



FOR YOUR INFORMATION: E2 COMPARATIVE TRIPS EXPENSE CAP BULLETIN

Purpose

This bulletin outlines the process that should be followed in the E2 Solutions (E2) travel system when the traveler does not choose the least expensive mode of travel. This guidance will help accurately document expenses while limiting the obligation of funds and traveler reimbursement to the trip most cost effective for the Government.

Background

E2 provides functionality that allows comparative trips to be created when a traveler chooses to deviate from the authorized itinerary and/or mode of transportation for personal preference. This feature, for example, allows a traveler to show how much it would cost to drive to their Temporary Duty (TDY) destination versus fly.

Employees performing official travel are, by default, authorized to fly to their TDY location since flying usually gets the traveler there and back in a more cost effective manner than driving. Per the Federal Travel Regulations (FTR), DOC Travel Handbook and bureau specific travel regulations, a cost comparison is required whenever a traveler chooses to deviate from the authorized itinerary and/or mode of transportation.

The authorizing official must review the comparative trip(s) and ensure the trip which is most cost effective for the Government is specifically authorized in the Remarks section of the travel authorization. For example, 'Comparative trip was processed. Air travel is authorized as the less expensive mode'.

For more information on the basic functionality of adding a comparative trip, please see the Quick Reference Card in E2 Find Answers related to Adding Comparative Trips:

https://e2.gov.cwtsatotravel.com/help/misc/ets2_grc90_adding_comparative_trips.pdf

Please see the example below:

- Comparative Trip A:
 - Flight to Boston: \$1000
- Comparative Trip B:
 - Drive to Boston: \$1500

The traveler prefers to drive to their official TDY location instead of fly because they are taking leave at the end of their trip and would like access to their car; however the approver authorizes airfare as the



least expensive mode of transportation. In this case, the traveler's reimbursement must be limited to the cost authorized (i.e. the \$1000 for airfare).

DOC has implemented a separate expense type to capture the POV cost for the scenario above. The new expense type meets the following requirements:

- Maps to the correct Budget Object Class (BOC) in the financial system (2121/2122)
- Allows the traveler to obligate the correct dollar amount for reimbursement
- Allows the traveler to enter a flat POV amount instead of having the cost calculate based on the mileage distance entered (unlike the traditional POV mileage expense type)

Please see below for the process guidance on how to use this expense to obligate the Privately Owned Vehicle – Mileage - Comparative Trip amount. This process only applies when using POV is the higher of the comparative methods.

Guidance

Data recorded on the initial authorization entered is passed over to the Commerce Business System (CBS) for obligating and reporting purposes. As a result, the initial authorization should reflect how the traveler will actually be reimbursed (e.g. mileage limited to what it would have cost to fly and official TDY location and travel dates).

1. In the **Site Details screen**, enter the official TDY location and dates of travel.
2. In the **Expense screen**, select *Privately Owned Vehicle – Mileage Comparative Trip*

Add New Expense

Date of Expense: * 24-Jul-2017

Expense: * Private Owned Vehicle - Mileage for Comparative

Amount: * [Yellow Input Field]

Description: [Empty Text Field]

Pay To: * Traveler

Remark: [Add an Optional Remark](#)

Site of Expense: Allow selection of site based on date

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



3. In the expense Amount field, enter the cost of airfare in order to limit the POV reimbursement to the amount it would have cost to fly.
4. In the Description field enter the roundtrip mileage amount based on the most direct route traveled and include a comment to explain that mileage reimbursement is limited to the least expensive mode of transportation.

Add New Expense 

| | |
|--------------------|--|
| Date of Expense: * | <input type="text" value="24-Jul-2017"/>  |
| Expense: * | <input type="text" value="Private Owned Vehicle - Mileage for Comparative"/> |
| Amount: * | <input type="text" value="1000.00"/> |
| Description: | <input type="text" value="441 miles from DC To Boston - comparativ"/> |
| Pay To: * | <input type="text" value="Traveler"/> |
| Remark: | Add an Optional Remark |
| Site of Expense: | <input type="text" value="Allow selection of site based on date"/> |

Note: The approver should already be aware; but this ensures the correct documentation is available on the TA.

5. Once those fields are complete, the authorization can continue as normal.
6. If additional details are required they can be entered in the Remarks field.

Add Comparative Trips

Data recorded on the comparative trips are for reference information only. This data is **not** passed over to CBS. Instead this information is solely used to assist the authorizing official in determining which method of travel is the most advantageous to the Government.

Once the initial authorization is completed the actual comparative trips will need to be added to the authorization. The first comparative trip will be entered to show the cost of the trip as it is authorized (e.g. listing Airfare, rather than POV, with the official TDY location and travel dates)

The second comparative trip will be entered to show the traveler's preferred itinerary and mode of travel, as well as any additional expenses resulting from choosing that mode of travel. (e.g. additional stops en route, per diem and any extension of trip dates) .

When selecting the mode of transportation for this trip, the traditional **Privately Owned Vehicle – Mileage** expense should be selected to allow the system to calculate the expense amount based on the



mileage entered. Please note, this is done to help provide an accurate cost comparison. The Privately Owned Vehicle – Mileage – Comparative Trip should only be selected on the initial authorization.