



***NOAA***

***E2 Travel Intermediate***

***Exercises***

***for***

***FY 2019 Training***

***Version 1.0.2***



### Changes/Revisions Record

This is a living document that is changed as required to reflect system, operational, or organizational changes. Modifications made to this document are recorded in the Changes/Revisions Record below. This record shall be maintained throughout the life of the document.

Version Number	Date	Description of Change/Revision	Changes Made by Name/Title/ Organization
1.0	3/12/2019	New FY2019 E2 Traveler Intermediate Exercises	ECobbs/FSD CSB Training
1.01	5/24/2019	Updated FY2019 Exercises to add SAF	ECobbs/FSD CSB Training
1.02	6/4/2019	Updated FY2019 Exercises to new TMC Fees	ECobbs/FSD CSB Training

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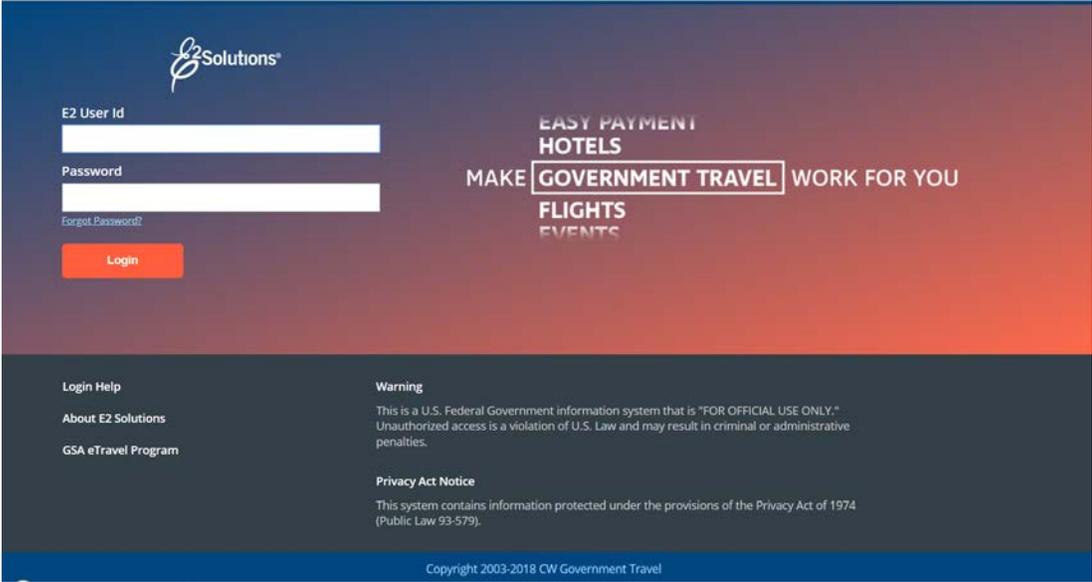
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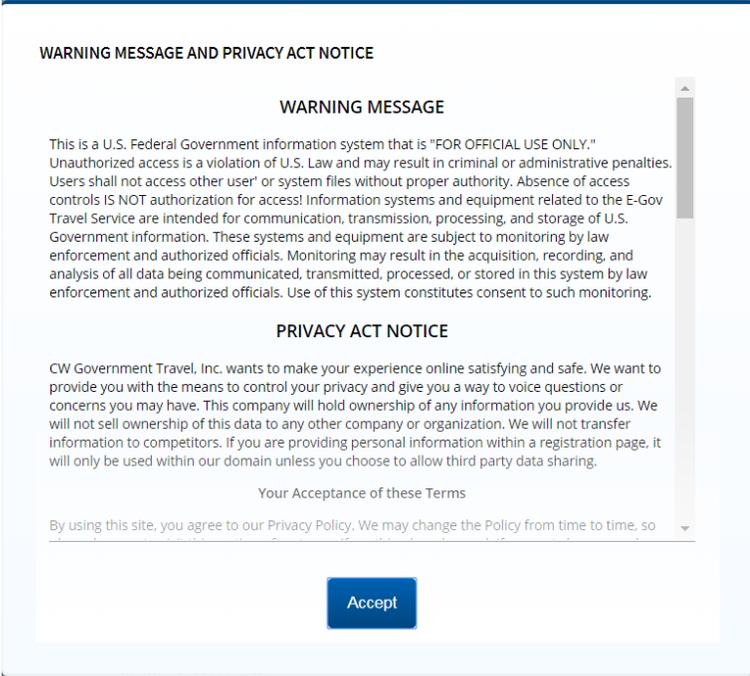
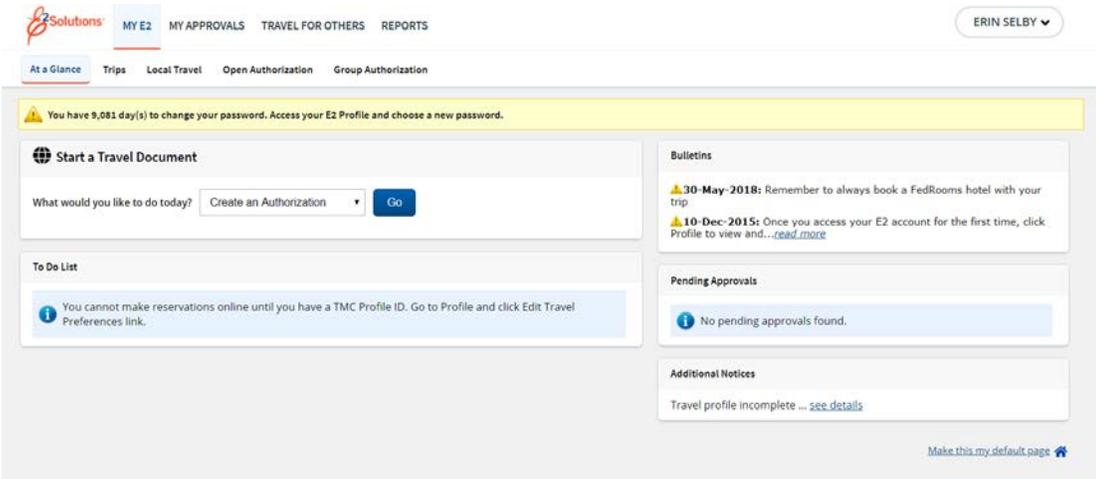
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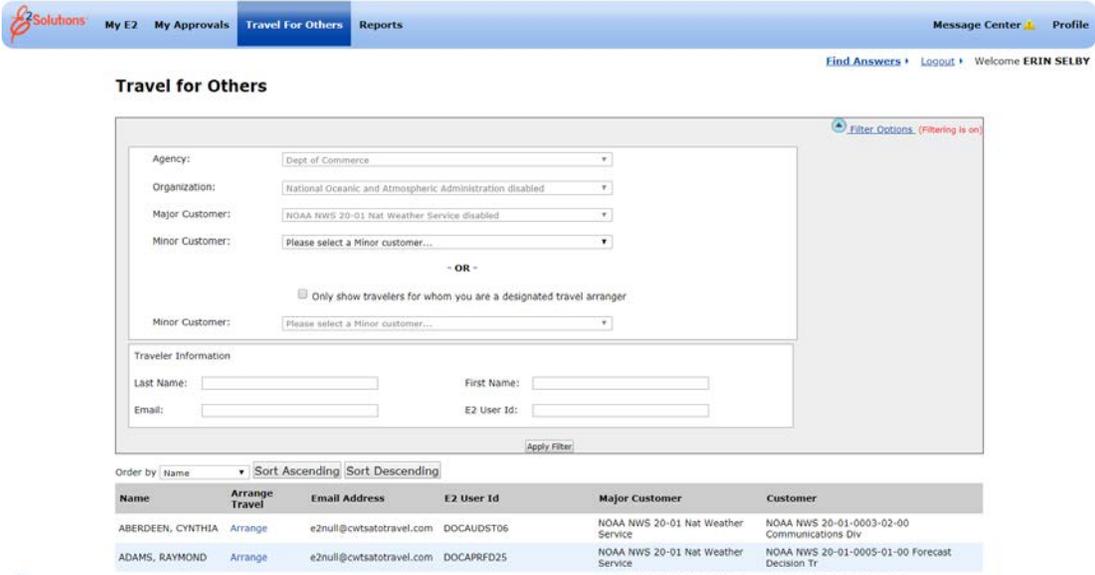
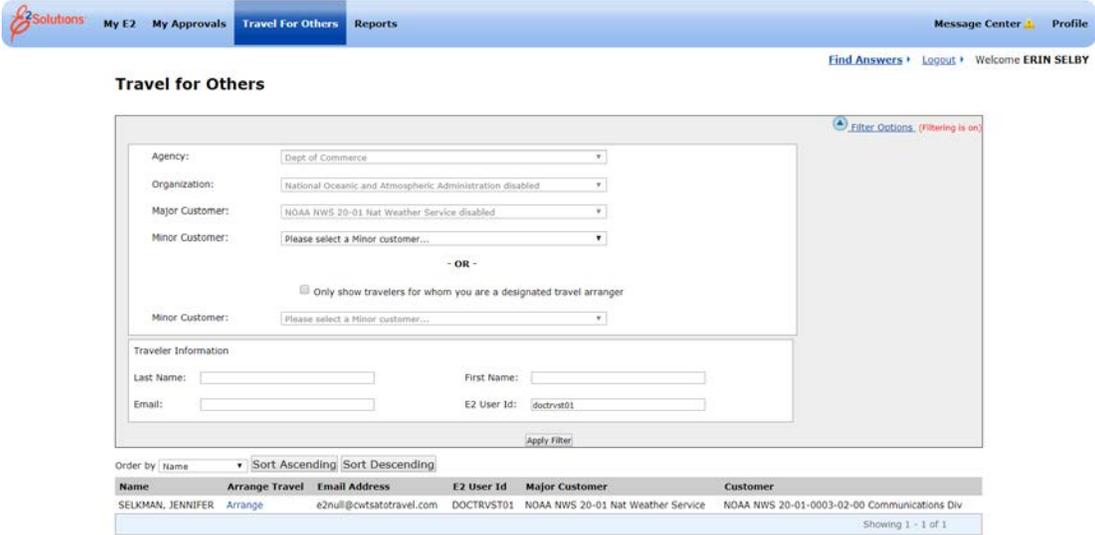
## Exercise #1: Log into the System and Travel for Others

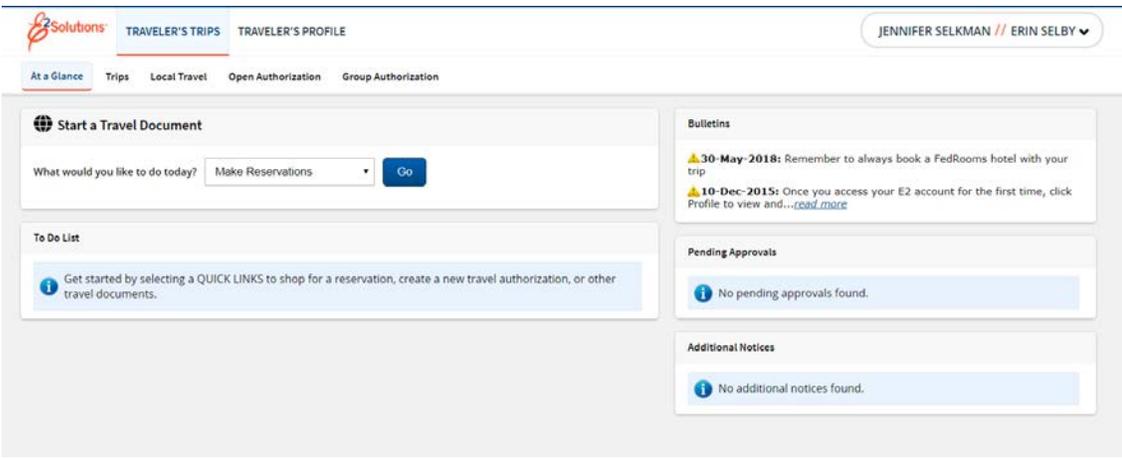
- Objectives:
- Log in as an preparer
  - Log into a traveler to prepare trips

Instructions: Execute the following steps:

Step	Action
1	<p>From the <b>E2 Login</b> screen:</p>  <p>➤ Enter <b>E2 User ID</b></p> <p>➤ Enter <b>Password</b></p> <p>➤ Click <b>Login</b></p>

Step	Action
<p>2</p>	<p>A Warning Banner appears:</p>  <p>➤ Click <b>Accept</b></p>
<p>3</p>	<p>The <b>My E2</b> screen appears:</p>  <p>➤ Click the <i>Travel For Others</i> View Tab</p>

Step	Action
<p>4</p>	<p>The <b>Travel For Others</b> screen appears:</p>  <p>The screenshot shows the 'Travel for Others' interface with the following details:</p> <ul style="list-style-type: none"> <li>Agency: Dept of Commerce</li> <li>Organization: National Oceanic and Atmospheric Administration disabled</li> <li>Major Customer: NOAA NWS 20-01 Nat Weather Service disabled</li> <li>Minor Customer: Please select a Minor customer...</li> <li>Traveler Information: Last Name, First Name, Email, E2 User Id (empty)</li> <li>Table with columns: Name, Arrange Travel, Email Address, E2 User Id, Major Customer, Customer</li> </ul> <p>➤ Search for the training Traveler ID (i.e. E2 User ID)</p>
<p>5</p>	<p>The search results appear:</p>  <p>The screenshot shows the 'Travel for Others' interface with the following details:</p> <ul style="list-style-type: none"> <li>Agency: Dept of Commerce</li> <li>Organization: National Oceanic and Atmospheric Administration disabled</li> <li>Major Customer: NOAA NWS 20-01 Nat Weather Service disabled</li> <li>Minor Customer: Please select a Minor customer...</li> <li>Traveler Information: Last Name, First Name, Email, E2 User Id: doctrvst01</li> <li>Table with columns: Name, Arrange Travel, Email Address, E2 User Id, Major Customer, Customer</li> <li>Result: SELKMAN, JENNIFER, Arrange, e2null@cwtsatotravel.com, DOCTRVST01, NOAA NWS 20-01 Nat Weather Service, NOAA NWS 20-01-0003-02-00 Communications Div</li> <li>Showing 1 - 1 of 1</li> </ul> <p>➤ Click on <i>Arrange</i></p>

Step	Action
6	<p>The Traveler's <b>My E2</b> screen appears:</p> 

## Exercise #2: Evacuation Travel Authorization

- Objectives:
- Create an Evacuation TA
  - Navigate each step of the TA

Notes:

*NOAA Travel Regulations Chapter 15 go through the specifics on what's allowed and for how long for a mandatory evacuation.*

*Approving officials must determine if a standard per diem rate is applicable or if the locality per diem rate is applicable for the safe haven, and specify such on the travel authorization. Per diem shall begin to be paid on the date following arrival and may continue until terminated. Per diem will be computed as follows:*

*(a) The applicable maximum per diem rate shall be computed using the lodgings-plus system for the employee and each dependent that is age 12 years or older. For each dependent under 12 years of age, the per diem rate is one-half of the applicable per diem rate for employees or dependents who are age 12 or older. These maximum rates may be paid for a period not to exceed the first 30 days of evacuation.*

*(b) If after expiration of the 30 day period, the evacuation has not been terminated, the per diem rate shall be computed at 60 percent of the rate prescribed in paragraph (a) of this section until a determination is made by the authorizing official that per diem is no longer authorized. This rate may be paid for a period not to exceed 180 days after the effective date of the order to evacuate.*

Instructions: Execute the following steps:

An evacuation order has been issued for the area where you work/live in Tampa Florida. You will be traveling north to Gainesville, FL. You have a spouse and 2 kids under 12. You are going to plan for 2 weeks away and your authorization will need to include the following costs:

### **Estimated Expenses**

132 miles one way = POV (per mapquest)

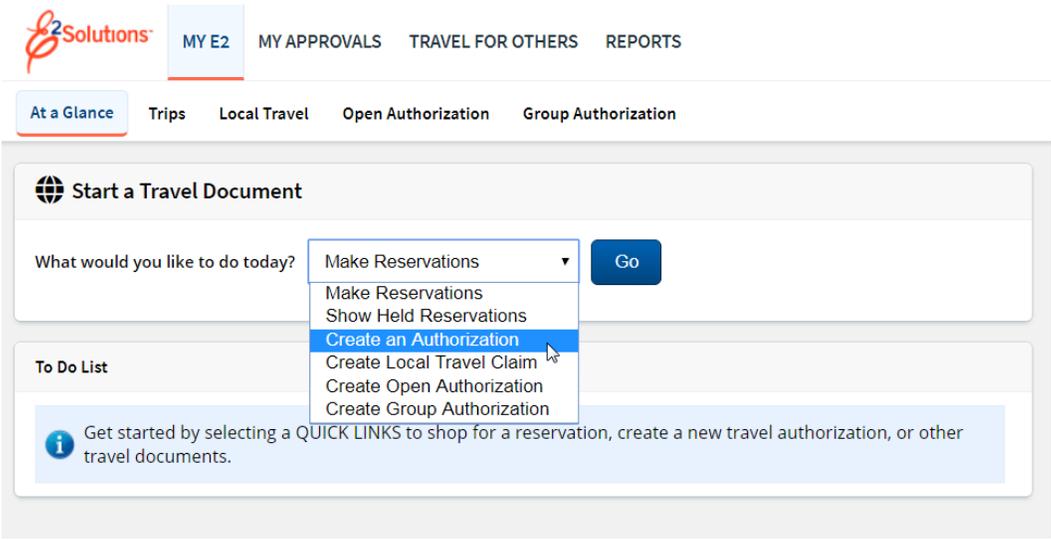
\$20/day = Hotel Tax

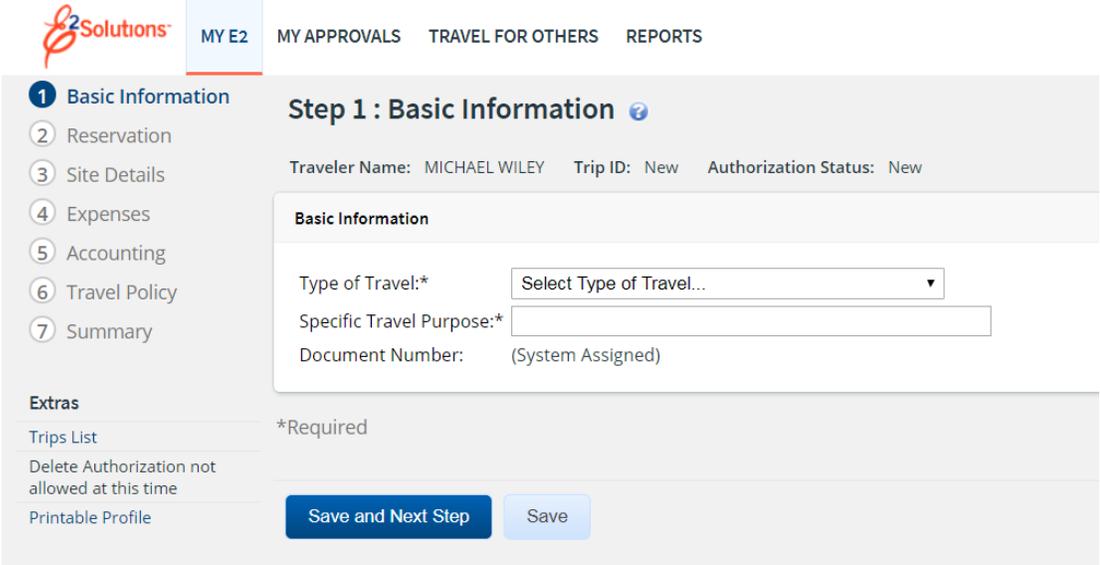
\$200 = Miscellaneous

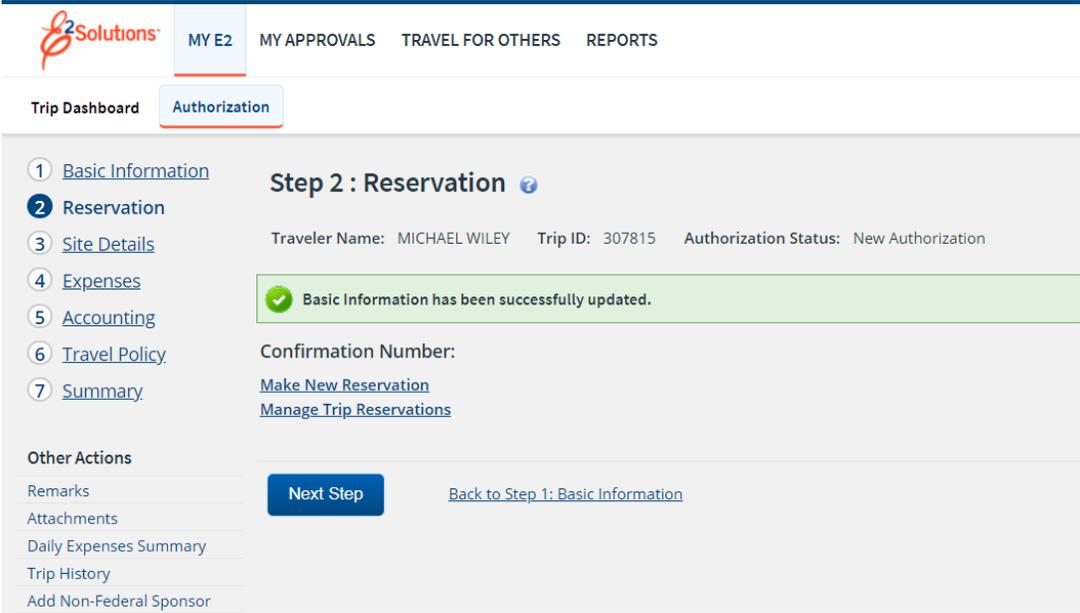
\$16.85 = TMC Fee

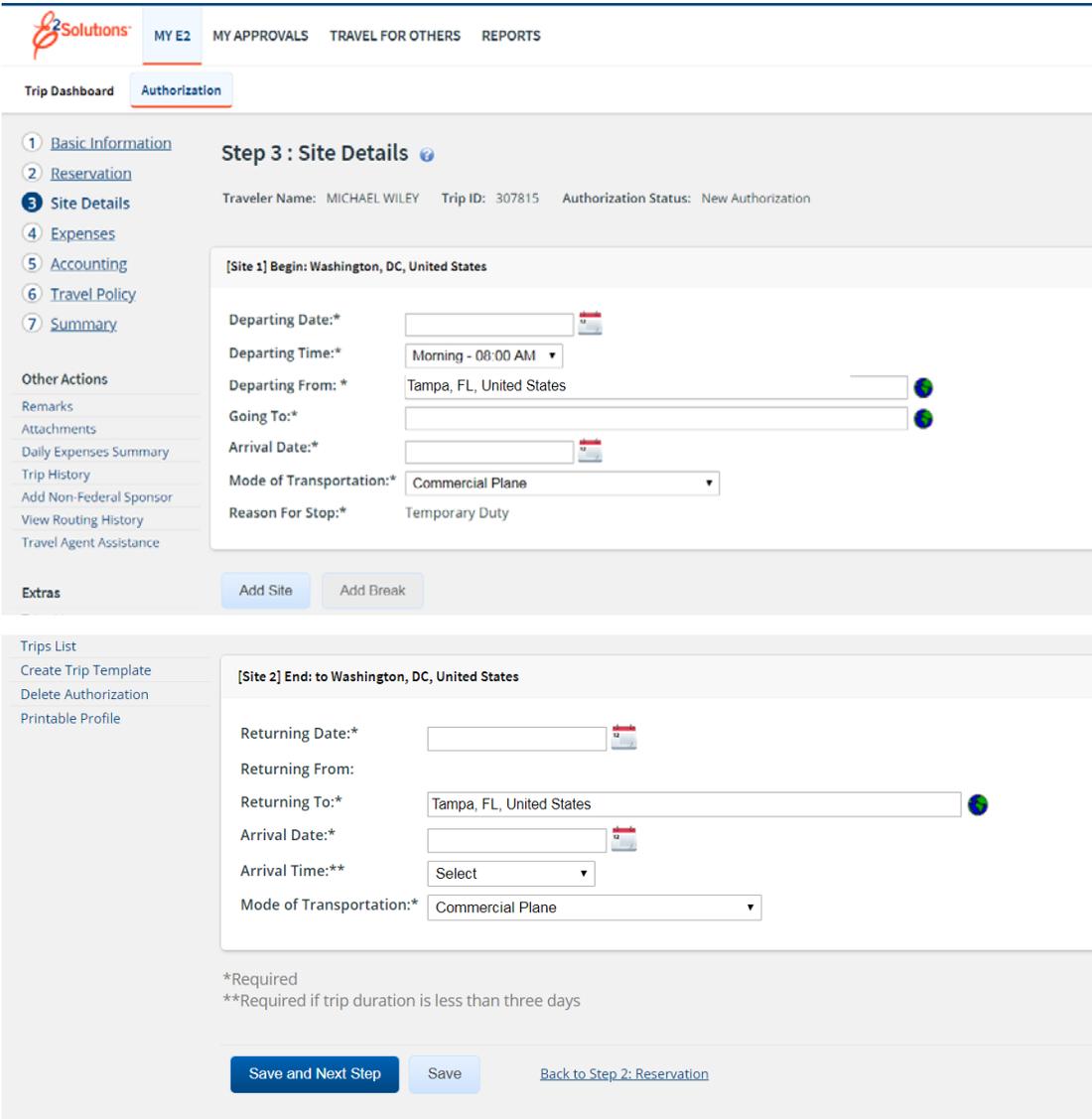
A separate calculation for lodging as well as M&IE will need to be done for the traveler's family. For each family member that is 12 years or older will get full per diem for the first 30 days. For each family member younger than 12 will only get 50% of the full per diem cost. If the evacuation is longer than 30 days, then the full per diem will be computed at 60% of the rate.

