



NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

E2 System Basics

FY2021 – December
V 1.0.2

Training Objective



Use/Navigation of the Travel system

Not intended to teach travel policy

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Introduction - Topics

- E2 Hierarchy
- User Types
- User Roles
- Access to E2
- Logging into E2
- E2 Basic Navigation
- E2 Profile
- Online Booking Engine (OBE)
 - TMC Profile
 - Reservation Basics
 - Selecting Airfare
 - Selecting Hotel
 - Selecting Car Rental
 - Saving Reservation
 - Creating TA from Reservation
 - Fees

E2 Hierarchy



Agency

- Department of Commerce

Organization

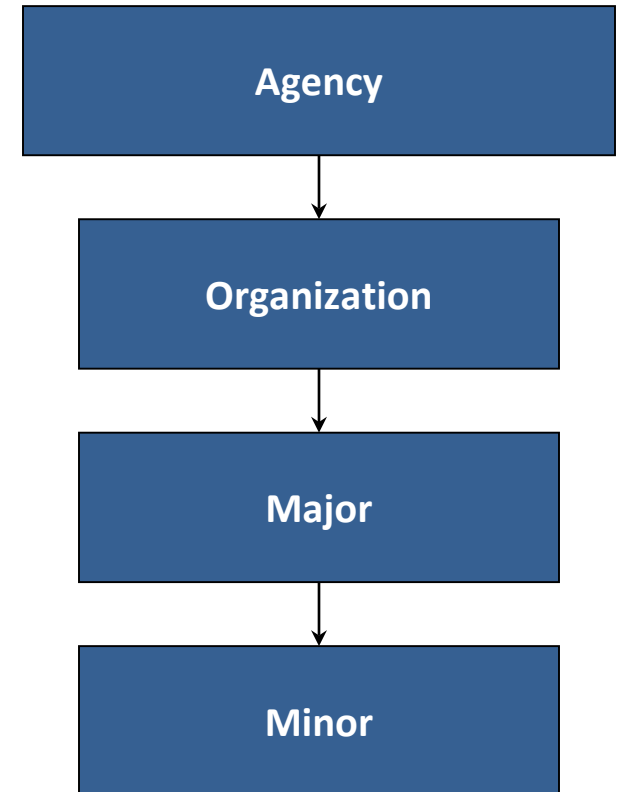
- NOAA
- BIS
- EDA

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 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**

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/collection/ets2-project>, 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: _____	Date: _____
User Signature: _____	Contact Phone #: _____
Supervisor Name: _____	Date: _____
Supervisor Signature: _____	Contact Phone #: _____

Additional Signatures	
Additional Approval Name: _____	Date: _____
Additional Approval Signature: _____	Contact Phone #: _____
Tier 1 Administrator Name: _____	Date: _____
Tier 1 Administrator Signature: _____	Contact Phone #: _____

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

[Continue](#) [Cancel](#)

[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 Login Screen – once set up



E2 User Id

Password

[Forgot Password?](#)

Login

EASY PAYMENT
HOTELS
MAKE **GOVERNMENT TRAVEL** WORK FOR YOU
FLIGHTS
EVENTS

[Login Help](#)

[About E2 Solutions](#)

[GSA eTravel Program](#)

Warning

This is a U.S. Federal Government information system that is "FOR OFFICIAL USE ONLY." Unauthorized access is a violation of U.S. Law and may result in criminal or administrative penalties.

Privacy Act Notice

This system contains information protected under the provisions of the Privacy Act of 1974 (Public Law 93-579).

E2 Home Page



MY E2 MY APPROVALS TRAVEL FOR OTHERS REPORTS

ERIN SELBY ▾

At a Glance Trips Local Travel Open Authorization Group Authorization

Start a Travel Document

What would you like to do today?

Create an Authorization ▾

Go

To Do List

Update your [travel profile](#) before booking travel.

Bulletins

⚠️ **20-Mar-2019:** Once you access your E2 account for the first time, click Profile to view and...[read more](#)

⚠️ **20-Mar-2019:** Remember to always book a FedRooms hotel with your trip

Pending Approvals

i No pending approvals found.

Additional Notices

Invalid travel profile ...[see details](#)

[Make this my default page](#) 🏠



[Privacy Policy](#)

Copyright 2003-2019 CW Government Travel

Your last login was Fri, 7 Jun 2019 11:16 AM CDT. There have been 0 unsuccessful attempts since your last login.

E2 Navigation Basics



Standard Menu Bar



The screenshot shows the E2 Solutions web application interface. At the top, the 'Standard Menu Bar' contains the E2 Solutions logo and navigation links: MY E2, MY APPROVALS, TRAVEL FOR OTHERS, VIEW DOCUMENTS, ADMINISTRATION, and REPORTS. A 'Drop-down' menu on the right shows the user name 'ERIN K COBBS' with a downward arrow. Below the menu bar, 'View Tabs' includes 'At a Glance' (highlighted), Trips, Local Travel, Open Authorization, and Group Authorization. The main content area is divided into several sections: 'Start a Travel Document' with a search bar and a 'Go' button; 'To Do List' showing 'No to do list items found.'; 'Bulletins' with three items, each with a 'read more' link; 'Pending Approvals' showing 'No pending approvals found.'; and 'Additional Notices' showing 'No additional notices found.' A 'Links' callout points to the 'read more' links in the bulletins. A 'Sections' callout points to the 'Start a Travel Document' and 'To Do List' sections. At the bottom right, there is a link 'Make this my default page' with a home icon. At the bottom center, a login message states: 'Your last login was Fri, 16 Oct 2020 1:27 PM CDT. There have been 0 unsuccessful attempts since your last login.'

Links

Sections

[Make this my default page](#)

Your last login was Fri, 16 Oct 2020 1:27 PM CDT. There have been 0 unsuccessful attempts since your last login.

Document Navigation



Authorization

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

Other Actions

- Remarks
- Attachments
- Printable Authorization
- Compact Printable Authorization
- Daily Expenses Summary
- Trip History
- Add Non-Federal Sponsor
- View Routing History
- Travel Agent Assistance

Document Steps

Document Menu Options

Voucher

- 1 [Basic Information](#)
- 2 [Expenses](#)
- 3 [Accounting](#)
- 4 [Summary](#)

Other Actions

- Remarks
- Attachments
- Printable Voucher
- Compact Printable Voucher
- View Cost Variance Summary
- Daily Expenses Summary
- Trip History
- View Routing History

Extras

- Trips List
- Create Trip Template
- Delete Voucher
- Printable Profile

Document Steps

Document Menu Options

Local Voucher

- 1 [Basic Information](#)
- 2 [Expenses](#)
- 3 [Accounting](#)
- 4 [Summary](#)

Other Actions

- Remarks
- Attachments
- Printable Local Voucher
- View Claim History
- View Routing History

Extras

- Delete Claim
- Local Travel Claim List

E2 Travel System Online Help



E2 Solutions MY E2 MY APPROVALS TRAVEL FOR OTHERS VIEW DOCUMENTS ADMINISTRATION REPORTS

ERIN K COBBS ▾

At a Glance Trips Local Travel Open Authorization Group Authorization

Start a Travel Document

What would you like to do today?

To Do List

i No to do list items found.

Bulletins

- 03-Apr-2020:** Dear E2 Solutions clients, At this dramatic reduction in...[read more](#)
- 09-Sep-2019:** Please find below the various TMC Fees that are charged when booking in E2:...[read more](#)
- 03-Sep-2019:** A new version of the E2 Process Guidebook has been released and can be found on...[read more](#)

Pending Approvals

i No pending approvals found.

