

E2 Approving Official

FY 2019 – October

V 1.0

Training Objective



High Level Use of the system to approve documents

Not intended to teach travel policy

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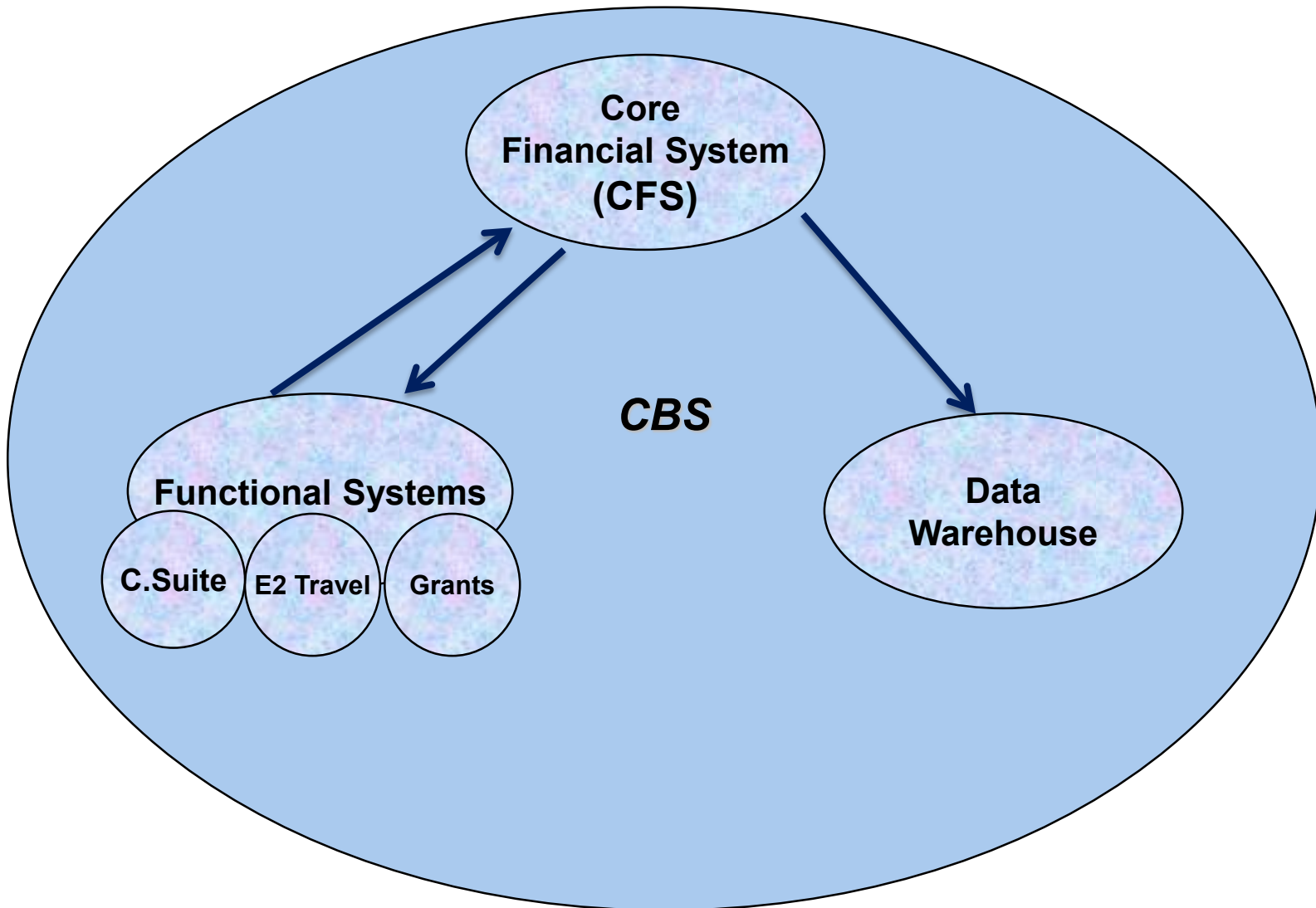
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E2 Travel Basics

Systems within Commerce Business Systems (CBS)



Basic Terminology



Travel Authorization (TA)

Authorizes an employee or invitational traveler to travel on behalf of the Government. Includes itinerary, mode of travel, estimated expenses, and the accounting code(s) being used to pay for all expenses. Also called Orders or Travel Orders. Must be created *prior* to any travel occurring. Federal travelers are not allowed to travel without an authorization. (also CD-29)

Final Travel Voucher (TV)

A claim for reimbursement for travel expenses. Final record of the way the trip actually occurred. Includes all actual, final expenses. Created *after* the trip has been completed.

Incremental Voucher

A claim for reimbursement for travel expenses for a long term TDY trip.

Supplemental Voucher

A claim for reimbursement for travel expenses that were not included on the final voucher.

Reclaim (RECLAIM)

A claim for reimbursement for travel expenses that were denied in part or full by the approving official.

Pre-Trip Voucher

A claim for reimbursement for specific expenses prior to traveling.

Local Voucher (LV)

A claim for reimbursement expenses for local travel. Created after the trip has been completed or based upon office policy.