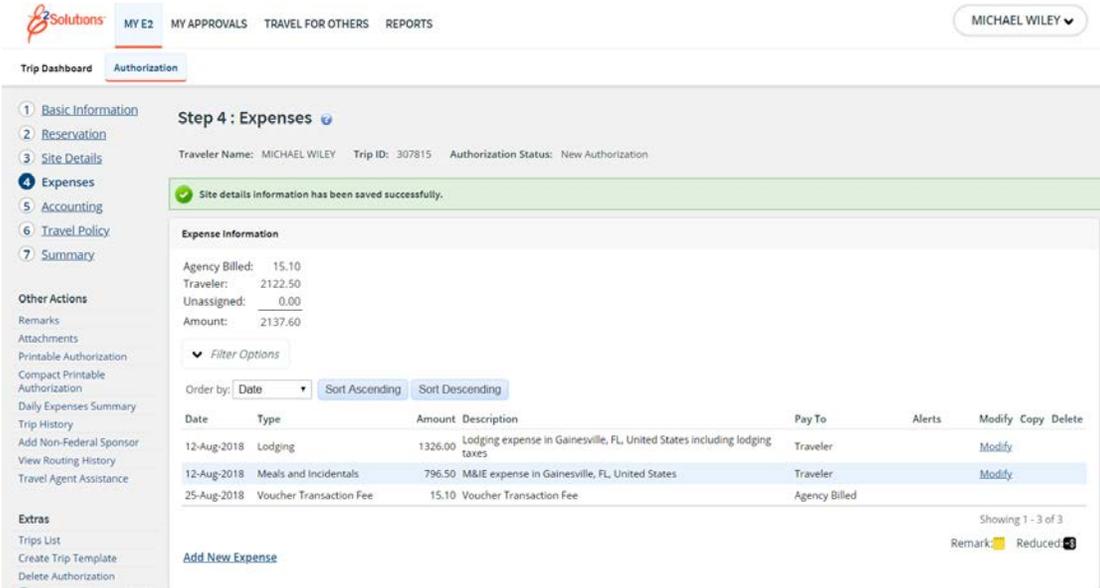
Calculations can be done manually or the Evacuation Worksheet can be used. The worksheet also will do calculation for the hotel tax for the trip, which should be entered on the Traveler's lodging line.

Step	Action
1	<p>From the <b>My E2</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow on the “<i>What would you like to do today?</i>” field</li> <li>➤ Select <b>Create an Authorization</b></li> <li>➤ Click <b>Go</b></li> </ul>  <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i></li> <li>✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i></li> <li>✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i></li> <li>✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i></li> </ul>

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

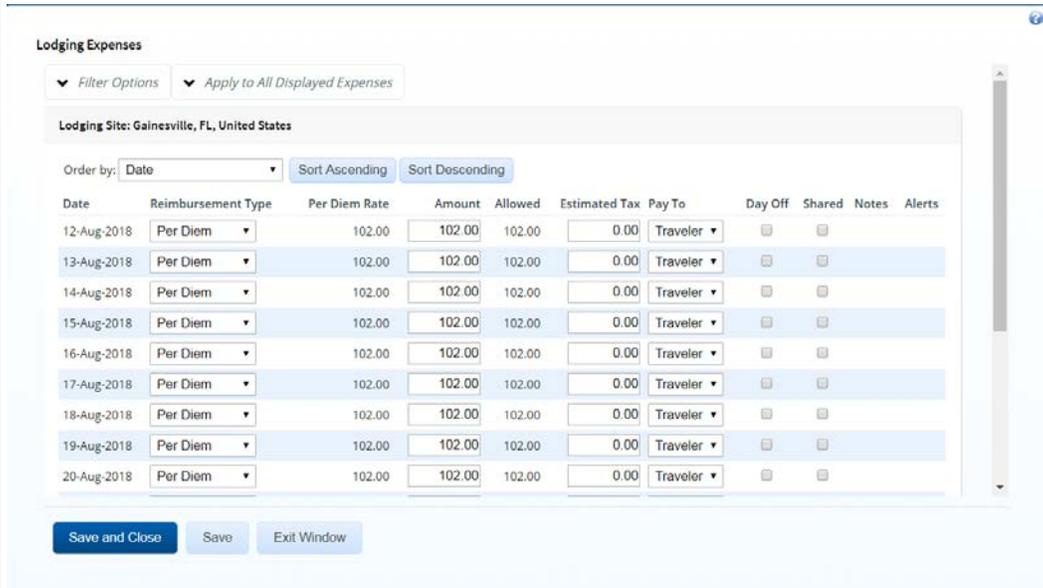
Step	Action
3	<p>The <b>Step 2: Reservation</b> screen of the authorization appears:</p>  <p>➤ Click <b>Next Step</b></p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be skipping this step.</li> <li>✓ In Production, this is the step you would be using if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

Step	Action
4	<p>The <b>Step 3: Site Details</b> screen of the authorization appears:</p>  <p>➤ Select the <b>Departing Date</b> (i.e. Aug 12)</p> <p>➤ Select the <b>Departing Time</b> (i.e. defaults to morning)</p> <p>➤ Change the <b>Departing From</b> if needed (i.e. defaults to your profile location)</p> <p>➤ Enter the <b>Going To</b> (i.e. Gainesville)</p> <p>➤ Select the <b>Returning Date</b> (i.e. 2 weeks after departing date)</p> <p>➤ Select the <b>Arrival Time</b></p> <p>➤ Click <b>Save and Next Step</b></p>

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be entering information into this section.</li> <li>✓ 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.</li> <li>✓ If changes occur to reservations, this screen is not automatically updated.</li> </ul>
5	<p>The <b>Step 4: Expenses</b> screen of the authorization appears:</p>  <p>To add hotel tax and see the lodging amount, on the lodging line, click on <i>Modify</i></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details.</li> <li>✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car)</li> <li>✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher.</li> <li>✓ For evacuation travel, you'll need to calculate the Lodging and Meals and Incidentals for the family and then add those costs as a separate expense from the traveler.</li> <li>✓ Costs for the traveler should be entered first, before any other travelling companion(s).</li> </ul>

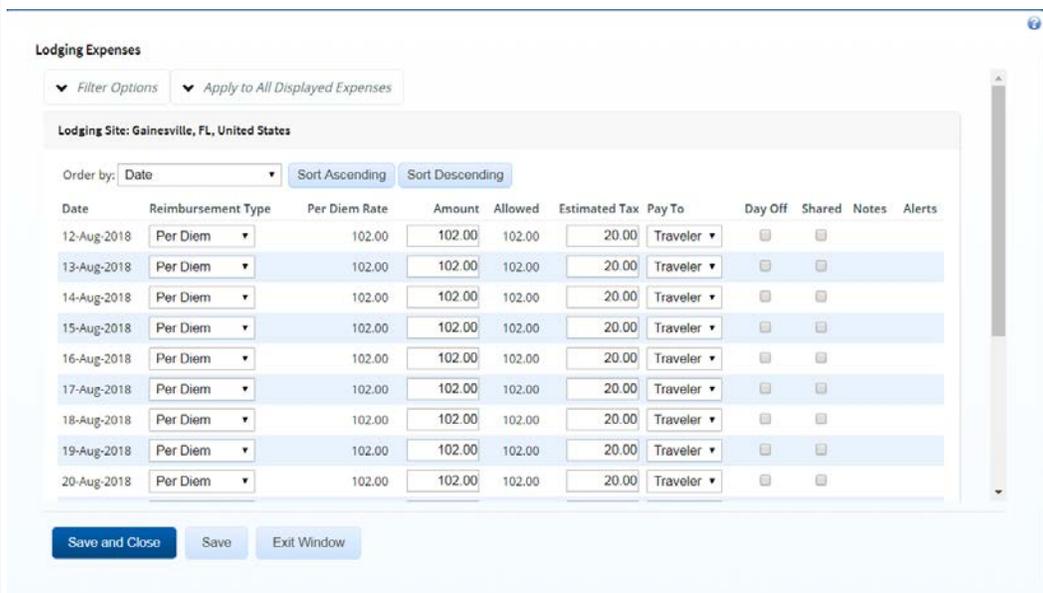
Step	Action
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6 The **Lodging Expenses** pop-up window appears:

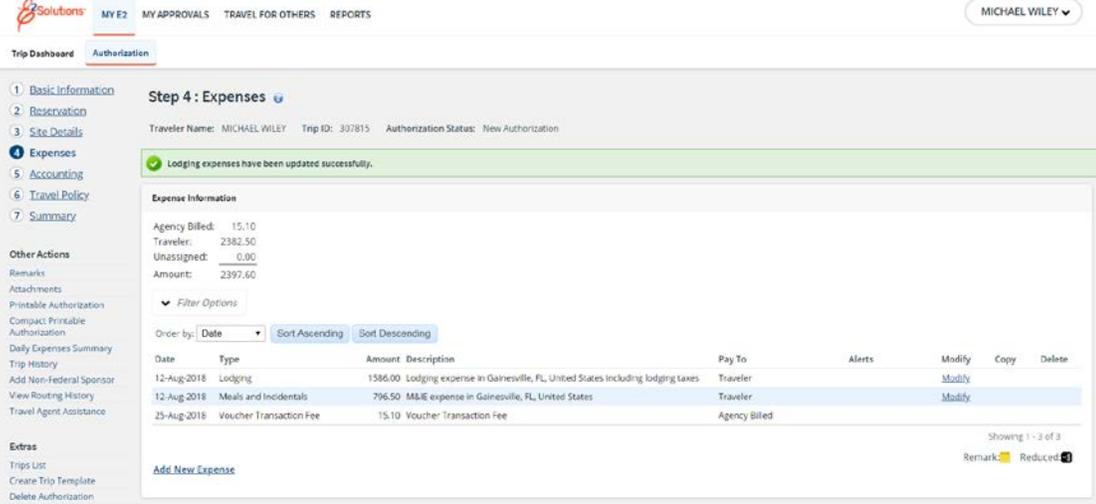


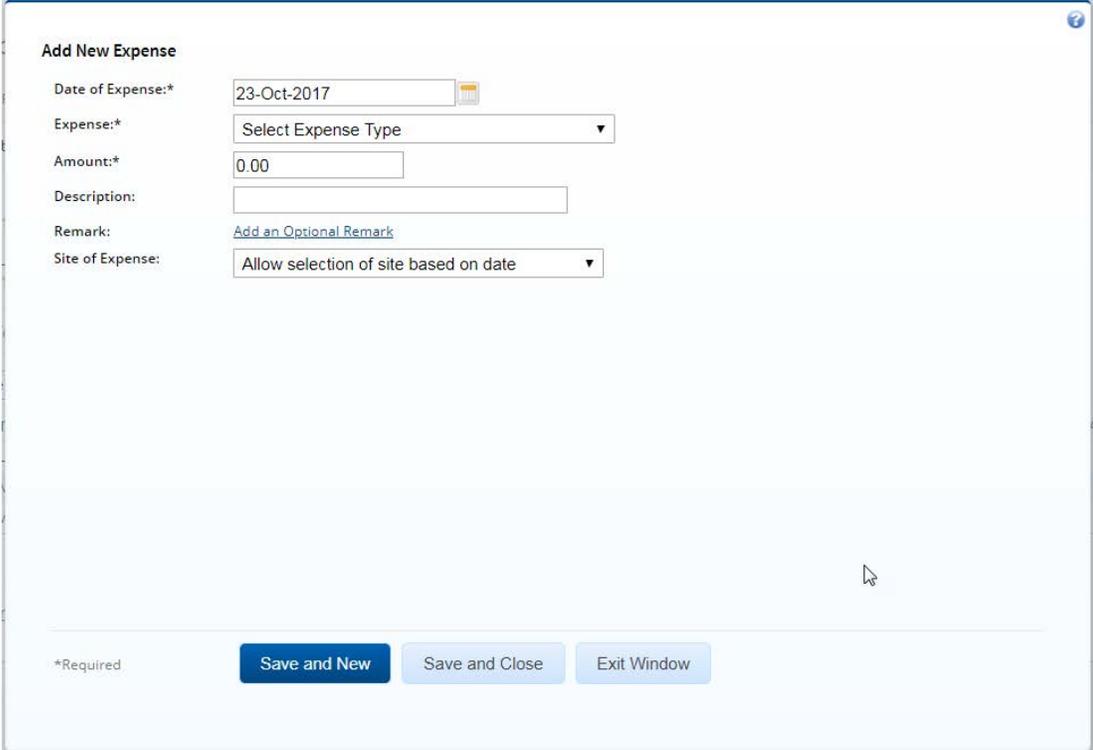
➤ Take note of the Per Diem Rate for Lodging.

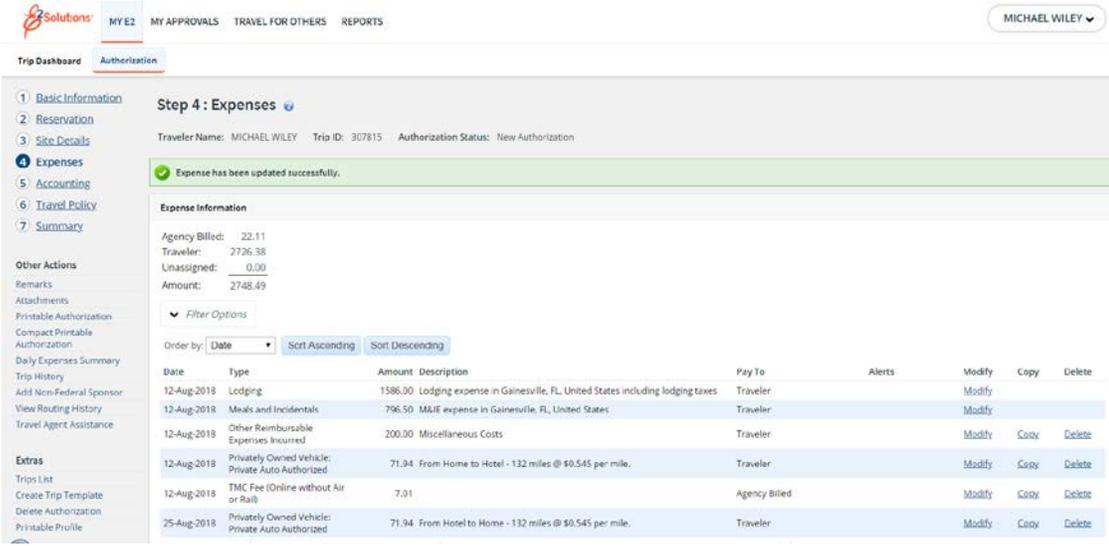
7 Now we need to add \$20/day for Hotel Tax. This can be done individually in each line of lodging or it can be done all at once by doing it through the Apply to All Displayed Expenses:



➤ When finished click **Save and Close**

Step	Action
8	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated lodging costs:</p>  <p>➤ Click the <i>Add New Expense</i> link</p>

Step	Action
8a	<p>The <b>Add New Expense</b> pop-up window appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter the <b>Date of Expense</b> (i.e. defaults to the beginning date of the trip)</li> <li>➤ Select the <b>Expense</b></li> <li>➤ Enter the <b>Amount</b></li> <li>➤ Enter a <b>Description</b> (if needed)</li> <li>➤ Click <b>Save and New</b> (if adding more expenses) or <b>Save and Close</b> (if finished entering expenses)</li> </ul> <p>Do each step above for the following:</p> <p><b><u>Estimated Expenses</u></b></p> <p>132 miles one way = POV (per mapquest)            \$200 = Miscellaneous            \$16.85= TMC Fee</p>

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>There is an area to put a remark to the expense; however we suggest you do not use the remarks here. There is another area in which to put remarks.</i></li> <li>✓ <i>Allow the system to choose the site of expense based on date.</i></li> <li>✓ <i>Based upon the expense chosen, additional fields may show up that need to be filled out as well.</i></li> <li>✓ <i>Internet and such fees should be listed under Business Center Services</i></li> <li>✓ <i>If you have expenses that are at the start of the trip that also need to be at the end of the trip, like checked baggage, you can copy that expense to all dates or a specific one.</i></li> <li>✓ <i>Once some expenses have been entered, you have at the bottom of the expenses the ability to see 10, 25, 50 or All expenses on the page.</i></li> </ul>
<p>8b</p>	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated expenses:</p>  <p>➤ Verify all traveler expenses have been entered</p> <p>➤ Now we'll need to verify the M&amp;IE per diem costs</p> <p>➤ Click on <i>Modify</i> for the M&amp;IE costs</p>

Step	Action
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9 The **Meals and Incidental Expenses** pop-up window appears:

- Take note of the Per Diem Rate for M&IE
- Click **Exit Window**

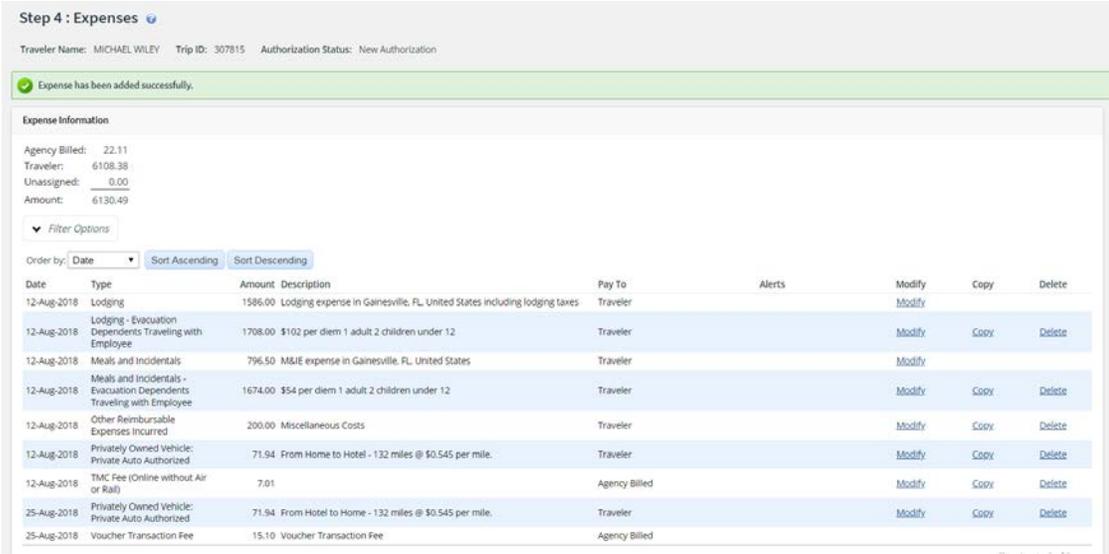
10 The **Step 4: Expenses** screen of the authorization appears:

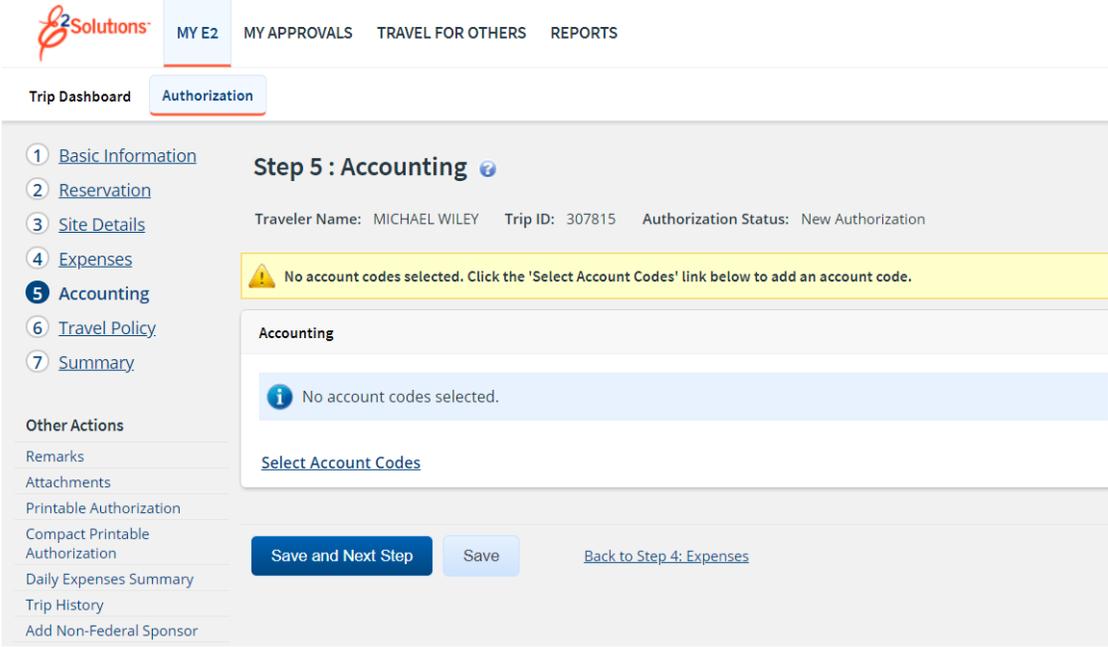
Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
12-Aug-2018	Lodging	1586.00	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler		Modify		
12-Aug-2018	Meals and Incidentals	796.50	M&IE expense in Gainesville, FL, United States	Traveler		Modify		
12-Aug-2018	Other Reimbursable Expenses Incurred	200.00	Miscellaneous Costs	Traveler		Modify	Copy	Delete
12-Aug-2018	Privately Owned Vehicle: Private Auto Authorized	71.94	From Home to Hotel - 132 miles @ \$0.545 per mile.	Traveler		Modify	Copy	Delete
12-Aug-2018	TMC Fee (Online without Air or Rail)	7.01		Agency Billed		Modify	Copy	Delete
25-Aug-2018	Privately Owned Vehicle: Private Auto Authorized	71.94	From Hotel to Home - 132 miles @ \$0.545 per mile.	Traveler		Modify	Copy	Delete
25-Aug-2018	Voucher Transaction Fee	15.10	Voucher Transaction Fee	Agency Billed				

