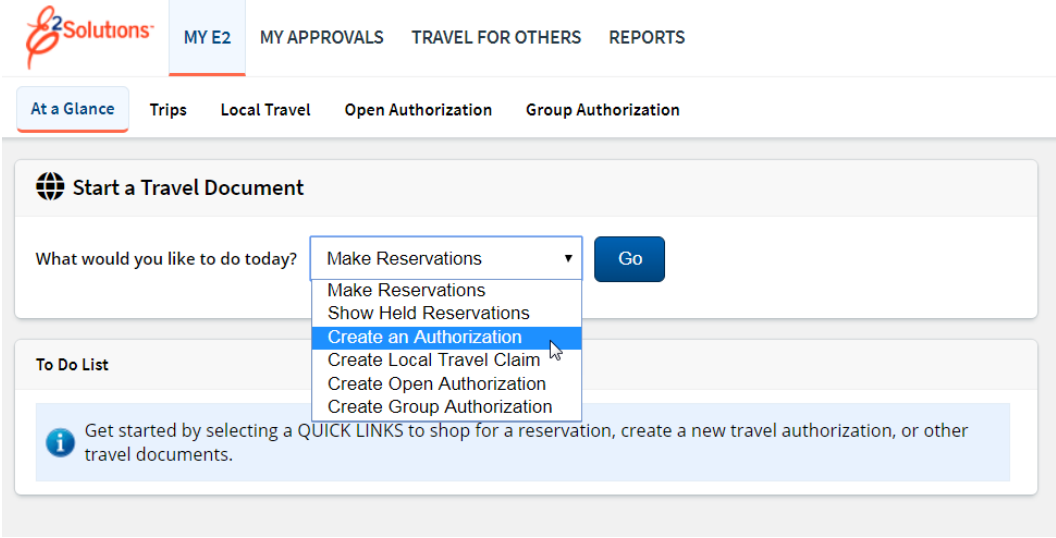


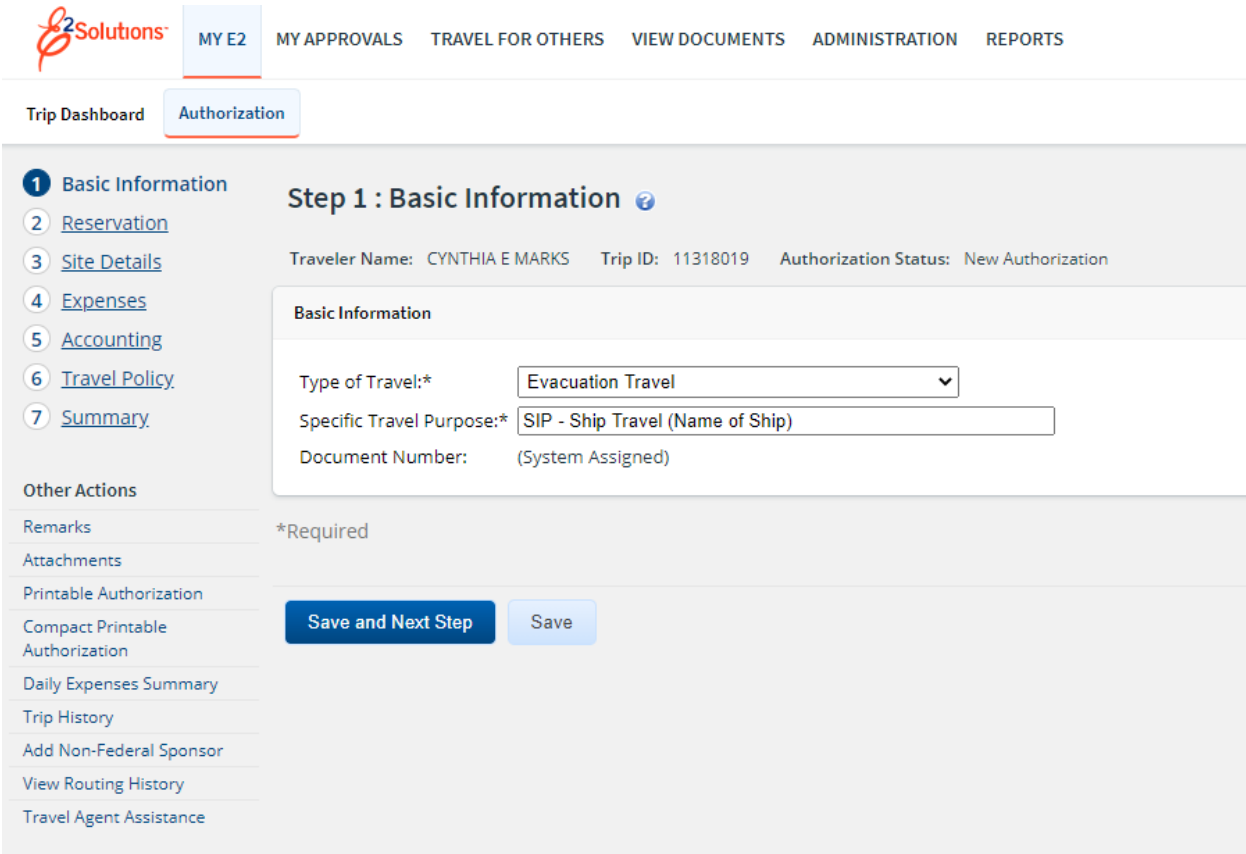
Shelter In Place (SIP) - Ship Travel

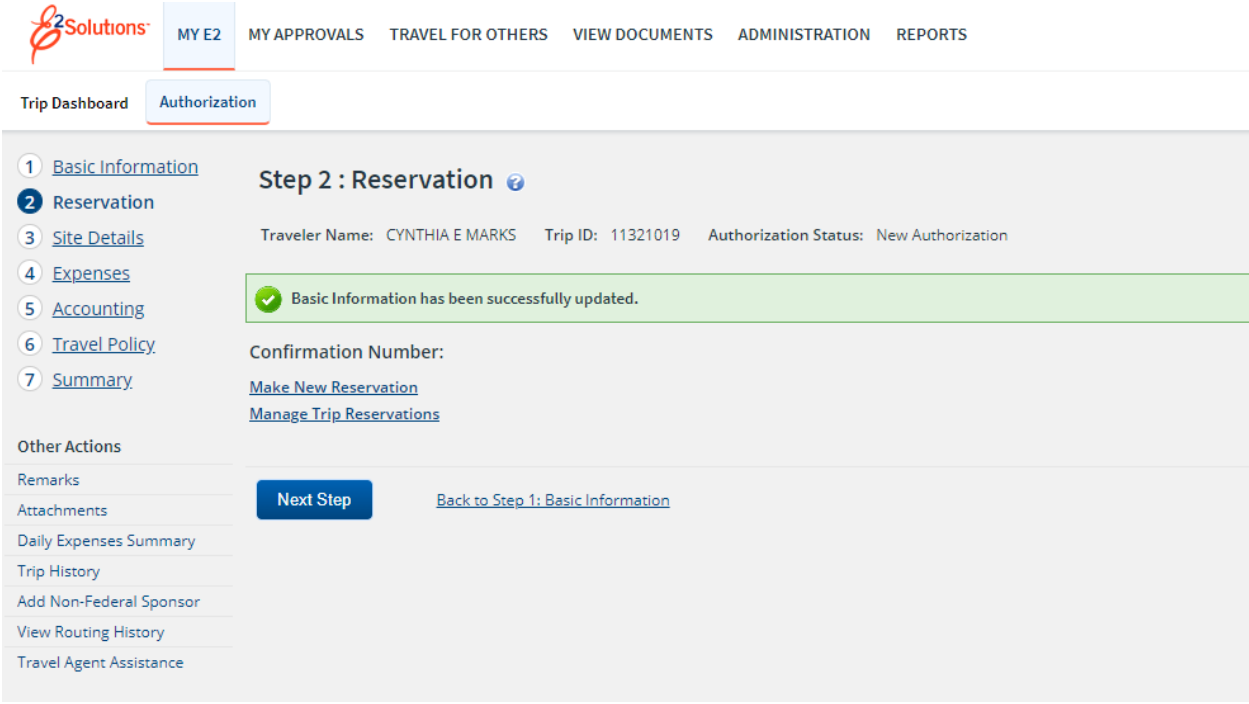
Objectives:

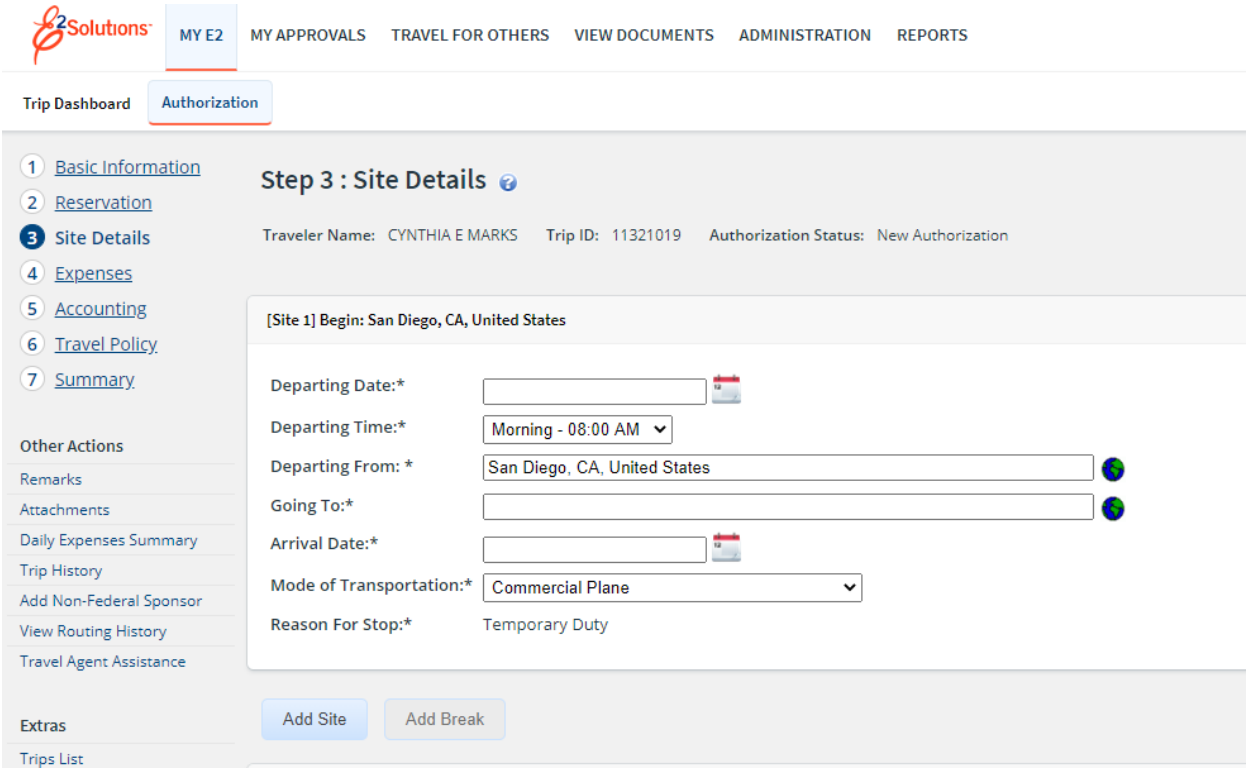
- Create a Basic Travel Authorization (TA)
- Navigate each step of the TA
- Understand the steps when you combine Multiple Locations

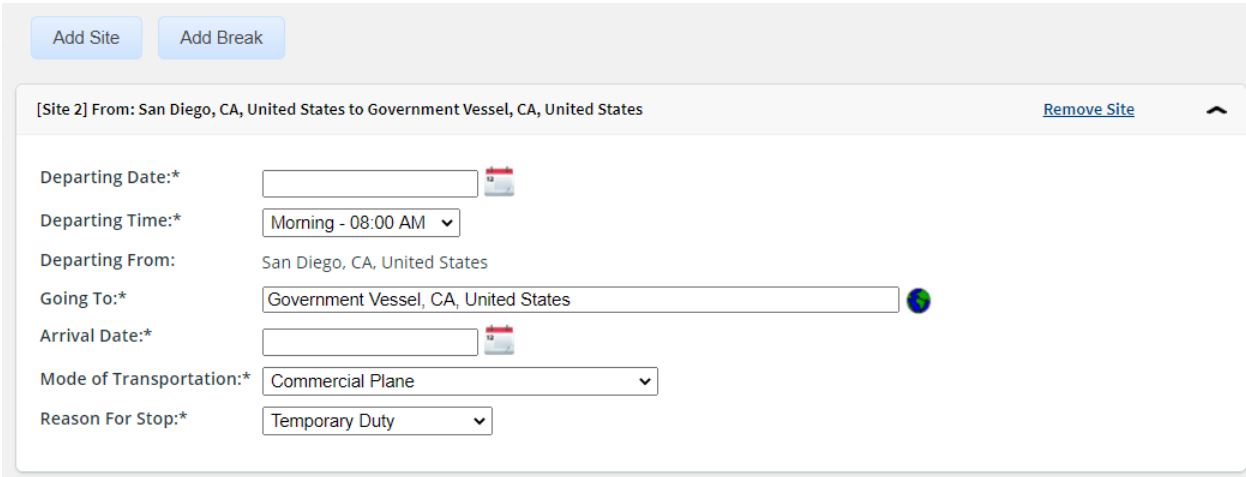
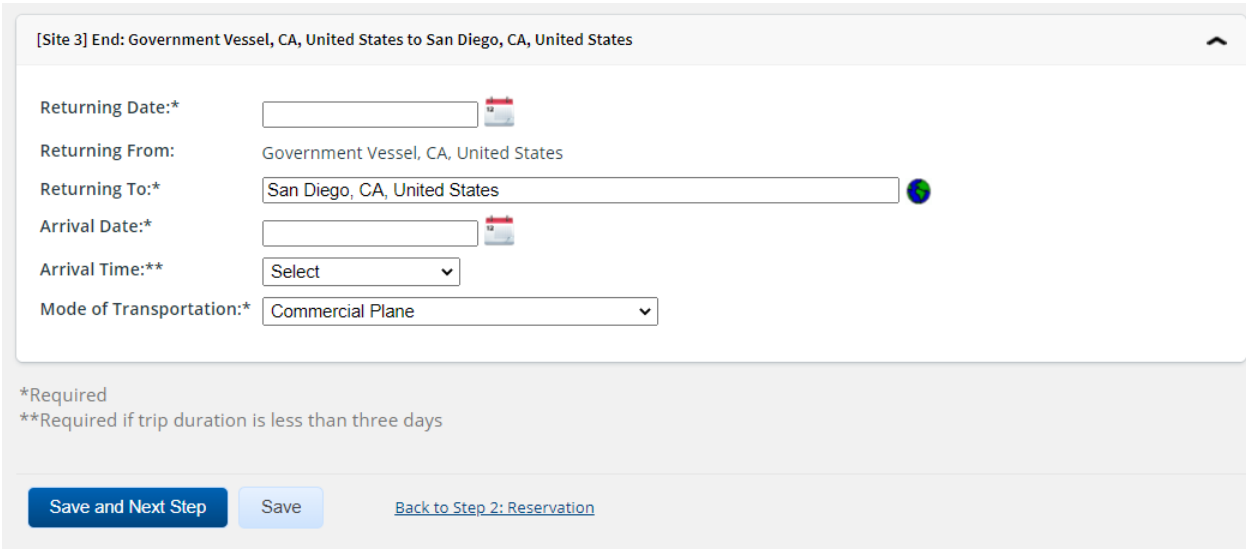
Instructions: Execute the following steps:

Step	Action
