Commerce Business Systems (CBS)

NOAA

Achieving Excellence in Financial Management

NOAA

E2 Travel Basic

Exercises

for

FY 2019 Training

Version 1.0.1

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
1.0.1	7/8/2019	Updated fees and fix a few errors	ECobbs/FSD CSB Training
1.0	12/13/2018	Updated fee information for FY 2019	ECobbs/FSD CSB Training

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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:
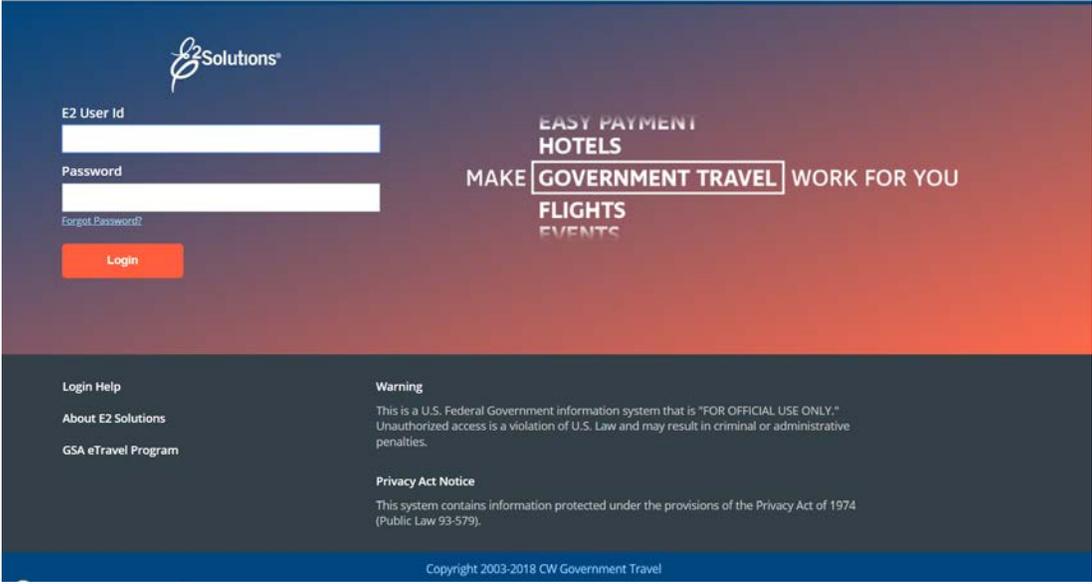
Step	Action
1	From the *E2 Login* screen: ➢ Enter **E2 User ID** ➢ Enter **Password** ➢ Click *Login*

Step	Action
2	A Warning Banner appears: ➢ Click **Accept**
3	The **My E2** screen appears: ➢ Click the *Travel For Others* View Tab

Step	Action
4	The **_Travel For Others_** screen appears: ➢ Search for the training Traveler ID (i.e. E2 User ID)
5	The search results appear: ➢ Click on _Arrange_

Step	Action
6	The Traveler's *My E2* screen appears:
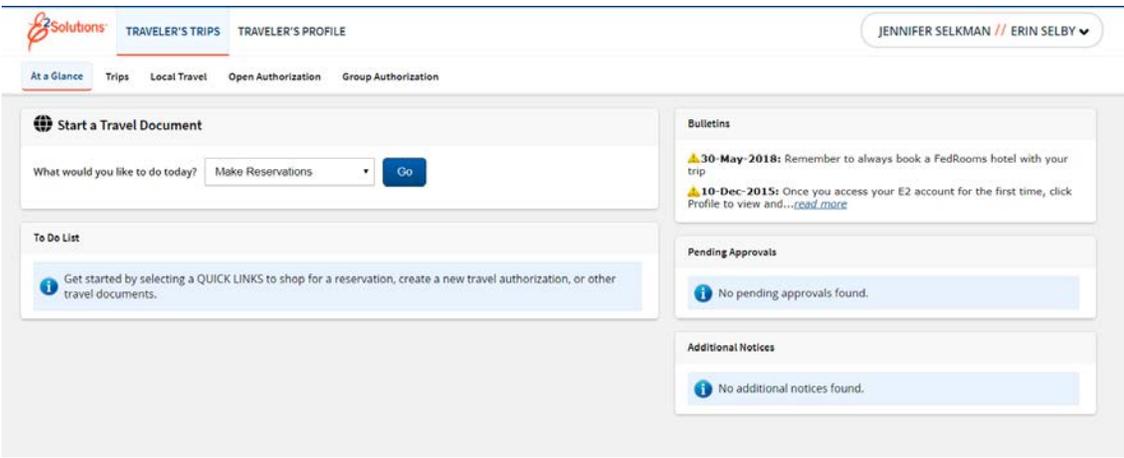
Exercise #2:   Basic Travel Authorization

Objectives: • Create a Basic Travel Authorization (TA)

                      • Navigate each step of the TA

Instructions: Execute the following steps:

You have been instructed to attend a training class in Chicago, IL. The class dates are the October 23-24, 2018. You will have travel days on either side of the training. Your POV costs will include a person taking you to the airport and picking you up. Your authorization will need to include the following costs:

Estimated Expenses
$287.00 = Round-trip air fare
$37.63 = TMC Transaction Fee
50 miles one way to airport using private vehicle (POV)
$350 for Rental Car
$65 for Rental Car Gas
$10/night for Parking at the hotel
$25/night for Hotel Tax
$50 for Internet Fees
$50 Checked Baggage Fees

Step	Action
1	From the *My E2* screen: ➢ Click the drop-down arrow on the "*What would you like to do today?*" field ➢ Select *Create an Authorization* ➢ Click *Go*

Step	Action
2	The **Step1: Basic Information** screen of the authorization appears: ➢ Select the *Type of Travel* (i.e. Training) ➢ Enter the ***Specific Travel Purpose*** (i.e. Travel Training in Chicago) ➢ Click ***Save and Next Step*** **Notes:** ✓ *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	The **Step 2: Reservation** screen of the authorization appears: ➢ Click **Next Step**
	Notes: ✓ *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	The **Step 3: Site Details** screen of the authorization appears: ➢ Select the *Departing Date* (i.e. day before the training class starts) ➢ Select the *Departing Time* (i.e. defaults to morning) ➢ Change the *Departing From* if needed (i.e. defaults to your profile location) ➢ Enter the **Going To** (i.e. Chicago) ➢ Select the *Returning Date* (i.e. day after the training class ending) ➢ Select the *Arrival Time* ➢ Click **Save and Next Step**
	Notes: ✓ *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	The **Step 4: Expenses** screen of the authorization appears: To add hotel tax, on the lodging line, click on *Modify*
	Notes: ✓ *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.*

Step	Action
6	The Lodging Expenses pop-up window appears: There are four sections to this window: • Filter Options • Apply to All Displayed Expenses • Lodging Site • Order by o Sort Ascending o Sort Descending

Step	Action
6a	The Filter Options allows a user to filter the expenses showing on the screen by a date, Reimbursable Type or Pay To. Fill out one of those areas and then click Apply Filter. **Lodging Expenses** ⌃ *Filter Options* From: _____ To: _____ Reimbursement Type: Select One ▾ Pay To: Select One ▾ Apply Filter

Step	Action
6b	The Apply to All Displayed Expenses allows a user to: • Change the reimbursement type (i.e. Actuals, reduced, etc.) • Change the lodging amount • Enter an allowed lodging amount • Enter estimated lodging tax amount • Change the Pay To • Add an Official Day Off • Add that your lodging is being shared If information is only entered in here, without doing any filtering first, it would apply to all displayed lodging. **Lodging Expenses** ⌃ *Apply to All Displayed Expenses* Reimbursement Type: No Change ▼ Lodging Amount: [　　　] Allowed: [　　　] Estimated Lodging Tax: [　　　] Pay To: No Change ▼ Official Day Off: No Change ▼ Shared: No Change ▼ ⌄ *Filter Options* Apply to Displayed

Step	Action
6c	The Lodging Site section will show the lodging information for the location selected. If there's more than one, a drop down arrow will show to allow a selection between locations. The following can be done on this screen: • Change the Reimbursement Type (i.e. Actuals, reduced, etc.) • Change the lodging amount • Enter estimated lodging tax amount • Change the Pay To • Add an Official Day Off • Add that your lodging is being shared It's similar to the Apply to All Displayed however, on this screen each action has to be done on the individual expense.
7	Now we need to add the Hotel Tax. That money will need to be split between the days of the trip as it has to be entered for each day of lodging. ➤ When finished click ***Save and Close***

Step	Action
8	The **Step 4: Expenses** screen of the authorization appears with the updated lodging costs: Step 4 : Expenses Traveler Name: SELENA JENKINS Trip ID: 313198 Authorization Status: New Authorization ✅ Lodging expenses have been updated successfully. **Expense Information** Agency Billed: 15.10 Traveler: 1010.00 Unassigned: 0.00 Amount: 1025.10 ⌄ Filter Options Order by: Date ▾ Sort Ascending Sort Descending Date Type Amount Description Pay To Alerts Modify Copy Delete 22-Oct-2018 Lodging 744.00 Lodging expense in Chicago, IL, United States including lodging taxes Traveler Modify 22-Oct-2018 Meals and Incidentals 266.00 M&IE expense in Chicago, IL, United States Traveler Modify 25-Oct-2018 Voucher Transaction Fee 15.10 Voucher Transaction Fee Agency Billed Showing 1 - 3 of 3 Remark: 🟨 Reduced: 🔲 Add New Expense ➢ Click the *Add New Expense* link
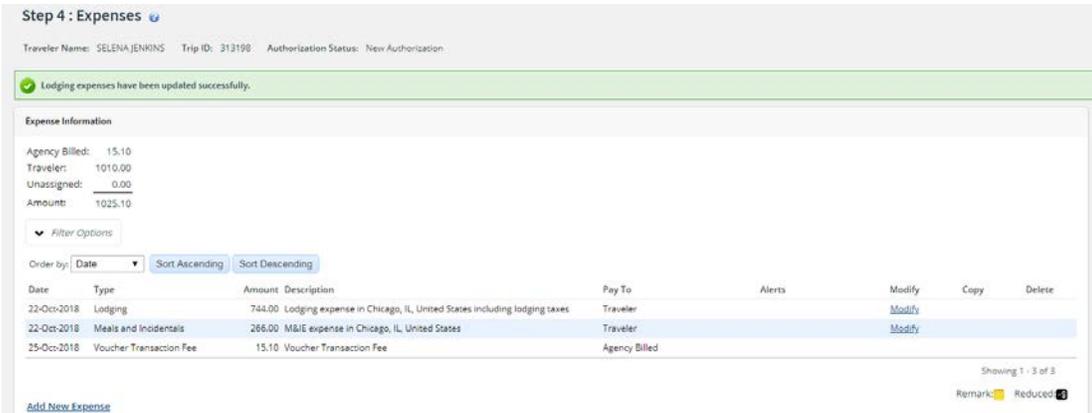
Step	Action
8a	The **Add New Expense** pop-up window appears: Add New Expense Date of Expense:* 22-Oct-2018 Expense:* Select Expense Type Amount:* 0.00 Description: Remark: Add an Optional Remark Site of Expense: Allow selection of site based on date *Required Save and New Save and Close Exit Window ➢ Enter the **Date of Expense** (i.e. defaults to the beginning date of the trip) ➢ Select the *Expense* ➢ Enter the **Amount** ➢ Enter a **Description** (if needed) ➢ Click *Save and New* (if adding more expenses) or *Save and Close* (if finished entering expenses) Do each step above for the following: **<u>Estimated Expenses</u>** $287.00 = Round-trip air fare (Airfare – Common Carrier) $37.63 = Transaction Fee (TMC Fee (Online With Air or Rail) 50 miles one way to airport using private vehicle (POV) (x4) $350 for Rental Car $65 for Rental Car Gas (Fuel – Gasoline) $10/night for Parking at the hotel $50 for Internet Fees (Business Center Services) $50 Checked Baggage Fees

Step	Action
	Notes: ✓ *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.* ✓ *Allow the system to choose the site of expense based on date.* ✓ *Based upon the expense chosen, additional fields may show up that need to be filled out as well.* ✓ *Internet and such fees should be listed under Business Center Services* ✓ *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.* ✓ *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.*
8b	 ➤ Verify all expenses have been entered ➤ Click **Next Step**

Step	Action
9	The **Step 5: Accounting** screen of the authorization appears: **Step 5 : Accounting** ⓘ Traveler Name: SELENA JENKINS Trip ID: 313198 Authorization Status: New Authorization ⚠ No account codes selected. Click the 'Select Account Codes' link below to add an account code. **Accounting** ⓘ No account codes selected. **Select Account Codes** [Save and Next Step] [Save] Back to Step 4: Expenses ➤ Click the *Select Account Codes* link
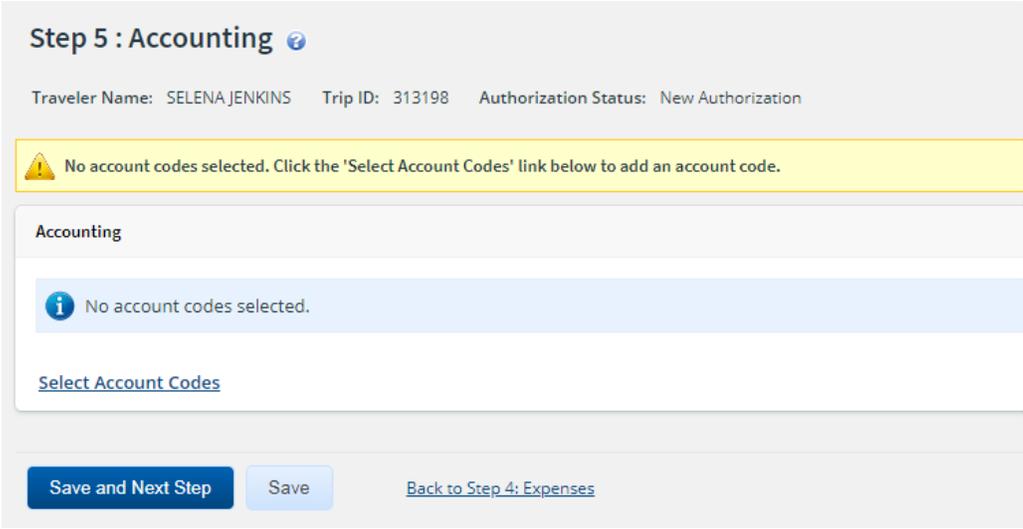
Step	Action
9a	The ***Account Code Selection*** pop-up window appears: There are two tabs to this screen. The first tab is *Select Account Codes*. What displays here are account codes that have been saved as favorites to your profile or at the minor level. The second tab is *Add Account Codes.* This is where you would go to search on a particular account code. ➢ Click *Add Account Codes* tab
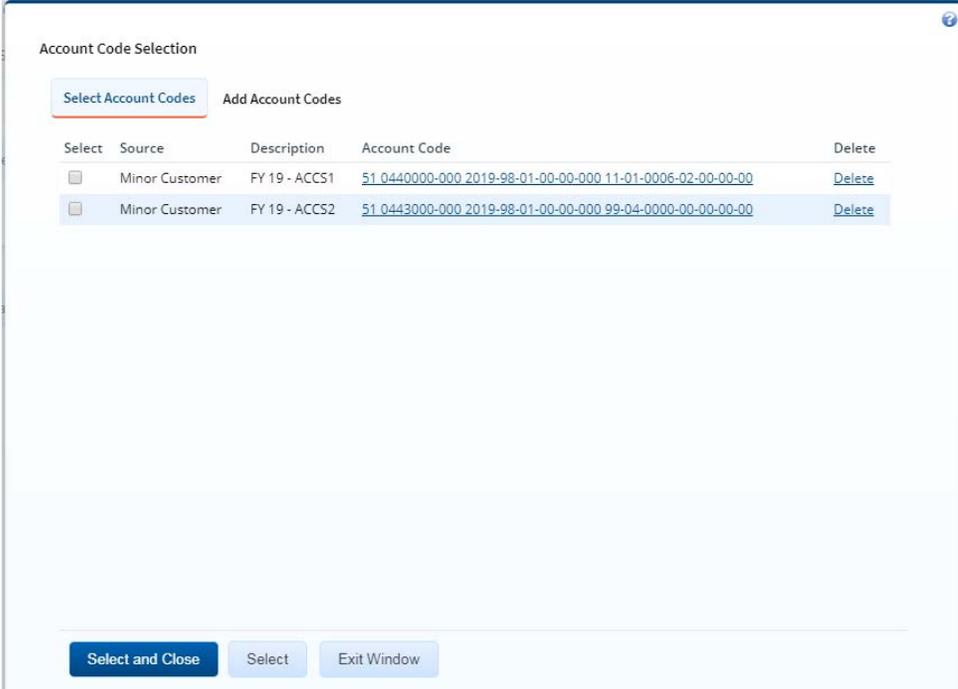
Step	Action
9b	The ***Add New Expense*** pop-up window *Add Account* Codes tab appears: **Account Code Selection** Select Account Codes [Add Account Codes] **Add Account Code** Add an account code by entering the segment data in the corresponding fields below and clicking Add. To pre-fill segment data from an existing account code, click on the account code link in the Templates section below. Bureau: 51 Project/Task: [_____] [Search] FCFY/Fund/Program: [_____] [Search] Org Code: [_____] [Search] **Trip Accounting Code Templates** Description Account Code [Add and Close] [Add] [Exit Window] The *Add Account Code* section is where a search would be done for accounting codes. The Bureau field should automatically populate based on the bureau of the traveler.
9b1	In the Project/Task field: ➢ Enter a *Project Code (if known)* ➢ Click ***Search*** Bureau: 14 Project/Task: [28LEF28] [Search] **Notes:** ✓ *If searching by project and task codes, make sure to put a hyphen (-) between the two codes with no spaces (e.g. 28LEF18-B00)* ✓ *ACCS must be selected using the search feature, typing the values in the field alone will not add the accounting.*
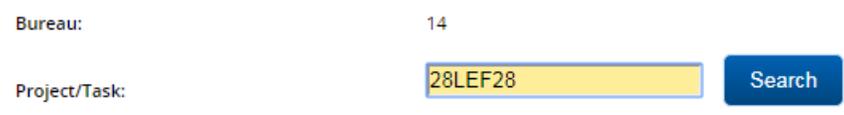
Step	Action
9b2	A listing of all active and current ACCS codes will show up. Dimensional Accounting Code Search | Code Values	Description
0440000-000	GRANTS OPERATIONS-CHANGE
0443000-000	CBS-NO TASK
DSFSDFD-000	OGC ADMIN-NO TASK | Showing 1 - 3 of 3 ➢ Select the code by clicking on it
9b3	The Project/Task field should now have the selection filled in: Project/Task: [0443000-000] **Search** FCFY/Fund/Program: [ ] **Search** For the FCFY/Fund/Program field ➢ Click *Search*
9b4	Another pop-up window will appear showing the Fund Code Fiscal Year, Fund Code and program associated to the project that you selected: Dimensional Accounting Code Search | Code Values	Description
2016-98-01-00-00-000	
2017-98-01-00-00-000	
2019-98-01-00-00-000	
2020-98-01-00-00-000	| Showing 1 - 4 of 4 ➢ Select the code by clicking on it (e.g. current FCFY)

Step	Action
9b5	The FCFY/Fund Program field should now have the selection filled in: Project/Task: `0443000-000` Search FCFY/Fund/Program: `2019-98-01-00-00-000` Search Org Code: [ ] Search For the Org Code field: ➢ Enter the **Org Code** *(if known)* ➢ Click *Search*
9b6	Another pop-up window will appear showing the Org codes associated to what you searched on: **Dimensional Accounting Code Search** 	Code Values	Description
---	---
01-00-0000-00-00-00-00	IMMEDIATE OFFICE OF THE SECRETARY
01-00-0001-00-00-00-00	AGIE'S TEST
01-01-0000-00-00-00-00	CHIEF OF STAFF FOR ASST SECRETARY
01-03-0000-00-00-00-00	OFFICE OF COUNSELLOR / CHIEF OF STAFF
01-03-0001-00-00-00-00	OFFICE OF WHITE HOUSE LIASON
01-03-0002-00-00-00-00	EXECUTIVE SECRETARIAT
01-03-0003-00-00-00-00	OFFICE OF BUSINESS LIASON
01-03-0004-00-00-00-00	OFFICE OF POLICY, PLANNING, & COORDINA
01-03-0005-00-00-00-00	OFFICE OF PUBLIC AFFAIRS
01-03-0005-02-00-00-00	OFFICE OF PUBLIC AFFAIRS
01-03-0005-02-02-00-00	OFFICE OF PUBLIC AFFAIRS | Showing 1 - 10 of 151 1	2	3	4	5 Exit Window ➢ Select the code by clicking on it

Step	Action
9b7	The Org Code field should now be filled in: Now that all three fields have values: ➢ Click *Add and Close*
9c	The *Step 5: Accounting* screen of the authorization appears with the accounting code now associated to the authorization: ➢ Click *Save and Next Step*

Step	Action
10	The **Step 6: Travel Policy** screen of the authorization appears: Step 6 : Travel Policy ⓘ Traveler Name: SELENA JENKINS Trip ID: 313198 Authorization Status: New Authorization ⚠ These policy items are incomplete: Air Cabin Class, and Rental Car Type. ✓ Accounting information has been saved successfully. collapse or expand all sections **Travel Policy Justifications** Policy Item	Information	Explanation Air Cabin Class	Select one ▾ | Rental Car Type	Select one ▾ | *Required **Travel Policy Warnings** Policy Item	Information Lowest Logical Airfare	No commercial air reservation. Lowest Compact Car	No commercial rental car reservation. **City Pair Information** All fares listed are one way fares per GSA City Pair Program. City Pair	YCA Fare	-CA Fare Washington Dulles International (IAD) > Chicago Midway Airport (MDW)	287.00	150.00 Washington Dulles International (IAD) > Chicago OHare International Airport (ORD)	481.00	241.00 At the top of the screen you might see messages: ➤ Red is an error, it must be fixed before moving on ➤ Yellow is a warning, it's just giving a heads up that something is missing ➤ Green is everything is ok