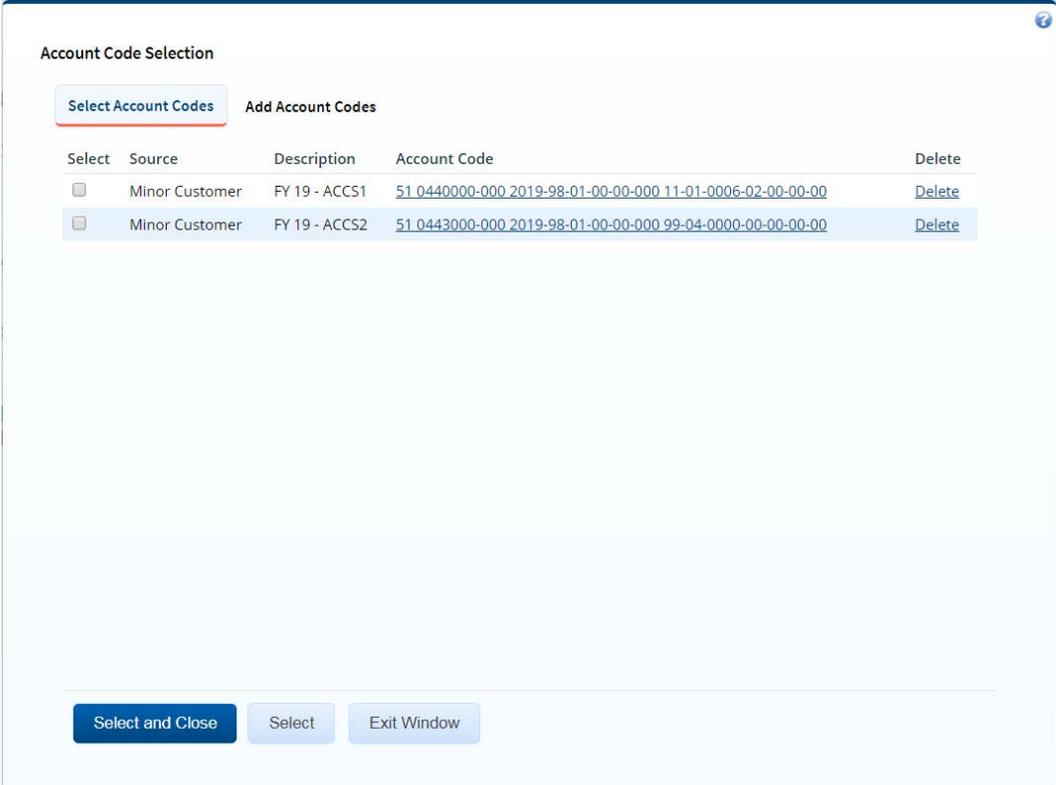
In order to enter the companion/dependent's lodging and M&IE costs, you'll have to calculate them first. So we'll open up the evacuation spreadsheet:

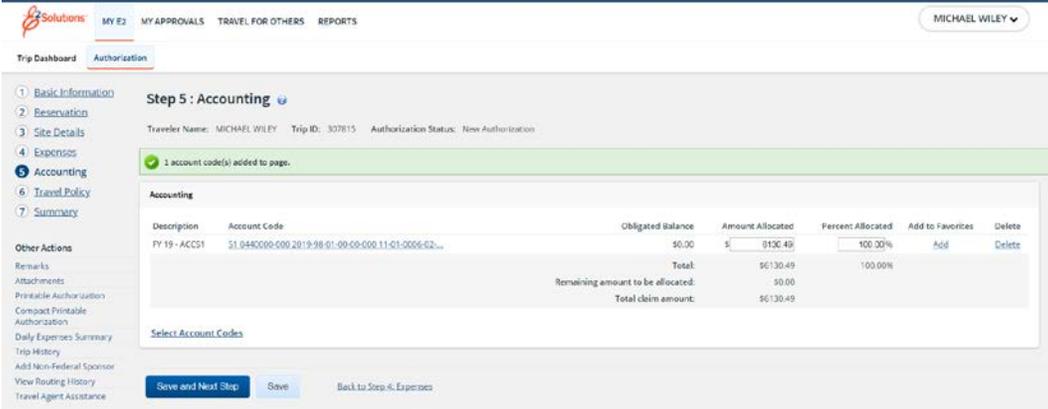
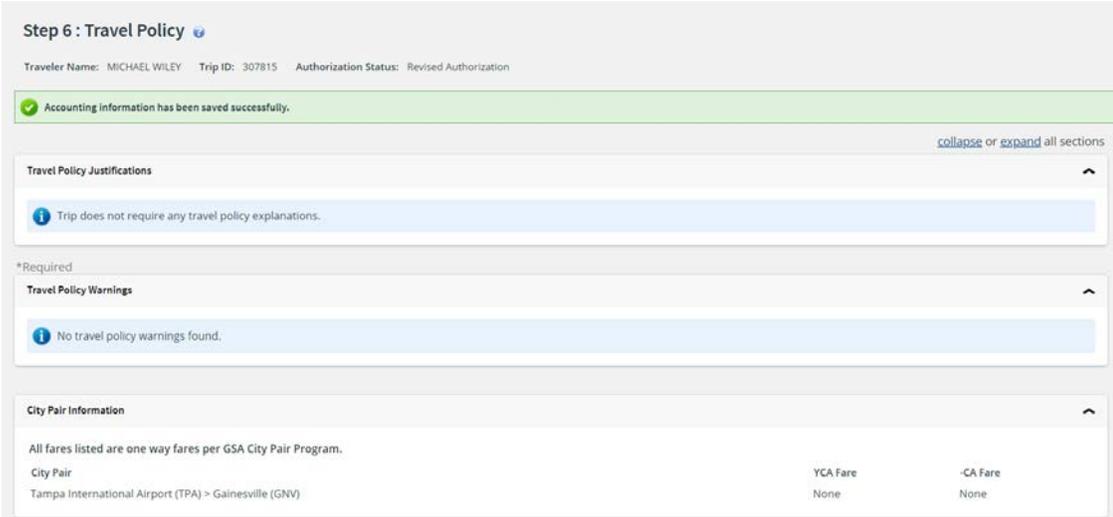
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11	<p>The Evacuation Workbook appears:</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td colspan="3"><b>Travel Authorization</b></td> <td></td> <td colspan="3"><b>Travel Voucher</b></td> </tr> <tr> <td>3</td> <td>Total Number of Days in Travel</td> <td>14</td> <td></td> <td></td> <td>Total Number of Days in Travel</td> <td>9</td> </tr> <tr> <td>4</td> <td>Lodging Per Diem</td> <td>\$106</td> <td></td> <td></td> <td>Lodging Per Diem</td> <td>\$108</td> </tr> <tr> <td>5</td> <td>M&amp;IE Per Diem</td> <td>\$61</td> <td></td> <td></td> <td>M&amp;IE Per Diem</td> <td>\$54</td> </tr> <tr> <td>6</td> <td># of people 12 and over (family)</td> <td>1</td> <td></td> <td></td> <td># of people 12 and over (family)</td> <td>2</td> </tr> <tr> <td>7</td> <td># of people under 12 (family)</td> <td>2</td> <td></td> <td></td> <td># of people under 12 (family)</td> <td>2</td> </tr> <tr> <td>8</td> <td>Daily hotel tax cost</td> <td>25</td> <td></td> <td></td> <td>Daily hotel tax cost</td> <td>18</td> </tr> <tr> <td>9</td> <td>Number of Rooms</td> <td>2</td> <td></td> <td></td> <td>Number of Rooms</td> <td>2</td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td colspan="3"><b>LODGING Costs</b></td> <td></td> <td colspan="3"><b>LODGING Costs</b></td> </tr> <tr> <td>12</td> <td># Days Lodging</td> <td>\$1,484.00</td> <td></td> <td></td> <td># Day Lodging</td> <td>\$864</td> </tr> <tr> <td>13</td> <td>X Nbr of Rooms</td> <td>\$2,968.00</td> <td></td> <td></td> <td>X Nbr of Rooms</td> <td>\$1,728</td> </tr> <tr> <td>14</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>15</td> <td>Hotel Tax per day</td> <td>\$350.00</td> <td></td> <td></td> <td>Hotel Tax per day</td> <td>\$144</td> </tr> <tr> <td>16</td> <td>Hotel Tax per day (# of rooms)</td> <td>\$700.00</td> <td></td> <td></td> <td>Hotel Tax per day (# of rooms)</td> <td>\$288</td> </tr> <tr> <td>17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>18</td> <td><b>Total Evacuation Lodging</b></td> <td><b>\$3,668.00</b></td> <td></td> <td></td> <td><b>Total Evacuation Lodging</b></td> <td><b>\$2,016</b></td> </tr> <tr> <td>19</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>20</td> <td colspan="3"><b>M&amp;IE COSTS</b></td> <td></td> <td colspan="3"><b>M&amp;IE COSTS</b></td> </tr> <tr> <td>21</td> <td>By Day - 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	<p>There are two tabs to the worksheet. The first tab is for trips that are 30 days or less. The second tab is more than 30 days.</p> <p>In both Tabs, you have an area for a Travel Authorization and Travel Voucher. The top part is all you have to fill out; the spreadsheet will do the rest.</p> <p>So the only fields that you'll be able to enter data will be:</p> <ul style="list-style-type: none"> <li>• Total Number of Days in Travel</li> <li>• Lodging Per Diem</li> <li>• M&amp;IE Per Diem</li> <li>• # of people 12 and over (family)</li> <li>• #of people under 12 (family)</li> <li>• Daily Hotel Tax Cost</li> <li>• Number of Rooms</li> </ul>																																																																																																																																																																																																																																																																													

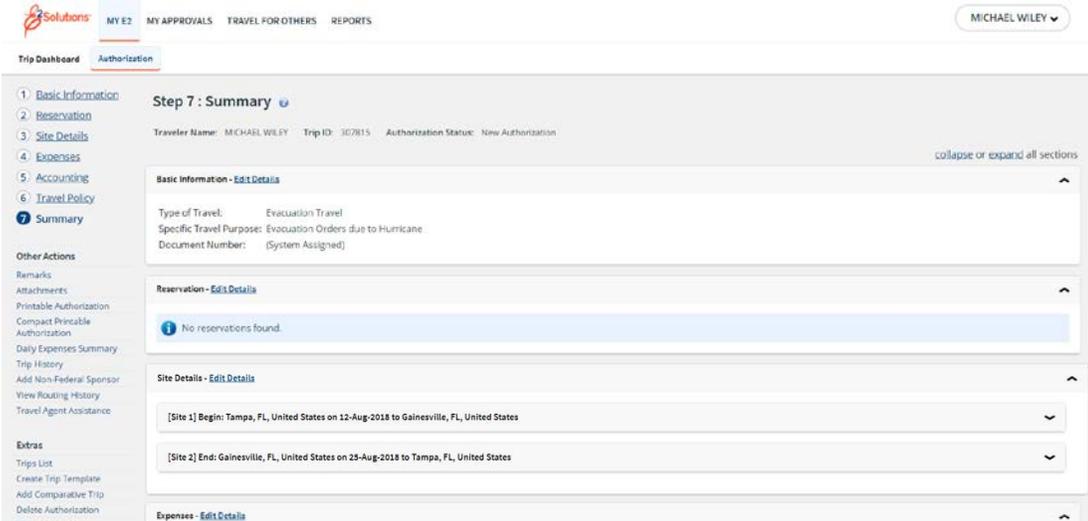
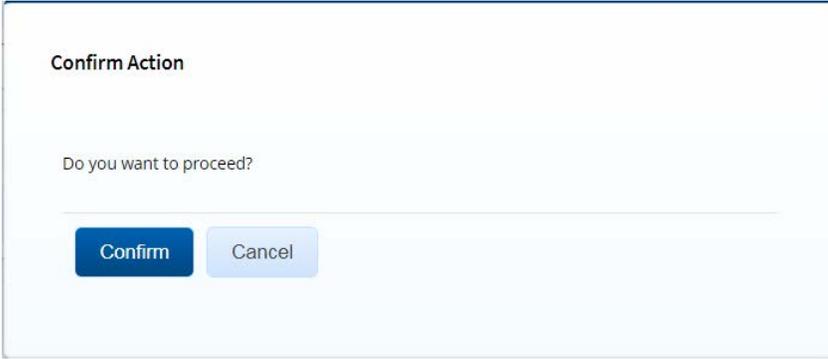
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11a	<p>So enter the following:</p> <p>Total Number of Days in Travel = <b>14</b></p> <p>Lodging Per Diem = (<b>lodging cost you wrote down</b>)</p> <p>M&amp;IE Per Diem = (<b>M&amp;IE cost you wrote down</b>)</p> <p># of people 12 and over (family) = <b>1</b></p> <p>#of people under 12 (family) = <b>2</b></p> <p>Daily Hotel Tax Cost = <b>20</b></p> <p>Number of Rooms = <b>1</b></p>																																																																																																			
	<table border="1"> <thead> <tr> <th data-bbox="277 623 321 653"></th> <th data-bbox="321 623 652 653">A</th> <th data-bbox="652 623 911 653">B</th> </tr> </thead> <tbody> <tr> <td data-bbox="277 653 321 682">1</td> <td colspan="2" data-bbox="321 653 911 682"></td> </tr> <tr> <td data-bbox="277 682 321 714">2</td> <td colspan="2" data-bbox="321 682 911 714" style="text-align: center;"><b>Travel Authorization</b></td> </tr> <tr> <td data-bbox="277 714 321 745">3</td> <td data-bbox="321 714 652 745">Total Number of Days in Travel</td> <td data-bbox="652 714 911 745" style="text-align: right;">14</td> </tr> <tr> <td data-bbox="277 745 321 777">4</td> <td data-bbox="321 745 652 777">Lodging Per Diem</td> <td data-bbox="652 745 911 777" style="text-align: right;">\$102</td> </tr> <tr> <td data-bbox="277 777 321 808">5</td> <td data-bbox="321 777 652 808">M&amp;IE Per Diem</td> <td data-bbox="652 777 911 808" style="text-align: right;">\$54</td> </tr> <tr> <td data-bbox="277 808 321 840">6</td> <td data-bbox="321 808 652 840"># of people 12 and over (family)</td> <td data-bbox="652 808 911 840" style="text-align: right;">1</td> </tr> <tr> <td data-bbox="277 840 321 871">7</td> <td data-bbox="321 840 652 871"># of people under 12 (family)</td> <td data-bbox="652 840 911 871" style="text-align: right;">2</td> </tr> <tr> <td data-bbox="277 871 321 903">8</td> <td data-bbox="321 871 652 903">Daily hotel tax cost</td> <td data-bbox="652 871 911 903" style="text-align: right;">20</td> </tr> <tr> <td data-bbox="277 903 321 934">9</td> <td data-bbox="321 903 652 934">Number of Rooms</td> <td data-bbox="652 903 911 934" style="text-align: right;">1</td> </tr> <tr> <td data-bbox="277 934 321 966">10</td> <td colspan="2" data-bbox="321 934 911 966"></td> </tr> <tr> <td data-bbox="277 966 321 997">11</td> <td colspan="2" data-bbox="321 966 911 997"><b>LODGING Costs</b></td> </tr> <tr> <td data-bbox="277 997 321 1029">12</td> <td data-bbox="321 997 652 1029"># Days Lodging</td> <td data-bbox="652 997 911 1029" style="text-align: right;">\$1,428.00</td> </tr> <tr> <td data-bbox="277 1029 321 1060">13</td> <td data-bbox="321 1029 652 1060">X Nbr of Rooms</td> <td data-bbox="652 1029 911 1060" style="text-align: right;">\$1,428.00</td> </tr> <tr> <td data-bbox="277 1060 321 1092">14</td> <td colspan="2" data-bbox="321 1060 911 1092"></td> </tr> <tr> <td data-bbox="277 1092 321 1123">15</td> <td data-bbox="321 1092 652 1123">Hotel Tax per day</td> <td data-bbox="652 1092 911 1123" style="text-align: right;">\$280.00</td> </tr> <tr> <td data-bbox="277 1123 321 1155">16</td> <td data-bbox="321 1123 652 1155">Hotel Tax per day (# of rooms)</td> <td data-bbox="652 1123 911 1155" style="text-align: right;">\$280.00</td> </tr> <tr> <td data-bbox="277 1155 321 1186">17</td> <td colspan="2" data-bbox="321 1155 911 1186"></td> </tr> <tr> <td data-bbox="277 1186 321 1218">18</td> <td data-bbox="321 1186 652 1218"><b>Total Evacuation Lodging</b></td> <td data-bbox="652 1186 911 1218" style="text-align: right;"><b>\$1,708.00</b></td> </tr> <tr> <td data-bbox="277 1218 321 1249">19</td> <td colspan="2" data-bbox="321 1218 911 1249"></td> </tr> <tr> <td data-bbox="277 1249 321 1281">20</td> <td colspan="2" data-bbox="321 1249 911 1281"><b>M&amp;IE COSTS</b></td> </tr> <tr> <td data-bbox="277 1281 321 1312">21</td> <td data-bbox="321 1281 652 1312">By Day - Non Travel</td> <td data-bbox="652 1281 911 1312" style="text-align: right;">\$54.00</td> </tr> <tr> <td data-bbox="277 1312 321 1344">22</td> <td data-bbox="321 1312 652 1344">By Day - Travel</td> <td data-bbox="652 1312 911 1344" style="text-align: right;">\$40.50</td> </tr> <tr> <td data-bbox="277 1344 321 1375">23</td> <td colspan="2" data-bbox="321 1344 911 1375"></td> </tr> <tr> <td data-bbox="277 1375 321 1407">24</td> <td data-bbox="321 1375 652 1407">By Day - Non Travel@50%</td> <td data-bbox="652 1375 911 1407" style="text-align: right;">\$27.00</td> </tr> <tr> <td data-bbox="277 1407 321 1438">25</td> <td data-bbox="321 1407 652 1438">By Day - Travel@50%</td> <td data-bbox="652 1407 911 1438" style="text-align: right;">\$20.25</td> </tr> <tr> <td data-bbox="277 1438 321 1470">26</td> <td colspan="2" data-bbox="321 1438 911 1470"></td> </tr> <tr> <td data-bbox="277 1470 321 1501">27</td> <td data-bbox="321 1470 652 1501">Non Travel Day Totals</td> <td data-bbox="652 1470 911 1501" style="text-align: right;">\$108.00</td> </tr> <tr> <td data-bbox="277 1501 321 1533">28</td> <td data-bbox="321 1501 652 1533">Travel Day Totals</td> <td data-bbox="652 1501 911 1533" style="text-align: right;">\$81.00</td> </tr> <tr> <td data-bbox="277 1533 321 1564">29</td> <td colspan="2" data-bbox="321 1533 911 1564"></td> </tr> <tr> <td data-bbox="277 1564 321 1596">30</td> <td data-bbox="321 1564 652 1596"><i>Total Non Travel Day</i></td> <td data-bbox="652 1564 911 1596" style="text-align: right;"><i>\$1,512.00</i></td> </tr> <tr> <td data-bbox="277 1596 321 1627">31</td> <td data-bbox="321 1596 652 1627"><i>Total Travel Day</i></td> <td data-bbox="652 1596 911 1627" style="text-align: right;"><i>\$162.00</i></td> </tr> <tr> <td data-bbox="277 1627 321 1659">32</td> <td data-bbox="321 1627 652 1659"><b>TOTAL Evacuation M&amp;IE Costs</b></td> <td data-bbox="652 1627 911 1659" style="text-align: right;"><b>\$1,674.00</b></td> </tr> </tbody> </table>		A	B	1			2	<b>Travel Authorization</b>		3	Total Number of Days in Travel	14	4	Lodging Per Diem	\$102	5	M&IE Per Diem	\$54	6	# of people 12 and over (family)	1	7	# of people under 12 (family)	2	8	Daily hotel tax cost	20	9	Number of Rooms	1	10			11	<b>LODGING Costs</b>		12	# Days Lodging	\$1,428.00	13	X Nbr of Rooms	\$1,428.00	14			15	Hotel Tax per day	\$280.00	16	Hotel Tax per day (# of rooms)	\$280.00	17			18	<b>Total Evacuation Lodging</b>	<b>\$1,708.00</b>	19			20	<b>M&amp;IE COSTS</b>		21	By Day - 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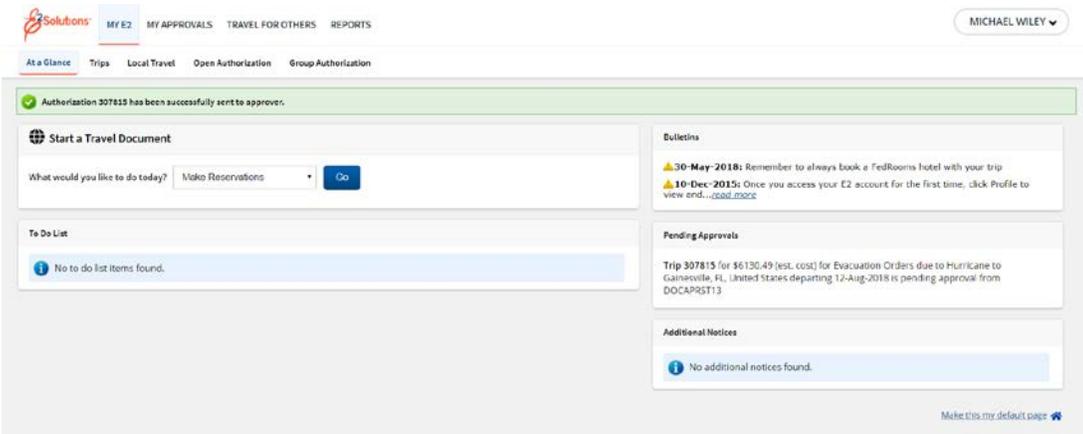
Step	Action
11b	<p>On the <b>Step 4: Expenses</b> screen add the following expenses:</p> <ul style="list-style-type: none"> <li>➤ Lodging - Evacuation Dependents Traveling with Employee = <b>Total Evacuation Lodging Cost</b></li> <li>➤ Meals and Incidentals - Evacuation Dependents Traveling with Employee = <b>Total Evacuation M&amp;IE Costs</b></li> <li>➤ Click <b>Save and New</b> (if adding more expenses) or <b>Save and Close</b> (if finished entering expenses)</li> </ul>
<p><b>Note:</b> In the description field for each expense a note should be provided to give the daily per diem rate and the number of dependents (i.e. \$102 per diem 1 adult 2 children under 12)</p>	
12	<p>The <b>Step 4: Expenses</b> screen appears with the new costs:</p>  <p>➤ Click <b>Next Step</b></p>

Step	Action
13	<p>The <b>Step 5: Accounting</b> screen of the authorization appears:</p>  <p>➤ Click the <i>Select Account Codes</i> link</p>

Step	Action
14	<p>The <b>Account Code Selection</b> pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <li>➤ Select the Account Codes needed for this TA</li> <li>➤ Click <b>Select and Close or Add and Close</b> (if only choosing one code)</li> <li>➤ Click <b>Select or Add</b> (if only choosing multiple codes)</li> </ul>

Step	Action
15	<p>The <b>Step 5: Accounting</b> screen of the authorization appears with the accounting code(s) now associated to the authorization:</p>  <p>➤ Click <b>Save and Next Step</b></p>
16	<p>The <b>Step 6: Travel Policy</b> screen of the authorization appears:</p>  <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <li>➤ Red is an error, it must be fixed before moving on</li> <li>➤ Yellow is a warning, it's just giving a heads up that something is missing</li> <li>➤ Green is everything is ok</li> <li>➤ Fill out anything that needs filling out</li> <li>➤ Click <b>Save and Next Step</b></li> </ul>

Step	Action
17	<p>The <b>Step 7: Summary</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Review all parts</li> <li>➤ Add Any Remarks necessary for the trip</li> <li>➤ Add Any Attachments (like the Itinerary)</li> <li>➤ Click <b>Send to Approver</b></li> </ul>
18	<p>The <b>Confirm Action</b> pop-up will appear.</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Confirm</b></li> </ul>

Step	Action
19	<p>The <b>My E2</b> screen should appear with a message at the top stating the authorization has been sent to the approver.</p>  <p>The screenshot shows the 'My E2' dashboard interface. At the top, there is a navigation bar with 'Solutions' and 'MY E2' highlighted. Below this is a sub-navigation bar with 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. A green message banner at the top states: 'Authorization 307815 has been successfully sent to approver.' The main content area is divided into several sections: 'Start a Travel Document' with a search bar and a 'Do' button; 'To Do List' showing 'No to do list items found.'; 'Bullets' with two items: '30-May-2018: Remember to always book a FedRooms hotel with your trip' and '10-Dec-2015: Once you access your E2 account for the first time, click Profile to view and...'; 'Pending Approvals' with a message about 'Trip 307815 for \$6130.49 (est. cost) for Evacuation Orders due to Hurricane to Gainesville, FL, United States departing 12-Aug-2018 is pending approval from DOCAPRST13'; and 'Additional Notices' showing 'No additional notices found.' A 'Make this my default page' link is visible at the bottom right of the dashboard.</p>
<p><b>APPROVAL MUST BE COMPLETED PRIOR TO ATTEMPTING THE NEXT EXERCISE</b></p>	

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### Exercise #3: Approve an Authorization

Objectives: 

- Approve a Travel Authorization for training purposes

Instructions: Execute the following steps:

Step	Action
1	From the Traveler's <b>My E2</b> screen: ➤ Click the <i>Names</i> in the top right corner
2	A drop down listing appears: ➤ Click <i>Stop arranged for:</i>
3	The <b>Travel for Others</b> screen appears: ➤ Click the <i>My Approvals</i>
4	The <b>Pending Approvals</b> screen appears: ➤ Click <i>Show</i> for the document you want to approve  <b>Notes:</b> <ul style="list-style-type: none"> <li>✓ <i>All documents awaiting your approval will appear with the latest one at the top</i></li> <li>✓ <i>You can use the filter options to rearrange how the documents show</i></li> </ul>
5	The <b>Step 7: Summary</b> screen appears. In order to approve a document, you'll need to lock it. This can be done under other actions or scrolling to the bottom of the summary screen: ➤ Click <i>Lock</i>
6	The top of the screen will let you know the document has now been locked: ➤ Review the document in its entirety  <b>Notes:</b> <ul style="list-style-type: none"> <li>✓ <i>If this is a true pool, then locking the document keeps the other approvers from entering the document</i></li> </ul>

Step	Action
7	<p>At the bottom of the summary screen you'll see buttons for the actions that can be taken:</p> <p>If you're planning on not approving it, click the <i>Return</i> button. This will send the document back to the person that created it. You'll be prompted to add comments as to why it's being returned.</p> <p>If you find that you don't have time to approve at this time you would click the <i>Unlock</i> button, that way it's available to another approver.</p> <p>For training purposes, we're going to click <b>Approve</b></p>
8	<p>A pop-up appears:</p> <p>➤ Click <b>Confirm</b></p>
9	<p>The <b>Pending Approvals</b> screen appears with a note at the top.</p>

## Exercise #4: Evacuation Travel Voucher (Amending TA)

- Objectives:
- Create an Evacuation Travel Voucher
  - Navigate each step of the TV

Notes:

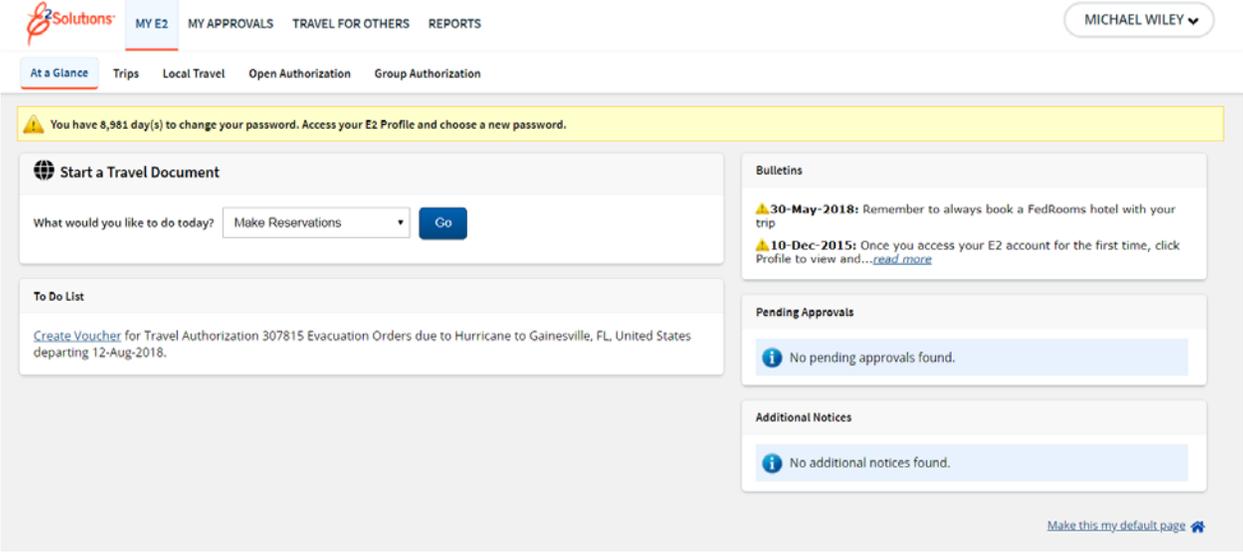
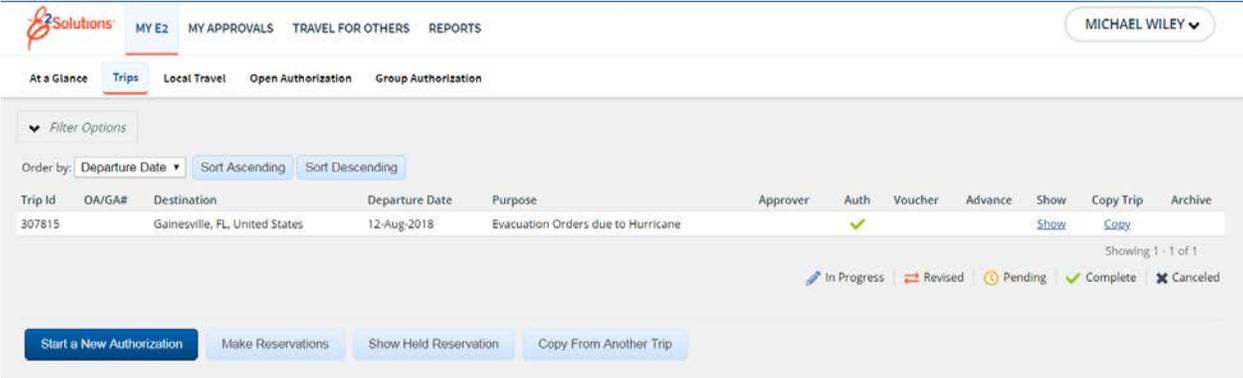
*If the trip dates change from what was entered on the authorization to what you will need to put on the voucher, regardless if it's more or less, you will have to amend your authorization for the new date range. Then once it goes through the approval process, you'll be able to create your voucher.*

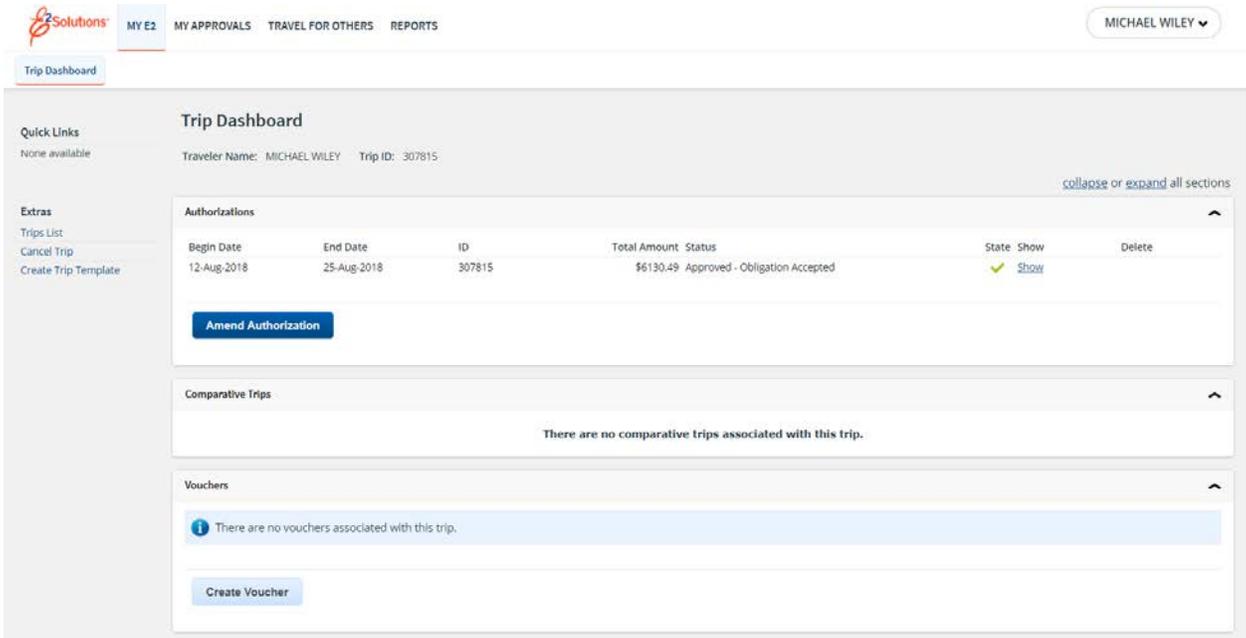
*This is not a scenario where the amendment qualifies for the AAA process. It will need to be sent through your electronic routing.*

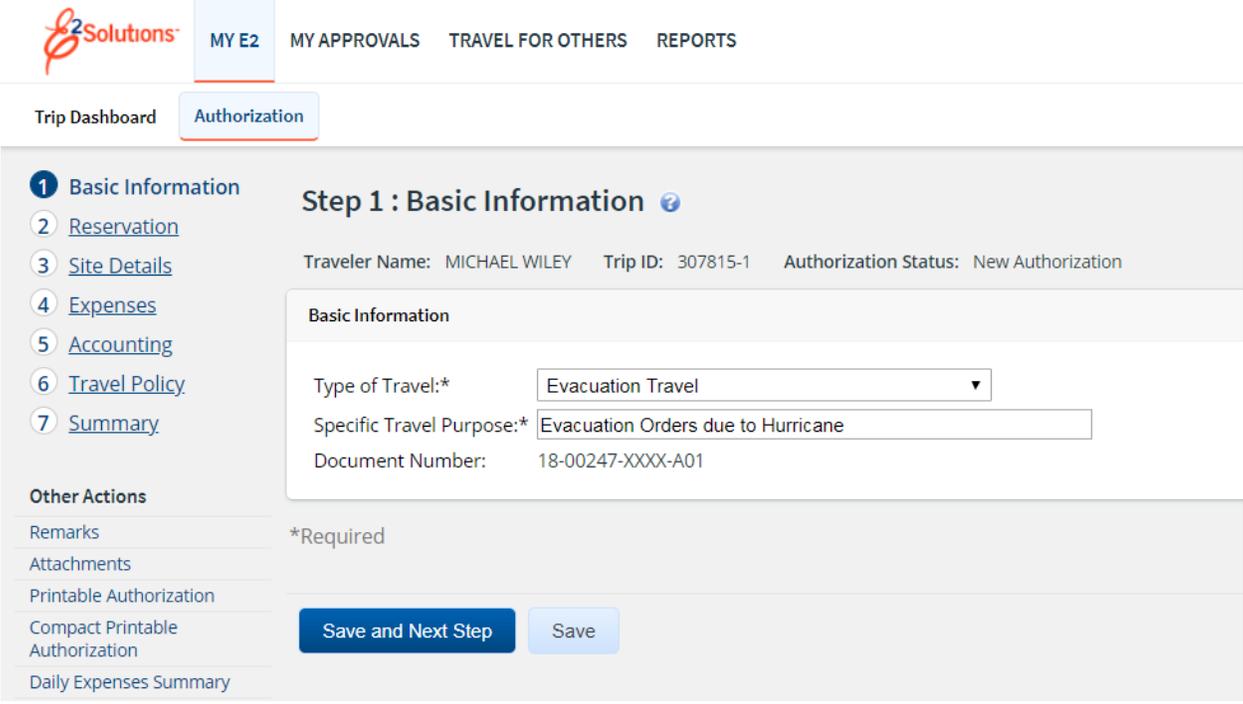
Instructions: Execute the following steps:

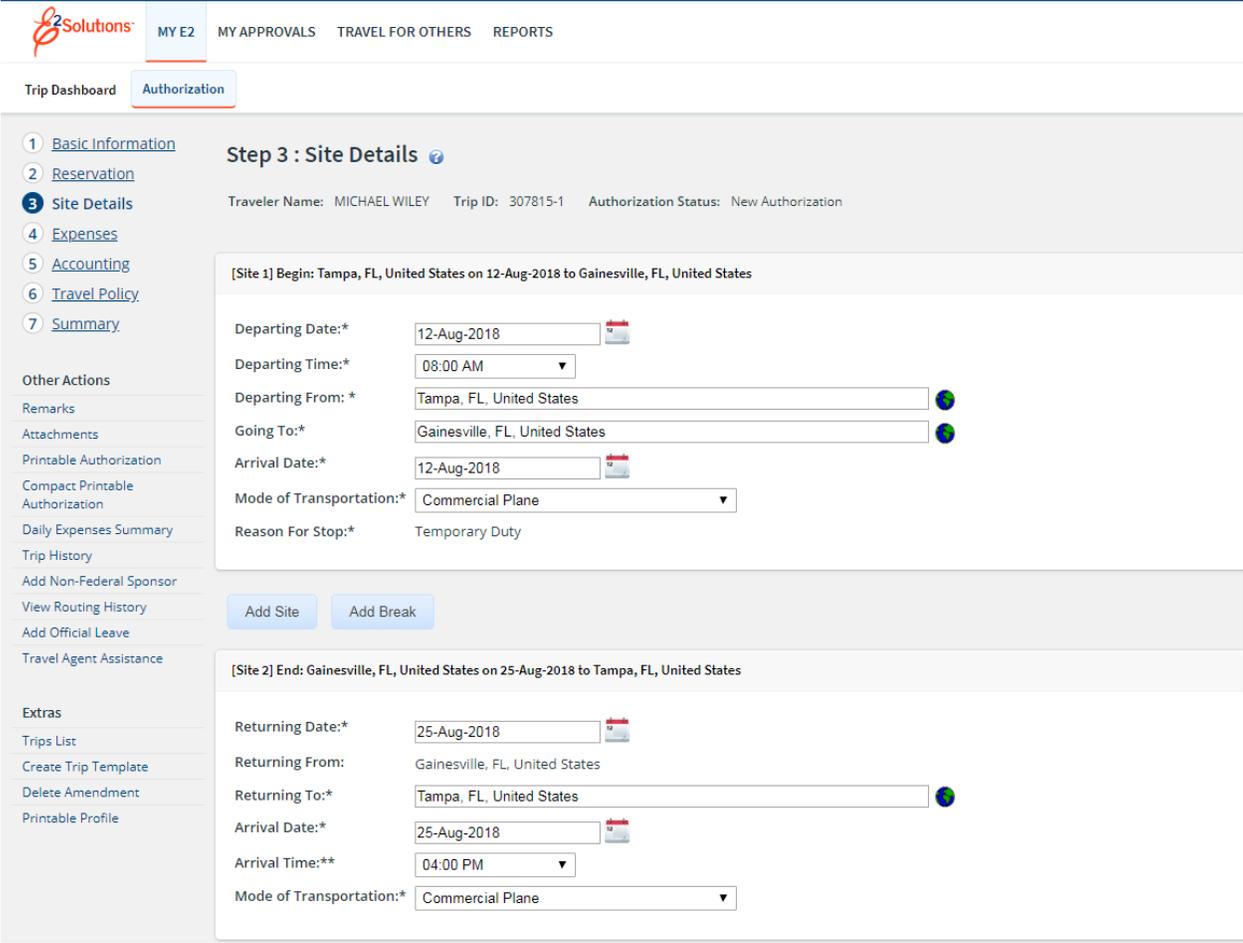
An evacuation order had been issued for the area where you work/live in and you set up your authorization for 14 days for you and your dependents, but the evacuation was lifted after 8 days. You just returned home and will need to file your voucher on the expenses you actually incurred. Use the Evacuation Worksheet to do your calculations for the traveler's dependents. You will also need to amend the authorization to the correct dates, wait for final approval prior to creating a voucher.

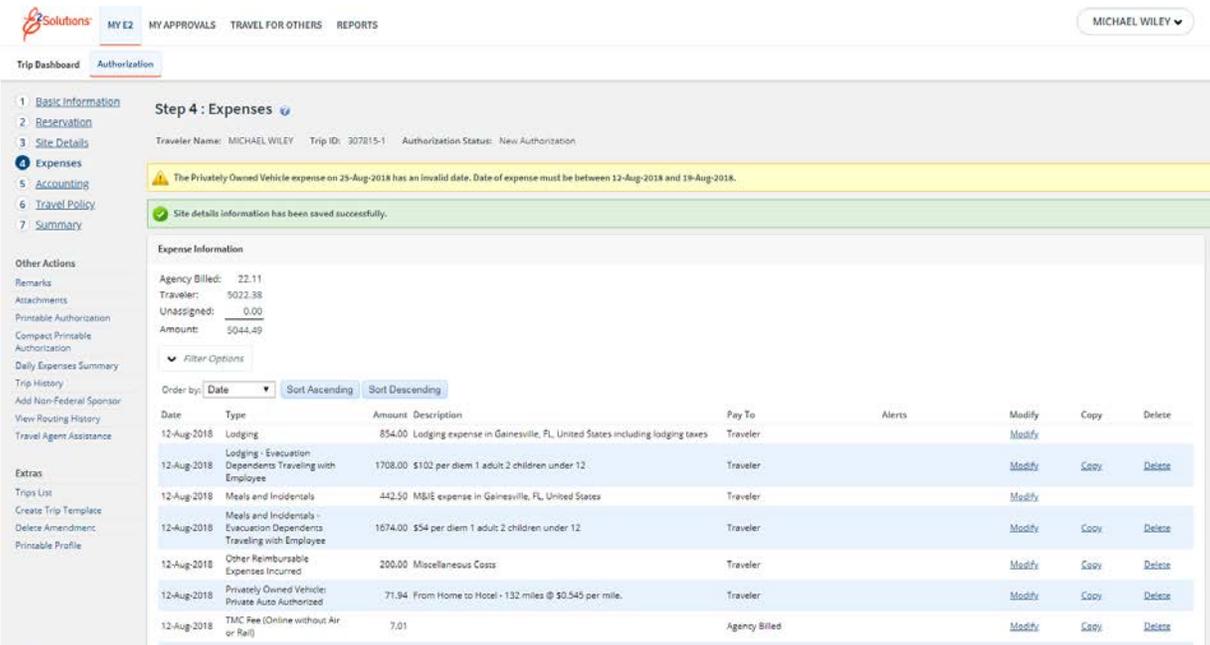
132 miles one way POV  
Hotel tax = \$17.38/day  
Lodging = \$102/day  
M&IE = \$54/day  
Laundry = \$35.38  
Hotel Parking = \$10/day

Step	Action
<p>1</p>	<p>From the <b>My E2</b> screen:</p> <p>➤ Click on <b>Trips</b></p>  <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Under the <b>To Do List</b> you may have a link that will take you to create your voucher.</li> <li>✓ Travel Arranger go to <b>Travel For Others</b>, select your traveler to view their trips.</li> </ul>
<p>2</p>	<p>The <b>Trips</b> tab shows authorizations and vouchers that are consolidated under a single Trip ID number:</p>  <p>➤ Click <b>Show</b> for the document (i.e. Evacuation trip)</p>

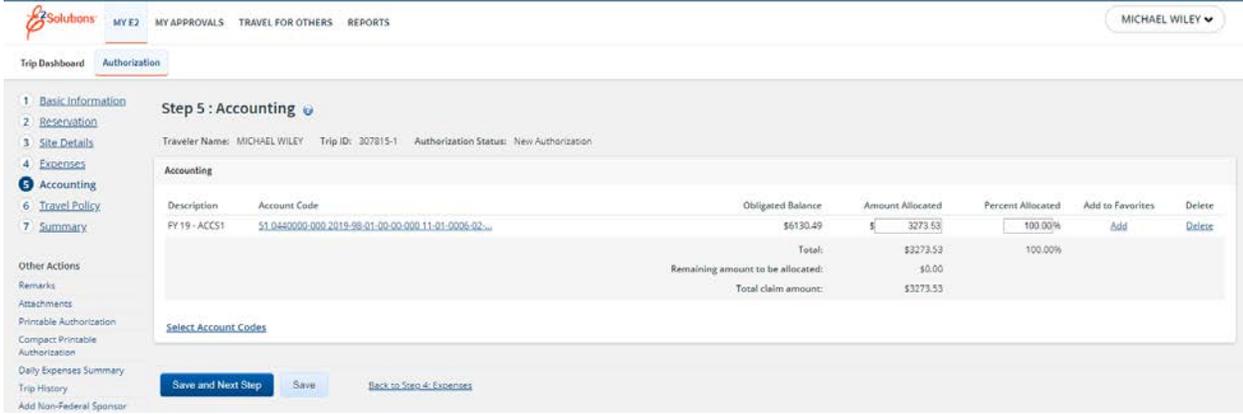
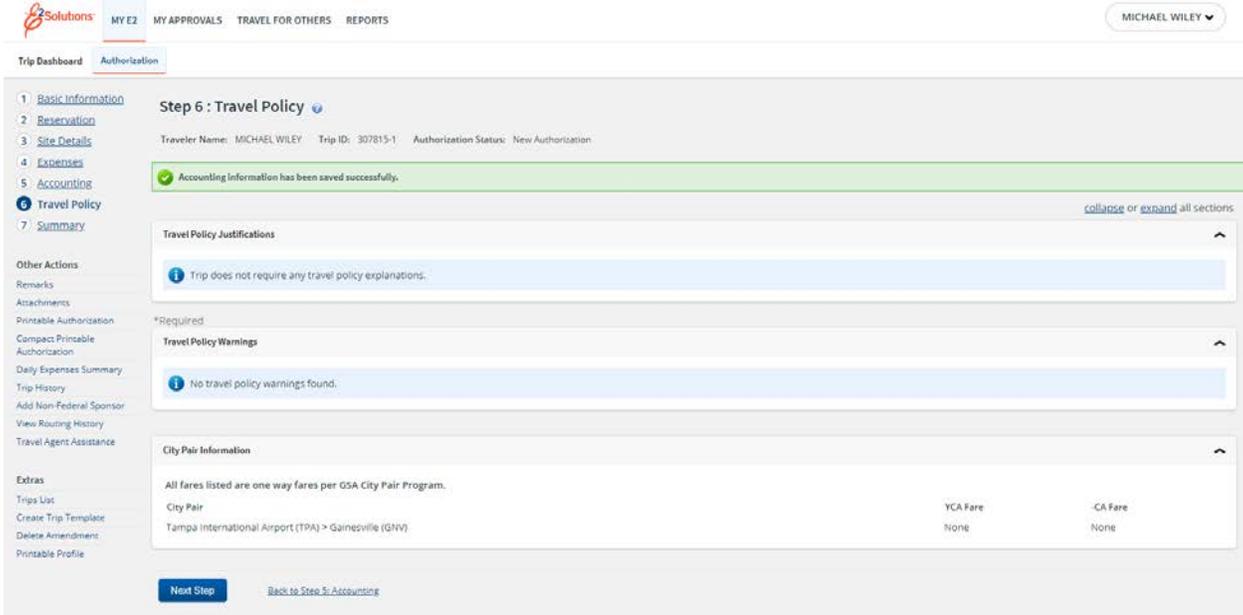
Step	Action
<p>3</p>	<p>The <b>Trip Dashboard</b> screen appears:</p>  <p>➤ Click <b>Amend Authorization</b></p>

