Information screen appears:</p> <div data-bbox="293 793 1370 1423" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 1 : Basic Information ?</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 Authorization Status: New Authorizatio</p> <hr/> <p>Basic Information</p> <p>Type of Travel:* <input style="width: 150px;" type="text" value="Evacuation Travel"/> v</p> <p>Specific Travel Purpose:* <input style="width: 150px;" type="text" value="Evacuation Orders due to Hurricane"/></p> <p>Document Number: 21-00106-XXXX-A01</p> <p>*Required</p> <p style="text-align: center; margin-top: 10px;">Save and Next Step Save</p> </div> <p><input type="checkbox"/> Click Save and Next Step</p>																
5	<p>The Step 2: Reservation screen appears, no updates needed here:</p> <p><input type="checkbox"/> Click Next Step</p>																

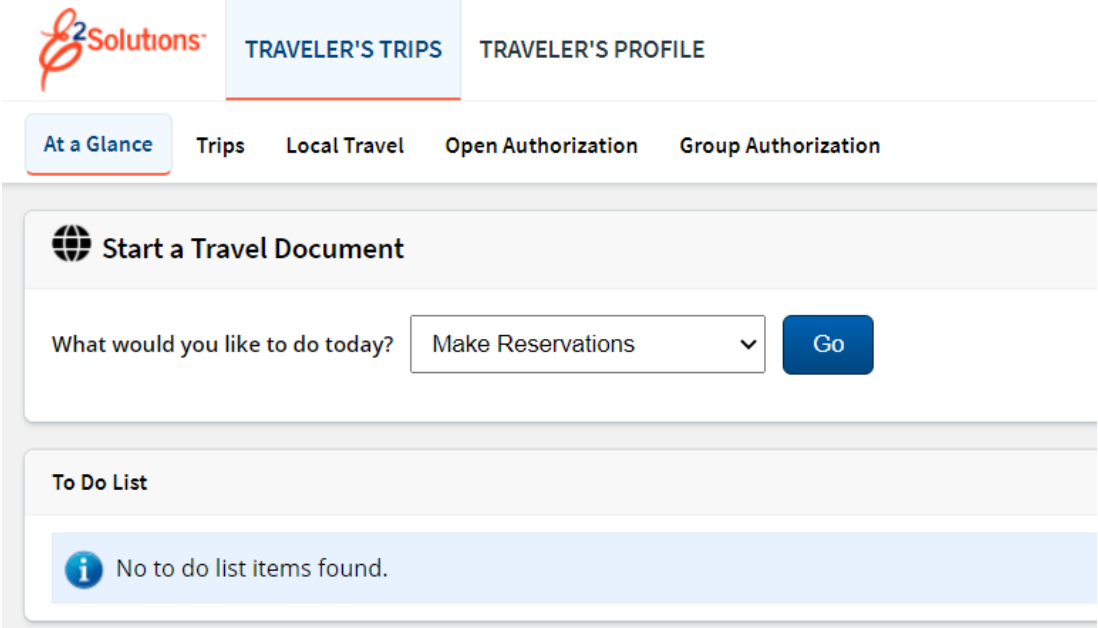
Step	Action
6	<p>The Step 3: Site Details screen appears:</p> <div data-bbox="292 331 1351 1587" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 3 : Site Details </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 Authorization Status: New Authorization</p> <hr/> <p>[Site 1] Begin: Tampa, FL, United States on 09-Aug-2021 to Gainesville, FL, United States</p> <p>Departing Date:* <input type="text" value="09-Aug-2021"/> </p> <p>Departing Time:* <input type="text" value="08:00 AM"/> </p> <p>Departing From: * <input type="text" value="Tampa, FL, United States"/> </p> <p>Going To:* <input type="text" value="Gainesville, FL, United States"/> </p> <p>Arrival Date:* <input type="text" value="09-Aug-2021"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>Reason For Stop:* Temporary Duty</p> <p><input type="button" value="Add Site"/> <input type="button" value="Add Break"/></p> <hr/> <p>[Site 2] End: Gainesville, FL, United States on 23-Aug-2021 to Tampa, FL, United States</p> <p>Returning Date:* <input type="text" value="23-Aug-2021"/> </p> <p>Returning From: Gainesville, FL, United States</p> <p>Returning To:* <input type="text" value="Tampa, FL, United States"/> </p> <p>Arrival Date:* <input type="text" value="23-Aug-2021"/> </p> <p>Arrival Time:** <input type="text" value="Select"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>*Required **Required if trip duration is less than three days</p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/> Back to Step 2: Reservation</p> </div> <p><input type="checkbox"/> Change the Returning Date (i.e. Aug 16)</p> <p><input type="checkbox"/> Click Save and Next Step</p>

Step	Action																																																																								
<p>7</p>	<p>The Step 4: Expenses screen appears:</p> <div data-bbox="293 390 1528 936" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4 : Expenses</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 Authorization Status: New Authorization</p> <p>Site details information has been saved successfully.</p> <p>Expense Information</p> <p>Agency Billed: 22.73 Traveler: 3277.34 Unassigned: 0.00 Amount: 3300.07</p> <p>Filter Options</p> <p>Order by: DATE Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Lodging</td> <td>812.00</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals</td> <td>412.50</td> <td>M&IE expense in Gainesville, FL, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals - Evacuation Dependents Traveling with Employee</td> <td>1705.00</td> <td>\$55/day 1 adult 2 children under 12</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Other Reimbursable Expenses Incurred</td> <td>200.00</td> <td>Miscellaneous</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Privately Owned Vehicle: Private Auto Authorized</td> <td>147.84</td> <td>From tampa to gainsville - 254 miles @ \$0.580 per mile.</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>TWC Fee (Online without Air or Rail)</td> <td>7.22</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>16-Aug-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Showing 1 - 7 of 7 Remarks Reduced</p> <p>Add New Expense</p> <p>Next Step Back to Step 3: Site Details</p> </div> <p>Dates that were on the original expenses may have to be changed. Totals for the Dependents Lodging and M&IE will need to be recalculated and expenses that were not originally on the authorization should be added. It's also a good time to take off the miscellaneous costs, as you won't be able to claim them as such on the voucher.</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-Aug-2021	Lodging	812.00	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler		Modify			09-Aug-2021	Meals and Incidentals	412.50	M&IE expense in Gainesville, FL, United States	Traveler		Modify			09-Aug-2021	Meals and Incidentals - Evacuation Dependents Traveling with Employee	1705.00	\$55/day 1 adult 2 children under 12	Traveler		Modify	Copy	Delete	09-Aug-2021	Other Reimbursable Expenses Incurred	200.00	Miscellaneous	Traveler		Modify	Copy	Delete	09-Aug-2021	Privately Owned Vehicle: Private Auto Authorized	147.84	From tampa to gainsville - 254 miles @ \$0.580 per mile.	Traveler		Modify	Copy	Delete	09-Aug-2021	TWC Fee (Online without Air or Rail)	7.22		Agency Billed		Modify	Copy	Delete	16-Aug-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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09-Aug-2021	Meals and Incidentals - Evacuation Dependents Traveling with Employee	1705.00	\$55/day 1 adult 2 children under 12	Traveler		Modify	Copy	Delete																																																																	
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09-Aug-2021	Privately Owned Vehicle: Private Auto Authorized	147.84	From tampa to gainsville - 254 miles @ \$0.580 per mile.	Traveler		Modify	Copy	Delete																																																																	
09-Aug-2021	TWC Fee (Online without Air or Rail)	7.22		Agency Billed		Modify	Copy	Delete																																																																	
16-Aug-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed																																																																					
<p>7a</p>	<p>Do the following:</p> <p>Add hotel parking for each day (\$10/day for 8 days)</p> <p>Update the Costs for the Dependent's Lodging and M&IE Costs</p>																																																																								


Step	Action																																																																																	
<p>7b</p>	<p>Once the Step 4: Expenses screen is updated:</p> <div data-bbox="289 338 1529 961" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #e6f2e6; padding: 5px; margin-bottom: 10px;">✔ Expense has been added successfully.</p> <p>Expense Information</p> <p>Agency Billed: 22.73 Traveler: 2697.34 Unassigned: 0.00 Amount: 2720.07</p> <p>▼ Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Lodging</td> <td>812.00</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals</td> <td>412.50</td> <td>M&IE expense in Gainesville, FL, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals - Evacuation Dependents Traveling with Employee</td> <td>1045.00</td> <td>\$55/day 1 adult 2 children under 12</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Other Reimbursable Expenses Incurred</td> <td>200.00</td> <td>Miscellaneous</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Parking</td> <td>80.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Privately Owned Vehicle: Private Auto Authorized</td> <td>147.84</td> <td>From tampa to gainsville - 264 miles @ \$0.560 per mile.</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>TMC Fee (Online without Air or Rail)</td> <td>7.22</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>16-Aug-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right; font-size: small;">Showing 1 - 8 of 8 Remark: Reduced: </p> <p>Add New Expense</p> <p>Next Step Back to Step 3: Site Details</p> </div> <p>☐ Click Next Step</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-Aug-2021	Lodging	812.00	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler		Modify			09-Aug-2021	Meals and Incidentals	412.50	M&IE expense in Gainesville, FL, United States	Traveler		Modify			09-Aug-2021	Meals and Incidentals - Evacuation Dependents Traveling with Employee	1045.00	\$55/day 1 adult 2 children under 12	Traveler		Modify	Copy	Delete	09-Aug-2021	Other Reimbursable Expenses Incurred	200.00	Miscellaneous	Traveler		Modify	Copy	Delete	09-Aug-2021	Parking	80.00		Traveler		Modify	Copy	Delete	09-Aug-2021	Privately Owned Vehicle: Private Auto Authorized	147.84	From tampa to gainsville - 264 miles @ \$0.560 per mile.	Traveler		Modify	Copy	Delete	09-Aug-2021	TMC Fee (Online without Air or Rail)	7.22		Agency Billed		Modify	Copy	Delete	16-Aug-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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<p>8</p>	<p>The Step 5: Accounting screen appears and should have updated the costs:</p> <div data-bbox="289 1171 1529 1507" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 5: Accounting</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 Authorization Status: New Authorization</p> <p>Accounting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Account Code</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Percent Allocated</th> <th>Add to Favorites</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>FY21 - V8A2A51</td> <td>14_V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...</td> <td>\$4497.07</td> <td>\$ 2720.07</td> <td>100.00%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="2"></td> <td>Total:</td> <td>\$2720.07</td> <td>100.00%</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td>Remaining amount to be allocated:</td> <td>\$0.00</td> <td colspan="3"></td> </tr> <tr> <td colspan="2"></td> <td>Total claim amount:</td> <td>\$2720.07</td> <td colspan="3"></td> </tr> </tbody> </table> <p>Select Account Codes</p> <p>Save and Next Step Save Back to Step 4: Expenses</p> </div> <p>☐ Click Save and Next Step</p>	Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete	FY21 - V8A2A51	14_V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...	\$4497.07	\$ 2720.07	100.00%	Add	Delete			Total:	\$2720.07	100.00%					Remaining amount to be allocated:	\$0.00						Total claim amount:	\$2720.07																																																	
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Step	Action
9	<p>The Step 6: Travel Policy screen appears:</p>  <p><input type="checkbox"/> Click Next Step</p>
10	<p>The Step 7: Summary screen appears:</p>  <p><input type="checkbox"/> Review all parts</p> <p><input type="checkbox"/> Add Any Remarks necessary for the trip (i.e. evacuation ended early)</p> <p><input type="checkbox"/> Add Any Attachments (like the Itinerary)</p> <p><input type="checkbox"/> Click Send to Approver</p>

Step	Action
11	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p> <p><i>Note: In training AAA has not been added. In production if the changes are less than the \$250 it should automatically approve the amendment.</i></p>
12	<p>The My E2 screen should appear with a message at the top stating the authorization has been sent to the approver.</p> 
<p>IN TRAINING – YOU’LL NEED TO APPROVE THE DOCUMENT BEFORE DOING THE VOUCHER.</p>	

Step	Action																								
<p>V1</p>	<p>From the My E2 screen:</p> <p><input type="checkbox"/> Click on <i>Trips</i></p> 																								
<p>V2</p>	<p>The Trips tab shows authorizations and vouchers that are consolidated under a single Trip ID number:</p> <table border="1" data-bbox="289 1213 1531 1272"> <thead> <tr> <th>Trip Id</th> <th>OA/GA#</th> <th>Destination</th> <th>Departure Date</th> <th>Purpose</th> <th>Approver</th> <th>Auth</th> <th>Voucher</th> <th>Advance</th> <th>Show</th> <th>Copy Trip</th> <th>Archive</th> </tr> </thead> <tbody> <tr> <td>327149-1</td> <td></td> <td>Gainesville, FL, United States</td> <td>09-Aug-2021</td> <td>Evacuation Orders due to Hurricane</td> <td></td> <td>✓</td> <td></td> <td></td> <td>Show</td> <td>Copy</td> <td></td> </tr> </tbody> </table> <p><input type="checkbox"/> Click Show for the document (i.e. Evacuation trip)</p>	Trip Id	OA/GA#	Destination	Departure Date	Purpose	Approver	Auth	Voucher	Advance	Show	Copy Trip	Archive	327149-1		Gainesville, FL, United States	09-Aug-2021	Evacuation Orders due to Hurricane		✓			Show	Copy	
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327149-1		Gainesville, FL, United States	09-Aug-2021	Evacuation Orders due to Hurricane		✓			Show	Copy															

Step	Action																								
<p>V3</p>	<p>The Trip Dashboard screen appears:</p> <div data-bbox="289 388 1531 926" style="border: 1px solid #ccc; padding: 10px;"> <p>Trip Dashboard</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 collapse or expand all sections</p> <hr/> <p>Authorizations ^</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>ID</th> <th>Total Amount</th> <th>Status</th> <th>State</th> <th>Show</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>16-Aug-2021</td> <td>327149-1</td> <td>\$2720.07</td> <td>Approved - Obligation Accepted</td> <td style="text-align: center;">✔</td> <td>Show</td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>23-Aug-2021</td> <td>327149</td> <td>\$4497.07</td> <td>Amended</td> <td></td> <td>Show</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Amend Authorization</p> <hr/> <p>Comparative Trips ^</p> <p style="text-align: center;">There are no comparative trips associated with this trip.</p> <hr/> <p>Vouchers ^</p> <p>i There are no vouchers associated with this trip.</p> <p style="text-align: center;"> Create Pre-Trip Voucher Create Voucher </p> </div> <p><input type="checkbox"/> Click Create Voucher</p>	Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete	09-Aug-2021	16-Aug-2021	327149-1	\$2720.07	Approved - Obligation Accepted	✔	Show		09-Aug-2021	23-Aug-2021	327149	\$4497.07	Amended		Show	
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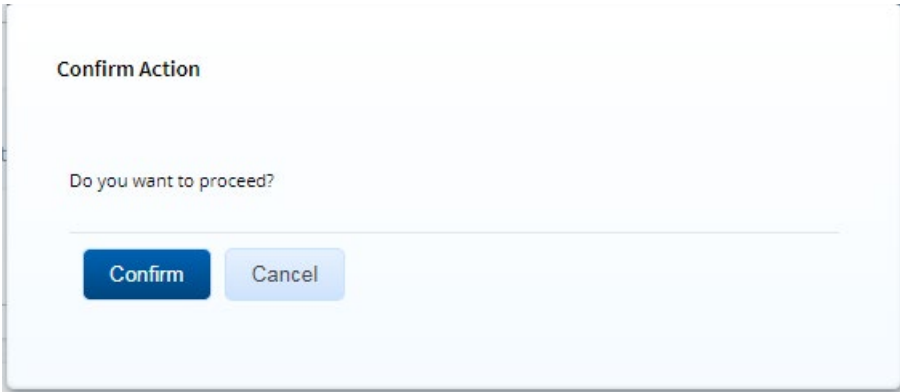
Step	Action
V4	<p>The Step 1: Voucher Basic Information screen appears:</p> <div data-bbox="289 386 1529 1184" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Step 1 : Voucher Basic Information ⓘ</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 Voucher ID: Voucher Type: Incremental Voucher Status: New</p> <p>Basic Information</p> <p>Type of Travel: Evacuation Travel</p> <p>Specific Travel Purpose: Evacuation Orders due to Hurricane</p> <p>Trip Begin Date: 09-Aug-2021</p> <p>Trip End Date: 16-Aug-2021</p> <p>Claim Expenses Between:</p> <p> Begin Date: 09-Aug-2021</p> <p> End Date:* <input type="text" value="16-Aug-2021"/> </p> <p>Document Number: (System Assigned)</p> <p>For this trip this is the:* <input type="text" value="Select One"/> ▼</p> <p>*Required</p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/></p> </div> <p><input type="checkbox"/> Select the <i>For the trip this is the</i> (i.e. Final Voucher)</p> <p>For this trip this is the:* <input type="text" value="Select One"/> ▼</p> <p>*Required</p> <p><input type="checkbox"/> Click Save and Next Step</p> <div data-bbox="289 1537 1529 1719" style="background-color: yellow; padding: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ If this is not the final voucher for this authorization, select Not Final Voucher. ✓ For trips less than 30 days always select final voucher. ✓ If additional expenses need to be filed later that can be filed on a supplemental voucher. </div>

Step	Action																																																															
V5	<p>The Step 2: Voucher Expenses screen appears:</p> <div data-bbox="289 331 1507 892" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 2 : Voucher Expenses </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted</p> <p> Basic Information has been successfully updated.</p> <p>Expense Information</p> <p>Agency Billed: 22.73 Traveler: 612.50 Unassigned: 0.00 Amount: 635.23</p> <p> Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Lodging</td> <td>0.00</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td></td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals</td> <td>412.50</td> <td>M&E expense in Gainesville, FL, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals - Evacuation Dependents Traveling with Employee</td> <td>0.00</td> <td>\$55/day 1 adult 2 children under 12</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Other Reimbursable Expenses Incurred</td> <td>200.00</td> <td>Miscellaneous</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Parking</td> <td>0.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Privately Owned Vehicle: Private Auto Authorized</td> <td>0.00</td> <td>From tampa to gainsville - 0 miles @ \$0.560 per mile.</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> </tbody> </table> <p><input type="checkbox"/> Click Modify on the Lodging Line</p> </div> <div data-bbox="289 968 1539 1123" style="background-color: yellow; padding: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> Most expense categories entered on the authorization will come over to the voucher, however, the costs associated to those expense categories will not. </div>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-Aug-2021	Lodging	0.00	Lodging expense in Gainesville, FL, United States including lodging taxes			Modify			09-Aug-2021	Meals and Incidentals	412.50	M&E expense in Gainesville, FL, United States	Traveler		Modify			09-Aug-2021	Meals and Incidentals - Evacuation Dependents Traveling with Employee	0.00	\$55/day 1 adult 2 children under 12	Traveler		Modify	Copy	Delete	09-Aug-2021	Other Reimbursable Expenses Incurred	200.00	Miscellaneous	Traveler		Modify	Copy	Delete	09-Aug-2021	Parking	0.00		Traveler		Modify	Copy	Delete	09-Aug-2021	Privately Owned Vehicle: Private Auto Authorized	0.00	From tampa to gainsville - 0 miles @ \$0.560 per mile.	Traveler		Modify	Copy	Delete
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09-Aug-2021	Privately Owned Vehicle: Private Auto Authorized	0.00	From tampa to gainsville - 0 miles @ \$0.560 per mile.	Traveler		Modify	Copy	Delete																																																								

Step	Action																																																																																																																									
V6	<p>The Lodging Expenses pop-up window appears:</p> <div style="border: 1px solid #000; padding: 10px; margin: 10px 0;"> <p>Lodging Expenses</p> <p> <input type="button" value="Filter Options"/> <input type="button" value="Apply to All Displayed Expenses"/> </p> <p>Lodging Site: Gainesville, FL, United States</p> <p>Order by: <input type="text" value="Date"/> <input type="button" value="Sort Ascending"/> <input type="button" value="Sort Descending"/></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Rate</th> <th>Amount</th> <th>Authorized</th> <th>Lodging Tax</th> <th>Pay To</th> <th>Day Off</th> <th>Shared</th> <th>Notes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>10-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>11-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>12-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>13-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>14-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>15-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>16-Aug-2021</td> <td>Per Diem</td> <td>96.00</td> <td><input type="text" value="0.00"/></td> <td>0.00</td> <td><input type="text" value="0.00"/></td> <td></td> <td><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Running Totals:</td> <td>0.00</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Lodging:</td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p> <input type="button" value="Save and Close"/> <input type="button" value="Save"/> <input type="button" value="Exit Window"/> </p> </div> <p>Using your hotel bill enter the following for each day:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the <i>Amount</i> (i.e. 96.00) <input type="checkbox"/> Enter the <i>Lodging Tax</i> (i.e. 17.38) <input type="checkbox"/> When finished click Save and Close <div style="background-color: #ffff00; padding: 10px; margin-top: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> You can utilize the <i>Apply to All displayed Expenses</i> especially if there are a lot of dates involved on the voucher. </div>	Date	Reimbursement Type	Per Diem Rate	Amount	Authorized	Lodging Tax	Pay To	Day Off	Shared	Notes	Alerts	09-Aug-2021	Per Diem	96.00	<input type="text" value="0.00"/>	96.00	<input type="text" value="0.00"/>	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			10-Aug-2021	Per Diem	96.00	<input type="text" value="0.00"/>	96.00	<input type="text" value="0.00"/>	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			11-Aug-2021	Per Diem	96.00	<input type="text" value="0.00"/>	96.00	<input type="text" value="0.00"/>	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			12-Aug-2021	Per Diem	96.00	<input type="text" value="0.00"/>	96.00	<input type="text" value="0.00"/>	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			13-Aug-2021	Per Diem	96.00	<input type="text" value="0.00"/>	96.00	<input type="text" value="0.00"/>	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			14-Aug-2021	Per Diem	96.00	<input type="text" value="0.00"/>	96.00	<input type="text" value="0.00"/>	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			15-Aug-2021	Per Diem	96.00	<input type="text" value="0.00"/>	96.00	<input type="text" value="0.00"/>	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			16-Aug-2021	Per Diem	96.00	<input type="text" value="0.00"/>	0.00	<input type="text" value="0.00"/>		<input type="checkbox"/>	No			Running Totals:			0.00		0.00						Total Lodging:			0.00							
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Step	Action																																																															
<p>V7</p>	<p>The Step 2: Voucher Expenses screen appears with the updated costs:</p> <div data-bbox="289 331 1529 894" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Step 2 : Voucher Expenses</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted</p> <p>✔ Lodging expenses have been updated successfully.</p> <p>Expense Information</p> <p>Agency Billed: 22.73 Traveler: 1406.16 Unassigned: 0.00 Amount: 1428.89</p> <p>▼ Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-Aug-2021</td> <td>Lodging</td> <td>793.66</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals</td> <td>412.50</td> <td>M&IE expense in Gainesville, FL, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-Aug-2021</td> <td>Meals and Incidentals - Evacuation Dependents Traveling with Employee</td> <td>0.00</td> <td>\$55/day 1 adult 2 children under 12</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Other Reimbursable Expenses Incurred</td> <td>200.00</td> <td>Miscellaneous</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Parking</td> <td>0.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-Aug-2021</td> <td>Privately Owned Vehicle:</td> <td>0.00</td> <td>From tampa to gainsville - 0 miles @ \$0.560 per mile.</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> </tbody> </table> </div> <p> <input type="checkbox"/> Update all the traveler costs: <ul style="list-style-type: none"> ● 132 miles one way POV (x2) ● Laundry = \$35.38 ● Hotel Parking = \$10/day ● M&IE for family </p> <p> <input type="checkbox"/> Remove MISC expense </p> <p> <input type="checkbox"/> Click Next Step </p> <div data-bbox="289 1241 1539 1396" style="background-color: yellow; padding: 10px; margin-top: 10px;"> <p>Notes:</p> <p>✔ If you forgot to delete the miscellaneous expense when amending the authorization, make sure to delete it on the voucher prior to sending to the approver or traveler.</p> </div>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-Aug-2021	Lodging	793.66	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler		Modify			09-Aug-2021	Meals and Incidentals	412.50	M&IE expense in Gainesville, FL, United States	Traveler		Modify			09-Aug-2021	Meals and Incidentals - Evacuation Dependents Traveling with Employee	0.00	\$55/day 1 adult 2 children under 12	Traveler		Modify	Copy	Delete	09-Aug-2021	Other Reimbursable Expenses Incurred	200.00	Miscellaneous	Traveler		Modify	Copy	Delete	09-Aug-2021	Parking	0.00		Traveler		Modify	Copy	Delete	09-Aug-2021	Privately Owned Vehicle:	0.00	From tampa to gainsville - 0 miles @ \$0.560 per mile.	Traveler		Modify	Copy	Delete
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Step	Action																																			
<p>V8</p>	<p>The Step 3: Voucher Accounting screen appears.</p> <div data-bbox="293 333 1528 722" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 3 : Voucher Accounting </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted</p> <p>Accounting</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Account Code</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Percent Allocated</th> <th>Add to Favorites</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>FY21 - V8A2A51</td> <td>14.V8A2A51-PS1.2021-1083-10-03-01-000.01-00-0010-0...</td> <td>\$2720.07</td> <td>\$ 2491.73</td> <td>100.00%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td></td> <td>\$2491.73</td> <td>100.00%</td> <td colspan="2"></td> </tr> <tr> <td colspan="2" style="text-align: right;">Remaining amount to be allocated:</td> <td></td> <td>\$0.00</td> <td colspan="3"></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total claim amount:</td> <td></td> <td>\$2491.73</td> <td colspan="3"></td> </tr> </tbody> </table> <p>Select Account Codes</p> <p>Save and Next Step Save Back to Step 2: Expenses</p> </div> <p><input type="checkbox"/> Click Save and Next Step</p>	Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete	FY21 - V8A2A51	14.V8A2A51-PS1.2021-1083-10-03-01-000.01-00-0010-0...	\$2720.07	\$ 2491.73	100.00%	Add	Delete	Total:			\$2491.73	100.00%			Remaining amount to be allocated:			\$0.00				Total claim amount:			\$2491.73			
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<p>V9</p>	<p>The Step 4: Voucher Summary screen appears:</p> <div data-bbox="293 932 1317 1612" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4 : Voucher Summary </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327149-1 Voucher ID: 1 Voucher Type: Final Voucher Status: Open Voucher - Obligation Accepted</p> <p> In accordance with Federal regulations all single receipts greater than \$75.00 should be retained for a period of 6 years and 3 months.</p> <p> Accounting information has been saved successfully.</p> <p>Basic Information - Edit Details</p> <p>Type of Travel: Evacuation Travel Specific Travel Purpose: Evacuation Orders due to Hurricane Trip Begin Date: 09-Aug-2021 Trip End Date: 16-Aug-2021</p> <p>Claim Expenses Between: Begin Date: 09-Aug-2021 End Date: 16-Aug-2021 Document Number: (System Assigned) For this trip this is the: Final Voucher</p> <p>Expenses - Edit Details</p> <p>Agency Billed: 22.73 Traveler: 2469.00 Unassigned: 0.00 Amount: 2491.73</p> <p>Order by: Date Sort Ascending Sort Descending</p> </div> <p><input type="checkbox"/> Add remarks</p> <p><input type="checkbox"/> Add receipts</p> <p><input type="checkbox"/> Review the voucher</p> <p><input type="checkbox"/> Click Send to Approver/Traveler</p>																																			

Step	Action
V10	<p>The Confirm Action pop-up appears:</p> <p>Traveler:</p>  <p>Arranger:</p>  <p><input type="checkbox"/> Click Confirm</p>
V11	<p>The Trip Dashboard now should have up at the top that the voucher has been sent to the approver/traveler.</p>

Exercise #5: Award Ceremony with Guest Travel Authorization

- Objectives:
- Create an Award Ceremony with Guest TA
 - Navigate each step of the TA

Notes:

The Department of Commerce Travel Handbook, (http://www.osec.doc.gov/ofm/OAP/TMD/Travel_Regulations.html) Section 3.17.2 states: "Travel and per diem expenses may be provided to a Departmental award recipient to attend a major award ceremony (e.g., Presidential award ceremony, the Department's or Bureau's annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization). The travel must be directly to and from the site of the ceremony and must be performed in accordance with the policies contained in the FTR and this Handbook.

Bureaus may provide reimbursement of travel and per diem expenses for a recipient's family member for a federal award ceremony. In addition, at the Bureau's discretion, travel reimbursement for more than one individual may be considered in instances where the award recipient may require assistance because of a disability or other medical need.

One travel authorization shall be issued that covers both the employee and the additional person.

The employee will be responsible for submitting a travel voucher to obtain reimbursement for his/her travel costs and the additional person.

Honoraria offered in connection with official travel may not be accepted either as a personal payment to an employee or by the Department as a payment to the Government."

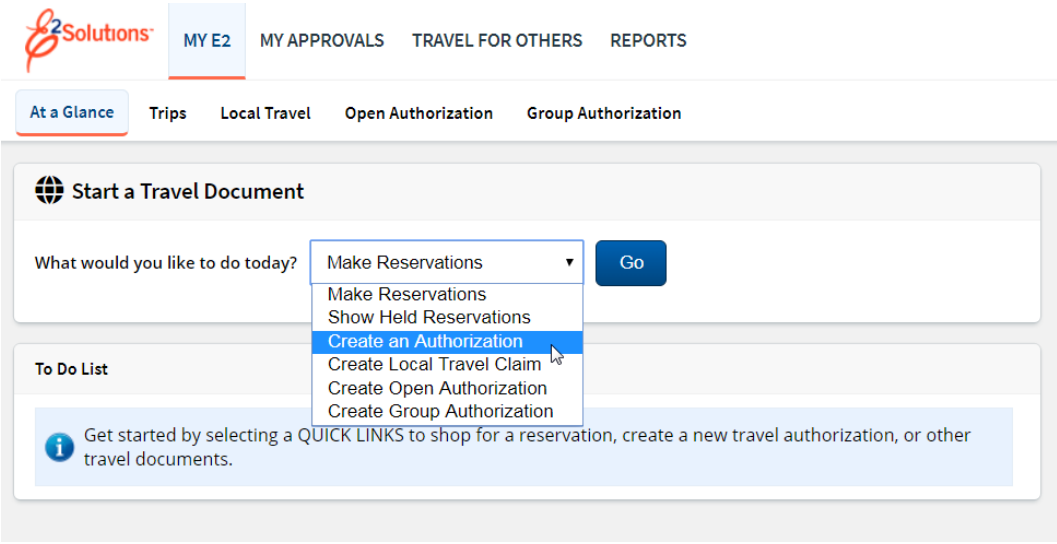
NOAA Travel Regulations Chapter 2 Section 4, also states that one authorization and voucher will be filed for Award Ceremony unless another NOAA employee is the other attendee.

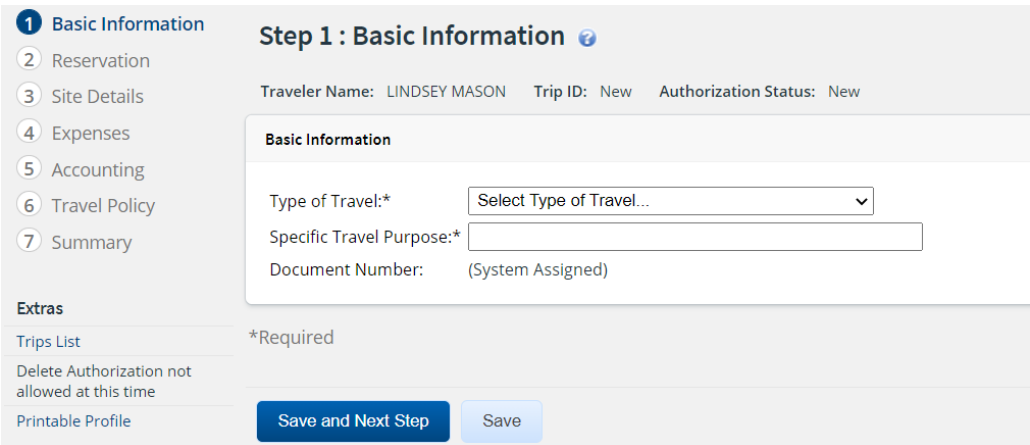
Instructions: Execute the following steps:



You are a departmental award recipient. You and a guest have been invited to attend the Department's annual award ceremony in Washington, DC on a specific day. You are coming from your Duty Station of Charleston, SC and your guest (Mother) is coming from Atlanta, GA and will have separate hotel rooms. You have a travel day on either side of the day of the Award Ceremony.









