



NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

E2 Travel Basic

FY 2020 – June

V 1.0.1

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

Training Objective



Use/Navigation of the Travel system

Not intended to teach travel policy

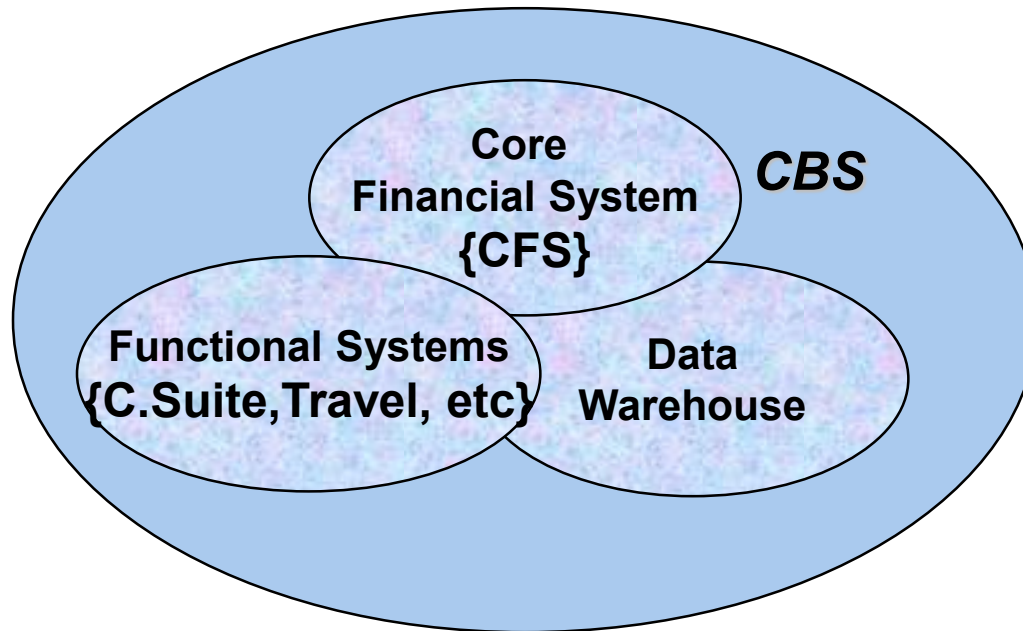
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Systems within Commerce Business Systems



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)