1	<p>From the My E2 screen:</p> <ul style="list-style-type: none">➤ Click the drop-down arrow on the “<i>What would you like to do today?</i>” field➤ Select Create an Authorization➤ Click Go  <p>The screenshot shows the 'My E2' screen with a navigation bar at the top containing 'MY E2', 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below this is a sub-navigation bar with 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is titled 'Start a Travel Document' and features a form with a dropdown menu labeled 'What would you like to do today?'. The dropdown menu is open, displaying a list of options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (which is highlighted in blue), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. A 'Go' button is located to the right of the dropdown menu. Below the form is a 'To Do List' section with a blue information icon and text: 'Get started by selecting a QUICK LINKS to shop for a reservation, create a new travel authorization, or other travel documents.'</p>

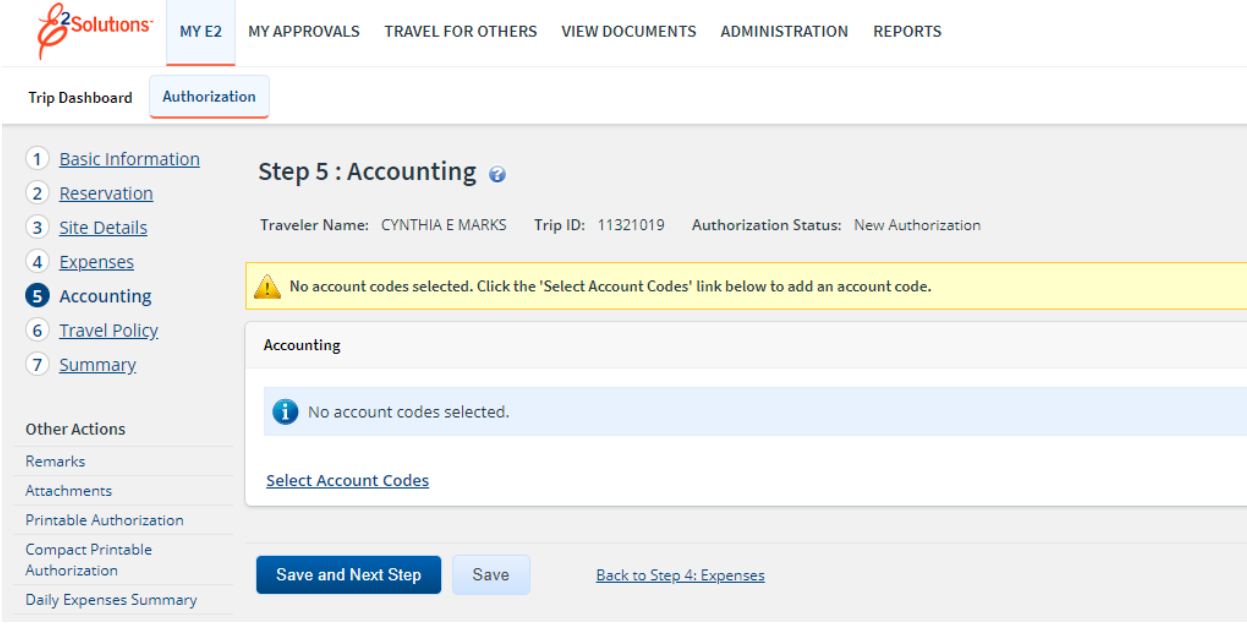
Step	Action
2	<p>The Step1: Basic Information screen of the authorization appears:</p>  <p>➤ Select the Type of Travel: (Evacuation)</p> <p>➤ Enter the Specific Travel Purpose (SIP – Ship Travel)</p> <p>➤ Click Save and Next Step</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ The E2 Solutions travel system generates a Document Number for the Authorization. ✓ The E2 Solutions travel system generates a Trip Number that groups all travel documents together. ✓ The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.