E2 Travel System Overview



Third Party web based application used to create travel documents for DOC travelers

Links electronically to the Core Financial System (CFS)

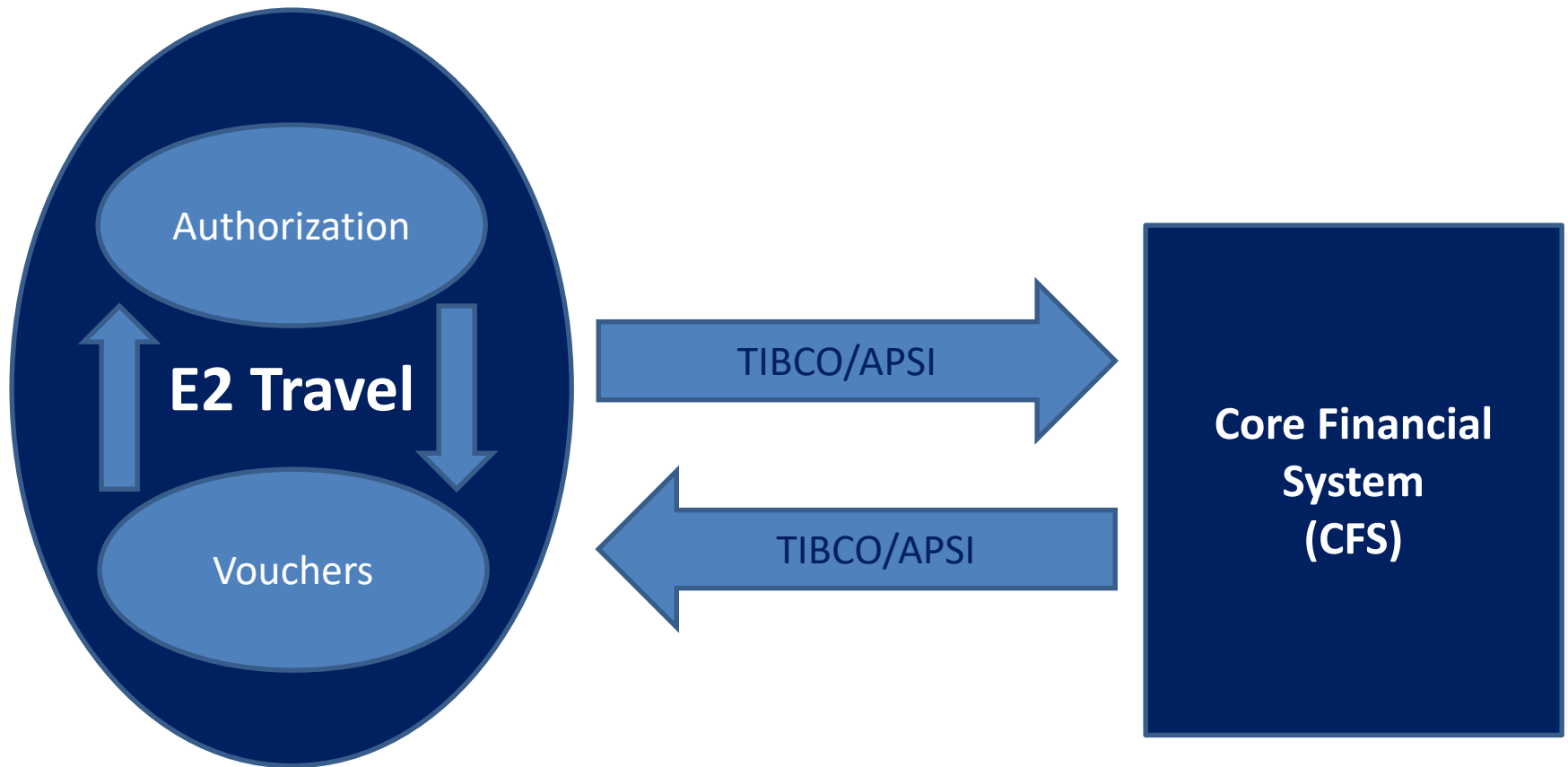
- *Creates Obligations from E2 Solutions to CFS*
- *Checks Funds Availability*
- *Active Accounting Classification Codes (ACGS) loaded into E2*

Electronic Routing of employee's documents within the application

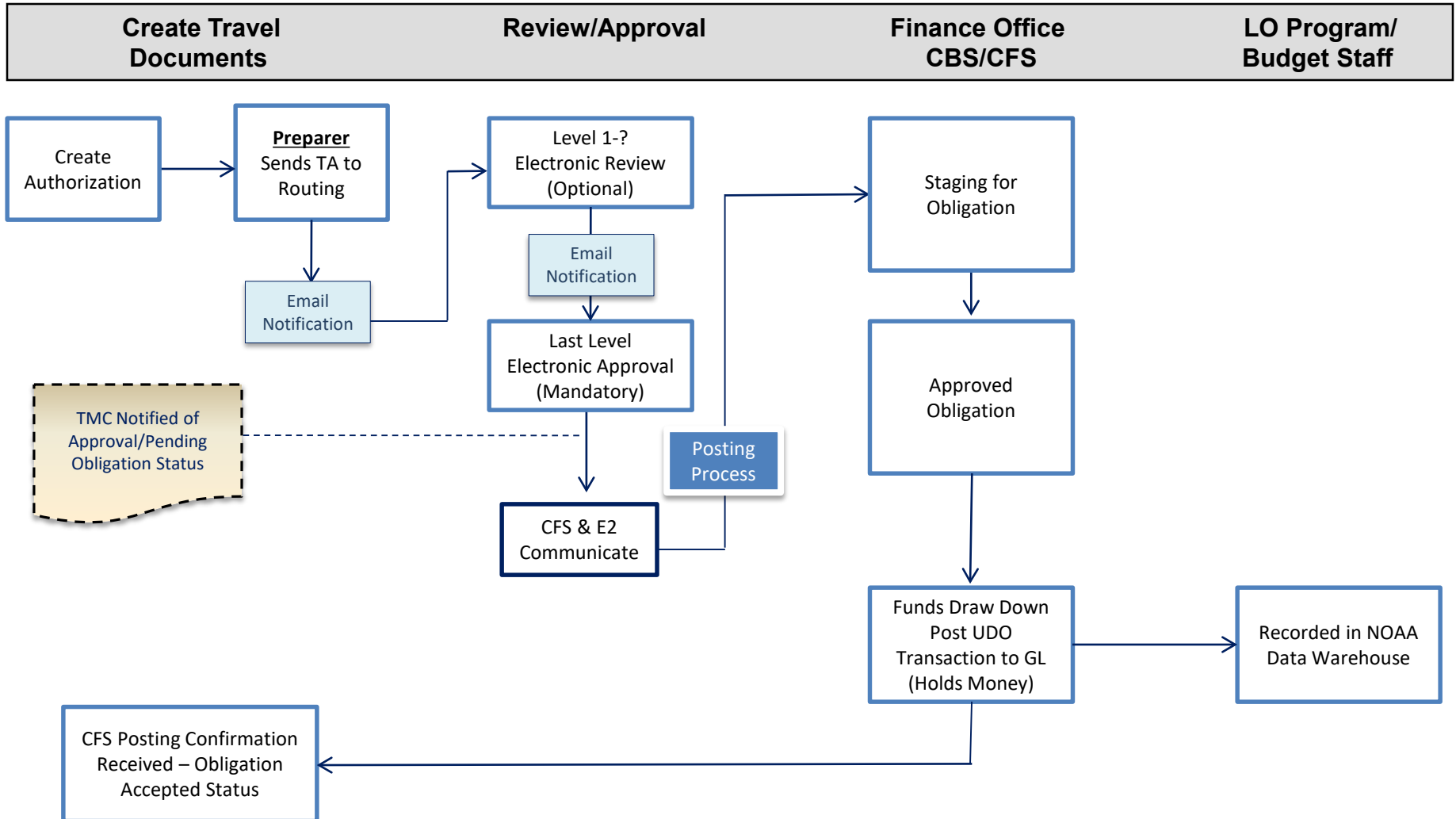
Provides on-line status information and a history of travel authorizations, vouchers, and local vouchers