Estimated Expenses

- \$465.00 = Round-trip air fare (Traveler)
- \$240.00 = Round-trip air fare (Guest)
- \$37.63 = TMC Transaction Fee per person
- \$30/day = Hotel Tax per person (if additional room)
- \$200.00 = Taxi Fare per person
- \$35/flight = Checked Baggage Fee per person

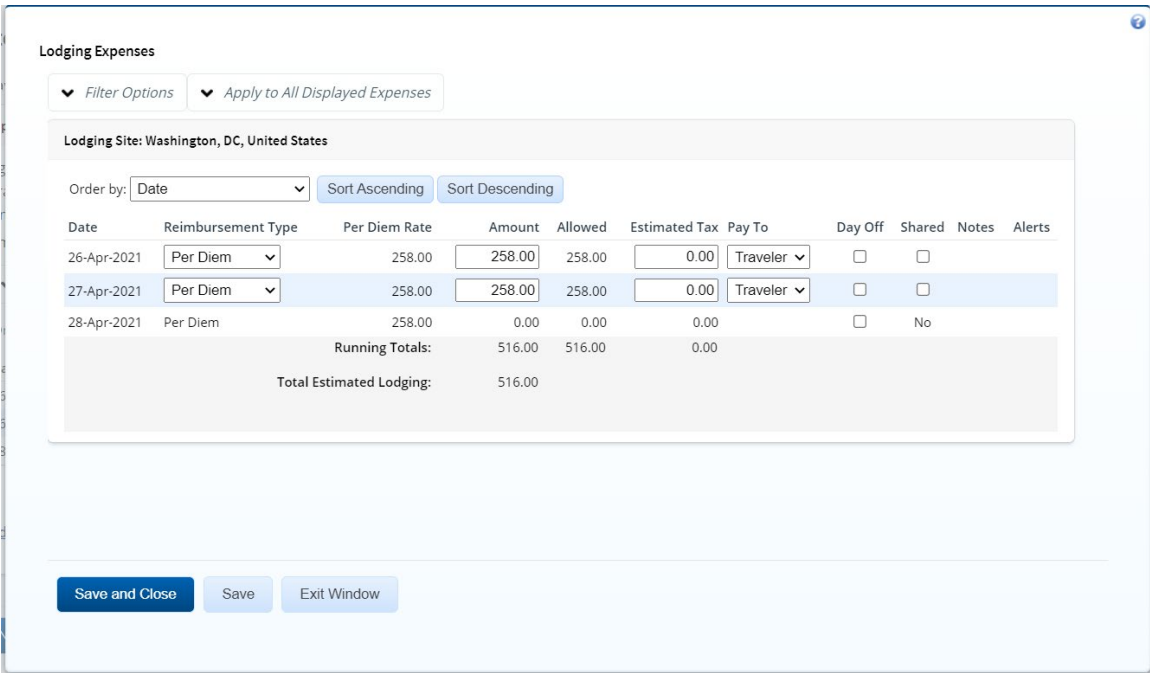
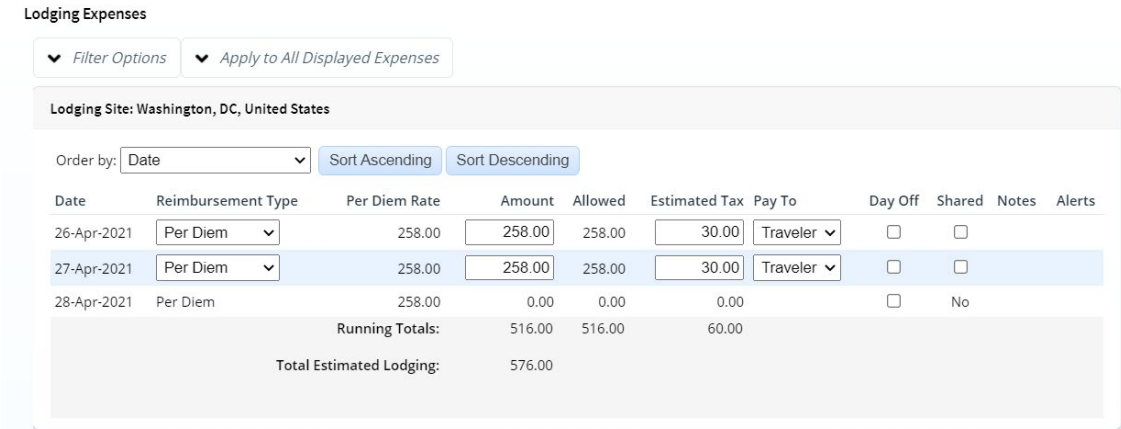
Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the drop-down arrow on the “<i>What would you like to do today?</i>” field <input type="checkbox"/> Select Create an Authorization <input type="checkbox"/> Click Go  <p>The screenshot shows the 'My E2' interface. At the top, there are navigation tabs: 'MY E2', 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below these are sub-tabs: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is titled 'Start a Travel Document'. It features a form with the question 'What would you like to do today?' and a dropdown menu. The dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. A 'Go' button is next to the dropdown. Below the form is a 'To Do List' section with an information icon and text: 'Get started by selecting a QUICK LINKS to shop for a reservation, create a new travel authorization, or other travel documents.'</p>
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i> ✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i> ✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i> ✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i>

Step	Action
2	<p>The Step1: Basic Information screen of the authorization appears:</p>  <p> <input type="checkbox"/> Select the Type of Travel (i.e. Special Agency Mission) <input type="checkbox"/> Enter the Specific Travel Purpose (i.e. Award Ceremony) <input type="checkbox"/> Click Save and Next Step </p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ The E2 Solutions travel system generates a Document Number for the Authorization. ✓ The E2 Solutions travel system generates a Trip Number that groups all travel documents together. ✓ The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.

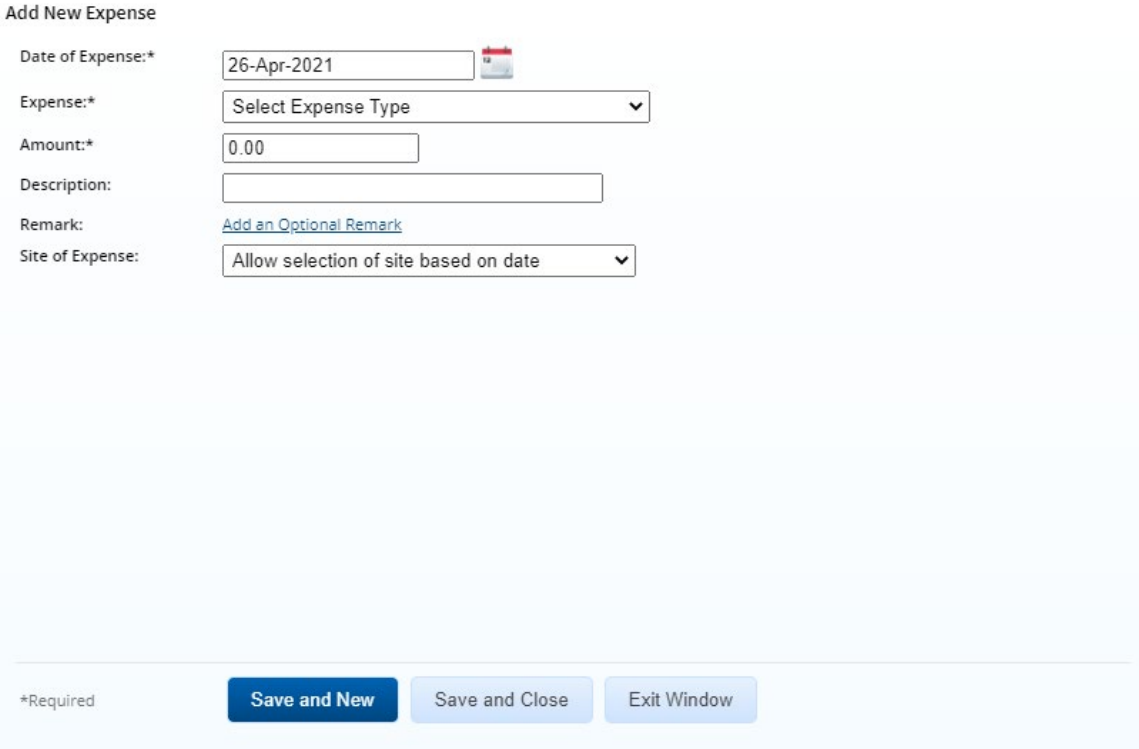
Step	Action
3	<p>The Step 2: Reservation screen of the authorization appears:</p> <div data-bbox="289 390 1219 823" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Step 2 : Reservation </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327193 Authorization Status: New Authorization</p> <div style="border: 1px solid #c8e6c9; padding: 5px; margin: 5px 0;"> <p> Basic Information has been successfully updated.</p> </div> <p>Confirmation Number:</p> <p>Make New Reservation</p> <p>Manage Trip Reservations</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Next Step Back to Step 1: Basic Information</p> </div> </div> <p><input type="checkbox"/> Click Next Step</p>
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>For training purposes we will be skipping this step.</i> ✓ <i>In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using Manage Trip Reservations.</i> ✓ <i>If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</i>

Step	Action
4	<p>The Step 3: Site Details screen of the authorization appears:</p> <div data-bbox="298 331 1167 1339" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 3 : Site Details </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327193 Authorization Status: New Authorization</p> <hr/> <p>[Site 1] Begin: Washington, DC, United States</p> <p>Departing Date:* <input type="text"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/></p> <p>Departing From: * <input type="text" value="Charleston, SC, United States"/> </p> <p>Going To:* <input type="text"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>Reason For Stop:* Temporary Duty</p> <hr/> <p><input type="button" value="Add Site"/> <input type="button" value="Add Break"/></p> <hr/> <p>[Site 2] End: to Washington, DC, United States</p> <p>Returning Date:* <input type="text"/> </p> <p>Returning From:</p> <p>Returning To:* <input type="text" value="Charleston, SC, United States"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Arrival Time:** <input type="text" value="Select"/></p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <hr/> <p>*Required **Required if trip duration is less than three days</p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/> Back to Step 2: Reservation</p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Departing Date (i.e. day before ceremony) <input type="checkbox"/> Select the Departing Time (i.e. defaults to morning) <input type="checkbox"/> Change the Departing From if needed (i.e. defaults to your profile location) <input type="checkbox"/> Enter the Going To (i.e. Washington DC) <input type="checkbox"/> Select the Returning Date (i.e. day after ceremony) <input type="checkbox"/> Add Arrival Time (only if you don't have reservation) <input type="checkbox"/> Click Save and Next Step <div data-bbox="282 1640 1442 1881" style="background-color: yellow; padding: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be entering information into this section. ✓ If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes. ✓ If changes occur to reservations, this screen is not automatically updated. </div>



Step	Action																																				
5	<p>The Step 4: Expenses screen of the authorization appears:</p> <div data-bbox="289 331 1430 909" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4: Expenses </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327193 Authorization Status: New Authorization</p> <p> Site details information has been saved successfully.</p> <p>Expense Information</p> <p>Agency Billed: 15.51 Traveler: 706.00 Unassigned: 0.00 Amount: 721.51</p> <p> Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>26-Apr-2021</td> <td>Lodging</td> <td>516.00</td> <td>Lodging expense in Washington, DC, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>26-Apr-2021</td> <td>Meals and Incidentals</td> <td>190.00</td> <td>M&IE expense in Washington, DC, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>28-Apr-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Showing 1 - 3 of 3 Remark: Reduced </p> <p>Add New Expense</p> <p>Next Step Back to Step 3: Site Details</p> </div> <p>To add hotel tax and see the lodging amount, on the lodging line, click on <i>Modify</i></p> <div data-bbox="289 1041 1430 1436" style="background-color: #ffff00; padding: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details. ✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car) ✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher. ✓ For award ceremony travel, you'll need to calculate the Lodging and Meals and Incidentals for the guest and then add those costs as a separate expense from the traveler. ✓ Costs for the traveler should be entered first, before any other travelling companion(s). </div>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	26-Apr-2021	Lodging	516.00	Lodging expense in Washington, DC, United States including lodging taxes	Traveler		Modify			26-Apr-2021	Meals and Incidentals	190.00	M&IE expense in Washington, DC, United States	Traveler		Modify			28-Apr-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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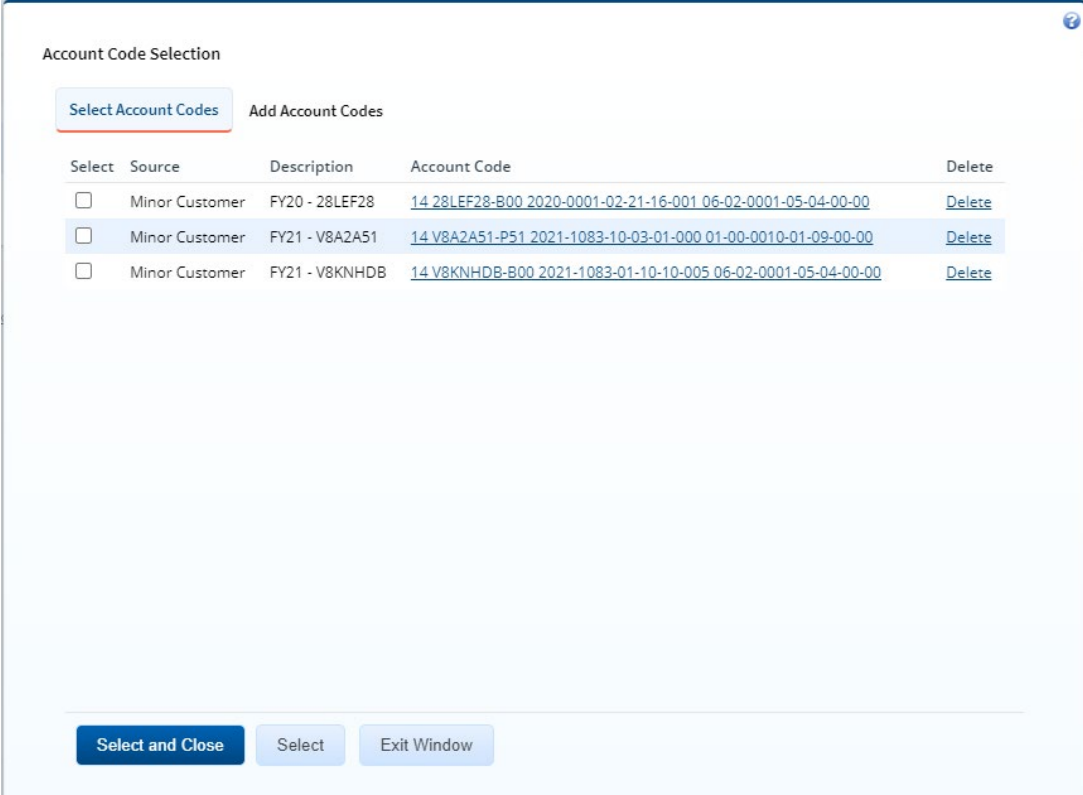
Step	Action
6	<p>The Lodging Expenses pop-up window appears:</p>  <p><input type="checkbox"/> Take note of the Per Diem Rate for Lodging.</p>
7	<p>Now we need to add \$30/day for Hotel Tax. This can be done individually in each line of lodging or it can be done all at once by doing it through the Apply to All Displayed Expenses:</p>  <p><input type="checkbox"/> When finished click Save and Close</p>

Step	Action																																				
8	<p>The Step 4: Expenses screen of the authorization appears with the updated lodging costs:</p> <div data-bbox="289 373 1432 934" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4 : Expenses</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327193 Authorization Status: New Authorization</p> <p>✔ Lodging expenses have been updated successfully.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Expense Information</p> <p>Agency Billed: 15.51 Traveler: 766.00 Unassigned: 0.00 Amount: 781.51</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>26-Apr-2021</td> <td>Lodging</td> <td>576.00</td> <td>Lodging expense in Washington, DC, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>26-Apr-2021</td> <td>Meals and Incidentals</td> <td>190.00</td> <td>M&IE expense in Washington, DC, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>28-Apr-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Showing 1 - 3 of 3</p> <p>Add New Expense Remark: ■ Reduced 3</p> </div> <p>Next Step Back to Step 3: Site Details</p> <p><input type="checkbox"/> Click the Add New Expense link</p> </div>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	26-Apr-2021	Lodging	576.00	Lodging expense in Washington, DC, United States including lodging taxes	Traveler		Modify			26-Apr-2021	Meals and Incidentals	190.00	M&IE expense in Washington, DC, United States	Traveler		Modify			28-Apr-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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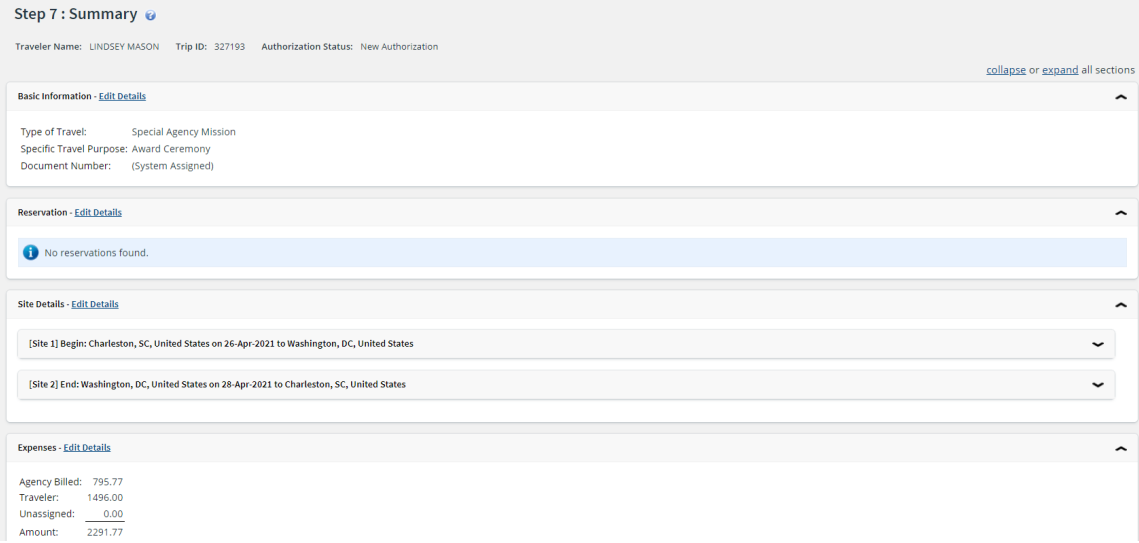
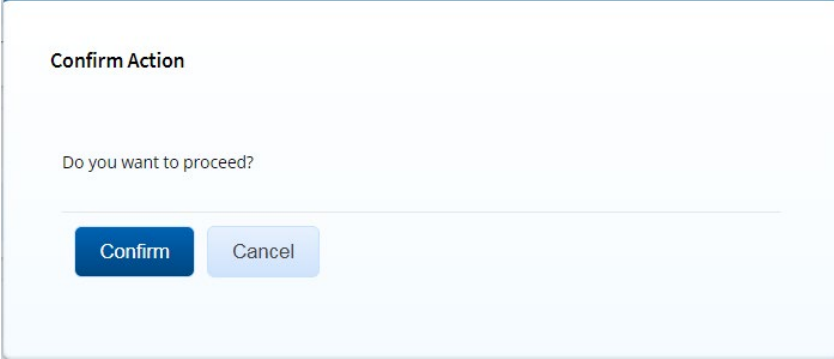
Step	Action
8a	<p>The Add New Expense pop-up window appears:</p>  <p>Add New Expense</p> <p>Date of Expense:* 26-Apr-2021</p> <p>Expense:* Select Expense Type</p> <p>Amount:* 0.00</p> <p>Description:</p> <p>Remark: Add an Optional Remark</p> <p>Site of Expense: Allow selection of site based on date</p> <p>*Required Save and New Save and Close Exit Window</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter the Date of Expense (i.e. defaults to the beginning date of the trip) <input type="checkbox"/> Select the Expense <input type="checkbox"/> Enter the Amount <input type="checkbox"/> Enter a Description (if needed) <input type="checkbox"/> Click Save and New (if adding more expenses) or Save and Close (if finished entering expenses) <p>Do each step above for the following:</p> <p><u>Estimated Expenses</u></p> <p>\$465.00 = Round-trip air fare (Traveler) \$240.00 = Round-trip air fare (Guest) \$37.63 = TMC Transaction Fee per person Same Amount as Traveler = Award Ceremony Guest Meals and Incidentals \$200.00 = Taxi Fare per person \$35/flight = Checked Baggage Fee per person</p>

Step	Action																																																																																																			
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>If the guest is getting their own room, you would make sure you selected Award Ceremony Guest Lodging and add the same total as the traveler, which includes the lodging tax.</i> ✓ <i>There is an area to put a remark to the expense; however we suggest you do not use the remarks here. There is another area in which to put remarks.</i> ✓ <i>Allow the system to choose the site of expense based on date.</i> ✓ <i>Based upon the expense chosen, additional fields may show up that need to be filled out as well.</i> ✓ <i>Internet and such fees should be listed under Business Center Services</i> ✓ <i>If you have expenses that are at the start of the trip that also need to be at the end of the trip, like checked baggage, you can copy that expense to all dates or a specific one.</i> ✓ <i>Once some expenses have been entered, you have at the bottom of the expenses the ability to see 10, 25, 50 or all expenses on the page.</i> 																																																																																																			
<p>8b</p>	<p>The Step 4: Expenses screen of the authorization appears with the updated expenses:</p> <div data-bbox="289 884 1425 1346" style="border: 1px solid #ccc; padding: 10px;"> <p>Expense Information</p> <p>Agency Billed: 795.77 Traveler: 1496.00 Unassigned: 0.00 Amount: 2291.77</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>26-Apr-2021</td> <td>Airfare Common Carrier</td> <td>465.00</td> <td>Traveler Airfare</td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>26-Apr-2021</td> <td>Airfare Common Carrier</td> <td>240.00</td> <td>Guest Airfare</td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>26-Apr-2021</td> <td>Checked Bag Fee</td> <td>140.00</td> <td>Traveler and Guest \$35/per flight x4</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>26-Apr-2021</td> <td>Lodging</td> <td>576.00</td> <td>Lodging expense in Washington, DC, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>26-Apr-2021</td> <td>Lodging - Award Ceremony Guest</td> <td>190.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>26-Apr-2021</td> <td>Meals and Incidentals</td> <td>190.00</td> <td>MS&E expense in Washington, DC, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>26-Apr-2021</td> <td>TMC Fee (Accommodated TMC Assisted with Air or Rail)</td> <td>37.63</td> <td>Traveler</td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>26-Apr-2021</td> <td>TMC Fee (Agent Assisted with Air or Rail)</td> <td>37.63</td> <td>Guest</td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>26-Apr-2021</td> <td>Taxi</td> <td>400.00</td> <td>Traveler and Guest</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>28-Apr-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> </tbody> </table> <p>Showing 1 - 10 of 10</p> <p>Add New Expense Remark Reduced </p> <p>Next Step Back to Step 3: Site Details</p> </div> <p><input type="checkbox"/> Click Next Step</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	26-Apr-2021	Airfare Common Carrier	465.00	Traveler Airfare	Agency Billed		Modify	Copy	Delete	26-Apr-2021	Airfare Common Carrier	240.00	Guest Airfare	Agency Billed		Modify	Copy	Delete	26-Apr-2021	Checked Bag Fee	140.00	Traveler and Guest \$35/per flight x4	Traveler		Modify	Copy	Delete	26-Apr-2021	Lodging	576.00	Lodging expense in Washington, DC, United States including lodging taxes	Traveler		Modify	Copy	Delete	26-Apr-2021	Lodging - Award Ceremony Guest	190.00		Traveler		Modify	Copy	Delete	26-Apr-2021	Meals and Incidentals	190.00	MS&E expense in Washington, DC, United States	Traveler		Modify	Copy	Delete	26-Apr-2021	TMC Fee (Accommodated TMC Assisted with Air or Rail)	37.63	Traveler	Agency Billed		Modify	Copy	Delete	26-Apr-2021	TMC Fee (Agent Assisted with Air or Rail)	37.63	Guest	Agency Billed		Modify	Copy	Delete	26-Apr-2021	Taxi	400.00	Traveler and Guest	Traveler		Modify	Copy	Delete	28-Apr-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed		Modify	Copy	Delete
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Step	Action
9	<p>The Step 5: Accounting screen of the authorization appears:</p> <div data-bbox="289 338 1430 978"><p>Step 5 : Accounting ⓘ</p><p>Traveler Name: LINDSEY MASON Trip ID: 327193 Authorization Status: New Authorization</p><div data-bbox="313 512 1422 575"><p> No account codes selected. Click the 'Select Account Codes' link below to add an account code.</p></div><div data-bbox="313 590 1422 835"><p>Accounting</p><div data-bbox="337 674 1414 743"><p> No account codes selected.</p></div><p>Select Account Codes</p></div><div data-bbox="326 898 1414 953"><p>Save and Next Step Save Back to Step 4: Expenses</p></div></div> <p><input type="checkbox"/> Click the Select Account Codes link</p>

Step	Action
10	<p>The Account Code Selection pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Account Codes needed for this TA <input type="checkbox"/> Click Select and Close or Add and Close (if only choosing one code) <input type="checkbox"/> Click Select or Add (if only choosing multiple codes)

Step	Action																																										
<p>11</p>	<p>The Step 5: Accounting screen of the authorization appears with the accounting code(s) now associated to the authorization:</p> <div data-bbox="289 411 1432 730" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Step 5 : Accounting</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327193 Authorization Status: New Authorization</p> <p>1 account code(s) added to page.</p> <table border="1"> <thead> <tr> <th colspan="2">Accounting</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Percent Allocated</th> <th>Add to Favorites</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Description</td> <td>Account Code</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>FY21 - VB42A51</td> <td>14_VB42A51-PS1_2021-1093-10-03-01-000-01-00-0010-0...</td> <td>\$0.00</td> <td>\$ 2291.77</td> <td>100.00%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="2"></td> <td>Total:</td> <td>\$2291.77</td> <td>100.00%</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td>Remaining amount to be allocated:</td> <td>\$0.00</td> <td colspan="3"></td> </tr> <tr> <td colspan="2"></td> <td>Total claim amount:</td> <td>\$2291.77</td> <td colspan="3"></td> </tr> </tbody> </table> <p>Select Account Codes</p> <p>Save and Next Step Save Back to Step 4: Expenses</p> </div> <p><input type="checkbox"/> Click Save and Next Step</p>	Accounting		Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete	Description	Account Code						FY21 - VB42A51	14_VB42A51-PS1_2021-1093-10-03-01-000-01-00-0010-0...	\$0.00	\$ 2291.77	100.00%	Add	Delete			Total:	\$2291.77	100.00%					Remaining amount to be allocated:	\$0.00						Total claim amount:	\$2291.77			
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<p>12</p>	<p>The Step 6: Travel Policy screen of the authorization appears:</p> <div data-bbox="289 940 1432 1486" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Step 6 : Travel Policy</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327193 Authorization Status: New Authorization</p> <p>This policy item is incomplete: Air Cabin Class.</p> <p>Accounting information has been saved successfully.</p> <p>collapse or expand all sections</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Travel Policy Justifications</p> <table border="1"> <thead> <tr> <th>Policy Item</th> <th>Information</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>Air Cabin Class</td> <td>Select one</td> <td></td> </tr> </tbody> </table> </div> <p>*Required</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Travel Policy Warnings</p> <table border="1"> <thead> <tr> <th>Policy Item</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>Lowest Logical Airfare</td> <td>No commercial air reservation.</td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>City Pair Information</p> <p>All fares listed are one way fares per GSA City Pair Program.</p> <table border="1"> <thead> <tr> <th>City Pair</th> <th>YCA Fare</th> <th>-CA Fare</th> </tr> </thead> <tbody> <tr> <td>Charleston (CHS) > Washington Dulles International (IAD)</td> <td>465.00</td> <td>232.00</td> </tr> <tr> <td>Charleston (CHS) > Washington Ronald Reagan National Airport (DCA)</td> <td>137.00</td> <td>84.00</td> </tr> <tr> <td>Charleston (CHS) > Baltimore (BWI)</td> <td>248.00</td> <td>0.00</td> </tr> </tbody> </table> </div> </div> <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Red is an error, it must be fixed before moving on <input type="checkbox"/> Yellow is a warning, it's just giving a heads up that something is missing <input type="checkbox"/> Green is everything is ok <input type="checkbox"/> Fill out anything that needs filling out <input type="checkbox"/> Click Save and Next Step 	Policy Item	Information	Explanation	Air Cabin Class	Select one		Policy Item	Information	Lowest Logical Airfare	No commercial air reservation.	City Pair	YCA Fare	-CA Fare	Charleston (CHS) > Washington Dulles International (IAD)	465.00	232.00	Charleston (CHS) > Washington Ronald Reagan National Airport (DCA)	137.00	84.00	Charleston (CHS) > Baltimore (BWI)	248.00	0.00																				
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Charleston (CHS) > Washington Ronald Reagan National Airport (DCA)	137.00	84.00																																									
Charleston (CHS) > Baltimore (BWI)	248.00	0.00																																									

Step	Action
13	<p>The Step 7: Summary screen of the authorization appears:</p>  <p><input type="checkbox"/> Review all parts</p> <p><input type="checkbox"/> Add Any Remarks necessary for the trip</p> <p><input type="checkbox"/> Add Any Attachments (like the Itinerary especially the guest's)</p> <p><input type="checkbox"/> Click Send to Approver</p>
14	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p>
15	<p>A screen should appear with a message at the top stating the authorization has been sent to the approver.</p>

Note on TV: If you have two expenses that happen on the same day, you can either group those expenses together or you can enter them separately, just make sure to enter the description of the expenses.

Exercise 6: SAF (Creating TA that crosses Fiscal Years)

Objectives:

- Create a Travel Authorization that crosses Fiscal Years.

Notes:

The Subject to Available Funds (SAF) process was implemented to allow preparers the ability to create, during the current Fiscal Year, authorizations for trips where any or all dates fall under the New Fiscal Year.

Preparers need to be sure that the expenses are being allocated to the proper accounting code for the fiscal year in which the expense is actually charged.