Additional Notices

i No additional notices found.

[Make this my default page](#)

(A blue arrow points from the 'Online Help' menu item to the 'Start a Travel Document' section.)

E2 Knowledge Portal



E² Knowledge Portal

Browse by Category

Find Your Answer

My Stuff

Advanced Search

Search

Find the answer to your question

Results 1 - 6 of 859

[Updated Contact CWTSatoTravel](#)

Date Updated: 12/01/2020
Answer ID: 1309

[Updated Advisories: Latest E2 news](#)

Date: Tuesday, 01 December, 2020 07:15 CST Subject: GetThere 20.10 Release for E2 Online Booking Site... [more](#)
Date Updated: 12/01/2020
Answer ID: 2795

[Training: Computer Based Tutorials \(CBT\)](#)

Date Updated: 06/11/2019
Answer ID: 2870

[Training: User and Administrator guides, Quick Reference Cards](#)

Date Updated: 01/13/2020
Answer ID: 3846

[CWTSato To Go: An Introduction](#)

CWTSato To Go™ is the complimentary, easy-to-use, mobile travel app from CWTSatoTravel, accessed by many E2... [more](#)
Date Updated: 03/06/2020
Answer ID: 4535

[Reservations: Get a copy of reservation invoice, print invoice, print itinerary](#)

DEFINITIONS elnvoice — An elnvoice verifies the total airfare for the airline reservation and includes the TMC... [more](#)
Date Updated: 11/22/2019
Answer ID: 3523

1 2 3 4 5 6 Next >

Contact Us



Contact Us

If you can't find what you're looking for on our site, give us a call.



Feedback

How can we make this site more useful for you?

E2 Travel System Profile



e2Solutions MY E2 MY APPROVALS TRAVEL FOR OTHERS VIEW DOCUMENTS ADMINISTRATION REPORTS

At a Glance Trips Local Travel Open Authorization Group Authorization

ERIN K COBBS ▾

- Profile
- Message Center ⚠
- Online Help
- Logout

Start a Travel Document

What would you like to do today?

To Do List

i No to do list items found.

Bulletins

- ⚠ **03-Apr-2020:** Dear E2 Solutions clients, At this dramatic reduction in...[read more](#)
- ⚠ **09-Sep-2019:** Please find below the various TMC Fees that are charged when booking in E2:...[read more](#)
- ⚠ **03-Sep-2019:** A new version of the E2 Process Guidebook has been released and can be found on...[read more](#)

Pending Approvals

i No pending approvals found.

Additional Notices

i No additional notices found.

[Make this my default page](#) 🏠

https://e2.gov:cwtsatotravel.com/ThinkCAP/e2/homepage?execution=e2s1* Your last login was Tue, 1 Dec 2020 7:40 AM CST. There have been 0 unsuccessful attempts since your last login.

E2 Travel System Profile



[My E2](#) [My Approvals](#) [Travel For Others](#) [View Documents](#) [Administration](#) [Reports](#)

[Message Center](#)

[Profile](#)

[Find Answers](#) [Logout](#) Welcome **ERIN COBBS**

User Profile

Traveler Name

ERIN COBBS

Please click the [Edit Address Information](#) link below to enter address information for this user account.

Warning: User Profile does not have any routing rules assigned...please contact your travel System Administrator

Last Login Information

Login Time: Tue, 01 Dec 2020 12:39 PM CDT

IP Address: 10.213.126.249

Personal Profile

[Edit Profile](#)

Position Title:

Employee ID: ECOBBS1

Ticket Preference: Electronic

Reservation Name: ERIN COBBS

Approver Availability

[Edit Availability](#)

Status: Available

[Approver Availability History](#)

Default Homesite

[Edit Homesite](#)

Default Homesite: WASHINGTON, DC

Default Depart Airport: DCA-Washington Ronald Reagan National Airport

Address Information

[Edit Address Information](#)

Mailing Address: Not on record

Telephone Number: Not on record (Work)

Not on record (Home)

Not on record (Cell Phone)

Not on record (Fax)

Not on record (Alt Phone)



E2 Travel System Profile

- Reservation Name
- Default Homesite
- Address Information
- Email Information
 - Alternate email addresses
- Travel Arrangers
- Credit Card Information
- Travel Preferences
 - TMC Profile ID
- Other Features
 - Edit Password Information

Reservation Name



Personal Profile

[Edit Profile](#)

Position Title:

Employee ID: ECOBBS1

Ticket Preference: Electronic

Reservation Name: ERIN COBBS



MY E2

MY APPROVALS

TRAVEL FOR OTHERS

VIEW DOCUMENTS

ADMINISTRATION

REPORTS

Personal Information

Position Title:

Ticket Preference:

Electronic

Full Name Information for Reservation

Please provide your full name as it appears on your government issued ID. This information is required for all air travel in and out of the United States in support the Transportation and Safety Administration's Secure Flight Program. Failure to provide accurate information may result in additional screenings at the airport or denied boarding.

Reservation First Name:

ERIN

Reservation Middle Name:

Reservation Last Name:

COBBS

Save

Back

Default Homesite



Default Homesite:

Default Homesite: Washington, DC
Default Airport: DCA

[Edit Homesite](#)

[Edit Airport](#)

[Return to User Profile](#)

Edit Default Homesite

Country:

A state must be selected if the country is the United States.

State:

[Anacostia NS](#)

[Bolling AFB](#)

[County: Dist of Columbia](#)

[District of Columbia](#)

[Ft. McNair](#)

[JB Anacostia-Bolling](#)

[Marine Barracks](#)

[Naval Medical Command](#)

[Naval Research Laboratory](#)

[Naval Security Station](#)

[Standard Rate](#)

[U.S. Naval Observatory](#)

[U.S. Soldiers and Airmens Home](#)

[Walter Reed Army Medical CTR](#)

[Washington](#)

[Washington Naval District](#)

Edit Default Homesite Airport

Airport:

Country:

A state may only be selected if the country is the United States.

State:

Code: Airport Name: State: Country:

[DCA](#) Washington Ronald Reagan National Airport DC US

[WAS](#) Washington DC Metro Area DC US

Address Information



Address Information

[Edit Address Information](#)

Mailing Address: Not on record
Telephone Number: Not on record (Work)
Not on record (Home)
Not on record (Cell Phone)
Not on record (Fax)
Not on record (Alt Phone)

Edit Address Information

Please enter your mailing address below. [Click here if your mailing address is outside of the United States](#)

This address and telephone number will be used by the on-line booking engine when making travel reservations, and for disbursements when a mailing address is required.

Add or edit your mailing address and then select Save.

***Required Information**

Address line 1*:

Address line 2 :

City*:

State*:

Zip Code*:

Work Phone*: (Area code and telephone number)

Home Phone*: (Area code and telephone number)

Cell Phone: (Area code and telephone number)

Alt Phone: (Area code and telephone number)

Fax: (Area code and telephone number)

Email Information



Email Information

[Edit Email Information](#)

The primary email address should be the address where you want to receive information about travel arrangements made through E2 Solutions.

Primary Email Address: erin.cobbs@noaa.gov

The alternate email addresses can be an alternate email for you, supervisor, or a manager to receive information about travel arrangements made through E2 Solutions.