Provides online booking engine

System FLOW



Normal TA Flow



Process & Procedures



Traveler should submit voucher claims (FTR 301–52.7):

- *Within 5 working days after trip or period of travel is complete*
- *Every 30 days if on continuous travel status*

TMC Ticketing requirements

- *Different airlines have different requirements*
 - *Approval done within a specific time frame (i.e. 24 hours)*
 - *Premium Class*
 - *Non-Refundable/Penalty Fares*
 - *Non-Contract Carrier*
 - *Airline is requiring purchase within 4 hours*
- *Once TA is approved, the TMC is notified*
 - *If the TMC is not notified, contact Client Services Help Desk*



E2 Hierarchy - Routing

E2 Hierarchy



Agency

- Department of Commerce

Organization

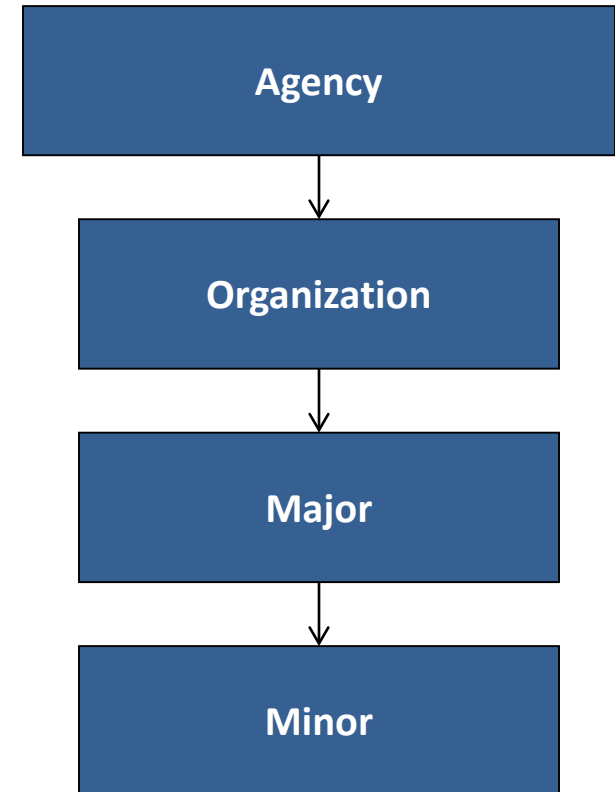
- NOAA
- BIS
- EDA

Major Customer

- NOAA Line Office - Org 1 & 2
- BIS - Org 1
- EDA - Regional Office - Org 1 & 2

Minor Customers

- NOAA Line Office - Org 3, 4 & 5
- BIS - Org 2 & 3
- EDA - Division - Org 3



Note: Travelers are assigned to the Minor Customer level.

E2 Hierarchy – NOAA Line Office Example



Agency	Organization (14)
DEPARTMENT OF COMMERCE	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Major Customer – FMC Level

Org. 1 Code (10)	Org. 2 Code (14)
NATIONAL OCEAN SERVICE - ASST ADM	OFFICE OF NATIONAL MARINE SANCTUARIES

Minor Customer – Division/Branch Level

Org. 3 Code (0007)	Org. 4 Code (01)	Org. 5 Code (00)
PACIFIC ISLAND REGION	HAWAIIAN ISLAND HUMPBACK WHALE NMS	HAWAIIAN ISLAND HUMPBACK WHALE NMS

E2 Hierarchy – BIS Example



Agency	Organization (13)
DEPARTMENT OF COMMERCE	BUREAU OF INDUSTRY AND SECURITY

Major Customer – Field Level

Org. 1 Code (43)

OFFICE OF THE ASST SECRETARY FOR EXPORT ENFORCEMENT

Minor Customer – Division Level

Org. 2 Code (06)

OFFICE OF EXPORT ENFORCEMENT

Org. 3 Code (0008)

INVESTIGATIONS DIVISION

E2 Hierarchy – EDA Example



Agency	Organization (20)
DEPARTMENT OF COMMERCE	U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