*For all travel that goes into the new FY, the following statement must be in the Remarks section of the document: **Approval of travel scheduled to be accomplished on or after October 1, 20##, is contingent upon the availability of FY20## funds. No such travel may be undertaken or fiscal obligations related to such travel may be incurred until such funds have been appropriated and become legally available for obligation.***

Instructions: Execute the following steps:

You have been asked to do a training session in Seattle, WA for two weeks that will start in the current fiscal year and will end in the new fiscal year. You will also have travel days on either side of the trip. Because you have expenses in both current and new FY, you will need to be sure your expenses are allocated to the correct Fiscal Year funding. Your authorization needs to include the following costs:

Estimated Expenses

\$227.00 = Round-trip air fare

\$9.35 = Transaction Fee

\$25/night = Hotel Tax

\$150 = Taxi Fare

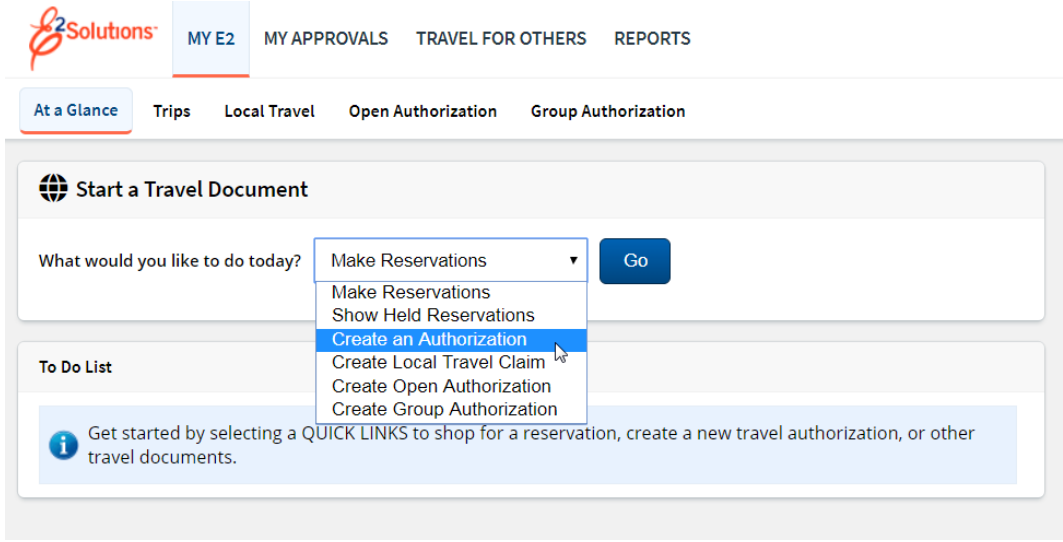
\$60 = Check Baggage Fee

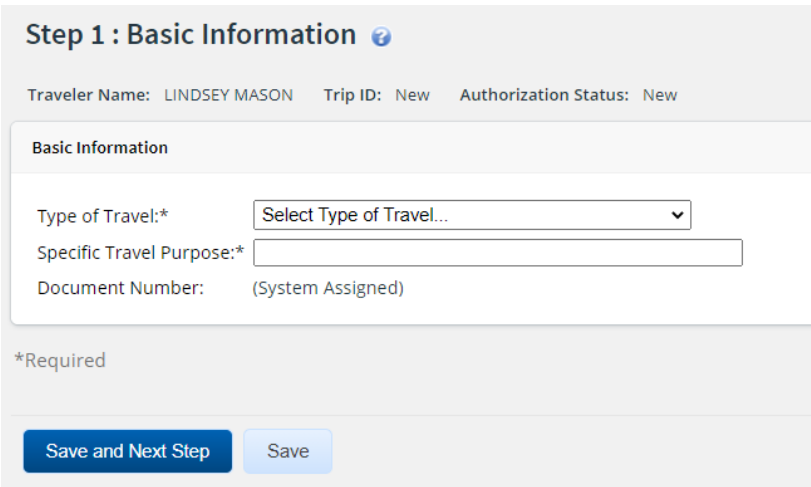
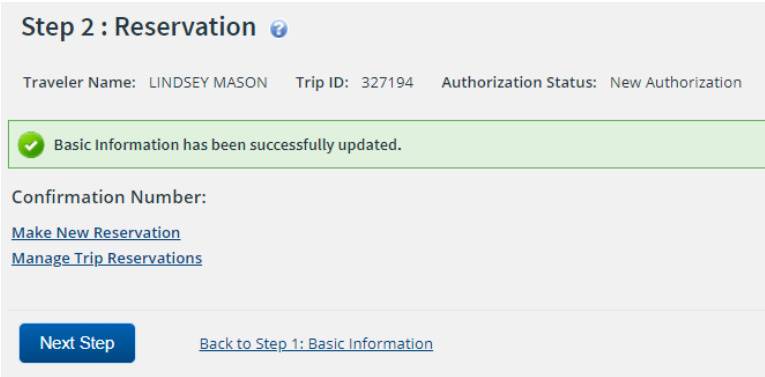
\$15/day = Parking at Hotel

\$100 = Laundry









\$400 = Rental Car

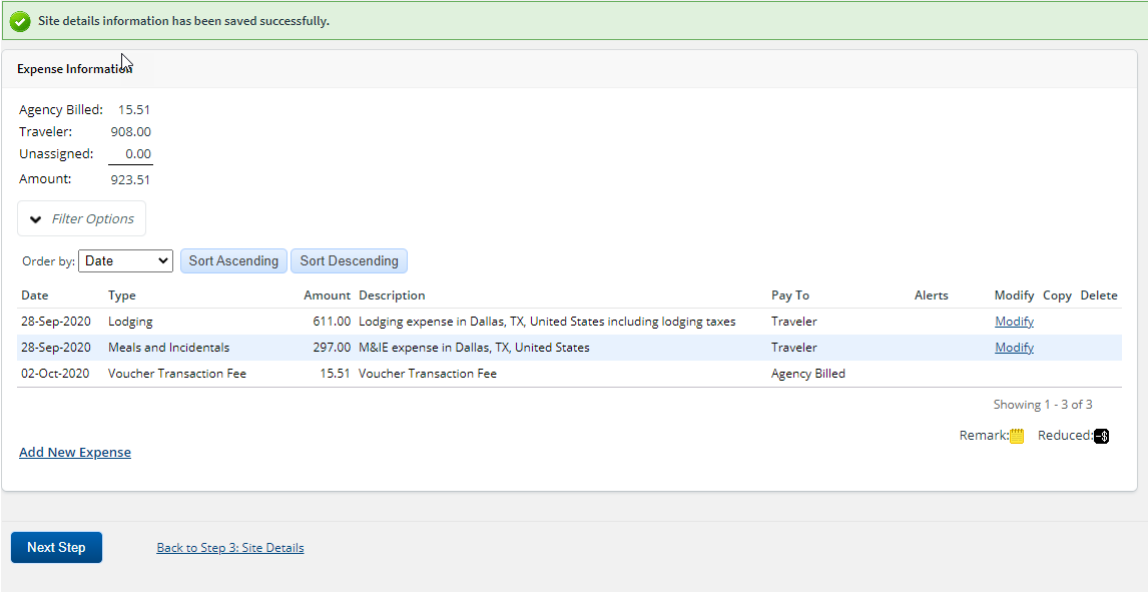
\$65 = Gas

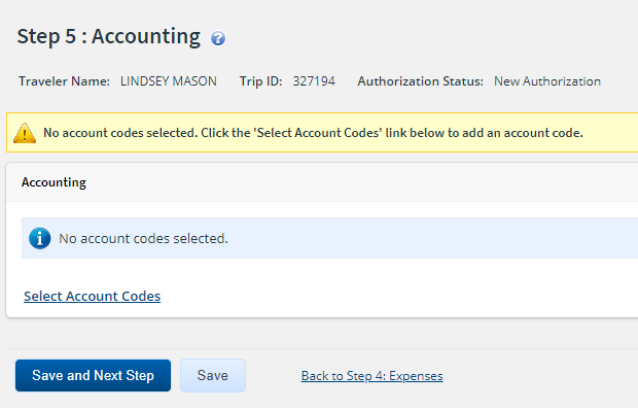
Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the drop-down arrow on the “<i>What would you like to do today?</i>” field <input type="checkbox"/> Select Create an Authorization <input type="checkbox"/> Click Go  <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i> ✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i> ✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i> ✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i>

Step	Action
2	<p>The Step1: Basic Information screen of the authorization appears:</p>  <p><input type="checkbox"/> Select the <i>Type of Travel</i> (i.e. Mission (Operational))</p> <p><input type="checkbox"/> Enter the <i>Specific Travel Purpose</i> (i.e. Training in Seattle, WA)</p> <p><input type="checkbox"/> Click Save and Next Step</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>The E2 Solutions travel system generates a Document Number for the Authorization.</i> ✓ <i>The E2 Solutions travel system generates a Trip Number that groups all travel documents together.</i> ✓ <i>The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.</i>
3	<p>The Step 2: Reservation screen of the authorization appears:</p>  <p><input type="checkbox"/> Click Next Step</p>



Step	Action
	<p>Notes:</p> <ul style="list-style-type: none">✓ <i>For training purposes we will be skipping this step.</i>✓ <i>In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using Manage Trip Reservations.</i>✓ <i>If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</i>

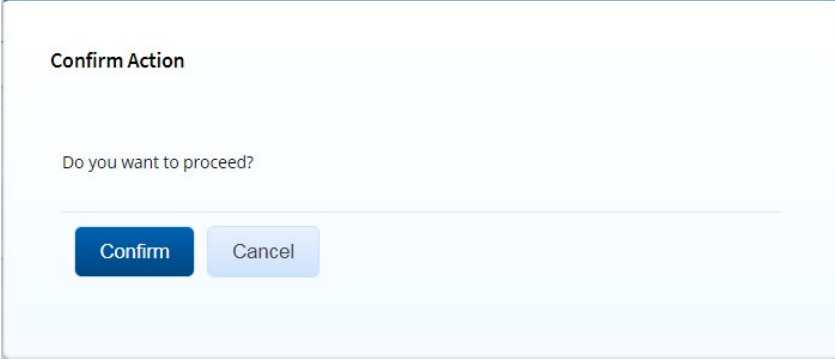
Step	Action
4	<p>The Step 3: Site Details screen of the authorization appears:</p> <div data-bbox="298 331 1065 1285" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 20px;"> <p>Step 3 : Site Details </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327194 Authorization Status: New Authorization</p> <hr/> <p>[Site 1] Begin: Washington, DC, United States</p> <p>Departing Date:* <input type="text"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/></p> <p>Departing From: * <input type="text" value="Washington, DC, United States"/> </p> <p>Going To:* <input type="text"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>Reason For Stop:* Temporary Duty</p> <p><input type="button" value="Add Site"/> <input type="button" value="Add Break"/></p> <hr/> <p>[Site 2] End: to Washington, DC, United States</p> <p>Returning Date:* <input type="text"/> </p> <p>Returning From:</p> <p>Returning To:* <input type="text" value="Washington, DC, United States"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Arrival Time:** <input type="text" value="Select"/></p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p><small>*Required **Required if trip duration is less than three days</small></p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/> Back to Step 2: Reservation</p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Departing Date (i.e. day before start of trip – current FY) <input type="checkbox"/> Select the Departing Time (i.e. defaults to morning) <input type="checkbox"/> Change the Departing From if needed (i.e. defaults to your profile location) <input type="checkbox"/> Enter the Going To (i.e. Seattle, WA) <input type="checkbox"/> Select the Returning Date (i.e. after end of trip – New FY) <input type="checkbox"/> Select the Arrival Time <input type="checkbox"/> Click Save and Next Step <div data-bbox="282 1633 1442 1879" style="background-color: #ffff00; padding: 10px; margin-top: 20px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be entering information into this section. ✓ If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes. ✓ If changes occur to reservations, this screen is not automatically updated. </div>

Step	Action																																				
5	<p>The Step 4: Expenses screen of the authorization appears:</p>  <p>The screenshot shows a success message: "Site details information has been saved successfully." Below it is the "Expense Information" section with the following data:</p> <ul style="list-style-type: none"> Agency Billed: 15.51 Traveler: 908.00 Unassigned: 0.00 Amount: 923.51 <p>There are "Filter Options" and sorting controls (Order by: Date, Sort Ascending, Sort Descending). A table of expenses is displayed:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>28-Sep-2020</td> <td>Lodging</td> <td>611.00</td> <td>Lodging expense in Dallas, TX, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>28-Sep-2020</td> <td>Meals and Incidentals</td> <td>297.00</td> <td>M&I expense in Dallas, TX, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>02-Oct-2020</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom of the table, it says "Showing 1 - 3 of 3" and "Remark: [icon] Reduced: [icon]". There is also an "Add New Expense" link and "Next Step" and "Back to Step 3: Site Details" buttons.</p> <p>Add the following expenses:</p> <ul style="list-style-type: none"> \$227.00 = Round-trip air fare \$9.35 = Transaction Fee \$25/night = Hotel Tax \$150 = Taxi Fare \$60 = Check Baggage Fee \$15/day = Parking at Hotel \$100 = Laundry \$400 = Rental Car \$65 = Gas <p>Notes:</p> <ul style="list-style-type: none"> ✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details. ✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car) ✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher. 	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	28-Sep-2020	Lodging	611.00	Lodging expense in Dallas, TX, United States including lodging taxes	Traveler		Modify			28-Sep-2020	Meals and Incidentals	297.00	M&I expense in Dallas, TX, United States	Traveler		Modify			02-Oct-2020	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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02-Oct-2020	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed																																	

Step	Action
6	<p>The Step 4: Expenses screen of the authorization appears with the updated expenses:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify all expenses have been entered in the correct dates <input type="checkbox"/> Click Next Step
7	<p>The Step 5: Accounting screen of the authorization appears:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Click the Select Account Codes link
8	<p>The pop-up window appears:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select two ACCS codes <input type="checkbox"/> Click the Split Funding link <input type="checkbox"/> Click the Split By Expense Date link <input type="checkbox"/> Allocate current year expense dates with current year date (i.e. starting trip date until 9/30) <input type="checkbox"/> Allocate new year expense dates with new year date (i.e. beginning 10/1 until the ending trip date) <input type="checkbox"/> Click Save and Close,

Step	Action																																										
9	<p>The Step 5: Accounting screen of the authorization appears with the accounting code now allocated:</p> <div data-bbox="293 426 1435 940" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 5 : Accounting</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327194 Authorization Status: New Authorization</p> <p>✔ Split Funds successfully saved.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Accounting</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Account Code</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Percent Allocated</th> <th>Add to Favorites</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>FY21 - V8A2A51</td> <td>14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...</td> <td>\$0.00</td> <td>\$3879.51</td> <td>68.08%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td>FY20 - 28LEF28</td> <td>14 28LEF28-800 2020-0001-02-21-16-001 06-02-0001-0...</td> <td>\$0.00</td> <td>\$1819.35</td> <td>31.92%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td></td> <td>\$5698.86</td> <td>100.00%</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Remaining amount to be allocated:</td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Total claim amount:</td> <td>\$5698.86</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Select Account Codes Split Funding</p> <p>Save and Next Step Save Clear Split Funding Back to Step 4: Expenses</p> </div> <p><input type="checkbox"/> Click Save and Next Step</p> </div>	Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete	FY21 - V8A2A51	14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...	\$0.00	\$3879.51	68.08%	Add	Delete	FY20 - 28LEF28	14 28LEF28-800 2020-0001-02-21-16-001 06-02-0001-0...	\$0.00	\$1819.35	31.92%	Add	Delete	Total:			\$5698.86	100.00%			Remaining amount to be allocated:			\$0.00				Total claim amount:			\$5698.86			
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Remaining amount to be allocated:			\$0.00																																								
Total claim amount:			\$5698.86																																								
10	<p>The Step 6: Travel Policy screen of the authorization appears:</p> <div data-bbox="293 1150 1435 1535" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 6 : Travel Policy</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327194 Authorization Status: New Authorization</p> <p>⚠ These policy items are incomplete: Air Cabin Class, and Rental Car Type.</p> <p>✔ Accounting information has been saved successfully.</p> <p style="text-align: right;">collapse or expand all sections</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Travel Policy Justifications</p> <table border="1"> <thead> <tr> <th>Policy Item</th> <th>Information</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>Air Cabin Class</td> <td>Select one</td> <td></td> </tr> <tr> <td>Rental Car Type</td> <td>Select one</td> <td></td> </tr> </tbody> </table> </div> </div> <p><input type="checkbox"/> Verify/change any errors</p> <p><input type="checkbox"/> Click Save and Next Step</p>	Policy Item	Information	Explanation	Air Cabin Class	Select one		Rental Car Type	Select one																																		
Policy Item	Information	Explanation																																									
Air Cabin Class	Select one																																										
Rental Car Type	Select one																																										

Step	Action
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>If selections were made that were in policy, this section would not have to be filled out.</i> ✓ <i>Values in this area default from the reservation information.</i>
11	<p>The Step 7: Summary screen of the authorization appears:</p> <div data-bbox="289 495 1430 982" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 7 : Summary </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327194 Authorization Status: New Authorization</p> <p style="text-align: right;">collapse or expand all sections</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Basic Information - Edit Details ^</p> <p>Type of Travel: Mission (Operational)</p> <p>Specific Travel Purpose: Giving Training Seattle WA</p> <p>Document Number: (System Assigned)</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Reservation - Edit Details ^</p> <p> No reservations found.</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Site Details - Edit Details ^</p> <p>[Site 1] Begin: Washington, DC, United States on 27-Sep-2020 to Seattle, WA, United States v</p> </div> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Add Remarks <ul style="list-style-type: none"> ○ <i>Approval of travel scheduled to be accomplished on or after October 1, 20##, is contingent upon the availability of FY20## funds. No such travel may be undertaken or fiscal obligations related to such travel may be incurred until such funds have been appropriated and become legally available for obligation.</i> <input type="checkbox"/> Click Send to Approver
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>Remember you'll need to add the remarks for the end of year for any SAF TAs.</i>

Step	Action
12	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p>
13	<p>The My E2 screen should appear with a message at the top stating the authorization has been sent to the approver.</p>

Exercise 7: SAF (Creating TA that is in the New Fiscal Year)

- Objectives:**
- Create a Travel Authorization that is created in the Current Fiscal Year for a New Fiscal Year Trip.

Notes:

The Subject to Available Funds (SAF) process was implemented to allow preparers the ability to create, during the current Fiscal Year, authorizations for trips where any or all dates fall under the New Fiscal Year.

Preparers need to be sure that the expenses are being allocated to the proper accounting code for the fiscal year in which the expense is actually charged.

*For all travel that goes into the new FY, the following statement must be in the Remarks section of the document: **Approval of travel scheduled to be accomplished on or after October 1, 20##, is contingent upon the availability of FY20## funds. No such travel may be undertaken or fiscal obligations related to such travel may be incurred until such funds have been appropriated and become legally available for obligation.***

*If you're paying airfare for the new FY trip with current FY funds, the following remark needs to be added to the TA: **"Approved to purchase Ticket for FY20## with prior-year funds due to multi-year funding/no-year funding"***

Instructions: Execute the following steps:

You have been asked to do a training session in Miami, FL in the first part of October in the new FY. Even though this trip is in the new FY, you create your authorization in the current FY. Normally the per diem rates are not updated until after October 1st.

Depending on the difference between the old FY and the new FY rates, you may have to go back and amend the authorization. You will have travel days on either day of the training. The authorization will need to include the following costs:

Estimated Expenses

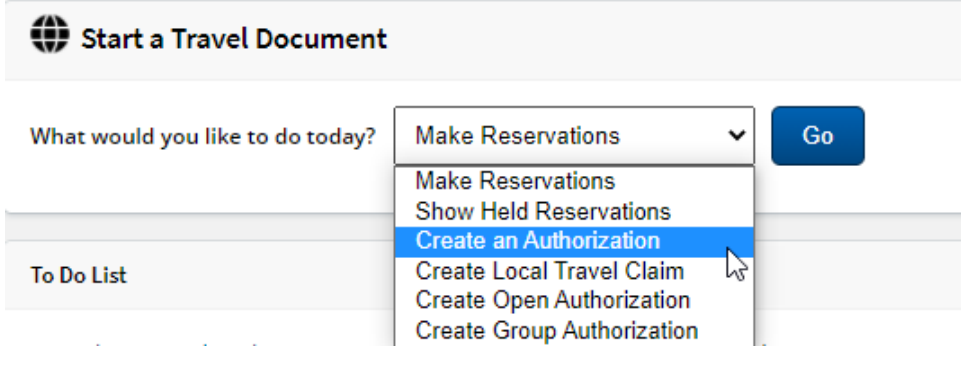
\$356.00 = Round-trip air fare

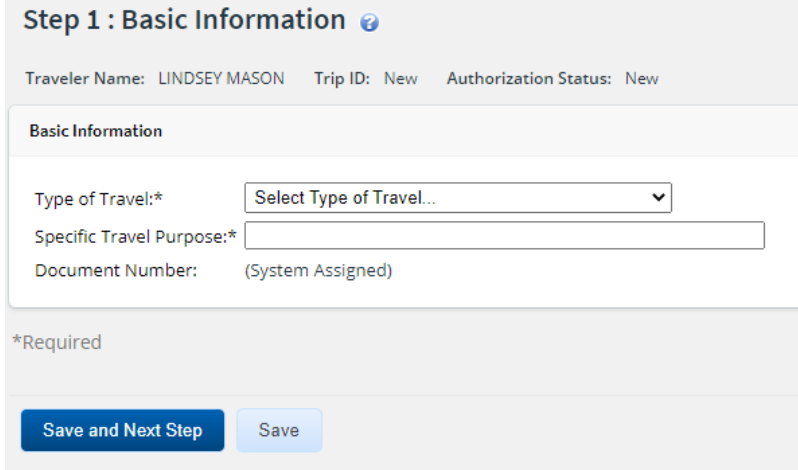
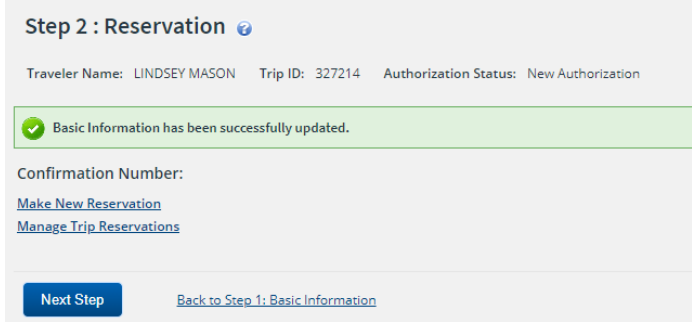
\$9.35 = Transaction Fee

\$25/day = Hotel Tax

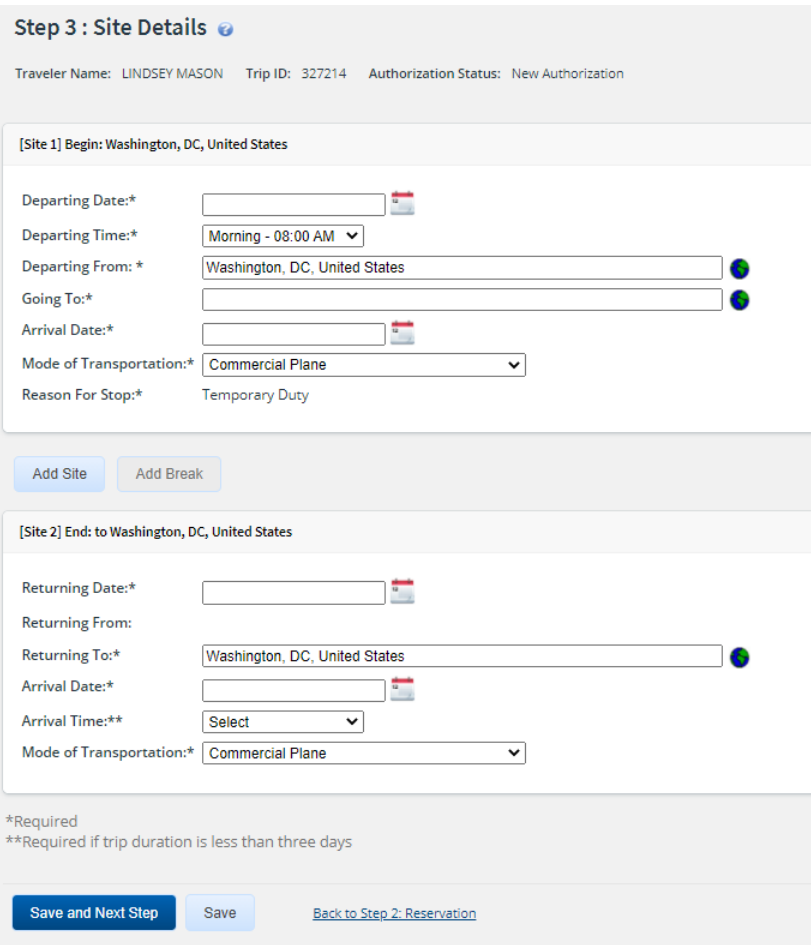
\$150 = Taxi Fare

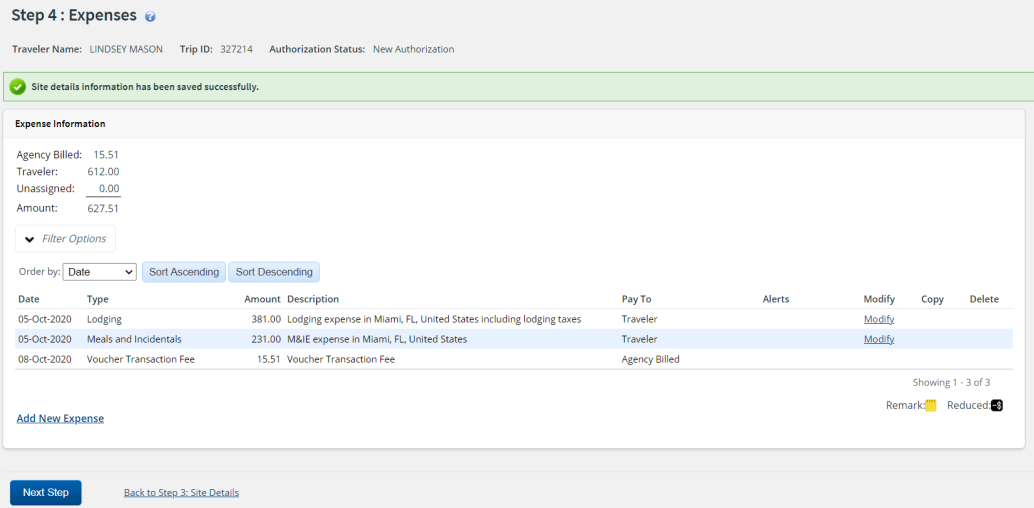
\$70 = Check Baggage Fee

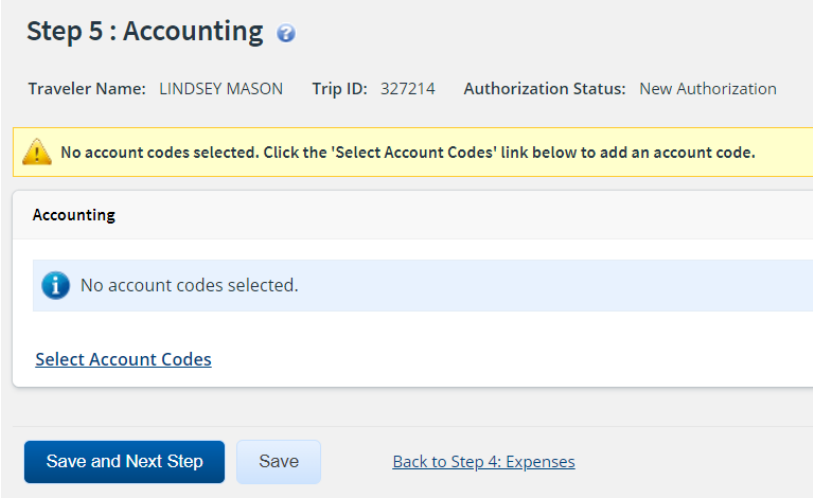
Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the drop-down arrow on the “<i>What would you like to do today?</i>” field <input type="checkbox"/> Select <i>Create an Authorization</i> <input type="checkbox"/> Click Go  <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i> ✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i> ✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i> ✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i>

Step	Action
2	<p>The Step1: Basic Information screen of the authorization appears:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Select the <i>Type of Travel</i> (i.e. Mission (Operational)) <input type="checkbox"/> Enter the <i>Specific Travel Purpose</i> (i.e. Training Class in Miami FL) <input type="checkbox"/> Click Save and Next Step <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>The E2 Solutions travel system generates a Document Number for the Authorization.</i> ✓ <i>The E2 Solutions travel system generates a Trip Number that groups all travel documents together.</i> ✓ <i>The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.</i>
3	<p>The Step 2: Reservation screen of the authorization appears:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Click Next Step

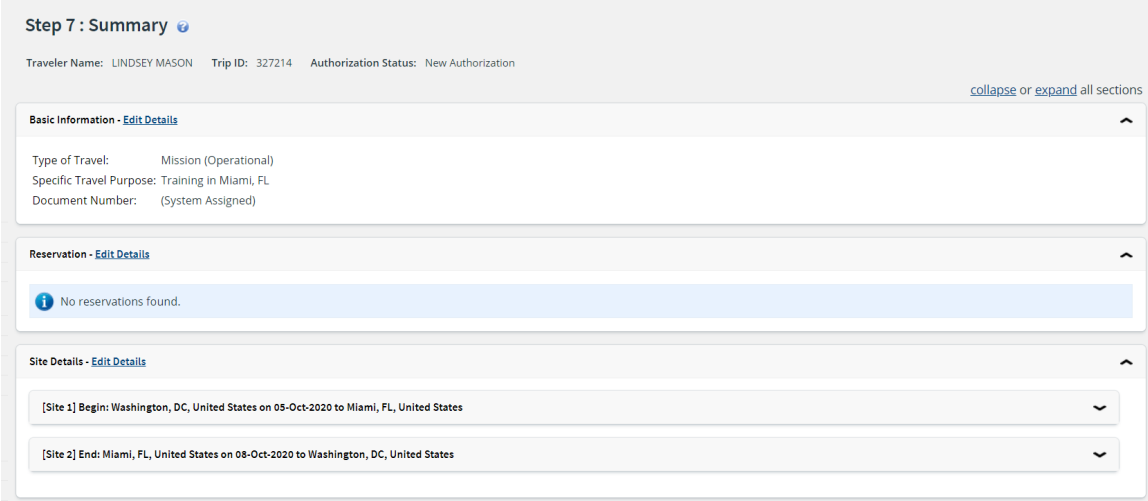
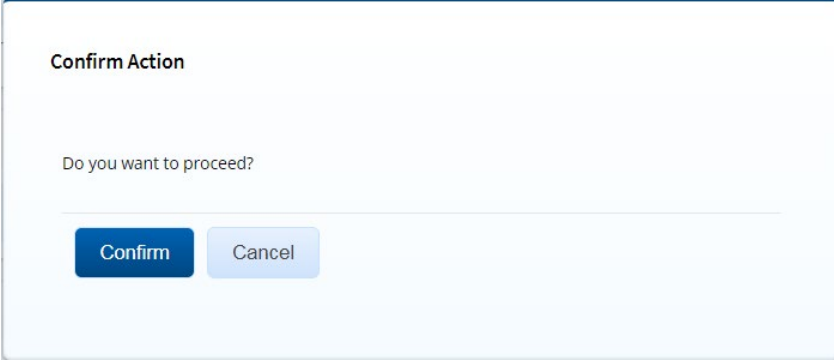
Step	Action
	<p>Notes:</p> <ul style="list-style-type: none">✓ <i>For training purposes we will be skipping this step.</i>✓ <i>In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using Manage Trip Reservations.</i>✓ <i>If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</i>

Step	Action
4	<p>The Step 3: Site Details screen of the authorization appears:</p>  <p>Step 3 : Site Details</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327214 Authorization Status: New Authorization</p> <p>[Site 1] Begin: Washington, DC, United States</p> <p>Departing Date:* <input type="text"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/></p> <p>Departing From: * <input type="text" value="Washington, DC, United States"/> </p> <p>Going To:* <input type="text"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>Reason For Stop:* Temporary Duty</p> <p><input type="button" value="Add Site"/> <input type="button" value="Add Break"/></p> <p>[Site 2] End: to Washington, DC, United States</p> <p>Returning Date:* <input type="text"/> </p> <p>Returning From:</p> <p>Returning To:* <input type="text" value="Washington, DC, United States"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Arrival Time:** <input type="text" value="Select"/></p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>*Required **Required if trip duration is less than three days</p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/> Back to Step 2: Reservation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Departing Date (i.e. day before the beginning of the trip – New FY) <input type="checkbox"/> Select the Departing Time (i.e. defaults to morning) <input type="checkbox"/> Change the Departing From if needed (i.e. defaults to your profile location) <input type="checkbox"/> Enter the Going To (i.e. Miami FL) <input type="checkbox"/> Select the Returning Date (i.e. day after the end of the trip – New FY) <input type="checkbox"/> Select the Arrival Time (if prompted) <input type="checkbox"/> Click Save and Next Step <p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be entering information into this section. ✓ If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes. ✓ If changes occur to reservations, this screen is not automatically updated.