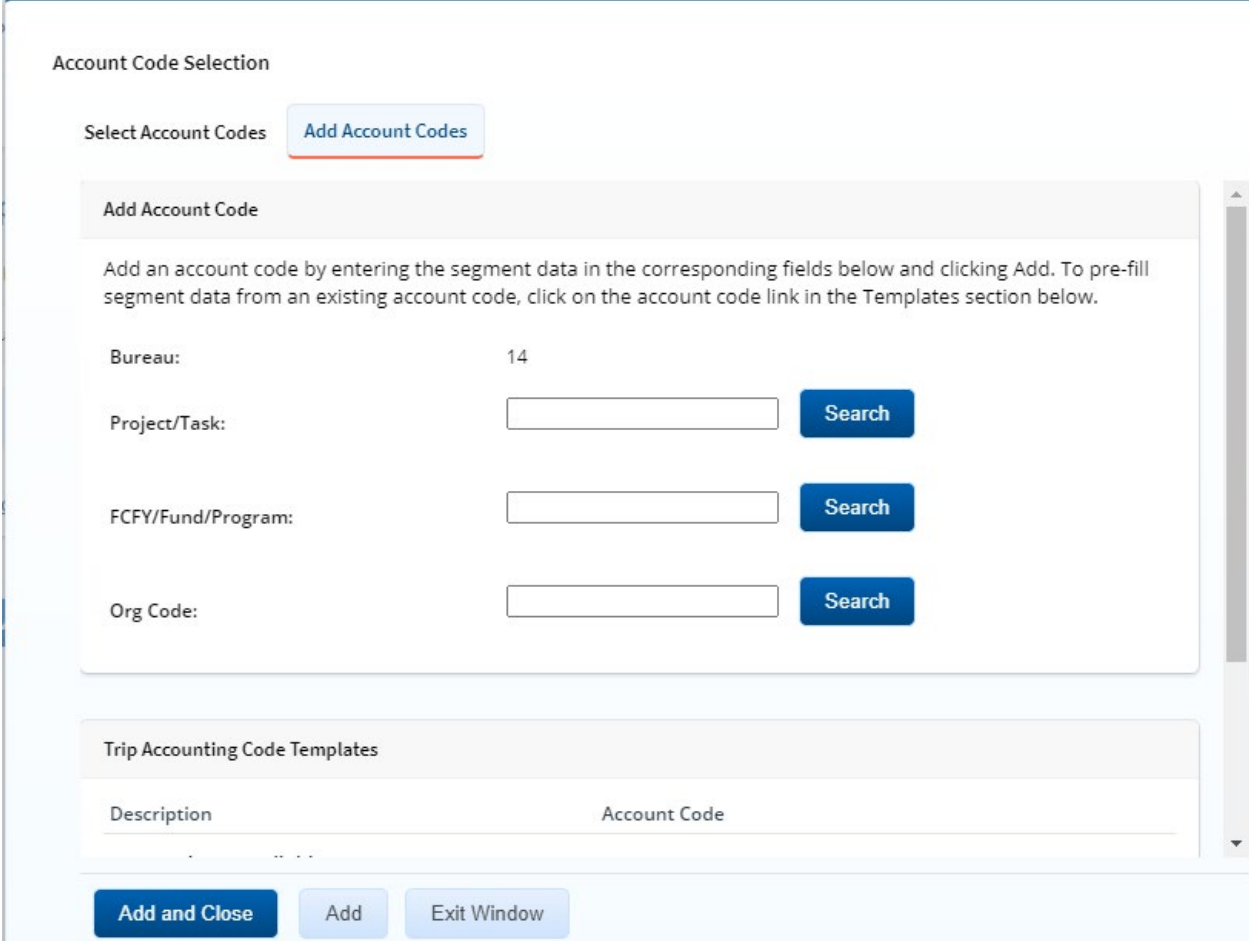
Step	Action
3	<p>The Step 2: Reservation screen of the authorization appears:</p>  <p>Click Next Step</p> <p>Notes:</p> <ul style="list-style-type: none"> ✓ For training purposes we will be skipping this step. ✓ In Production, this is the step you would be using if you had made a reservation outside of the system and needed to associate it to the authorization by using <i>Manage Trip Reservations</i>. ✓ If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.

