E2 System Basics

FY2021 – December
V 1.0.2

Training Objective

Use/Navigation of the Travel system

<u>Not</u> 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

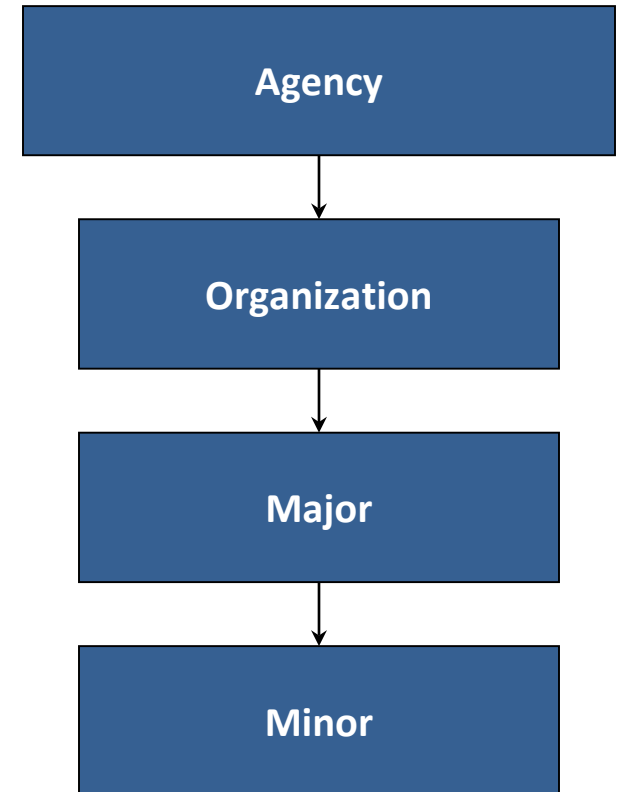# E2 Hierarchy

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.

Agency → Organization → Major → Minor

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)	Org. 3 Code (0008)
OFFICE OF EXPORT ENFORCEMENT	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):	New
Enter your full legal name as it would appear on your travel identification documents:	
First Name: **Middle Name:** **Last Name:** **Suffix:**	
User Type: ▾ **Traveler Type:**	
Governmen Traveler **Travelers Enter Sponsor Email Address):**	
External En Approver	
Employee ID (CBS Vendor #):	
Organization (Bureau):	
Major Customer (Office):	
Minor Customer (Sub-Office):	
Routing Pool (*Approvers Only*):	
Routing Template (*If different than Minor Customer Default*):	

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	▼

No Document View Access
Minor Level
Major Level
Organizational Level (Bureau)
Agency Level (Cross-Servicing Administrators)

Administrator Role Nan	
Ad Hoc Reporting:	
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

- 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:* [Select One   ▾]

Security Answer:* [   ]

Confirm Security Answer:* [   ]

Second Security Question:* [Select One   ▾]

Security Answer:* [   ]

Confirm Security Answer:* [   ]

*Required

[Save] [Cancel]

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

E2 Login Screen – once set up

E2 Home Page

E2 Navigation Basics

Standard Menu Bar

Drop-down

View Tabs

Links

Sections

2Solutions

| 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? | Make Reservations ⌄ | **Go**

To Do List

ℹ️ No to do list items found.

Bulletins

⚠️**03-Apr-2020:** Dear E2 Solutions clients, At... the dramatic reduction in...*read more*

⚠️**09-Sep-2019:** Please find below the various THC 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

ℹ️ No pending approvals found.

Additional Notices

ℹ️ No additional notices found.

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

Document Steps

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 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 Knowledge Portal

E2 Travel System Profile

E2 Travel System Profile

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

E2Solutions   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 is 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   Edit Homesite
Default Airport: DCA   Edit Airport

Return to User Profile

Edit Default Homesite

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

State: District Of Columbia ▼

Search

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

Other

Edit Default Homesite Airport

Airport: %
Country: United States ▼
A state may only be selected if the country is the United States.

State: Select State... ▼

Search

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

Field	Input
Address line 1*:	[ ]
Address line 2 :	[ ]
City*:	[ ]
State*:	District Of Columbia ▾
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)

Save Cancel

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:* | erin.cobbs@noaa.gov |
Alternate Email Address 1: | |
Alternate Email Address 2: | |
Alternate Email Address 3: | |
Alternate Email Address 4: | |

*Required

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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: [   ]

                                                                  Search

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:	MASTERCARD ▼
Card Number:	[hidden]
Expiration Date:	December ▼ ▼	🗑️

Personal Charge Card

Type of Card:	No Card on File ▼
Card Number:	
Expiration Date:	▼ ▼	🗑️

Online Booking Charge Card Defaults

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

Airfare Charge Card:*	CBA (Centrally Billed Account) ▼
Rail Charge Card:*	CBA (Centrally Billed Account) ▼
Hotel Guarantee Charge Card:*	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: [What street was your first house on?   ▼]
Security Answer: [_____]
Confirm Security Answer: [_____]
Second Security Question: [What was your first phone number?   ▼]
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