Alternate Email Address 1: Not on record

Alternate Email Address 2: Not on record

Alternate Email Address 3: Not on record

Alternate Email Address 4: Not on record

Edit Email Information

User Name: Erin Cobbs Account Status: Enabled (Active)

Last Successful Login: Wed, 30 May 2018 8:49 AM CDT

Email Information

You are allowed up to five email addresses. The primary email address must be for you. Alternate email addresses can be used for yourself, Travel Arrangers, or other individuals who need to receive emails about your travel documents.

Primary Email Address:*	<input type="text" value="erin.cobbs@noaa.gov"/>
Alternate Email Address 1:	<input type="text"/>
Alternate Email Address 2:	<input type="text"/>
Alternate Email Address 3:	<input type="text"/>
Alternate Email Address 4:	<input type="text"/>

*Required

Travel Arrangers



[Travel Arrangers](#)

[Edit Arrangers](#)

Travel Arrangers

[Show Email Addresses](#)

Name:

Delete Arranger:

[Return to User Profile](#)

Travel Arranger Search

Arranger Search Criteria


Arranger's First Name:

Arranger's Last Name:

Arranger's Login Name:

Credit Card Information




 If you make any changes or delete a charge card, be sure to click Save Changes before leaving the page.

Credit Cards


Travel Charge Card

Type of Card:	<input type="text" value="MASTERCARD"/>
Card Number:	<input type="text" value=""/>
Expiration Date:	<input type="text" value="December"/> <input type="text" value=""/>



Personal Charge Card

Type of Card:	<input type="text" value="No Card on File"/>
Card Number:	<input type="text" value=""/>
Expiration Date:	<input type="text" value=""/> <input type="text" value=""/>



Online Booking Charge Card Defaults

Select which charge cards the online booking engine should use for air travel and hotel guarantees.

Airfare Charge Card:*	<input type="text" value="CBA (Centrally Billed Account)"/>
Rail Charge Card:*	<input type="text" value="CBA (Centrally Billed Account)"/>
Hotel Guarantee Charge Card:*	<input type="text" value="No Default"/>

*Required

[Save Changes](#)

[Back to Profile](#)

Other Features - Password



Other Features

[Edit Approval Routing](#)

[Edit Email Notifications](#)

[Edit Favorite Accounting Code](#)

[Edit Password Information](#)

[Edit Tax Information](#)

[Printable Profile](#)

[Profile Supplement](#)

Edit Password Information

[Cancel](#)

To edit your password information, provide your current password OR answers to your security questions.

Current Password:

OR

What street was your first house on?

What was your first phone number?

[Continue](#)

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: (& is not permitted)

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:

[Save](#) [Cancel](#)

Travel Preferences



Travel Preferences

[Edit Travel Preferences](#)

TMC Profile ID: N/A

[Register PKI Certificate](#)

Travel Preferences

[Edit Travel Preferences](#)

TMC Profile ID: SELK08712

[Register PKI Certificate](#)

E2 TMC Profile



[Help](#) [Return to E2](#)

Jennifer A Selkman Site: E2 Training (Sabre)

[Home](#)

Announcements

Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. [CLICK HERE](#) when finished to close the window.

AIRLINES REQUIRE SECURE FLIGHT DATA FOR YOUR TICKETS TO BE ISSUED. *SUCCESSFUL COMPLETION OF THE FLIGHT RESERVATION AND TICKETING PROCESS REQUIRES YOUR SECURE FLIGHT DATA TO BE ENTERED ON THIS PAGE.* FAILURE TO PROVIDE THIS INFORMATION AT THE TIME OF BOOKING MAY RESULT IN **UNCONFIRMED** RESERVATIONS AND TICKETS **NOT** ISSUED. FOR MORE INFORMATION, PLEASE CONSULT SECURE FLIGHT PROGRAM INFORMATION AT <http://www.tsa.gov/>

Profile

Profile settings

- [Personal information](#) Edit your name, address, phone number, and miscellaneous personal information.
- [Charge cards](#) Add, modify, or remove charge card information.
- [E-mail settings](#) Edit the e-mail address for yourself and others who receive copies of your itinerary.

Travel preferences

- [Frequent traveler](#) Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
- [Passport and visas](#) Add, modify, or remove passport and travel visa information.
- [Flight preferences](#) Edit your preferences for airlines, seat selection, meal types, and special requests.
- [Hotel Preferences](#) Edit your preferences for hotel chains and special requests.

Profile settings

- [Personal information](#)
- [Charge cards](#)
- [E-mail settings](#)

Travel preferences

- [Frequent traveler](#)
- [Passport and visas](#)
- [Flight preferences](#)
- [Hotel preferences](#)
- [Car preferences](#)
- [Rail preferences](#)
- [Site preferences](#)

Personal Information



Personal information

Edit your name, address, phone number, and miscellaneous personal information.

Gender

(Requested by [TSA](#))

Date of birth

(Requested by [TSA](#))

Known Traveler Number

Please enter between 9 and 11 characters. No spaces or special characters.

Known Traveler Number

Site Preferences



Site preferences

Edit your preferences for time format, default currency, preferred language, and itinerary confirmation settings.

Site preferences

Time format

Select one

Itinerary confirmation settings

Send Booking Confirmation e-mail only

The changes to your profile are effective immediately and have been automatically sent to CWTSatoTravel.

* = required

Save

Itinerary confirmation settings

- Send Booking Confirmation e-mail only
- Send Booking Confirmation e-mail only**
- Send Booking Confirmation e-mail with .ics calendar attachments
- Send Booking Confirmation e-mail and calendar appointments

Time format

Select one

- Select one**
- 12 Hour Clock
- 24 Hour Clock
- Send Booking Confirmation e

E2 TMC Profile Cont'd



[Help](#) [Log out](#)

Jennifer A Selkman

Site: E2 Training (Sabre)

[Home](#)

Announcements

Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. [CLICK HERE](#) when finished to close the window.

AIRLINES REQUIRE SECURE FLIGHT DATA FOR YOUR TICKETS TO BE ISSUED. **SUCCESSFUL COMPLETION OF THE FLIGHT RESERVATION AND TICKETING PROCESS REQUIRES YOUR SECURE FLIGHT DATA TO BE ENTERED ON THIS PAGE.** FAILURE TO PROVIDE THIS INFORMATION AT THE TIME OF BOOKING MAY RESULT IN UNCONFIRMED RESERVATIONS AND TICKETS NOT ISSUED. FOR MORE INFORMATION, PLEASE CONSULT SECURE FLIGHT PROGRAM INFORMATION AT <http://www.tsa.gov/>

Profile

Profile settings

[Personal information](#)

Edit your name, address, phone number, and miscellaneous personal information.

[Charge cards](#)

Add, modify, or remove charge card information.

[E-mail settings](#)

Edit the e-mail address for yourself and others who receive copies of your itinerary.

Travel preferences

[Frequent traveler](#)

Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

[Passport and visas](#)

Add, modify, or remove passport and travel visa information.

[Flight preferences](#)

Edit your preferences for airlines, seat selection, meal types, and special requests.

[Hotel Preferences](#)

Edit your preferences for hotel chains and special requests.

Profile settings

[Personal information](#)

[Charge cards](#)

[E-mail settings](#)

Travel preferences

[Frequent traveler](#)

[Passport and visas](#)

[Flight preferences](#)

[Hotel preferences](#)

[Car preferences](#)

[Rail preferences](#)

[Site preferences](#)

Online Booking Engine (OBE)



Home Profile Trip templates

✕ Book travel ^

Flight or Train Hotel Car * = required

Round-trip One-way Multi-destination

Search by time Search by price [\(What's this?\)](#)

* From * To

* Depart Leaves at * Time

* Return Leaves at * Time

▶ Advanced search (Coach, Unrestricted)

* Hotel search location * Check in * Check out

Frontier Airlines Changes

Frontier Airlines has changed its reservations processes. These changes now require instant purchase and ticketing. Frontier will cancel all bookings without a form of payment information within 4 hours of booking. Until we can consult with GSA and your agency on how these changes may affect your agency, if you need to book Frontier Airlines, please call your TMC.