Step	Action
5	<p>The Step 4: Expenses screen of the authorization appears:</p>  <p>Add the following expenses:</p> <ul style="list-style-type: none"> \$356.00 = Round-trip air fare \$9.35 = Transaction Fee \$25/day = Hotel Tax \$150 = Taxi Fare \$70 = Check Baggage Fee <p>Notes:</p> <ul style="list-style-type: none"> ✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details. ✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car) ✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher. ✓ Even though you may be paying common carrier costs with current year funding, the expense date will still remain within the date range of the trip.
6	<p>The Step 4: Expenses screen of the authorization appears with the updated expenses:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify all expenses have been entered with the correct dates <input type="checkbox"/> Click Next Step

Step	Action
7	<p>The Step 5: Accounting screen of the authorization appears:</p>  <p><input type="checkbox"/> Click the Select Account Codes link</p>
8	<p>The pop-up window appears:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select two ACCS codes (current & new FY) <input type="checkbox"/> Click the Split Funding link <input type="checkbox"/> Allocate common carrier costs to current FY accounting <input type="checkbox"/> Allocate new year expenses to the new FY accounting <input type="checkbox"/> Click Save and Close

Step	Action																																										
<p>9</p>	<p>The Step 5: Accounting screen of the authorization appears with the accounting code now allocated:</p> <div data-bbox="293 373 1425 814" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 5 : Accounting 🔗</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327214 Authorization Status: New Authorization</p> <p>✔ Split Funds successfully saved.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Accounting</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Account Code</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Percent Allocated</th> <th>Add to Favorites</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>FY21 - V8A2A51</td> <td>14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...</td> <td>\$0.00</td> <td>\$922.51</td> <td>71.63%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td>FY20 - 28LEF28</td> <td>14 28LEF28-B00 2020-0001-02-21-16-001 06-02-0001-0...</td> <td>\$0.00</td> <td>\$365.35</td> <td>28.37%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td></td> <td>\$1287.86</td> <td>100.00%</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Remaining amount to be allocated:</td> <td></td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total claim amount:</td> <td></td> <td>\$1287.86</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Select Account Codes Split Funding</p> <p>Save and Next Step Save Clear Split Funding Back to Step 4: Expenses</p> </div> <p><input type="checkbox"/> Click Save and Next Step</p> </div>	Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete	FY21 - V8A2A51	14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...	\$0.00	\$922.51	71.63%	Add	Delete	FY20 - 28LEF28	14 28LEF28-B00 2020-0001-02-21-16-001 06-02-0001-0...	\$0.00	\$365.35	28.37%	Add	Delete	Total:			\$1287.86	100.00%			Remaining amount to be allocated:			\$0.00				Total claim amount:			\$1287.86			
Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete																																					
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Total:			\$1287.86	100.00%																																							
Remaining amount to be allocated:			\$0.00																																								
Total claim amount:			\$1287.86																																								
<p>10</p>	<p>The Step 6: Travel Policy screen of the authorization appears:</p> <div data-bbox="293 1024 1425 1470" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 6 : Travel Policy 🔗</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327214 Authorization Status: New Authorization</p> <p>⚠ This policy item is incomplete: Air Cabin Class.</p> <p>✔ Accounting information has been saved successfully. collapse or expand all sections</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Travel Policy Justifications ^</p> <table border="1"> <thead> <tr> <th>Policy Item</th> <th>Information</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>Air Cabin Class</td> <td>Select one</td> <td></td> </tr> </tbody> </table> </div> <p>*Required</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Travel Policy Warnings ^</p> <table border="1"> <thead> <tr> <th>Policy Item</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>Lowest Logical Airfare</td> <td>No commercial air reservation.</td> </tr> </tbody> </table> </div> </div> <p><input type="checkbox"/> Verify/change any errors</p> <p><input type="checkbox"/> Click Save and Next Step</p> <div style="background-color: yellow; padding: 10px; margin-top: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✔ If selections were made that were in policy, this section would not have to be filled out. ✔ Values in this area default from the reservation information. </div>	Policy Item	Information	Explanation	Air Cabin Class	Select one		Policy Item	Information	Lowest Logical Airfare	No commercial air reservation.																																
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Step	Action
11	<p>The Step 7: Summary screen of the authorization appears:</p>  <p>Step 7 : Summary</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327214 Authorization Status: New Authorization</p> <p>collapse or expand all sections</p> <p>Basic Information - Edit Details</p> <p>Type of Travel: Mission (Operational) Specific Travel Purpose: Training in Miami, FL Document Number: (System Assigned)</p> <p>Reservation - Edit Details</p> <p>No reservations found.</p> <p>Site Details - Edit Details</p> <p>[Site 1] Begin: Washington, DC, United States on 05-Oct-2020 to Miami, FL, United States</p> <p>[Site 2] End: Miami, FL, United States on 08-Oct-2020 to Washington, DC, United States</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review all Sections <input type="checkbox"/> Add Remarks <ul style="list-style-type: none"> <input type="radio"/> <i>Approval of travel scheduled to be accomplished on or after October 1, 20##, is contingent upon the availability of FY20## funds. No such travel may be undertaken or fiscal obligations related to such travel may be incurred until such funds have been appropriated and become legally available for obligation.</i> <input type="radio"/> <i>Approved to purchase Ticket for FY20## with prior-year funds due to multi-year funding/no-year funding</i> <input type="checkbox"/> Click Send to Approver
12	<p>The Confirm Action pop-up will appear.</p>  <p>Confirm Action</p> <p>Do you want to proceed?</p> <p>Confirm Cancel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click Confirm

Step	Action
14	The My E2 screen should appear with a message at the top stating the authorization has been sent to the approver.

Exercise #8: Pre-Paid Expense Authorization with Meals Included

- Objectives:*
- Create a TA with a pre-paid expenses
 - Understand how to deduct per diem when meals are included
 - Navigate each step of the TA

Notes:

*A pre-paid Travel expense is an expense directly related to a specific Temporary Duty (TDY) assignment which is incurred **prior** to the start of travel. It is extremely important to note the Federal Travel Regulations (FTR) and NOAA Travel Policy limits the types of expenses a traveler is allowed to claim in advance of travel. Therefore, not all travel expenses qualify as a legitimate pre-paid expense.*

As a precaution, when in doubt, travelers should seek guidance from either their Travel Manager Group Administrator or the NOAA Travel Policy Office prior to incurring any expense(s) in advance of travel.

Any documentation pertaining to the pre-paid expense should be attached to the authorization and remarks entered about it.

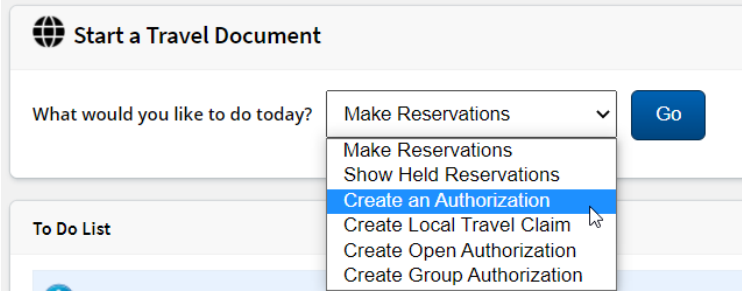
Chapter 8, Section 2, item iv in the NOAA Travel Regulations state specifically for registration fees that must be procured in advance of travel can be claimed as long as the following statement is entered in the Remarks area: "Pre-paid Registration Fee Authorized"


Instructions: Execute the following steps:

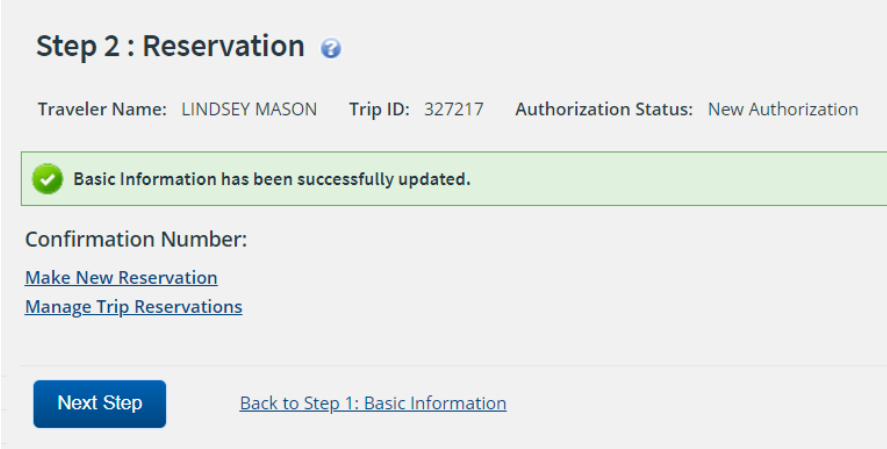
You've been asked to attend a seminar in Salt Lake City, UT for two days in the future (listen to the instructor for the dates) and it will have travel days on either side. There is a registration fee that is required up front that includes breakfast and lunch so it will need to be placed on your travel card.

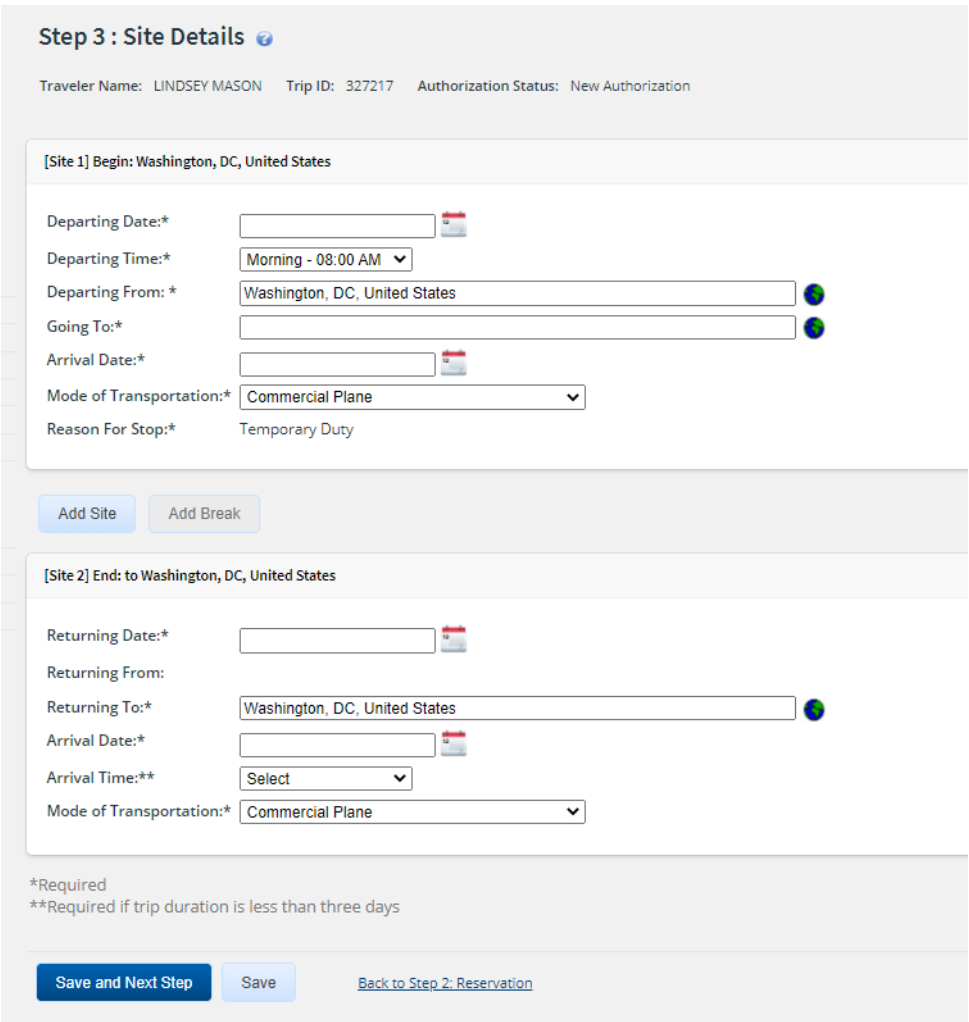
Estimated Expenses

\$306.00 = Round-trip air fare
\$9.35 = Transaction Fee
\$5000 = Registration Fee
\$200 = Taxi
\$70 = Check Baggage Fee
\$25/night hotel tax

Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the drop-down arrow on the “<i>What would you like to do today?</i>” field <input type="checkbox"/> Select Create an Authorization <input type="checkbox"/> Click Go  <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i> ✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i> ✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i> ✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i>





Step	Action
2	<p>The Step1: Basic Information screen of the authorization appears:</p> <div data-bbox="289 331 1143 835" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Step 1 : Basic Information </p> <p>Traveler Name: LINDSEY MASON Trip ID: New Authorization Status: New</p> <hr/> <p>Basic Information</p> <p>Type of Travel:* <input type="text" value="Select Type of Travel..."/></p> <p>Specific Travel Purpose:* <input type="text"/></p> <p>Document Number: (System Assigned)</p> <hr/> <p>*Required</p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/></p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Type of Travel (i.e. Mission (Operational)) <input type="checkbox"/> Enter the Specific Travel Purpose (i.e. Seminar on El Nino) <input type="checkbox"/> Click Save and Next Step <div data-bbox="289 1045 1435 1285" style="background-color: #ffff00; padding: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>The E2 Solutions travel system generates a Document Number for the Authorization.</i> ✓ <i>The E2 Solutions travel system generates a Trip Number that groups all travel documents together.</i> ✓ <i>The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.</i> </div>

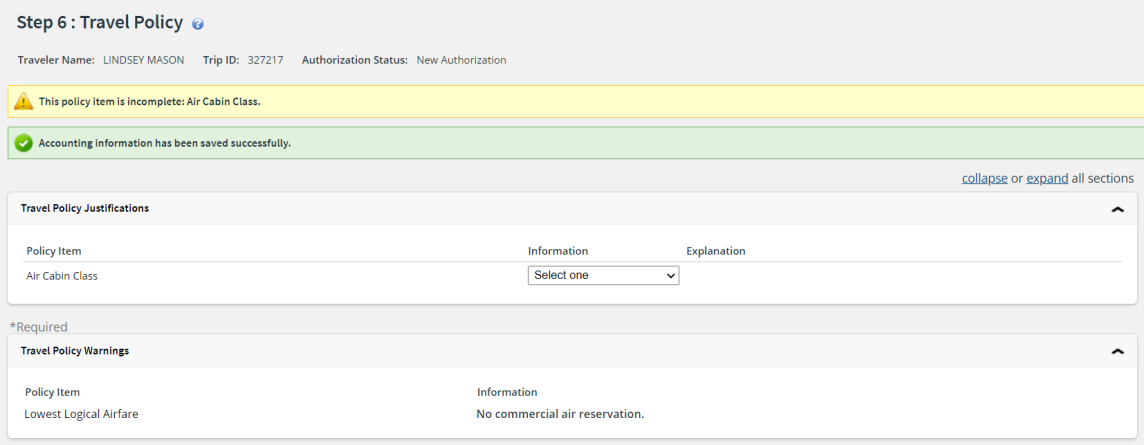
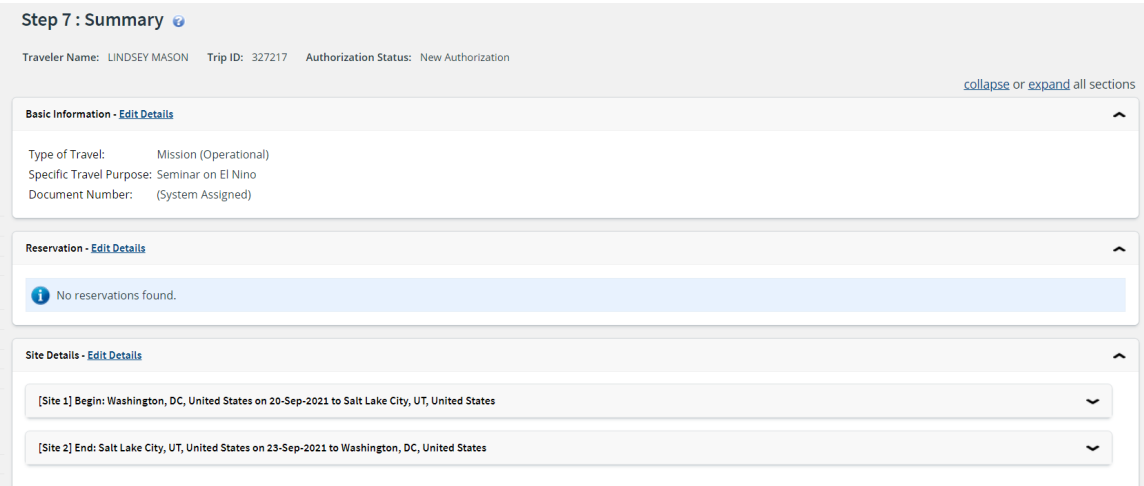
Step	Action
3	<p>The Step 2: Reservation screen of the authorization appears:</p>  <p>□ Click Next Step</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be skipping this step. ✓ In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using Manage Trip Reservations. ✓ If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.

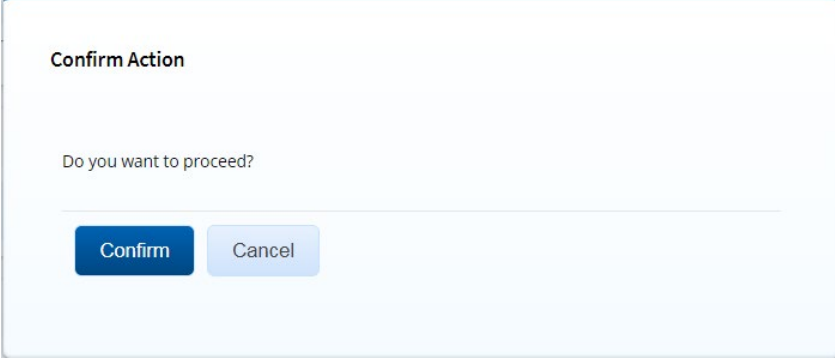
Step	Action
4	<p>The Step 3: Site Details screen of the authorization appears:</p>  <p>Step 3 : Site Details</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327217 Authorization Status: New Authorization</p> <p>[Site 1] Begin: Washington, DC, United States</p> <p>Departing Date:* <input type="text"/></p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/></p> <p>Departing From: * <input type="text" value="Washington, DC, United States"/></p> <p>Going To:* <input type="text"/></p> <p>Arrival Date:* <input type="text"/></p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>Reason For Stop:* Temporary Duty</p> <p>Add Site Add Break</p> <p>[Site 2] End: to Washington, DC, United States</p> <p>Returning Date:* <input type="text"/></p> <p>Returning From:</p> <p>Returning To:* <input type="text" value="Washington, DC, United States"/></p> <p>Arrival Date:* <input type="text"/></p> <p>Arrival Time:** <input type="text" value="Select"/></p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>*Required **Required if trip duration is less than three days</p> <p>Save and Next Step Save Back to Step 2: Reservation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Departing Date (i.e. Instructor will give to you) <input type="checkbox"/> Select the Departing Time (i.e. defaults to morning) <input type="checkbox"/> Change the Departing From if needed (i.e. defaults to your profile location) <input type="checkbox"/> Enter the Going To (i.e. Salt Lake) <input type="checkbox"/> Select the Returning Date (i.e. Instructor will give to you) <input type="checkbox"/> Select the Arrival Time <input type="checkbox"/> Click Save and Next Step

Step	Action																																				
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be entering information into this section. ✓ If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes. ✓ If changes occur to reservations, this screen is not automatically updated. 																																				
5	<p>The Step 4: Expenses screen of the authorization appears:</p> <div data-bbox="289 583 1432 1157" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4 : Expenses </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327217 Authorization Status: New Authorization</p> <p> Site details information has been saved successfully.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Expense Information</p> <p>Agency Billed: 15.51 Traveler: 580.00 Unassigned: 0.00 Amount: 595.51</p> <p>▼ Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>20-Sep-2021</td> <td>Lodging</td> <td>384.00</td> <td>Lodging expense in Salt Lake City, UT, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>20-Sep-2021</td> <td>Meals and Incidentals</td> <td>196.00</td> <td>M&IE expense in Salt Lake City, UT, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>23-Sep-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Showing 1 - 3 of 3 Remark Reduced </p> <p>Add New Expense</p> </div> <p>Next Step Back to Step 3: Site Details</p> </div> <p>Add the following:</p> <p><u>Estimated Expenses</u></p> <p>\$306.00 = Round-trip air fare \$9.35 = Transaction Fee \$5000 = Registration Fee \$200 = Taxi \$70 = Check Baggage Fee \$25/night hotel tax</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	20-Sep-2021	Lodging	384.00	Lodging expense in Salt Lake City, UT, United States including lodging taxes	Traveler		Modify			20-Sep-2021	Meals and Incidentals	196.00	M&IE expense in Salt Lake City, UT, United States	Traveler		Modify			23-Sep-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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	<p>Notes:</p> <ul style="list-style-type: none"> ✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details. ✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car) ✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher. ✓ For evacuation travel, you'll need to calculate the Lodging and Meals and Incidentals for the family and then add those costs as a separate expense from the traveler. ✓ Costs for the traveler should be entered first, before any other travelling companion(s). 																																																												
6	<p>Now because the registration fee includes breakfast and lunch you'll need to deduct that from the M&IE per diem costs. To do that Click on <i>Modify</i> for the M&IE line.</p>																																																												
7	<p>The Meals and Incidental Expenses pop-up appears:</p> <div data-bbox="293 884 1414 1503" style="border: 1px solid #ccc; padding: 10px;"> <p>Meals and Incidental Expenses</p> <p> <input type="button" value="Filter Options"/> <input type="button" value="Apply to All Displayed Expenses"/> </p> <p>Meals and Incidentals Site: Salt Lake City, UT, United States</p> <p>Order by: <input type="button" value="Date"/> <input type="button" value="Sort Ascending"/> <input type="button" value="Sort Descending"/></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Meals</th> <th>Per Diem Incidentals</th> <th>M&IE Amount</th> <th>Breakfast Provided</th> <th>Lunch Provided</th> <th>Dinner Provided</th> <th>No Incidentals</th> <th>Official Day Off</th> <th>Pay To</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>20-Sep-2021</td> <td><input type="button" value="Per Diem"/></td> <td>51.00</td> <td>5.00</td> <td><u>42.00</u></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="button" value="Traveler"/></td> <td></td> </tr> <tr> <td>21-Sep-2021</td> <td><input type="button" value="Per Diem"/></td> <td>51.00</td> <td>5.00</td> <td><u>56.00</u></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="button" value="Traveler"/></td> <td></td> </tr> <tr> <td>22-Sep-2021</td> <td><input type="button" value="Per Diem"/></td> <td>51.00</td> <td>5.00</td> <td><u>56.00</u></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="button" value="Traveler"/></td> <td></td> </tr> <tr> <td>23-Sep-2021</td> <td><input type="button" value="Per Diem"/></td> <td>51.00</td> <td>5.00</td> <td><u>42.00</u></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="button" value="Traveler"/></td> <td></td> </tr> </tbody> </table> <p> <input type="button" value="Save and Close"/> <input type="button" value="Save"/> <input type="button" value="Exit Window"/> </p> </div> <p> <input type="checkbox"/> Check the boxes for breakfast and lunch (i.e. the two days of the conference) <input type="checkbox"/> When finished click Save and Close </p>	Date	Reimbursement Type	Per Diem Meals	Per Diem Incidentals	M&IE Amount	Breakfast Provided	Lunch Provided	Dinner Provided	No Incidentals	Official Day Off	Pay To	Notes	20-Sep-2021	<input type="button" value="Per Diem"/>	51.00	5.00	<u>42.00</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Traveler"/>		21-Sep-2021	<input type="button" value="Per Diem"/>	51.00	5.00	<u>56.00</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Traveler"/>		22-Sep-2021	<input type="button" value="Per Diem"/>	51.00	5.00	<u>56.00</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Traveler"/>		23-Sep-2021	<input type="button" value="Per Diem"/>	51.00	5.00	<u>42.00</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Traveler"/>	
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Step	Action																																																																																	
8	<p>The Step 4: Expenses screen of the authorization appears with the updated M&IE costs:</p> <div data-bbox="293 380 1382 905" style="border: 1px solid #ccc; padding: 10px;"> <p> Meals and Incidental expenses have been updated successfully.</p> <p>Expense Information</p> <p>Agency Billed: 330.86 Traveler: 5869.00 Unassigned: 0.00 Amount: 6199.86</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1" data-bbox="305 611 1365 821"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>20-Sep-2021</td> <td>Airfare Common Carrier</td> <td>306.00</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>20-Sep-2021</td> <td>Checked Bag Fee</td> <td>70.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>20-Sep-2021</td> <td>Conference/Registration Fees - Non Federal</td> <td>5000.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>20-Sep-2021</td> <td>Lodging</td> <td>459.00</td> <td>Lodging expense in Salt Lake City, UT, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>20-Sep-2021</td> <td>Meals and Incidentals</td> <td>140.00</td> <td>M&IE expense in Salt Lake City, UT, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>20-Sep-2021</td> <td>TMC Fee (Online with Air or Rail)</td> <td>9.35</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>20-Sep-2021</td> <td>Taxi</td> <td>200.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>23-Sep-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Showing 1 - 8 of 8 Remarks Reduced</p> <p>Add New Expense</p> </div> <p><input type="checkbox"/> Click Next Step</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	20-Sep-2021	Airfare Common Carrier	306.00		Agency Billed		Modify	Copy	Delete	20-Sep-2021	Checked Bag Fee	70.00		Traveler		Modify	Copy	Delete	20-Sep-2021	Conference/Registration Fees - Non Federal	5000.00		Traveler		Modify	Copy	Delete	20-Sep-2021	Lodging	459.00	Lodging expense in Salt Lake City, UT, United States including lodging taxes	Traveler		Modify			20-Sep-2021	Meals and Incidentals	140.00	M&IE expense in Salt Lake City, UT, United States	Traveler		Modify			20-Sep-2021	TMC Fee (Online with Air or Rail)	9.35		Agency Billed		Modify	Copy	Delete	20-Sep-2021	Taxi	200.00		Traveler		Modify	Copy	Delete	23-Sep-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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9	<p>The Step 5: Accounting screen of the authorization appears:</p> <div data-bbox="293 1073 1117 1570" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 5 : Accounting </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327217 Authorization Status: New Authorization</p> <p> No account codes selected. Click the 'Select Account Codes' link below to add an account code.</p> <p>Accounting</p> <p> No account codes selected.</p> <p>Select Account Codes</p> <p>Save and Next Step Save Back to Step 4: Expenses</p> </div> <p><input type="checkbox"/> Add the Accounting for this authorization</p> <p><input type="checkbox"/> Click Save and Next Step</p>																																																																																	

Step	Action
10	<p>The Step 6: Travel Policy screen of the authorization appears:</p>  <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Red is an error, it must be fixed before moving on <input type="checkbox"/> Yellow is a warning, it's just giving a heads up that something is missing <input type="checkbox"/> Green is everything is ok <input type="checkbox"/> Fill out anything that needs filling out <input type="checkbox"/> Click Save and Next Step
11	<p>The Step 7: Summary screen of the authorization appears:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Review all parts <input type="checkbox"/> Add Any Remarks necessary for the trip <input type="checkbox"/> Add Any Attachments (like the Itinerary or registration receipt) <input type="checkbox"/> Click Send to Approver

Step	Action
12	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p>
19	<p>The My E2 screen should appear with a message at the top stating the authorization has been sent to the approver.</p>

APPROVE THIS AUTHORIZATION PRIOR TO MOVING ON – USE EX 3 FOR THE STEPS

Exercise #9: Pre-Paid Travel Voucher

- Objectives:**
- Create a Travel Voucher for a Pre-Paid Expense
 - Navigate each step of the TV

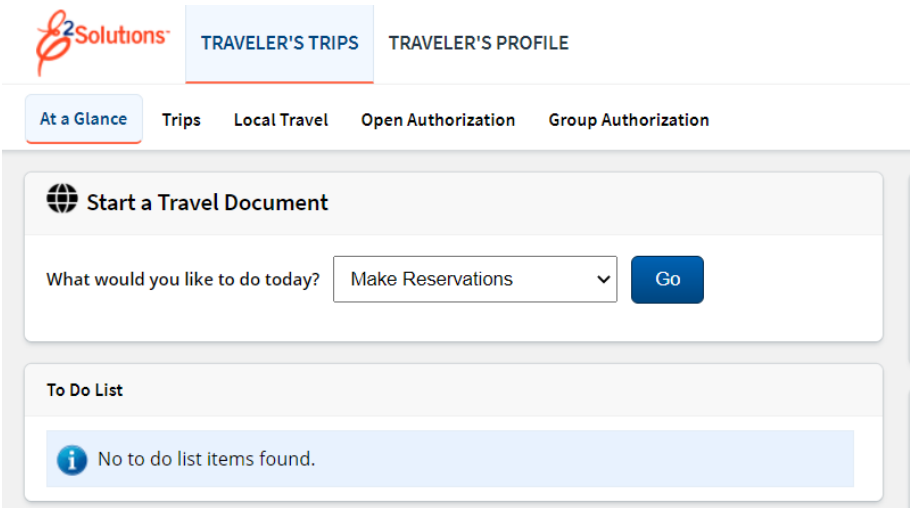
Notes:

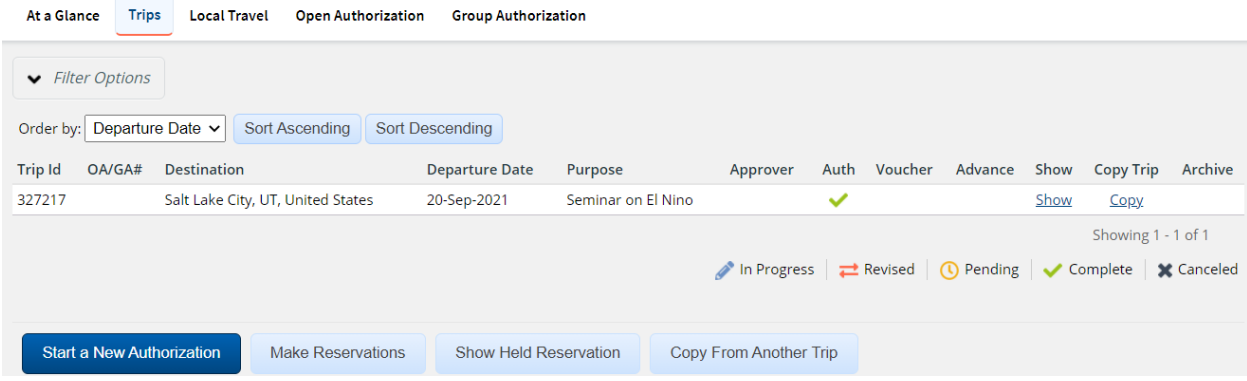
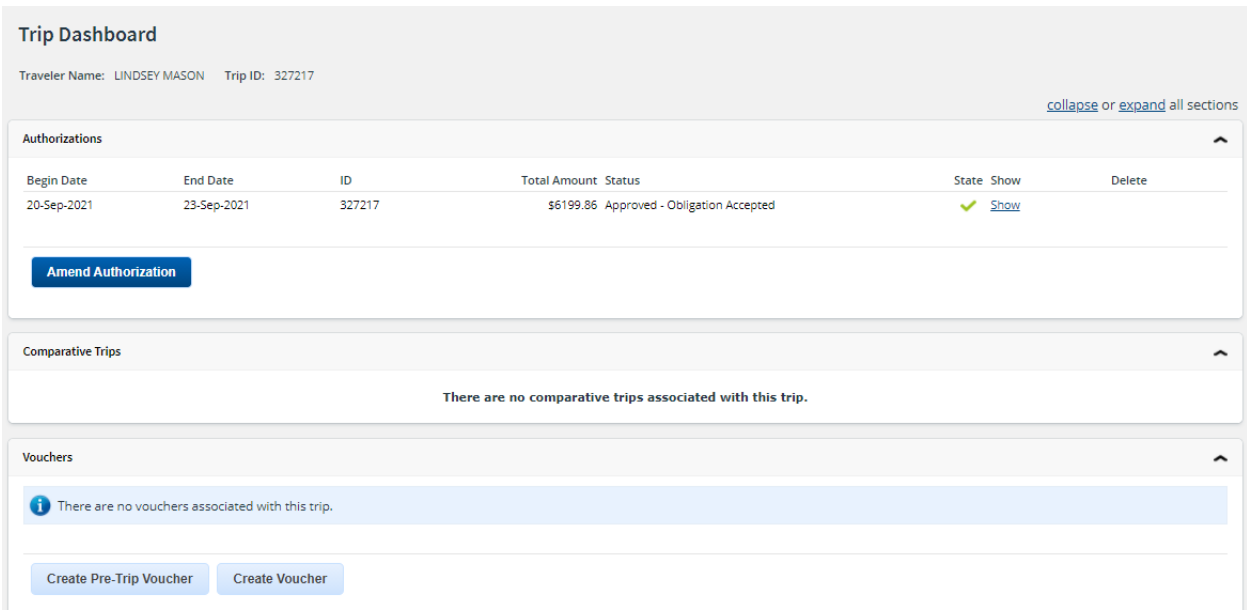
A pre-paid expense claim is only necessary if a traveler chooses to be reimbursed for a pre-paid travel expense in advance of travel. If a traveler prefers to wait or circumstances prevent a pre-paid expense claim from being processed until the end of the TDY assignment, the pre-paid expense can be claimed as a normal expense (i.e., Lodging vs. Pre-Paid Lodging) on a regular Travel Voucher.