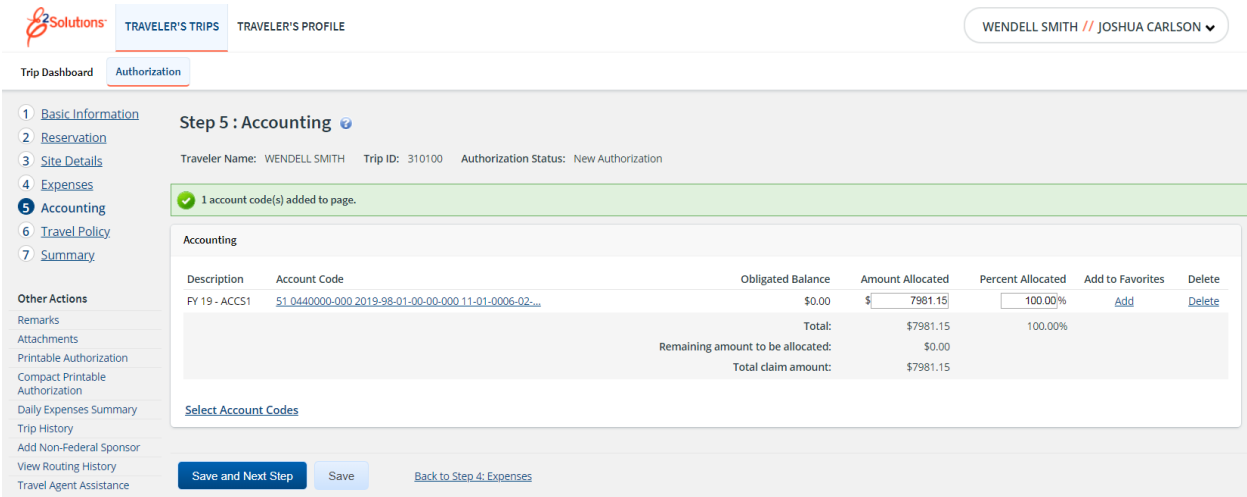
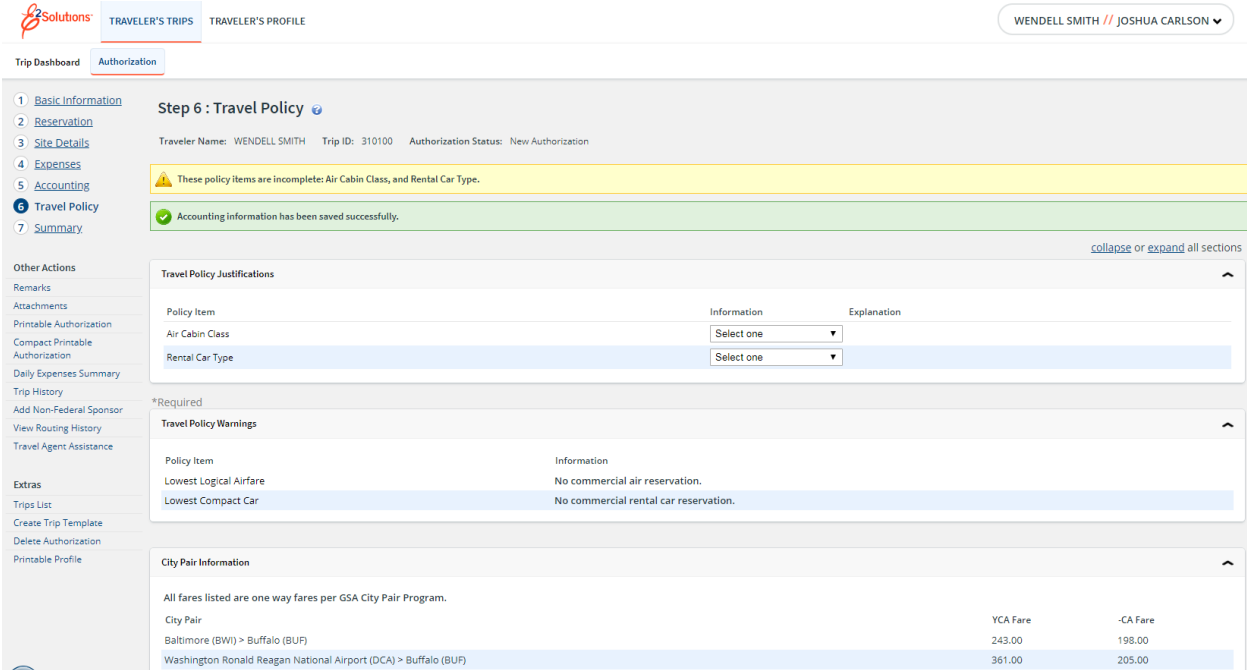
Step	Action
4a	<p>The Step 3: Site Details screen of the authorization appears:</p>  <p>➤ Select the Departing Date</p> <p>➤ Select the Departing Time</p> <p>➤ Change the Departing From if needed (i.e. defaults to your profile location)</p> <p>➤ Enter the Going To (Select your authorized Safe Haven location)</p> <p>➤ Click Add Site</p>

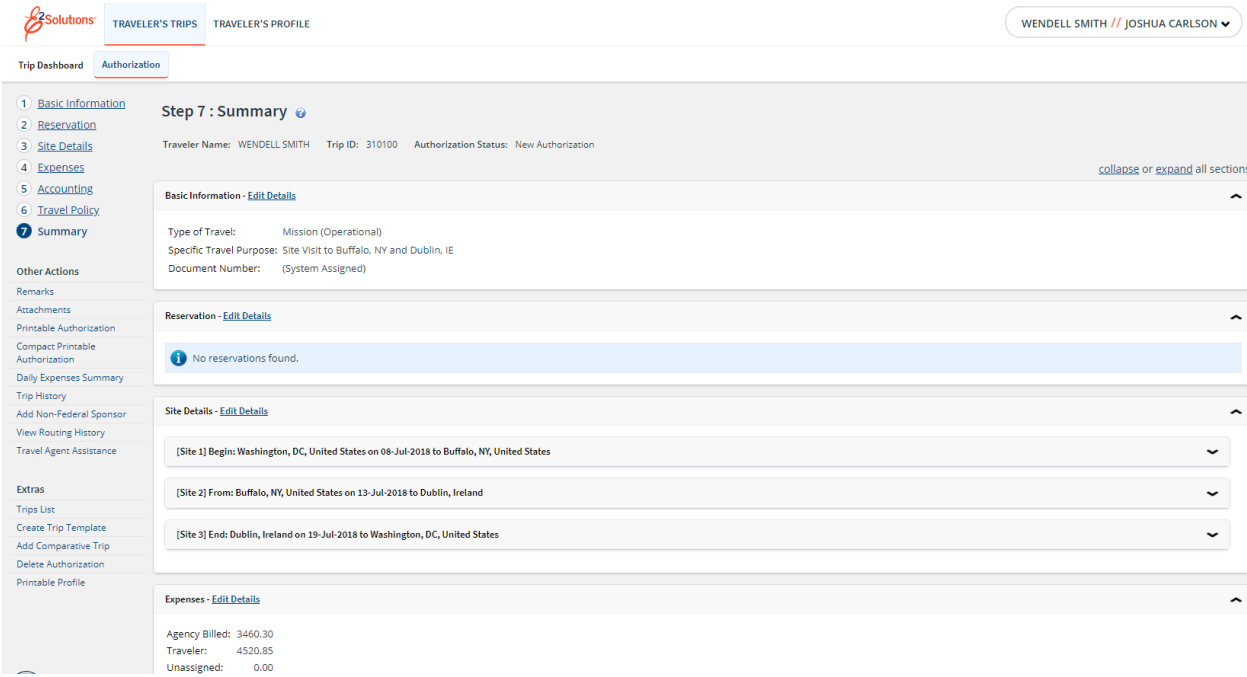
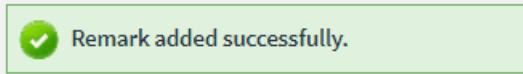
Step	Action
4b	<p>The <i>Site 2</i> part of the screen appears:</p> <div data-bbox="289 325 1528 798">  <p>The screenshot shows a form titled '[Site 2] From: San Diego, CA, United States to Government Vessel, CA, United States' with a 'Remove Site' link. The form contains the following fields: 'Departing Date:*' (calendar icon), 'Departing Time:*' (dropdown menu showing 'Morning - 08:00 AM'), 'Departing From:' (text field showing 'San Diego, CA, United States'), 'Going To:*' (text field showing 'Government Vessel, CA, United States' with a globe icon), 'Arrival Date:*' (calendar icon), 'Mode of Transportation:*' (dropdown menu showing 'Commercial Plane'), and 'Reason For Stop:*' (dropdown menu showing 'Temporary Duty').</p> </div> <ul style="list-style-type: none"> ➤ Select the <i>Departing Date</i> (i.e. July 13) ➤ Select the <i>Departing Time</i> (i.e. defaults to morning) ➤ Change the <i>Departing From</i> if needed (i.e. defaults the Site 1) ➤ Enter the Going To (Government Vessel, State in which the ship is docked) ➤ Scroll down
4c	<div data-bbox="289 1102 1528 1648">  <p>The screenshot shows a form titled '[Site 3] End: Government Vessel, CA, United States to San Diego, CA, United States' with an upward arrow icon. The form contains the following fields: 'Returning Date:*' (calendar icon), 'Returning From:' (text field showing 'Government Vessel, CA, United States'), 'Returning To:*' (text field showing 'San Diego, CA, United States' with a globe icon), 'Arrival Date:*' (calendar icon), 'Arrival Time:**' (dropdown menu showing 'Select'), and 'Mode of Transportation:*' (dropdown menu showing 'Commercial Plane').</p> <p>*Required **Required if trip duration is less than three days</p> <p>Buttons: 'Save and Next Step' (blue), 'Save' (light blue), and a link 'Back to Step 2: Reservation'.</p> </div> <ul style="list-style-type: none"> ➤ Select the <i>Returning Date</i> (i.e. Jul 19) ➤ Select the <i>Arrival Time</i> ➤ Click Save and Next Step