< ○ ● || >

OBE Searching



* From * To

- Washington, DC, US - Washington Metropolitan Area (WAS)
- Washington, VA, US - Washington Dulles Reston (IAD)
- Seattle, WA, US - Seattle (SEA)
- Baltimore, MD, US - Baltimore (BWI)
- Washington, DC, US - National Apt, Washington D.C. (DCA)

* Time

- Morning (7:00 am)
- Morning (7:00 am)
- Afternoon (12:00 pm)**
- Evening (6:00 pm)
- 12:00 am
- 1:00 am
- 2:00 am
- 3:00 am
- 4:00 am
- 5:00 am
- 6:00 am
- 7:00 am
- 8:00 am
- 9:00 am
- 10:00 am
- 11:00 am
- 12:00 pm
- 1:00 pm
- 2:00 pm
- 3:00 pm
- 4:00 pm

* Depart Leaves at * Time Morning (7:00 am)

November 2019							December 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

Selecting Flights



Home

Announcements

Government Contract fares may not apply to the contract carrier's code share partner. Please select the contract airline and not the code share partner to obtain the government contract fare.

Select [Contract Fare Finder](#) to research government contracted fares.

Government –DG fares are Non-Contract fares that typically price at or below the Government Contract fares (YCA or –CA), but on occasion may price higher than the contract fare. The selection of a –DG fare type requires a justification for the use of the non-contract fare prior to completing the reservation.

Frontier Airlines has changed its reservations processes. These changes now require instant purchase and ticketing. Frontier will cancel all bookings without a form of payment information within 4 hours of booking. Until we can consult with GSA and your agency on how these changes may affect your agency, if you need to book Frontier Airlines, please call your TMC.

Select departing flight

Mon, Aug 10, 2020 Washington, DC/Baltimore, MD Area Airports, USA (WAS) to Seattle, WA (SEA) [Edit search](#)

Sort by

Select one

Filters

172 of 172 flights

[Reset filters](#)

Flight time

Departure



Mon, Aug 10
5:00 AM

Mon, Aug 10
3:00 PM

Alaska
AS 1

8:00 AM → 10:51 AM (5h 51m)



Contract carrier

\$176.61

2 more fares available

UNITED
UA 1964

Contract carrier

\$187.78

2 more fares available

Your trip so far

Selecting Flights Cont'd



Contract carrier

UNITED
UA 1964

-CA \$187.78
2 more fares available

8:45 AM → 11:20 AM (5h 35m)



UNITED
 Contract carrier

Mon, Aug 10
Washington, DC (IAD) Alternate airport, 8:45 AM
Seattle, WA (SEA), 11:20 AM
2302 miles

UA 1964
Coach [Unrestricted](#)
Boeing 777
[Preview seat map](#)

Govt contract fare limited availability

Government -CA fares are the lowest government contracted fares and are subject to availability. You may incur costs if you change your itinerary.

Govt contract fare

Government YCA fares are government contracted fares and have no restrictions. There are no additional costs if you change your itinerary.

Unrestricted

You have requested the Unrestricted fare for the flight selected.

Based on your selection, the system searches for appropriate fare options.

- \$187.78**
-CA Govt contract fare limited availability
- \$311.50**
YCA Govt contract fare
- Coach**
Unrestricted

Select

Classes of Air



- City Pairs has Dual Fares:
 - YCA
 - Highly discounted unrestricted fare
 - _CA
 - Capacity Controlled fare
 - More deeply discounted than YCA fares
 - Limited amount
 - <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pairs-programs/resource-library/dual-fares-fact-sheet>
- DG
 - Non Contract Airfare
- Myth VS Fact
 - <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pairs-programs/myth-vs-fact>

Selecting Returning Flight



Select returning flight

Mon, Aug 17, 2020 Seattle, WA (SEA) to Washington, DC/Baltimore, MD Area Airports, USA (WAS) [Edit search](#)

Sort by

Select one ▼

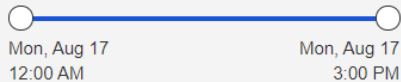
Filters

173 of 173 flights

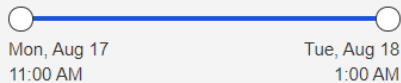
[Reset filters](#)

Flight time

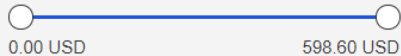
Departure



Arrival



Price



Stops

Non-stop (8)

UNITED Contract carrier
UA 2462 -CA **\$187.78**
2 more fares available

7:00 AM → 2:58 PM (4h 58m)

SEA — IAD

UNITED Contract carrier ✕

Mon, Aug 17
Seattle, WA (SEA), 7:00 AM
Washington, DC (IAD) ⚠ Alternate airport, 2:58 PM
2302 miles

UA 2462
Coach [Unrestricted](#)
Boeing 737-900
[Preview seat map](#)

- \$187.78**
-CA Govt contract fare limited availability
- \$311.50**
YCA Govt contract fare
- Coach**
Unrestricted

Review Low Fare Options



Review low fare options

Mon, Aug 10, 2020 to Mon, Aug 17, 2020 Washington, DC (IAD) to Seattle, WA (SEA) [Edit search](#)

Your selected itinerary

Contract carrier

Depart

UNITED
UA 1964

Mon, Aug 10, 8:45 AM → 11:20 AM (5h 35m)



Return

UNITED
UA 2462

Mon, Aug 17, 7:00 AM → 2:58 PM (4h 58m)



\$375.56

Depart

UNITED

Contract carrier

Govt contract fare limited availability

Mon, Aug 10

Washington, DC (IAD) Alternate airport, 8:45 AM

↳ Seattle, WA (SEA), 11:20 AM

2302 miles

UA 1964

Coach

[Fare rules](#)

Boeing 777

[Preview seat map](#)

Selecting Foreign Flights



1.

DELTA
DL 155, DL 98

Contract carrier

YCA \$546.90
1 more fare available

2:45 PM → **▲** 8:05 AM (11h 20m)

----- (BOS) --- (DTW) ----- (CDG) -----

2.

DELTA
DL 154, DL 8354 (Operated by CITY JET DBA AIR FRANCE)

Contract carrier

YCA \$478.40
1 more fare available

9:48 PM → **▲** 2:20 PM (10h 32m)

----- (BOS) ----- (DUB) --- (CDG) -----

3.

AIRFRANCE
AF 5662 (Operated by 9E), AF 3577

\$3,904.90
Unrestricted

1:00 PM → **▲** 7:20 AM (12h 20m)

----- (BOS) --- (JFK) ----- (CDG) -----

<https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>

Fare Rules



Fare rules

V FARE BASIS BK FARE TRAVEL-TICKET AP MINMAX RTG
1 GCADCA G X 60.00 R30SE - -/ - 33
PASSENGER TYPE-GVT AUTO PRICE-YES
FROM-BOS TO-WAS CXR-AA TVL-03AUG18 RULE-4830 DFR/11
FARE BASIS-GCADCA SPECIAL FARE DIS-S VENDOR-ATP
FARE TYPE-PG OW-GOVERNMENT FARE
USD 55.81 0033 E01OCT17 D30SEP18 FC-GCADCA FN-39
SYSTEM DATES - CREATED 07AUG17/1513 EXPIRES INFINITY

01.ELIGIBILITY

VALID FOR GOVERNMENT TRAVEL PSGR WITH ID.