However, if you are reimbursed the advance expense, but fail to perform the scheduled official travel for reasons not acceptable to your agency, resulting in forfeit of the deposit, you are indebted to the Government for that amount and must repay it in a manner prescribed by your agency.

Instructions: Execute the following steps:

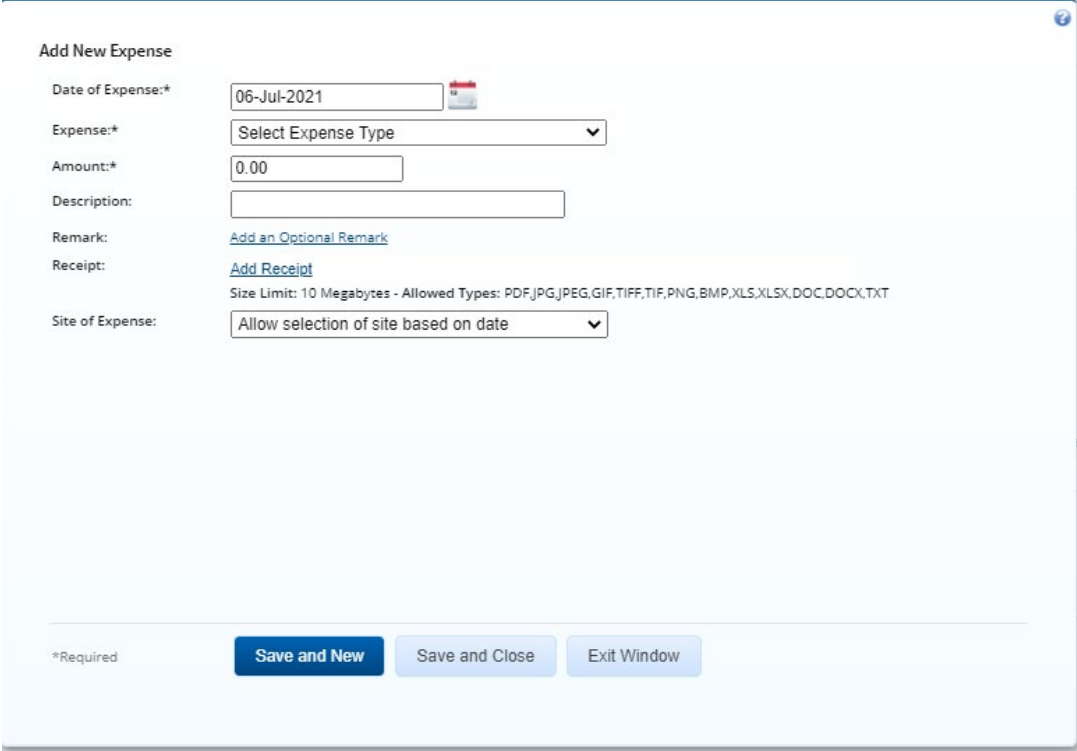
Your seminar hasn't happened, yet, but the registration fee is coming due on your credit card. So you'll file a pre-paid travel voucher.

Step	Action
1	<p>From the My E2 screen:</p> <p><input type="checkbox"/> Click on <i>Trips</i></p>  <p>Notes:</p> <ul style="list-style-type: none"> ✓ Under the <i>To Do List</i> you may have a link that will take you to create your voucher. ✓ <i>Travel Arranger go to Travel for others, select your traveler to view their trips.</i>

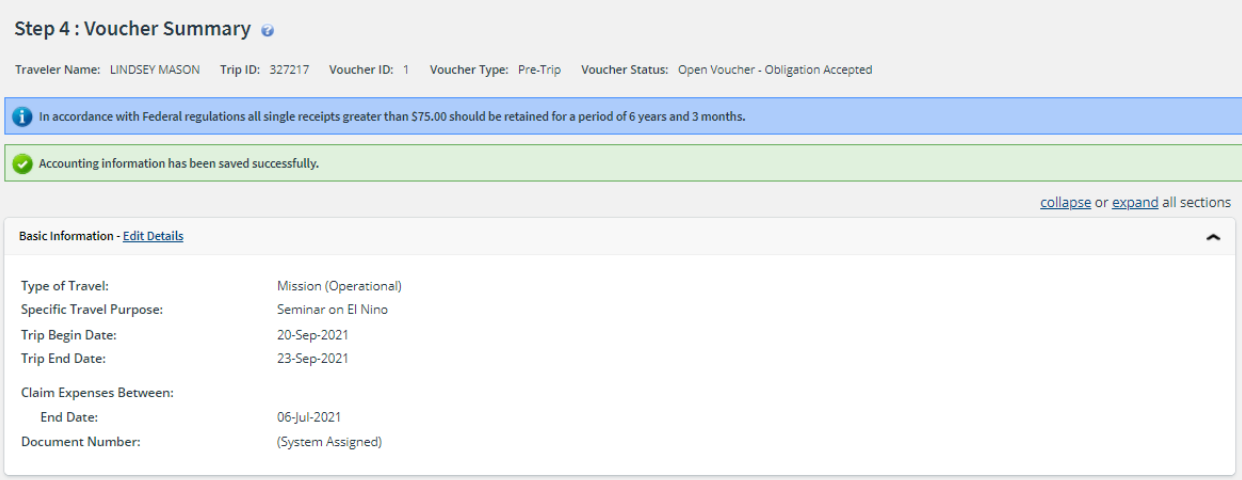
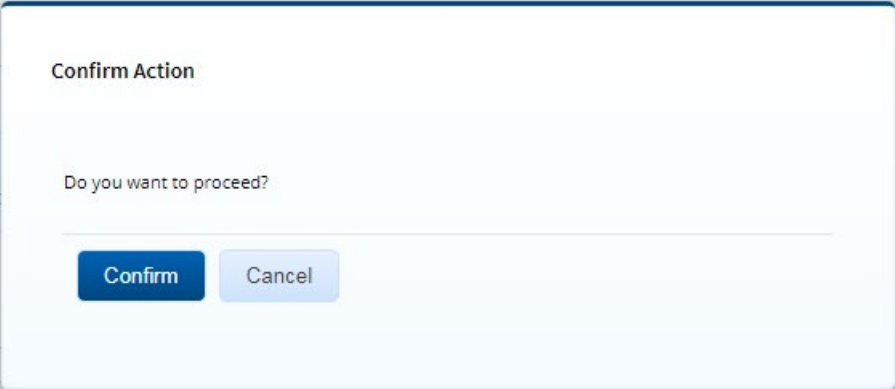
Step	Action																								
2	<p>The <i>Trips</i> tab shows authorizations and vouchers that are consolidated under a single Trip ID number:</p>  <p>At a Glance Trips Local Travel Open Authorization Group Authorization</p> <p>▼ Filter Options</p> <p>Order by: Departure Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Trip Id</th> <th>OA/GA#</th> <th>Destination</th> <th>Departure Date</th> <th>Purpose</th> <th>Approver</th> <th>Auth</th> <th>Voucher</th> <th>Advance</th> <th>Show</th> <th>Copy Trip</th> <th>Archive</th> </tr> </thead> <tbody> <tr> <td>327217</td> <td></td> <td>Salt Lake City, UT, United States</td> <td>20-Sep-2021</td> <td>Seminar on El Nino</td> <td></td> <td>✓</td> <td></td> <td></td> <td>Show</td> <td>Copy</td> <td></td> </tr> </tbody> </table> <p>Showing 1 - 1 of 1</p> <p> In Progress Revised Pending Complete Canceled</p> <p>Start a New Authorization Make Reservations Show Held Reservation Copy From Another Trip</p> <p><input type="checkbox"/> Click Show for the document (i.e. Seminar trip)</p>	Trip Id	OA/GA#	Destination	Departure Date	Purpose	Approver	Auth	Voucher	Advance	Show	Copy Trip	Archive	327217		Salt Lake City, UT, United States	20-Sep-2021	Seminar on El Nino		✓			Show	Copy	
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327217		Salt Lake City, UT, United States	20-Sep-2021	Seminar on El Nino		✓			Show	Copy															
3	<p>The <i>Trip Dashboard</i> screen appears:</p>  <p>Trip Dashboard</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327217 collapse or expand all sections</p> <p>Authorizations</p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>ID</th> <th>Total Amount</th> <th>Status</th> <th>State</th> <th>Show</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>20-Sep-2021</td> <td>23-Sep-2021</td> <td>327217</td> <td>\$6199.86</td> <td>Approved - Obligation Accepted</td> <td>✓</td> <td>Show</td> <td></td> </tr> </tbody> </table> <p>Amend Authorization</p> <p>Comparative Trips</p> <p>There are no comparative trips associated with this trip.</p> <p>Vouchers</p> <p> There are no vouchers associated with this trip.</p> <p>Create Pre-Trip Voucher Create Voucher</p> <p><input type="checkbox"/> Click <i>Create Pre-Trip Voucher</i></p>	Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete	20-Sep-2021	23-Sep-2021	327217	\$6199.86	Approved - Obligation Accepted	✓	Show									
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20-Sep-2021	23-Sep-2021	327217	\$6199.86	Approved - Obligation Accepted	✓	Show																			

Step	Action
4	<p>The Step1: Voucher Basic Information screen appears:</p> <div data-bbox="289 338 1529 1045" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Step 1 : Voucher Basic Information </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327217 Voucher ID: Voucher Type: Pre-Trip Voucher Status: New</p> <hr/> <p>Basic Information</p> <p>Type of Travel: Mission (Operational)</p> <p>Specific Travel Purpose: Seminar on El Nino</p> <p>Trip Begin Date: 20-Sep-2021</p> <p>Trip End Date: 23-Sep-2021</p> <p>Claim Expenses Between:</p> <p> End Date:* <input type="text" value="06-Jul-2021"/> </p> <p>Document Number: (System Assigned)</p> <p>*Required</p> <hr/> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/></p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Verify/change the End Date (should default to current date and can't change that) <input type="checkbox"/> Click Save and Next Step

Step	Action																		
5	<p>The Step 2: Voucher Expenses screen appears:</p> <div data-bbox="292 388 1526 924" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Step 2 : Voucher Expenses</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327217 Voucher ID: 1 Voucher Type: Pre-Trip Voucher Status: Open Voucher - Obligation Accepted</p> <p>✔ Basic Information has been successfully updated.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Expense Information</p> <p>Agency Billed: 15.51 Amount: 15.51</p> <p>▼ Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>06-Jul-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Showing 1 - 1 of 1</p> <p style="text-align: right;">Attachment: Remark: Reduced: </p> <p>Add New Expense</p> </div> <p>Next Step Back to Step 1: Basic Information</p> </div> <p><input type="checkbox"/> Click Add New Expense</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	06-Jul-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete											
06-Jul-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed															

Step	Action
6	<p>The Add New Expense screen appears:</p>  <ul style="list-style-type: none"><input type="checkbox"/> Add the \$5000 registration fee<input type="checkbox"/> Click Save and Close

Step	Action																																			
<p>7</p>	<p>The Step 4: Expenses screen is updated:</p> <div data-bbox="292 331 1526 934" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 2 : Voucher Expenses</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327217 Voucher ID: 1 Voucher Type: Pre-Trip Voucher Status: Open Voucher - Obligation Accepted</p> <p>✔ Expense has been added successfully.</p> <p>Expense Information</p> <p>Agency Billed: 15.51 Traveler: 5000.00 Amount: 5015.51</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>06-Jul-2021</td> <td>Conference/Registration Fees - Non Federal</td> <td>5000.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>06-Jul-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Showing 1 - 2 of 2</p> <p>Add New Expense Attachment: Remark: Reduced: </p> <p>Next Step Back to Step 1: Basic Information</p> </div> <p><input type="checkbox"/> Click Next Step</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	06-Jul-2021	Conference/Registration Fees - Non Federal	5000.00		Traveler		Modify	Copy	Delete	06-Jul-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed												
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06-Jul-2021	Conference/Registration Fees - Non Federal	5000.00		Traveler		Modify	Copy	Delete																												
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<p>8</p>	<p>The Step 3: Voucher Accounting screen appears:</p> <div data-bbox="292 1144 1526 1543" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 3 : Voucher Accounting</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327217 Voucher ID: 1 Voucher Type: Pre-Trip Voucher Status: Open Voucher - Obligation Accepted</p> <p>Accounting</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Account Code</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Percent Allocated</th> <th>Add to Favorites</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>FY21 - V8A2A51</td> <td>14 V8A2A51:P51 2021-1083-10-03-01-000 01-00-0010-0...</td> <td>\$6199.86</td> <td>\$ <input type="text" value="5015.51"/></td> <td><input type="text" value="100.00"/>%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td></td> <td>\$5015.51</td> <td>100.00%</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Remaining amount to be allocated:</td> <td></td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total claim amount:</td> <td></td> <td>\$5015.51</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Select Account Codes</p> <p>Save and Next Step Save Back to Step 2: Expenses</p> </div> <p><input type="checkbox"/> Click Save and Next Step</p>	Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete	FY21 - V8A2A51	14 V8A2A51:P51 2021-1083-10-03-01-000 01-00-0010-0...	\$6199.86	\$ <input type="text" value="5015.51"/>	<input type="text" value="100.00"/> %	Add	Delete	Total:			\$5015.51	100.00%			Remaining amount to be allocated:			\$0.00				Total claim amount:			\$5015.51			
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Total:			\$5015.51	100.00%																																
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Total claim amount:			\$5015.51																																	

Step	Action
9	<p>The Step 4: Voucher Summary screen appears:</p>  <p><input type="checkbox"/> Add Receipt</p> <p><input type="checkbox"/> Add Remarks</p> <p><input type="checkbox"/> Click Send to Approver/Traveler (depending on who's creating the voucher)</p>
10	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p> <p>Note: Traveler will have a statement on their Confirm screen</p>
11	<p>The Trip Dashboard now should have up at the top that the voucher has been sent to the approver/traveler.</p>

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Exercise #10: Create TA Incorporating Multiple Locations (Domestic & Foreign)*Objectives:*

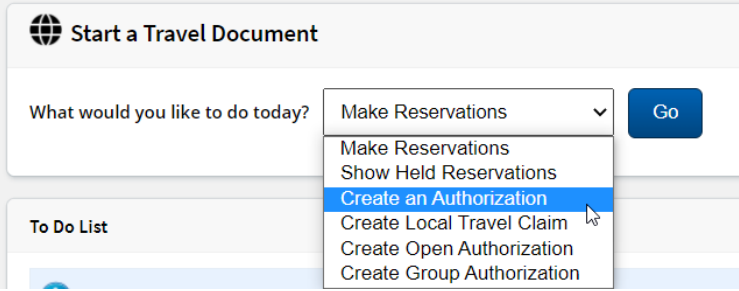
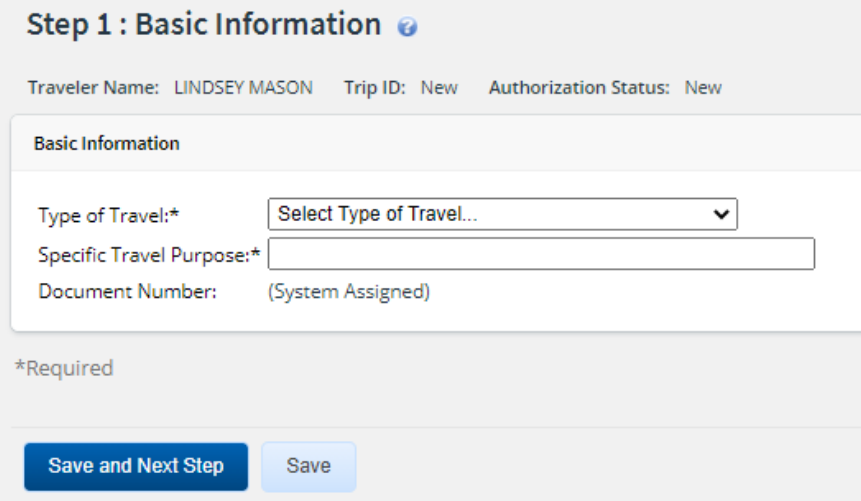
- Create a Basic Travel Authorization (TA)
- Navigate each step of the TA
- Understand the steps when you combine Domestic and Foreign Locations



Instructions: Execute the following steps:

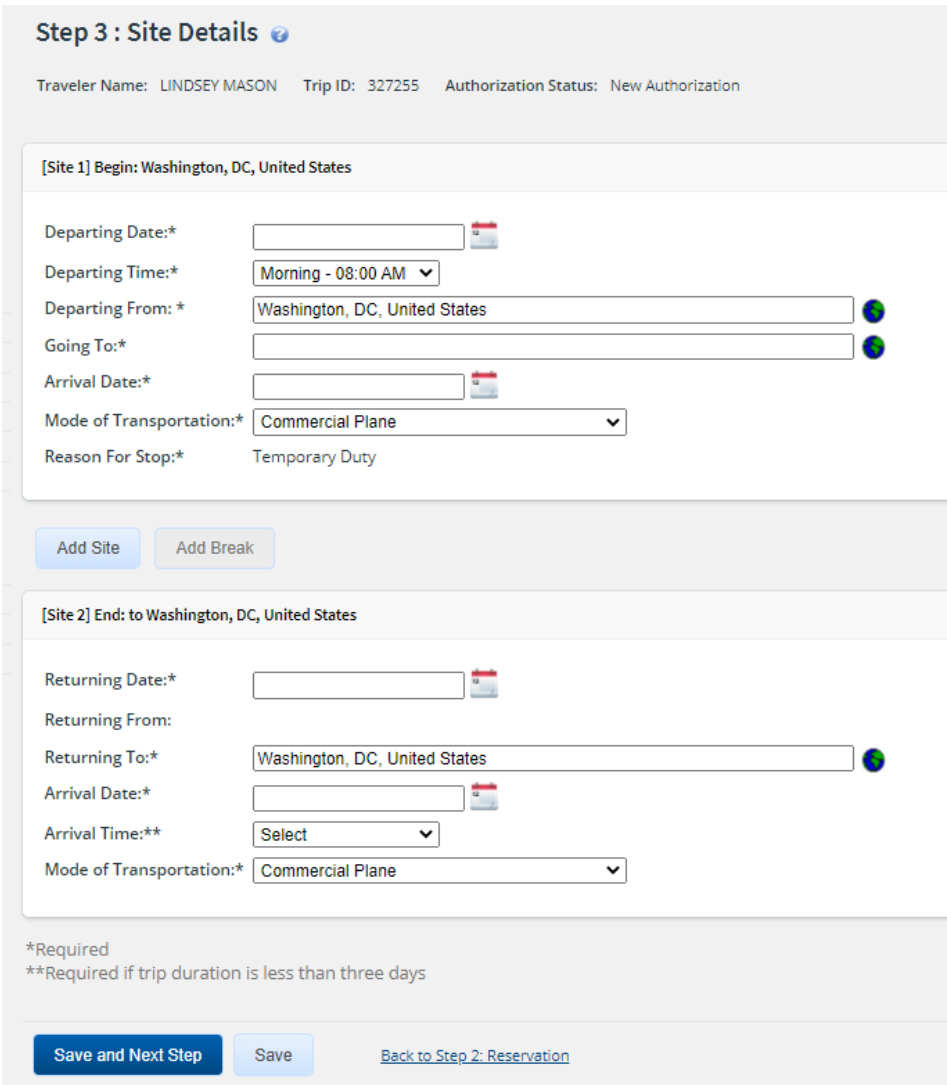
You will be doing a site visit for 2 days in Buffalo, NY. You will then from there travel to Dublin Ireland on the 3rd day and then be there for a week. You will have travel day before the trip in Buffalo and a day after to get to Dublin, and then after the 7 days in Dublin.












Estimated Expenses

\$3410.53 = Round-trip air fare
\$39.19 = Transaction Fee
\$150 for Taxi to and from Airport
\$210 Checked Baggage Fees
\$25/day Hotel Tax (Buffalo)
\$274.85 for Rental Car in Buffalo
\$65 for Rental Car Gas
\$500 for Taxi in Dublin

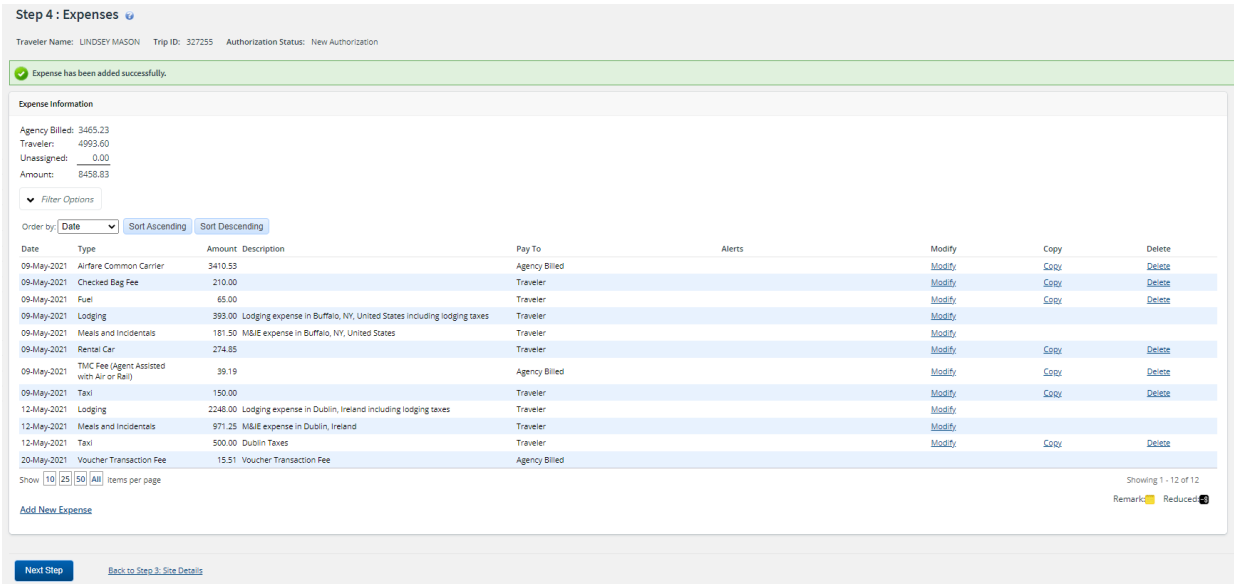
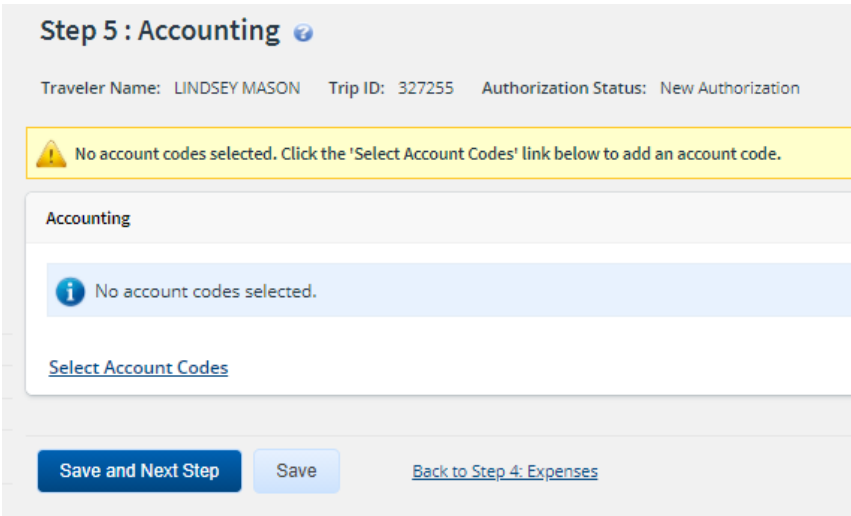
Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the drop-down arrow on the “<i>What would you like to do today?</i>” field <input type="checkbox"/> Select Create an Authorization <input type="checkbox"/> Click Go  <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i> ✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i> ✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i> ✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i>
2	<p>The Step1: Basic Information screen of the authorization appears:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Select the Type of Travel (i.e. Mission) <input type="checkbox"/> Enter the Specific Travel Purpose (i.e. Site Visit to Buffalo, NY and Dublin, IE) <input type="checkbox"/> Click Save and Next Step

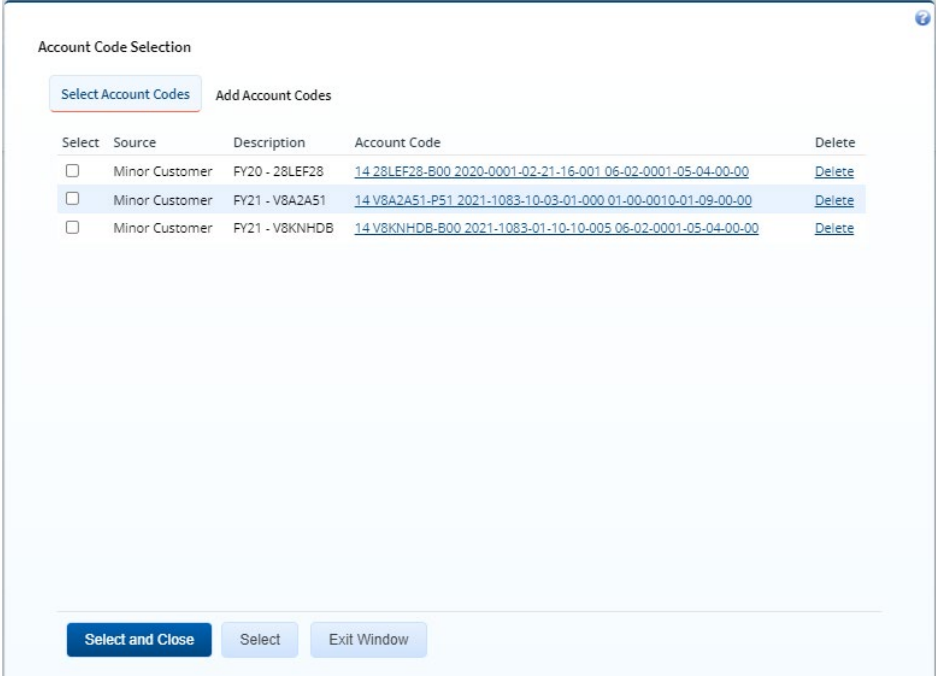
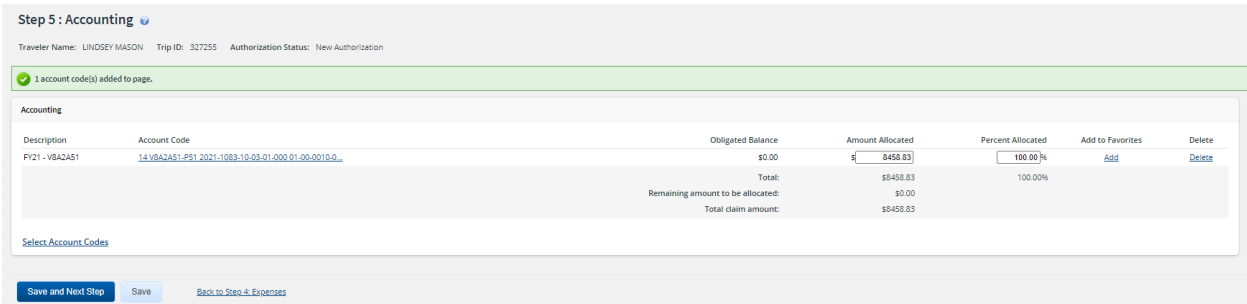
Step	Action
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ The E2 Solutions travel system generates a Document Number for the Authorization. ✓ The E2 Solutions travel system generates a Trip Number that groups all travel documents together. ✓ The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.
3	<p>The Step 2: Reservation screen of the authorization appears:</p> <div data-bbox="289 590 1122 984" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Step 2 : Reservation </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327255 Authorization Status: New Authorization</p> <div style="border: 1px solid #c8e6c9; padding: 5px; margin: 5px 0;">  Basic Information has been successfully updated. </div> <p>Confirmation Number:</p> <p>Make New Reservation</p> <p>Manage Trip Reservations</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Next Step Back to Step 1: Basic Information </div> </div> <p><input type="checkbox"/> Click Next Step</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be skipping this step. ✓ In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using Manage Trip Reservations. ✓ If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.