Step	Action
10a	In the Travel Policy Justification section, you would need to select the drop-down arrow on the information field for both air and rental car. **Travel Policy Justifications** Policy Item Information Explanation Air Cabin Class Coach Within policy Rental Car Type Economy Within policy If something out of policy is selected, the Explanation field will need to be filled out by selecting one of the justifications. **Travel Policy Justifications** Policy Item Information Explanation Air Cabin Class Business class Select one Rental Car Type Economy Select one Accommodate Special Need Except Security Circumstances Inadequate Health Standard Or Sanitation Only Business Fare For City Pair Costs Paid From Non Gvt Source Org/Dest Is Oconus & 14H Overall Cost Savings No Timely Space In Coach Required For Agency Mission *Required **Travel Policy Warnings** Policy Item Information
	Notes: ✓ *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.*
10b	When finished making sure everything is filled out properly: *Required **Travel Policy Warnings** Policy Item Information Lowest Logical Airfare No commercial air reservation. Lowest Compact Car No commercial rental car reservation. **City Pair Information** All fares listed are one way fares per GSA City Pair Program. City Pair YCA Fare -CA Fare Washington Ronald Reagan National Airport (DCA) > Chicago OHare International Airport (ORD) 111.00 0.00 Save and Next Step Save Back to Step 5: Accounting ➢ Click **Save and Next Step**

Step	Action
11	The **Step 7: Summary** screen of the authorization appears: ➢ Add *Remarks* ➢ Add *Attachments* ➢ Click **Send to Approver**
	Notes: ✓ *Add the itinerary to authorization as an attachment* ✓ *Make sure to add any pertinent remarks concerning the authorization*
12	The Confirm Action pop-up will appear. ➢ Click **Confirm**
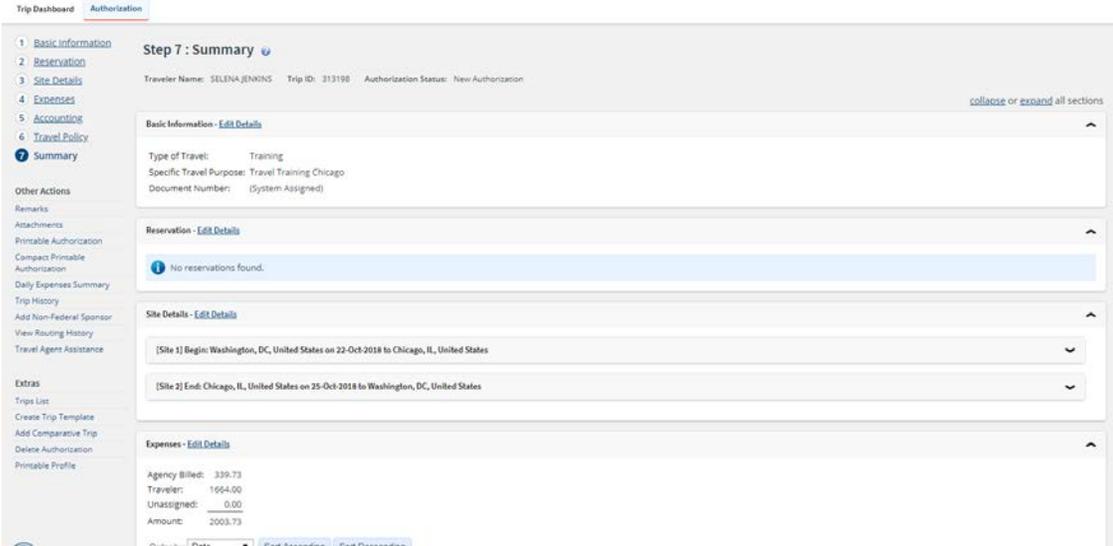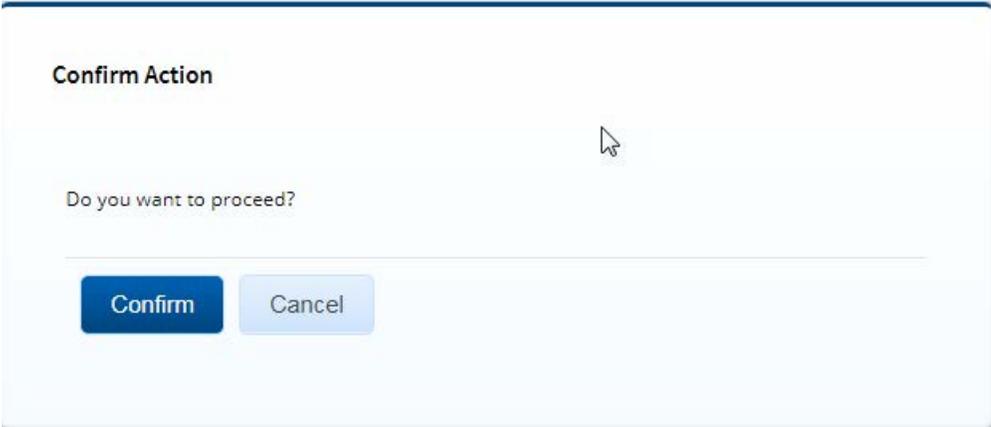
Step	Action
13	The *My E2* screen should appear with a message at the top stating the authorization has been sent to the approver.
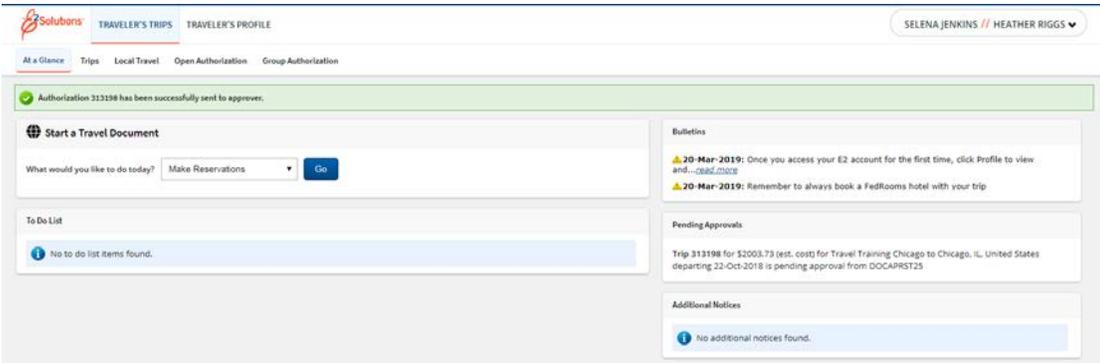
Exercise #3:   Approve an Authorization

Objectives: •   Approve a Travel Authorization for training purposes

Instructions: Execute the following steps:

Step	Action
1	From the Traveler's *My E2* screen: ➢ Click the *Names* in the top right corner
2	A drop down listing appears: ➢ Click *Stop arranged for:*

Step	Action
3	The *Travel for Others* screen appears: ➢ Click the *My Approvals*
4	The *Pending Approvals* screen appears: ➢ Click *Show* for the document you want to approve
	Notes: ✓ *All documents awaiting your approval will appear with the latest one at the top* ✓ *You can use the filter options to rearrange how the documents show*

Step	Action
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: ➤ Click *Lock*

Step	Action
6	The top of the screen will let you know the document has now been locked: ✅ Document has been locked. ➢ Review the document in its entirety **Notes:** ✓ *If this is a true pool, then locking the document keeps the other approvers from entering the document*
7	At the bottom of the summary screen you'll see buttons for the actions that can be taken: **Remarks - Edit Details** ℹ️ No remarks found. **Receipts and Attachments - Edit Details** **Attached Documents** ℹ️ No receipts or attachments found. [Approve] [Return] [Unlock] Back to Step 6: Travel Policy If you're planning on not approving it, click the *Return* 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. If you find that you don't have time to approve at this time you would click the *Unlock* button, that way it's available to another approver. For training purposes, we're going to click ***Approve***
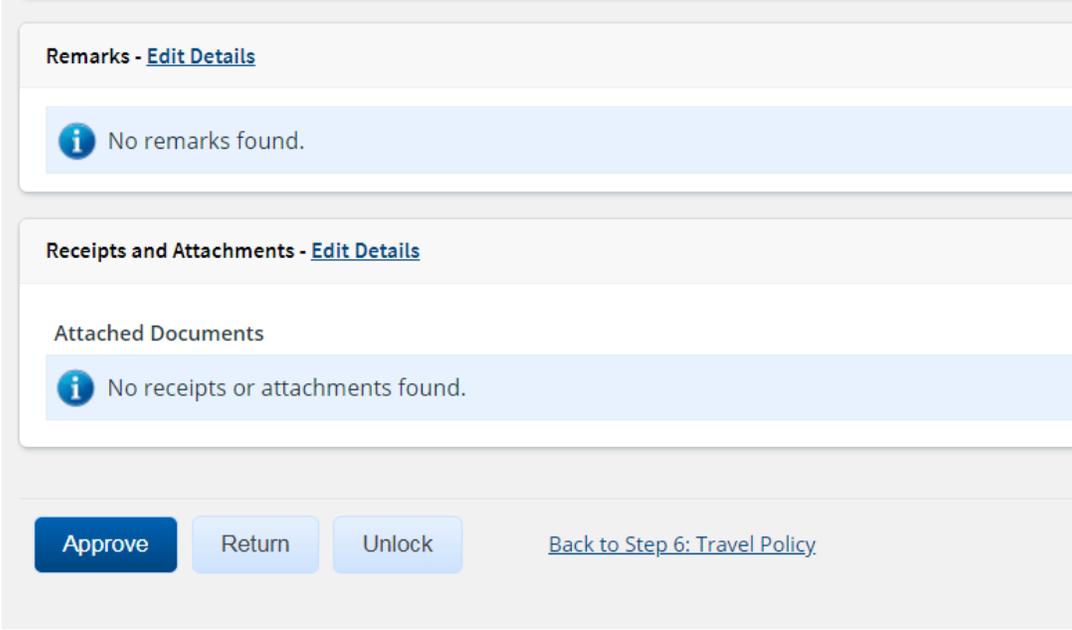
Step	Action
8	A pop-up appears: Confirm Action Do you want to proceed? [Confirm] [Cancel] ➤ Click **Confirm**
9	The ***Pending Approvals*** screen appears with a note at the top: ✓ Authorization 313198 has been successfully approved.
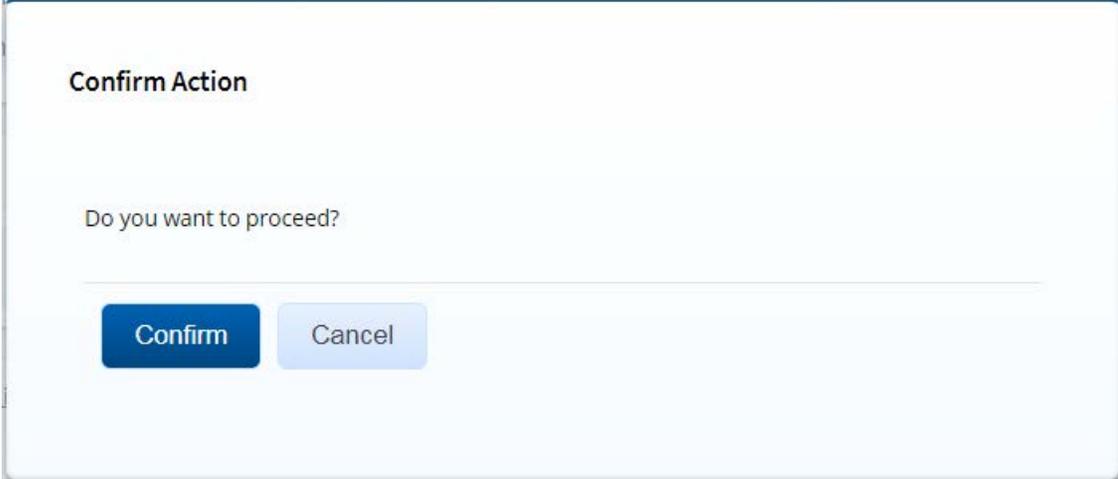
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Exercise #4:   Basic Travel Voucher

Objectives: • Create a Basic Travel Voucher (TV)

                       • Navigate each step of the TV

Instructions: Execute the following steps:

You just returned from a training class in Chicago, IL. You need to create a travel voucher from your existing travel authorization. Your travel dates started October 22-25, 2018. A family member dropped you off and picked you at the airport. Your costs included the following:

Airfare = $287.00
Transaction Fee = $37.63
POV = 50 miles one way (x2) (beginning and end of travel)
Hotel = per diem costs /night
Lodging Tax = $22.13/night
Parking at hotel = $10/night
Internet Fees = $10.99 (days of lodging)
Rental Car = $349.67
Gas = $62.25
Check Baggage Fee = $25 (one for beginning and end of travel)

Step	Action
1	From the *My E2* screen: ➢ Click on *Trips* **Notes:** ✓ *Under the To Do List you may have a link that will take you to create your voucher.* ✓ *Travel Arranger go to Travel For Others, select your traveler to view their trips.*

Step	Action
2	The ***Trips*** tab shows authorizations and vouchers that are consolidated under a single Trip ID number: ➢ Click *Show* for the document (i.e. Chicago trip)
3	The ***Trip Dashboard*** screen appears: ➢ Click ***Create Voucher***
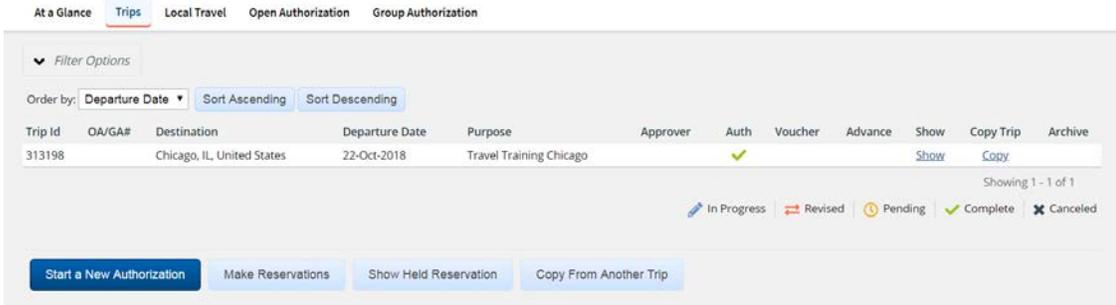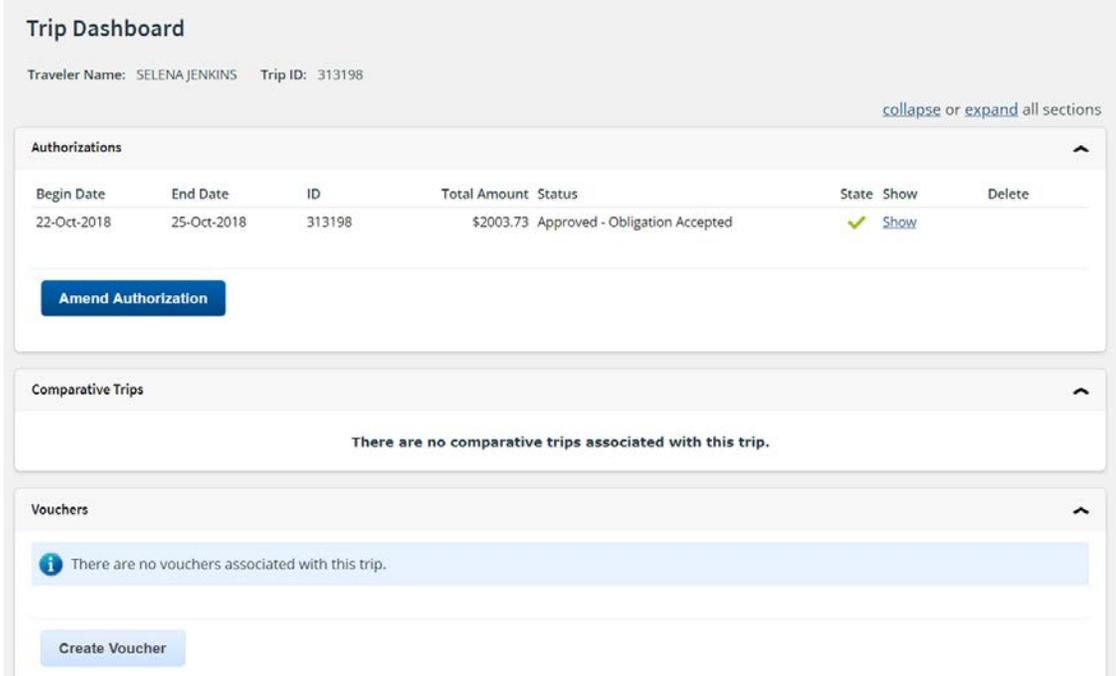
Step	Action
4	The **Step 1: Voucher Basic Information** screen appears:

> Select the *For the trip this is the* (i.e. Final Voucher)

> Click **Save and Next Step**

Notes:

- ✓ *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.*
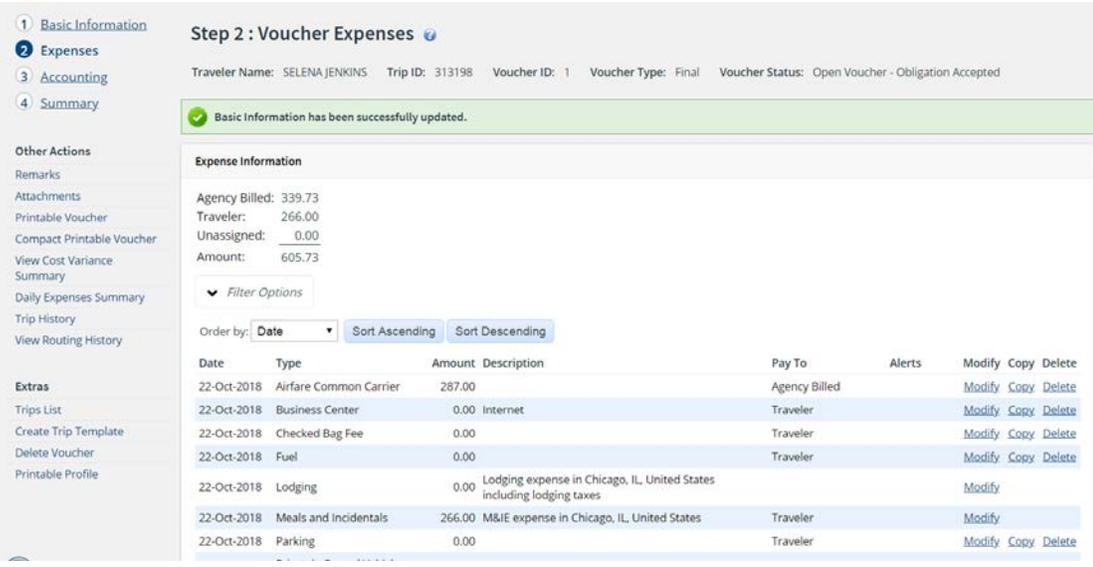
Step	Action
5	The **Step 2: Voucher Expenses** screen appears: ➤ Locate the Lodging Expense ➤ Click *Modify*
	Notes: ✓ *With the exception of Agency Billed costs, all other traveler reimbursable expenses entered on the authorization will not come over to the voucher.*

Step	Action
5a	The **Lodging Expenses** pop-up window appears: Lodging Expenses ▾ *Filter Options* ▾ *Apply to All Displayed Expenses* Lodging Site: Chicago, IL, United States Order by: Date ▾ Sort Ascending Sort Descending | Date	Reimbursement Type	Per Diem Rate	Amount	Authorized	Lodging Tax	Pay To	Day Off	Shared	Notes	Alerts
---	---	---	---	---	---	---	---	---	---	---
22-Oct-2018	Per Diem	223.00	0.00	223.00	0.00	Traveler ▾	☐	☐		
23-Oct-2018	Per Diem	223.00	0.00	223.00	0.00	Traveler ▾	☐	☐		
24-Oct-2018	Per Diem	223.00	0.00	223.00	0.00	Traveler ▾	☐	☐		
25-Oct-2018	Per Diem	223.00	0.00	0.00	0.00		☐	No		
	Running Totals:		0.00		0.00					
	Total Lodging:		0.00								 Save and Close Save Exit Window Using your hotel bill enter the following for each day: ➢ Enter the *Amount* (i.e. per diem rate) ➢ Enter the *Lodging Tax* (i.e. 22.13) ➢ When finished click **Save and Close** **Notes:** ✓ *You can utilize the Apply to All Displayed Expenses especially if there are a lot of dates involved on the voucher.*

Step	Action
6	The **Step 2: Voucher Expenses** screen appears with the updated costs: ➢ Locate the Business Center Services expense ➢ Click *Modify*