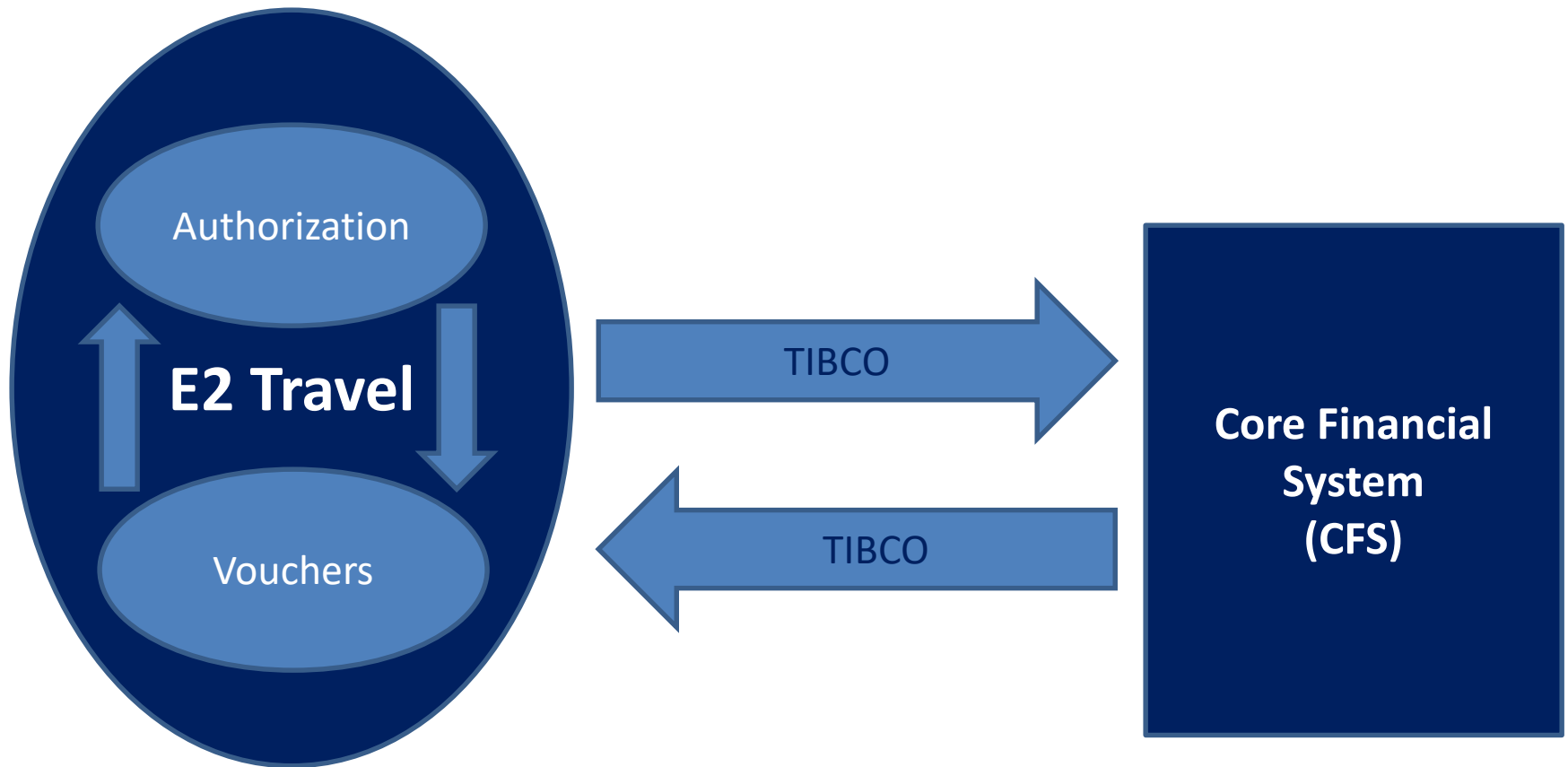
- *Creates Obligations from E2 Solutions to CFS*
- *Checks Funds Availability*
- *Active Accounting Classification Codes (ACGS) loaded into E2*