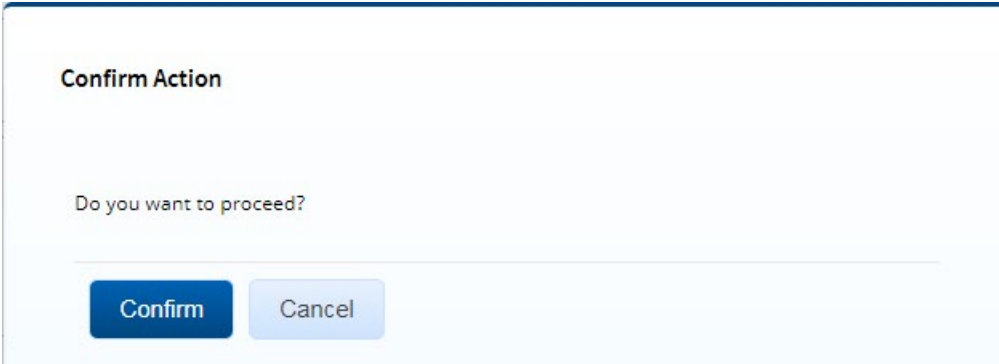
Step	Action																																																						
	<p>Notes:</p> <ul style="list-style-type: none">✓ <i>If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes.</i>✓ <i>If changes occur to reservations, this screen is not automatically updated.</i>																																																						
5	<p>The Step 4: Expenses screen of the authorization appears:</p> <div><div><div>Expense Information</div><div><div>Agency Billed: 15.51</div><div>Traveler: 1680.00</div><div>Unassigned: 0.00</div><div>Amount: 1695.51</div></div><div><div>Filter Options</div></div><div><div>Order by: <div>Date</div></div><div><div>Sort Ascending</div><div>Sort Descending</div></div></div><table><thead><tr><th>Date</th><th>Type</th><th>Amount</th><th>Description</th><th>Pay To</th><th>Alerts</th><th>Modify</th><th>Copy</th><th>Delete</th></tr></thead><tbody><tr><td>09-Oct-2020</td><td>Lodging</td><td>1127.00</td><td>Lodging expense in San Diego, CA, United States including lodging taxes</td><td>Traveler</td><td></td><td>Modify</td><td></td><td></td></tr><tr><td>09-Oct-2020</td><td>Meals and Incidentals</td><td>479.25</td><td>M&IE expense in San Diego, CA, United States</td><td>Traveler</td><td></td><td>Modify</td><td></td><td></td></tr><tr><td>16-Oct-2020</td><td>Lodging</td><td>0.00</td><td>Lodging expense in Government Vessel, CA, United States including lodging taxes</td><td></td><td></td><td>Modify</td><td></td><td></td></tr><tr><td>16-Oct-2020</td><td>Meals and Incidentals</td><td>73.75</td><td>M&IE expense in Government Vessel, CA, United States</td><td>Traveler</td><td></td><td>Modify</td><td></td><td></td></tr><tr><td>30-Oct-2020</td><td>Voucher Transaction Fee</td><td>15.51</td><td>Voucher Transaction Fee</td><td>Agency Billed</td><td></td><td></td><td></td><td></td></tr></tbody></table><div><div>Showing 1 - 5 of 5</div><div>Remark: <div></div> Reduced: <div></div></div></div><div><div><div>Next Step</div><div>Back to Step 3: Site Details</div></div></div></div><p>When multiple locations are added on the Site Details, the expenses will then break out the lodging and M&IE for each location. So this means you'll have to enter your hotel tax per location (except for foreign locations).