Step	Action
6a	The **Edit Expense** pop-up window appears: Edit Expense - Business Center for $0.00 on 22-Oct-2018 **Detail** Remarks Receipts Date of Expense:* `22-Oct-2018` Expense: Business Center Amount:* `0.00` Description: `Internet` Pay To:* `Traveler ▼` Site of Expense: `22-Oct-2018 Chicago, IL, United States ▼` *Required **Save and Close** Save Exit Window ➢ Enter the *Amount* (i.e. 10.99) ➢ Click **Save and Close** **Notes:** ✓ *Receipts should not be placed on the individual expenses.* ✓ *When possible all receipts should be scanned into a single document and uploaded using the attachment link in Other Actions.*

| Step	Action
7	The ***Step 2: Voucher Expenses*** screen appears with the updated costs: Expense has been updated successfully. **Expense Information** Agency Billed: 339.73 Traveler: 1012.38 Unassigned: 0.00 Amount: 1352.11 ▾ *Filter Options* Order by: Date ▾ Sort Ascending Sort Descending Date Type Amount Description Pay To Alerts Modify Copy Delete 22-Oct-2018 Airfare Common Carrier 287.00 Agency Billed Modify Copy Delete 22-Oct-2018 Business Center 10.99 Internet Traveler Modify Copy Delete ➢ Locate Business Center Services expense that was just updated ➢ Click *Copy*
7a	The **Copy Expense** pop-up window appears: Copy Expense - Business Center for $10.99 on 22-Oct-2018 Copy the expense to the selected dates. ☐ Select All Copy **Expense Date** ☐ Tuesday, 23-Oct-2018 ☐ Wednesday, 24-Oct-2018 ☐ Thursday, 25-Oct-2018 Copy and Close Copy Exit Window ➢ Check the boxes for the dates the expense is being copied to ➢ Click ***Copy and Close***

Step	Action
8	The *Step 2: Voucher Expenses* screen appears with the updated costs and the following message at the top: ![✓] Expense has been copied successfully. ➢ Locate the first Privately Owned Vehicle expense ➢ Click *Modify*
8a	The **Edit Expense** pop-up window appears: Edit Expense - Privately Owned Vehicle for $0.00 on 22-Oct-2018 Detail Remarks Receipts Date of Expense:* 22-Oct-2018 Expense: Privately Owned Vehicle Subtype:* Private Auto Authorized From:* home To:* airport Distance:* 0.0 Miles x 0.545 = 0.00 USD Pay To:* Traveler Site of Expense: 22-Oct-2018 Chicago, IL, United States *Required Save and Close Save Exit Window ➢ Enter the *Distance* (i.e. 50x2) ➢ Click **Save and Close**

Step	Action
9	The *Step 2: Voucher Expenses* screen appears with the updated costs: **Expense has been updated successfully.** **Expense Information** Agency Billed: 339.73 Traveler: 1088.86 Unassigned: 0.00 Amount: 1428.59 ⌄ *Filter Options* Order by: [Date ▾] [Sort Ascending] [Sort Descending] | Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
------	------	--------	-------------	--------	--------	--------	------	--------
22-Oct-2018	Airfare Common Carrier	287.00		Agency Billed		Modify	Copy	Delete
22-Oct-2018	Business Center	10.99	Internet	Traveler		Modify	Copy	Delete
22-Oct-2018	Checked Bag Fee	0.00		Traveler		Modify	Copy	Delete
22-Oct-2018	Fuel	0.00		Traveler		Modify	Copy	Delete
22-Oct-2018	Lodging	735.39	Lodging expense in Chicago, IL, United States including lodging taxes	Traveler		Modify		
22-Oct-2018	Meals and Incidentals	266.00	M&IE expense in Chicago, IL, United States	Traveler		Modify		
22-Oct-2018	Parking	0.00		Traveler		Modify	Copy	Delete
22-Oct-2018	Privately Owned Vehicle: Private Auto Authorized	54.50	From home to airport - 100 miles @ $0.545 per mile.	Traveler		Modify	Copy	Delete
22-Oct-2018	Rental Car	0.00		Traveler		Modify	Copy	Delete
22-Oct-2018	TMC Fee (Accommodated TMC	37.63		Agency Billed		Modify	Copy	Delete	 ➢ Locate and modify the expense costs for the following: ✓ Parking at hotel = $10/night ✓ POV = 50 miles one way (last day of travel) ✓ Check Baggage Fee = $25 (first and last days of travel) ✓ Gas = $62.25 (last day of travel) ✓ Rental Car = $349.67 (last day of travel)

Step	Action
10	The **Step 2: Voucher Expenses** screen appears with the updated costs: ➢ Click *View Cost Variance Summary* under **Other Actions**

Step	Action
11	The **View Cost Variance Summary** pop-up window appears: View Cost Variance Summary Trip Duration: 4 days Number of Sites: 1 Cost Variance Summary | Expense Type	Estimated	Actual	Variance
---	---	---	---
Airfare Common Carrier	287.00	287.00	0.00
Business Center	50.00	32.97	-17.03
Checked Bag Fee	50.00	50.00	0.00
Fuel	65.00	62.25	-2.75
Lodging	669.00	669.00	0.00
Lodging Tax	75.00	66.39	-8.61
Meals and Incidentals	266.00	266.00	0.00
Parking	30.00	30.00	0.00
Privately Owned Vehicle: Private Auto Authorized	109.00	54.50	-54.50
Rental Car	350.00	349.67	-0.33
TMC Fee (Accommodated TMC Assisted with Air or Rail)	37.63	37.63	0.00
Voucher Transaction Fee	15.10	15.10	0.00	 **Exit Window** This screen allows you to view what expenses were estimated on the authorizations and what expenses you've claimed on the voucher. It will show if you are over, under or equal to the authorization. When finished reviewing, click *Exit Window*
12	The *Step 2: Voucher Expenses* screen appears. ➢ Click *Next Step*

Step	Action
13	The **Step 3: Voucher Accounting** screen appears. Trip Dashboard　Voucher (1) Basic Information (2) Expenses (3) Accounting (4) Summary **Step 3 : Voucher Accounting** ❓ Traveler Name: SELENA JENKINS　Trip ID: 313198　Voucher ID: 1　Voucher Type: Final　Voucher Status: Open Voucher - Obligation Accepted **Accounting** Other Actions Remarks Attachments Printable Voucher Compact Printable Voucher View Cost Variance Summary Daily Expenses Summary Trip History View Routing History | Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
---	---	---	---	---	---	---
	51 0443000-000 2019-98-01-00-00-000 01-03-0005-02-...	$2003.73　$ 1920.51	100.00%	Add	Delete
		Total:	$1920.51	100.00%		
		Remaining amount to be allocated:	$0.00			
		Total claim amount:	$1920.51				 **Select Account Codes** Extras Trips List **Save and Next Step**　Save　Back to Step 2: Expenses ➢ Click **Save and Next Step**

Step	Action
14	The **Step 4: Voucher Summary** screen appears:

Notice at the top of the screen there is a blue notice informing the traveler lodging receipts and any other receipts over $75 must be electronically scanned, attached and submitted with the voucher. However, it will only benefit you to provide all receipts.

To add your receipts go to **Other Actions**

➤ Click *Attachments*

Step	Action
15	The **Trip-Level Attachments** pop-up window appears: There are two ways to add attachments. • Adding an existing scanned document • Printing a Fax Header Sheet To add an attachment in a fax: ➢ Click *Attach Fax*

Step	Action
15a	The **Trip-Level Attachments** pop-up window switches to the Fax option: **Trip-Level Attachments** ⓘ Never include private or sensitive information, such as social security, credit card or bank account number in fax. **Fax Attachment(s)** 1. <u>Print the Fax Cover Page</u> 2. Fax the Cover Page with your attachment(s) to the fax number noted on the Cover Page. 3. After correctly faxing the Fax Cover Page with your attachment(s), the documents will display above within a few moments. File Name Date Attached Attached By Show Delete **Exit Window** Add Attachment ➢ Click *Print the Fax Cover Page*

Step	Action
15a1	The **Fax Header page** pop-up window opens up: ➢ Click *Print This Page* if planning on printing out this coversheet for all of your receipts ➢ Click *Close t*o close out this window
	Notes: *The fax is received by a company who will then take the receipts sent to them, put it in an electronic format and attach it to the voucher in the E2 Travel system.*
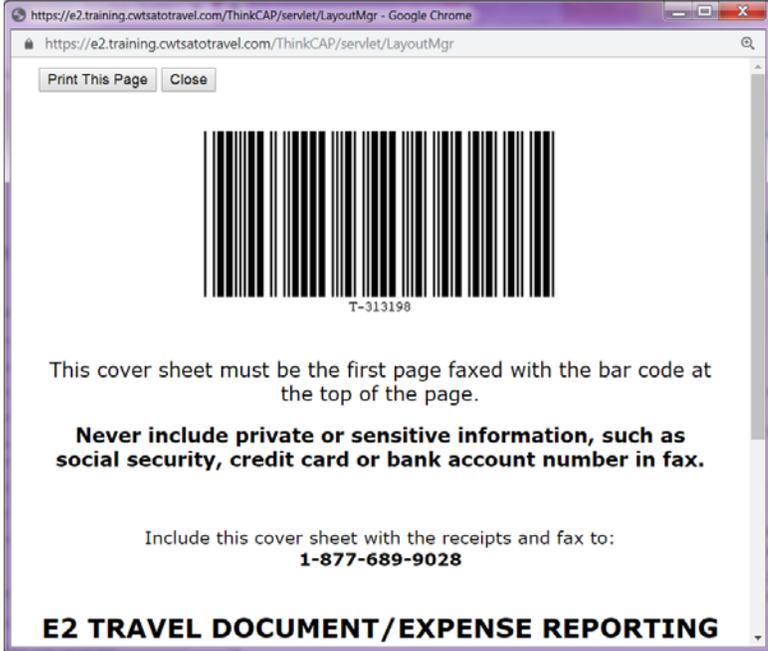
Step	Action
15b	The **Trip-Level Attachments** Fax option pop-up window: **Trip-Level Attachments** ⓘ Never include private or sensitive information, such as social security, credit card or bank account number in fax. **Fax Attachment(s)** 1. <u>Print the Fax Cover Page</u> 2. Fax the Cover Page with your attachment(s) to the fax number noted on the Cover Page. 3. After correctly faxing the Fax Cover Page with your attachment(s), the documents will display above within a few moments. File Name Date Attached Attached By Show Delete **Exit Window** Add Attachment To add an attachment using an existing scanned document: ➢ Click *Add Attachments*

Step	Action
15b1	The **Trip-Level Attachments** pop-up window appears: **Trip-Level Attachments** ℹ️ Never include private or sensitive information, such as social security, credit card or bank account number in fax. **Add New Attachment** Add Attachment **Size Limit:** 10 Megabytes - **Allowed Types:** PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,BMP,XLS,XLSX,DOC,DOCX,TXT File Name Date Attached Attached By Show Delete Exit Window Attach Fax ➢ Click *Add Attachment*
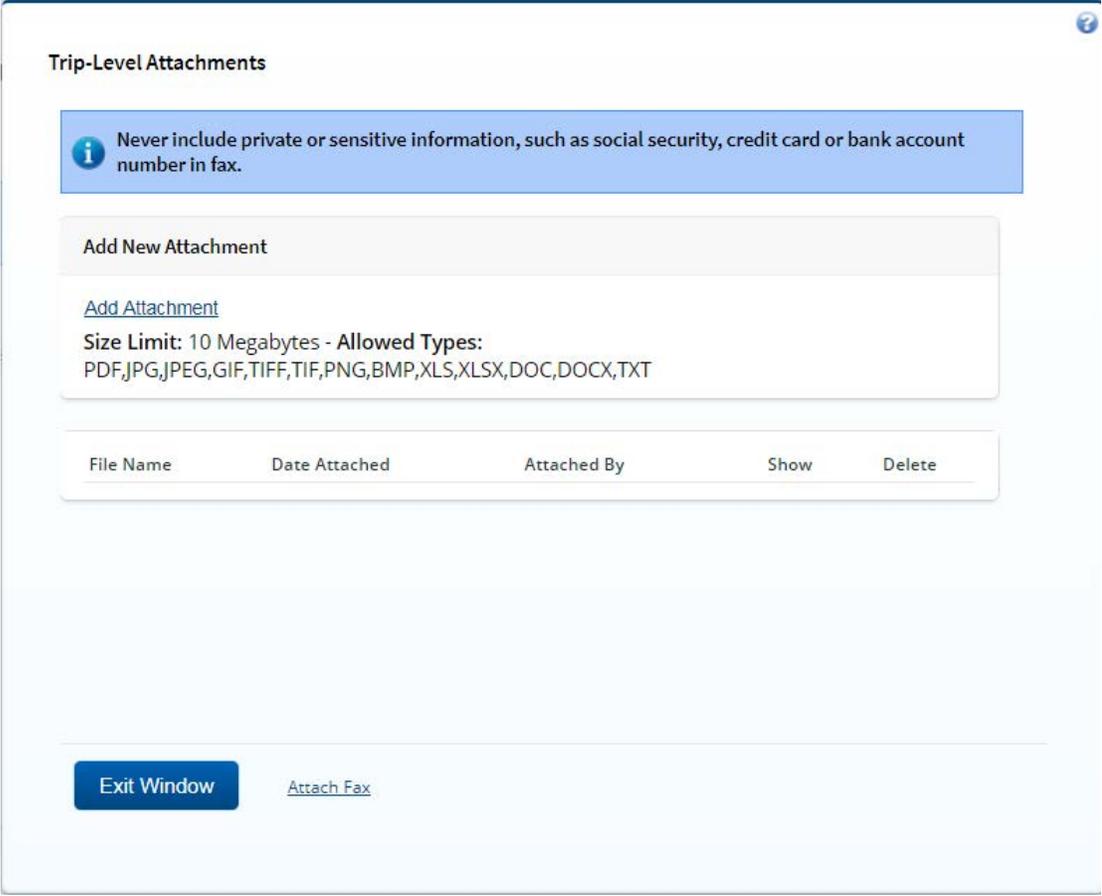
Step	Action
15b2	The **Windows Browser** pop-up window appears: ➢ Select the file to attach ➢ Click *Open*
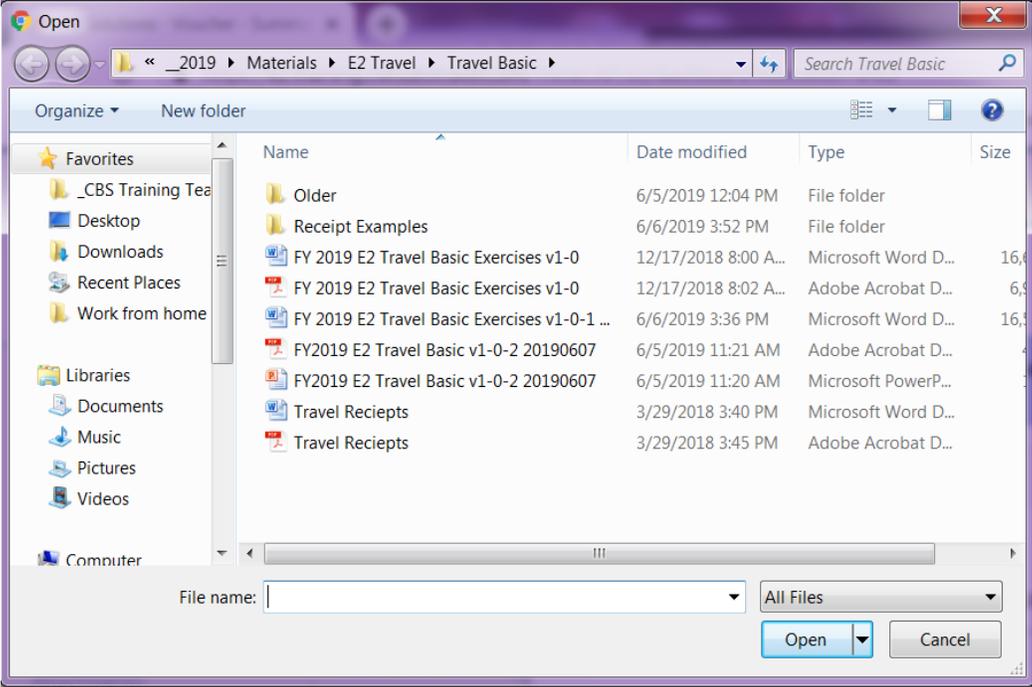
Step	Action
15c	The **Trip-Level Attachments** pop-up window appears with the new attachment showing: ➢ Click ***Exit Window***
16	The ***Step 4: Voucher Summary*** screen appears: ➢ Scroll down and review all parts of the voucher summary.
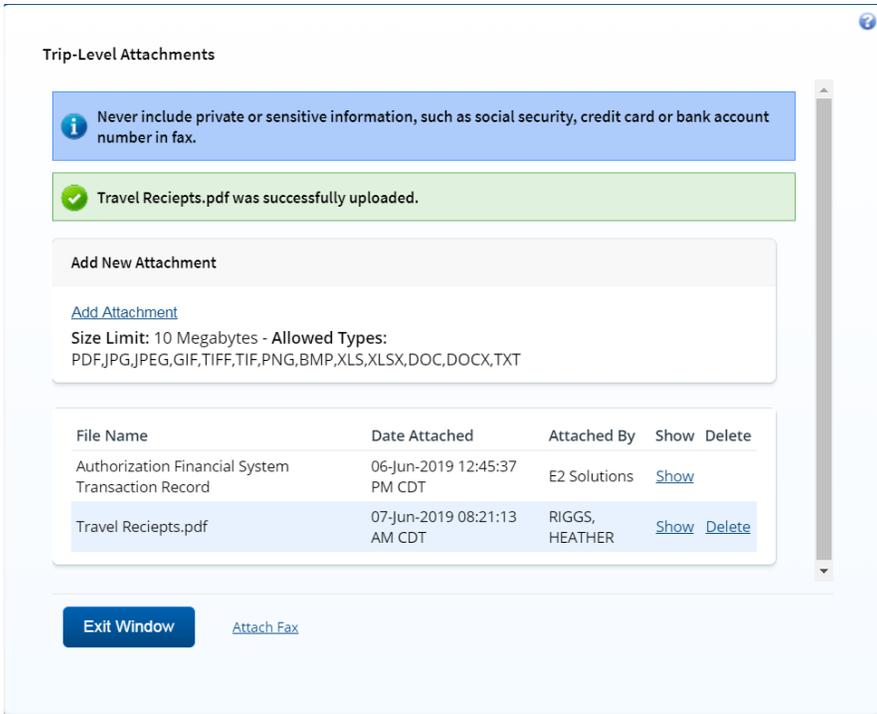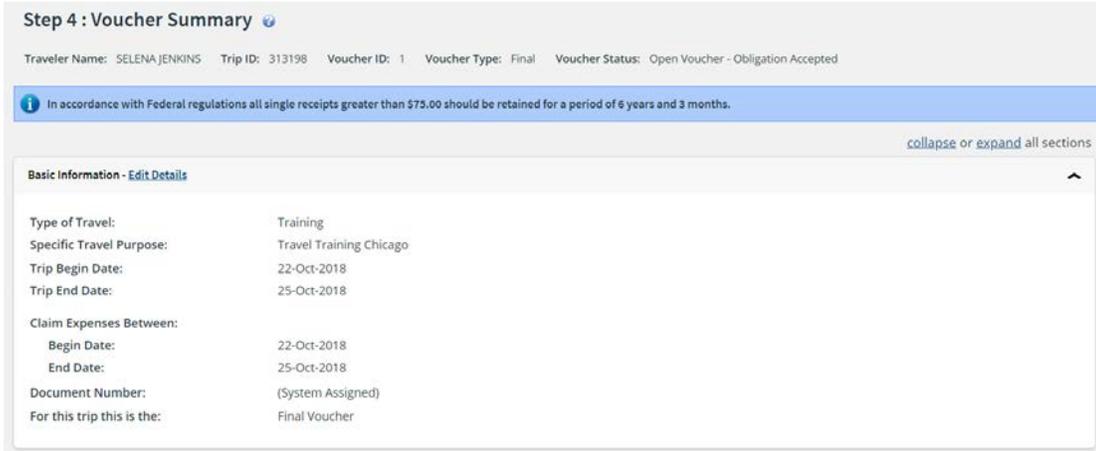
Step	Action
17	At the bottom of the **Voucher Summary** if nothing else needs to be added or changed: ![Voucher Summary screenshot showing Remarks - Edit Details with "No remarks found", Receipts and Attachments - Edit Details, Trip Attachments - Trip ID: 313198, with Send to Traveler button and Back to Step 3: Accounting link] ➢ Click *Send to Traveler* ***Notes:*** ✓ *For the arrangers, the button will see send to Traveler.*
18	The **Confirm Action** pop-up appears: ![Confirm Action pop-up reading "Do you want to proceed?" with Confirm and Cancel buttons] ➢ Click *Confirm*

Step	Action
19	The **Trip Dashboard** screen appears with a notification at the top.