Electronic Routing of employee's documents within the application

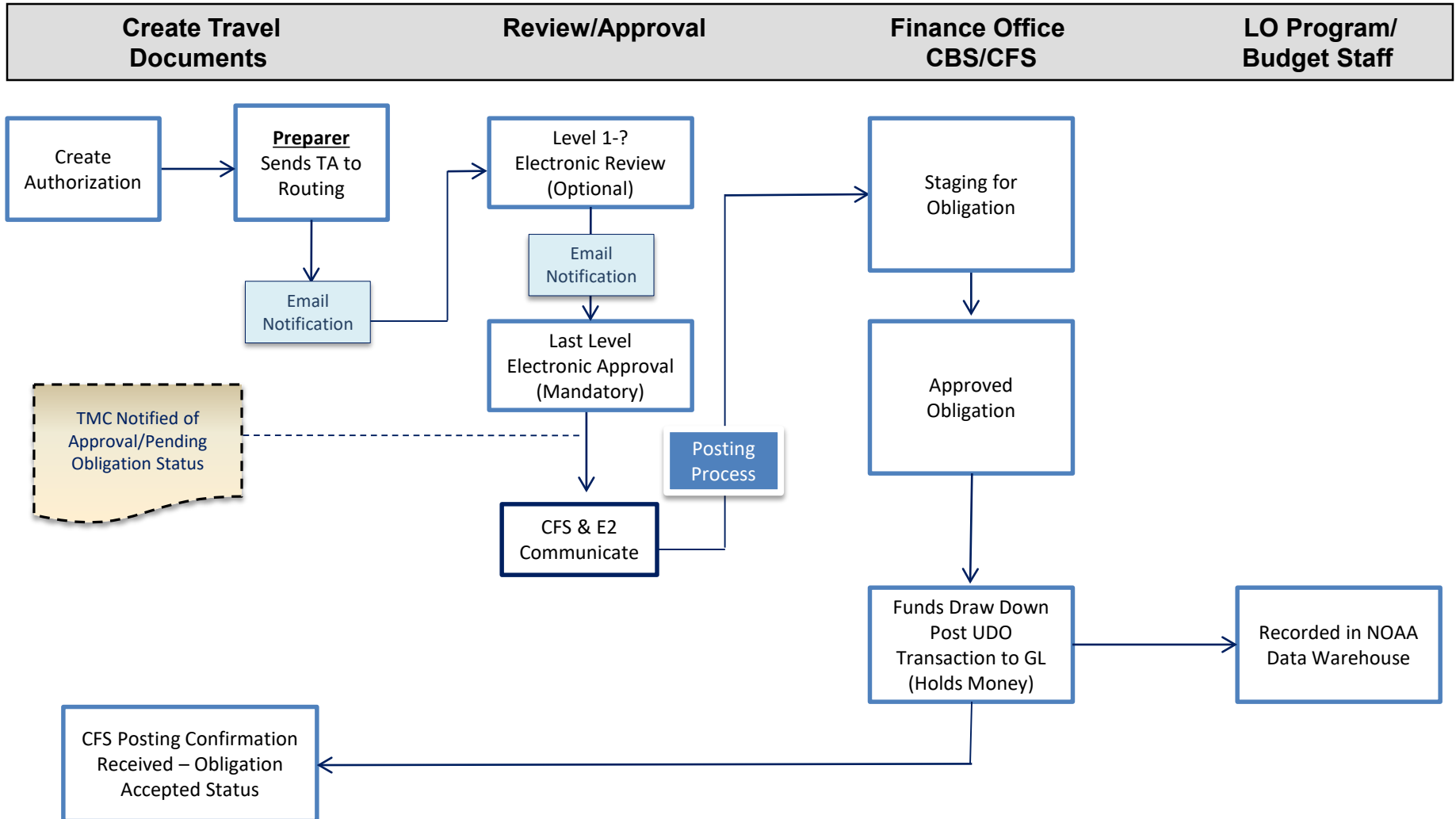
Provides on-line status information and a history of travel authorizations, vouchers, and local vouchers