Major Customer – Regional Office

Org. 1 Code (99)	Org. 2 Code (01)
HEADQUARTERS	OFFICE OF EXTERNAL AFFAIRS

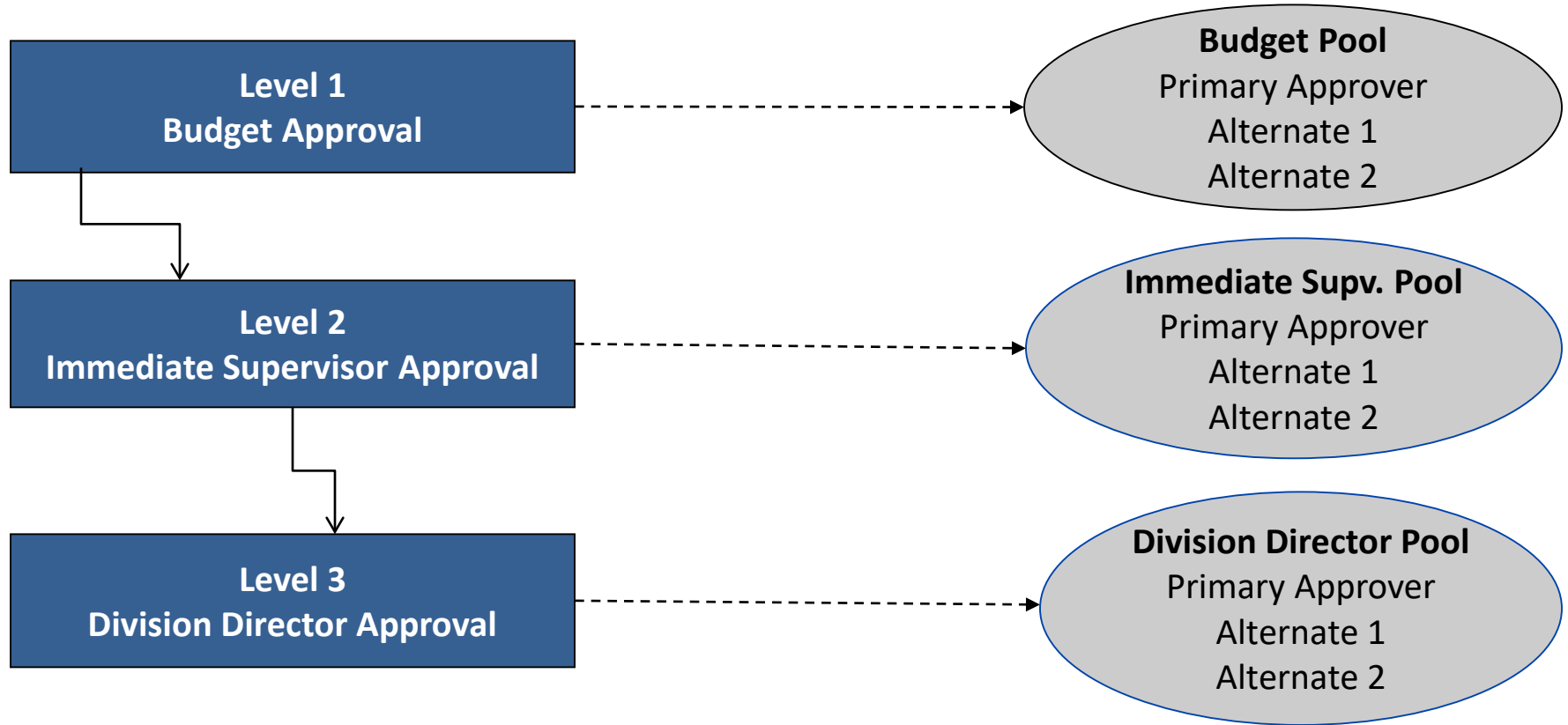
Minor Customer – Division Level

Org. 3 Code (0002)
PUBLIC AFFAIRS



E2 Routing Pools (Authorizations)

To achieve an acceptable user experience for Travelers, Reviewers and Approvers utilizing the E2 features and functionality, NOAA will **standardize and simplify routing in E2**

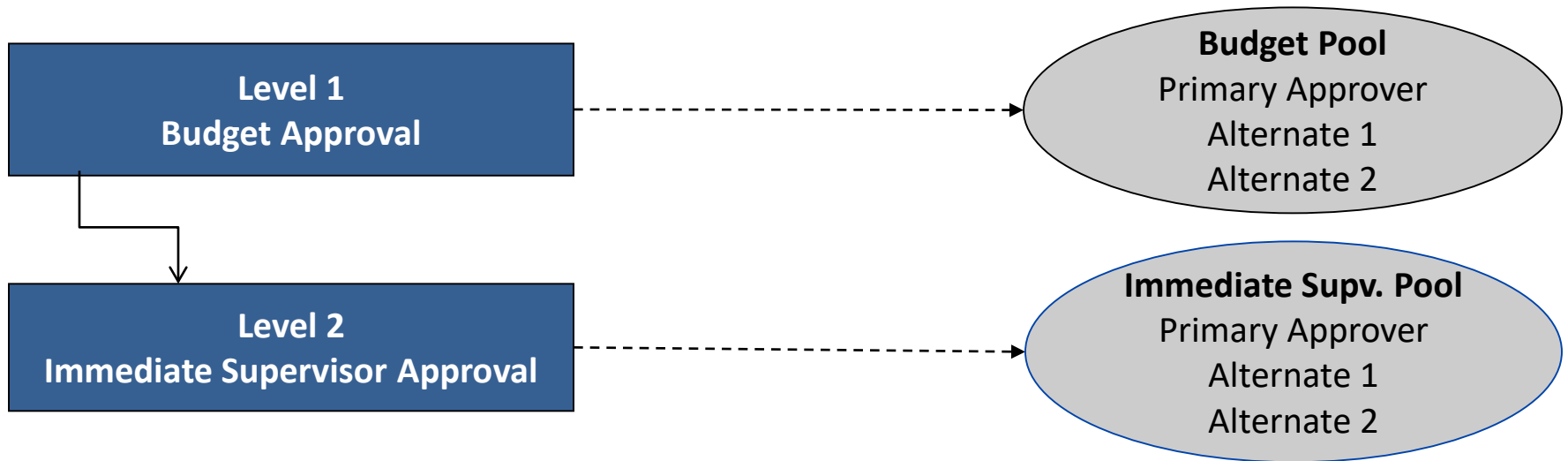


NOTE:

- An additional level will be created to include the NOAA Travel Policy Office for foreign travel authorizations only



E2 Routing Pools (Vouchers)





E2 Setup

E2 User Types



- Each user has access to features and functions appropriate to a specific user type. All user types have access to Traveler functionality.
- The following are E2 user types:
 - **Traveler** - Create, modify, delete, route and print travel documents for yourself and for any other travelers who have given you permission to arrange their travel.
 - **Approver** - Approve, revise, route and print travel documents including authorizations, vouchers, and local travel claims.