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Exercise #5:   Log into the System and Send TV to Approver

Objectives: • Log in as a traveler

                         • Find your Voucher and Send to Approver after reveiw

Instructions: Execute the following steps:
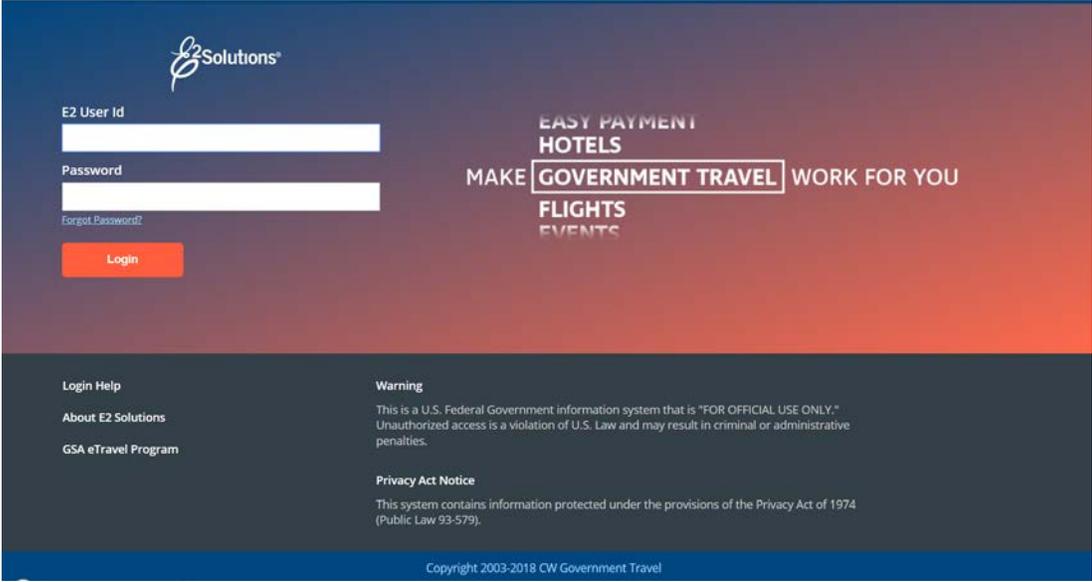
Step	Action
1	From the *E2 Login* screen: ➢ Enter **E2 User ID** ➢ Enter **Password** ➢ Click *Login*

Step	Action
2	A Warning Banner appears: ➢ Click *Accept*
3	The *My E2* screen appears: ➢ Click the *Trips* View Tab

Step	Action
4	The ***Trips*** View Tab screen appears: ➢ Find the Trip and click *Show*
5	The ***Step 4: Voucher Summary*** screen appears: ➢ Review the voucher
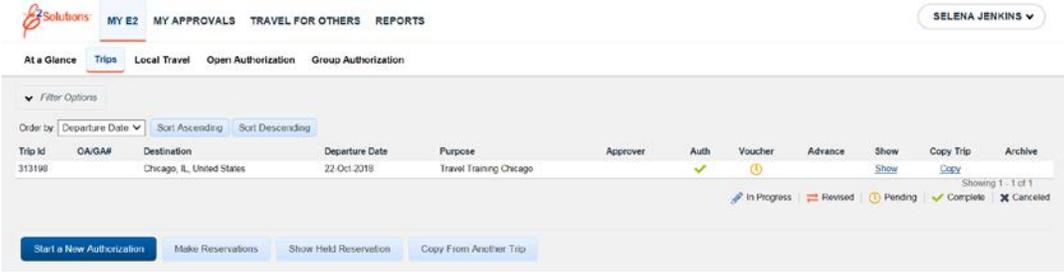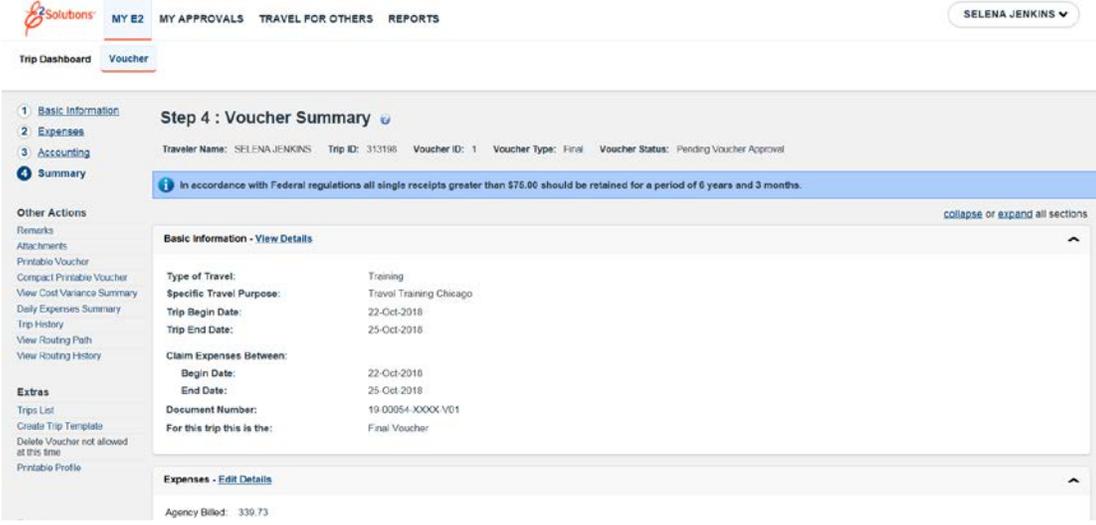
Step	Action
6	When finished reviewing scroll to the bottom of the Summary screen: Remarks - Edit Details ⓘ No remarks found. Receipts and Attachments - Edit Details Trip Attachments - Trip ID: 313198 | Uploaded By	Date Submitted	File Name	Show
E2 Solutions	06-Jun-2019 12:45:37 PM CDT	Authorization Financial System Transaction Record	Show
RIGGS, HEATHER	07-Jun-2019 8:21:13 AM CDT	Travel Reciepts.pdf	Show	 [Approve] [Modify Voucher] Back to Step 3: Accounting ➢ Click **Approve**
7	A pop-up appears: **Confirm Action** I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (41CFR 101-41.203-2). I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. Do you want to proceed? [Confirm] [Cancel] ➢ Click **Confirm**
8	The **Pending Approvals** screen appears with a note at the top: ✓ Voucher 313198(1) has been successfully approved.
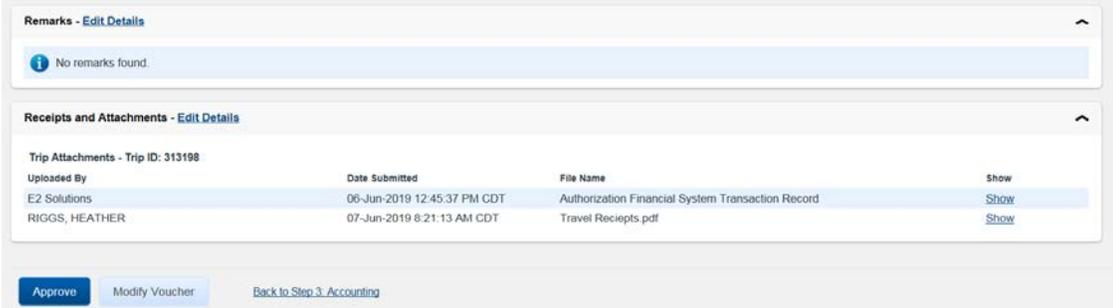
Exercise #6:   Approve a Voucher – Disapprove Cost

Objectives:
- Approve a Travel Authorization for training purposes
- Disapprove an expense

Instructions: Execute the following steps:

Step	Action
1	From the Approver's *My E2* screen: ➢ Click the *Names* in the top right corner
2	A drop down listing appears: ➢ Click *Stop arranged for:*

Step	Action
3	The ***Travel for Others*** *screen appears:* ➤ Click the *My Approvals*
4	The ***Pending Approvals*** screen appears: ➤ Click *Show* for the document you want to approve
	Notes: ✓ *All documents awaiting your approval will appear with the latest one at the top* ✓ *You can use the filter options to rearrange how the documents show*

Step	Action
5	The **Step 4: Voucher Summary** screen appears: Step 4 : Voucher Summary Traveler Name: SELENA JENKINS Trip ID: 313198 Voucher ID: 1 Voucher Type: Final Voucher Status: Pending Voucher Approval In accordance with Federal regulations all single receipts greater than $75.00 should be retained for a period of 6 years and 3 months. collapse or expand all sections Basic Information · View Details Type of Travel: Training Specific Travel Purpose: Travel Training Chicago Trip Begin Date: 22-Oct-2018 Trip End Date: 25-Oct-2018 Claim Expenses Between: Begin Date: 22-Oct-2018 End Date: 25-Oct-2018 Document Number: 19-00054-XXXX-V01 For this trip this is the: Final Voucher In order to approve a document, you'll need to lock it. This can be done under other actions **Other Actions** Lock Attachments Printable Authorization Compact Printable Or scrolling to the bottom of the summary screen: Remarks No remarks found. Receipts and Attachments · Edit Details Attached Documents No receipts or attachments found. Lock Back to Step 6: Travel Policy ➢ Click *Lock*

Step	Action
6	The top of the screen will let you know the document has now been locked: ➢ Click *Expenses*
	Notes: ✓ *If this is a true pool, then locking the document keeps the other approvers from entering the document*
7	The **Step 2: Voucher Expenses** screen appears: In order to deny and expense fully or in part, the approver must modify that expense. ➢ Click on *Modify* on the first Business Center expense

Step	Action
8	The **Edit Expense** pop-up appears: Edit Expense - Business Center for $10.99 on 22-Oct-2018 **Detail** Remarks Receipts Date of Expense:* 22-Oct-2018 Expense: Business Center Claimed Amount: 10.99 Amount:* 10.99 Remark:* Add a Required Remark Description: Internet Pay To:* Traveler Site of Expense: 22-Oct-2018 Chicago, IL, United States *Required Save and Close Save Exit Window ➢ Change the Amount to **0** ➢ Click on *Add a Required Remark* ➢ Add **Remarks** ➢ Click *Save and Close*
9	The **Step 2: Voucher Expenses** screen appears with a note at the top: ⚠ The Business Center expense on 22-Oct-2018 has a zero amount. Expense amount of $0.00 will result in no reimbursement for the expense. ➢ Deny any other Business Center Cost for the same reason when finished: ➢ Click *Next Step*
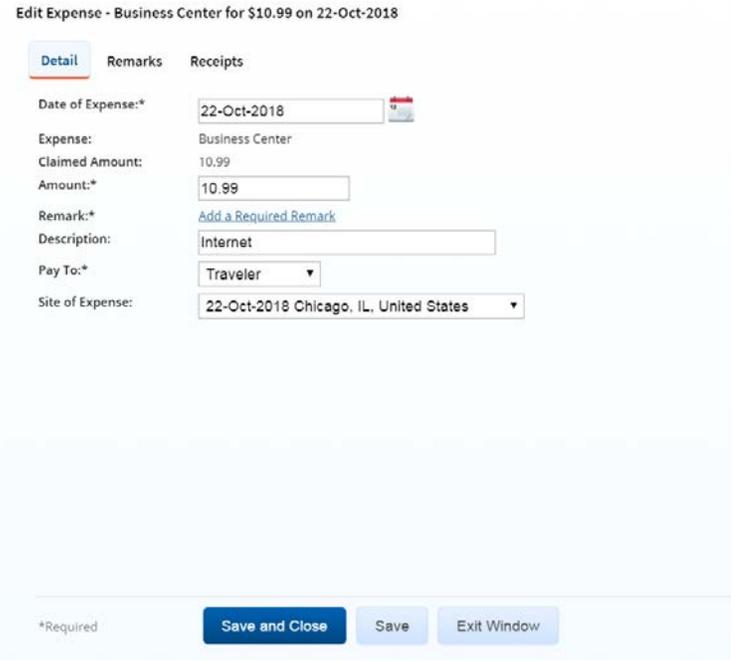
Step	Action
10	The **Step 3: Voucher Accounting** screen appears: Step 3 : Voucher Accounting Traveler Name: SELENA JENKINS Trip ID: 313198 Voucher ID: 1 Voucher Type: Final Voucher Status: Pending Voucher Approval **Accounting** Description Account Code Obligated Balance Amount Allocated Percent Allocated Add to Favorites Delete 51 0443000-000 2019-98-01-00-00-000 01-03-0005-02-... $2003.73 $ 1887.54 100.00% Add Delete Total: $1887.54 100.00% Remaining amount to be allocated: $0.00 Total claim amount: $1887.54 **Select Account Codes** Save and Next Step Save Back to Step 2: Expenses
	Notes: **Anytime an expense is modified clicking next step needs to be done in order to update the accounting so errors won't happen if approved.**
10	The **Step 4: Voucher Summary** screen appears: Step 4 : Voucher Summary Traveler Name: SELENA JENKINS Trip ID: 313198 Voucher ID: 1 Voucher Type: Final Voucher Status: Pending Voucher Approval ⓘ In accordance with Federal regulations all single receipts greater than $75.00 should be retained for a period of 6 years and 3 months. ✓ Accounting information has been saved successfully. collapse or expand all sections **Basic Information - View Details** ⌃ Type of Travel: Training Specific Travel Purpose: Travel Training Chicago Trip Begin Date: 22-Oct-2018 Trip End Date: 25-Oct-2018 Claim Expenses Between: Begin Date: 22-Oct-2018 End Date: 25-Oct-2018 Document Number: 19-00054-XXXX-V01 For this trip this is the: Final Voucher ➢ Scroll to the bottom of the screen

Step	Action
11	 ➢ Click *Approve*
12	A pop-up appears: ➢ Click *Confirm*
13	The ***Pending Approvals*** screen appears with a note at the top:

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Exercise #7:   Supplemental Travel Voucher

Objectives: • Create a Supplemental Travel Voucher (TV)

                             • Navigate each step of the TV

Instructions: Execute the following steps:

You ended up incurring parking expenses at the airport when your family dropped you off and picked up you.

Step	Action
1	From the *My E2* screen: ➢ Click on the *Trips* tab
2	The *Trips* tab shows authorizations and vouchers all grouped under a trip number: ➢ Click *Show* for the document (i.e. Chicago trip)
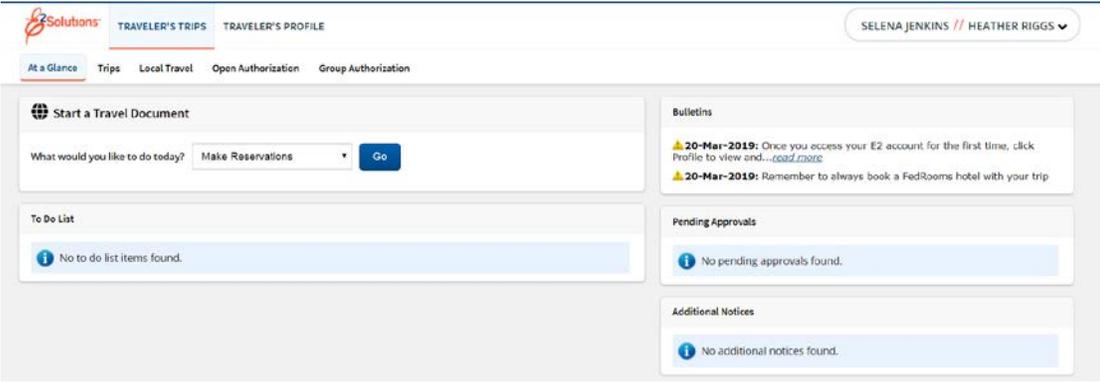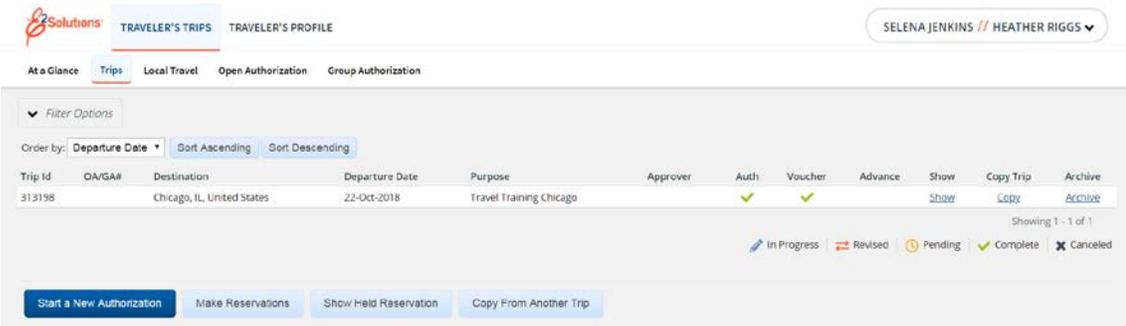
Step	Action
3	The **Trip Dashboard** screen appears: **Trip Dashboard** Traveler Name: SELENA JENKINS Trip ID: 313198 collapse or expand all sections **Authorizations** 	Begin Date	End Date	ID	Total Amount Status	State Show	Delete
22-Oct-2018	25-Oct-2018	313198	$2003.73 Closed	✓ Show	| Amend Authorization **Comparative Trips** There are no comparative trips associated with this trip. **Vouchers** | Cut Off Date	Doc Num	ID	Type	Amount Status	State Show	Delete
25-Oct-2018	19-00054-XXXX-V01	1	Final	$1887.54 Closed	✓ Show		 ➢ Click **Create Voucher**
4	The **Step 1: Voucher Basic Information** screen appears: Trip Dashboard Voucher ① **Basic Information** ② Expenses ③ Accounting ④ Summary **Extras** Trips List Printable Profile **Step 1 : Voucher Basic Information** ❔ Traveler Name: SELENA JENKINS Trip ID: 313198 Voucher ID: Voucher Type: Supplemental Voucher Status: New **Basic Information** 	Type of Travel:	Training
Specific Travel Purpose:	Travel Training Chicago
Trip Begin Date:	22-Oct-2018
Trip End Date:	25-Oct-2018
Claim Expenses Between:	
Begin Date:	22-Oct-2018
End Date:	25-Oct-2018
Document Number:	(System Assigned) | *Required Save and Next Step Save ➢ Click **Save and Next Step** **Notes:** ✓ *Any expenses incurred but not claimed on the initial final voucher must be claimed on a supplemental voucher.*
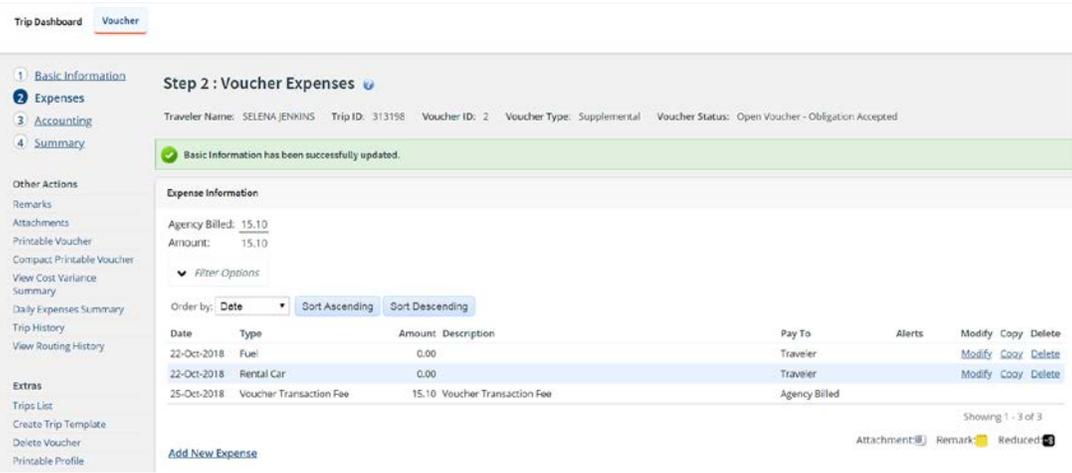
Step	Action
5	The **Step 2: Voucher Expenses** screen appears: ➢ Click *Add New Expense*

Step	Action
5a	The **Add New Expense** pop-up window appears:

Add New Expense

Date of Expense:*	22-Oct-2018
Expense:*	Select Expense Type
Amount:*	0.00
Description:	
Remark:	Add an Optional Remark
Receipt:	Add Receipt
	Size Limit: 10 Megabytes - **Allowed Types:** PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,BMP,XLS,XLSX,DOC,DOCX,TXT
Site of Expense:	Allow selection of site based on date

*Required   **Save and New**   Save and Close   Exit Window

➢ Choose *Date of Expense*
➢ Select the *Expense* (parking)
➢ Enter the ***Amount*** (i.e. 10.99)
➢ Type the ***Description*** (parking at the airport)
➢ Click ***Save and Close***