NOTE - TEXT BELOW NOT VALIDATED FOR AUTOPRICING.
TEXT BELOW NOT VALID FOR AUTOPRICING. MUST BE
U.S. GOVERNMENT TRAVEL. VALID FOR CIVILIAN AND
MILITARY EMPLOYEES OF THE U.S. FEDERAL
GOVERNMENT/MEMBERS OF CONGRESS AND OTHERS WHOSE
TRANSPORTATION COSTS ARE PAID BY THE GOVERNMENT
INCLUDING DEPENDENTS WHETHER OR NOT TRAVELLING
WITH THE GOVT EMPLOYEE WHERE AUTHORIZED BY LAW OR
REGULATION. FORM OF PAYMENT RESTRICTIONS MUST BE
MET TO BE ELIGIBLE. CONTRACTORS ARE NOT ELIGIBLE.
CONTRACTOR IS DEFINED AS A NON-U.S. GOVT EMPLOYEE
OR AGENCY WORKING UNDER CONTRACT FOR THEW U.S.
GOVT OR AGENCY WHETHER THEY ARE REIMBURSED FOR
THEIR EXPENSES OR NOT. LETTERS REQUESTING GOVT
FARES BE EXTENDED TO CONTRACTORS ARE NOT HONORED.

02.DAY/TIME

NO DAY/TIME TRAVEL RESTRICTIONS APPLY.

03.SEASONALITY

NO SEASONAL TRAVEL RESTRICTIONS APPLY.

04.FLIGHT APPLICATION

THE FARE COMPONENT MUST BE ON

16.PENALTIES

FARE RULE
CHANGES/CANCELLATIONS

CHANGES/CANCELLATIONS PERMITTED.

NOTE - TEXT BELOW NOT VALIDATED FOR AUTOPRICING.
REROUTING OF GOVERNMENT FARES IS ALLOWED BY THE
PASSENGER TOWARDS OTHER NON-GOVERNMENT FARES. THE
PASSENGER WILL PAY ANY ADDITIONAL COSTS OUT OF
THEIR OWN FUNDS WHEN TRAVEL IS FOR LEISURE
PURPOSES. IT IS THE PASSENGERS RESPONSIBILITY TO
INDICATE IF THE REROUTED TRAVEL IS FOR OFFICIAL
GOVERNMENT BUSINESS WHEREAS ADD COLLECTS/REFUNDS
WILL BE TO THE GOVERNMENT FORM OF PAYMENT. WHEN
THE PASSENGER REQUESTS A REROUTE ON HIS GOVERNMENT
FARE TICKET FOR PURPOSES OF ADDING LEISURE TRAVEL
IT WILL BE PERMITTED CHARGING ANY ADDITIONAL FUNDS
TO A PERSONAL CREDIT CARD OR CASH. IF THE NEW
REROUTED FARE RESULTS IN A LOWER FARE ANY REFUND
WOULD BE CREDITED BACK TO THE GOVERNMENT.

GENERAL RULE - APPLY UNLESS OTHERWISE SPECIFIED
CANCELLATIONS

PER TICKET CHARGE USD 100.00 FOR LOST TICKET.

NOTE - TEXT BELOW NOT VALIDATED FOR AUTOPRICING.
AA WILL IMPOSE A SERVICE CHARGE PER TICKET FOR
HANDLING SUCH REQUEST FOR REFUND OF A LOST TICKET.

17 HTD/MTRFAGE EXCEPTIONS

Selecting Seats



Home

Select a seat for flight 1 of 2

Mon, Aug 10, 2020

UNITED
Flight 1964 (IAD - SEA)
Boeing 777
Coach (remaining seats: 41%)

L	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50
K	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50
J	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50
G	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50
F	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50
E	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50
D	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50
C	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50
B	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50
A	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	39	40	41	42	43	44	45	46	47	48	49	50

Passenger 1

Your trip so far

Passenger 1

Select a Seat

Flight 1:
Flight 2:

Legend

- Available seat
- Premium seat (for qualifying frequent travelers)
- Premium seat (fee)
- Available exit row seat
- Premium exit row seat (for qualifying frequent travelers)
- Premium exit row seat (fee)
- Seat unavailable
- Seat taken
- Exit row seat (must be reserved at airport)

Skip seat selections **Select**

Other Seating



- **Seat Upgrades**
 - Choice/Premium Seating is upgraded seating within coach class accommodations. Since choice/premium seating is considerably less expensive than premium class travel, employees are encouraged to use choice/premium seating instead of premium class travel whenever possible. Employees who request choice/premium seating, must qualify under one of the exceptions listed in the Premium Class section of the DOC Travel Policy Handbook
- **Premium Class**
 - NOAA's Deputy Under Secretary (DUS) will approve all premium class travel authorizations and CD-334s (<https://connection.commerce.gov/forms-and-surveys/request-approval-other-coach-class-accommodations>), Request for Approval for Other than Coach-Class Accommodations, in accordance with FTR, Chapter 301-10 (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90794#wp1088854>)
- **Companion Seating**
 - <http://www.corporateservices.noaa.gov/finance/e2travel.html>
 - **E2 Standard Operating Procedures – Companion Seats - Award Recipient Travel**

Hotel Selection



Announcements

Travel policy restricts online booking to ONLY FEMA fire and safety approved hotel properties with a FedRooms or government rate. Hotel properties marked a single checkmark with the "FedRooms Property" text indicate FedRooms properties and should be used to the maximum extent possible.

[GSA per diem rates.](#)
[GSA State Tax Exemption Forms](#)

Select a hotel

⚠ One or more items in your search results or the item you selected may conflict with an existing trip. A conflict may result in a duplicate or overlapping booking, a missed connection, and/or fees charged by a vendor.

Location Seattle
Dates 09/16/2019 - 09/23/2019
Trip Type ✈️ 🚗 🏠
Record # WDGRGC

All hotels are approved by the U.S. government as fire-safe properties.

* Airport, city, or address

SEA

* Check in

09/16/19

* Check out

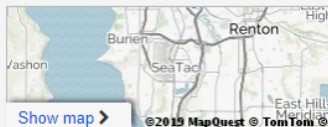
09/23/19

* = required

Search

Company locations

Current location

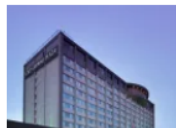


Show map >

©2019 MapQuest © TomTom

297 of 297 hotels

Sort by Preferred hotels ▾



CROWNE PLAZA SEATTLE AIRPORT

✔ FedRooms Property

17338 International Boulevard
Seattle WA 98188 USA

\$231

per diem \$257

View rates

Filters

Reset filters

Your trip so far

Hotel Selection Cont'd



Select a hotel

All hotels are approved by the U.S. government as fire-safe properties.