E2 User Roles



- Roles are granted at specific hierarchy levels
- The following user roles provide users with access to additional features and functions based on the access level granted:
 - **Arranger Access** – Allows user to arrange travel for other users without having to be a designated travel arranger for that user.
 - **View Document Access** – Allows user to view access to a traveler's authorization, voucher or local travel claim.
 - **Report Access** – Allows user to run reports.
 - **System Administration Access** – Allows user to view and/or modify a wide variety of settings. **Limited access**

E2 Access Form Notes



- Users must abide by the following set of requirements to gain access to the E2 system:
 - All E2 users must be employed by Department of Commerce (either Federal Employee or Contractor).
 - All E2 users must be familiar with their Bureau's Information Technology System Rules of Behavior and complete the required IT Security Awareness Course.
 - All new E2 users must complete the DOC E2 Solutions Security Access Request Form. The form can be obtained from <https://connection.commerce.gov/policy/20160419/e2-system-access-request-form>, or by contacting Client Services Help Desk.
 - The form can only be accessed from an office network, cannot be accessed via VPN or any other network connections.
 - All E2 users must be listed in a DOC **Staff Directory** prior to being granted access to the systems. This is the responsibility of the user's office. **[Does not apply to Invitational Travelers]**

E2 Access Form



Department of Commerce
E2 System Access Request Form

E2 System Access Request Form

Employee Information	
Action Required (New / Modify): <input type="text" value="New"/>	
Enter your full legal name as it would appear on your travel identification documents:	
First Name: <input type="text"/>	Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/>
User Type: <input type="text"/>	<input checked="" type="checkbox"/> Traveler Type: <input type="text"/>
Government <input type="text"/>	Travelers Enter Sponsor Email Address): <input type="text"/>
External Email <input type="text"/>	Approver: <input type="text"/>
Employee ID (CBS Vendor #): <input type="text"/>	
Organization (Bureau): <input type="text"/>	
Major Customer (Office): <input type="text"/>	
Minor Customer (Sub-Office): <input type="text"/>	
Routing Pool (Approvers Only): <input type="text"/>	
Routing Template (If different than Minor Customer Default): <input type="text"/>	

E2 Access Form



Access Level Selectors	
Arranger Access Level:	No Arranger Access
Approver Level:	No Approval Access
Report Access Level:	Limit to Traveler Reports (Default)
Document View Level :	No Document View Access <input type="button" value="v"/>
	No Document View Access
	Minor Level
Administrator Role Name:	Major Level
	Organizational Level (Bureau)
Ad Hoc Reporting: <input type="checkbox"/>	Agency Level (Cross-Servicing Administrators)
Charge Card Management Access Level:	No Charge Card Management Access

Required Signatures	
User Name: <input type="text"/>	Date: <input type="text"/>
User Signature: <input type="text"/>	Contact Phone #: <input type="text"/>
Supervisor Name: <input type="text"/>	Date: <input type="text"/>
Supervisor Signature: <input type="text"/>	Contact Phone #: <input type="text"/>

Additional Signatures	
Additional Approval Name: <input type="text"/>	Date: <input type="text"/>
Additional Approval Signature: <input type="text"/>	Contact Phone #: <input type="text"/>
Tier 1 Administrator Name: <input type="text"/>	Date: <input type="text"/>
Tier 1 Administrator Signature: <input type="text"/>	Contact Phone #: <input type="text"/>

E2 Login Process – First Time



- Email sent by clientservices@noaa.gov with instructions and User ID/Employee ID
- Activation email sent by etravelservices@cwtsatotravel.com
 - Link contained ONLY good for 72 hours
 - After 72 hours email to be sent to clientservices@noaa.gov to be reset

E2 Login Process – First Time Cont'd



- Enter User ID and Employee ID
 - Provided to you in a separate email

Password Maintenance

Initialize Security Information

E2 User Id:*

Social Security Number or Employee Id:*

*Required

[Privacy Policy](#) 

DO NOT Enter your Social Security Number

E2 Login Process – First Time Cont'd



- Enter/Confirm New Password
- Create Security Questions/Answers

Password Maintenance

Edit Password Information

Enter your password. Passwords must be between 8 and 24 characters. Must contain at least 1 numeric character. Must contain at least 1 upper case character. Must contain at least 1 lower case character. Must contain at least 1 special character.

New Password:*

Confirm New Password:*

Choose a security question and enter an answer. In the event that you forget your password, the security information will be used to verify your identity and assist you with resetting your password.

First Security Question:*

Security Answer:*

Confirm Security Answer:*

Second Security Question:*

Security Answer:*

Confirm Security Answer:*

*Required

Once finished, you'll be taken to the E2 Travel System



E2 Navigation

E2 Navigation Basics



Standard Menu Bar



MY E2 MY APPROVALS TRAVEL FOR OTHERS REPORTS

Drop-down

ERIN K COBBS ▾

At a Glance Trips Local Travel Open Authorization Group Authorization

View Tabs

Start a Travel Document

What would you like to do today? Make Reservations ▾

Go

To Do List

i Get started by selecting a QUICK LINKS to shop for a reservation, create a new travel authorization, or other travel documents.

