



Implementation of New Electronic Travel Management System

Benjamin Friedman <announcement@noaa.gov>

Wed, Nov 9, 2016 at 1:08 PM



Message from the Deputy Under Secretary FOR OPERATIONS

November 9, 2016

I am writing to inform you of a new travel system that the Department of Commerce is implementing, which will go into effect for NOAA in May 2017. The new system is called "E2 Solutions" (E2), and is part of larger government-wide initiative called the "E-Gov Travel Service," (ETS2) which will unify over 80 Executive Branch agencies on a common, secure, automated travel system. E2 will deliver an agency-wide, internet-based, electronic travel management system that increases accountability, lowers transaction fees, requires less manual processing, and improves internal controls and management oversight.

The Department of Commerce (DOC) launched the ETS2 Project in May 2015, and awarded the contract to Carlson Wagonlit Travel (CWT)/Sato Travel Services (CWTSatoTravel) in September 2015. DOC is implementing the ETS2 Project in a phased approach, with the National Oceanic and Atmospheric Administration (NOAA) scheduled to transition in May 2017. At that time, NOAA's Integrated Travel Manager (ITM) will be replaced by CWTSatoTravel's E2 Solutions travel system.

What is E2 Solutions?

E2 Solutions (E2) is a web-based end-to-end travel and expense management tool that aims to assist agencies in efficiently meeting mission objectives and effectively managing travel spending. It offers a convenient way to book travel reservations, create travel authorizations, receive approvals, submit receipts and other supporting documentation, and submit travel vouchers for reimbursement.

Some E2 highlights include:

- Online Booking Engine (similar to Travelocity or Expedia) for domestic and international airline, rail, hotel and car reservations;
- "Travel for Others" feature, allowing designated Travel Arrangers/Preparers to make travel plans for other users;
- Paperless travel authorization and voucher process, including automated approval routing with email notifications;
- The ability to scan, route and attach receipts to the voucher electronically;
- Faster reimbursement to the traveler of incurred travel expenses; and
- Enhanced, agency-wide reporting.

Will E2 training be offered?

E2 training will be offered beginning in February 2017. Additional information regarding training opportunities will be provided at a later date.

What will happen to the Integrated Travel Manager (ITM) System?

After E2 Solutions is fully deployed to NOAA, ITM will be retired. More information regarding the transition will be provided over the next few months.

Questions about the ETS2 Project?

If you have any questions please contact the NOAA Finance Office Client Services Helpdesk – clientservices@noaa.gov or call 301-444-3400, Option 2, Monday - Friday, 7:00 am - 5:00 pm (ET). The NOAA Finance Office is developing an E2 Travel webpage, which will post additional information and updates as they become available. The webpage may be found at the following link: <http://www.corporateservices.noaa.gov/finance/e2travel.html>.

Sincerely,



Benjamin Friedman

Deputy Under Secretary for Operations, NOAA