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

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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

E2 TMC Profile Cont'd

Online Booking Engine (OBE)

OBE Searching

Selecting Flights

Selecting Flights Cont'd

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

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

-CA $375.56

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

⚠ IAD ─────── SEA

Return
UNITED
UA 2462
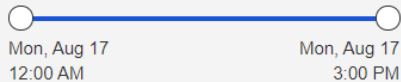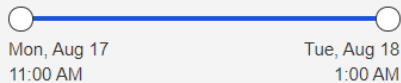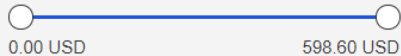
Mon, Aug 17, 7:00 AM ➝ 2:58 PM (4h 58m)

SEA ─────── ⚠ IAD

Depart   ✕
UNITED
🇺🇸 Contract carrier
-CA Govt contract fare limited availability

Mon, Aug 10   UA 1964
Washington, DC (IAD) ⚠ Alternate airport, 8:45 AM   Coach
↳ Seattle, WA (SEA), 11:20 AM   Fare rules
2302 miles   Boeing 777
                                                              Preview seat map

Selecting Foreign Flights

1.

▲ DELTA
DL 155, DL 98

YCA **$546.90**
1 more fare available

🇺🇸 Contract carrier

2:45 PM → ⚠ 8:05 AM (11h 20m)

BOS —— DTW ———————— CDG

2.

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

YCA **$478.40**
1 more fare available

🇺🇸 Contract carrier

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 HIP/MILEAGE EXCEPTIONS
```

Selecting Seats

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	* Check in	* Check out	* = required
SEA	09/16/19	09/23/19	Search

📋 Company locations   ✛ Current location

297 of 297 hotels   Sort by [Preferred hotels ▾]
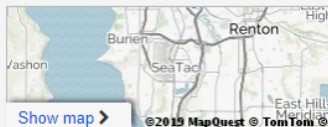
Show map ❯   ©2019 MapQuest © TomTom

Filters
Reset filters
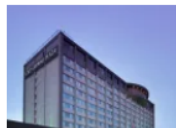
CROWNE PLAZA SEATTLE AIRPORT
✔ FedRooms Property
17338 International Boulevard
Seattle WA 98188 USA

$231
per diem $257

[View rates]

Your trip so far   ^

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Hotel Selection Cont'd

Room Rates

Rate Details & Cancellation Policy

Car Rental

NOAA

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

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Selecting a Car

Car Details

Trip Review and Checkout

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

UNITED 🏳
🇺🇸 Contract carrier
YCA 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

UNITED 🏳
🇺🇸 Contract carrier
-CA 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.

57

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

enterprise

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

Economy
2 or 4 door
air conditioning
automatic transmission

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

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

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

Held Reservations

Held Reservations

Select	Confirmation Number	Summary	Expiration Date	Show	Change	Cancel
☐	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

Adding Held Reservations to Authorization Cont'd

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:*   02-Dec-2019   📅
Departing Time:*   Noon - 12:00 PM ▾
Departing From: *   Washington, DC, United States   🌐
Going To:*   Seattle, WA, United States   🌐
Arrival Date:*   02-Dec-2019   📅
Mode of Transportation:* 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:*   09-Dec-2019   📅
Returning From: Seattle, WA, United States
Returning To:*   Washington, DC, United States   🌐
Arrival Date:*   09-Dec-2019   📅
Arrival Time:**   Evening - 08:00 PM ▾
Mode of Transportation:* Commercial Plane ▾

*Required
**Required if trip duration is less than three days

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Expenses

Step 4 : Expenses ❷

| 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 ▾]   [Sort Ascending]   [Sort Descending]

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

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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 ▾	☐	☐		
03-Dec-2019	Per Diem ▾	184.00	184.00	184.00	0.00	Traveler ▾	☐	☐		
04-Dec-2019	Per Diem ▾	184.00	184.00	184.00	0.00	Traveler ▾	☐	☐		
05-Dec-2019	Per Diem ▾	184.00	184.00	184.00	0.00	Traveler ▾	☐	☐		
06-Dec-2019	Per Diem ▾	184.00	184.00	184.00	0.00	Traveler ▾	☐	☐		
07-Dec-2019	Per Diem ▾	184.00	184.00	184.00	0.00	Traveler ▾	☐	☐		
08-Dec-2019	Per Diem ▾	184.00	184.00	184.00	0.00	Traveler ▾	☐	☐		
09-Dec-2019	Per Diem	184.00	0.00	0.00	0.00		☐	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 ▾	Select one ▾
Rental Car Type	Economy ▾	Within policy

*Required

Travel Policy Warnings ⌃

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

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SATO/El 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 El 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

E2 System Basics

FY2021 – December
V 1.0.2