Sections

Bulletins

▲ 09-Sep-2016: The Department of Commerce will not group authorizations at this time....[read more](#)

Links

Pending Approvals

Trip 1160942 for \$1454.17 (est. cost) for Travel Training in Chicago - Teaching to Chicago, IL, United States departing 04-Dec-2017 is pending approval from NOAA TRAINING - EKC

Voucher 1160775 for \$37.08 for Trip ID 1160775 to Chicago, IL, United States from 23-Oct-2017 to 26-Oct-2017 is pending approval from NOAA TRAINING - EKC

Additional Notices

i No additional notices found.

[Make this my default page](#) 🏠

Document Navigation



- ① [Basic Information](#)
- ② [Reservation](#)
- ③ [Site Details](#)
- ④ [Expenses](#)
- ⑤ [Accounting](#)
- ⑥ [Travel Policy](#)
- ⑦ [Summary](#)

Other Actions

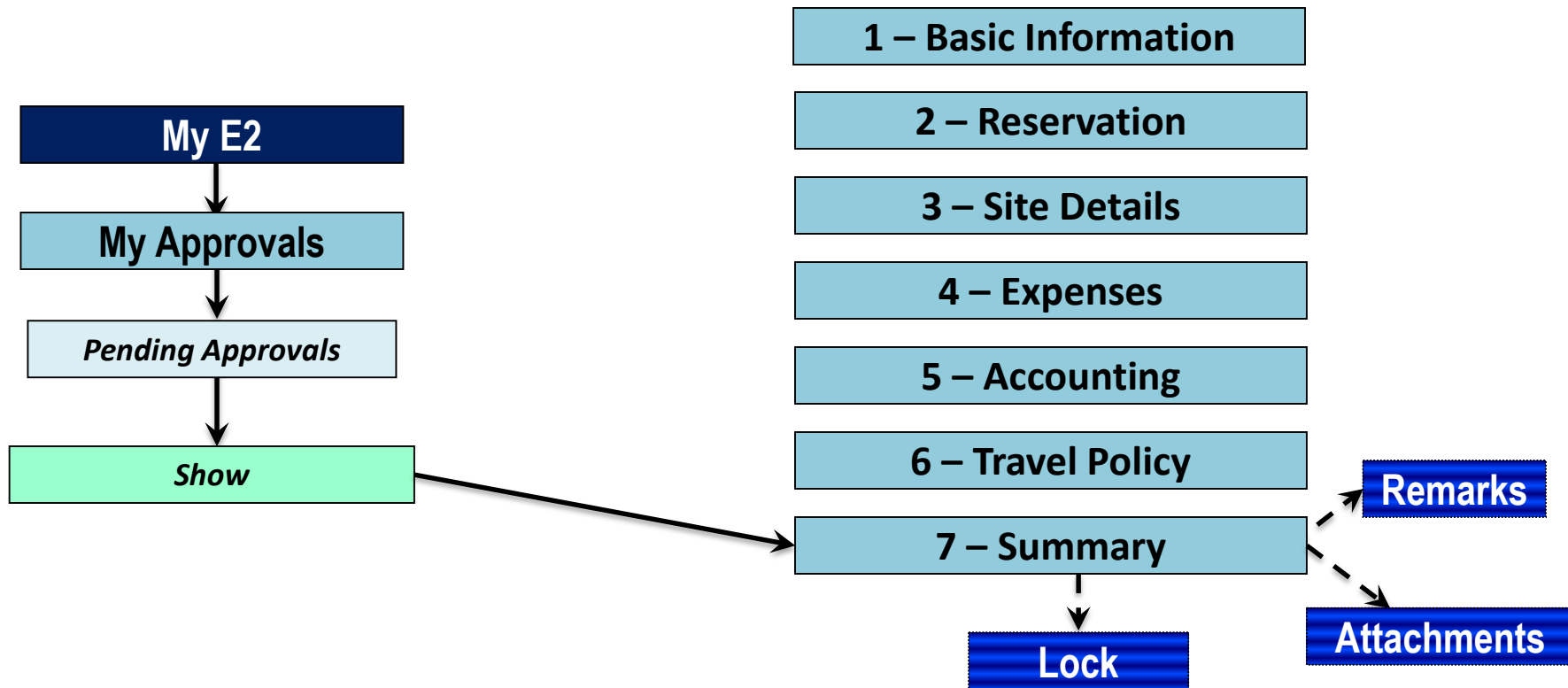
- Attachments
- Printable Authorization
- Compact Printable Authorization
- Daily Expenses Summary
- Trip History
- View Routing Path
- View Routing History
- Travel Agent Assistance

Document Steps

Document Menu Options



E2 Approval TA Flow





E2 Profiles



E2 Profiles

- E2 Travel Profile
 - In the E2 Travel Solutions System
 - Has to be set up first
 - Used to populate TMC profile
 - Contains:
 - Reservation Name
 - Default Homesite
 - Email and Address
 - Arrangers
 - Credit Card Info
 - Travel Preferences
 - Travel Profile ID
 - Edit Password
- TMC Profile
 - Needed to make Online Booking Engine (OBE) Reservations
 - Mandatory Fields
 - Filled out every time or one time and saved
 - TSA Required Fields:
 - » Gender
 - » Date of Birth
 - Known Traveler Number*
 - » DOD ID #
 - Found on CAC
 - Site Preferences
 - Confirmation Prefs
 - Time Clock

Online Booking Engine



- Another way to reserve flights, hotels and cars
 - Calling TMC is another way
 - Hotel Reservations can be made outside of TMC
 - Conferences etc.
- Reservations will populate in the TA Step 2
- Itinerary will be added as attachment as an invoice after approval
 - You will not be able to view the fare rules or rates details/cancellation policy of the reservation



Special Circumstances Travel and other information

Automatic Amendment Approvals for Authorizations (AAA)



DOC implemented a new feature, Automatic Amendment Approval (AAA), in mid 2018

- Amended authorizations will be automatically approved if the following AAA conditions are met:
 - The change does not increase the cost of the trip by more than \$250
 - The change does not increase the number of itinerary locations
- If the amendment qualifies for automatic approval, the traveler will receive a message 'minimal changes made, no additional approval required' and the trip amendment will be automatically approved
- Amended authorizations which exceed the AAA conditions will be required to route for approval

Automatic Amendment Approvals for Authorizations (AAA) (contd.)