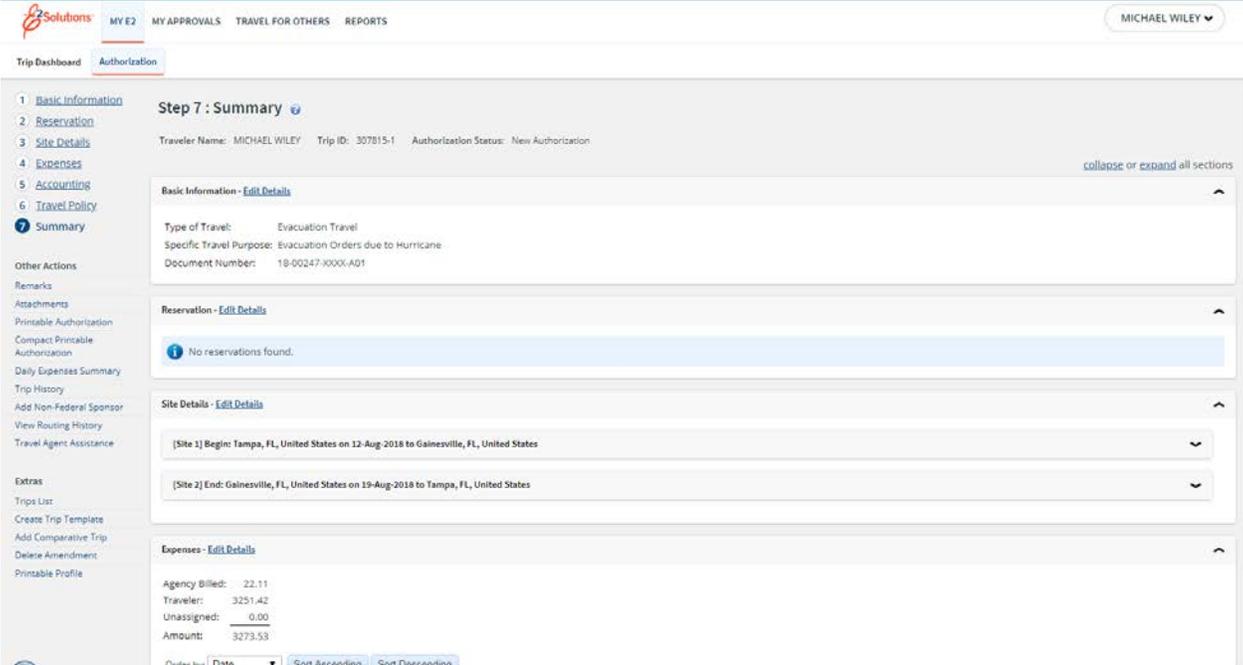
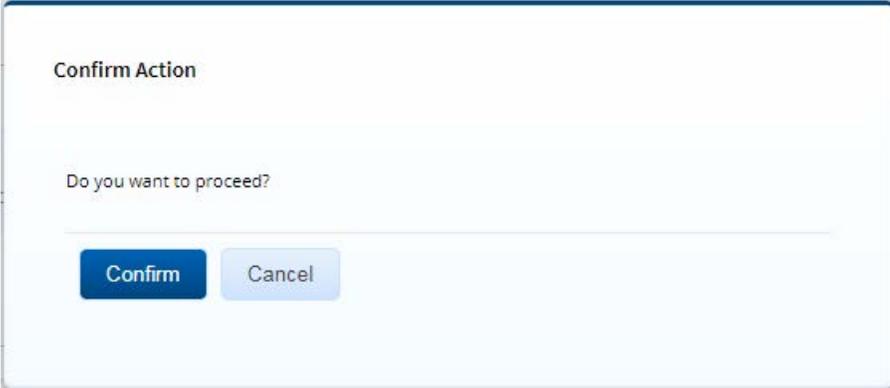
Step	Action
<p>4</p>	<p>The <b>Step1: Basic Information</b> screen appears:</p>  <p>➤ Click <b>Save and Next Step</b></p>
<p>5</p>	<p>The <b>Step 2: Reservation</b> screen appears, no updates needed here:</p> <p>➤ Click <b>Next Step</b></p>

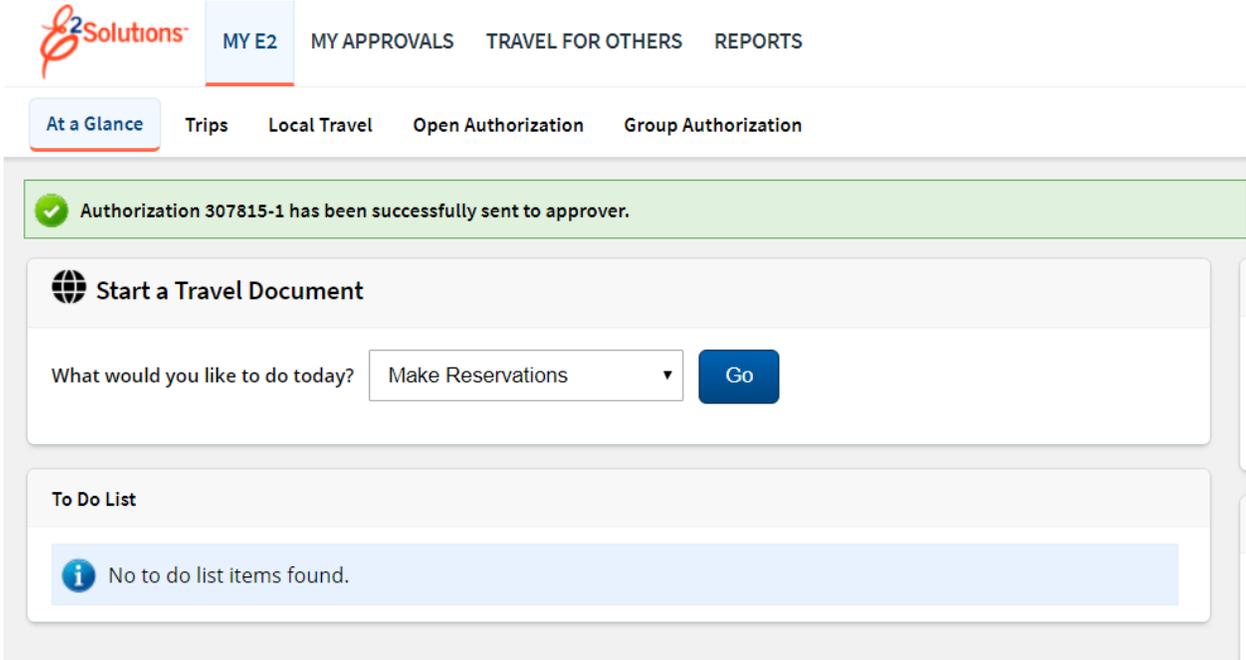
Step	Action
6	<p>The <b>Step 3: Site Details</b> screen appears:</p>  <p>➤ Change the <i>Returning Date</i> (i.e. Aug 19)</p> <p>➤ Click <b>Save and Next Step</b></p>

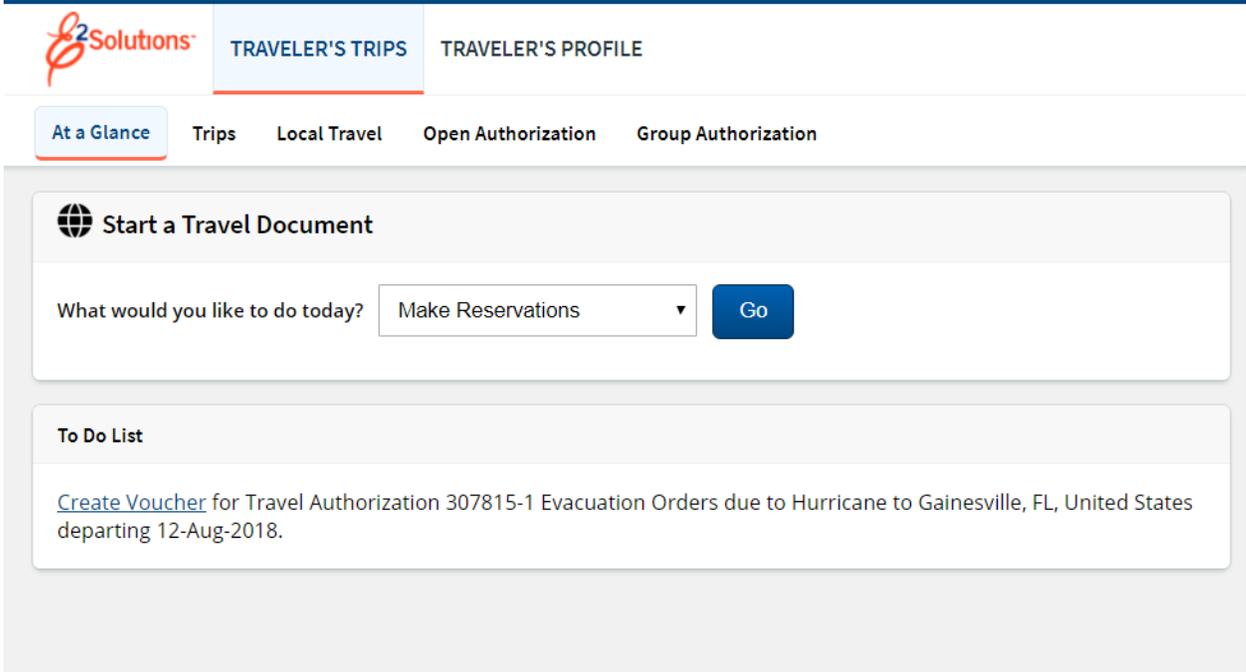
Step	Action
7	<p>The <b>Step 4: Expenses</b> screen appears:</p>  <p>Dates that were on the original expenses may have to be changed. Totals for the Dependents Lodging and M&amp;IE will need to be recalculated and expenses that were not originally on the authorization should be added. It's also a good time to take off the miscellaneous costs, as you won't be able to claim them as such on the voucher.</p>
7a	<p>Do the following:</p> <ul style="list-style-type: none"> <li>Update the date of the POV costs coming back</li> <li>Add hotel parking for each day (\$10/day)</li> <li>Update the Hotel Tax for the Traveler (\$17.38/day)</li> <li>Update the Costs for the Dependent's Lodging and M&amp;IE Costs</li> </ul>

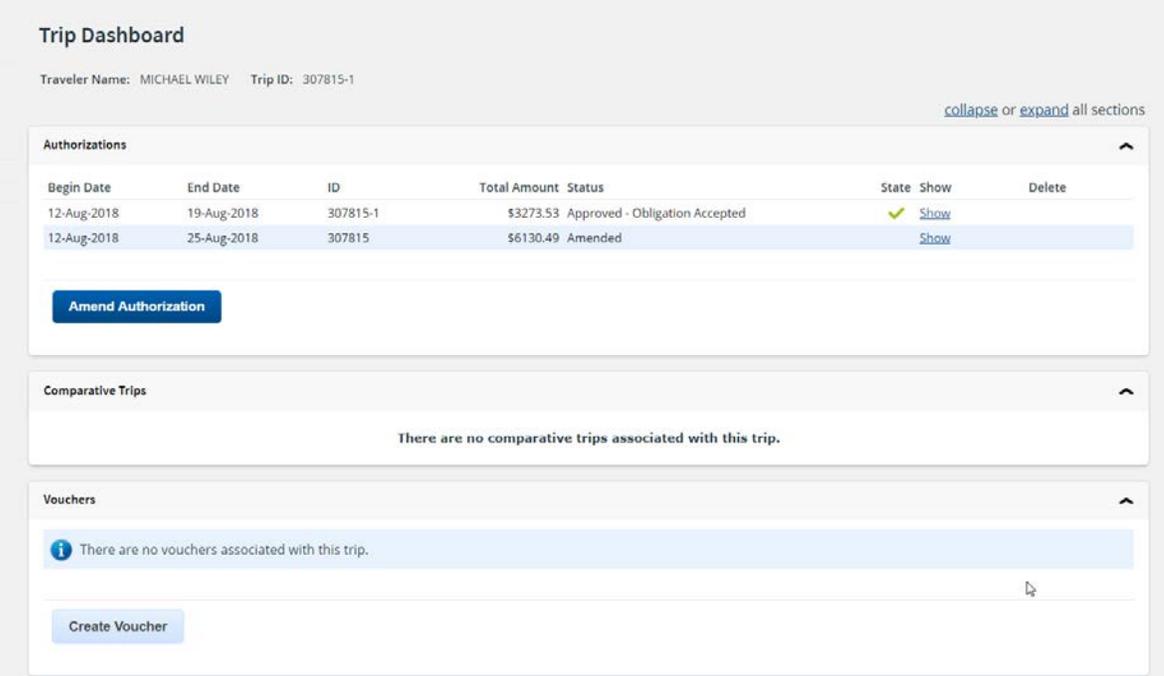
Step	Action																																																																																										
7b	<p>Once the <b>Step 4: Expenses</b> screen is updated:</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Expense Information</b></p> <p>Agency Billed: 22.11                      Traveler: 3251.42                      Unassigned: 0.00                      Amount: 3273.53</p> <p>▼ Filter Options</p> <p>Order by: <span style="border: 1px solid #ccc; padding: 2px;">Date</span> <span style="border: 1px solid #ccc; padding: 2px;">Sort Ascending</span> <span style="border: 1px solid #ccc; padding: 2px;">Sort Descending</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Description</th> <th>Pay To</th> </tr> </thead> <tbody> <tr> <td>12-Aug-2018</td> <td>Lodging</td> <td>835.66</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td>Traveler</td> </tr> <tr> <td>12-Aug-2018</td> <td>Lodging - Evacuation Dependents Traveling with Employee</td> <td>714.00</td> <td>\$102 per diem 1 adult 2 children under 12</td> <td>Traveler</td> </tr> <tr> <td>12-Aug-2018</td> <td>Meals and Incidentals</td> <td>442.50</td> <td>M&amp;IE expense in Gainesville, FL, United States</td> <td>Traveler</td> </tr> <tr> <td>12-Aug-2018</td> <td>Meals and Incidentals - Evacuation Dependents Traveling with Employee</td> <td>810.00</td> <td>\$54 per diem 1 adult 2 children under 12</td> <td>Traveler</td> </tr> <tr> <td>12-Aug-2018</td> <td>Other Reimbursable Expenses Incurred</td> <td>200.00</td> <td>Miscellaneous Costs</td> <td>Traveler</td> </tr> <tr> <td>12-Aug-2018</td> <td>Parking</td> <td>10.00</td> <td></td> <td>Traveler</td> </tr> <tr> <td>12-Aug-2018</td> <td>Privately Owned Vehicle: Private Auto Authorized</td> <td>71.94</td> <td>From Home to Hotel - 132 miles @ \$0.545 per mile.</td> <td>Traveler</td> </tr> <tr> <td>12-Aug-2018</td> <td>TMC Fee (Online without Air or Rail)</td> <td>7.01</td> <td></td> <td>Agency Billed</td> </tr> <tr> <td>13-Aug-2018</td> <td>Parking</td> <td>10.00</td> <td></td> <td>Traveler</td> </tr> <tr> <td>14-Aug-2018</td> <td>Parking</td> <td>10.00</td> <td></td> <td>Traveler</td> </tr> <tr> <td>15-Aug-2018</td> <td>Parking</td> <td>10.00</td> <td></td> <td>Traveler</td> </tr> <tr> <td>16-Aug-2018</td> <td>Parking</td> <td>10.00</td> <td></td> <td>Traveler</td> </tr> <tr> <td>17-Aug-2018</td> <td>Parking</td> <td>10.00</td> <td></td> <td>Traveler</td> </tr> <tr> <td>18-Aug-2018</td> <td>Laundry/Dry Cleaning- Domestic Only</td> <td>35.38</td> <td></td> <td>Traveler</td> </tr> <tr> <td>18-Aug-2018</td> <td>Parking</td> <td>10.00</td> <td></td> <td>Traveler</td> </tr> <tr> <td>19-Aug-2018</td> <td>Privately Owned Vehicle: Private Auto Authorized</td> <td>71.94</td> <td>From Hotel to Home - 132 miles @ \$0.545 per mile.</td> <td>Traveler</td> </tr> <tr> <td>19-Aug-2018</td> <td>Voucher Transaction Fee</td> <td>15.10</td> <td>Voucher Transaction Fee</td> <td>Agency Billed</td> </tr> </tbody> </table> </div> <p>➤ Click <b>Next Step</b></p>	Date	Type	Amount	Description	Pay To	12-Aug-2018	Lodging	835.66	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler	12-Aug-2018	Lodging - Evacuation Dependents Traveling with Employee	714.00	\$102 per diem 1 adult 2 children under 12	Traveler	12-Aug-2018	Meals and Incidentals	442.50	M&IE expense in Gainesville, FL, United States	Traveler	12-Aug-2018	Meals and Incidentals - Evacuation Dependents Traveling with Employee	810.00	\$54 per diem 1 adult 2 children under 12	Traveler	12-Aug-2018	Other Reimbursable Expenses Incurred	200.00	Miscellaneous Costs	Traveler	12-Aug-2018	Parking	10.00		Traveler	12-Aug-2018	Privately Owned Vehicle: Private Auto Authorized	71.94	From Home to Hotel - 132 miles @ \$0.545 per mile.	Traveler	12-Aug-2018	TMC Fee (Online without Air or Rail)	7.01		Agency Billed	13-Aug-2018	Parking	10.00		Traveler	14-Aug-2018	Parking	10.00		Traveler	15-Aug-2018	Parking	10.00		Traveler	16-Aug-2018	Parking	10.00		Traveler	17-Aug-2018	Parking	10.00		Traveler	18-Aug-2018	Laundry/Dry Cleaning- Domestic Only	35.38		Traveler	18-Aug-2018	Parking	10.00		Traveler	19-Aug-2018	Privately Owned Vehicle: Private Auto Authorized	71.94	From Hotel to Home - 132 miles @ \$0.545 per mile.	Traveler	19-Aug-2018	Voucher Transaction Fee	15.10	Voucher Transaction Fee	Agency Billed
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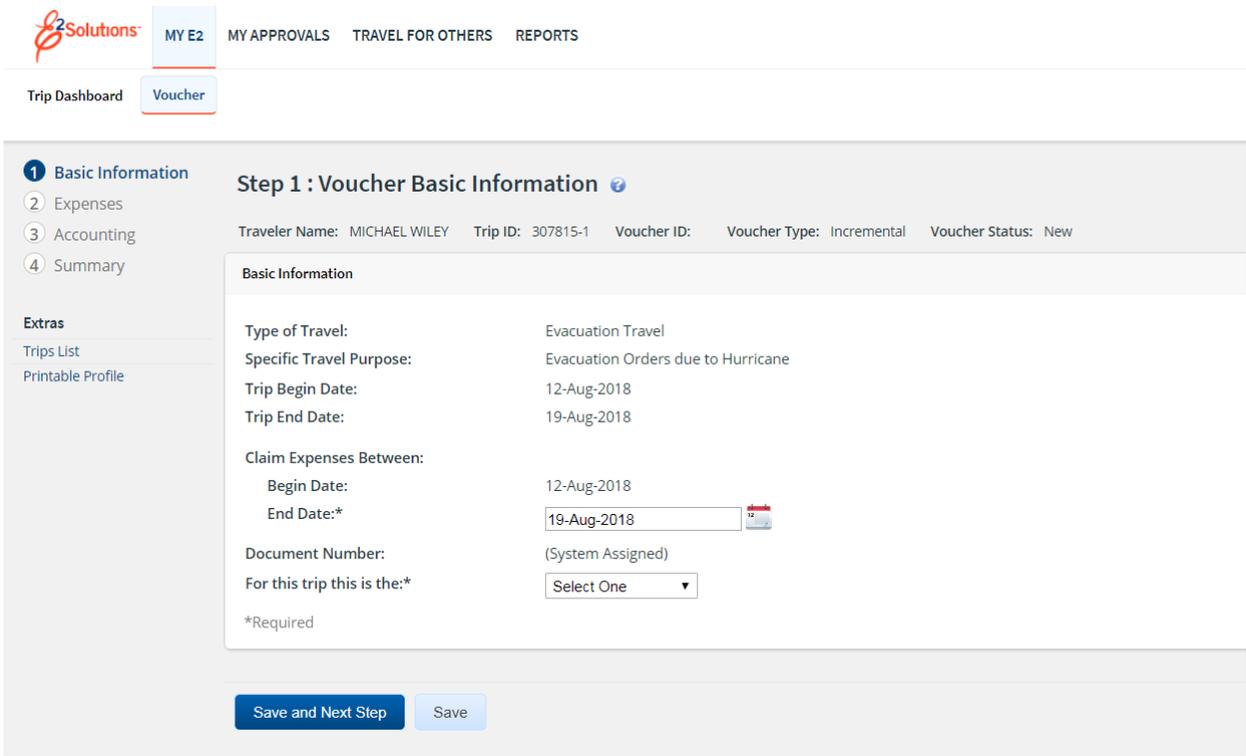
Step	Action
8	<p>The <b>Step 5: Accounting</b> screen appears and should have updated the costs:</p>  <p>➤ Click <b>Save and Next Step</b></p>
9	<p>The <b>Step 6: Travel Policy</b> screen appears:</p>  <p>➤ Click <b>Save and Next Step</b></p>

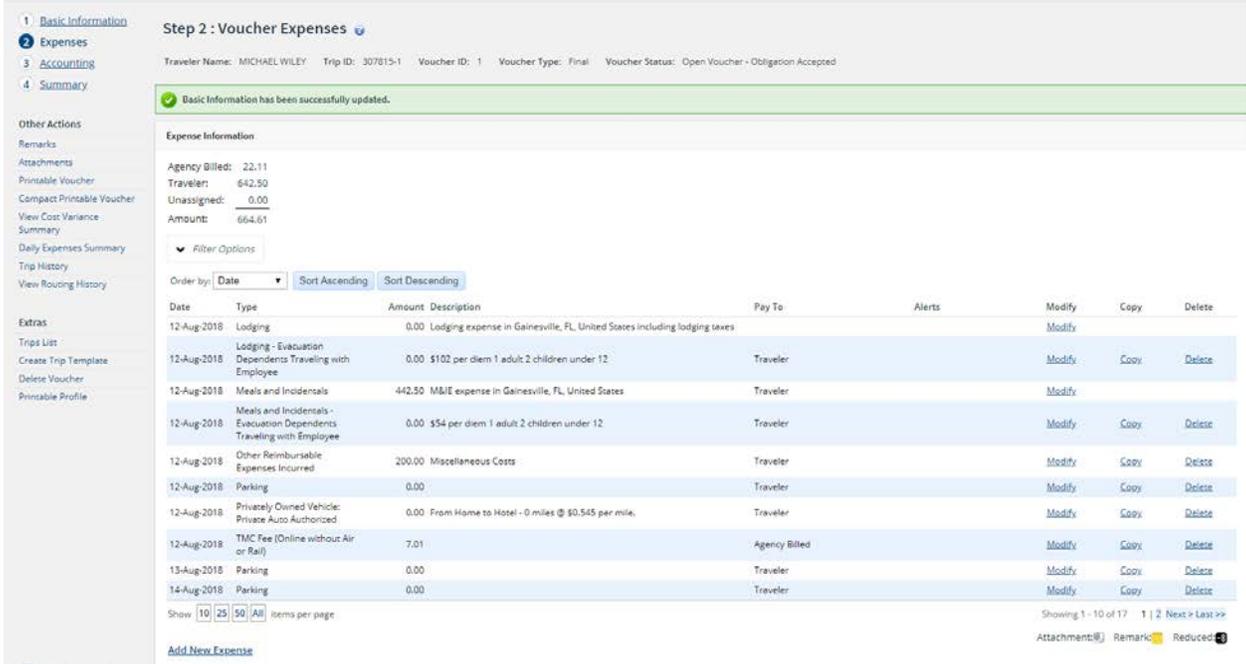
Step	Action
10	<p>The <b>Step 7: Summary</b> screen appears:</p>  <ul style="list-style-type: none"> <li>➤ Review all parts</li> <li>➤ Add Any Remarks necessary for the trip (i.e. evacuation ended early)</li> <li>➤ Add Any Attachments (like the Itinerary)</li> <li>➤ Click <b>Send to Approver</b></li> </ul>
11	<p>The <b>Confirm Action</b> pop-up will appear.</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Confirm</b></li> </ul>

Step	Action
12	<p>The <b>My E2</b> screen should appear with a message at the top stating the authorization has been sent to the approver.</p>  <p>The screenshot shows the 'My E2' dashboard interface. At the top left is the 'e2Solutions' logo. Navigation tabs include 'MY E2' (highlighted), 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below these are sub-tabs: 'At a Glance' (highlighted), 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. A green notification banner at the top states: 'Authorization 307815-1 has been successfully sent to approver.' Below this is a 'Start a Travel Document' section with a search bar containing 'Make Reservations' and a 'Go' button. At the bottom is a 'To Do List' section with a message: 'No to do list items found.'</p>
<p><b>AWAIT APPROVAL BEFORE CREATING VOUCHER</b></p>	

Step	Action
<p>V1</p>	<p>From the <b>My E2</b> screen:</p> <p>➤ Click on <i>Trips</i></p> <hr/> 