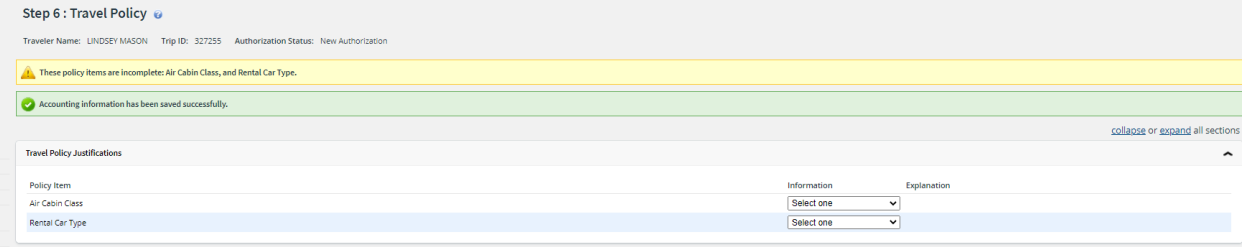
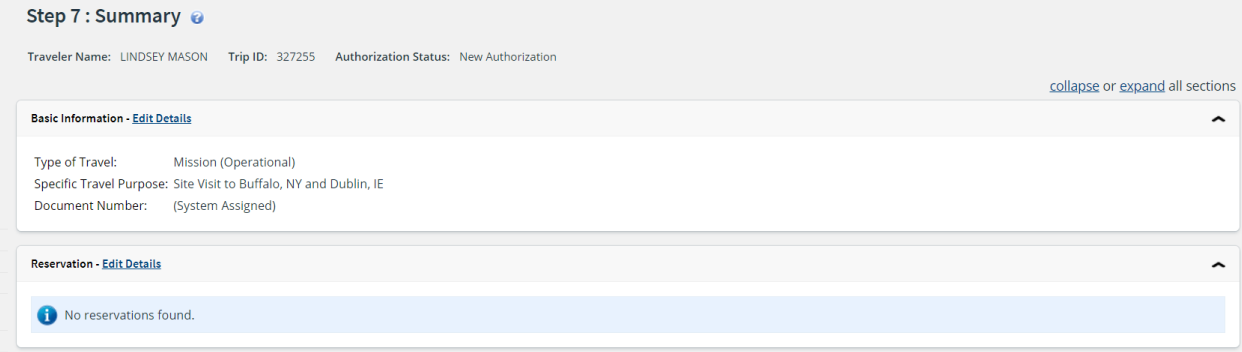
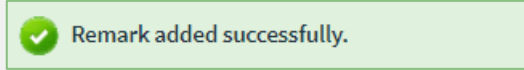
Step	Action
4a	<p>The Step 3: Site Details screen of the authorization appears:</p>  <p>Step 3 : Site Details</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327255 Authorization Status: New Authorization</p> <p>[Site 1] Begin: Washington, DC, United States</p> <p>Departing Date:* <input type="text"/></p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/></p> <p>Departing From: * <input type="text" value="Washington, DC, United States"/></p> <p>Going To:* <input type="text"/></p> <p>Arrival Date:* <input type="text"/></p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>Reason For Stop:* Temporary Duty</p> <p>Add Site Add Break</p> <p>[Site 2] End: to Washington, DC, United States</p> <p>Returning Date:* <input type="text"/></p> <p>Returning From:</p> <p>Returning To:* <input type="text" value="Washington, DC, United States"/></p> <p>Arrival Date:* <input type="text"/></p> <p>Arrival Time:** <input type="text" value="Select"/></p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>*Required **Required if trip duration is less than three days</p> <p>Save and Next Step Save Back to Step 2: Reservation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Departing Date (i.e. date from instructor) <input type="checkbox"/> Select the Departing Time (i.e. defaults to morning) <input type="checkbox"/> Change the Departing From if needed (i.e. defaults to your profile location) <input type="checkbox"/> Enter the Going To (i.e. Buffalo, NY) <input type="checkbox"/> Click Add Site

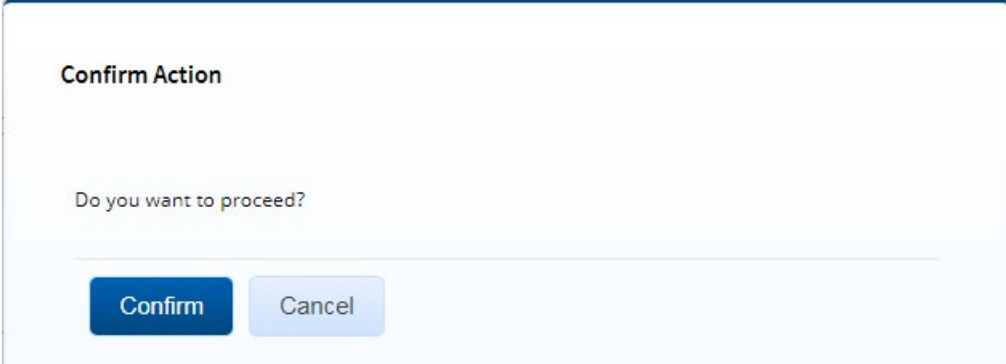
Step	Action
4b	<p>The <i>Site 2</i> part of the screen appears:</p> <div data-bbox="293 338 1528 821" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>[Site 2] From: Buffalo, NY, United States</p> <p>Departing Date:* <input type="text" value="10-May-2021"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/> </p> <p>Departing From: Buffalo, NY, United States</p> <p>Going To:* <input type="text" value=""/> </p> <p>Arrival Date:* <input type="text" value="10-May-2021"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>Reason For Stop:* <input type="text" value="Temporary Duty"/> </p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the <i>Departing Date</i> (i.e. date from instructor) <input type="checkbox"/> Select the <i>Departing Time</i> (i.e. defaults to morning) <input type="checkbox"/> Change the <i>Departing From</i> if needed (i.e. defaults the Site 1) <input type="checkbox"/> Enter the Going To (i.e. Dublin, IE) <input type="checkbox"/> Scroll down
4c	<div data-bbox="293 1129 1284 1478" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>[Site 3] End: Dublin, Ireland on 10-May-2021 to Washington, DC, United States</p> <p>Returning Date:* <input type="text" value="12-May-2021"/> </p> <p>Returning From: Dublin, Ireland</p> <p>Returning To:* <input type="text" value="Washington, DC, United States"/> </p> <p>Arrival Date:* <input type="text" value="10-May-2021"/> </p> <p>Arrival Time:** <input type="text" value="Select"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the <i>Returning Date</i> (i.e. date from instructor) <input type="checkbox"/> Select the <i>Arrival Time</i> <input type="checkbox"/> Click Save and Next Step <div data-bbox="289 1633 1539 1877" style="background-color: yellow; padding: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>For training purposes we will be entering information into this section.</i> ✓ <i>If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes.</i> ✓ <i>If changes occur to reservations, this screen is not automatically updated.</i> </div>

Step	Action																																																						
5	<p>The Step 4: Expenses screen of the authorization appears:</p> <div data-bbox="293 331 1528 793" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4 : Expenses</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327255 Authorization Status: New Authorization</p> <p>Site details information has been saved successfully.</p> <p>Expense Information</p> <p>Agency Billed: 15.51 Traveler: 3718.75 Unassigned: 0.00 Amount: 3734.26</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-May-2021</td> <td>Lodging</td> <td>318.00</td> <td>Lodging expense in Buffalo, NY, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-May-2021</td> <td>Meals and Incidentals</td> <td>181.50</td> <td>M&IE expense in Buffalo, NY, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>12-May-2021</td> <td>Lodging</td> <td>2348.00</td> <td>Lodging expense in Dublin, Ireland including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>12-May-2021</td> <td>Meals and Incidentals</td> <td>971.25</td> <td>M&IE expense in Dublin, Ireland</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>20-May-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add New Expense</p> <p>Showing 1 - 5 of 5 Remark ■ Reduced ■</p> <p>Next Step Back to Step 3: Site Details</p> </div> <p>When multiple locations are added on the Site Details, the expenses will then break out the lodging and M&IE for each location. So this means you'll have to enter your hotel tax per location (except for foreign locations). So add the following expenses:</p> <ul style="list-style-type: none"> \$3410.53 = Round-trip air fare \$39.19 = Transaction Fee \$150 for Taxi to and from Airport \$210 Checked Baggage Fees \$25/day Hotel Tax (Buffalo) \$274.85 for Rental Car in Buffalo \$65 for Rental Car Gas \$500 for Taxi in Dublin <ul style="list-style-type: none"> <input type="checkbox"/> Verify all expenses have been entered <input type="checkbox"/> Click Next Step 	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-May-2021	Lodging	318.00	Lodging expense in Buffalo, NY, United States including lodging taxes	Traveler		Modify			09-May-2021	Meals and Incidentals	181.50	M&IE expense in Buffalo, NY, United States	Traveler		Modify			12-May-2021	Lodging	2348.00	Lodging expense in Dublin, Ireland including lodging taxes	Traveler		Modify			12-May-2021	Meals and Incidentals	971.25	M&IE expense in Dublin, Ireland	Traveler		Modify			20-May-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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6	<p>The Step 4: Expenses screen of the authorization appears with the updated expenses:</p>  <p>Step 4: Expenses</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327255 Authorization Status: New Authorization</p> <p>Expense has been added successfully.</p> <p>Expense Information</p> <p>Agency Billed: 3465.23 Traveler: 4993.60 Unassigned: 0.00 Amount: 8458.83</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>09-May-2021</td> <td>Airfare Common Carrier</td> <td>3410.53</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-May-2021</td> <td>Checked Bag Fee</td> <td>210.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-May-2021</td> <td>Fuel</td> <td>65.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-May-2021</td> <td>Lodging</td> <td>393.00</td> <td>Lodging expense in Buffalo, NY, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-May-2021</td> <td>Meals and Incidentals</td> <td>181.50</td> <td>M&IE expense in Buffalo, NY, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>09-May-2021</td> <td>Rental Car</td> <td>274.85</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-May-2021</td> <td>TMC Fee (Agent Assisted with Air or Rail)</td> <td>39.19</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>09-May-2021</td> <td>Taxi</td> <td>150.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>12-May-2021</td> <td>Lodging</td> <td>2248.00</td> <td>Lodging expense in Dublin, Ireland including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>12-May-2021</td> <td>Meals and Incidentals</td> <td>971.25</td> <td>M&IE expense in Dublin, Ireland</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>12-May-2021</td> <td>Taxi</td> <td>500.00</td> <td>Dublin Taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>20-May-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Show 10 25 50 All items per page</p> <p>Add New Expense</p> <p>Showing 1 - 12 of 12 Remark: Reduced</p> <p>Next Step Back to Step 3: Site Details</p> <p><input type="checkbox"/> Verify all expenses have been entered</p> <p><input type="checkbox"/> Click Next Step</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-May-2021	Airfare Common Carrier	3410.53		Agency Billed		Modify	Copy	Delete	09-May-2021	Checked Bag Fee	210.00		Traveler		Modify	Copy	Delete	09-May-2021	Fuel	65.00		Traveler		Modify	Copy	Delete	09-May-2021	Lodging	393.00	Lodging expense in Buffalo, NY, United States including lodging taxes	Traveler		Modify			09-May-2021	Meals and Incidentals	181.50	M&IE expense in Buffalo, NY, United States	Traveler		Modify			09-May-2021	Rental Car	274.85		Traveler		Modify	Copy	Delete	09-May-2021	TMC Fee (Agent Assisted with Air or Rail)	39.19		Agency Billed		Modify	Copy	Delete	09-May-2021	Taxi	150.00		Traveler		Modify	Copy	Delete	12-May-2021	Lodging	2248.00	Lodging expense in Dublin, Ireland including lodging taxes	Traveler		Modify			12-May-2021	Meals and Incidentals	971.25	M&IE expense in Dublin, Ireland	Traveler		Modify			12-May-2021	Taxi	500.00	Dublin Taxes	Traveler		Modify	Copy	Delete	20-May-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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12-May-2021	Taxi	500.00	Dublin Taxes	Traveler		Modify	Copy	Delete																																																																																																														
20-May-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed																																																																																																																		
7	<p>The Step 5: Accounting screen of the authorization appears:</p>  <p>Step 5: Accounting</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327255 Authorization Status: New Authorization</p> <p>No account codes selected. Click the 'Select Account Codes' link below to add an account code.</p> <p>Accounting</p> <p>No account codes selected.</p> <p>Select Account Codes</p> <p>Save and Next Step Save Back to Step 4: Expenses</p> <p><input type="checkbox"/> Click the Select Account Codes link</p>																																																																																																																					

Step	Action
<p>8</p>	<p>The Account Code Selection pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Account Codes needed for this TA <input type="checkbox"/> Click Select and Close or Add and Close (if only choosing one code) <input type="checkbox"/> Click Select or Add (if only choosing multiple codes)
<p>9</p>	<p>The Step 5: Accounting screen of the authorization appears with the accounting code(s) now associated to the authorization:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Click Save and Next Step

Step	Action
10	<p>The Step 6: Travel Policy screen of the authorization appears:</p>  <p><input type="checkbox"/> Select justifications if needed</p> <p><input type="checkbox"/> Click Save and Next Step</p>
11	<p>The Step 7: Summary screen of the authorization appears:</p>  <p><input type="checkbox"/> Review all parts</p> <p><input type="checkbox"/> Add Any Remarks necessary for the trip</p> <p><input type="checkbox"/> Add Any Attachments (like the Itinerary)</p>
12c	 <p><input type="checkbox"/> Click Send to Approver</p>

Step	Action
13	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p>
14	<p>The My E2 screen should appear with a message at the top stating the authorization has been sent to the approver.</p>

Exercise #11: International Date Line (IDL) TA

- Objectives:
- Create a TA that crosses the International Date Line (IDL)
 - Navigate each step of the TA

Notes:

This exercise covers how to create an authorization when crossing the International Date Line (IDL) during travel. When traveling across the IDL the traveler will gain or lose a full day of per diem depending upon the direction of the travel. For example if traveling west from the United States to places like Japan, Thailand, Korea a per diem day will be lost. On the eastern return back to the United States you will gain a per diem day.

The travel system automatically calculates this based upon the departure and arrival locations to determine if travel will cross the IDL and whether a calendar day was lost or gained. This trip is no different than any other type of trip, other than the system calculating the per diem costs. However, it only will calculate correctly for the Meals and Incidental Expenses, you'll have to manually add a dual lodging cost when coming back across the IDL, if staying any additional days in a location other than your home location.

Instructions: Execute the following steps:

You have been instructed to attend a weather seminar for a week in Sydney, Australia. You will have travel days on either side. Hotel tax is not included in foreign travel as it has been built into the per diem costs. Foreign and Outside CONUS do not get laundry costs.

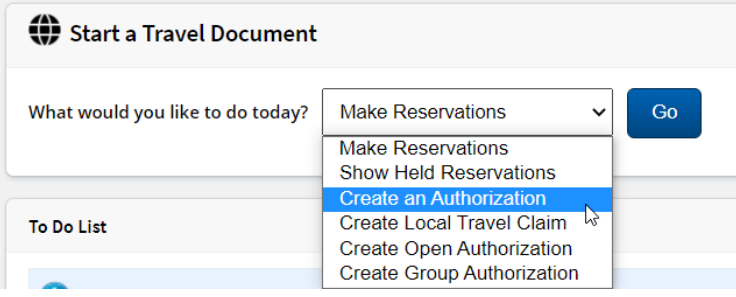
Estimated Expenses

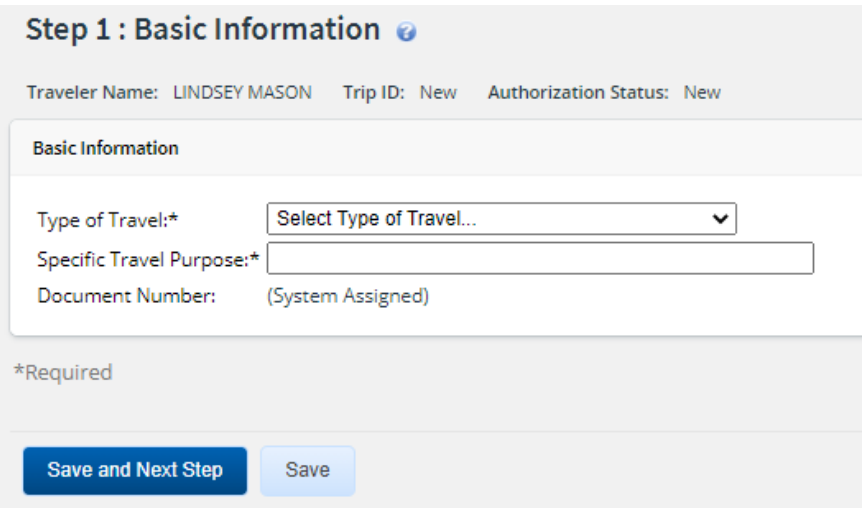
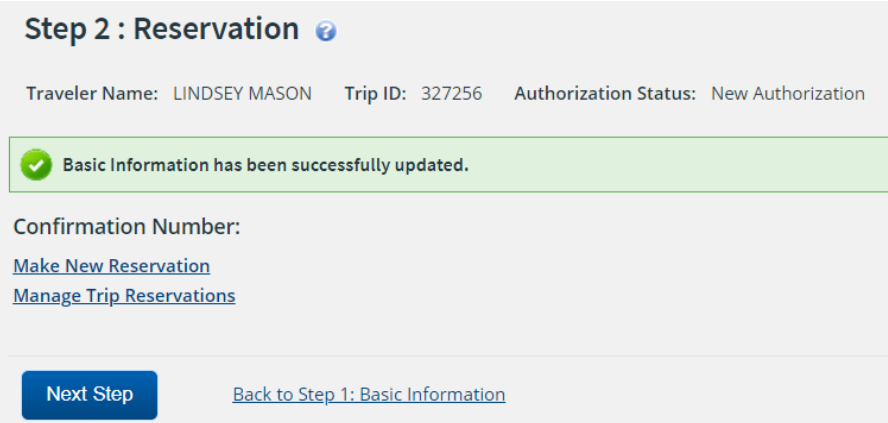
\$1507.53 = Airfare

\$39.19 = TMC Fee

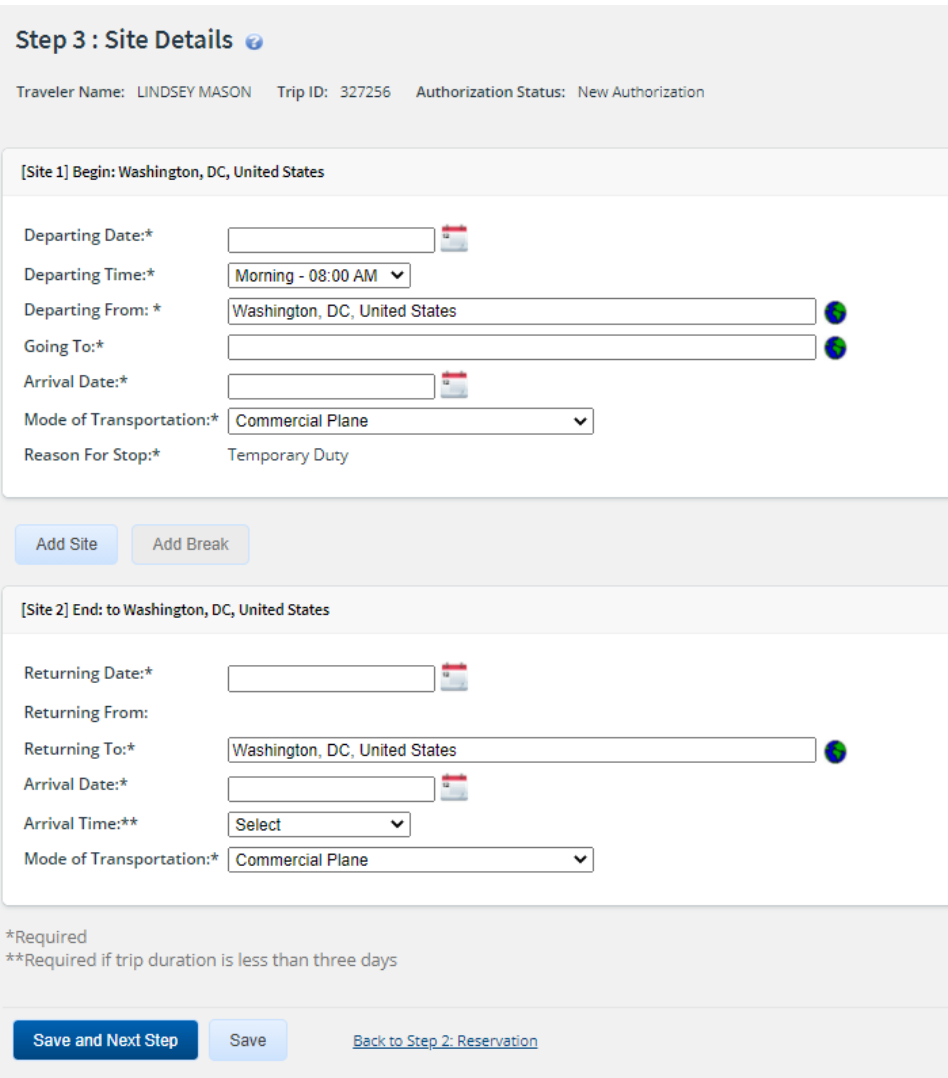
\$750 = Taxi

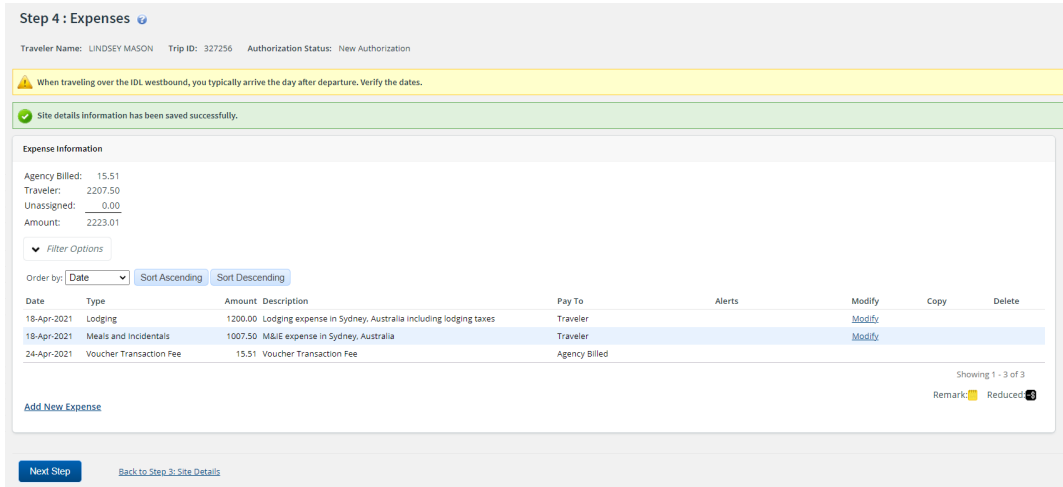
\$75/flight = Checked Baggage Fee

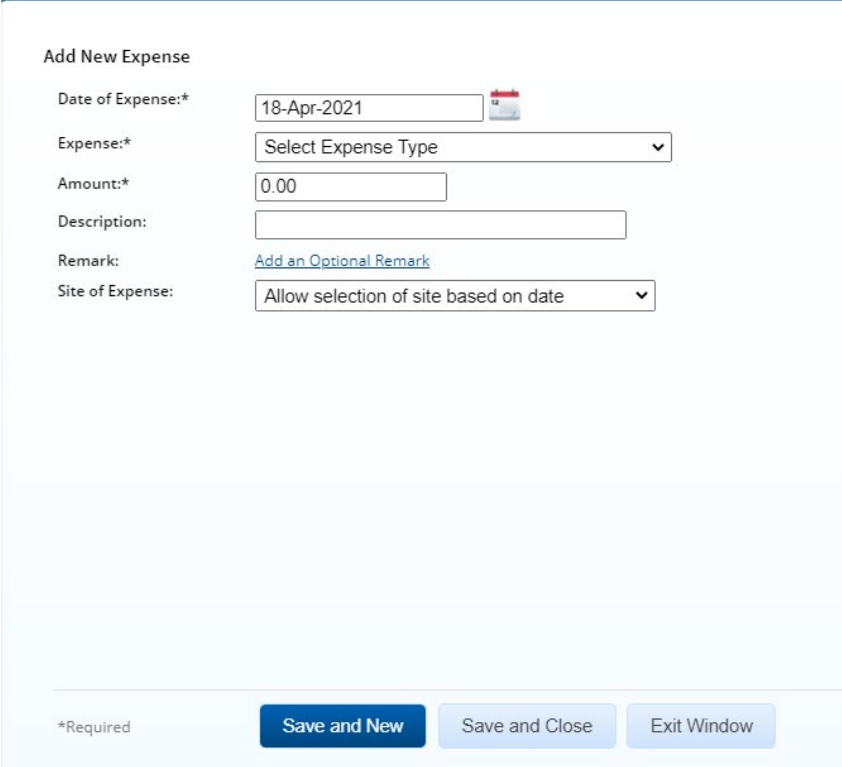
Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the drop-down arrow on the “<i>What would you like to do today?</i>” field <input type="checkbox"/> Select Create an Authorization <input type="checkbox"/> Click Go  <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i> ✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i> ✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i> ✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i>

Step	Action
2	<p>The Step1: Basic Information screen of the authorization appears:</p>  <p>Step 1 : Basic Information ⓘ</p> <p>Traveler Name: LINDSEY MASON Trip ID: New Authorization Status: New</p> <p>Basic Information</p> <p>Type of Travel:* <input type="text" value="Select Type of Travel..."/></p> <p>Specific Travel Purpose:* <input type="text"/></p> <p>Document Number: (System Assigned)</p> <p>*Required</p> <p>Save and Next Step Save</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the <i>Type of Travel</i> (i.e. Mission Operational) <input type="checkbox"/> Enter the <i>Specific Travel Purpose</i> (i.e. Site Visit to Sydney AUS) <input type="checkbox"/> Click Save and Next Step <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>The E2 Solutions travel system generates a Document Number for the Authorization.</i> ✓ <i>The E2 Solutions travel system generates a Trip Number that groups all travel documents together.</i> ✓ <i>The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.</i>
3	<p>The Step 2: Reservation screen of the authorization appears:</p>  <p>Step 2 : Reservation ⓘ</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327256 Authorization Status: New Authorization</p> <p>✓ Basic Information has been successfully updated.</p> <p>Confirmation Number:</p> <p>Make New Reservation</p> <p>Manage Trip Reservations</p> <p>Next Step Back to Step 1: Basic Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click Next Step

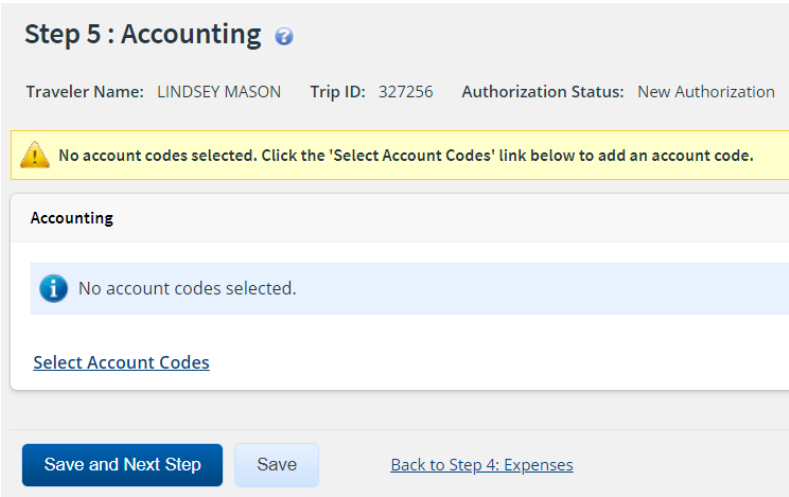
Step	Action
	<p>Notes:</p> <ul style="list-style-type: none">✓ <i>For training purposes we will be skipping this step.</i>✓ <i>In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using Manage Trip Reservations.</i>✓ <i>If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</i>

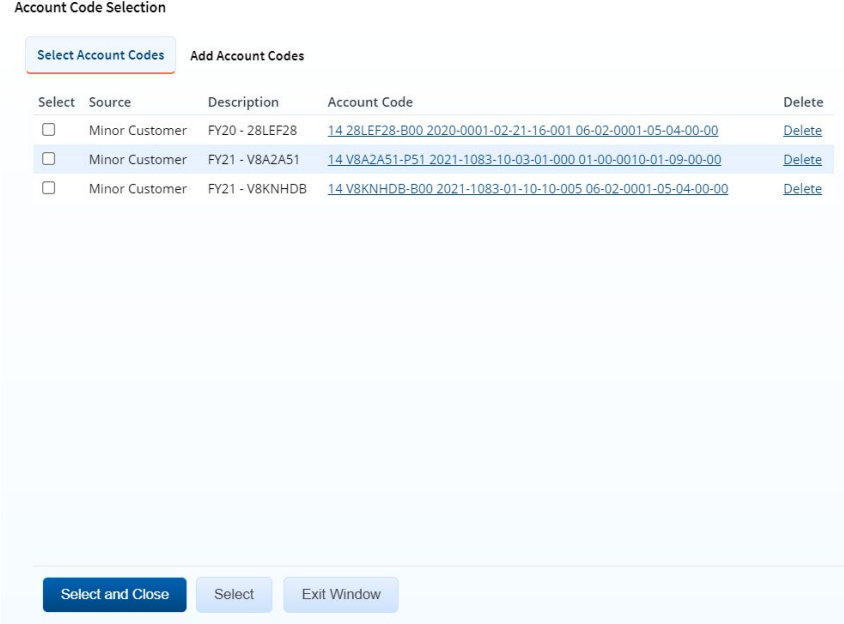
Step	Action
4	<p>The Step 3: Site Details screen of the authorization appears:</p>  <p>Step 3 : Site Details</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327256 Authorization Status: New Authorization</p> <p>[Site 1] Begin: Washington, DC, United States</p> <p>Departing Date:* <input type="text"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/></p> <p>Departing From: * <input type="text" value="Washington, DC, United States"/> </p> <p>Going To:* <input type="text"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>Reason For Stop:* Temporary Duty</p> <p><input type="button" value="Add Site"/> <input type="button" value="Add Break"/></p> <p>[Site 2] End: to Washington, DC, United States</p> <p>Returning Date:* <input type="text"/> </p> <p>Returning From: <input type="text"/></p> <p>Returning To:* <input type="text" value="Washington, DC, United States"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Arrival Time:** <input type="text" value="Select"/></p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/></p> <p>*Required **Required if trip duration is less than three days</p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/> Back to Step 2: Reservation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Departing Date <input type="checkbox"/> Select the Departing Time (i.e. defaults to morning) <input type="checkbox"/> Change the Departing From if needed (i.e. defaults to your profile location) <input type="checkbox"/> Enter the Going To (i.e. Sydney AUS) <input type="checkbox"/> Select the Returning Date <input type="checkbox"/> Select the Arrival Time <input type="checkbox"/> Click Save and Next Step

Step	Action
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be entering information into this section. ✓ If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes. ✓ If changes occur to reservations, this screen is not automatically updated.
<p>4a</p>	<p>When you enter a location that would cross the IDL, you'll see an extra field show up showing the direction you'd be crossing the IDL, west or east.</p> <p>International Date Line: <input type="text" value="IDL-West"/></p> <p>International Date Line: <input type="text" value="IDL-East"/></p>
<p>5</p>	<p>The Step 4: Expenses screen of the authorization appears:</p>  <p><input type="checkbox"/> Click the Add New Expense link</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details. ✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car) ✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher. ✓ IDL trips will have a notification that show at the top of the Expense screen. ✓ Hotel taxes are built into the per diem costs for foreign locations, so no extra hotel tax should be added for these locations.