</p><ul style="list-style-type: none">➤ Add all estimated expenses➤ Verify all expenses have been entered➤ Click Next Step</div>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	09-Oct-2020	Lodging	1127.00	Lodging expense in San Diego, CA, United States including lodging taxes	Traveler		Modify			09-Oct-2020	Meals and Incidentals	479.25	M&IE expense in San Diego, CA, United States	Traveler		Modify			16-Oct-2020	Lodging	0.00	Lodging expense in Government Vessel, CA, United States including lodging taxes			Modify			16-Oct-2020	Meals and Incidentals	73.75	M&IE expense in Government Vessel, CA, United States	Traveler		Modify			30-Oct-2020	Voucher Transaction Fee	15.51	Voucher Transaction Fee	Agency Billed				
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Step	Action
6a	<p>The Step 5: Accounting screen of the authorization appears:</p>  <p>If you have Favorite Account Codes saved</p> <ul style="list-style-type: none"> ➤ Select the Account Codes needed for this TA ➤ Click Save and Next Step

Step	Action
6b	<p data-bbox="289 258 1490 331">If you do not have Favorite Account Codes saved or the Account Code needed is not displayed as a Favorite</p> <p data-bbox="289 401 792 432">Click the Select Account Codes link</p> <p data-bbox="289 506 1073 537">The Account Code Selection pop-up window appears:</p> <div data-bbox="289 558 1531 1493">  </div> <ul data-bbox="289 1570 1027 1640" style="list-style-type: none"> ➤ Select the Account Codes needed for this TA ➤ Click Add and Close (if only choosing one code)

Step	Action
9	<p>The Step 5: Accounting screen of the authorization appears with the accounting code(s) now associated to the authorization:</p>  <p>➤ Click Save and Next Step</p>
10	<p>The Step 6: Travel Policy screen of the authorization appears:</p>  <p>➤ Select justifications if needed</p> <p>➤ Click Save and Next Step</p>

Step	Action
11	<p>The Step 7: Summary screen of the authorization appears:</p>  <ul style="list-style-type: none"> ➤ Review all parts ➤ Add Any Remarks necessary for the trip ➤ Add Any Attachments (like the Itinerary) ➤ Click Send to Approver
12c	 <ul style="list-style-type: none"> ➤ Click Send to Approver

Step	Action
13	<p>The Confirm Action pop-up will appear.</p>  <p>➤ Click Confirm</p>
14	<p>The My E2 screen should appear with a message at the top stating the authorization has been sent to the approver.</p> 