Step	Action																								
V2	<p>The <b>Trip Dashboard</b> screen appears:</p>  <p>Traveler Name: MICHAEL WILEY Trip ID: 307815-1</p> <p><a href="#">collapse or expand all sections</a></p> <p><b>Authorizations</b></p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>ID</th> <th>Total Amount</th> <th>Status</th> <th>State</th> <th>Show</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>12-Aug-2018</td> <td>19-Aug-2018</td> <td>307815-1</td> <td>\$3273.53</td> <td>Approved - Obligation Accepted</td> <td>✓</td> <td><a href="#">Show</a></td> <td></td> </tr> <tr> <td>12-Aug-2018</td> <td>25-Aug-2018</td> <td>307815</td> <td>\$6130.49</td> <td>Amended</td> <td></td> <td><a href="#">Show</a></td> <td></td> </tr> </tbody> </table> <p><a href="#">Amend Authorization</a></p> <p><b>Comparative Trips</b></p> <p>There are no comparative trips associated with this trip.</p> <p><b>Vouchers</b></p> <p><i>i</i> There are no vouchers associated with this trip.</p> <p><a href="#">Create Voucher</a></p> <p>➤ Click <b>Create Voucher</b></p>	Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete	12-Aug-2018	19-Aug-2018	307815-1	\$3273.53	Approved - Obligation Accepted	✓	<a href="#">Show</a>		12-Aug-2018	25-Aug-2018	307815	\$6130.49	Amended		<a href="#">Show</a>	
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Step	Action
<p>V3</p>	<p>The <b>Step 1: Voucher Basic Information</b> screen appears:</p>  <p>➤ Select the <i>For the trip this is the</i> (i.e. Final Voucher)</p> <p>For this trip this is the:* <input type="text" value="Select One"/>           *Required</p> <p>➤ Click <b>Save and Next Step</b></p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ If this is not the final voucher for this authorization, select Not Final Voucher.</li> <li>✓ For trips less than 30 days always select final voucher.</li> <li>✓ If additional expenses need to be filed later that can be filed on a supplemental voucher.</li> </ul>

Step	Action
<p>V4</p>	<p>The <b>Step 2: Voucher Expenses</b> screen appears:</p>  <p>➤ Click <i>Modify</i> on the Lodging Line</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>Most expense categories entered on the authorization will come over to the voucher, however, the costs associated to those expense categories will not.</i></li> </ul>

Step	Action																																																																																																														
V5	<p>The <b>Lodging Expenses</b> pop-up window appears:</p>  <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Rate</th> <th>Amount</th> <th>Authorized</th> <th>Lodging Tax</th> <th>Pay To</th> <th>Day Off</th> <th>Shared</th> <th>Notes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td>12-Aug-2018</td> <td>Per Diem</td> <td>102.00</td> <td>0.00</td> <td>102.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>13-Aug-2018</td> <td>Per Diem</td> <td>102.00</td> <td>0.00</td> <td>102.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>14-Aug-2018</td> <td>Per Diem</td> <td>102.00</td> <td>0.00</td> <td>102.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>15-Aug-2018</td> <td>Per Diem</td> <td>102.00</td> <td>0.00</td> <td>102.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>16-Aug-2018</td> <td>Per Diem</td> <td>102.00</td> <td>0.00</td> <td>102.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>17-Aug-2018</td> <td>Per Diem</td> <td>102.00</td> <td>0.00</td> <td>102.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>18-Aug-2018</td> <td>Per Diem</td> <td>102.00</td> <td>0.00</td> <td>102.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>19-Aug-2018</td> <td>Per Diem</td> <td>102.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Running Totals:</td> <td>0.00</td> <td></td> <td>0.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody>	Date	Reimbursement Type	Per Diem Rate	Amount	Authorized	Lodging Tax	Pay To	Day Off	Shared	Notes	Alerts	12-Aug-2018	Per Diem	102.00	0.00	102.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			13-Aug-2018	Per Diem	102.00	0.00	102.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			14-Aug-2018	Per Diem	102.00	0.00	102.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			15-Aug-2018	Per Diem	102.00	0.00	102.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			16-Aug-2018	Per Diem	102.00	0.00	102.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			17-Aug-2018	Per Diem	102.00	0.00	102.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			18-Aug-2018	Per Diem	102.00	0.00	102.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			19-Aug-2018	Per Diem	102.00	0.00	0.00	0.00		<input type="checkbox"/>	No			Running Totals:			0.00		0.00					
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 At the bottom of the window are three buttons: 'Save and Close', 'Save', and 'Exit Window'.
 

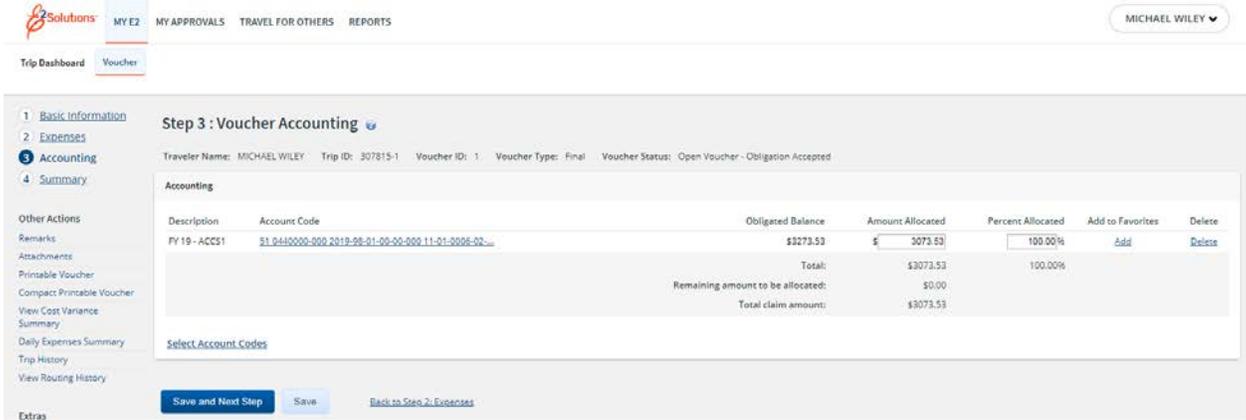
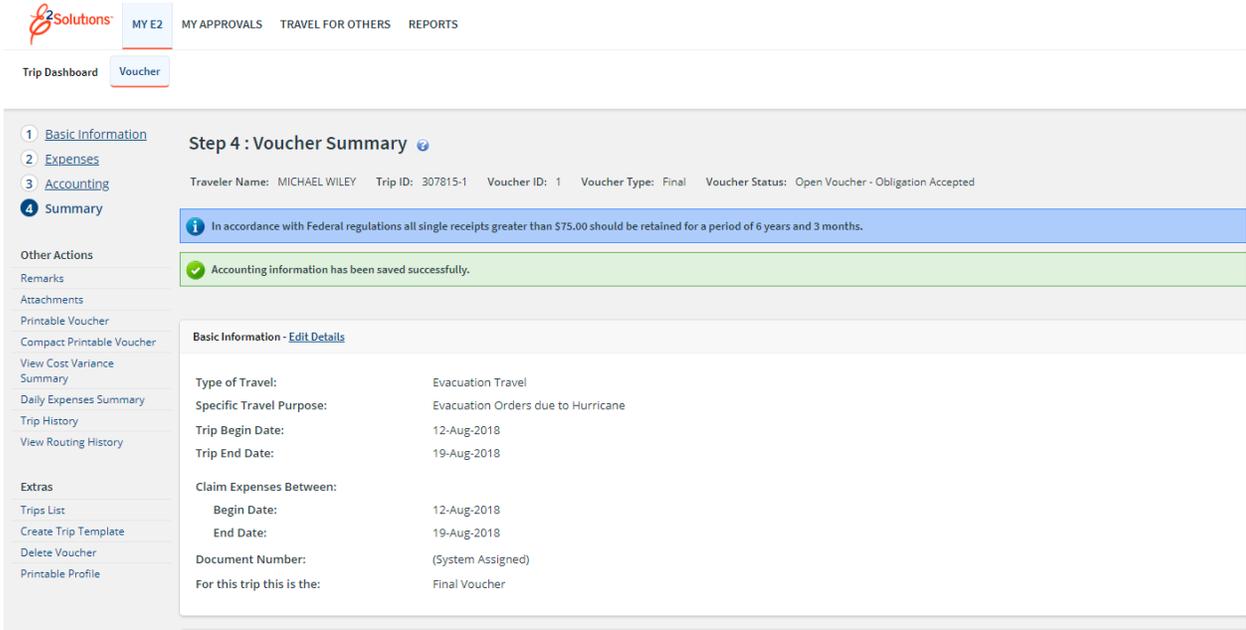
Using your hotel bill enter the following for each day:

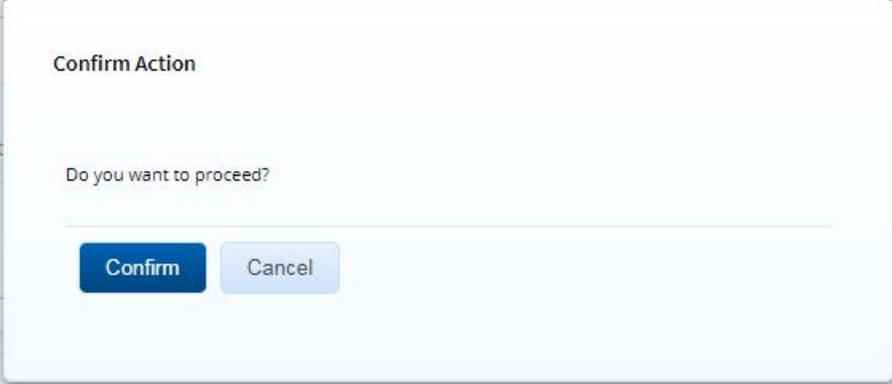
- Enter the *Amount* (i.e. 102.00)
- Enter the *Lodging Tax* (i.e. 17.38)
- When finished click **Save and Close**

**Notes:**

- ✓ You can utilize the *Apply to All displayed Expenses* especially if there are a lot of dates involved on the voucher.

Step	Action																																																																																																			
<p>V6</p>	<p>The <b>Step 2: Voucher Expenses</b> screen appears with the updated costs:</p> <div data-bbox="285 327 1520 993" style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #e0f2f1; padding: 5px; margin-bottom: 10px;">✔ Lodging expenses have been updated successfully.</p> <p><b>Expense Information</b></p> <p>Agency Billed: 22.11                      Traveler: 1478.16                      Unassigned: 0.00                      Amount: 1500.27</p> <p>Filter Options</p> <p>Order by: <span>Date</span> <span>Sort Ascending</span> <span>Sort Descending</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>12-Aug-2018</td> <td>Lodging</td> <td>835.66</td> <td>Lodging expense in Gainesville, FL, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td><a href="#">Modify</a></td> <td></td> <td></td> </tr> <tr> <td>12-Aug-2018</td> <td>Lodging - Evacuation Dependents Traveling with Employee</td> <td>0.00</td> <td>\$102 per diem 1 adult 2 children under 12</td> <td>Traveler</td> <td></td> <td><a href="#">Modify</a></td> <td><a href="#">Copy</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>12-Aug-2018</td> <td>Meals and Incidentals</td> <td>442.50</td> <td>M&amp;IE expense in Gainesville, FL, United States</td> <td>Traveler</td> <td></td> <td><a href="#">Modify</a></td> <td></td> <td></td> </tr> <tr> <td>12-Aug-2018</td> <td>Meals and Incidentals - Evacuation Dependents Traveling with Employee</td> <td>0.00</td> <td>\$54 per diem 1 adult 2 children under 12</td> <td>Traveler</td> <td></td> <td><a href="#">Modify</a></td> <td><a href="#">Copy</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>12-Aug-2018</td> <td>Other Reimbursable Expenses Incurred</td> <td>200.00</td> <td>Miscellaneous Costs</td> <td>Traveler</td> <td></td> <td><a href="#">Modify</a></td> <td><a href="#">Copy</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>12-Aug-2018</td> <td>Parking</td> <td>0.00</td> <td></td> <td>Traveler</td> <td></td> <td><a href="#">Modify</a></td> <td><a href="#">Copy</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>12-Aug-2018</td> <td>Privately Owned Vehicle: Private Auto Authorized</td> <td>0.00</td> <td>From Home to Hotel - 0 miles @ \$0.545 per mile.</td> <td>Traveler</td> <td></td> <td><a href="#">Modify</a></td> <td><a href="#">Copy</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>12-Aug-2018</td> <td>TMC Fee (Online without Air or Rail)</td> <td>7.01</td> <td></td> <td>Agency Billed</td> <td></td> <td><a href="#">Modify</a></td> <td><a href="#">Copy</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>13-Aug-2018</td> <td>Parking</td> <td>0.00</td> <td></td> <td>Traveler</td> <td></td> <td><a href="#">Modify</a></td> <td><a href="#">Copy</a></td> <td><a href="#">Delete</a></td> </tr> <tr> <td>14-Aug-2018</td> <td>Parking</td> <td>0.00</td> <td></td> <td>Traveler</td> <td></td> <td><a href="#">Modify</a></td> <td><a href="#">Copy</a></td> <td><a href="#">Delete</a></td> </tr> </tbody> </table> <p>Show <span>10</span> <span>25</span> <span>50</span> <span>All</span> items per page <span style="float: right;">Showing 1 - 10 of 17 1   2 Next &gt; Last &gt;&gt;</span></p> <p><a href="#">Add New Expense</a> <span style="float: right;">Attachment  Remark  Reduced </span></p> </div> <p>➤ Update all the traveler costs:</p> <ul style="list-style-type: none"> <li>• 132 miles one way POV</li> <li>• Hotel tax = \$17.38/day</li> <li>• Lodging = \$102/day</li> <li>• M&amp;IE = \$54/day</li> <li>• Laundry = \$35.38</li> <li>• Hotel Parking = \$10/day</li> </ul> <p>➤ Click <b>Next Step</b></p> <div style="background-color: yellow; padding: 10px; margin-top: 10px;"> <p><b>Notes:</b></p> <p><i>If you forgot to delete the Miscellaneous expense when amending the authorization, make sure to delete it on the voucher prior to sending to the approver or traveler.</i></p> </div>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	12-Aug-2018	Lodging	835.66	Lodging expense in Gainesville, FL, United States including lodging taxes	Traveler		<a href="#">Modify</a>			12-Aug-2018	Lodging - Evacuation Dependents Traveling with Employee	0.00	\$102 per diem 1 adult 2 children under 12	Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	12-Aug-2018	Meals and Incidentals	442.50	M&IE expense in Gainesville, FL, United States	Traveler		<a href="#">Modify</a>			12-Aug-2018	Meals and Incidentals - Evacuation Dependents Traveling with Employee	0.00	\$54 per diem 1 adult 2 children under 12	Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	12-Aug-2018	Other Reimbursable Expenses Incurred	200.00	Miscellaneous Costs	Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	12-Aug-2018	Parking	0.00		Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>	12-Aug-2018	Privately Owned Vehicle: Private Auto Authorized	0.00	From Home to Hotel - 0 miles @ \$0.545 per mile.	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Step	Action
<p>V7</p>	<p>The <b>Step 3: Voucher Accounting</b> screen appears.</p>  <p>➤ Click <b>Save and Next Step</b></p>
<p>V8</p>	<p>The <b>Step 4: Voucher Summary</b> screen appears:</p>  <p>➤ Add remarks          ➤ Add receipts          ➤ Review the voucher          ➤ Click <b>Send to Approver/Traveler</b></p>

Step	Action
<p>V9</p>	<p>The <b>Confirm Action</b> pop-up appears:</p> <p>Traveler:</p>  <p>Arranger:</p>  <p>➤ Click <b>Confirm</b></p>
<p>V10</p>	<p>The <b>Trip Dashboard</b> now should have up at the top that the voucher has been sent to the approver/traveler.</p>

## Exercise #5: Award Ceremony with Guest Travel Authorization

- Objectives:
- Create an Award Ceremony with Guest TA
  - Navigate each step of the TA

Notes:

*The Department of Commerce Travel Handbook, ([http://www.osec.doc.gov/ofm/OAP/TMD/Travel\\_Regulations.html](http://www.osec.doc.gov/ofm/OAP/TMD/Travel_Regulations.html)) Section 3.17.2 states: "Travel and per diem expenses may be provided to a Departmental award recipient to attend a major award ceremony (e.g., Presidential award ceremony, the Department's or Bureau's annual award ceremony, or a prestigious honorary award ceremony sponsored by a non-Federal organization). The travel must be directly to and from the site of the ceremony and must be performed in accordance with the policies contained in the FTR and this Handbook.*

*Bureaus may provide reimbursement of travel and per diem expenses for a recipient's family member for a federal award ceremony. In addition, at the Bureau's discretion, travel reimbursement for more than one individual may be considered in instances where the award recipient may require assistance because of a disability or other medical need.*

*One travel authorization shall be issued that covers both the employee and the additional person.*

*The employee will be responsible for submitting a travel voucher to obtain reimbursement for his/her travel costs and the additional person.*

*Honoraria offered in connection with official travel may not be accepted either as a personal payment to an employee or by the Department as a payment to the Government."*

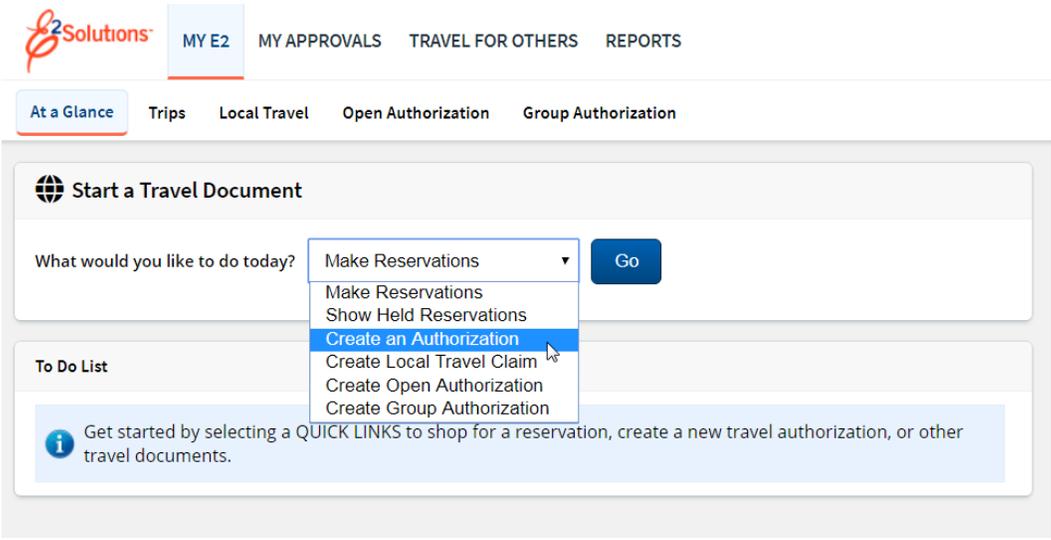
*NOAA Travel Regulations Chapter 2 Section 4, also states that one authorization and voucher will be filed for Award Ceremony unless another NOAA employee is the other attendee.*

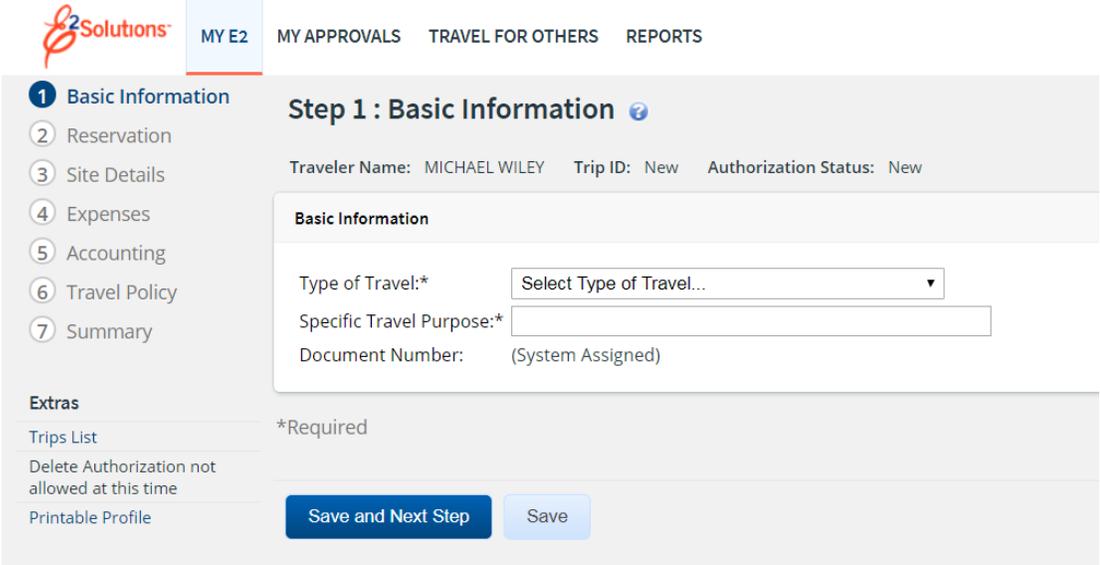
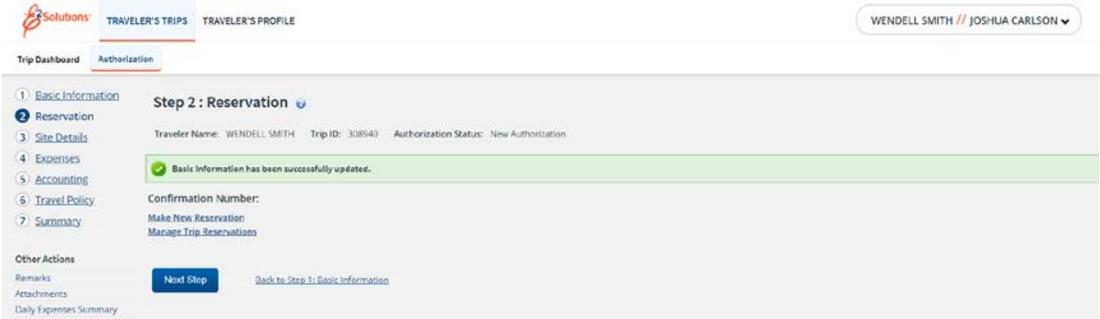
Instructions: Execute the following steps:

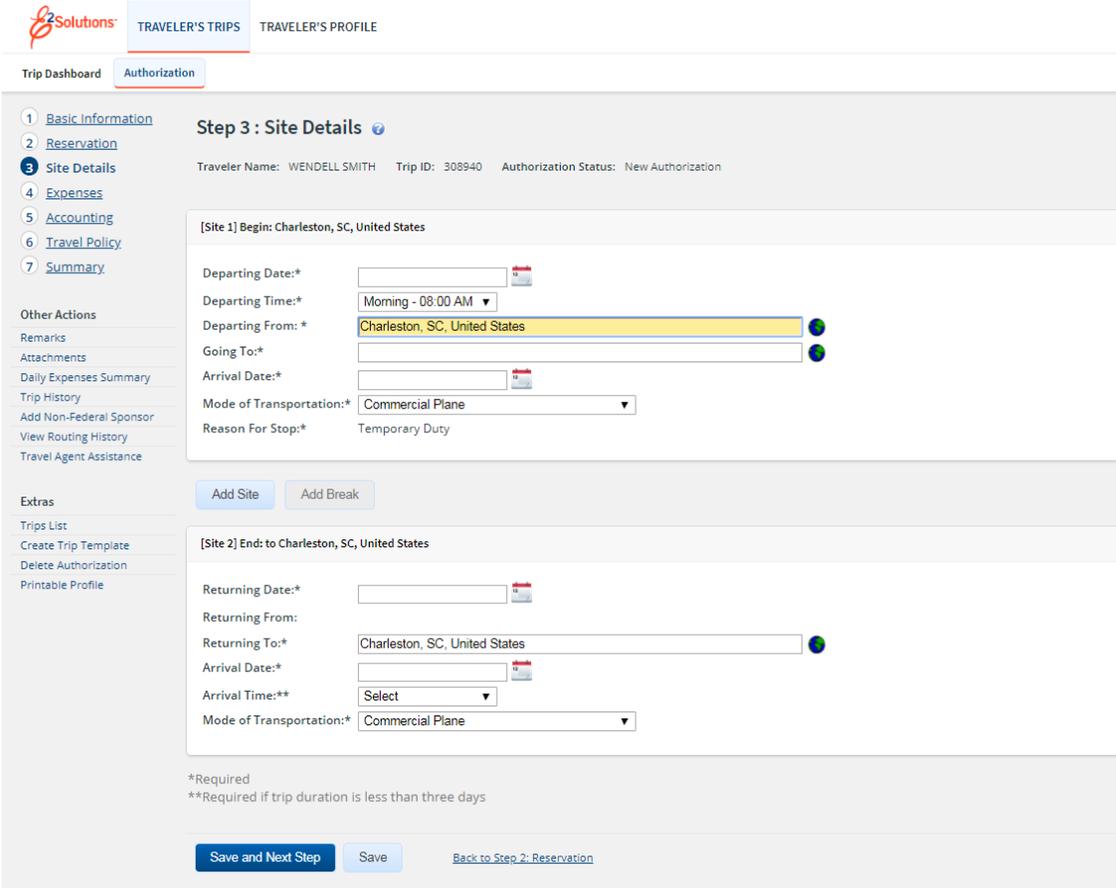
You are a departmental award recipient. You and a guest have been invited to attend the Department's annual award ceremony in Washington, DC on April 24th. You are coming from your Duty Station of Charleston, SC and your guest (Mother) is coming from Atlanta, GA and will have separate hotel rooms. You have a travel day on either side of the day of the Award Ceremony.