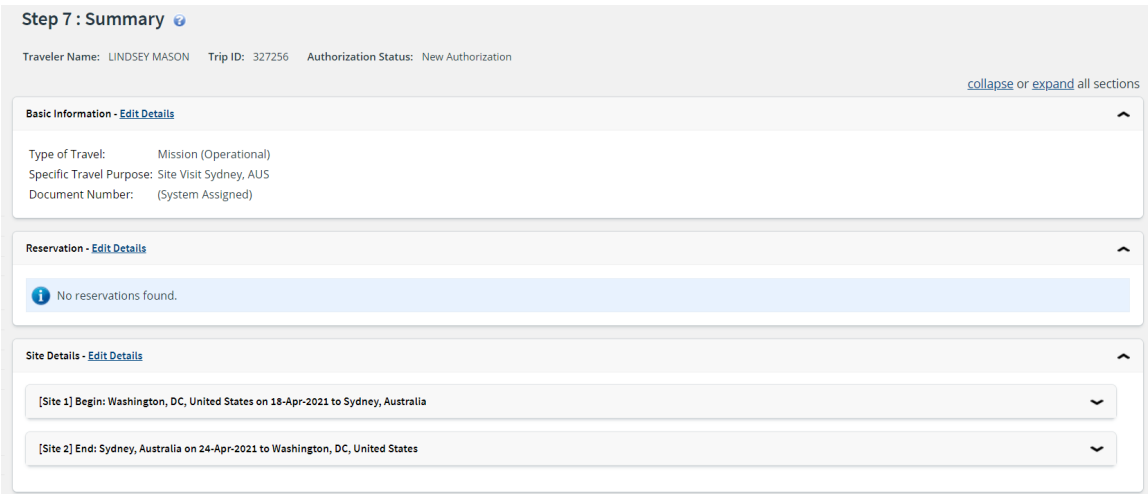
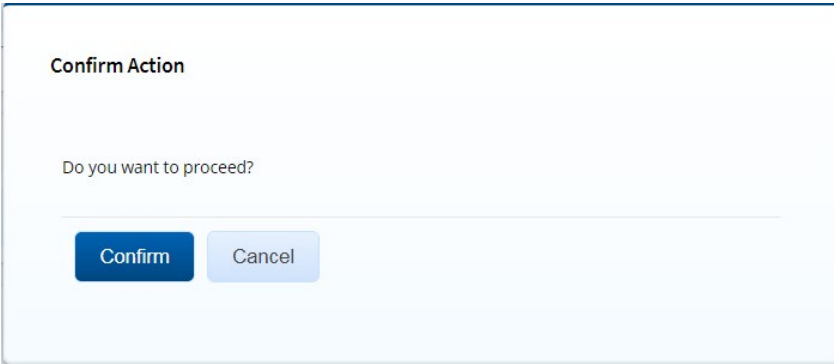
Step	Action
6	<p>The Add New Expense pop-up window appears:</p>  <p>Enter the Date of Expense (i.e. defaults to the beginning date of the trip)</p> <p>Select the Expense</p> <p>Enter the Amount</p> <p>Enter a Description (if needed)</p> <p>Click Save and New (if adding more expenses) or Save and Close (if finished entering expenses)</p> <p>Do each step above for the following:</p> <p><u>Estimated Expenses</u></p> <p>\$1507.53 = Airfare \$39.19 = TMC Fee \$750 = Taxi \$75/flight = Checked Baggage Fee</p>

Step	Action																																																																								
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>There is an area to put a remark to the expense; however we suggest you do not use the remarks here. There is another area in which to put remarks.</i> ✓ <i>Allow the system to choose the site of expense based on date.</i> ✓ <i>Based upon the expense chosen, additional fields may show up that need to be filled out as well.</i> ✓ <i>Internet and such fees should be listed under Business Center Services</i> ✓ <i>If you have expenses that are at the start of the trip that also need to be at the end of the trip, like checked baggage, you can copy that expense to all dates or a specific one.</i> ✓ <i>Once some expenses have been entered, you have at the bottom of the expenses the ability to see 10, 25, 50 or All expenses on the page.</i> 																																																																								
<p>7</p>	<p>The Step 4: Expenses screen of the authorization appears with the updated expenses:</p> <div data-bbox="300 772 1421 1302" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4: Expenses</p> <p>Traveler Name: LINSEY MASON Trip ID: 327256 Authorization Status: New Authorization</p> <p>Expense has been added successfully.</p> <p>Expense Information</p> <p>Agency Billed: 1562.23 Traveler: 3257.50 Unassigned: 0.00 Amount: 4819.73</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>18-Apr-2021</td> <td>Airfare Common Carrier</td> <td>1507.53</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>18-Apr-2021</td> <td>Checked Bag Fee</td> <td>300.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>18-Apr-2021</td> <td>Lodging</td> <td>1200.00</td> <td>Lodging expense in Sydney, Australia including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>18-Apr-2021</td> <td>Meals and Incidentals</td> <td>1007.50</td> <td>M&IE expense in Sydney, Australia</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>18-Apr-2021</td> <td>TMC Fee (Accommodated TMC Assisted with Air or Rail)</td> <td>99.19</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>18-Apr-2021</td> <td>Taxi</td> <td>750.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>24-Apr-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Showing 1 - 7 of 7</p> <p>Remark: <input type="checkbox"/> Reduce: <input type="checkbox"/></p> <p>Add New Expense</p> <p>Next Step Back to Step 3: Site Details</p> </div> <p><input type="checkbox"/> Click Next Step</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	18-Apr-2021	Airfare Common Carrier	1507.53		Agency Billed		Modify	Copy	Delete	18-Apr-2021	Checked Bag Fee	300.00		Traveler		Modify	Copy	Delete	18-Apr-2021	Lodging	1200.00	Lodging expense in Sydney, Australia including lodging taxes	Traveler		Modify			18-Apr-2021	Meals and Incidentals	1007.50	M&IE expense in Sydney, Australia	Traveler		Modify			18-Apr-2021	TMC Fee (Accommodated TMC Assisted with Air or Rail)	99.19		Agency Billed		Modify	Copy	Delete	18-Apr-2021	Taxi	750.00		Traveler		Modify	Copy	Delete	24-Apr-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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Step	Action
8	<p>The Step 5: Accounting screen of the authorization appears:</p>  <p><input type="checkbox"/> Click the Select Account Codes link</p>

Step	Action																				
9	<p>The Account Code Selection pop-up window appears:</p>  <p>Account Code Selection</p> <p>Select Account Codes Add Account Codes</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Source</th> <th>Description</th> <th>Account Code</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Minor Customer</td> <td>FY20 - 28LEF28</td> <td>14 28LEF28-B00 2020-0001-02-21-16-001 06-02-0001-05-04-00-00</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Minor Customer</td> <td>FY21 - V8A2A51</td> <td>14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-01-09-00-00</td> <td>Delete</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Minor Customer</td> <td>FY21 - V8KNHDB</td> <td>14 V8KNHDB-B00 2021-1083-01-10-10-005 06-02-0001-05-04-00-00</td> <td>Delete</td> </tr> </tbody> </table> <p>Select and Close Select Exit Window</p> <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Account Codes needed for this TA <input type="checkbox"/> Click Select and Close or Add and Close (if only choosing one code) <input type="checkbox"/> Click Select or Add (if only choosing multiple codes) 	Select	Source	Description	Account Code	Delete	<input type="checkbox"/>	Minor Customer	FY20 - 28LEF28	14 28LEF28-B00 2020-0001-02-21-16-001 06-02-0001-05-04-00-00	Delete	<input type="checkbox"/>	Minor Customer	FY21 - V8A2A51	14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-01-09-00-00	Delete	<input type="checkbox"/>	Minor Customer	FY21 - V8KNHDB	14 V8KNHDB-B00 2021-1083-01-10-10-005 06-02-0001-05-04-00-00	Delete
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Step	Action																																			
10	<p>The Step 5: Accounting screen of the authorization appears with the accounting code(s) now associated to the authorization:</p> <div data-bbox="289 411 1430 905" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 5 : Accounting</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327256 Authorization Status: New Authorization</p> <p>✔ 1 account code(s) added to page.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Accounting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Account Code</th> <th>Obligated Balance</th> <th>Amount Allocated</th> <th>Percent Allocated</th> <th>Add to Favorites</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>FY21 - V8A2A51</td> <td>14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...</td> <td>\$0.00</td> <td>\$ 4819.73</td> <td>100.00%</td> <td>Add</td> <td>Delete</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total:</td> <td></td> <td>\$4819.73</td> <td>100.00%</td> <td colspan="2"></td> </tr> <tr> <td colspan="2" style="text-align: right;">Remaining amount to be allocated:</td> <td></td> <td>\$0.00</td> <td colspan="3"></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total claim amount:</td> <td></td> <td>\$4819.73</td> <td colspan="3"></td> </tr> </tbody> </table> <p>Select Account Codes</p> </div> <p>Save and Next Step Save Back to Step 4: Expenses</p> </div> <p><input type="checkbox"/> Click Save and Next Step</p>	Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete	FY21 - V8A2A51	14 V8A2A51-P51 2021-1083-10-03-01-000 01-00-0010-0...	\$0.00	\$ 4819.73	100.00%	Add	Delete	Total:			\$4819.73	100.00%			Remaining amount to be allocated:			\$0.00				Total claim amount:			\$4819.73			
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11	<p>The Step 6: Travel Policy screen of the authorization appears:</p> <div data-bbox="289 1066 1430 1507" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 6 : Travel Policy</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327256 Authorization Status: New Authorization</p> <p>⚠ This policy item is incomplete: Air Cabin Class.</p> <p>✔ Accounting information has been saved successfully.</p> <p style="text-align: right;">collapse or expand all sections</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Travel Policy Justifications</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Policy Item</th> <th>Information</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>Air Cabin Class</td> <td>Select one</td> <td></td> </tr> </tbody> </table> </div> <p>*Required</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Travel Policy Warnings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Policy Item</th> <th>Information</th> </tr> </thead> <tbody> <tr> <td>Lowest Logical Airfare</td> <td>No commercial air reservation.</td> </tr> </tbody> </table> </div> </div> <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Red is an error, it must be fixed before moving on <input type="checkbox"/> Yellow is a warning, it's just giving a heads up that something is missing <input type="checkbox"/> Green is everything is ok <input type="checkbox"/> Fill out anything that needs filling out <input type="checkbox"/> Click Save and Next Step 	Policy Item	Information	Explanation	Air Cabin Class	Select one		Policy Item	Information	Lowest Logical Airfare	No commercial air reservation.																									
Policy Item	Information	Explanation																																		
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Lowest Logical Airfare	No commercial air reservation.																																			

Step	Action
12	<p>The Step 7: Summary screen of the authorization appears:</p>  <p><input type="checkbox"/> Review all parts</p> <p><input type="checkbox"/> Add Any Remarks necessary for the trip</p> <p><input type="checkbox"/> Add Any Attachments (like the Itinerary)</p> <p><input type="checkbox"/> Click Send to Approver</p>
14	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p>
15	<p>A screen should appear with a message at the top stating the authorization has been sent to the approver.</p>

Exercise #12: Multiple International Date Line (IDL) TA

- Objectives:*
- Create a TA that crosses the International Date Line (IDL) multiple times.
 - Navigate each step of the TA

Notes:

This exercise covers how to create an authorization when crossing the International Date Line (IDL) during travel. When traveling across the IDL the traveler will gain or lose a full day of per diem depending upon the direction of the travel. For example if traveling west from the United States to places like Japan, Thailand, Korea a per diem day will be lost. On the eastern return back to the United States you will gain a per diem day.

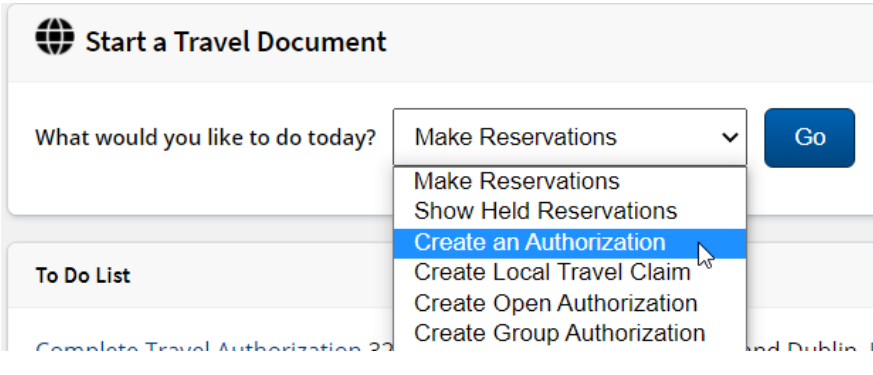
The travel system automatically calculates this based upon the departure and arrival locations to determine if travel will cross the IDL and whether a calendar day was lost or gained. This trip is no different than any other type of trip, other than the system calculating the per diem costs. However, it only will calculate correctly for the Meals and Incidental Expenses, you'll have to manually add a dual lodging cost when coming back across the IDL, if staying any additional days in a location other than your home location. However, a fix will be coming for this. Until it does, please use the dual lodging.


Instructions: Execute the following steps:






You will be doing site visits between Honolulu, HI and Guam. You will be leaving from your port. The first leg will be to Honolulu for 2 days, then traveling to Guam for 2 days and coming back to Honolulu for 2 days before heading home. The system now processes lodging correctly so no more dual lodging should be needed.







Estimated Expenses













\$4307.61 = Airfare
\$39.19 = TMC Fee
\$1000 = Taxi (per each location and date)
\$35/flight = Checked Baggage Fee
\$35/night = Hotel Tax (Honolulu)

Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the drop-down arrow on the “<i>What would you like to do today?</i>” field <input type="checkbox"/> Select <i>Create an Authorization</i> <input type="checkbox"/> Click Go  <p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i> ✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i> ✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i> ✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i>

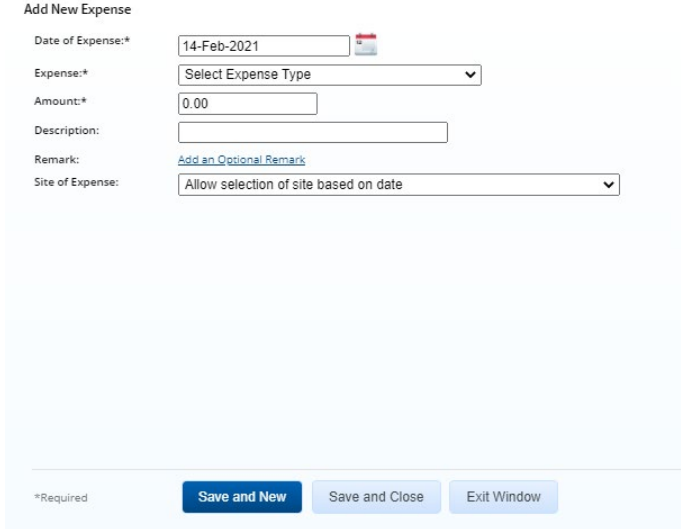
Step	Action
2	<p>The Step1: Basic Information screen of the authorization appears:</p> <div data-bbox="289 331 1182 905" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Step 1 : Basic Information </p> <p>Traveler Name: LINDSEY MASON Trip ID: New Authorization Status: New</p> <p>Basic Information</p> <p>Type of Travel:* <input type="text" value="Select Type of Travel..."/></p> <p>Specific Travel Purpose:* <input type="text"/></p> <p>Document Number: (System Assigned)</p> <p>*Required</p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/></p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Type of Travel (i.e. Mission) <input type="checkbox"/> Enter the Specific Travel Purpose (i.e. Site Visits to Honolulu, HI and Guam) <input type="checkbox"/> Click Save and Next Step <div data-bbox="289 1150 1442 1396" style="background-color: #ffff00; padding: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ The E2 Solutions travel system generates a Document Number for the Authorization. ✓ The E2 Solutions travel system generates a Trip Number that groups all travel documents together. ✓ The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information. </div>

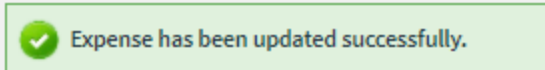



Step	Action
3	<p>The Step 2: Reservation screen of the authorization appears:</p> <div data-bbox="289 331 1198 772" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Step 2 : Reservation </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327315 Authorization Status: New Authorization</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #e8f5e9; margin: 5px 0;"> <p> Basic Information has been successfully updated.</p> </div> <p>Confirmation Number:</p> <p>Make New Reservation</p> <p>Manage Trip Reservations</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Next Step Back to Step 1: Basic Information </div> </div> <p><input type="checkbox"/> Click Next Step</p> <div data-bbox="289 852 1442 1134" style="background-color: #ffff00; padding: 10px;"> <p>Notes:</p> <ul style="list-style-type: none">  <i>For training purposes we will be skipping this step.</i>  <i>In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using Manage Trip Reservations.</i>  <i>If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</i> </div>

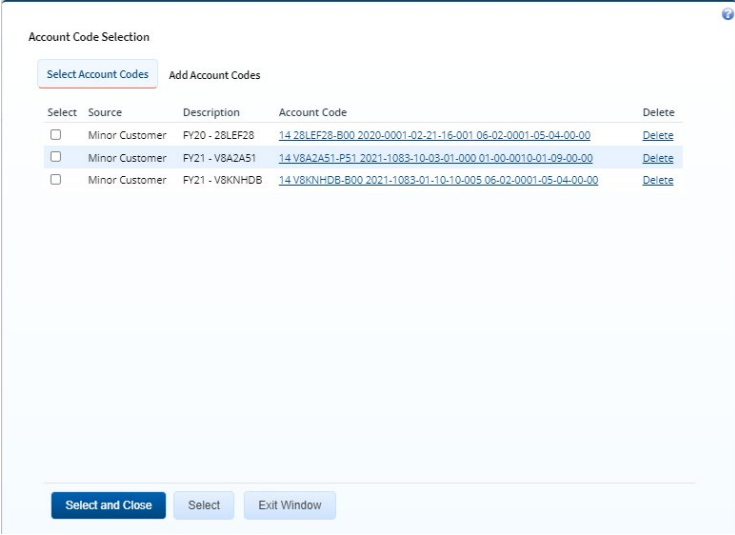
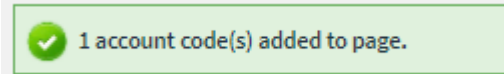
Step	Action
4a	<p>The Step 3: Site Details screen of the authorization appears:</p> <div data-bbox="293 333 1154 890" style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Step 3 : Site Details </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327315 Authorization Status: New Authorization</p> <hr/> <p>[Site 1] Begin: Washington, DC, United States</p> <p>Departing Date:* <input type="text" value=""/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/> </p> <p>Departing From: * <input type="text" value="Washington, DC, United States"/> </p> <p>Going To:* <input type="text" value=""/> </p> <p>Arrival Date:* <input type="text" value=""/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>Reason For Stop:* Temporary Duty</p> <hr/> <p><input type="button" value="Add Site"/> <input type="button" value="Add Break"/></p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Click Add Site <input type="checkbox"/> Select the Departing Date (i.e. starting travel date) <input type="checkbox"/> Select the Departing Time (i.e. defaults to morning) <input type="checkbox"/> Change the Departing From if needed (i.e. defaults to your profile location) <input type="checkbox"/> Enter the Going To (i.e. Honolulu)
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>For training purposes we will be entering information into this section.</i> ✓ <i>If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes.</i> ✓ <i>If changes occur to reservations, this screen is not automatically updated.</i>

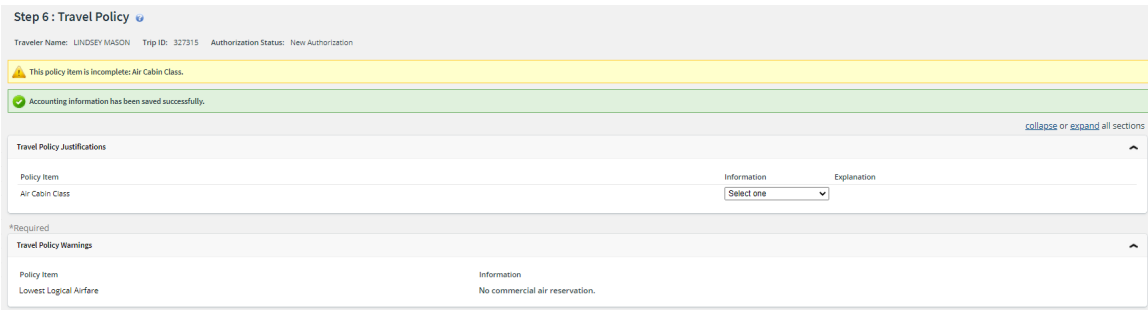
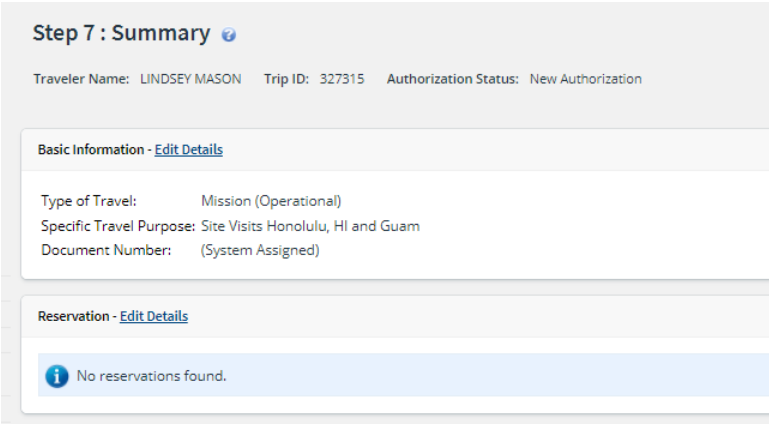
Step	Action
4b	<p>Scroll down to <i>Site 2</i>:</p> <div data-bbox="293 338 1256 789" style="border: 1px solid #ccc; padding: 10px;"> <p>[Site 2] From: Honolulu (incl NAV and MC RES Ctr), HI, United States</p> <p>Departing Date:* <input type="text" value="15-Feb-2021"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/> </p> <p>Departing From: Honolulu (incl NAV and MC RES Ctr), HI, United States</p> <p>Going To:* <input type="text"/> </p> <p>Arrival Date:* <input type="text" value="15-Feb-2021"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>Reason For Stop:* <input type="text" value="Temporary Duty"/> </p> <p><input type="button" value="Add Site"/> <input type="button" value="Add Break"/></p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the <i>Departing Date</i> (i.e. third day of the trip) <input type="checkbox"/> Enter the <i>Going To</i> (i.e. Guam) <input type="checkbox"/> Click <i>Add Site</i>
4c	<p>Scroll down to <i>Site 3</i>:</p> <div data-bbox="293 1024 1433 1476" style="border: 1px solid #ccc; padding: 10px;"> <p>[Site 3] From: Guam (incl All MIL Instal), Guam</p> <p>Departing Date:* <input type="text" value="18-Feb-2021"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/> </p> <p>Departing From: Guam (incl All MIL Instal), Guam</p> <p>Going To:* <input type="text"/> </p> <p>Arrival Date:* <input type="text" value="18-Feb-2021"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>Reason For Stop:* <input type="text" value="Temporary Duty"/> </p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the <i>Departing Date</i> (i.e. seventh day of the trip) <input type="checkbox"/> Enter the <i>Going To</i> (i.e. Honolulu)

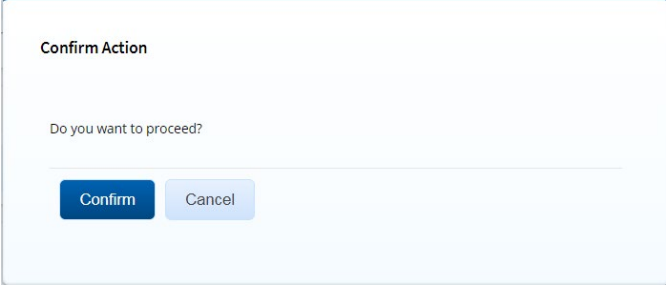
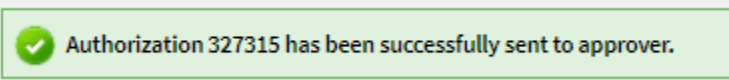
Step	Action																																																																								
4d	<p>Scroll down to <i>Site 4</i>:</p> <div data-bbox="289 333 1295 898" style="border: 1px solid #ccc; padding: 10px;"> <p>[Site 4] End: Honolulu (incl NAV and MC RES Ctr), HI, United States on 22-Feb-2021 to Washington, DC, United States</p> <p>Returning Date:* <input type="text" value="22-Feb-2021"/> </p> <p>Returning From: Honolulu (incl NAV and MC RES Ctr), HI, United States</p> <p>Returning To:* <input type="text" value="Washington, DC, United States"/> </p> <p>Arrival Date:* <input type="text" value="15-Feb-2021"/> </p> <p>Arrival Time:** <input type="text" value="Select"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>*Required **Required if trip duration is less than three days</p> <p>Save and Next Step Save Back to Step 2: Reservation</p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the <i>Returning Date</i> (i.e. travel day after the tenth day of the trip) <input type="checkbox"/> Select the <i>Arrival Time</i> <input type="checkbox"/> Click <i>Save and Next Step</i> 																																																																								
5	<p>The Step 4: Expenses screen of the authorization appears:</p> <div data-bbox="289 1178 1433 1686" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4 : Expenses </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327315 Authorization Status: New Authorization</p> <p> When traveling over the IDL westbound, you typically arrive the day after departure. Verify the dates.</p> <p> Site details information has been saved successfully.</p> <p>Expense Information</p> <p>Agency Billed: 15.51 Traveler: 2873.50 Unassigned: 0.00 Amount: 2889.01</p> <p>Filter Options</p> <p>Order by: <input type="text" value="Date"/> <input type="text" value="Sort Ascending"/> <input type="text" value="Sort Descending"/></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>14-Feb-2021</td> <td>Lodging</td> <td>531.00</td> <td>Lodging expense in Honolulu (incl NAV and MC RES Ctr), HI, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>14-Feb-2021</td> <td>Meals and Incidentals</td> <td>409.75</td> <td>MBIE expense in Honolulu (incl NAV and MC RES Ctr), HI, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>17-Feb-2021</td> <td>Lodging</td> <td>636.00</td> <td>Lodging expense in Guam (incl All MIL Instal), Guam including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>17-Feb-2021</td> <td>Meals and Incidentals</td> <td>384.00</td> <td>MBIE expense in Guam (incl All MIL Instal), Guam</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>22-Feb-2021</td> <td>Lodging</td> <td>354.00</td> <td>Lodging expense in Honolulu (incl NAV and MC RES Ctr), HI, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>22-Feb-2021</td> <td>Meals and Incidentals</td> <td>558.75</td> <td>MBIE expense in Honolulu (incl NAV and MC RES Ctr), HI, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>24-Feb-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Showing 1 - 7 of 7 Remarks Reduced </p> <p>Add New Expense</p> <p>Next Step Back to Step 3: Site Details</p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Add hotel tax for the Honolulu lodging (i.e. \$35/night) <input type="checkbox"/> Click the <i>Add New Expense</i> link 	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	14-Feb-2021	Lodging	531.00	Lodging expense in Honolulu (incl NAV and MC RES Ctr), HI, United States including lodging taxes	Traveler		Modify			14-Feb-2021	Meals and Incidentals	409.75	MBIE expense in Honolulu (incl NAV and MC RES Ctr), HI, United States	Traveler		Modify			17-Feb-2021	Lodging	636.00	Lodging expense in Guam (incl All MIL Instal), Guam including lodging taxes	Traveler		Modify			17-Feb-2021	Meals and Incidentals	384.00	MBIE expense in Guam (incl All MIL Instal), Guam	Traveler		Modify			22-Feb-2021	Lodging	354.00	Lodging expense in Honolulu (incl NAV and MC RES Ctr), HI, United States including lodging taxes	Traveler		Modify			22-Feb-2021	Meals and Incidentals	558.75	MBIE expense in Honolulu (incl NAV and MC RES Ctr), HI, United States	Traveler		Modify			24-Feb-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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Step	Action
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details. ✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car) ✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher. ✓ IDL trips will have a notification that show at the top of the Expense screen. ✓ Hotel taxes are built into the per diem costs for foreign locations, so no extra hotel tax should be added for these locations.
6	<p>The Add New Expense pop-up window appears:</p>  <p> <input type="checkbox"/> Enter the Date of Expense (i.e. defaults to the beginning date of the trip) <input type="checkbox"/> Select the Expense <input type="checkbox"/> Enter the Amount <input type="checkbox"/> Enter a Description (if needed) <input type="checkbox"/> Click Save and New (if adding more expenses) or Save and Close (if finished entering expenses) </p> <p>Do each step above for the following:</p> <p><u>Estimated Expenses</u></p> <p> \$4307.61 = Airfare \$39.19 = TMC Fee \$1000 = Taxi (per each location and date) \$35/flight = Checked Baggage Fee \$35/night = Hotel Tax (Honolulu) </p>

Step	Action
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ <i>There is an area to put a remark to the expense; however we suggest you do not use the remarks here. There is another area in which to put remarks.</i> ✓ <i>Allow the system to choose the site of expense based on date.</i> ✓ <i>Based upon the expense chosen, additional fields may show up that need to be filled out as well.</i> ✓ <i>Internet and such fees should be listed under Business Center Services</i> ✓ <i>If you have expenses that are at the start of the trip that also need to be at the end of the trip, like checked baggage, you can copy that expense to all dates or a specific one.</i> ✓ <i>Once some expenses have been entered, you have at the bottom of the expenses the ability to see 10, 25, 50 or All expenses on the page.</i>
7	<p>The Step 4: Expenses screen of the authorization appears with the updated expenses:</p> <div data-bbox="293 779 834 848" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  </div> <p><input type="checkbox"/> Click Next Step</p>
8	<p>The Step 5: Accounting screen of the authorization appears:</p> <div data-bbox="293 1016 1166 1562" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Step 5 : Accounting </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327315 Authorization Status: New Authorization</p> <div style="border: 1px solid #ffc107; padding: 5px; margin: 5px 0;">  No account codes selected. Click the 'Select Account Codes' link below to add an account code. </div> <p>Accounting</p> <div style="border: 1px solid #add8e6; padding: 5px; margin: 5px 0;">  No account codes selected. </div> <p>Select Account Codes</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Save and Next Step Save Back to Step 4: Expenses </div> </div> <p><input type="checkbox"/> Click the Select Account Codes link</p>

Step	Action
9	<p>The Account Code Selection pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Account Codes needed for this TA <input type="checkbox"/> Click Select and Close or Add and Close (if only choosing one code) <input type="checkbox"/> Click Select or Add (if only choosing multiple codes)
10	<p>The Step 5: Accounting screen of the authorization appears with the accounting code(s) now associated to the authorization:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Click Save and Next Step

Step	Action
11	<p>The Step 6: Travel Policy screen of the authorization appears:</p>  <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Red is an error, it must be fixed before moving on <input type="checkbox"/> Yellow is a warning, it's just giving a heads up that something is missing <input type="checkbox"/> Green is everything is ok <input type="checkbox"/> Fill out anything that needs filling out <input type="checkbox"/> Click Save and Next Step
12	<p>The Step 7: Summary screen of the authorization appears:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Review all parts <input type="checkbox"/> Add Any Remarks necessary for the trip <input type="checkbox"/> Add Any Attachments (like the Itinerary) <input type="checkbox"/> Click Send to Approver

Step	Action
14	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p>
15	<p>A screen should appear with a message at the top stating the authorization has been sent to the approver.</p> 

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Exercise #13: Long Term Temporary Duty Station (TDY) TA

Objectives:

- Create a Travel Authorization (TA) for Long Term TDY travel
- Navigate each step of the TA
- Understand the steps when doing a 90 day detail.

Notes:

For Long Term TDY travel authorizations, it is a good idea to make sure you have all expenses and any other trips included in it.

If during a Long Term TDY, you are planning to rent a place, any "extra costs" such as cable, electric, etc.) must be included in the lodging totals and not as a separate/miscellaneous expense. Justification for these extra expenses must be entered on the comments, otherwise Finance may disallow.

If the employee's travel assignment is 30 days or more, the per diem rate will be reduced to 55 percent of the full per diem rate (lodging plus M&IE) specified in the FTR for the location, unless a different rate can be fully justified.

If a person is on a Long Term TDY and is asked to go on a regular TDY trip, the TA will need to be amended in order to deduct the M&IE for the Long Term TDY.

Federal Travel Regulations

301-11.14 - How is my daily lodging rate computed when I rent lodging on a long-term basis?

301-11.15 - What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?