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*

TDY Timeline

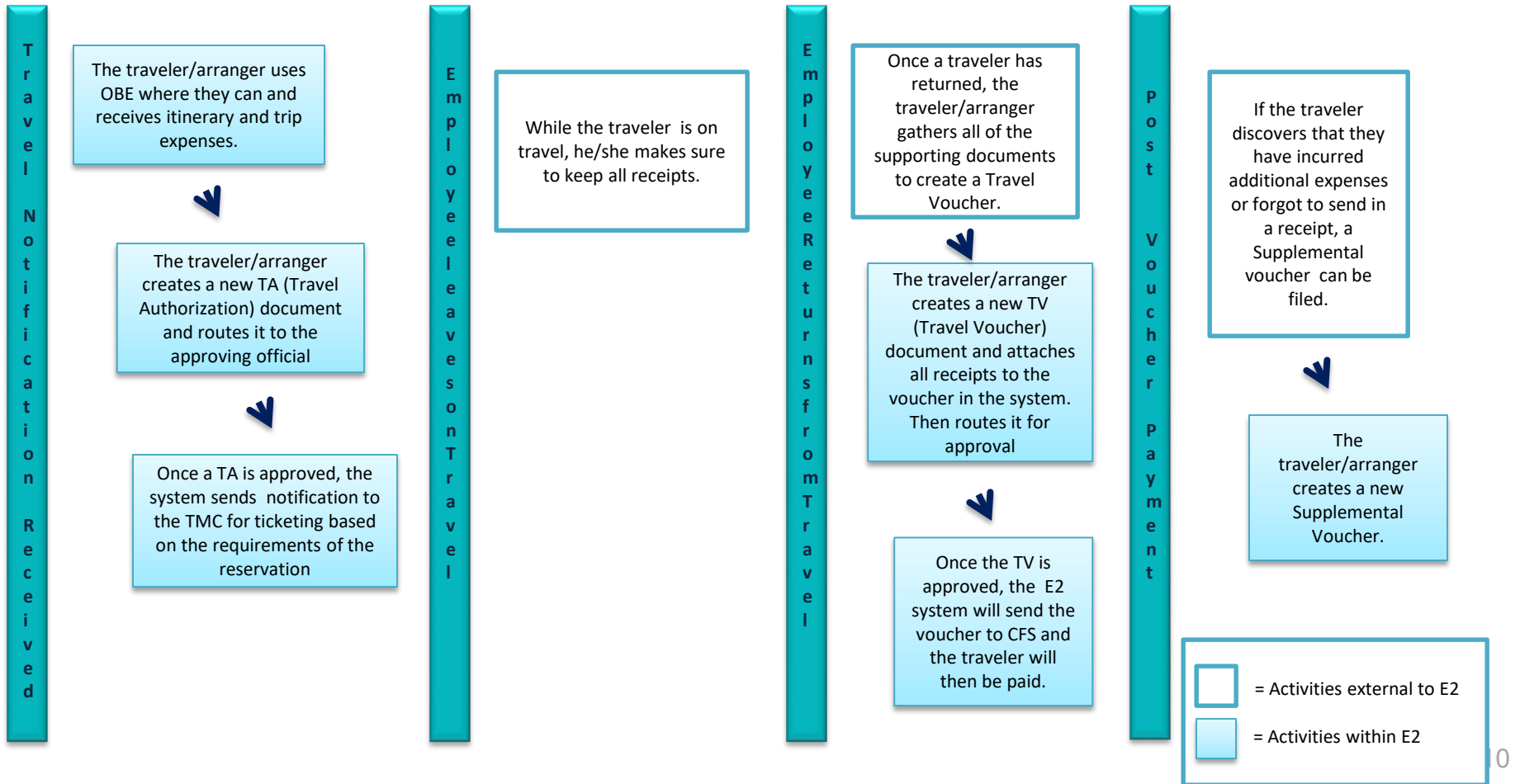


Prior to Travel

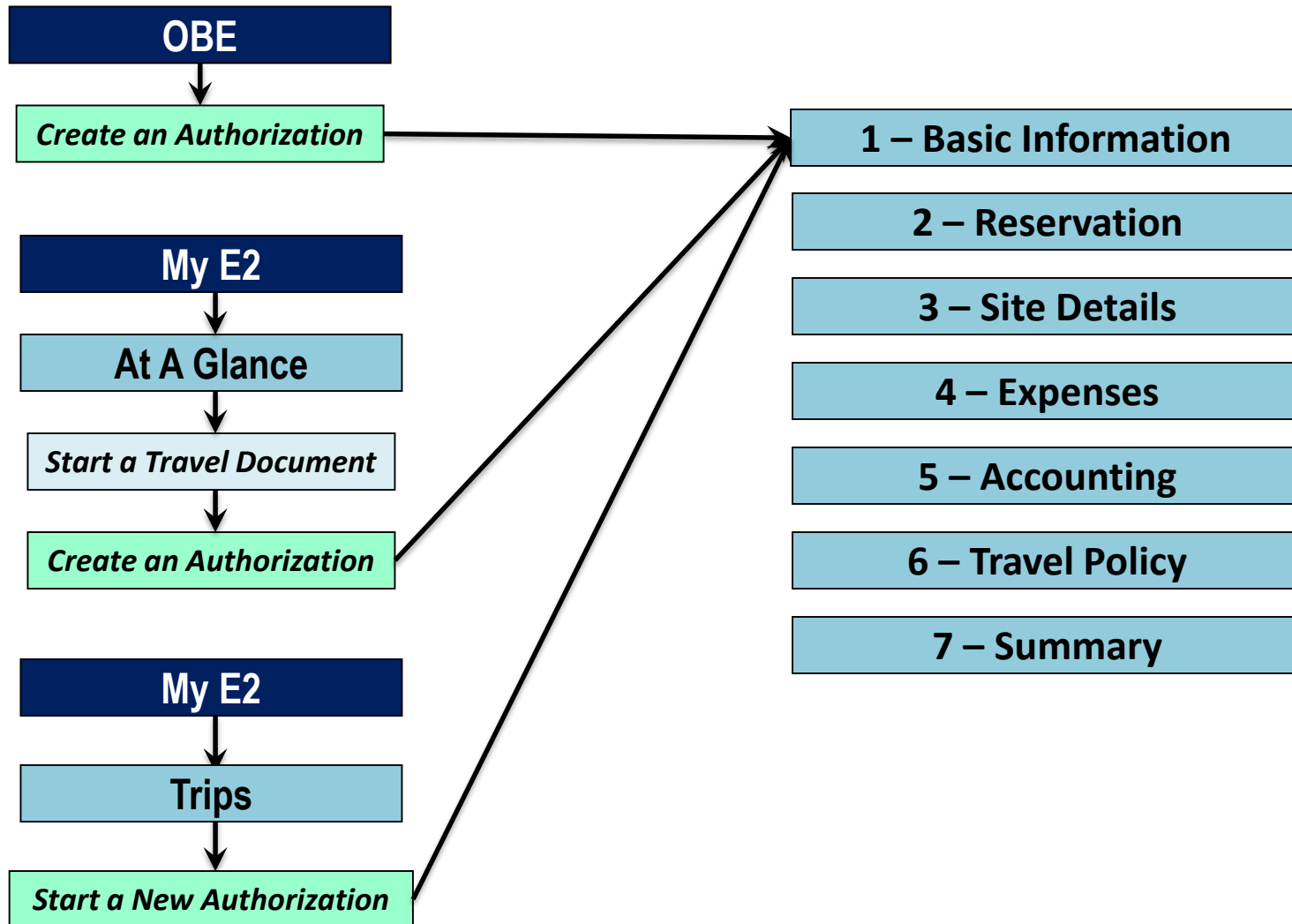
During Travel

After Travel

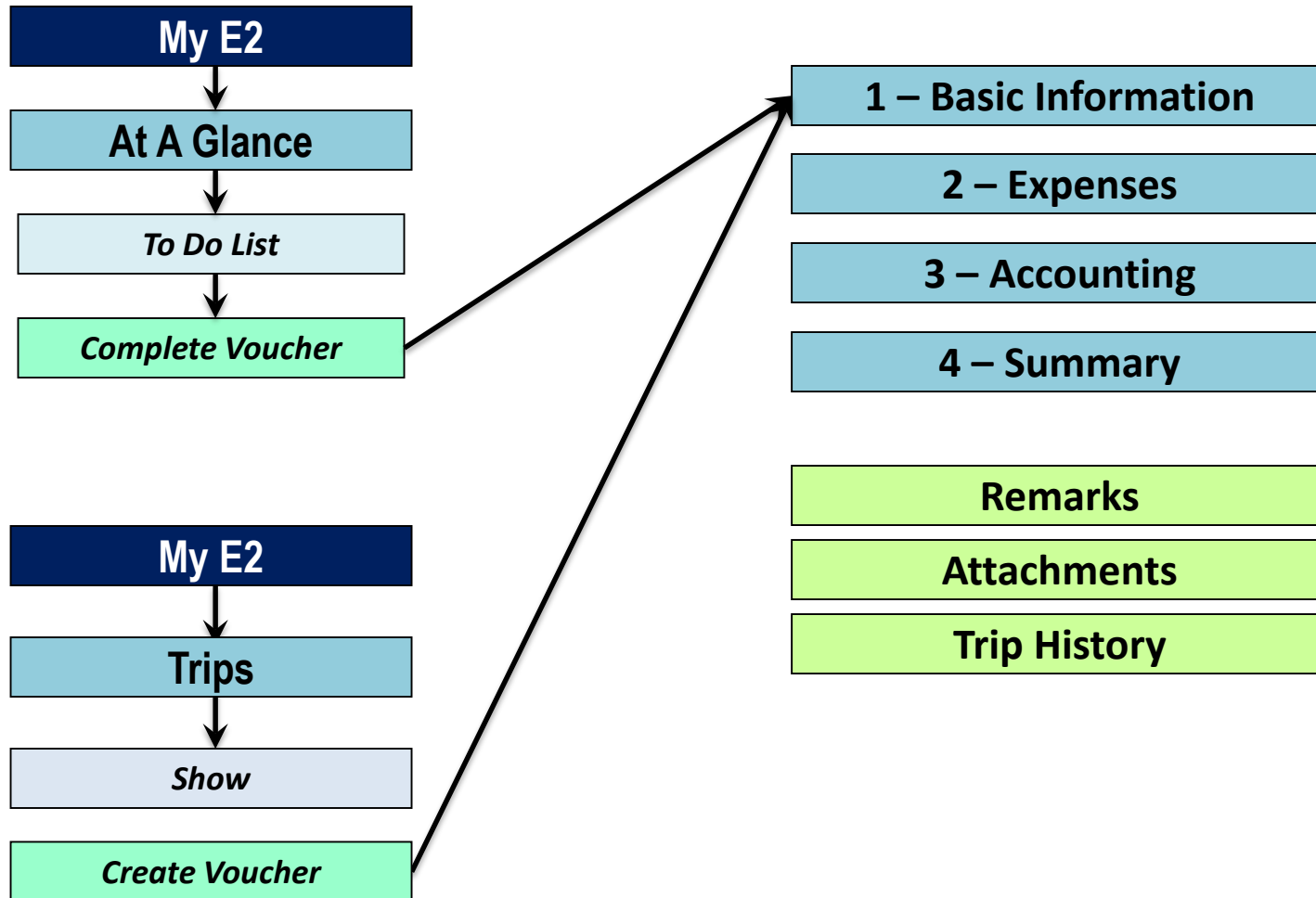
Supplemental



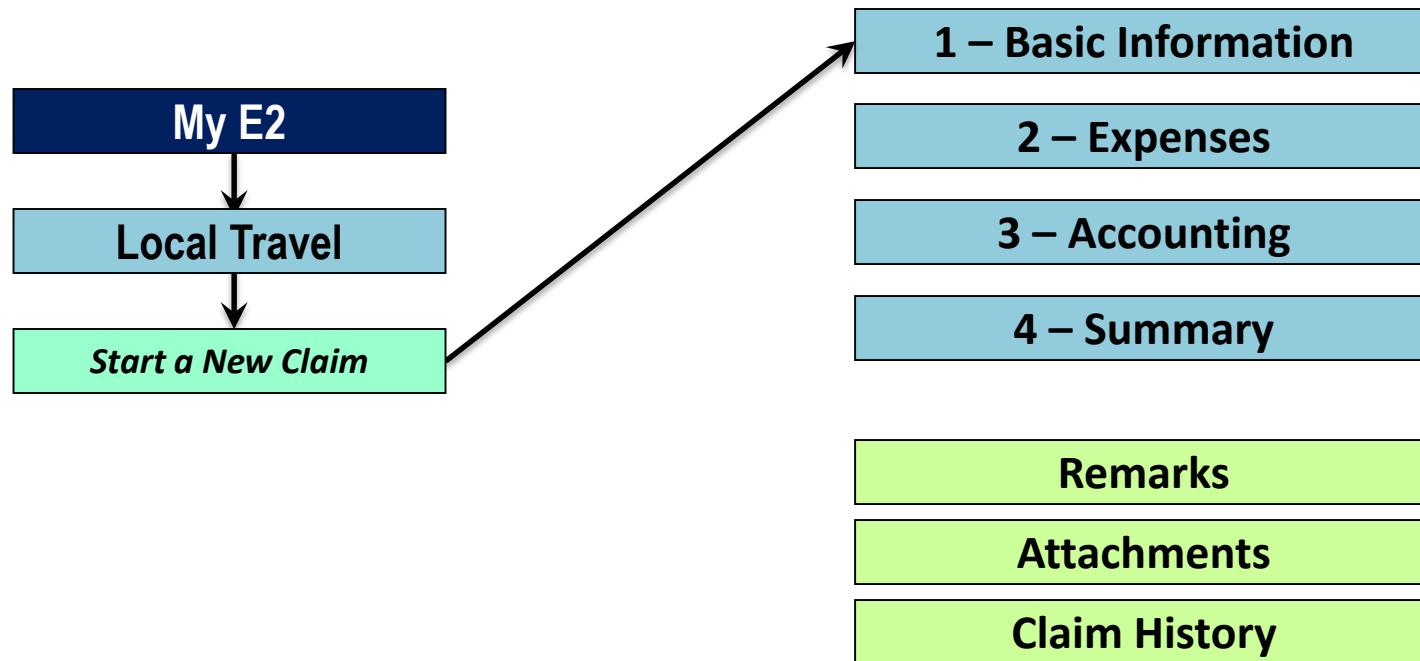
E2 Travel Authorization Flow



E2 Travel Voucher Flow



E2 Local Travel Voucher Flow





Accounting Classification Code Structure (ACCS)

Organization Code Structure

Level 1 -- Line Office



NOAA (14)