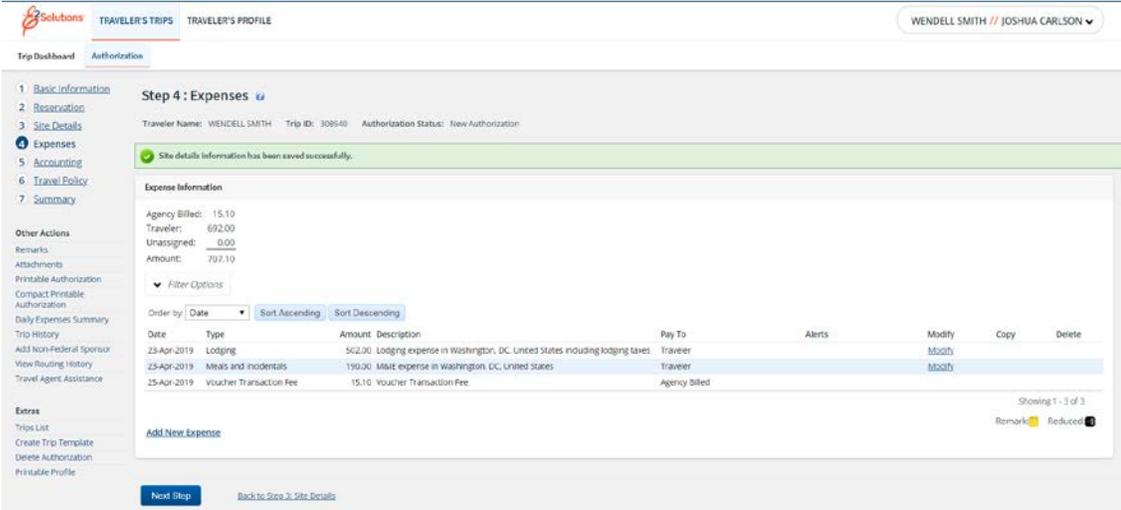
**Estimated Expenses**

- \$315.00 = Round-trip air fare (Traveler)
- \$385.00 = Round-trip air fare (Guest)
- \$37.63 = TMC Transaction Fee per person
- \$25/day = Hotel Tax per person
- \$100.00 = Taxi Fare per person
- \$25/flight = Checked Baggage Fee per person

Step	Action
1	<p>From the <b>My E2</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow on the “What would you like to do today?” field</li> <li>➤ Select <a href="#">Create an Authorization</a></li> <li>➤ Click <b>Go</b></li> </ul>  <p>The screenshot shows the 'My E2' dashboard. At the top, there are navigation tabs: 'MY E2', 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below these are sub-tabs: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is titled 'Start a Travel Document'. It features a form with the question 'What would you like to do today?' and a 'Go' button. A dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. Below the form is a 'To Do List' section with an 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> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ In production, if you did not have a reservation set up, you would click <i>Make Reservation</i></li> <li>✓ In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</li> <li>✓ In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</li> <li>✓ For Training Purposes we will not be working with the Online Reservation System or reservations</li> </ul>

Step	Action
<p>2</p>	<p>The <b>Step 1: Basic Information</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Select the <i>Type of Travel</i> (i.e. Special Agency Mission)</li> <li>➤ Enter the <i>Specific Travel Purpose</i> (i.e. Award Ceremony)</li> <li>➤ Click <b>Save and Next Step</b></li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ The E2 Solutions travel system generates a Document Number for the Authorization.</li> <li>✓ The E2 Solutions travel system generates a Trip Number that groups all travel documents together.</li> <li>✓ The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.</li> </ul>
<p>3</p>	<p>The <b>Step 2: Reservation</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Next Step</b></li> </ul>

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be skipping this step.</li> <li>✓ 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>.</li> <li>✓ If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</li> </ul>
4	<p>The <b>Step 3: Site Details</b> screen of the authorization appears:</p>  <p>The screenshot shows the 'Step 3: Site Details' screen. The sidebar on the left includes 'Basic Information', 'Reservation', 'Site Details', 'Expenses', 'Accounting', 'Travel Policy', and 'Summary'. Below the sidebar are 'Other Actions' (Remarks, Attachments, Daily Expenses Summary, Trip History, Add Non-Federal Sponsor, View Routing History, Travel Agent Assistance) and 'Extras' (Trips List, Create Trip Template, Delete Authorization, Printable Profile). The main content area has a breadcrumb 'TRAVELER'S TRIPS' and 'TRAVELER'S PROFILE'. The 'Authorization' tab is active. The screen title is 'Step 3: Site Details'. It shows 'Traveler Name: WENDELL SMITH', 'Trip ID: 308940', and 'Authorization Status: New Authorization'. The first site is '[Site 1] Begin: Charleston, SC, United States'. Fields include: 'Departing Date:*' (calendar icon), 'Departing Time:*' (dropdown: Morning - 08:00 AM), 'Departing From: *' (dropdown: Charleston, SC, United States), 'Going To:*' (dropdown), 'Arrival Date:*' (calendar icon), 'Mode of Transportation:*' (dropdown: Commercial Plane), and 'Reason For Stop:*' (Temporary Duty). There are 'Add Site' and 'Add Break' buttons. The second site is '[Site 2] End: to Charleston, SC, United States'. Fields include: 'Returning Date:*' (calendar icon), 'Returning From:' (dropdown), 'Returning To:*' (dropdown: Charleston, SC, United States), 'Arrival Date:*' (calendar icon), 'Arrival Time:**' (dropdown: Select), and 'Mode of Transportation:*' (dropdown: Commercial Plane). At the bottom, there are buttons for 'Save and Next Step', 'Save', and a link 'Back to Step 2: Reservation'. A legend indicates '*Required' and '**Required if trip duration is less than three days'.</p> <ul style="list-style-type: none"> <li>➤ Select the <i>Departing Date</i> (i.e. April 23)</li> <li>➤ Select the <i>Departing Time</i> (i.e. defaults to morning)</li> <li>➤ Change the <i>Departing From</i> if needed (i.e. defaults to your profile location)</li> <li>➤ Enter the <b>Going To</b> (i.e. Washington DC)</li> <li>➤ Select the <i>Returning Date</i> (i.e. April 25)</li> <li>➤ Select the <i>Arrival Time</i></li> <li>➤ Click <b>Save and Next Step</b></li> </ul>

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be entering information into this section.</li> <li>✓ 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.</li> <li>✓ If changes occur to reservations, this screen is not automatically updated.</li> </ul>
5	<p>The <b>Step 4: Expenses</b> screen of the authorization appears:</p>  <p>To add hotel tax and see the lodging amount, on the lodging line, click on <i>Modify</i></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details.</li> <li>✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car)</li> <li>✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher.</li> <li>✓ For award ceremony travel, you'll need to calculate the Lodging and Meals and Incidentals for the guest and then add those costs as a separate expense from the traveler.</li> <li>✓ Costs for the traveler should be entered first, before any other travelling companion(s).</li> </ul>

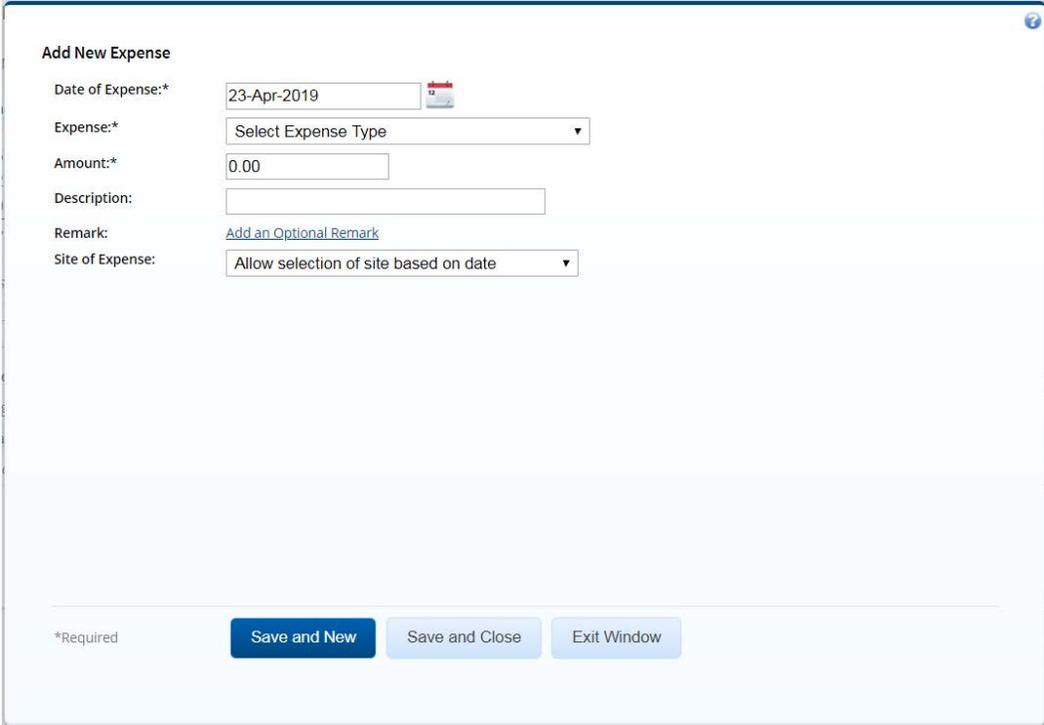
Step	Action																																																																		
6	<p>The <b>Lodging Expenses</b> pop-up window appears:</p> <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Rate</th> <th>Amount</th> <th>Allowed</th> <th>Estimated Tax</th> <th>Pay To</th> <th>Day Off</th> <th>Shared</th> <th>Notes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td>23-Apr-2019</td> <td>Per Diem</td> <td>251.00</td> <td>251.00</td> <td>251.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>24-Apr-2019</td> <td>Per Diem</td> <td>251.00</td> <td>251.00</td> <td>251.00</td> <td>0.00</td> <td>Traveler</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>25-Apr-2019</td> <td>Per Diem</td> <td>251.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td><input type="checkbox"/></td> <td>No</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Running Totals:</td> <td>502.00</td> <td>502.00</td> <td>0.00</td> <td colspan="5"></td> </tr> <tr> <td colspan="3">Total Estimated Lodging:</td> <td>502.00</td> <td colspan="7"></td> </tr> </tbody>	Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts	23-Apr-2019	Per Diem	251.00	251.00	251.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			24-Apr-2019	Per Diem	251.00	251.00	251.00	0.00	Traveler	<input type="checkbox"/>	<input type="checkbox"/>			25-Apr-2019	Per Diem	251.00	0.00	0.00	0.00		<input type="checkbox"/>	No			Running Totals:			502.00	502.00	0.00						Total Estimated Lodging:			502.00							
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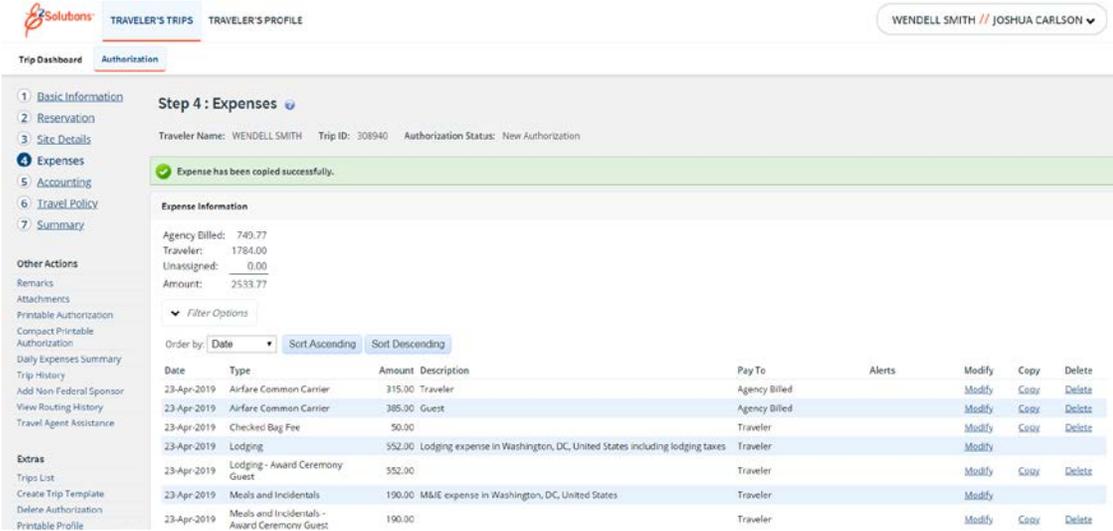
 At the bottom of the window are three buttons: 'Save and Close', 'Save', and 'Exit Window'.
 

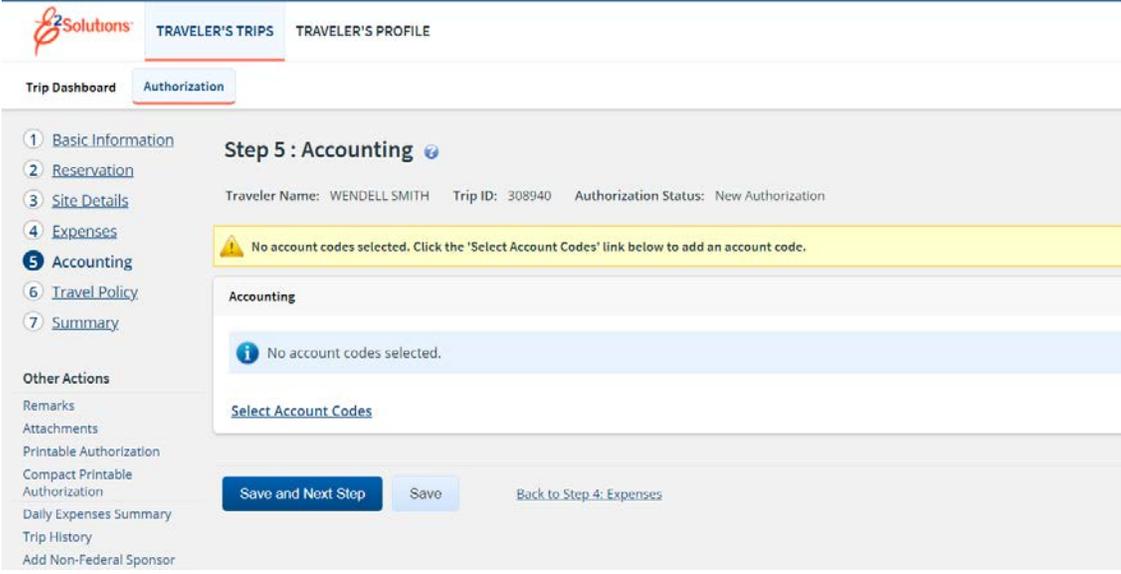
➤ Take note of the Per Diem Rate for Lodging.

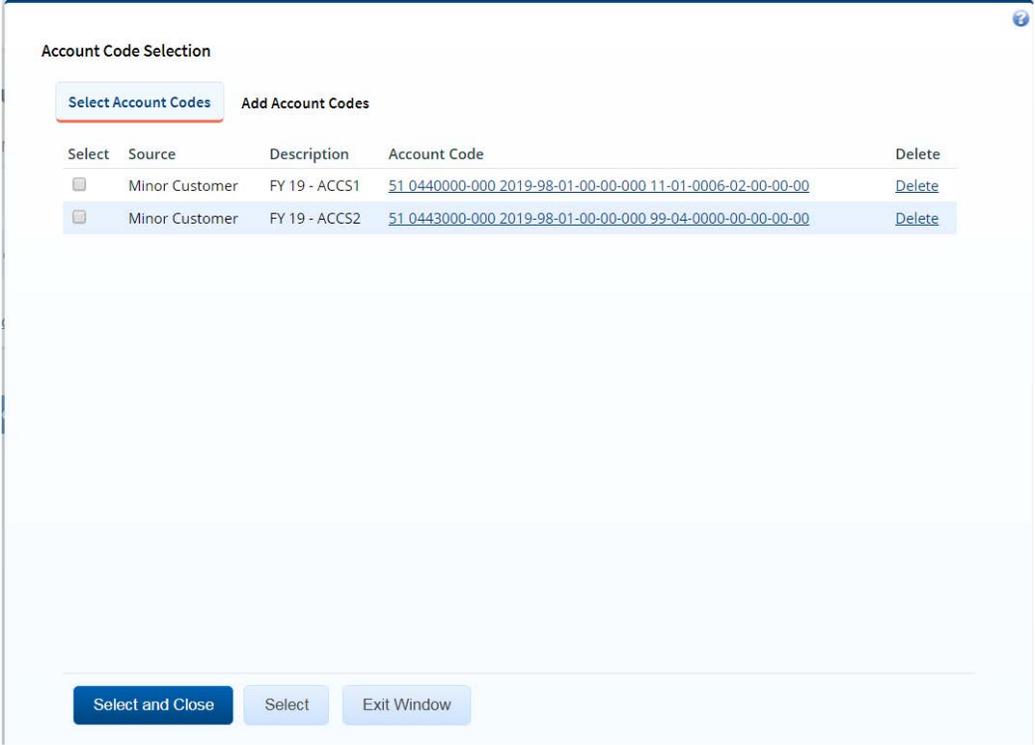
Step	Action
7	<p>Now we need to add \$25/day for Hotel Tax. This can be done individually in each line of lodging or it can be done all at once by doing it through the Apply to All Displayed Expenses:</p> <div data-bbox="277 405 1357 1031" data-label="Image"> </div> <p>➤ When finished click <b>Save and Close</b></p>

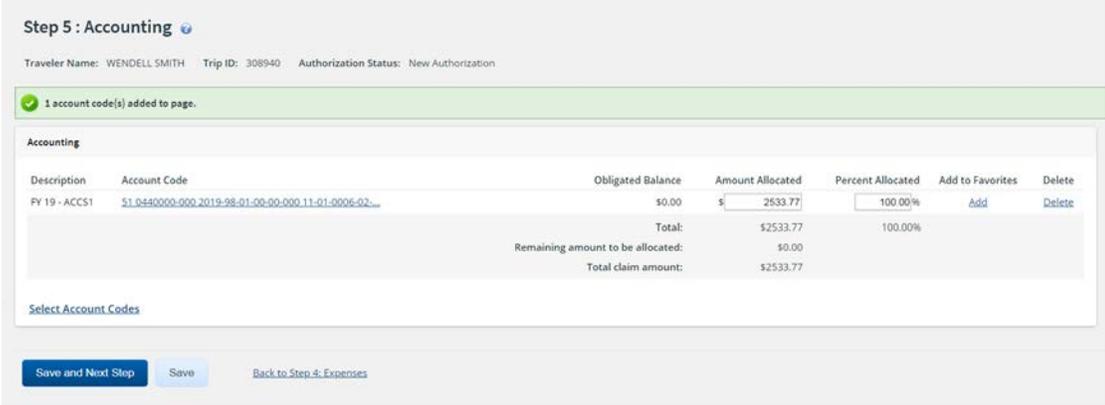
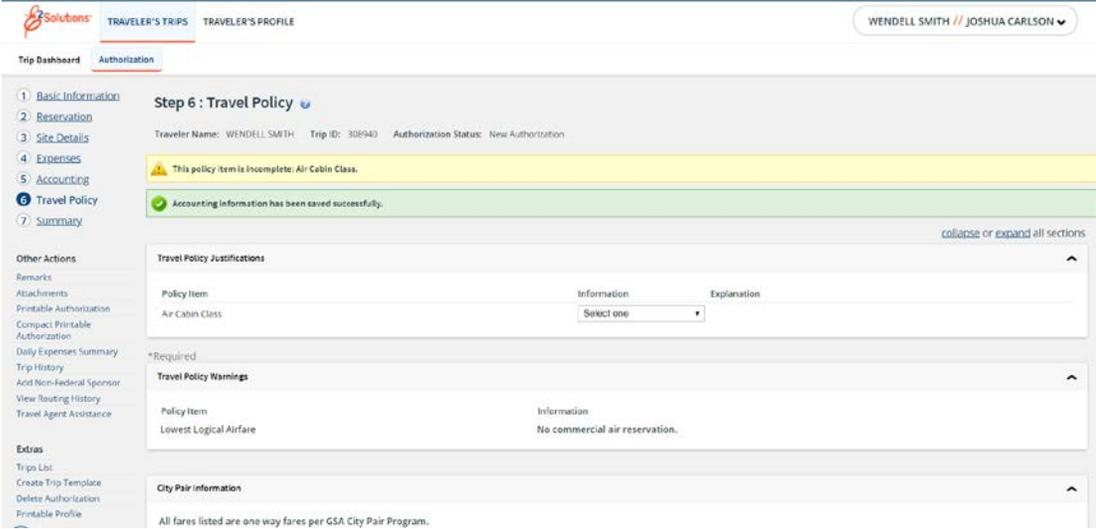
8	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated lodging costs:</p> <div data-bbox="277 1230 1357 1772" data-label="Image"> </div> <p>➤ Click the <b>Add New Expense</b> link</p>
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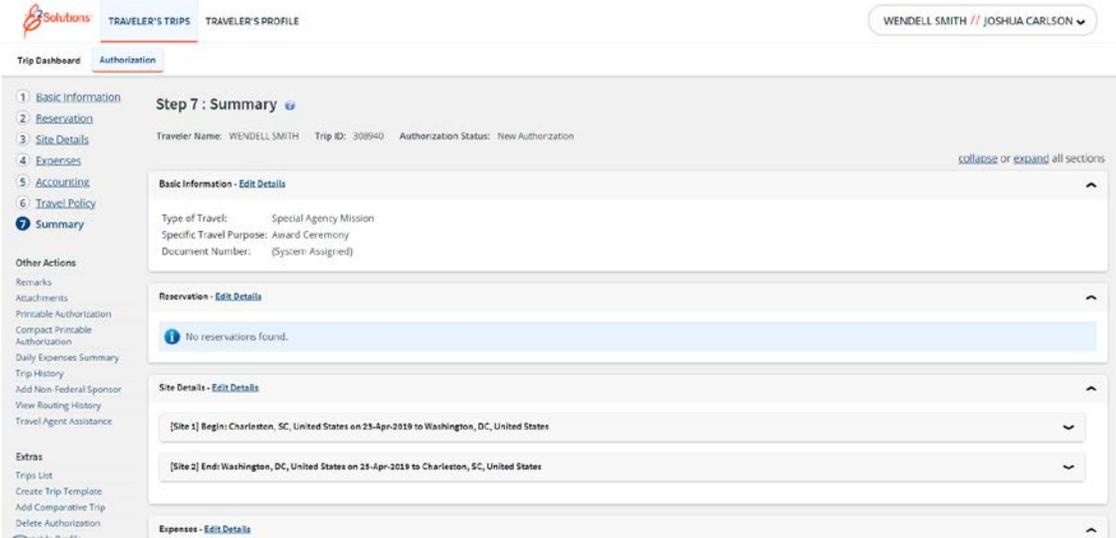
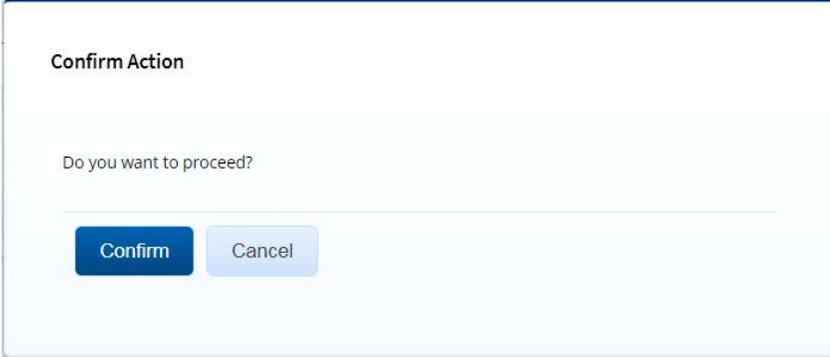
Step	Action
8a	<p>The <b>Add New Expense</b> pop-up window appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter the <b>Date of Expense</b> (i.e. defaults to the beginning date of the trip)</li> <li>➤ Select the <i>Expense</i></li> <li>➤ Enter the <b>Amount</b></li> <li>➤ Enter a <b>Description</b> (if needed)</li> <li>➤ Click <b>Save and New</b> (if adding more expenses) or <b>Save and Close</b> (if finished entering expenses)</li> </ul> <p>Do each step above for the following:</p> <p><b><u>Estimated Expenses</u></b></p> <p>\$315.00 = Round-trip air fare (Traveler)  \$385.00 = Round-trip air fare (Guest)  \$37.63 = TMC Transaction Fee per person  \$251/day = Award Ceremony Guest Lodging  \$(same amount) as Traveler = Award Ceremony Guest Meals and Incidentals  \$25/day = Hotel Tax for Guest (added to the Guest Lodging Amount)  \$100.00 = Taxi Fare per person  \$25/flight = Checked Baggage Fee per person</p>