Step	Action
6	The ***Step 2: Voucher Expenses*** screen appears with the new costs: Step 2 : Voucher Expenses Traveler Name: SELENA JENKINS Trip ID: 313198 Voucher ID: 2 Voucher Type: Supplemental Voucher Status: Open Voucher - Obligation Accepted ✓ Expense has been added successfully. **Expense Information** Agency Billed: 15.10 Traveler: 10.99 Amount: 26.09 ▾ Filter Options Order by: Date ▾ Sort Ascending Sort Descending Date Type Amount Description Pay To Alerts Modify Copy Delete 22-Oct-2018 Fuel 0.00 Traveler Modify Copy Delete 22-Oct-2018 Parking 10.99 Traveler Modify Copy Delete 22-Oct-2018 Rental Car 0.00 Traveler Modify Copy Delete 25-Oct-2018 Voucher Transaction Fee 15.10 Voucher Transaction Fee Agency Billed Showing 1 - 4 of 4 ➢ Locate the Parking expense ➢ Click *Copy*
6a	The **Copy** pop-up window appears: Copy Expense - Parking for $10.99 on 22-Oct-2018 Copy the expense to the selected dates. ☐ Select All Copy **Expense Date** ☐ Tuesday, 23-Oct-2018 ☐ Wednesday, 24-Oct-2018 ☐ Thursday, 25-Oct-2018 Copy and Close Copy Exit Window ➢ Check the boxes for the dates the expense is being copied to ➢ Click ***Copy and Close***
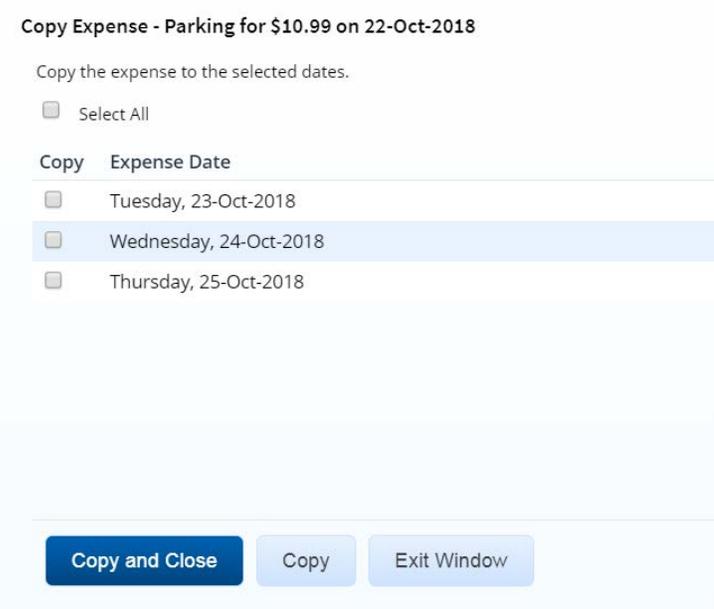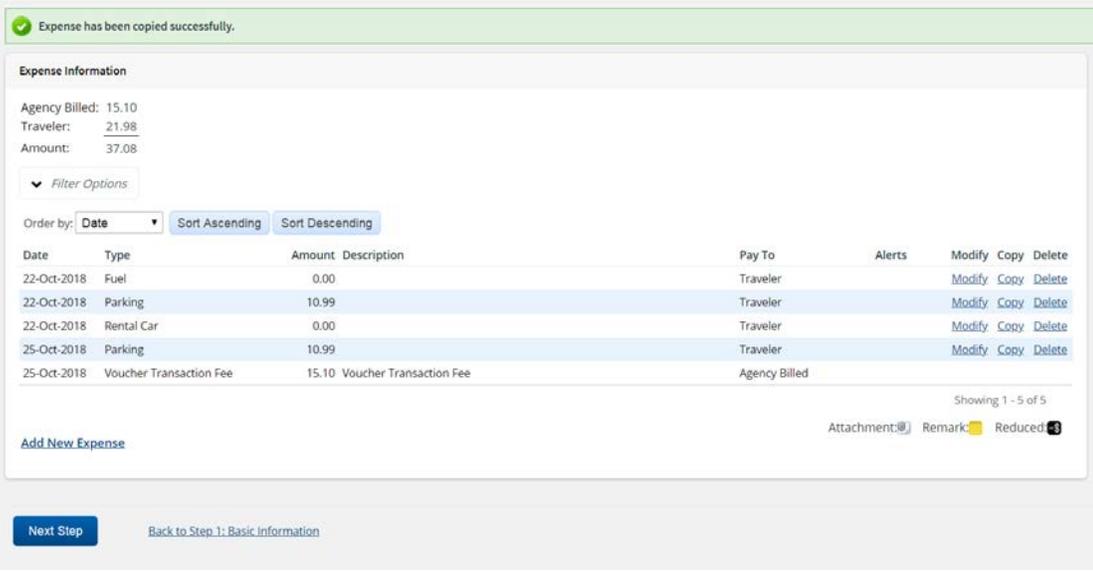
Step	Action
7	The **Step 2: Voucher Expenses** screen appears with the updated costs: ➢ Click **Next Step**
8	The **Step 3: Voucher Accounting** screen appears: ➢ Click **Save and Next Step**

Step	Action
9	The ***Step 4: Voucher Summary*** screen appears: Scroll down and review all parts of the voucher summary
10	At the bottom of the **Voucher Summary** if nothing else needs to be added or changed: ➢ Click ***Send to Traveler*** ***Notes:*** ✓ *For the traveler, the button will see send to Approver.*
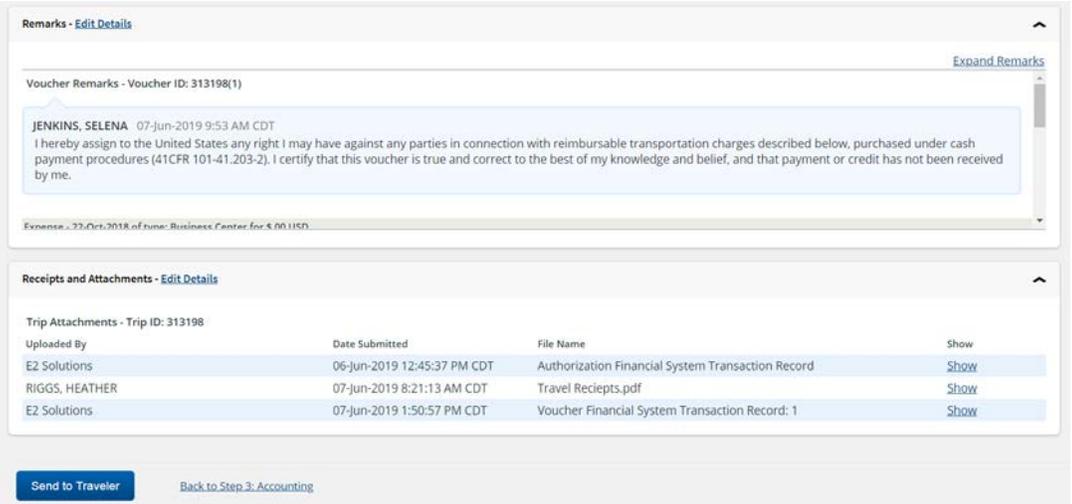
Step	Action
10	The **Confirm Action** pop-up appears: Confirm Action Do you want to proceed? [Confirm] [Cancel] ➢ Click *Confirm*
11	The **Trip Dashboard** screen appears with a notification at the top. ✔ Supplemental Voucher 313198(2) has been successfully sent to traveler.
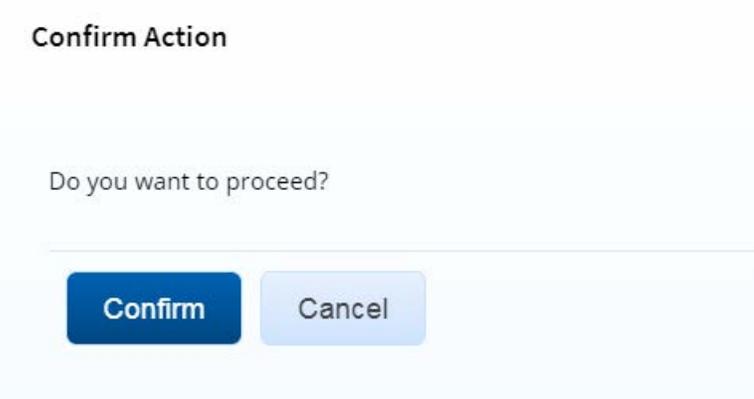
Exercise #8:   Reclaim Travel Voucher

Objectives: •   Create a Reclaim Travel Voucher (TV)

                         •   Navigate each step of the TV

Instructions: Execute the following steps:

Your approving Official denied the following expenses:

Internet Fees = $10.99 (10/23-10/25)

So you will do the following to reclaim the expenses.

Step	Action
1	From the *My E2* screen: ➢ Click on *Trips*

Step	Action
2	The *Trips* tab shows authorizations and vouchers all grouped under a trip number: ➢ Click *Show* for the document (i.e. Chicago trip)
3	The *Trip Dashboard* screen appears: ➢ Click *Reclaim*

Step	Action
4	The **Step 1: Voucher Basic Information** screen appears: Trip Dashboard Voucher ① Basic Information ② Expenses ③ Accounting ④ Summary **Step 1 : Voucher Basic Information** ⓘ Traveler Name: SELENA JENKINS Trip ID: 313198 Voucher ID: Voucher Type: Reclaim Voucher Status: New **Basic Information** Extras Trips List Printable Profile Type of Travel: Training Specific Travel Purpose: Travel Training Chicago Trip Begin Date: 22-Oct-2018 Trip End Date: 25-Oct-2018 Claim Expenses Between: Begin Date: 22-Oct-2018 End Date: 25-Oct-2018 Document Number: (System Assigned) *Required **Save and Next Step** **Save** ➤ Click **Save and Next Step**
5	The **Step 2: Voucher Expenses** screen appears: Trip Dashboard Voucher ① Basic Information ② Expenses ③ Accounting ④ Summary **Step 2 : Voucher Expenses** ⓘ Traveler Name: SELENA JENKINS Trip ID: 313198 Voucher ID: 3 Voucher Type: Reclaim Voucher Status: Open Voucher - Obligation Accepted ✓ Basic Information has been successfully updated. Other Actions Remarks Attachments Printable Voucher Compact Printable Voucher View Cost Variance Summary Daily Expenses Summary Trip History View Routing History **Expense Information** ⌄ Filter Options Order by: Date ▼ Sort Ascending Sort Descending Date Type Amount Description Pay To Alerts Modify Delete 25-Oct-2018 Voucher Transaction Fee 15.10 Voucher Transaction Fee Agency Billed Showing 1 - 1 of 1 Attachment:⊕ Remark:▣ Reduced:◧ Extras Trips List Create Trip Template Delete Voucher Printable Profile **Add Reclaim Expenses** ➤ Click **Add Reclaim Expenses**

Step	Action
5a	The **Eligible Reclaim Expenses** pop-up window appears: Eligible Reclaim Expenses **Expense Reclaim Selector** <table><tr><th>Select</th><th>Date</th><th>Type</th><th>Description</th><th>Claimed Amount</th><th>Approved Amount</th><th>Eligible Amount</th></tr><tr><td>☐</td><td>22-Oct-2018</td><td>Business Center</td><td>Internet</td><td>10.99</td><td>0.00</td><td>10.99</td></tr><tr><td>☐</td><td>23-Oct-2018</td><td>Business Center</td><td>Internet</td><td>10.99</td><td>0.00</td><td>10.99</td></tr><tr><td>☐</td><td>24-Oct-2018</td><td>Business Center</td><td>Internet</td><td>10.99</td><td>0.00</td><td>10.99</td></tr></table> Save and Close Save Exit Window ➢ Check the *Select* checkboxes for each expense you wish to reclaim ➢ When finished click ***Save and Close***
	Notes: ✓ *Only expenses that have been denied in full or partial by the approver will be eligible for reclaim.*

Step	Action
6	The **Step 2: Voucher Expenses** screen appears with the updated reclaim costs: Reclaim costs must have remarks added to them. Find the first reclaim expense and do the following: ➢ Click *Modify*
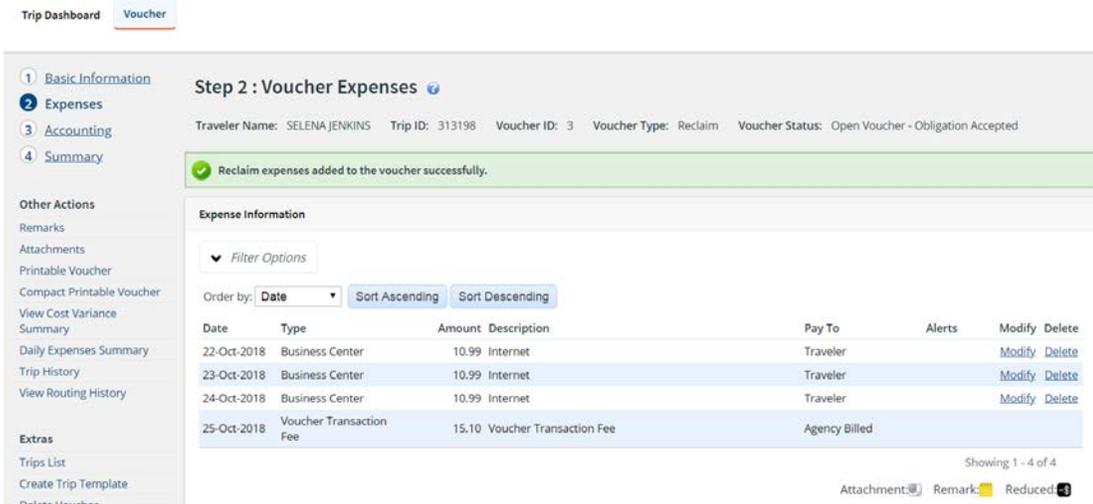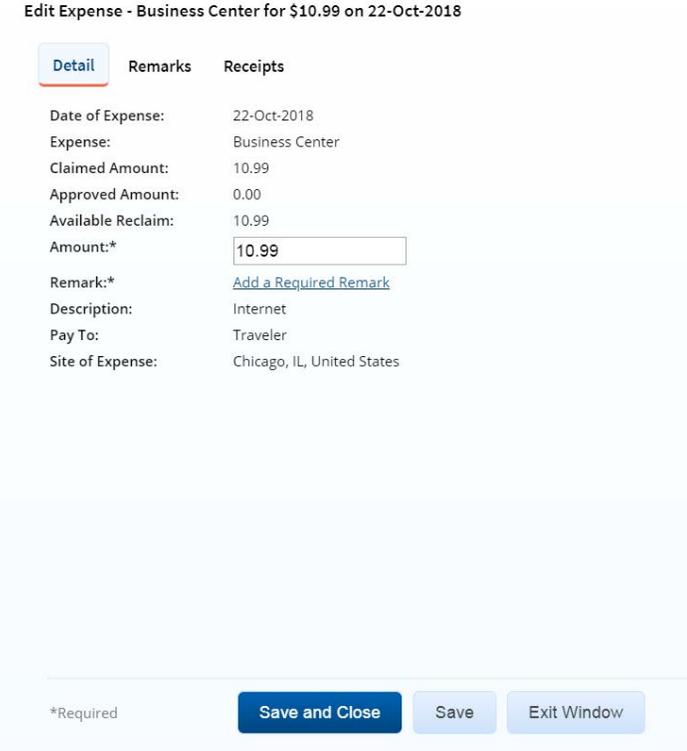
Step	Action
6a	The **Edit Expense** pop-up window appears: Edit Expense - Business Center for $10.99 on 22-Oct-2018 **Detail** Remarks Receipts Date of Expense: 22-Oct-2018 Expense: Business Center Claimed Amount: 10.99 Approved Amount: 0.00 Available Reclaim: 10.99 Amount:* [10.99] Remark:* Add a Required Remark Description: Internet Pay To: Traveler Site of Expense: Chicago, IL, United States *Required **Save and Close** Save Exit Window ➢ Click on *Add a Required Remark*

Step	Action
6b	The **Edit Expense** pop-up window appears with the remark expanded: Edit Expense - Business Center for $10.99 on 22-Oct-2018 Detail Remarks Receipts Date of Expense: 22-Oct-2018 Expense: Business Center Claimed Amount: 10.99 Approved Amount: 0.00 Available Reclaim: 10.99 Amount:* 10.99 Remark:* Note: Remarks cannot be edited or deleted. Review all information before proceeding. Allowed Characters: Aa-Zz 0-9 $ ( ) / : ? @ , . ' _- 2000 characters left. *Required Save and Close Save Exit Window ➢ Enter your *Remark* (i.e. Used at hotel to do business work) ➢ Click **Save and Close** ➢ Repeat for all reclaiming expenses
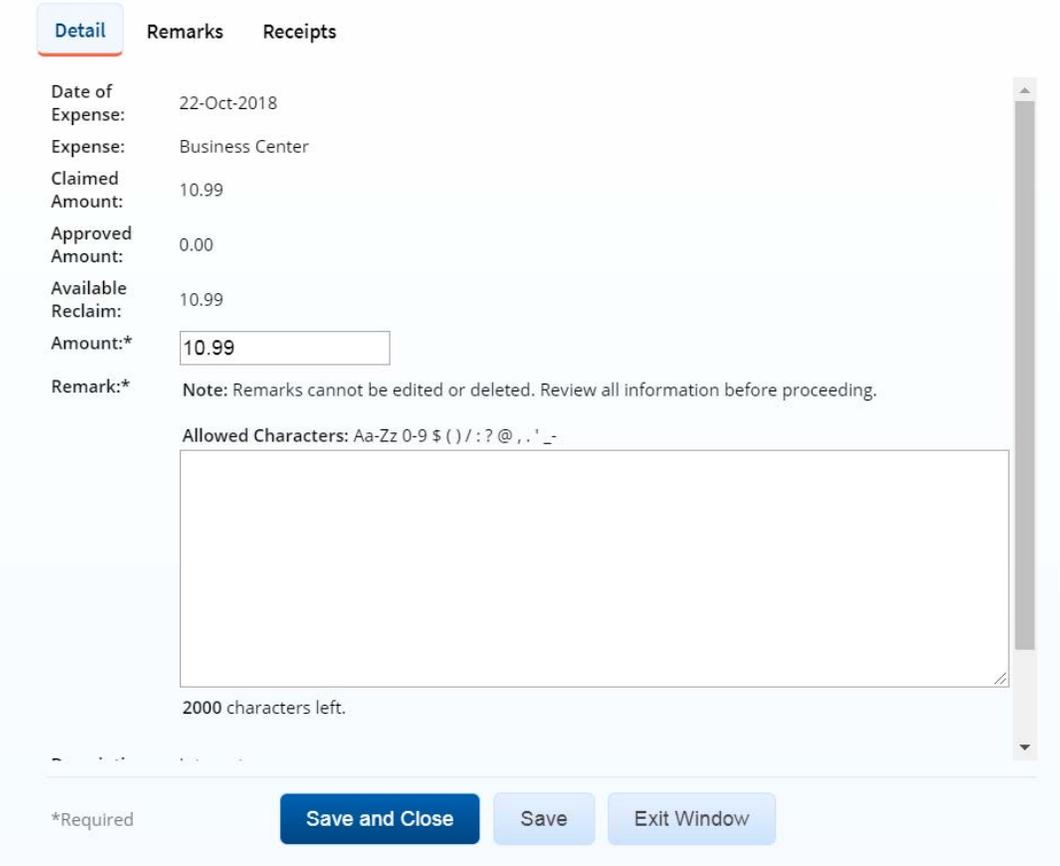
Step	Action
6c	When finished **Step 2: Voucher Expenses** screen appears with all notes showing: **Step 2 : Voucher Expenses** ⓘ Traveler Name: SELENA JENKINS Trip ID: 313198 Voucher ID: 3 Voucher Type: Reclaim Voucher Status: Open Voucher - Obligation Accepted ✅ Expense has been updated successfully. **Expense Information** ▾ Filter Options Order by: Date ▾ Sort Ascending Sort Descending | Date	Type	Amount	Description	Pay To	Alerts	Modify	Delete
------	------	--------	-------------	--------	--------	--------	--------
22-Oct-2018	Business Center	10.99	Internet	Traveler	🟨	Modify	Delete
23-Oct-2018	Business Center	10.99	Internet	Traveler	🟨	Modify	Delete
24-Oct-2018	Business Center	10.99	Internet	Traveler	🟨	Modify	Delete
25-Oct-2018	Voucher Transaction Fee	15.10	Voucher Transaction Fee	Agency Billed				 Showing 1 - 4 of 4 Attachment:📎 Remark:🟨 Reduced:◼3 **Add Reclaim Expenses** [Next Step] Back to Step 1: Basic Information ➢ Click *Next Step*
7	The **Step 3: Voucher Accounting** screen appears: Trip Dashboard Voucher ① Basic Information ② Expenses ③ Accounting ④ Summary **Step 3 : Voucher Accounting** ⓘ Traveler Name: SELENA JENKINS Trip ID: 313198 Voucher ID: 3 Voucher Type: Reclaim Voucher Status: Open Voucher - Obligation Accepted **Other Actions** Remarks Attachments Printable Voucher Compact Printable Voucher View Cost Variance Summary Daily Expenses Summary Trip History View Routing History **Accounting** 	Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
-------------	--------------	-------------------	------------------	-------------------	------------------	--------
	51 0443000-000 2019-98-01-00-00-000 01-03-0005-02-...	$116.19	$ 48.07	100.00%	Add	Delete
		Total:	$48.07	100.00%		
		Remaining amount to be allocated:	$0.00			
		Total claim amount:	$48.07				 **Select Account Codes** **Extras** Trips List Create Trip Template [Save and Next Step] Save Back to Step 2: Expenses ➢ Click *Save and Next Step*

Step	Action
8	The *Step 4: Voucher Summary* screen appears: ➢ Scroll down and review all parts of the voucher summary
9	At the bottom of the **Voucher Summary** if nothing else needs to be added or changed: ➢ Click ***Send to Traveler***
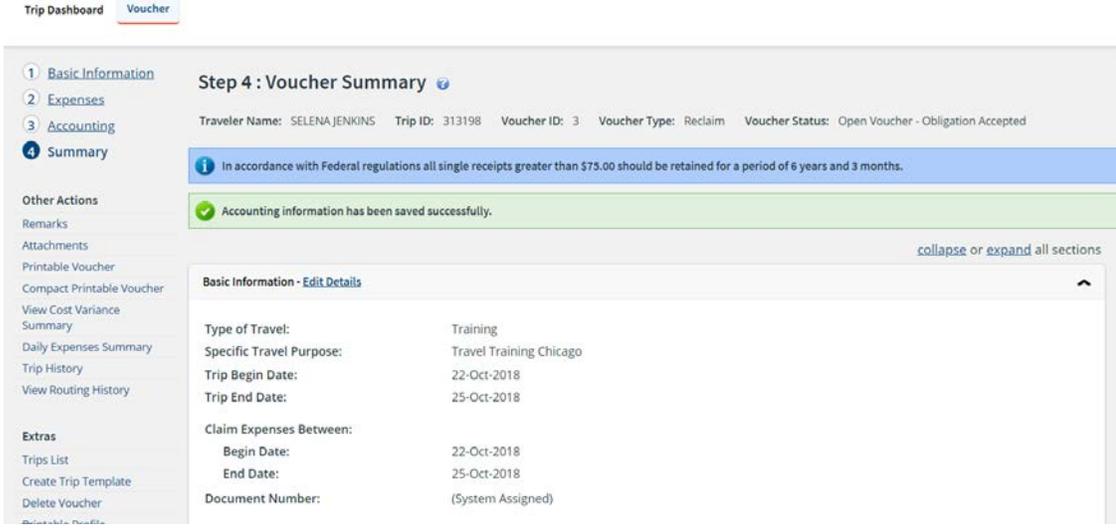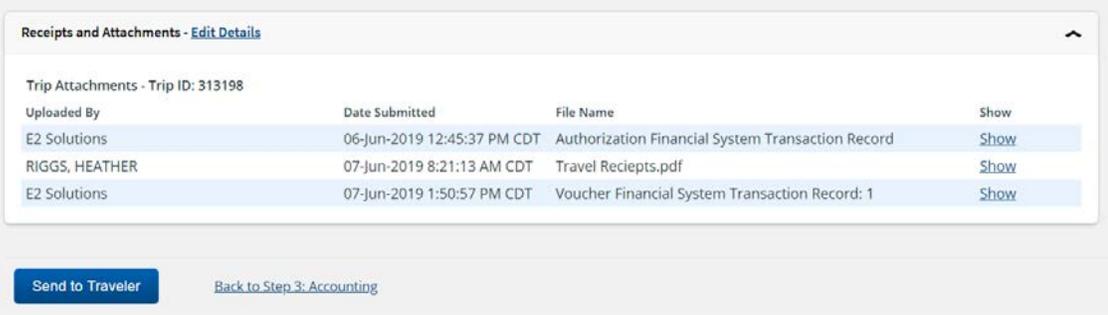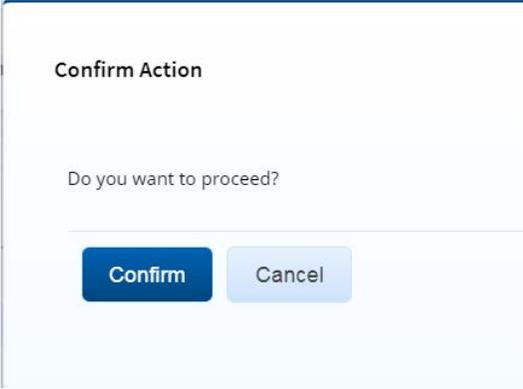
Step	Action
10	The **Confirm Action** pop-up appears: Confirm Action Do you want to proceed? **Confirm** Cancel ➢ Click ***Confirm***
11	The **Trip Dashboard** now should have up at the top that the voucher has been sent to the traveler. ✓ Reclaim Voucher 313198 has been successfully sent to traveler.