- 01 Office of the Under Secretary
- 05 Office of Administration
- 06 NOAA Finance & Administration
- 08 NOAA Marine & Aviation Operations
- 09 Systems Acquisition Office
- 10 National Ocean Service
- 20 National Weather Service
- 30 National Marine Fisheries Service
- 40 National Environmental Satellite,
Data & Information Service
- 50 Office of Oceanic & Atmospheric Research

BIS (13)

- 40 Office of the Under Secretary
- 41 Director of Administration
- 42 Export Administration
- 43 Office of Assistant Secretary for
Export Enforcement
- 44 Office of Assistant Secretary for
Export Administration

EDA (20)

- 01 Philadelphia
- 04 Atlanta
- 05 Denver
- 06 Chicago
- 07 Seattle
- 08 Austin
- 99 HQs

Organization Code Structure

Levels 1-2 -- Financial Mgmt Center (FMC)



<u>LO - FMC</u>	<u>Description (NESDIS Examples)</u>
40 – 01	OFC OF THE ASST ADM FOR SAT & INFO SVCS
40 – 02	OFC OF SAT & PROD OPERATIONS
40 – 06	NATL CLIMATIC DATA CENTER
40 – 10	DIRECTOR NPOESS INTEGRATED PROGRAM
40 – 11	GEO OPERTL ENV SATELLITE PROGRAM OFC
40 – 14	NATL CENTER FOR ENVIROMENTAL INFO
40 – 17	OFFICE OF SATELLITE GROUND SERVICES

ACCS Project # -- 1st Position



- **Multi-Year Funds -- Fiscal Year**

- **Fund 1063 (ORF) T Oct 2018 - Sep 2019 – Carryover**
- **Fund 1062 (PAC) T Oct 2018 - Sep 2021 – Carryover**
- **Fund 1073 (ORF) U Oct 2019 - Sep 2020 – Carryover**
- **Fund 1072 (PAC) U Oct 2019 - Sep 2022 – Carryover**

ORF – Operations, Research & Facilities PAC – Procurement, Acquisitions & Construction