* Airport, city, or address

SEA

* Check in

12/02/19

* Check out

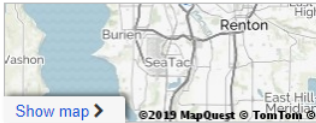
12/09/19

* = required

Search

Company locations

Current location



Show map >

298 of 298 hotels

Sort by Preferred hotels

Property Filters

Reset Property Filters

Hide sold out

Hide out of policy

Distance from: SEA

within 25 miles

Company locations

Hotel name

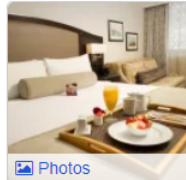
Name or chain

Amenities

ADA accessible (175)

Airport shuttle (60)

Breakfast included (144)



Photos

Green hotel Note - FedRooms Rate Includes: *4pm Cancel**Internet**Continental Breakfast**Parking**Airport Shuttle*

CROWNE PLAZA SEATTLE AIRPORT

17338 International Boulevard Seattle WA 98188 USA

0.2 miles SE | Map | Amenities

FedRooms Property

\$170

per diem \$184



Photos

Green hotel Note - FedRooms Rate Includes: *4pm Cancel**Internet**Airport Shuttle*

HILTON SEATTLE AIRPORT&CONF CNTR

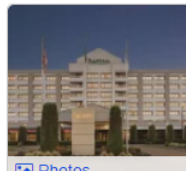
17620 INTERNATIONAL BLVD Seattle WA 98188 USA

0.3 miles SE | Map | Amenities

FedRooms Property

\$160

per diem \$184



Photos

RADISSON HOTEL GATEWAY SEATTLE AIRPORT

18118 International Boulevard Seattle WA 98188 USA

0.7 miles S | Map | Amenities


FedRooms Property

\$149

per diem \$184

Room Rates



 **CROWNE PLAZA SEATTLE AIRPORT** FedRooms Property
17338 International Boulevard Seattle WA 98188 USA **\$170**
per diem \$184
0.2 miles SE | [Map](#) | [Amenities](#)
[Photos](#)

Green hotel Note - FedRooms Rate Includes: *4pm Cancel**Internet**Continental Breakfast**Parking**Airport Shuttle*

Room Rates Details Amenities Map

Room rates for Mon, Dec 2, 2019 - Mon, Dec 9, 2019

Room types	Room rates	
Fedrooms, 1 King Bed Executive Level Nonsmoking These Gorgeous King Bedrooms Are Located On The Quiet Executive Club Fir. Perks <small>Cancel by 6pm day of check in.</small> + Rate details	FedRooms Rate \$170.10 *	Select
Fedrooms, 2 Queen Beds Executive Level Nonsmoking Stay On The Exclusive Executive Fir And Enjoy The Vw And The Quiet As <small>Cancel by 6pm day of check in.</small> + Rate details	FedRooms Rate \$170.10 *	Select
Fedrooms, Standard Room Nonsmoking When You Arrive At The Hotel We Will Do Our Best To Meet Your Bed Type Preferences.these Are <small>Cancel by 6pm day of check in.</small> + Rate details	FedRooms Rate \$170.10 *	Select
Fedrooms, Two Queen Beds Nonsmoking These Chic And Modern Rms Have Granite Topped Furniture As Well As An Electronic Safe And A <small>Cancel by 6pm day of check in.</small> + Rate details	FedRooms Rate \$170.10 *	Select
Government Rate Rate Is, Standard Room Nonsmoking When You Arrive At The Hotel We Will Do Our Best To Meet Your Bed Type Preferences.these Are	\$174.00 *	Select

* Room rate changes during stay. Click the [Rate details](#) link to view a breakdown of daily rates.

Rate Details & Cancellation Policy



Rate details and cancellation policy ✕

 **Cancellation policy.** 04pm 16sep19

Hh0009141 Hilton Seattle Airport
1 King Bed
Comp Basic Wi-Fi - Refrigerator
Serenity Bed-Peter Thomas Roth Bath Amenities
Id-Travel Orders Required At Check In Limit 2
Rooms Per Reservation - No Groups
257.00 Per Night Starting 16sep19
Taxes And Service Charges Not Included
Deposit Policy: No Deposit Is Required At This Time.
Cancellation Policy: 04pm 16sep19
Guarantee Policy: Credit Card Guarantee
Other Policy: Tax 12.40 Pct Per Room Per Night
Tax 2.00 Charge Per Room Per Night

Special requests

The hotel will be notified of your requests, but your selections may not be available at check-in. Please select up to three.

- | | |
|--|--|
| <input type="checkbox"/> non-smoking room | <input type="checkbox"/> king bed |
| <input type="checkbox"/> high floor | <input type="checkbox"/> low floor |
| <input type="checkbox"/> away from elevators | <input type="checkbox"/> away from ice machine |
| <input type="checkbox"/> hypoallergenic room | <input type="checkbox"/> wheelchair accessible |
| <input type="checkbox"/> smoking room | |

You can add additional hotels when you check out.

[Back to rates](#)

[Select room](#)

Car Rental



Home

Announcements

Current rates negotiated under the U.S. Government Rental Car Program.
New Executive Order: No texting while driving. [**View full details**](#)

Search cars

Pick-up location

Airport Hotel Address

* Pick-up

SEA

Drop off at a different location

Dates

* Pick-up date

12/02/19

* Pick-up time

4:00 pm

* Drop-off date

12/09/19

* Drop-off time

11:00 pm

Car type (select up to five)

Cars

- Mini
- Economy
- Compact
- Intermediate
- Standard

SUV and trucks

- Compact SUV
- Intermediate SUV
- Standard SUV
- Full sized SUV
- Premium SUV

Vans and wagons

- Mini van
- Standard van
- Full sized van

Car Types



Car type (select up to five)

Cars

- Mini
- Economy
- Compact
- Intermediate
- Standard
- Full size
- Premium
- Luxury

SUV and trucks

- Compact SUV
- Intermediate SUV
- Standard SUV
- Full sized SUV
- Premium SUV
- Luxury SUV

Vans and wagons

- Mini van
- Standard van
- Full sized van

Car features

Transmission

- Automatic
- Manual

Number of doors

- Any
- Two (2) doors
- Four (4) doors

▶ Special equipment

* = required

[Skip car search](#)

[Search](#)

Selecting a Car



Select a car

Search recap

Pick-up Seattle, WA (SEA)

Drop-off Seattle, WA (SEA)

Mon, Dec 2, 2019 - Mon, Dec 9, 2019

[Edit search](#)

Sort by

 Seattle, WA (SEA) 17801 Pacific Highway South Suite 301 206-248-1300	Economy Total price \$203.13 Details Select	Compact Total price \$200.52 Details Select	Intermediate Total price \$205.75 Out of policy ⓘ Details Select	Standard Total price \$218.83 Out of policy ⓘ Details Select
 Seattle, WA (SEA) 18836 International Boulevard In Terminal Seatac International Airport 206-246-7565	Economy Total price \$205.16 Details Select	Compact Total price \$205.16 Details Select	Intermediate Total price \$210.43 Out of policy ⓘ Details Select	Standard Total price \$222.28 Out of policy ⓘ Details Select

Car Details



Car details

Economy

- 4 passengers
- 2 bag(s)

2WD
Automatic transmission
Air conditioning
2 / 4 doors

Weekly rate \$108.00
Extra day \$18.00

Unlimited mileage
An additional fee may apply if you drop off at a different location.

This information is intended as a guide to the car type generally available. This is only an example. The car model available to you will vary by company, by rate and by location.

Enterprise
Seatac, WA (SEA)
3150 S 160th St Suite 508
USA
206-246-1953

Total price	Total price	Total price	Total price
\$218.83	\$232.86	\$231.54	\$238.09
\$222.28	\$240.70		

Trip Review and Checkout



Home



Announcements (posted 08/24/2018)

Itinerary Recap: Only the contract carrier guarantees the government rate. If selecting a Non Contract carrier, please read the fare rules and price details listed below.