Exercise #9:   Local Travel Voucher

Objectives: • Create a Local Travel Voucher

                       • Navigate each step of the Local Travel Voucher

Notes: *Local Travel is defined as travel that:*

                       1) Is Not Entitled to Per Diem

                  NTR Chapter 16 outlines all requirements of local travel

Instructions: Execute the following steps:

You work in the Germantown, MD office. You've been asked to attend some meetings in Silver Spring, MD.   The government car is unavailable for the dates of your meetings, so on February 5th you drive from work and park and on February 7th you park at the metro and take the metro into Silver Spring. (2019)

Actual Expenses

2/5 – 42 miles roundtrip
2/5 - $5.60 parking (8 hrs at "long term" parking @$0.70/hr)
2/7 - $5.20 metro parking (all day)
2/7 - $10.30 roundtrip metro fare ($5.15 one way smart trip)
2/7 – 16 miles roundtrip

Step	Action
1	From the *My E2* screen: ➢ Click on *Local Travel*

Step	Action
2	The **Local Travel** tab shows any local vouchers together: ➢ Click **Start a New Claim**
3	The **Step 1: Local Travel Basic Information** screen appears: ➢ Enter the **Specific Travel Purpose** (i.e. Meetings in Silver Spring) ➢ Enter the **Begin Date** (i.e. Feb 5) ➢ Enter the **End Date** (i.e. Feb 7) ➢ Click **Save and Next Step**
	Notes: ✓ *Local Travel vouchers can only be done for a maximum of 60 days.*
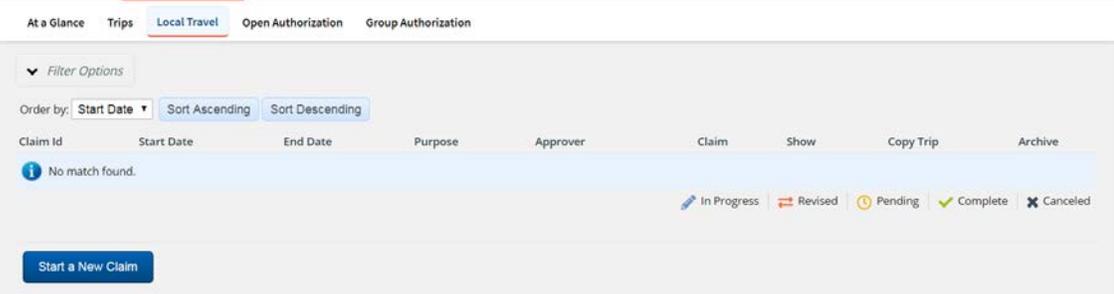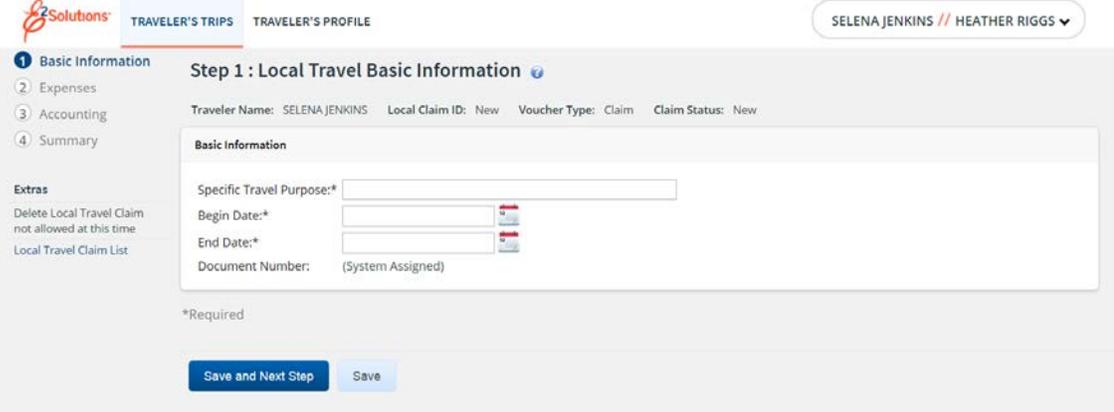
Step	Action
4	The ***Step 2: Local Travel Expenses*** screen appears: ➢ Add the following expenses: 2/5 – 42 miles roundtrip 2/5 - $5.60 parking (8 hrs at "long term" parking @$0.70/hr) 2/9 - $5.20 metro parking (all day) 2/9 - $10.30 roundtrip metro fare ($5.15 one way smart trip) 2/9 – 16 miles roundtrip ➢ Click ***Save and Close*** ➢ Click ***Next Step***
5	The ***Step 3: Local Travel Accounting*** screen appears: ➢ Add an ACCS Code ➢ Click ***Save and Next Step***
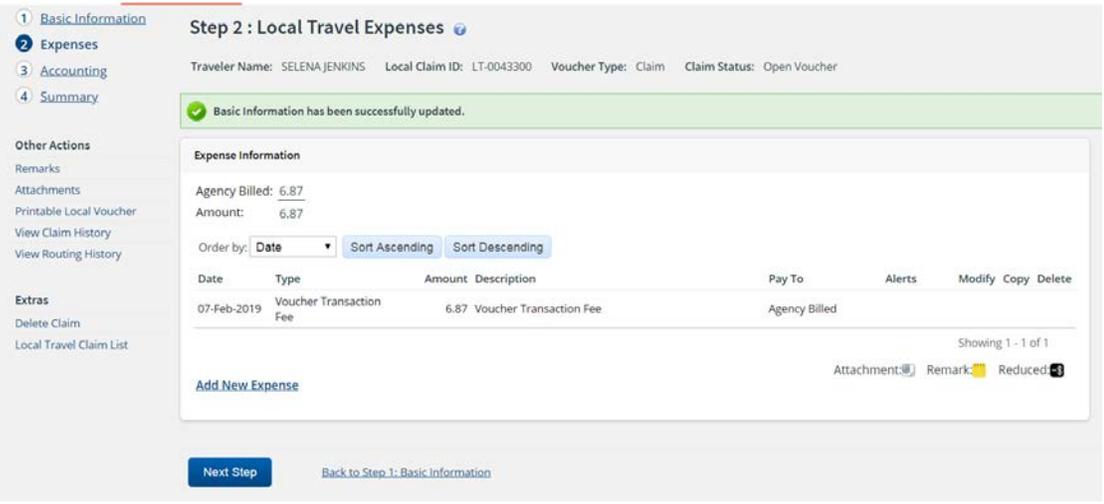
Step	Action
6	The *Step 4: Local Travel Summary* screen appears: ❯ Scroll down and review all parts of the voucher summary ❯ Add Any Remarks & Receipts ❯ Click *Send to Traveler*
7	The **Confirm Action** pop-up appears: ❯ Click *Confirm*
8	The **Trip Dashboard** now should have up at the top that the Local Travel voucher has been sent to the approver.
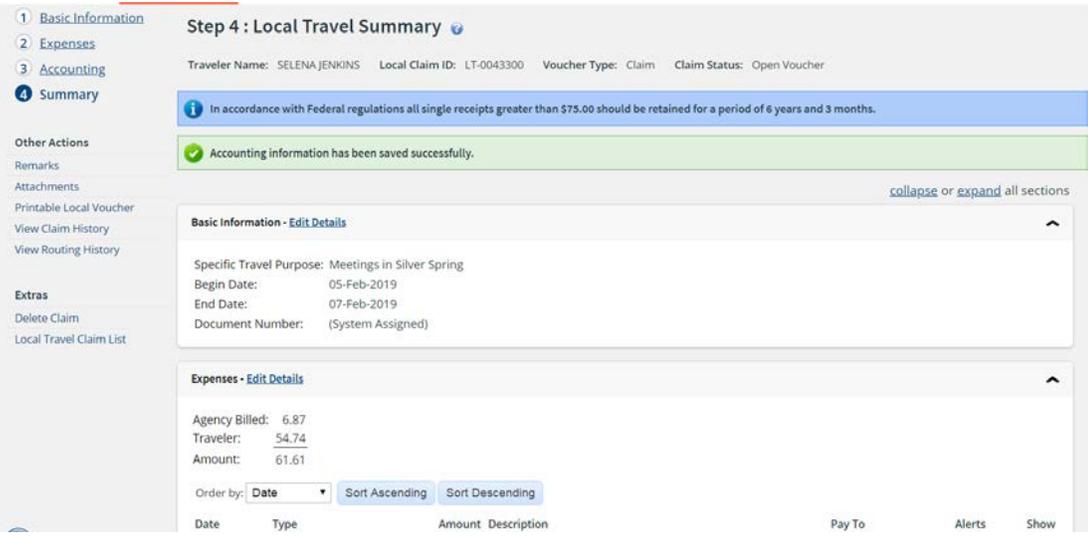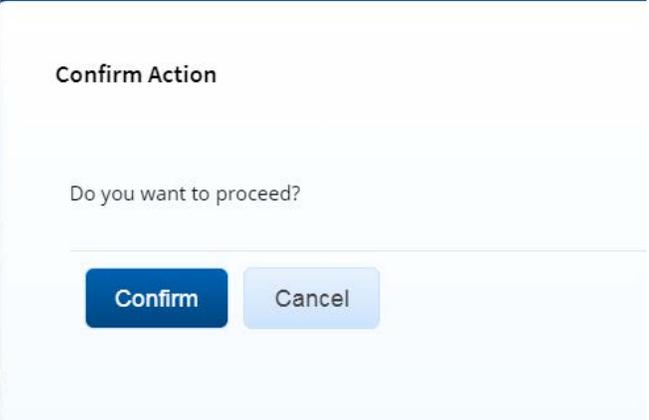
Exercise #10:   Copy Travel Authorization

Objectives: • Copy a Basic Travel Authorization (TA)

                       • Navigate each step of the TA

Instructions: Execute the following steps:

You have been asked to return to Chicago, IL to provide training on December 4-5, 2018. You
will have a travel day on either side of the training. Your POV costs include a person taking you
to the airport and picking you up. In this exercise you will copy from your previous Chicago TA.
The TA needs to include the following costs:

Estimated Expenses
$287.00 = Round-trip air fare
$37.63 = Transaction Fee
50 miles one way to airport using private vehicle (POV)
$400 for Rental Car
$65 for Rental Car Gas
$10/night for Parking at the hotel
$25 for Parking at the airport for drop off and pick up
$25/night for Hotel Tax
$50 for Internet Fees
$25/flight Checked Baggage Fees

Step	Action
1	From the *My E2* screen: ➢ Click on *Trips*

Step	Action
2	The *Trips* tab shows authorizations and vouchers all grouped under a trip number: ➢ Click *Copy* for the document (i.e. Chicago trip)
3	The **Copy Trips** screen appears ➢ Enter **Trip Start Date** (i.e. Dec 3, 2018) ➢ Click *Copy*
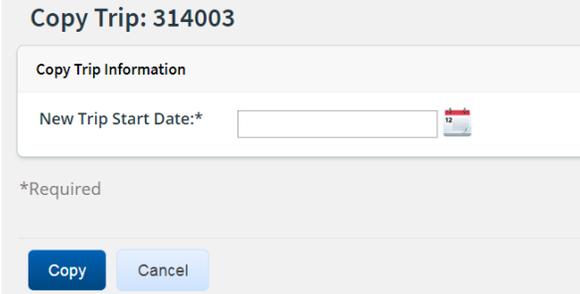
Step	Action
4	The *Step1: Basic Information* screen of the authorization appears: ➢ Edit *Type of Travel* (i.e. Mission) ➢ Edit the *Specific Travel Purpose* (i.e. Travel Training in Chicago - Teaching) ➢ Click *Save and Next Step* **Notes:** ✓ *The information will automatically populate based off the authorization you copied.*

Step	Action
5	The **Step 2: Reservation** screen of the authorization appears: ➢ Click **Next Step**
	Notes: ✓ *For training purposes we will be skipping this step.*
6	The **Step 3: Site Details** screen of the authorization appears: ➢ Edit/update any information ➢ Click **Save and Next Step**
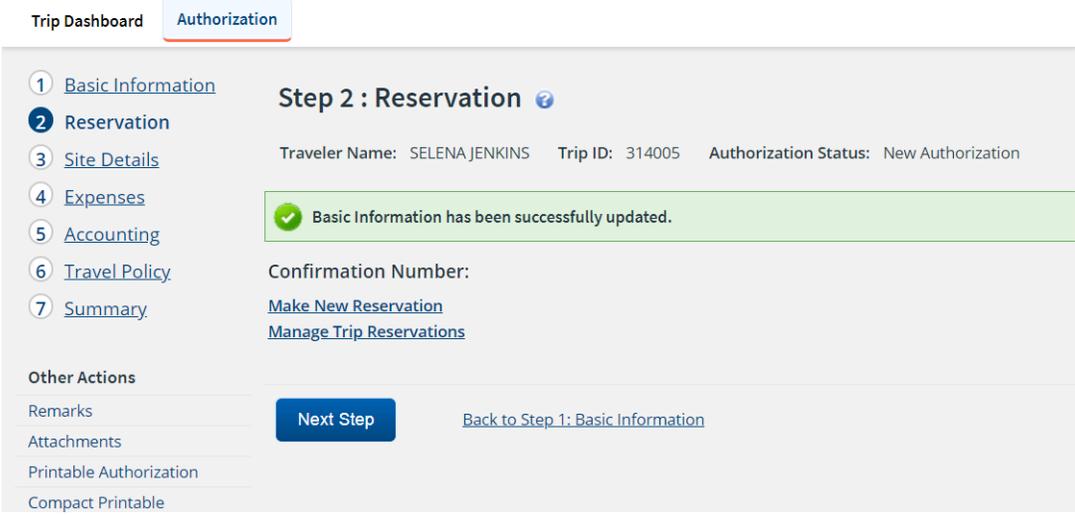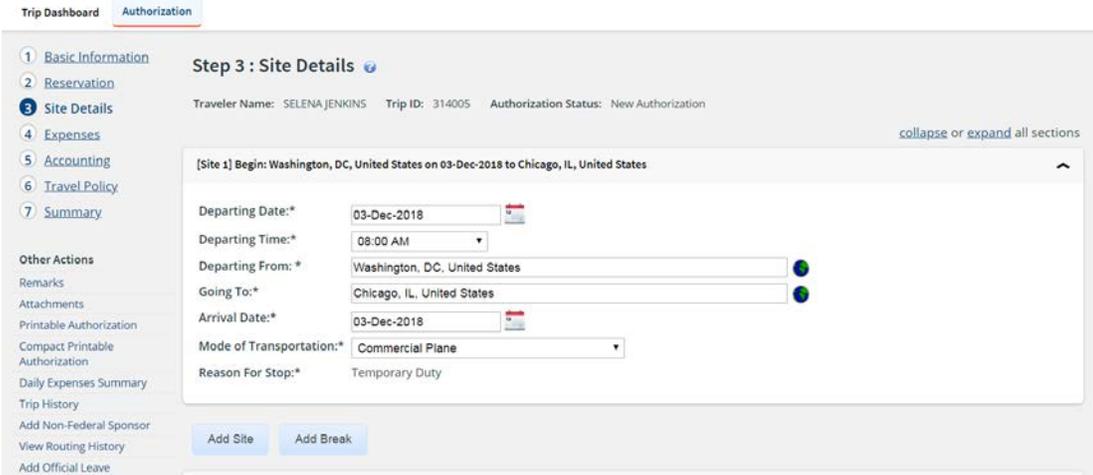
Step	Action
7	The *Step 4: Expenses* screen of the authorization appears: ➢ Edit/Modify any information that needs to be changed (i.e. lodging) ➢ Click *Next Step*
	Notes: ✓ *The system should automatically change the dates from the travel authorization based off the dates added for the new authorization.* ✓ *Verify system data, like lodging, has updated, if not, update.*
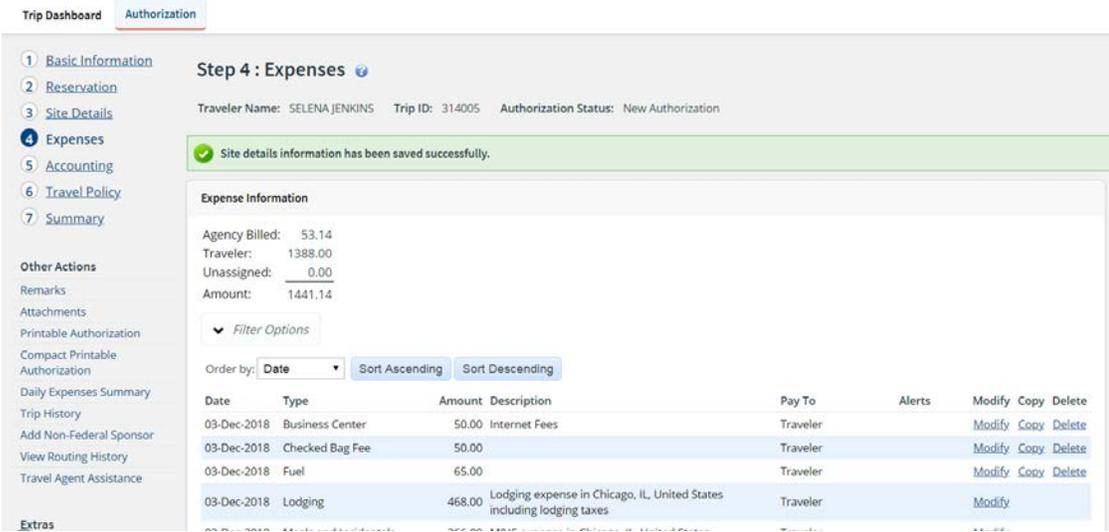
Step	Action
8	The ***Step 5: Accounting*** screen of the authorization appears: Trip Dashboard Authorization (1) Basic Information (2) Reservation (3) Site Details (4) Expenses (5) Accounting (6) Travel Policy (7) Summary **Step 5 : Accounting** Traveler Name: SELENA JENKINS Trip ID: 314005 Authorization Status: New Authorization ⚠ No account codes selected. Click the 'Select Account Codes' link below to add an account code. **Accounting** ℹ No account codes selected. **Select Account Codes** Other Actions Remarks Attachments Printable Authorization Compact Printable Authorization Daily Expenses Summary **Save and Next Step** Save Back to Step 4: Expenses ➢ Add an ACCS Code ➢ Click ***Save and Next Step***
9	The ***Step 6: Travel Policy*** screen of the authorization appears: Trip Dashboard Authorization (1) Basic Information (2) Reservation (3) Site Details (4) Expenses (5) Accounting (6) Travel Policy (7) Summary **Step 6 : Travel Policy** Traveler Name: SELENA JENKINS Trip ID: 314005 Authorization Status: New Authorization ⚠ These policy items are incomplete: Air Cabin Class, and Rental Car Type. ✓ Accounting information has been saved successfully. collapse or expand all sections **Travel Policy Justifications** Policy Item	Information	Explanation Air Cabin Class	Select one ▼ Rental Car Type	Select one ▼ *Required **Travel Policy Warnings** Policy Item	Information Lowest Logical Airfare	No commercial air reservation. Other Actions Remarks Attachments Printable Authorization Compact Printable Authorization Daily Expenses Summary Trip History Add Non-Federal Sponsor View Routing History Travel Agent Assistance Extras ➢ Update any *Travel Policy Justifications* ➢ Click ***Save and Next Step***

Step	Action
10	The **Step 7: Summary** screen of the authorization appears: ➢ Add *Remarks* ➢ Add *Attachments* ➢ Click **Send to Approver**
11	The Confirm Action pop-up will appear. ➢ Click **Confirm**
12	The **My E2** screen should appear with a message at the top stating the authorization has been sent to the approver.
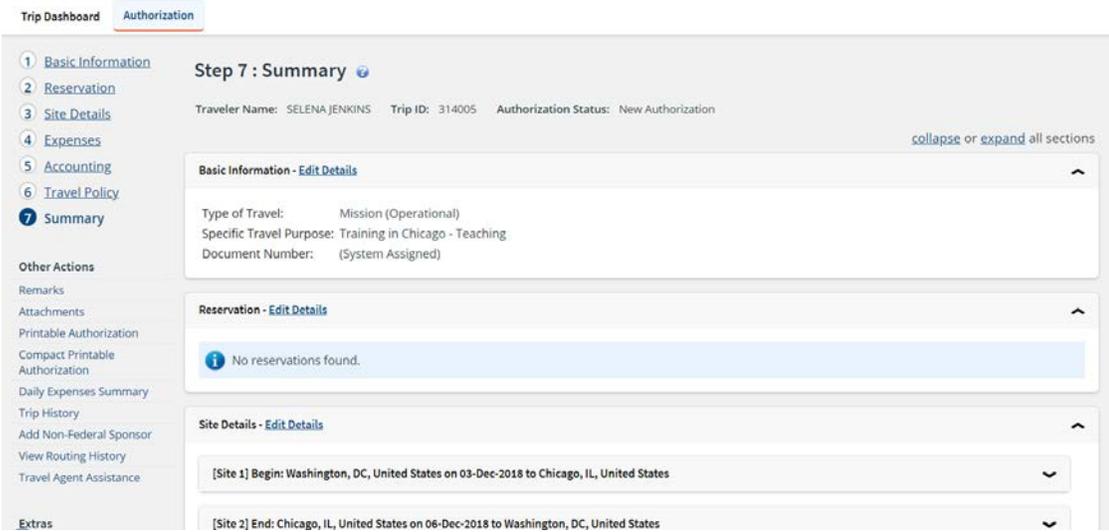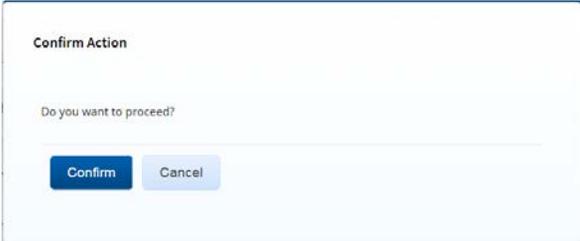
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Exercise #11:   Recall/Adjust Travel Authorization Allocate ACCS

Objectives: • Recall a Travel Authorization (TA)

                       • Adjust the TA

                       • Allocate more than one ACCS

Instructions: Execute the following steps:

The Chicago trip you just forwarded to your routing list needs to be recalled as the office you're traveling for wants to add an additional ACCS in order to move some of the costs to that accounting.