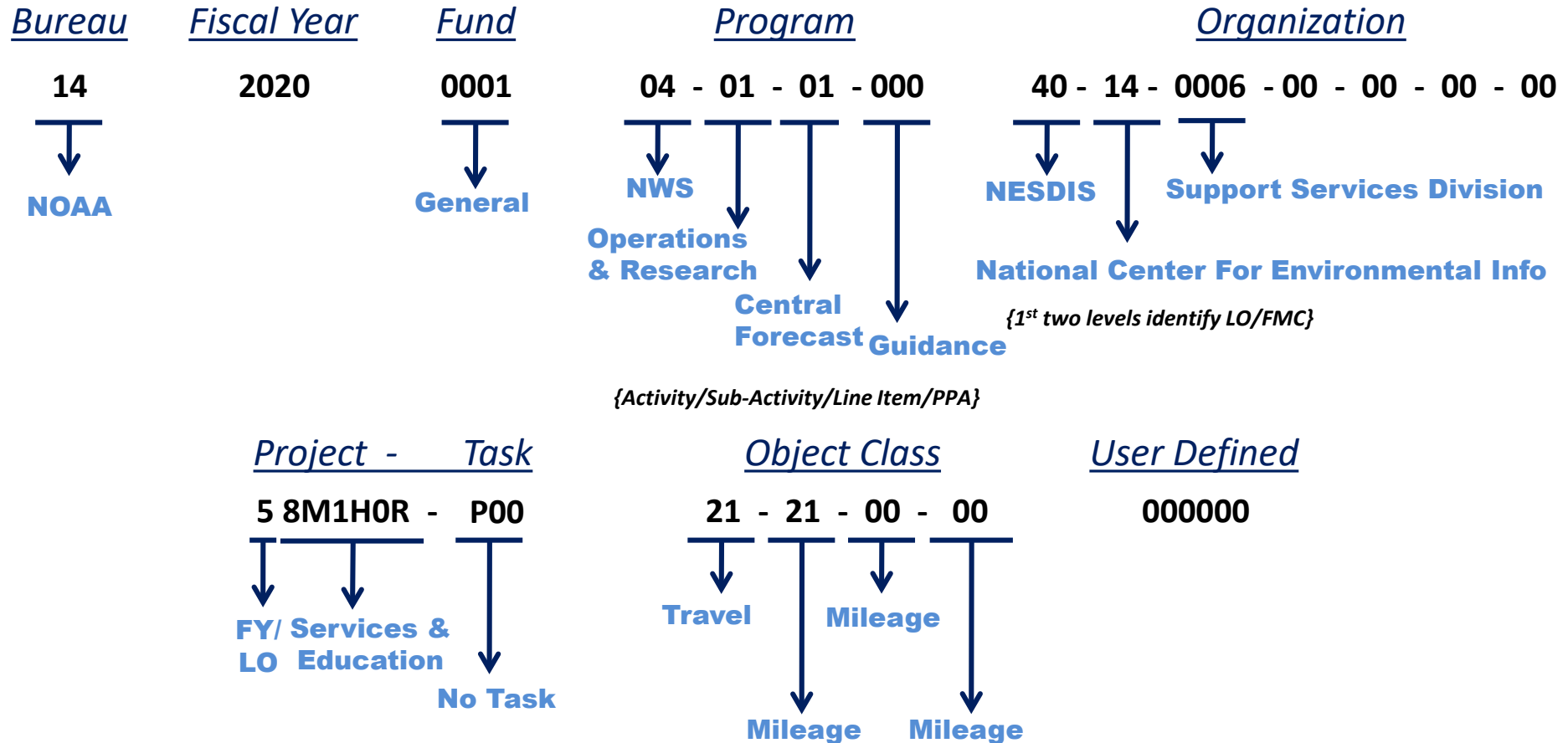
- **No-Year Funds -- Line, Program, or Staff Office**

- **Funds 0001, 0005, 0006, 0007 and 0016:**
 - 1 - NOS 5 - NESDIS**
 - 2 - NMFS 6 - NFA**
 - 3 - OAR 7 - NMAO**
 - 4 - NWS 9 - BIS**

- **Accounting Information**

- https://www.corporateservices.noaa.gov/finance/FOFSD_Home.html
 - ACCS Validation, Object Class, & CBS Fund Code Lookup

CBS Accounting Classification Code Structure (ACCS)



{Identifies line, program or staff office for No-Year funds Or Fiscal Year for Multi-Year funds}

Automatic Amendment Approvals for Authorizations (AAA)



DOC is implementing a new feature, Automatic Amendment Approval (AAA), which was released June 25, 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

Mixing Personal Travel with Official Travel



- Travel Management Center (TMC) **must** route the employee's travel to/from his or her official duty station
 - Exception: If an employee is on personal leave and is ordered to perform official travel (e.g. employee had no prior knowledge) the TMC can route the employee's travel to/from an alternate location.
- Traveler's itinerary must **only** include official points of travel.
 - Personal points of travel **must** never be included in the traveler's itinerary
- Travelers may **not** utilize contract city-pair fares for personal travel under any circumstances.
 - Travelers must inform the TMC to charge their official Government travel card to allow for the exchange with the airlines.
- Travelers are required to work directly with the airlines to incorporate personal arrangements with official points of travel.
- Travelers must bear all charges and fees associated with the personal travel and use a personal credit card to pay all charges and fees associated with the personal travel.



Questions & Discussion