Please Note: Southwest reservations have to be completed prior to confirming the price. If Southwest is unable to confirm the price quoted, an email will be sent with the confirmed fare.

Please **DO NOT** include spaces or punctuation marks when entering frequent flyer numbers as this will inhibit completion of your reservations.

AIRLINES REQUIRE SECURE FLIGHT DATA FOR YOUR TICKETS TO BE ISSUED. **SUCCESSFUL COMPLETION OF THE FLIGHT RESERVATION AND TICKETING PROCESS REQUIRES YOUR SECURE FLIGHT DATA TO BE ENTERED ON THIS PAGE.** FAILURE TO PROVIDE THIS INFORMATION AT THE TIME OF BOOKING MAY RESULT IN UNCONFIRMED RESERVATIONS AND TICKETS NOT ISSUED. FOR MORE INFORMATION, PLEASE CONSULT SECURE FLIGHT PROGRAM INFORMATION AT <http://www.tsa.gov/>

Government –DG fares are Non-Contract fares that typically price at or below the Government Contract fares (YCA or –CA), but on occasion may price higher than the contract fare. The selection of a –DG fare type requires a justification for the use of the non-contract fare prior to completing the reservation.

Trip review and checkout



Flight segments must be ticketed by close of business on **December 02**.

Please Note: REFUNDABLE

Fares not guaranteed until ticketed.

Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Expand all | Collapse all

▼ Trip details

▸ Legend

➕ Add to this trip

📄 Save as template

Flight Details



▼ Trip details

▸ Legend

[+ Add to this trip](#)

[Save as template](#)

▼ Flight details (Roundtrip) (Government Fare Selected for Entire Trip)

IAD to SEA - Non-stop

[Change this flight](#)

[Remove this flight](#)



Contract carrier

Govt contract fare

Flight 2388 Seat not assigned

Class: Coach

[Fare Rules](#)

Depart

Washington, DC (IAD)

12:30 PM

Mon, Dec 2, 2019

Arrive

Seattle, WA (SEA)

3:23 PM

Mon, Dec 2, 2019

SEA to IAD - Non-stop

[Change this flight](#)

[Remove this flight](#)



Contract carrier

Govt contract fare limited availability

Flight 419 Seat not assigned

Class: Coach

[Fare Rules](#)

Depart

Seattle, WA (SEA)

8:15 AM

Mon, Dec 9, 2019

Arrive

Washington, DC (IAD)

4:07 PM

Mon, Dec 9, 2019

Base airfare **\$479.07**

Taxes and fees **\$64.53**

Flight total **\$543.60**

Seat assignment

Add or modify your seat assignments.

Hotel Details



▼ Hotel details

Seattle, WA

7 nights

Change this hotel

Remove this hotel

CROWNE PLAZA SEATTLE AIRPORT

17338 International Boulevard
Seattle, WA 98188 USA

Green hotel

Telephone: 1-206-248-1000

Fax: 1-206-242-7089

FedRooms Property

Check-in

3:00 PM

Mon, Dec 2, 2019

Check-out

11:00 AM

Mon, Dec 9, 2019

Special Note: FedRooms Rate Includes: *4pm Cancel**Internet**Continental Breakfast**Parking**Airport Shuttle*

Fedrooms, 1 King Bed Executive Level Nonsmoking These Gorgeous King Bedrooms Are Located On The Quiet Executive Club Flr. Perks

Cancellation rules

cxl after 1800 02dec forfeit first nite stay

Guarantee rules

guarantee required

Deposit rules

deposit policies vary by hotel since a hotel can set a deposit policy of up to 30 days in advance please review rate rules prior to booking to avoid possible charge

Estimated average nightly rate:

Before taxes and fees: \$153.60

Including taxes and fees: \$177.65

Estimated sum of nightly rates **\$1,075.20**

Estimated taxes and fees **\$168.32**

Estimated hotel total **\$1,243.52**

Car Details



▼ Car details

Seatac, WA

[Change this car](#) [Remove this car](#)



Seatac, WA (SEA)
3150 S 160th St Suite 508
USA
206-246-1953

Pick-up
4:00 PM
Mon, Dec 2, 2019
Seatac, WA (SEA)

Drop-off
8:00 AM
Mon, Dec 9, 2019
Seatac, WA (SEA)

Economy
2 or 4 door
air conditioning
automatic transmission

Weekly car rate \$107.00
Extra day \$18.00
Unlimited mileage

Estimated car total **\$231.54**

Other Areas – Trip Breakdown



▶ Traveler details

▶ Billing information

▶ Delivery information

▶ Additional information

▼ Estimated trip cost breakdown

Flight total ‡	\$543.60
Seattle, WA - Hotel total ‡	\$1,243.52
Seatac, WA - Car total ‡	\$231.54
Trip total ‡	\$2,018.66

‡ Please note that this total is based on available information. The estimated cost may not include taxes and fees.

Once approval has been received, unless otherwise requested, your ticket will be issued approximately 3 business days prior to departure.

For safety reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, and flammable liquids. For a full list of prohibited items, check your carrier's website.

By purchasing, I agree to the hazardous materials restrictions.

* = required


[Start Over](#)

[Complete Reservation](#)

Create Authorization or Save for Later



Create Authorization or Save for Later

 **Booking complete, reservation confirmation code(s): UWNOJN.**

You can save your confirmation number for later or create an authorization. If you click on the Create Authorization button, your reservation will be pre-loaded with your confirmation number. If you click on the Save for Later button, your reservation will be saved without an authorization.

Please choose one of the options below.

Create an Authorization

Save for Later

Held Reservations




Held Reservations ?

Select	Confirmation Number	Summary	Expiration Date	Show	Change	Cancel
<input type="checkbox"/>	UWNOJN	30-Jul-2018 06:30am Air travel, Hotel, Car Rental from DCA/Ronald Reagan National (DCA) to BOS/Logan International (BOS) Govt contract fare limited availability, Refundable	27-Jul-2018	Show	Change	Cancel

[Create an Authorization](#) [Exit Window](#)

Adding Held Reservations to Authorization



 Start a Travel Document

What would you like to do today?

Show Held Reservations ▾

Go

Held Reservations

Select	Confirmation Number	Summary	Expiration Date	Show	Change	Cancel
<input type="checkbox"/>	ZVJLUP	24-Sep-2018 08:40am Air travel, Hotel, Car Rental from Balt/Wash Intl (BWI) to St Paul Intl (MSP) Govt contract fare	21-Sep-2018	Show	Change	Cancel

Create an Authorization

Exit Window

Adding Held Reservations to Authorization Cont'd



Step 2 : Reservation

Traveler Name: ASHLEY JOHNSON Trip ID: 301312 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](#)

Manage Trip Reservations

Confirmation Code: [Retrieve](#)

Select	Confirmation Number	Summary	Show	Move to Held Reservations	Cancel Reservation
<input type="checkbox"/>	ZVJLUP	24-Sep-2018 08:40am Air travel, Hotel, Car Rental from Balt/Wash Intl (BWI) to St Paul Intl (MSP) Govt contract fare	Show		Cancel

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

Reservation Added to Authorization



Step 2 : Reservation

Traveler Name: ASHLEY JOHNSON Trip ID: 301141 Authorization Status: Reservations Booked

Your last date to ticket this reservation is 21-Sep-2018.

Basic Information has been successfully updated.
 Booking complete for trip - 301141, reservation confirmation code(s): ZVJLUP.