Step	Action
1	From the *My E2* screen: ➢ Click on *Trips*
2	The *Trips* tab shows authorizations and vouchers all grouped under a trip number: ➢ Click *Show* for the document (i.e. Chicago trip - Teaching)

Step	Action
3	The **Step 7: Summary** screen appears: ➢ Scroll to the bottom of the screen
4	At the bottom of the **Step 7: Summary** screen: ➢ Click **Recall** **Notes:** ✓ *As long as the final approval has not been done, the preparer can pull the document back to make additional changes.*
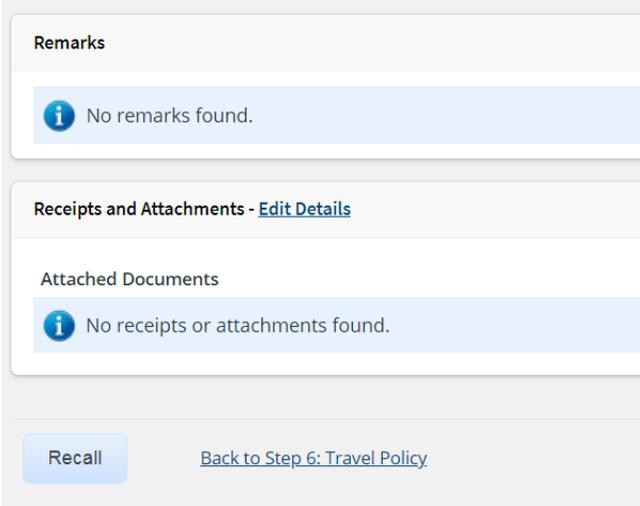
Step	Action
5	The ***Confirm Action*** screen appears: **Confirm Action** Do you want to proceed? [Confirm] [Cancel] ➢ Click ***Confirm***
6	The ***Step 7: Summary*** screen of the authorization appears with a note at the top stating that the document has been revised and recalled from the approver: Trip Dashboard Authorization ① Basic Information Step 7 : Summary ⊘ ② Reservation ③ Site Details Traveler Name: SELENA JENKINS Trip ID: 314005 Authorization Status: Revised Authorization ④ Expenses ⑤ Accounting ⚠ Authorization revised: Document recalled from approver ⑥ Travel Policy ❼ Summary collapse or expand all sections Other Actions Basic Information - **Edit Details** ⌃ Remarks Attachments Type of Travel: Mission (Operational) Printable Authorization Specific Travel Purpose: Training in Chicago - Teaching Compact Printable Document Number: 19-00062-XXXX-A01 Authorization Daily Expenses Summary Reservation - **Edit Details** ⌃ Trip History Add Non-Federal Sponsor ℹ No reservations found. View Routing History Travel Agent Assistance Site Details - **Edit Details** ⌃ Extras [Site 1] Begin: Washington, DC, United States on 03-Dec-2018 to Chicago, IL, United States ⌄ ➢ Click the *Accounting* link
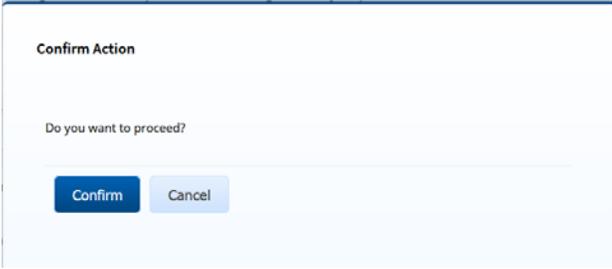
Step	Action
6a	The **Step 5: Accounting** screen appears: ➢ Click the *Select Account Codes* link
7	The ***Add New Expense*** pop-up window appears: ➢ Add the new accounting code
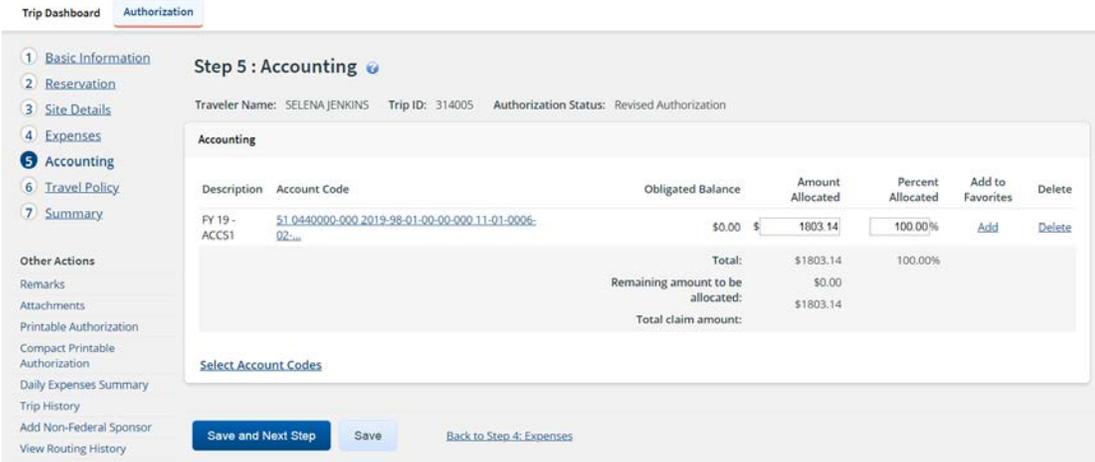
Step	Action
8	The ***Step 5: Accounting*** screen of the authorization appears with the second accounting code now associated to the authorization: There are four ways in which to allocate accounting: • Total Amount/Percent • Expense Type • Expense Type Amount • Expense Date On the Accounting screen this is where you can split the costs by the total amounts or percentage. You'd just enter the total amount for each ACCS code or type in a percentage. Either way, by splitting the costs that way the percentage needs to in total equal 100% or the full total of the TA. The next way to allocate: Click the *Split Funding* link
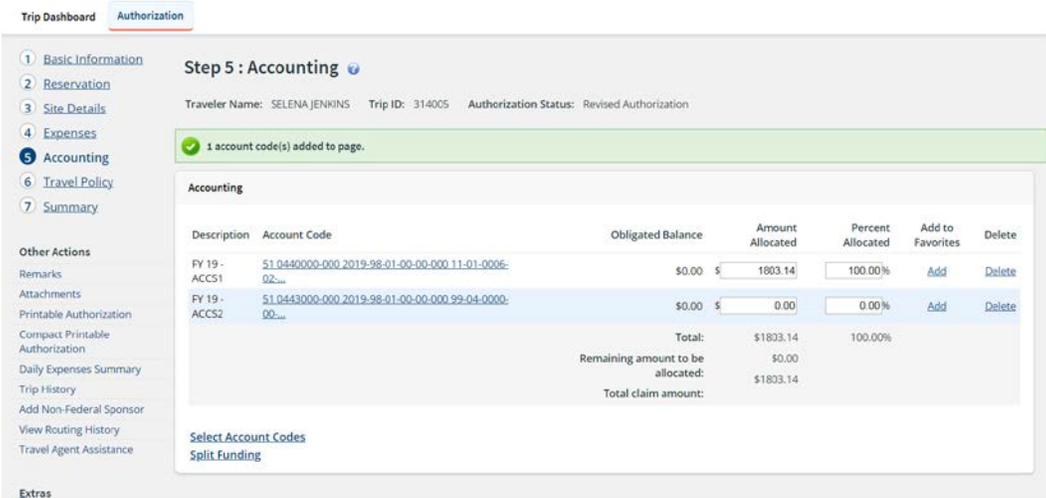
Step	Action
9	The ***Split funding*** pop-up window appears: On this window the expense types will appear with a drop-down arrow where you can select that full cost for that expense type to a specific ACCS code. Or if you want to split that expense type cost to more than one ACCS code: ➢ Click the *Detail* link

Step	Action
10	The ***Split Funding by Expense Type Detail*** window appears:

Split Funding By Expense Type

Expense Type	Account Code	CBA	Amount	Detail
Business Center		N	50.00	Clear Detail

Account Code	Amount
51 0440000-000 2019-98-01-00-00-000 11-01-0006-02-00-00-00	0.00
51 0443000-000 2019-98-01-00-00-000 99-04-0000-00-00-00-00	0.00

You'll be able to enter specific amounts to each of the ACCS Codes for that Expense Type. Just be aware you'll need to enter so all the amounts equal the total of the expense type. You can either save every time you make a change or save at the end of all expenses. If you're done adding all the expenses, you can click ***Save and Close***, otherwise click ***Exit Window*** if you don't want to do anything on this screen.

Step	Action
11	The Split Funding pop-up window will appear: If you want to split the funding by expense date, which is the easy way to do it for Subject to the Availability of Funds (SAF). ➢ Click the *Split By Expense Date* link

Step	Action
12	The Split Funding by Expense Date pop-up window will appear: This way allows you to pick the dates and select the ACCS Code for that date range. You'll have to make sure to do for each date range. You'll receive an error if you don't. When you change your dates and account code, click the *Add Split Funding* button. When finished entering the split funding you can click *Save and Close.* If you don't want to do anything on this screen click *Exit Window*.
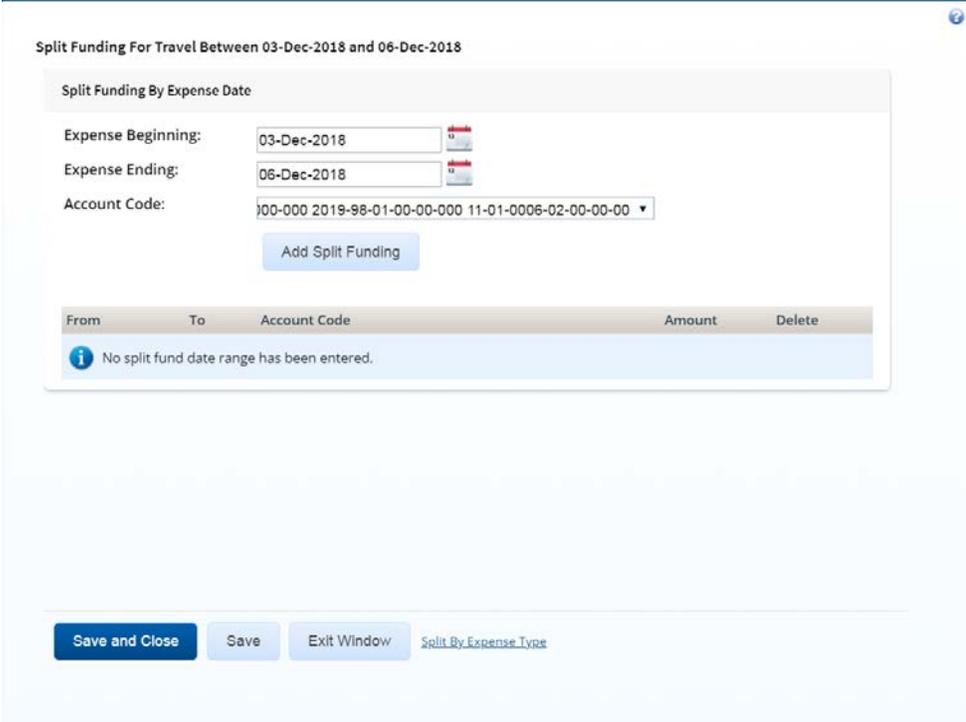
Step	Action
13	The *Step 5: Accounting* screen appears: So now that you know the ways to allocate: Allocate the funding across the two accounting codes. ➢ When finished click *Save and Next Step*

Step	Action
14	The *Step 6: Travel Policy* screen appears: ➢ Click *Save and Next Step*
15	The *Step 7: Summary* screen appears: ➢ Click the Remarks *Edit Details* link
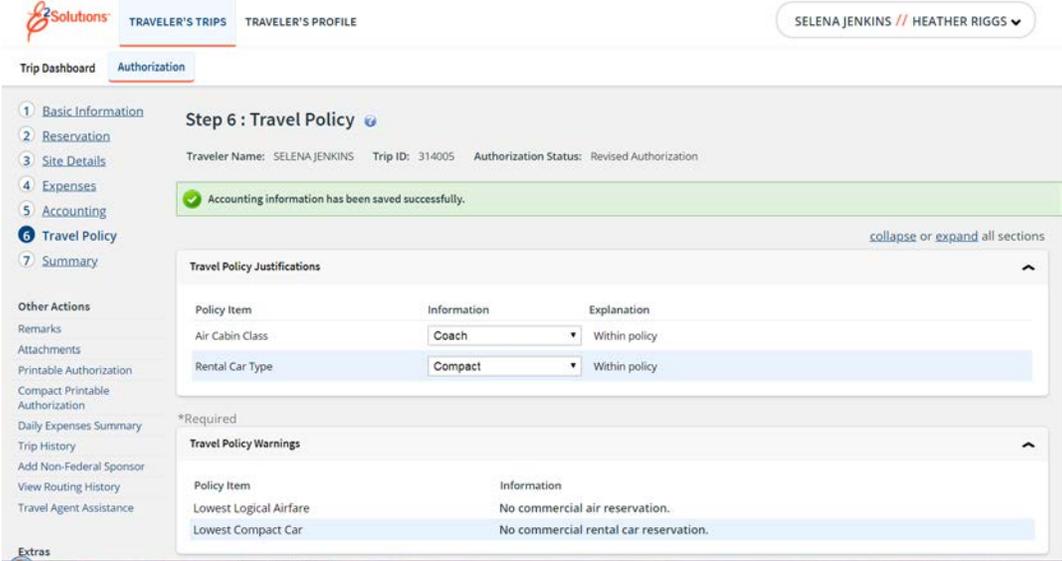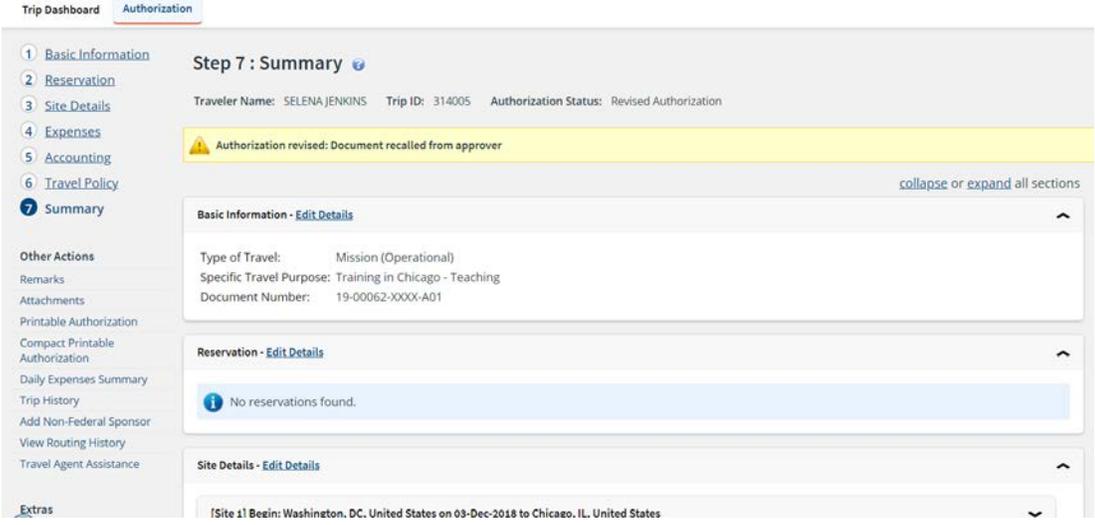
Step	Action
16	The Remarks pop-up window appears: ➢ Click on the *Add Remarks* tab ➢ Add a remark about why the change was needed ➢ Click *Save and Close*
17	The ***Step 7: Summary*** screen appears with the remarks showing: ➢ Click ***Send to Approver***
20	The Confirm Action pop-up window appears: **Confirm Action** Do you want to proceed? Confirm Cancel ➢ Click ***Confirm***
21	The ***My E2*** screen appears with a note at the top that it's been successfully sent to the approver.
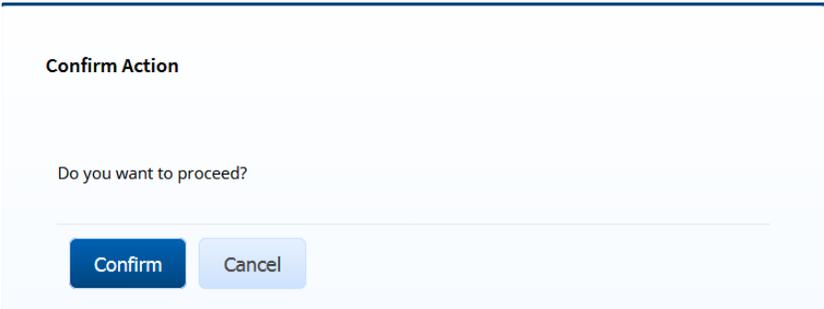
Exercise #12:   Create TA Where Duty Station Not in Per Diem Table

Objectives:
- Create a Basic Travel Authorization (TA)
- Navigate each step of the TA
- Understand the steps when a location is not in the per diem table

Notes:

For domestic locations inside the continental United States (CONUS):

1. *Check to see if the TDY location(s) is listed by GSA as a key city;*

2. *If it is not listed as a key city, check to see if the county for the TDY location(s) is listed;*

3. *If neither the city nor county are listed, you need to select the standard per diem rate and then enter the location manually.*

To look up counties for domestic locations, use www.naco.org

FedRooms should always be the first choice for CONUS locations.

For foreign locations or U.S. locations outside of the continental United States (CONUS), i.e., Alaska, Hawaii, Northern Mariana Islands, etc:

1. *Check to see if the TDY location is listed by the Department of State (Foreign) or the Department of Defense (OCONUS);*

2. *If the TDY location is not listed, you would select "**OTHER**" per diem rate assigned and then enter the location manually.*

Remember, if there are no hotels to sleep in the area you are going to, you must indicate on the TA where you are staying for per diem purposes.

Instructions: Execute the following steps:

You have been instructed to do a site visit to Stennis Space Center, MS from April 23-25, 2019. You'll be arriving at New Orleans, LA and renting a car. You'll have a day before and after the trip and you'll be parking your car at the airport while you're on travel. Because Stennis has no hotels in the area, remember to change your site details to the area where you'll be staying. You may have to do research outside of the system using naco.org or google maps prior to entering anything in the E2 Travel System.