Commerce Travel Handbook

3.13.6 - Authorized Returns

4.13 - Temporary Change Station

NOAA Travel Regulations

Chapter 3 - Section 3 - Booking Travel Outside of E2/TMC

Chapter 4 - Section 1 - Lodging in E2

Chapter 4 - Section 3 - Long-Term Lodging

Chapter 14 - Section 1d - Payment of Travel Card

Chapter 17 - Section 1a - Travel Vouchers

Chapter 17 - Section 2b iv - Supporting Documentation

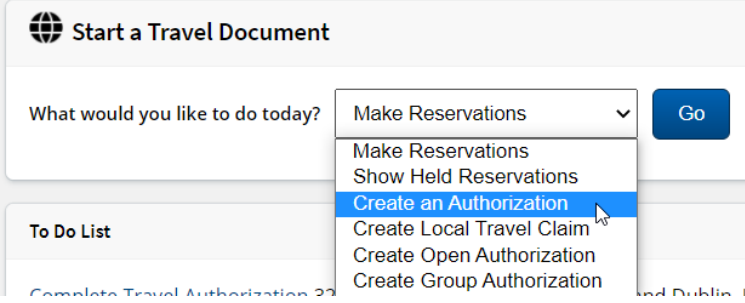
Instructions: Execute the following steps:


You have been sent on a 90 day detail to Boston, MA. You will have 2 travel days on either side.. Your authorization will need to include the following costs:

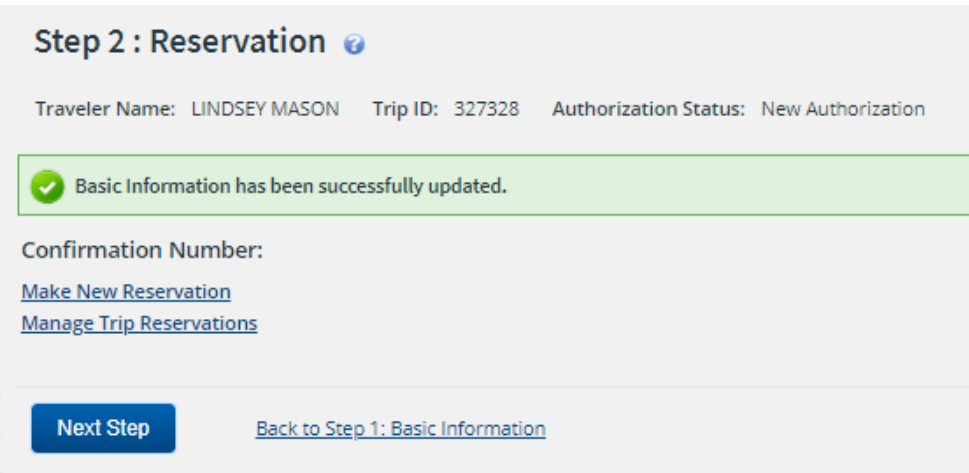
Estimated Expenses













\$300.00 = Round-trip air fare
 \$37.63 = TMC Fee
 \$100 = Taxi
 \$3500 for Rental Car
 \$800 for Rental Car Gas
 \$30/day for Hotel Tax
 \$60 for Check Baggage Fees
 \$500 Misc

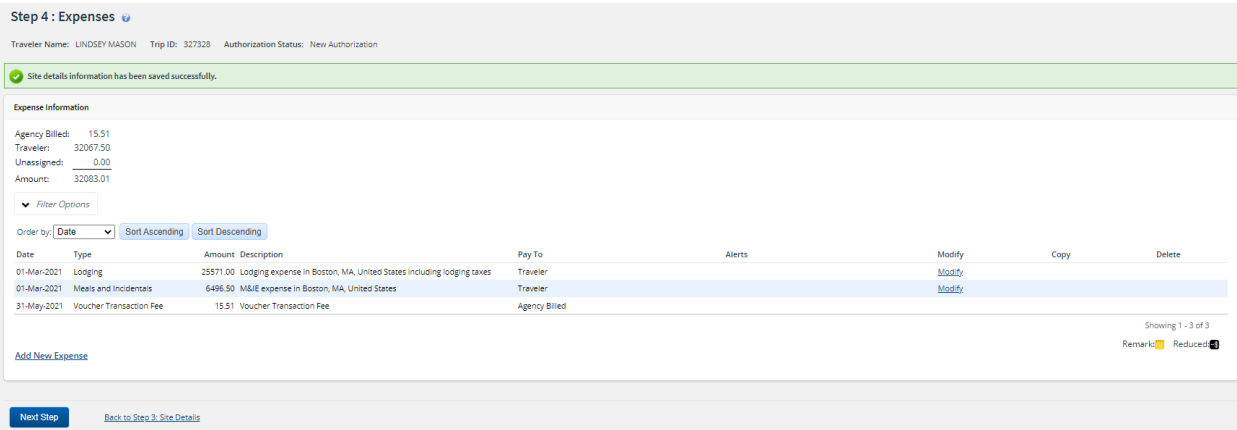
*You will also have to calculate 55% of the regular per diem rates for Lodging/M&IE for all days of the trip – including the travel days. This will be the last step in the process.

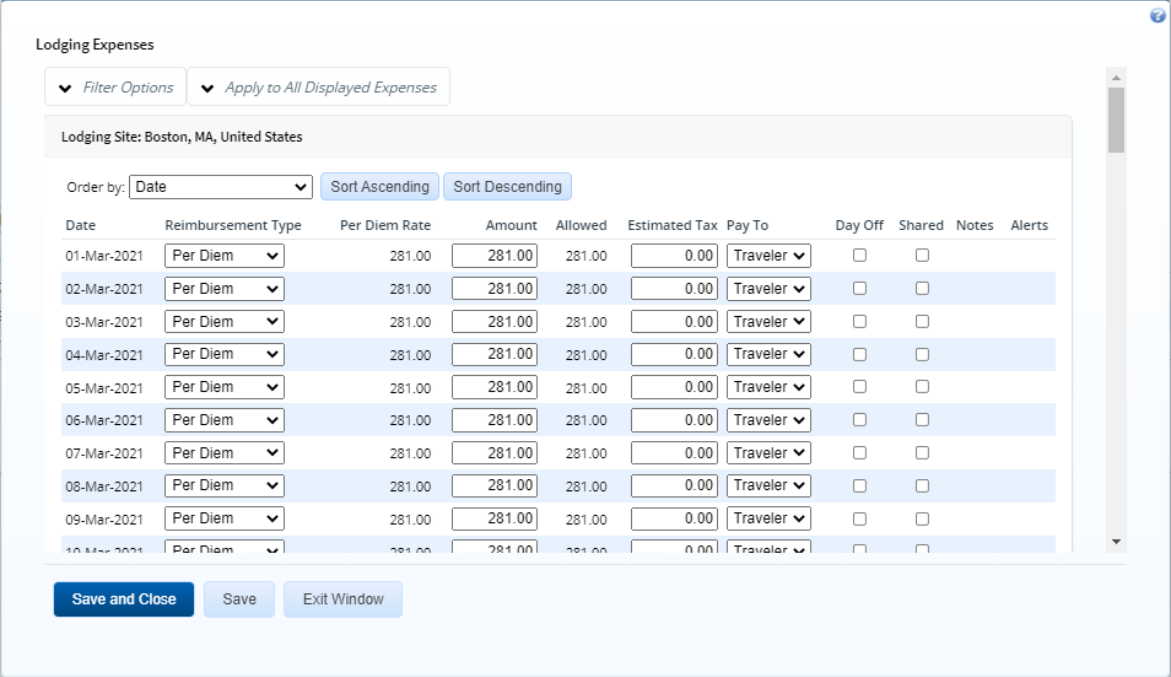
Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Click the drop-down arrow on the “<i>What would you like to do today?</i>” field <input type="checkbox"/> Select Create an Authorization <input type="checkbox"/> Click Go 
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ In production, if you did not have a reservation set up, you would click Make Reservation ✓ In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization. ✓ In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization. ✓ For Training Purposes we will not be working with the Online Reservation System or reservations

Step	Action
2	<p>The Step1: Basic Information screen of the authorization appears:</p> <div data-bbox="289 333 1036 814" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Step 1 : Basic Information </p> <p>Traveler Name: LINDSEY MASON Trip ID: New Authorization Status: New</p> <hr/> <p>Basic Information</p> <p>Type of Travel:* <input type="text" value="Select Type of Travel..."/></p> <p>Specific Travel Purpose:* <input type="text"/></p> <p>Document Number: (System Assigned)</p> <hr/> <p>*Required</p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/></p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Type of Travel (i.e. Long Term Mission Travel) <input type="checkbox"/> Enter the Specific Travel Purpose (i.e. 90 day TDY @Boston) <input type="checkbox"/> Click Save and Next Step <div data-bbox="289 1018 1539 1266" style="background-color: yellow; padding: 10px; margin-top: 10px;"> <p>Notes:</p> <ul style="list-style-type: none"> ✓ The E2 Solutions travel system generates a Document Number for the Authorization. ✓ The E2 Solutions travel system generates a Trip Number that groups all travel documents together. ✓ The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information. </div>

Step	Action
3	<p>The Step 2: Reservation screen of the authorization appears:</p>  <p><input type="checkbox"/> Click Next Step</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be skipping this step. ✓ In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using <i>Manage Trip Reservations</i>. ✓ If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.

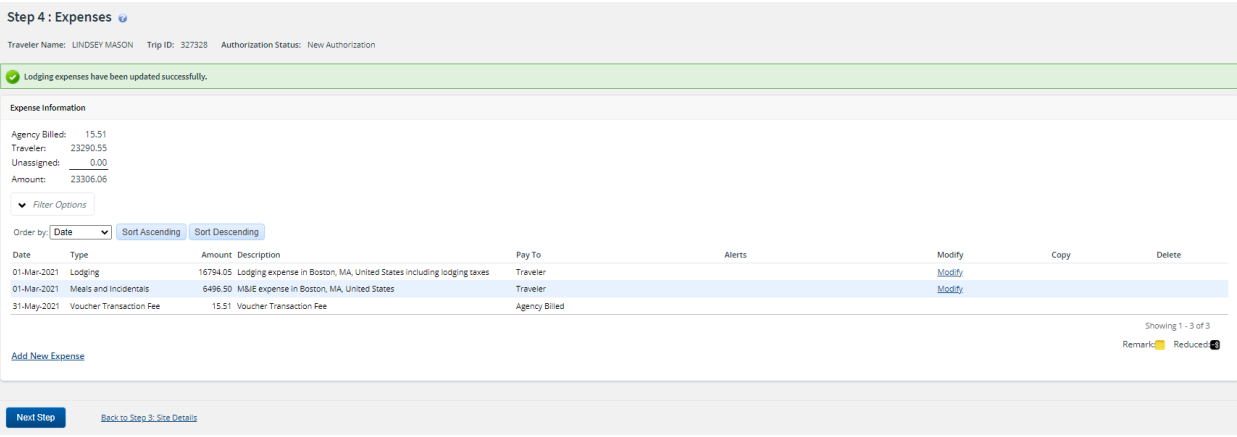
Step	Action
4	<p>The Step 3: Site Details screen of the authorization appears:</p> <div data-bbox="289 331 1295 1409" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 3 : Site Details </p> <p>Traveler Name: LINDSEY MASON Trip ID: 327328 Authorization Status: New Authorization</p> <hr/> <p>[Site 1] Begin: Washington, DC, United States</p> <p>Departing Date:* <input type="text"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/> </p> <p>Departing From: * <input type="text" value="Washington, DC, United States"/> </p> <p>Going To:* <input type="text"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>Reason For Stop:* Temporary Duty</p> <p><input type="button" value="Add Site"/> <input type="button" value="Add Break"/></p> <hr/> <p>[Site 2] End: to Washington, DC, United States</p> <p>Returning Date:* <input type="text"/> </p> <p>Returning From:</p> <p>Returning To:* <input type="text" value="Washington, DC, United States"/> </p> <p>Arrival Date:* <input type="text"/> </p> <p>Arrival Time:** <input type="text" value="Select"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> </p> <p>*Required **Required if trip duration is less than three days</p> <p><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/> Back to Step 2: Reservation</p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Departing Date (i.e. Beginning Travel Day) <input type="checkbox"/> Select the Departing Time (i.e. defaults to morning) <input type="checkbox"/> Change the Departing From if needed (i.e. defaults to your profile location) <input type="checkbox"/> Enter the Going To (i.e. Boston) <input type="checkbox"/> Select the Returning Date (i.e. Ending Travel Day) <input type="checkbox"/> Select the Arrival Time <input type="checkbox"/> Click Save and Next Step

Step	Action																																				
	<p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be entering information into this section. ✓ If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes. ✓ If changes occur to reservations, this screen is not automatically updated. 																																				
<p>5</p>	<p>The Step 4: Expenses screen of the authorization appears:</p>  <p>The screenshot shows the 'Step 4: Expenses' interface. At the top, it displays 'Traveler Name: LINDSEY MASON', 'Trip ID: 327328', and 'Authorization Status: New Authorization'. A green message bar indicates 'Site details information has been saved successfully.' Below this, the 'Expense Information' section shows: Agency Billed: 15.51, Traveler: 32067.50, Unassigned: 0.00, and Amount: 32083.01. There are 'Filter Options' and sorting controls (Order by: Date, Sort Ascending, Sort Descending). A table lists three expenses:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>01-Mar-2021</td> <td>Lodging</td> <td>25571.00</td> <td>Lodging expense in Boston, MA, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>01-Mar-2021</td> <td>Meals and Incidentals</td> <td>6496.50</td> <td>M&IE expense in Boston, MA, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>31-May-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there is an 'Add New Expense' link, a 'Next Step' button, and a link to 'Back to Step 3: Site Details'. The interface also shows 'Showing 1 - 3 of 3' items and a 'Remarks' section with a 'Reduced' status.</p> <p>To add hotel tax or making changes to lodging, on the lodging line, click on <i>Modify</i></p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details. ✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car) ✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher. 	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	01-Mar-2021	Lodging	25571.00	Lodging expense in Boston, MA, United States including lodging taxes	Traveler		Modify			01-Mar-2021	Meals and Incidentals	6496.50	M&IE expense in Boston, MA, United States	Traveler		Modify			31-May-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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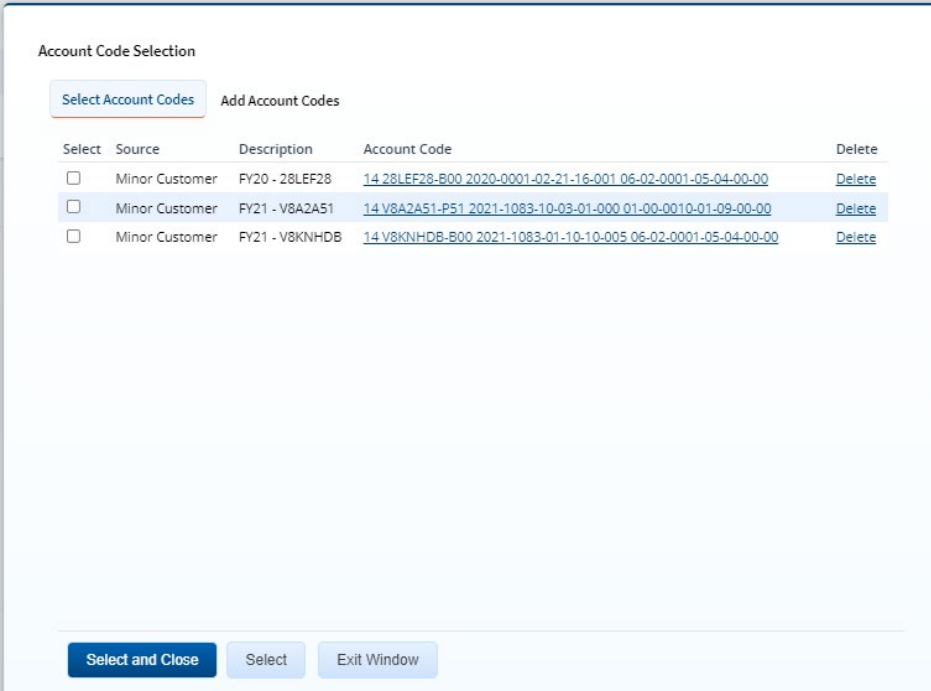
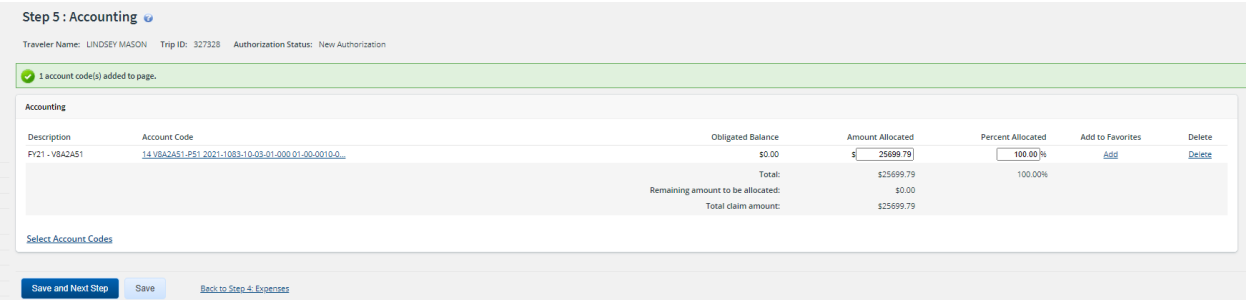
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6	<p>The <i>Lodging Expenses</i> screen appears:</p>  <p>The screenshot shows the 'Lodging Expenses' interface. At the top, there are tabs for 'Filter Options' and 'Apply to All Displayed Expenses'. Below this, the 'Lodging Site' is set to 'Boston, MA, United States'. There are sorting options: 'Order by: Date' (dropdown), 'Sort Ascending', and 'Sort Descending'. The main table has the following data:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Rate</th> <th>Amount</th> <th>Allowed</th> <th>Estimated Tax</th> <th>Pay To</th> <th>Day Off</th> <th>Shared</th> <th>Notes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr><td>01-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>02-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>03-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>04-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>05-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>06-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>07-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>08-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>09-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> <tr><td>10-Mar-2021</td><td>Per Diem</td><td>281.00</td><td>281.00</td><td>281.00</td><td>0.00</td><td>Traveler</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td></tr> </tbody> </table> <p>At the bottom of the screen, there are three buttons: 'Save and Close', 'Save', and 'Exit Window'.</p> <p><input type="checkbox"/> Click the <i>Apply to All Displayed Expenses</i> tab to expand it</p>	Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts	01-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			02-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			03-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			04-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			05-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			06-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			07-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			08-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			09-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			10-Mar-2021	Per Diem	281.00	281.00	281.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
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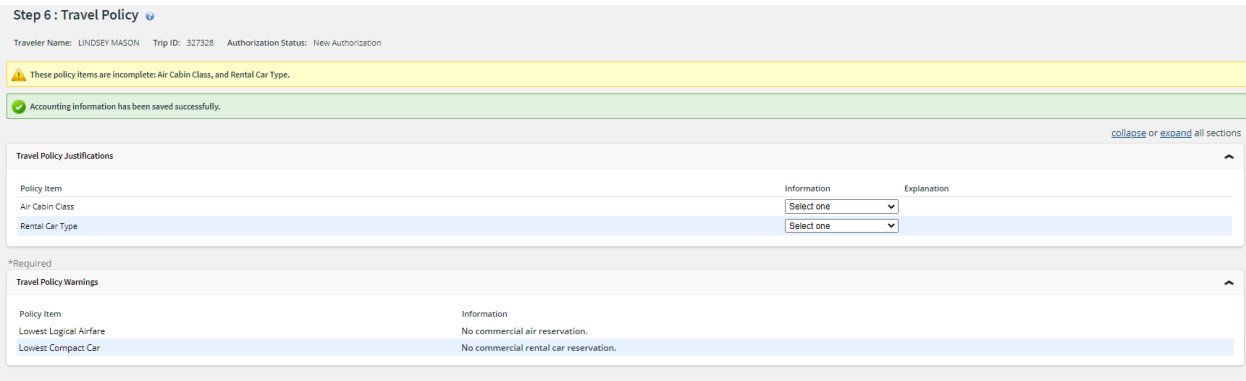
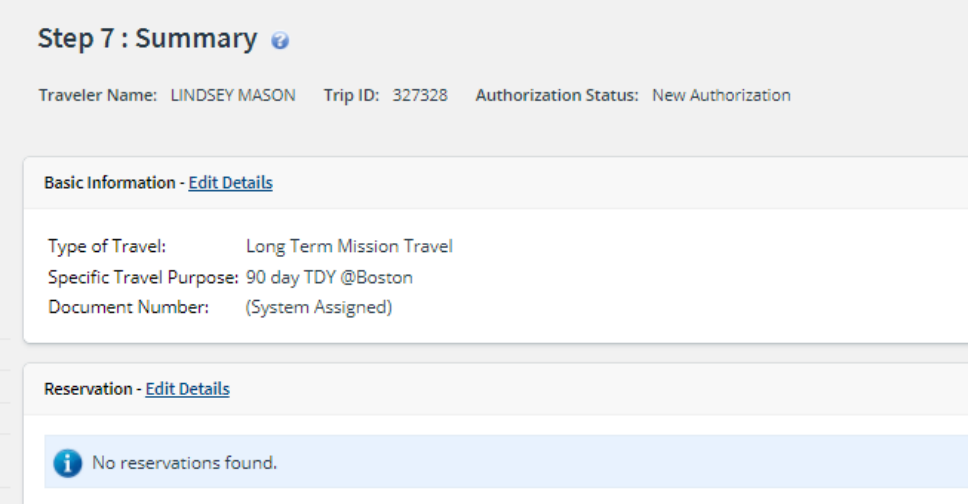
Step	Action														
7a	<p>When it expands you'll be able to enter the changes to the per diem and hotel taxes for all of the lodging lines:</p> <div data-bbox="289 428 927 919" style="border: 1px solid #ccc; padding: 10px;"><p>▲ <i>Apply to All Displayed Expenses</i></p><table><tr><td>Reimbursement Type:</td><td>No Change ▼</td></tr><tr><td>Lodging Amount:</td><td><input type="text"/></td></tr><tr><td>Allowed:</td><td><input type="text"/></td></tr><tr><td>Estimated Lodging Tax:</td><td><input type="text"/></td></tr><tr><td>Pay To:</td><td>No Change ▼</td></tr><tr><td>Official Day Off:</td><td>No Change ▼</td></tr><tr><td>Shared:</td><td>No Change ▼</td></tr></table><p style="text-align: center;"><input type="button" value="Apply to Displayed"/></p></div> <ul style="list-style-type: none"><input type="checkbox"/> Change the Reimbursement Type to :Reduced<input type="checkbox"/> Enter Reduced Lodging Amount<input type="checkbox"/> Enter Allowed Expense (same as Reduced Lodging Amt)<input type="checkbox"/> Enter the Estimated Lodging Tax<input type="checkbox"/> Click Apply to Displayed	Reimbursement Type:	No Change ▼	Lodging Amount:	<input type="text"/>	Allowed:	<input type="text"/>	Estimated Lodging Tax:	<input type="text"/>	Pay To:	No Change ▼	Official Day Off:	No Change ▼	Shared:	No Change ▼
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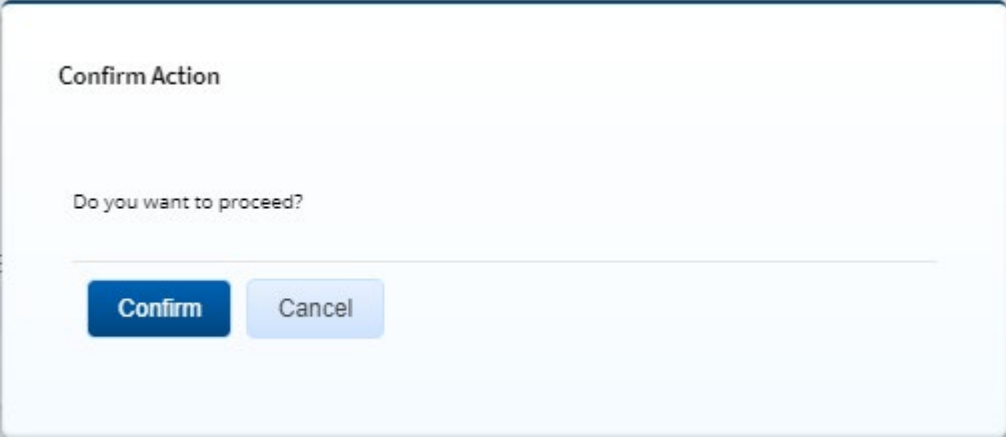
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7b	<p data-bbox="289 285 1453 321">Once applied, view the lodging/tax expenses to make sure the changes happened:</p> <div data-bbox="289 338 1531 1060" style="border: 1px solid #ccc; padding: 10px;"> <p data-bbox="321 375 451 396">Lodging Expenses</p> <div data-bbox="532 411 945 579" style="border: 1px solid #ccc; padding: 5px;"> <p>Allowed: <input type="text" value="154.55"/></p> <p>Estimated Lodging Tax: <input type="text" value="30.00"/></p> <p>Pay To: <input style="border: none; background-color: #f0f0f0; width: 100%;" type="text" value="No Change"/></p> <p>Official Day Off: <input style="border: none; background-color: #f0f0f0; width: 100%;" type="text" value="No Change"/></p> <p>Shared: <input style="border: none; background-color: #f0f0f0; width: 100%;" type="text" value="No Change"/></p> </div> <div data-bbox="337 604 829 636" style="margin-top: 10px;"> Filter Options Apply to Displayed </div> <div data-bbox="345 695 610 720" style="margin-top: 10px; border: 1px solid #ccc; padding: 2px;"> Lodging Site: Boston, MA, United States </div> <div data-bbox="354 747 894 779" style="margin-top: 10px;"> Order by: <input type="text" value="Date"/> Sort Ascending Sort Descending </div> <table border="1" data-bbox="345 789 1425 926" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Rate</th> <th>Amount</th> <th>Allowed</th> <th>Estimated Tax</th> <th>Pay To</th> <th>Day Off</th> <th>Shared</th> <th>Notes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td>01-Mar-2021</td> <td>Reduced</td> <td>281.00</td> <td>154.55</td> <td>154.55</td> <td>30.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr style="background-color: #e0f0ff;"> <td>02-Mar-2021</td> <td>Reduced</td> <td>281.00</td> <td>154.55</td> <td>154.55</td> <td>30.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>03-Mar-2021</td> <td>Reduced</td> <td>281.00</td> <td>154.55</td> <td>154.55</td> <td>30.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <div data-bbox="345 961 716 993" style="margin-top: 10px;"> Save and Close Save Exit Window </div> </div> <p data-bbox="289 1131 651 1167">□ Click Save and Close</p>	Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts	01-Mar-2021	Reduced	281.00	154.55	154.55	30.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			02-Mar-2021	Reduced	281.00	154.55	154.55	30.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			03-Mar-2021	Reduced	281.00	154.55	154.55	30.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
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8	<p>The Step 4: Expenses screen appears with the updated lodging costs:</p>  <p>The screenshot shows the 'Step 4: Expenses' interface. At the top, it displays 'Traveler Name: LINDSEY MASON', 'Trip ID: 327328', and 'Authorization Status: New Authorization'. A green success message states 'Lodging expenses have been updated successfully.' Below this is the 'Expense Information' section with summary statistics: Agency Billed: 15.51, Traveler: 23290.55, Unassigned: 0.00, and Amount: 23306.06. A table lists three expenses:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>01-Mar-2021</td> <td>Lodging</td> <td>16794.05</td> <td>Lodging expense in Boston, MA, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>01-Mar-2021</td> <td>Meals and Incidentals</td> <td>6496.50</td> <td>M&IE expense in Boston, MA, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>31-May-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>At the bottom of the screenshot, there are buttons for 'Next Step' and 'Back to Step 3: Site Details'.</p> <p>Do the same for the M&IE costs as you did the lodging (@55% of value)</p> <p>Then add the following expenses:</p> <ul style="list-style-type: none"> \$300.00 = Round-trip air fare \$37.63 = TMC Fee \$100 = Taxi \$3500 for Rental Car \$800 for Rental Car Gas \$30/day for Hotel Tax \$60 for Check Baggage Fees \$500 Misc 	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	01-Mar-2021	Lodging	16794.05	Lodging expense in Boston, MA, United States including lodging taxes	Traveler		Modify			01-Mar-2021	Meals and Incidentals	6496.50	M&IE expense in Boston, MA, United States	Traveler		Modify			31-May-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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<p>9</p>	<p>The Step 4: Expenses screen appears with updated expenses:</p> <div data-bbox="293 331 1528 898" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 4: Expenses</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327328 Authorization Status: New Authorization</p> <p>Expense has been added successfully.</p> <p>Expense Information</p> <p>Agency Billed: 353.14 Traveler: 25346.65 Unassigned: 0.00 Amount: 25699.79</p> <p>Filter Options</p> <p>Order by: Date Sort Ascending Sort Descending</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> <th>Alerts</th> <th>Modify</th> <th>Copy</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>01-Mar-2021</td> <td>Airfare Common Carrier</td> <td>300.00</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2021</td> <td>Checked Bag Fee</td> <td>60.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2021</td> <td>Fuel</td> <td>800.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2021</td> <td>Lodging</td> <td>16794.05</td> <td>Lodging expense in Boston, MA, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2021</td> <td>Meals and Incidentals</td> <td>3592.60</td> <td>MBIE expense in Boston, MA, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2021</td> <td>Other Reimbursable Expenses Incurred</td> <td>500.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2021</td> <td>Rental Car</td> <td>3500.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2021</td> <td>TMC Fee (Agent Assisted with Air or Rail)</td> <td>37.63</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2021</td> <td>Taxi</td> <td>100.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>31-May-2021</td> <td>Voucher Transaction Fee</td> <td>15.51</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> </tbody> </table> <p>Showing 1 - 10 of 10 Remark: ■ Reduced</p> <p>Add New Expense</p> <p>Next Step Back to Step 3: Site Details</p> </div> <p><input type="checkbox"/> Click Next Step</p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	01-Mar-2021	Airfare Common Carrier	300.00		Agency Billed		Modify	Copy	Delete	01-Mar-2021	Checked Bag Fee	60.00		Traveler		Modify	Copy	Delete	01-Mar-2021	Fuel	800.00		Traveler		Modify	Copy	Delete	01-Mar-2021	Lodging	16794.05	Lodging expense in Boston, MA, United States including lodging taxes	Traveler		Modify	Copy	Delete	01-Mar-2021	Meals and Incidentals	3592.60	MBIE expense in Boston, MA, United States	Traveler		Modify	Copy	Delete	01-Mar-2021	Other Reimbursable Expenses Incurred	500.00		Traveler		Modify	Copy	Delete	01-Mar-2021	Rental Car	3500.00		Traveler		Modify	Copy	Delete	01-Mar-2021	TMC Fee (Agent Assisted with Air or Rail)	37.63		Agency Billed		Modify	Copy	Delete	01-Mar-2021	Taxi	100.00		Traveler		Modify	Copy	Delete	31-May-2021	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed		Modify	Copy	Delete
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<p>10</p>	<p>The Step 5: Accounting screen of the authorization appears:</p> <div data-bbox="293 1161 1154 1682" style="border: 1px solid #ccc; padding: 10px;"> <p>Step 5: Accounting</p> <p>Traveler Name: LINDSEY MASON Trip ID: 327328 Authorization Status: New Authorization</p> <p>⚠ No account codes selected. Click the 'Select Account Codes' link below to add an account code.</p> <p>Accounting</p> <p>i No account codes selected.</p> <p>Select Account Codes</p> <p>Save and Next Step Save Back to Step 4: Expenses</p> </div> <p><input type="checkbox"/> Click the Select Account Codes link</p>																																																																																																			

Step	Action
11	<p>The Account Code Selection pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Select the Account Codes needed for this TA <input type="checkbox"/> Click Select and Close or Add and Close (if only choosing one code) <input type="checkbox"/> Click Select or Add (if only choosing multiple codes)
12	<p>The Step 5: Accounting screen of the authorization appears with the accounting code now associated to the authorization:</p>  <ul style="list-style-type: none"> <input type="checkbox"/> Click Save and Next Step

Step	Action
13	<p>The Step 6: Travel Policy screen of the authorization appears:</p>  <p><input type="checkbox"/> Select justifications if needed</p> <p><input type="checkbox"/> Click Save and Next Step</p>
14	<p>The Step 7: Summary screen of the authorization appears:</p>  <p><input type="checkbox"/> Add any remarks that are needed</p> <p><input type="checkbox"/> Add any attachments that are needed</p> <p><input type="checkbox"/> Click Send to Approver</p>

Step	Action
15	<p>The Confirm Action pop-up will appear.</p>  <p><input type="checkbox"/> Click Confirm</p>
16	<p>The My E2 screen should appear with a message at the top stating the authorization has been sent to the approver.</p>