Confirmation Number: ZVJLUP

Air

Departure Date	From	To	Fare Type	Cabin Class	Flight #	Vendor	Last Update	Vendor Confirmation	Change Existing Reservation
Monday, September 24, 2018 08:40am	Balt/Wash Intl (BWI)	St Paul Intl (MSP)	YCA	ECONOMY	1301	Delta Air Lines	Monday, June 11, 2018	H4J98Z	Change Existing Reservation
Friday, September 28, 2018 09:05am	St Paul Intl (MSP)	Balt/Wash Intl (BWI)	YCA	ECONOMY	2287	Delta Air Lines	Monday, June 11, 2018	H4J98Z	Change Existing Reservation

Fare Type: | YCA: Govt contract fare | -CA: Govt contract fare limited availability | -CB: Govt contract fare business class | -DG: Govt non-contract fare limited availability | REF: Refundable fare | NRF: Non-refundable fare

Car

Pick-up	Pick-up Location	Drop-off	Drop-off Location	Vendor	Vendor Confirmation	Change Existing Reservation
Monday, September 24, 2018 11:00am	St Paul Intl (MSP)	Friday, September 28, 2018 09:00am	St Paul Intl (MSP)	Enterprise Rent A Car	1040913988COUNT	Change Existing Reservation

Site Details







Step 3 : Site Details

Traveler Name: TIMOTHY WATSON Trip ID: 319954 Authorization Status: New Authorization


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




[Site 1] Begin: Washington, DC, United States on 02-Dec-2019 to Seattle, WA, United States 

Departing Date:*	<input type="text" value="02-Dec-2019"/> 
Departing Time:*	<input type="text" value="Noon - 12:00 PM"/> ▼
Departing From: *	<input type="text" value="Washington, DC, United States"/> 
Going To:*	<input type="text" value="Seattle, WA, United States"/> 
Arrival Date:*	<input type="text" value="02-Dec-2019"/> 
Mode of Transportation:*	<input type="text" value="Commercial Plane"/> ▼
Reason For Stop:*	Temporary Duty

Add Site

Add Break

[Site 2] End: Seattle, WA, United States on 09-Dec-2019 to Washington, DC, United States 

Returning Date:*	<input type="text" value="09-Dec-2019"/> 
Returning From:	Seattle, WA, United States
Returning To:*	<input type="text" value="Washington, DC, United States"/> 
Arrival Date:*	<input type="text" value="09-Dec-2019"/> 
Arrival Time:**	<input type="text" value="Evening - 08:00 PM"/> ▼
Mode of Transportation:*	<input type="text" value="Commercial Plane"/> ▼

*Required

**Required if trip duration is less than three days

Expenses



Step 4 : Expenses

Traveler Name: TIMOTHY WATSON Trip ID: 319954 Authorization Status: New Authorization

Expense has been added successfully.

Expense Information

Agency Billed: 568.46
Traveler: 2089.54
Unassigned: 0.00
Amount: 2658.00

Filter Options

Order by:

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
02-Dec-2019	Airfare Common Carrier	543.60		Agency Billed		Modify	Copy	Delete
02-Dec-2019	Lodging	1288.00	Lodging expense in Seattle, WA, United States including lodging taxes	Traveler		Modify		
02-Dec-2019	Meals and Incidentals	570.00	M&IE expense in Seattle, WA, United States	Traveler		Modify		
02-Dec-2019	Rental Car	231.54		Traveler		Modify	Copy	Delete
02-Dec-2019	TMC Fee (Online with Air or Rail)	9.35		Agency Billed		Modify	Copy	Delete
09-Dec-2019	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				

Showing 1 - 6 of 6

Remark: Reduced:

[Add New Expense](#)

Lodging Expenses



Lodging Expenses

Filter Options

Apply to All Displayed Expenses

Lodging Site: Seattle, WA, United States

Order by: Date

Sort Ascending

Sort Descending

Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts
02-Dec-2019	Per Diem	184.00	184.00	184.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
03-Dec-2019	Per Diem	184.00	184.00	184.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
04-Dec-2019	Per Diem	184.00	184.00	184.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
05-Dec-2019	Per Diem	184.00	184.00	184.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
06-Dec-2019	Per Diem	184.00	184.00	184.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
07-Dec-2019	Per Diem	184.00	184.00	184.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
08-Dec-2019	Per Diem	184.00	184.00	184.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>		
09-Dec-2019	Per Diem	184.00	0.00	0.00	0.00		<input type="checkbox"/>	No		
Running Totals:			1288.00	1288.00	0.00					

Save and Close

Save


Exit Window

Accounting




Step 5 : Accounting

Traveler Name: TIMOTHY WATSON Trip ID: 319954 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](#)

Travel Policy



Step 6 : Travel Policy

Traveler Name: TIMOTHY WATSON Trip ID: 319954 Authorization Status: New Authorization

 These policy items are incomplete: Air Cabin Class, and Rental Car Type.

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

Travel Policy Justifications

Policy Item	Information	Explanation
Air Cabin Class	Business class <input type="text"/>	Select one <input type="text"/>
Rental Car Type	Economy <input type="text"/>	Within policy

*Required

Travel Policy Warnings

Policy Item	Information
Lowest Logical Airfare	No commercial air reservation.
Lowest Compact Car	No commercial rental car reservation.



SATO/EI Sol Contact Numbers

TMC Contact Number for SATO Customers

If you would like to call the TMC to make reservations (or to make changes to an existing reservation) please use the following number:

1-855-813-2844

TMC Contact Number for EI Sol Customers

If you would like to call the TMC to make reservations (or to make changes to an existing reservation) please use the following number:

1-844-355-0383

Fees



Type	Fee
Full Service Domestic Fee (SATO)	\$37.63
Full Service International Fee (SATO)	\$39.19
Full Service Domestic Fee (El Sol)	\$35.53
Full Service International Fee (El Sol)	\$36.45
Online Booking Engine TMC Fee (Domestic/International Full Booking)	\$9.35
Online Booking Engine TMC Fee (Domestic without Air/Rail)	\$7.22
Local Voucher Fee (through E2)	\$6.90
TDY Voucher Fee (through E2)	\$15.51

Best Practices for Contacting the Travel Management Center (TMC)



- Minimize agent assisted calls to SATO and El Sol by calling when:
 - Online Booking Engine (OBE) is unavailable
 - Traveler has a complex itinerary
 - General definition of “complex travel” includes, but is not limited to:
 - International reservation with three or more airlines involved
 - International reservation with two or more stops
 - International reservation with three or more required airline fare breaks
 - International reservation with two or more airlines without ticketing agreements
 - Unable to find suitable itinerary in the OBE
 - Booking Emergency travel (Stuck in the airport, flight cancelled, etc.)
 - Booking Companion Travel
 - Booking Premium Class Travel
- A Traveler cannot use both SATO **and** El Sol to book reservations. They must use the TMC assigned to their Major/Minor

NOAA Client Services Help Desk



- **Functional/Technical Support for CBS Applications**
 - Budget Operating Plans (BOP)
 - Reimbursable Agreements
 - Summary Level Transfers (SLTs) & Document Level Adjustments (DLAs)
 - Data Warehouse/Discoverer
 - E2 Travel
 - C.Request/C.Award (C.Suite)
- **User Account requests**
- **FSD/CBS Web Site**
 - Click on Help Desk link for additional info, phone numbers, etc.
 - Email: ClientServices@noaa.gov
 - Website: http://www.corporateservices.noaa.gov/Finance/FOFSD_Home.html



NOAA NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

E2 System Basics

FY2021 – December
V 1.0.2