Rule	Auto Approved or Routes?	Implication
Cost amount changed (dollar amount or %)	Under \$250 – Auto Over \$250 - Routes	Amendments that do not increase the cost of the trip by more than \$250 will be automatically approved. Amendments that increase the cost of the trip over \$250 will route for approval.
Number of days increase (trip duration)	Auto	Amendments that change the trip duration will be automatically approved, unless the change causes the cost of the trip to increase by over \$250.
Number of sites	Decrease - Auto Increase - Routes	Amendments that increase the number of sites will route for approval. Amendments that decrease the number of sites will be automatically approved unless the change causes the cost of the trip to increase by over \$250.
Going to site changed	Routes	Amendments that include site changes not previously authorized will route for approval.
Account code added/removed	Routes	Amendments that add or remove an accounting code will route for approval.
Non Federally Sponsored (NFS) info changed	Routes	Amendments that change NFS info will route for approval.
Rental car	Routes	Amendments that add a rental car will route for approval.
Site day reimbursement change	Routes	Amendments that change the reimbursement type (e.g., actuals, no expenses, reduced) for any lodging or M&IE expenses will route for approval.
Type of travel	Routes	Amendments that change the travel type of the trip will route for approval.

Special Circumstance Travel



- Cross Bureau Funded Travel
 - Can't be processed in E2
 - Funding Bureau is responsible for:
 - Filling out:
 - » CD-29
 - » DOC Cross Bureau Funded Travel Approval Memo
 - Using their own ACCS
 - Submitting the CD-29 and DOC Cross Bureau Funded Travel Approval Memo to the Travel Management Center (docauth@cwtsatotravel.com)

Special Circumstance Travel Cont'd



- Companion Seats
 - Award Ceremony
 - More than one seat, cannot use E2 OBE
 - Additional Expenses for the Guest
 - Remarks
 - Record Locator numbers, Name of Guest and statement as to why their reservation isn't on the TA
- Gift or Bequest Travel
 - Known as Non-Federally Sponsored (NFS) Travel in E2
 - Ethics office must be contacted
 - SOP:
<http://www.corporateservices.noaa.gov/finance/docs/E2/NonFederallySponsoredTravel.pdf>
 - All documents must be attached to the TA

Special Circumstance Travel Invitational Travel – Travel Advance Process



Complete E2
Travel Authorization

Add Outside Advance information
in E2

Send Email Request to Finance
Office Point of Contact

Travel Advance Processed

- Once the travel authorization is approved and authorization status indicates Obligation Accepted, complete the Commerce Department [CD-369 Travel Advance](#) form.
- Ensure signatures are obtained where indicated then scan and attach completed form in to E2 authorization.

- From the Trip Dashboard, Click Add Outside Advance
- Complete the required information
- Select an account code to fund the advance
- Review the details on the Advance Summary page and then click Complete Outside Advance.

- Send email request to Laura.Scott@noaa.gov
- Subject Line: Travel Advance Request
- Body Content:
 - Please process travel advance request for the following traveler:
 - Traveler's Name:
 - Trip ID:

Finance Office will retrieve the authorization and CD-369 from E2 to process the advance request

Tolerances - Overview



There are two (2) separate and distinct tolerances a voucher must go through in order to process successfully over in to the Core Financial System (CFS):

- **E2 Tolerance – \$250**
 - The sum of all vouchers processed cannot exceed the overall (reimbursable + non-reimbursable) authorization estimate by \$250
- **CFS Tolerance – 500% Not to Exceed (NTE) \$125**
 - CFS tolerance is at the Item Type (Expense Category) and ACCS level and not at each individual E2 expense item. For example:
 - *The Expense Category for Miscellaneous is "Other". For each of the following expenses; Hotel Tax, Fuel - Gasoline, Excess Baggage and Taxi, the Expense Category is also "Other."*
 - *This means the Item Type (Expense Category) and Object Class will be the same for each of the individual expenses and will allow the traveler to make changes on the voucher to specify and/or change the expense to another that is mapped to the same Expense Category (i.e., change the expense from Misc to Fuel, Check Baggage, etc.) without requiring an amendment as long as the estimated Misc charge (plus tolerance) is not exceeded.*
 - *This will work for almost all expenses with the exception of Airfare, Lodging, M&IE, POV, Rental, and Registration Fees, which have their own unique Expense Categories and object classes*

Travel Vouchers - Background



- DOC standardized auditing of travel across all bureaus
 - Invitational Travel
 - Non-Federally Sponsored Travel
 - Travel Advances
 - 10% random sampling of all other Travel Vouchers
- Preparers, Travelers and AOs should not electronically sign/approve travel documents without performing due diligence:
 - Review all data on the Travel Voucher.
 - Ensure Justifications are provided where required.
 - Ensure all required receipts are scanned and uploaded in a single .pdf file.
- Travelers need to be mindful of the expenses they incur or run the risk of not being reimbursed.
- When in doubt it is always advisable to seek guidance from the NOAA Travel Policy Office prior to incurring any questionable expense(s).
 - Additional reference, DOC Travel Handbook, Appendix L – Allowable, Limited, and Prohibited Travel Expenses

Travel Vouchers - Audit Guidelines



NOAA Finance has up to three (3) business days to process travel vouchers selected for audit

- **Proper Travel Voucher**

- If NOAA Finance deems the travel voucher proper and without error, they will schedule it to pay within the three business days and without notification to the employee.

