

How should I plan for my upcoming travel?

Electronic Travel System (E2 Solutions)

Effective May 22, 2017, NOAA/BIS will be implementing a new electronic travel system called E2 Solutions. As we migrate to this new system, please refer to the chart below for guidance on planning your travel.

If my Travel Type Is...	And my travel begins...	I book my travel by....	My authorization is <u>created & approved</u> ...	My voucher is <u>created & approved</u> ...	If I need assistance using E2....
↓	↓	↓	↓	↓	↓
Domestic	Prior to 6/5/2017	Calling CWTSatoTravel prior to 5/22/2017	Using Travel Manager by 5/21/2017	Using Travel Manager by 7/31/2017	N/A
Foreign	Prior to 6/30/2017	Calling CWTSatoTravel prior to 5/22/2017	Using Travel Manager by 5/21/2017	Using Travel Manager by 7/31/2017	N/A
Domestic	On or after 6/5/2017	Waiting until 5/22/2017 and using the online booking engine through E2 Solutions	Electronically using E2 Solutions	Electronically using E2 Solutions	Contact the NOAA Tier 1 Help Desk at clientservices@noaa.gov or at 301-444-3400
Foreign	On or after 6/30/2017	Waiting until 5/22/2017 and using the online booking engine through E2 Solutions	Electronically using E2 Solutions	Electronically using E2 Solutions	Contact the NOAA Tier 1 Help Desk at clientservices@noaa.gov or at 301-444-3400
Local	<ul style="list-style-type: none"> • Prior to 5/22/2017, Local Travel Vouchers should be created and approved in Travel Manager <ul style="list-style-type: none"> ➤ NOTE: Due to E2 functionality (claim date duration cannot exceed 60 consecutive calendar days), users are highly encouraged to submit Local Travel Vouchers in Travel Manager for any expenses which have been incurred prior to 5/22/2017 • On or after 5/22/2017, Local Travel Vouchers must be vouchered in E2 Solutions 				Contact the NOAA Tier 1 Help Desk at clientservices@noaa.gov or at 301-444-3400
Long Term	<ul style="list-style-type: none"> • Long Term Travel cannot extend beyond 6/30/2017 in Travel Manager • If Travel extends beyond 6/30/2017, a new Travel Authorization must be created in E2 Solutions on 5/22/2017 to cover the remaining travel dates 				Contact the NOAA Tier 1 Help Desk at clientservices@noaa.gov or at 301-444-3400
PCS	<ul style="list-style-type: none"> • PCS is not impacted by the implementation of E2 Solutions • Travelers should continue to call CWTSatoTravel and follow the existing PCS processes 				Contact the NOAA Tier 1 Help Desk at clientservices@noaa.gov or at 301-444-3400

If you have any questions, please contact the NOAA Tier 1 Help Desk at clientservices@noaa.gov or at 301-444-3400, Option 2, Monday - Friday, 7:00 am - 5:00 pm (ET)