Estimated Expenses
$854.39 = Round-trip air fare
$9.35 = Transaction Fee
50 miles one way to airport using private vehicle (POV) (x2)
$15/day for Parking at the Airport
$400 for Rental Car
$65 for Rental Car Gas
$15/day for Parking at the hotel
$25/day for Hotel Tax
$25/flight Checked Baggage Fees

Step	Action
1	From the ***My E2*** screen: ➢ Click the drop-down arrow on the "*What would you like to do today?*" field ➢ Select *Create an Authorization* ➢ Click ***Go***
	Notes: ✓ *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	The **Step1: Basic Information** screen of the authorization appears: ➢ Select the *Type of Travel* (i.e. Mission) ➢ Enter the **Specific Travel Purpose** (i.e. Site Visit to Stennis Space Center) ➢ Click **Save and Next Step** **Notes:** ✓ *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	The **Step 2: Reservation** screen of the authorization appears: Trip Dashboard / Authorization (1) Basic Information (2) Reservation (3) Site Details (4) Expenses (5) Accounting (6) Travel Policy (7) Summary **Other Actions** Remarks Attachments Daily Expenses Summary **Step 2 : Reservation** ❓ Traveler Name: SELENA JENKINS Trip ID: 314062 Authorization Status: New Authorization ✔ Basic Information has been successfully updated. **Confirmation Number:** **Make New Reservation** **Manage Trip Reservations** Next Step Back to Step 1: Basic Information ➢ Click **Next Step**

<div style="background-color:yellow">

Notes:

    ✓ *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.*

</div>

Step	Action
4	The **Step 3: Site Details** screen of the authorization appears: ![Step 3: Site Details screen] ➢ Select the *Departing Date* (i.e. April 22) ➢ Select the *Departing Time* (i.e. defaults to morning) ➢ Change the *Departing From* if needed (i.e. defaults to your profile location) ➢ Enter the **Going To** (i.e. Slidell) ➢ Select the *Returning Date* (i.e. April 26) ➢ Select the *Arrival Time* ➢ Click **Save and Next Step**
	Notes: ✓ *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	The ***Step 4: Expenses*** screen of the authorization appears: Add the following expenses: $854.39 = Round-trip air fare $9.35 = Transaction Fee 50 miles one way to airport using private vehicle (POV) (x2) $15/day for Parking at the Airport $400 for Rental Car $65 for Rental Car Gas $15/day for Parking at the hotel $25/night for Hotel Tax $25/flight Checked Baggage Fees
	Notes: ✓ *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.*
6	The ***Step 4: Expenses*** screen of the authorization appears with the updated expenses: ➤ Verify all expenses have been entered ➤ Click ***Next Step***

Step	Action
7	The ***Step 5: Accounting*** screen of the authorization appears: ➤ Click the *Select Account Codes* link ➤ Add an ACCS Code ➤ Click **Select and Close** ➤ Click **Save and Next Step**
8	The ***Step 6: Travel Policy*** screen of the authorization appears: ➤ Select justifications if needed ➤ Click **Save and Next Step**

Step	Action
9	The ***Step 7: Summary*** screen of the authorization appears: ➢ Add any remarks or attachments that are needed ➢ Click ***Send to Approver***
10	The Confirm Action pop-up will appear. ➢ Click ***Confirm***
11	The ***My E2*** screen should appear with a message at the top stating the authorization has been sent to the approver.
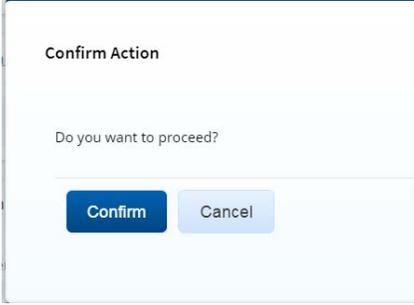
Exercise #13:   Create TA Incorporating Leave at the End of the Trip

Objectives: • Create a Basic Travel Authorization (TA)

                       • Navigate each step of the TA

                       • Understand the steps to incorporate leave at the end of a TDY Trip

Notes: *This exercise covers how to incorporate annual leave or non-duty days in conjunction with official travel. No lodging and M&IE allowances are paid on days when annual/non-duty leave exceeds 4 hours.*

Commerce Travel Handbook

3.4.1 - General Rules (Leave Status)
3.8.1.4 - Authority to Use (rental car in conjunction with leave)
3.13.8 Travel in Conjunction with Leave

NOAA Travel Regulations

Chapter 2 - Travel Authorizations - Section 7 - Leave
Chapter 6 - Airfare, Section 5 - CBA Exceptions, Section 6 - Personal Travel

Instructions: Execute the following steps:

You are going to a site visit in Boulder, CO on November 13-15, 2018. You will have a travel day on either side. You have decided to take a leave at the end of the trip and travel back on the 18th. Your authorization will need to include the following costs:

Estimated Expenses
$550.40 = Round-trip air fare
$9.12 = Transaction Fee
50 miles one way to airport using private vehicle (POV) (x2)
$10/day for Parking at the Airport
$400 for Rental Car
$80 for Rental Car Gas
$15/day for Parking at the hotel
$25/night for Hotel Tax
$25/flight Checked Baggage Fees

Step	Action
1	From the *My E2* screen: ➢ Click the drop-down arrow on the "*What would you like to do today?"* field ➢ Select *Create an Authorization* ➢ Click **Go**
	Notes: ✓ *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	The **Step1: Basic Information** screen of the authorization appears: ① Basic Information ② Reservation ③ Site Details ④ Expenses ⑤ Accounting ⑥ Travel Policy ⑦ Summary **Extras** Trips List Delete Authorization not allowed at this time Printable Profile **Step 1 : Basic Information** ⊙ Traveler Name: SELENA JENKINS Trip ID: New Authorization Status: New **Basic Information** Type of Travel:* Select Type of Travel... ▼ Specific Travel Purpose:* [ ] Document Number: (System Assigned) *Required **Save and Next Step** **Save** ➢ Select the *Type of Travel* (i.e. Mission) ➢ Enter the **Specific Travel Purpose** (i.e. Site Visit to Boulder CO) ➢ Click **Save and Next Step** *Notes:* ✓ *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	The **Step 2: Reservation** screen of the authorization appears: **Trip Dashboard** **Authorization** ① Basic Information ② Reservation ③ Site Details ④ Expenses ⑤ Accounting ⑥ Travel Policy ⑦ Summary **Other Actions** Remarks Attachments Daily Expenses Summary **Step 2 : Reservation** ⊙ Traveler Name: SELENA JENKINS Trip ID: 314092 Authorization Status: New Authorization ✓ Basic Information has been successfully updated. Confirmation Number: Make New Reservation Manage Trip Reservations **Next Step** Back to Step 1: Basic Information ➢ Click **Next Step**

Step	Action
4	The ***Step 3: Site Details*** screen of the authorization appears: ➢ Select the *Departing Date* (i.e. November 12) ➢ Select the *Departing Time* (i.e. defaults to morning) ➢ Change the *Departing From* if needed (i.e. defaults to your profile location) ➢ Enter the **Going To** (i.e. Boulder) ➢ Select the *Returning Date* (i.e. November 18) ➢ Select the *Arrival Time* ➢ Click ***Save and Next Step***

Step	Action
5a	The *Step 4: Expenses* screen of the authorization appears: Because leave will be taken at the end of the trip, the Lodging or the Meals and Incidentals will need to be modified to show the leave taken. ➤ On the lodging line click *Modify*

Step	Action
5a1	The *Lodging Expenses* pop-up window appears: Because the Site Details had to include the leave days, they are currently showing up as regular days of a trip. Where the last day would be no lodging costs. However, because leave is being taken for the weekend, this will need to be notated here. ➢ Click the *Day Off* checkbox for the weekend dates ➢ Click **Save**

Step	Action
5a2	The *Lodging Expenses* pop-up window appears: It should now show no lodging on Friday being that would have been the travel day and then none for Saturday and Sunday. ➢ Add Lodging Tax ➢ Click ***Save and Close***

Step	Action
5a3	The **Step 4: Expenses** screen appears: Because the day off was modified under lodging it should automatically carry over to the Meals and Incidentals. ➢ On the meals and incidentals line click *Modify*
5a4	The *Meals and Incidental Expenses* pop-up window appears: ➢ Scroll down to the bottom of the window
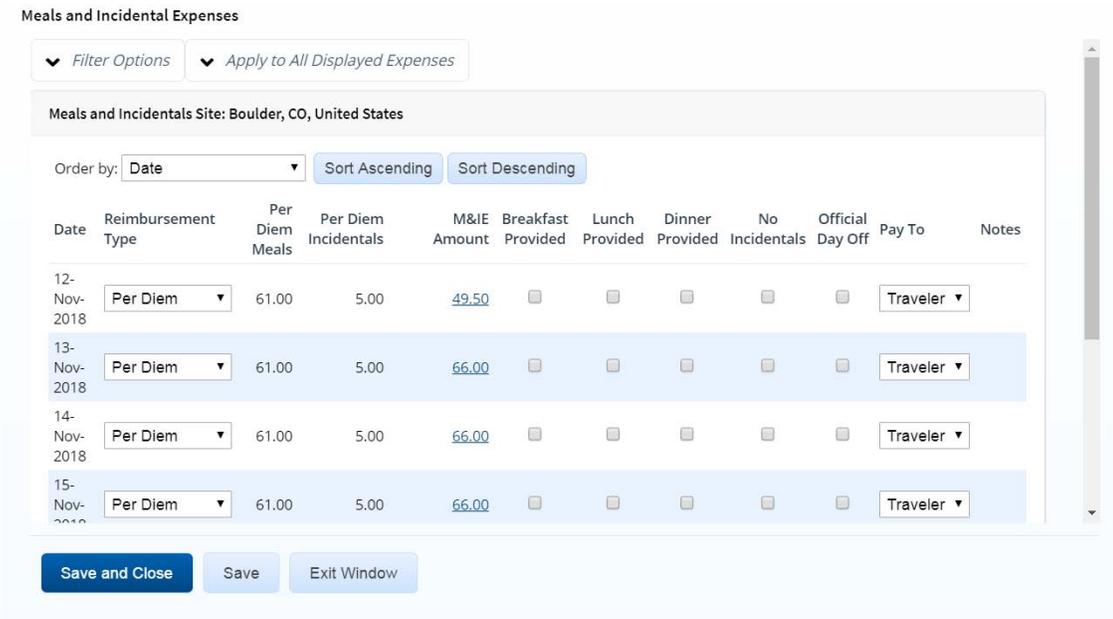
Step	Action
5a41	At the bottom the dates that were marked off on the lodging as off also show here on the M&IE. The Friday date will also be marked off as the ¾ day as that would have been the day that would have been the travel day back had leave not been included.

➤ Click ***Exit Window*** |

Step	Action
5a5	The *Step 4: Expenses* screen appears: Add the following expenses: $550.40 = Round-trip air fare $9.12 = Transaction Fee 50 miles one way to airport using private vehicle (POV) (x2) $10/day for Parking at the Airport $400 for Rental Car $80 for Rental Car Gas $15/day for Parking at the hotel $25/flight Checked Baggage Fees
	Notes: ✓ *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.*
6	The *Step 4: Expenses* screen of the authorization appears with the updated expenses. ➢ Verify all expenses have been entered ➢ Click *Next Step*

Step	Action
7	The **Step 5: Accounting** screen of the authorization appears: ➢ Click the *Select Account Codes* link ➢ Add an ACCS Code ➢ Click **Select and Close** ➢ Click **Save and Next Step**
8	The **Step 6: Travel Policy** screen of the authorization appears: ➢ Select justifications if needed ➢ Click **Save and Next Step**

Step	Action
9	The **Step 7: Summary** screen of the authorization appears: ➢ Click the *Remarks* link
	Notes: ✓ *By entering expenses on days of leave when you get to Step 7: Summary you'll see a warning banner at the top of the screen. It won't stop you from finishing the authorization.*
10a	*Remarks* pop-up window appears: ➢ Click on the *Add Remarks* tab

Step	Action
10b	The *Add Remarks* tab appears: Remarks for 1165353 View Remarks Add Remarks Note: Remarks cannot be edited or deleted. Review all information before proceeding. Allowed: Aa-Zz 0-9 $ ( ) / : ? @ , . ' _ - 2000 characters left. Save and Close Save Exit Window ➢ Enter *Remarks (i.e. Travel being extended due to personal reasons, no extra cost to the government. Returning on the 18th, so expenses for mileage and checked baggage expenses will be on that date when vouchered.)* ➢ Click **Save and Close**
10c	Remark added successfully. ➢ Click **Send to Approver**
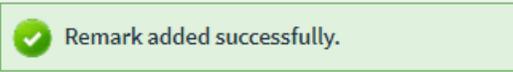
Step	Action
11	The Confirm Action pop-up will appear. **Confirm Action** Do you want to proceed? [Confirm] [Cancel] ➢ Click *Confirm*
12	The *My E2* screen should appear with a message at the top stating the authorization has been sent to the approver.
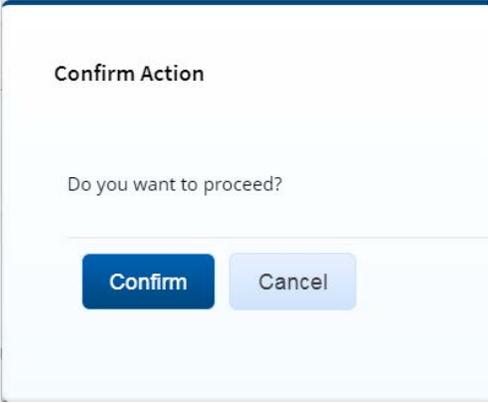
Exercise #14:   Create TA Incorporating Multiple Locations

Objectives: • Create a Basic Travel Authorization (TA)

                       • Navigate each step of the TA

Instructions: Execute the following steps:

You are going to a site visit in Portland, OR on January 8, 2019 you'll then head up to Seattle, WA for the 10th. You will have a travel day on either day of the trip. Your authorization will need to include the following costs:

Estimated Expenses
$1042.38 = Round-trip air fare
$9.35 = Transaction Fee
50 miles one way to airport using private vehicle (POV) (x2)
$15/day for Parking at the Airport
$75 for Rental Car in Portland
$65 for Rental Car Gas
$75 for Taxi in Seattle
$25/day for Hotel Tax in Portland
$25/day for Hotel Tax in Seattle
$25/flight Checked Baggage Fees

Step	Action
1	From the *My E2* screen: ➢ Click the drop-down arrow on the "*What would you like to do today?*" field ➢ Select *Create an Authorization* ➢ Click *Go*
	Notes: ✓ *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	The **Step1: Basic Information** screen of the authorization appears: ➢ Select the *Type of Travel* (i.e. Mission) ➢ Enter the ***Specific Travel Purpose*** (i.e. Site Visit to Portland, OR and Seattle, WA) ➢ Click ***Save and Next Step***
	Notes: ✓ *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	The **Step 2: Reservation** screen of the authorization appears: ➢ Click **Next Step**
	Notes: ✓ *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	The ***Step 3: Site Details*** screen of the authorization appears: ➢ Select the *Departing Date* (i.e. January 7) ➢ Select the *Departing Time* (i.e. defaults to morning) ➢ Change the *Departing From* if needed (i.e. defaults to your profile location) ➢ Enter the **Going To** (i.e. Portland) ➢ Click ***Add Site***
4b	The *Site 2* part of the screen appears: ➢ Select the *Departing Date* (i.e. January 9) ➢ Select the *Departing Time* (i.e. defaults to morning) ➢ Change the *Departing From* if needed (i.e. defaults the Site 1) ➢ Enter the **Going To** (i.e. Seattle) ➢ Scroll down
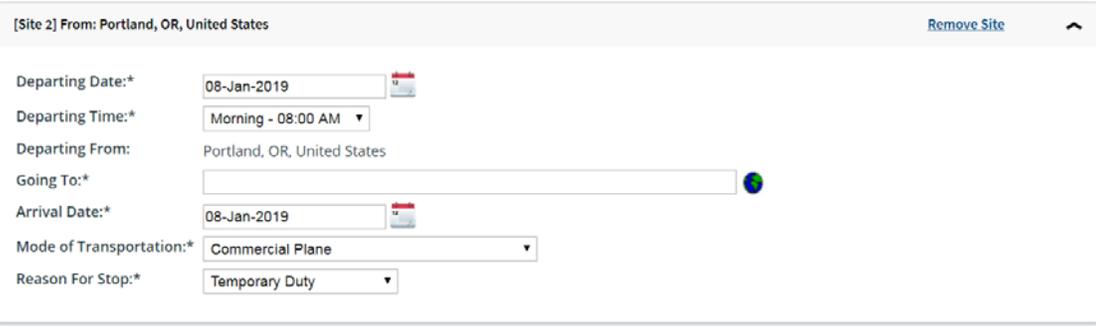
Step	Action
4c	 ➢ Select the *Returning Date* (i.e. January 11) ➢ Select the *Arrival Time* ➢ Click *Save and Next Step*
	Notes: ✓ *For training purposes we will be entering information into this section.* ✓ *If there is a reservation associated to the authorization this information will automatically 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	The ***Step 4: Expenses*** screen of the authorization appears: 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. So add the following expenses: $1042.38 = Round-trip air fare $9.35 = Transaction Fee 50 miles one way to airport using private vehicle (POV) (x2) $15/day for Parking at the Airport $75 for Rental Car in Portland $65 for Rental Car Gas $75 for Taxi in Seattle $25/day for Hotel Tax in Portland $25/day for Hotel Tax in Seattle $25/flight Checked Baggage Fees ➢ Verify all expenses have been entered ➢ Click ***Next Step***

Step	Action
6	The **Step 5: Accounting** screen of the authorization appears: ➢ Click the *Select Account Codes* link ➢ Add an ACCS Code ➢ Click **Select and Close** ➢ Click **Save and Next Step**
7	The **Step 6: Travel Policy** screen of the authorization appears: ➢ Select justifications if needed ➢ Click **Save and Next Step**
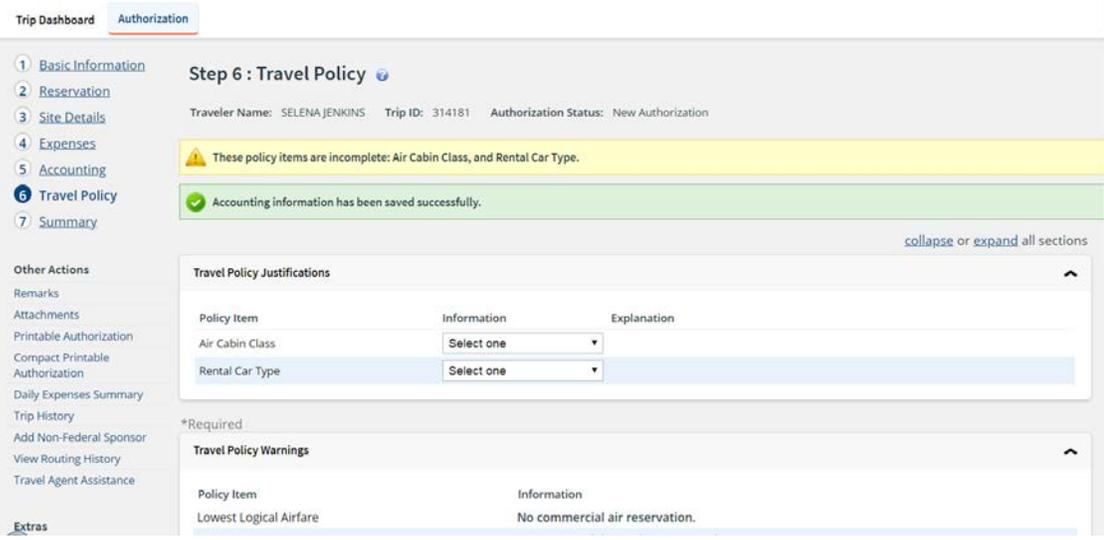
Step	Action
8	The **Step 7: Summary** screen of the authorization appears: ➤ Click the *Remarks* link
9a	*Remarks* pop-up window appears: ➤ Click on the *Add Remarks* tab
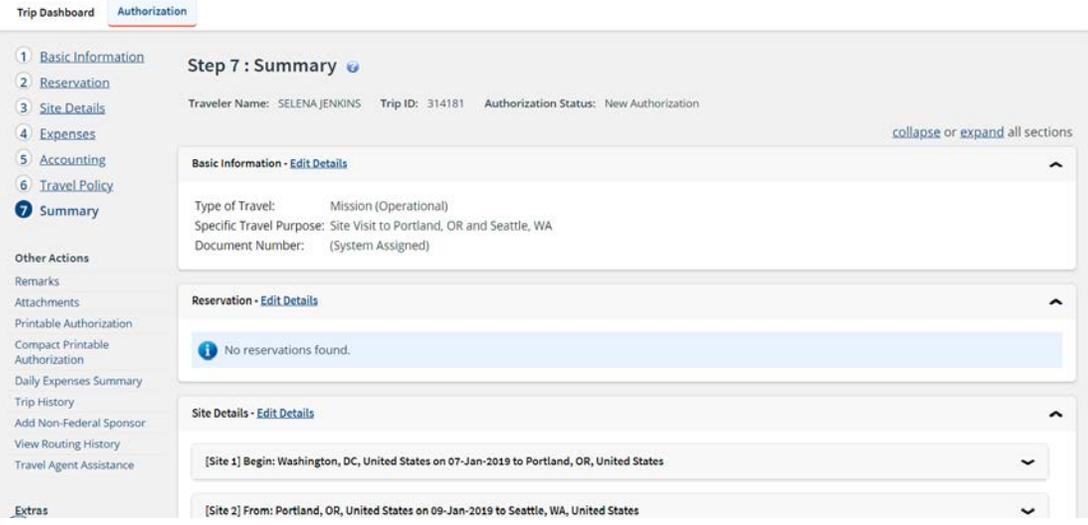
Step	Action
9b	The *Add Remarks* tab appears: Remarks for 314181 View Remarks Add Remarks Note: Remarks cannot be edited or deleted. Review all information before proceeding. Allowed: Aa-Zz 0-9 $ ( ) / : ? @ , . ' _ - 2000 characters left. Save and Close Save Exit Window ➢ Enter *Remarks (i.e. Need rental car in Portland due to multiple location site visits around the Portland area.)* ➢ Click ***Save and Close*** ➢ Add any *Attachments* ➢ Click ***Send to Approver***
10	The Confirm Action pop-up will appear. **Confirm Action** Do you want to proceed? Confirm Cancel ➢ Click ***Confirm***
11	The ***My E2*** screen should appear with a message at the top stating the authorization has been sent to the approver.