- **Improper Travel Voucher**

- If NOAA Finance deems the travel voucher improper, they will send the employee and document preparer an e-mail notice requesting additional documentation be scanned into E2.

- **Disallowed Expenses**

- In cases where the employee fails to provide NOAA Finance the necessary documentation to support a travel voucher selected for audit, NOAA Finance will disallow the unauthorized expense and reimburse the employee for expenses that were properly authorized
- In those cases, employees may submit a supplemental voucher for any expense previously disallowed as long as the supplemental voucher properly authorizes such expense

***Note:** This has stipulations depending on the expense and E2 tolerance. Lodging and M&IE must be submitted on a CD370 as E2 does not allow a supplemental for those expenses. All other expenses can be claimed on a supplemental as long as the total of both vouchers does not exceed the total of the TA (including airfare) by \$250.*

Authorized Expenses

Allowable, Limited, or Prohibited



Expense Description	Allowable, Limited, or Prohibited	Policy Reference
Early Bird Check in Fees – Airlines	<p>Prohibited.</p> <p>Some airlines (e.g. Southwest) offer early bird check in at an additional fee to ensure preferred seating. This fee is considered a personal expense and is not reimbursable.</p>	
Long Term Lodging– Advance Monthly Payments	<p>Prohibited</p> <p>Employees on long term travel should avoid rental properties that require monthly rental to be paid a month in advance.</p>	
Rental Cars - Automated Toll Payment Systems	<p>Limited</p> <p>Employees should avoid using automated toll payment systems (e.g., EZ Pass, FastTrack, EXpressToll, Toll Tag, etc.) any time the device is optional since they are generally not a reimbursable expense.</p> <p>Employees should always consider alternate routes that do not require automated toll payment systems where possible. If an alternate route is not possible, the authorizing official may authorize the cost of renting an EZ Pass device on a case-by-case basis, depending on the nature and duration of the assignment at hand.</p> <p>Employees must include a justification in the Remarks section of their travel authorization whenever EZ Pass devices are authorized.</p>	<p>NTR CHAPTER 5. RENTAL CARS</p>

Authorized Expenses (cont'd)

Allowable, Limited, or Prohibited



Expense Description	Allowable, Limited, or Prohibited	Policy Reference
Rental Car Insurance - Collision Damage Waiver (CDW) or Theft Insurance (Outside CONUS – TDY Assignments)	Limited Only when traveling outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.	Reference: FTR §301-10.451 ; CTH C301-10.458 US. Government Rental Car Agreement
Rental Car Insurance - Collision Damage Waiver (CDW) or Theft Insurance (CONUS – TDY Assignments)	Prohibited Only when traveling outside CONUS (<i>see above</i>)	Reference: FTR §301-10.451 ; CTH C301-10.458 US. Government Rental Car Agreement
Rental Car Insurance – Personal accident insurance	Prohibited	Reference: FTR §301-10.452
Rental Car Insurance - Collision Damage Waiver (CDW) or Theft Insurance (Outside CONUS – TDY Assignments)	Limited Only when traveling outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.	Reference: FTR §301-10.451 ; CTH C301-10.458 US. Government Rental Car Agreement

Authorized Expenses (cont'd)

Allowable, Limited, or Prohibited



Expense Description	Allowable, Limited, or Prohibited	Policy Reference
Rental Cars - Global Positioning System (GPS).	<p>Limited</p> <p>The cost of a GPS is not reimbursable for normal travel where the employee is only going to one location to perform their official business. However, the authorizing official may authorize the cost of a GPS when deemed officially necessary for the employee to carry out their duties at hand. For example, a GPS may be necessary in cases where an employee is making various office site visits across the country. When officially required, a GPS must be specifically authorized in the Remarks section of the travel authorization and must include the nature of the special requirement.</p>	<p>NTR CHAPTER 5. RENTAL CARS</p>
Resort Fees	<p>Limited</p> <p>Only when such fees are not optional.</p> <p>Note: GSA strongly discourages travelers from lodging at properties that assess resort fees. Instead employees are encouraged to use FedRooms properties as their first lodging choice since FedRooms properties do not charge resort fees.</p> <p>If the hotel is the traveler's only option this should be justified in the Remarks and the expense should be claimed as "Other Lodging Expense"</p>	<p>FTR §301-12.1</p>

Authorized Expenses (cont'd)

Allowable, Limited, or Prohibited



Expense Description	Allowable, Limited, or Prohibited	Policy Reference
Tips – Porters, Baggage Carriers, Bellhops, Hotel maids, etc..	<p>Prohibited</p> <p>These expenses are not reimbursable as a separate expense as they are included in the Incidental portion of the applicable M&IE rate</p> <p>Incidental Expenses as defined in the FTR:</p> <p>Incidental expenses (Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries).</p>	Reference: FTR §300-3.1 - Glossary of Terms - Per Diem Allowance (c) Incidental Expenses
Tips - taxi, shuttle service, or courtesy transportation driver	<p>Allowable</p> <p>Gratuities or tips to taxi drivers and others providing necessary services (not included as a part of the incidental allowance) to the traveler, will be limited to 15 percent of the basic charge(s).</p>	Reference: CTH C301-11.12

NOAA Client Services Help Desk Support



Functional/Technical Support for CBS Applications

- Budget Operating Plans (BOP)
- Reimbursable Agreements
- SLTs & DLAs
- Data Warehouse/Discoverer
- Commerce Purchase Card System (CPCS)
- Travel
- C.Request/C.Award (C.Suite)

User Account requests, JAVA/JInitiator, etc.

FSD/CBS Web Site http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html

- Click on Help Desk link for additional info, phone numbers, etc.
- Email: ClientServices@noaa.gov
- Phone #: 301-444-3400
 - *Option #2 - Travel*
- Fax/Server #: 301-444-3401

E2 Approving Official

FY 2019 – October

V 1.0