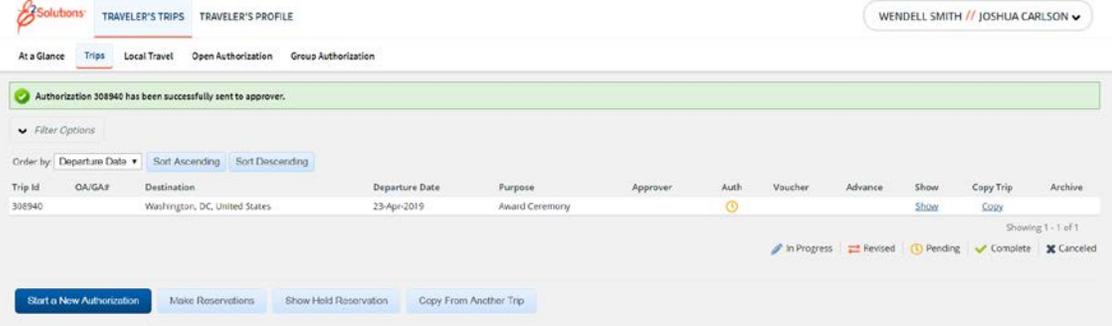
Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>There is an area to put a remark to the expense; however we suggest you do not use the remarks here. There is another area in which to put remarks.</i></li> <li>✓ <i>Allow the system to choose the site of expense based on date.</i></li> <li>✓ <i>Based upon the expense chosen, additional fields may show up that need to be filled out as well.</i></li> <li>✓ <i>Internet and such fees should be listed under Business Center Services</i></li> <li>✓ <i>If you have expenses that are at the start of the trip that also need to be at the end of the trip, like checked baggage, you can copy that expense to all dates or a specific one.</i></li> <li>✓ <i>Once some expenses have been entered, you have at the bottom of the expenses the ability to see 10, 25, 50 or All expenses on the page.</i></li> </ul>
<p>8b</p>	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated expenses:</p>  <p>➤ Click <b>Next Step</b></p>

Step	Action
9	<p>The <b>Step 5: Accounting</b> screen of the authorization appears:</p>  <p>➤ Click the <a href="#">Select Account Codes</a> link</p>

Step	Action
10	<p>The <b>Account Code Selection</b> pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <li>➤ Select the Account Codes needed for this TA</li> <li>➤ Click <b>Select and Close or Add and Close</b> (if only choosing one code)</li> <li>➤ Click <b>Select or Add</b> (if only choosing multiple codes)</li> </ul>

Step	Action
11	<p>The <b>Step 5: Accounting</b> screen of the authorization appears with the accounting code(s) now associated to the authorization:</p>  <p>➤ Click <b>Save and Next Step</b></p>
12	<p>The <b>Step 6: Travel Policy</b> screen of the authorization appears:</p>  <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <li>➤ Red is an error, it must be fixed before moving on</li> <li>➤ Yellow is a warning, it's just giving a heads up that something is missing</li> <li>➤ Green is everything is ok</li> <li>➤ Fill out anything that needs filling out</li> <li>➤ Click <b>Save and Next Step</b></li> </ul>

Step	Action
13	<p>The <b>Step 7: Summary</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Review all parts</li> <li>➤ Add Any Remarks necessary for the trip</li> <li>➤ Add Any Attachments (like the Itinerary)</li> <li>➤ Click <b>Send to Approver</b></li> </ul>
14	<p>The <b>Confirm Action</b> pop-up will appear.</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Confirm</b></li> </ul>

Step	Action
15	<p>A screen should appear with a message at the top stating the authorization has been sent to the approver.</p> 

Note on TV: If you have two expenses that happen on the same day, you can either group those expenses together or you can enter them separately, just make sure to enter the description of the expenses.

## Exercise 6: SAF (Creating TA that crosses Fiscal Years)

**Objectives:**

- Create a Travel Authorization that crosses Fiscal Years.

**Notes:**

*The Subject to Available Funds (SAF) process was implemented to allow preparers the ability to create, during the current Fiscal Year, authorizations for trips where any or all dates fall under the New Fiscal Year.*

*Preparers need to be sure that the expenses are being allocated to the proper accounting code for the fiscal year in which the expense is actually charged.*

*For all travel that goes into the new FY, the following statement must be in the Remarks section of the document: **Approval of travel scheduled to be accomplished on or after October 1, 20##, is contingent upon the availability of FY20## funds. No such travel may be undertaken or fiscal obligations related to such travel may be incurred until such funds have been appropriated and become legally available for obligation.***

**Instructions:** Execute the following steps:

You have been asked to do a training session in Dallas, TX from September 30<sup>th</sup> through October 4<sup>th</sup>. You will also have travel days on either side. This trip spans the current Fiscal Year and the new Fiscal Year. You need to be sure your expenses are allocated to the correct Fiscal Year funding. Your authorization needs to include the following costs:

### **Estimated Expenses**

\$428.41 = Round-trip air fare

\$9.35 = Transaction Fee

\$25/night = Hotel Tax

\$150 = Taxi Fare

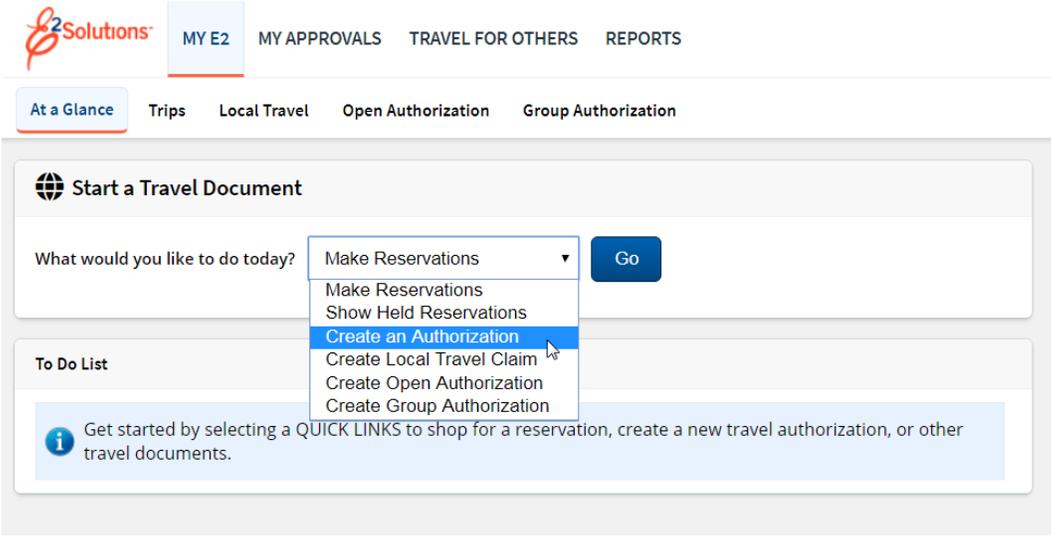
\$50 = Check Baggage Fee

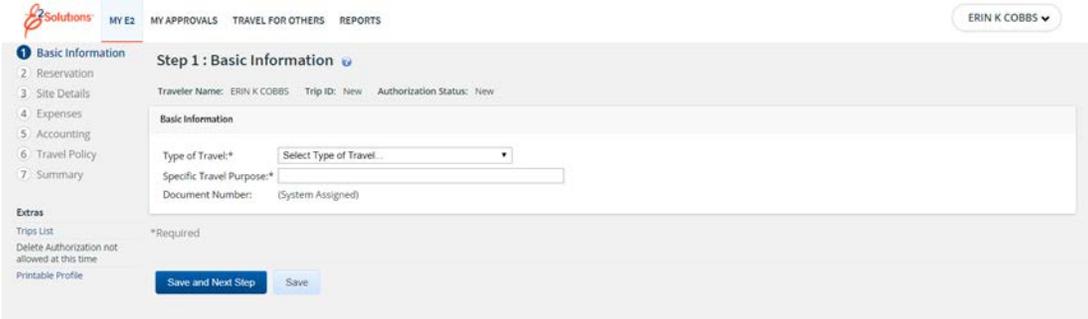
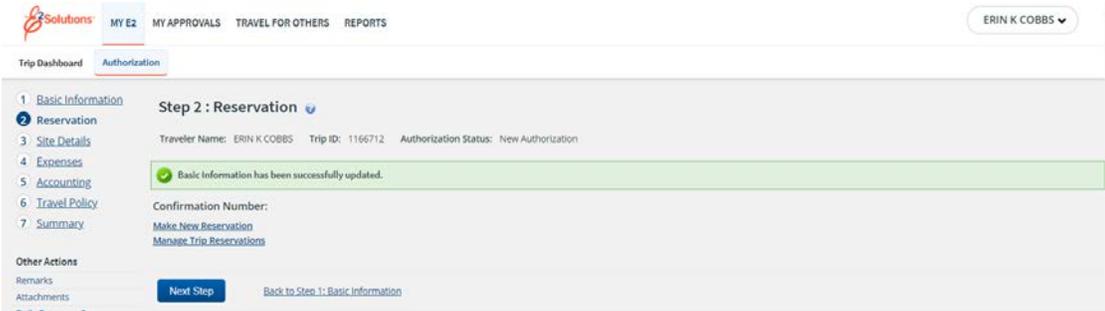
\$15/day = Parking at Hotel

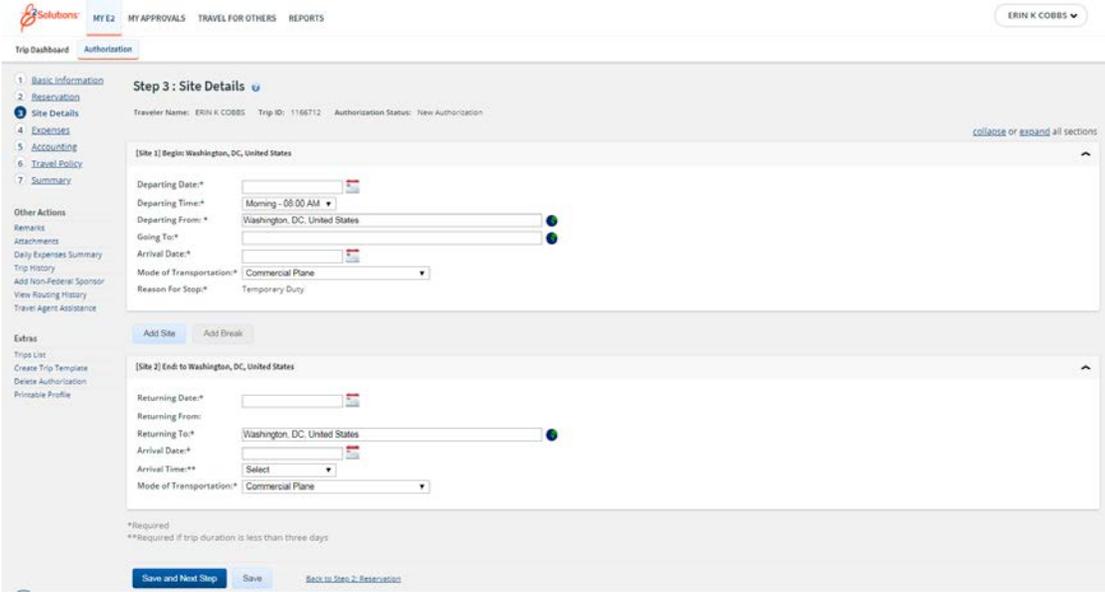
\$50 = Laundry

\$400 = Rental Car

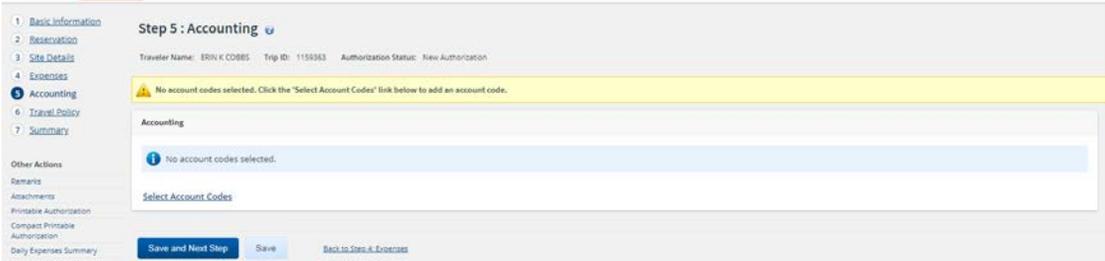
\$65 = Gas

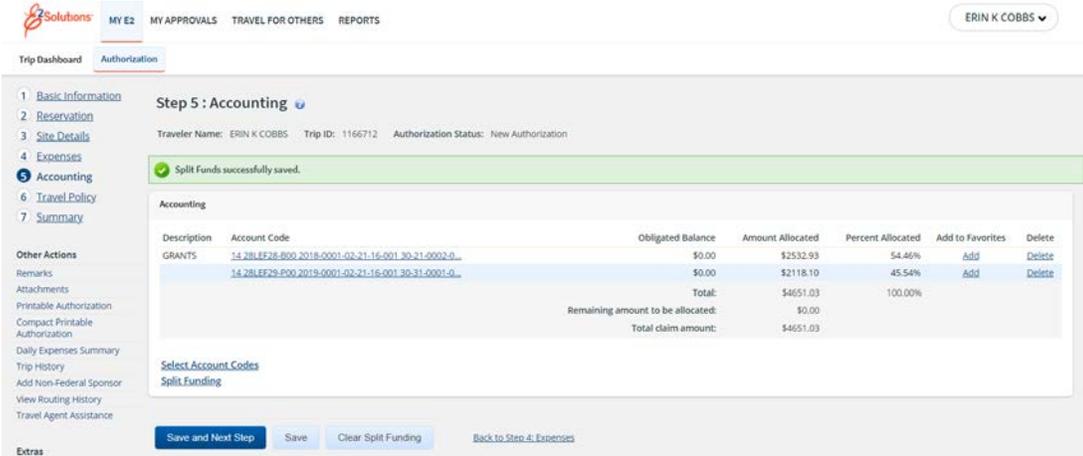
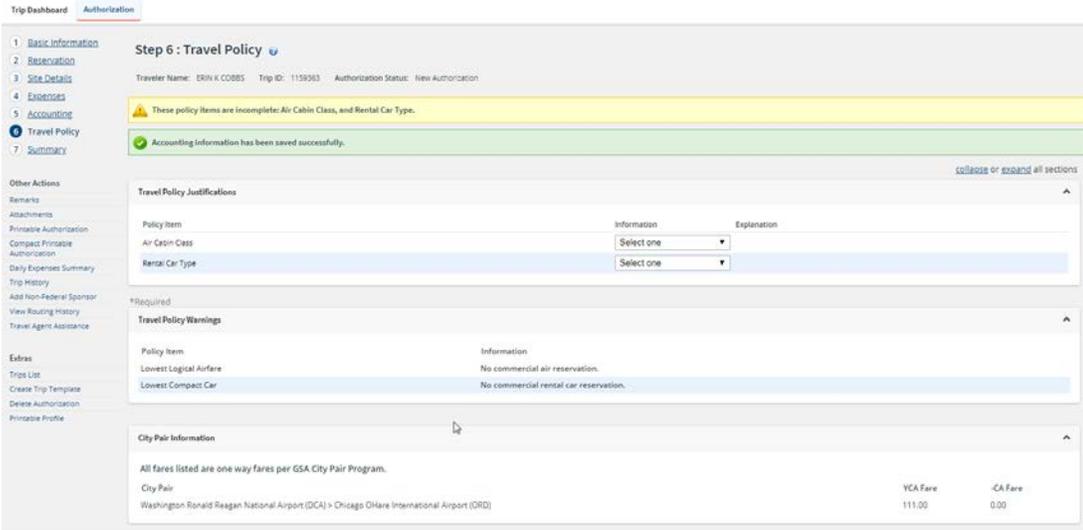
Step	Action
1	<p>From the <b>My E2</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow on the “<i>What would you like to do today?</i>” field</li> <li>➤ Select <b>Create an Authorization</b></li> <li>➤ Click <b>Go</b></li> </ul>  <p>The screenshot shows the 'My E2' dashboard. At the top, there are navigation tabs: 'MY E2' (selected), 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below these are sub-tabs: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is titled 'Start a Travel Document' and contains a form with the text 'What would you like to do today?'. A dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. A 'Go' button is next to the dropdown. Below the form is a 'To Do List' section with an 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> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i></li> <li>✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i></li> <li>✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i></li> <li>✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i></li> </ul>

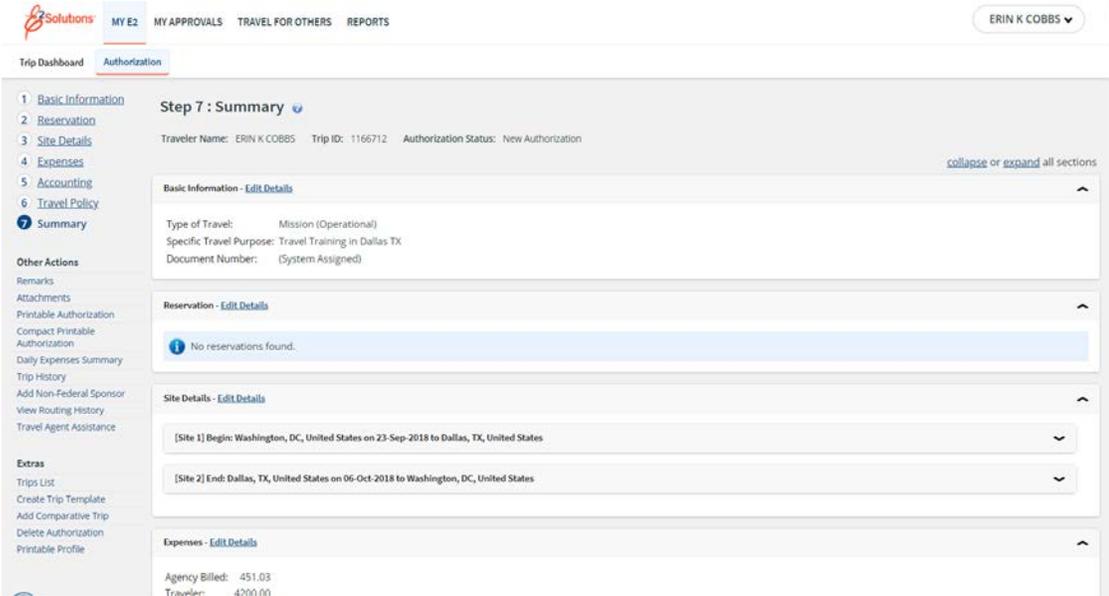
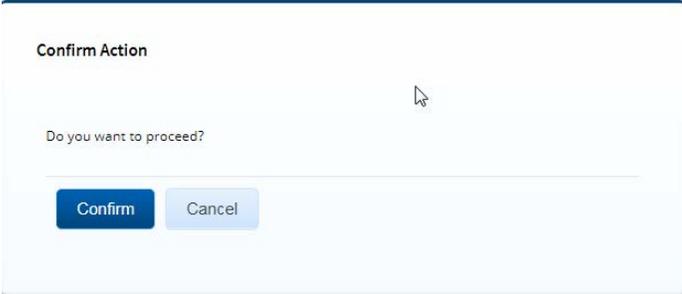
Step	Action
2	<p>The <b>Step 1: Basic Information</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Select the <i>Type of Travel</i> (i.e. Mission (Operational))</li> <li>➤ Enter the <i>Specific Travel Purpose</i> (i.e. Travel Training in Dallas TX)</li> <li>➤ Click <b>Save and Next Step</b></li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>The E2 Solutions travel system generates a Document Number for the Authorization.</i></li> <li>✓ <i>The E2 Solutions travel system generates a Trip Number that groups all travel documents together.</i></li> <li>✓ <i>The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.</i></li> </ul>
3	<p>The <b>Step 2: Reservation</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Next Step</b></li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>For training purposes we will be skipping this step.</i></li> <li>✓ <i>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 Manage Trip Reservations.</i></li> <li>✓ <i>If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</i></li> </ul>

Step	Action
4	<p>The <b>Step 3: Site Details</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Select the <i>Departing Date</i> (i.e. Sep 29)</li> <li>➤ Select the <i>Departing Time</i> (i.e. defaults to morning)</li> <li>➤ Change the <i>Departing From</i> if needed (i.e. defaults to your profile location)</li> <li>➤ Enter the <b>Going To</b> (i.e. Dallas TX)</li> <li>➤ Select the <i>Returning Date</i> (i.e. Oct 5)</li> <li>➤ Select the <i>Arrival Time</i></li> <li>➤ Click <b>Save and Next Step</b></li> </ul>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>For training purposes we will be entering information into this section.</i></li> <li>✓ <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></li> <li>✓ <i>If changes occur to reservations, this screen is not automatically updated.</i></li> </ul>

Step	Action
5	<p>The <b>Step 4: Expenses</b> screen of the authorization appears:</p> <p>Add the following expenses:</p> <ul style="list-style-type: none"> <li>\$428.41 = Round-trip air fare</li> <li>\$9.35 = Transaction Fee</li> <li>\$25/night = Hotel Tax</li> <li>\$150 = Taxi Fare</li> <li>\$50 = Check Baggage Fee</li> <li>\$15/day = Parking at Hotel</li> <li>\$50 = Laundry</li> <li>\$400 = Rental Car</li> <li>\$65= Gas</li> </ul>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details.</i></li> <li>✓ <i>If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car)</i></li> <li>✓ <i>The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher.</i></li> </ul>

Step	Action
6	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated expenses:</p> <ul style="list-style-type: none"> <li>➤ Verify all expenses have been entered in the correct dates</li> <li>➤ Click <b>Next Step</b></li> </ul>
7	<p>The <b>Step 5: Accounting</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Click the <a href="#">Select Account Codes</a> link</li> </ul>
8	<p>The pop-up window appears:</p> <ul style="list-style-type: none"> <li>➤ Select two ACCS codes</li> <li>➤ Click the <a href="#">Split Funding</a> link</li> <li>➤ Click the <a href="#">Split By Expense Date</a> link</li> <li>➤ Allocate current year expense dates with current year date (i.e. starting trip date until 9/30)</li> <li>➤ Allocate new year expense dates with new year date (i.e. beginning 10/1 until the ending trip date)</li> <li>➤ Click <b>Save and Close</b>,</li> </ul>

Step	Action
<p>9</p>	<p>The <b>Step 5: Accounting</b> screen of the authorization appears with the accounting code now allocated:</p>  <p>➤ Click <b>Save and Next Step</b></p>
<p>10</p>	<p>The <b>Step 6: Travel Policy</b> screen of the authorization appears:</p>  <p>➤ Verify/change any errors</p> <p>➤ Click <b>Save and Next Step</b></p>

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ If selections were made that were in policy, this section would not have to be filled out.</li> <li>✓ Values in this area default from the reservation information.</li> </ul>
<p>11</p>	<p>The <b>Step 7: Summary</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Add <b>Remarks</b></li> <li>➤ Click <b>Send to Approver</b></li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Remember you'll need to add the remarks for the end of year for any SAF TAs.</li> </ul>
<p>12</p>	<p>The Confirm Action pop-up will appear.</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Confirm</b></li> </ul>

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Step	Action
13	The <b><i>My E2</i></b> screen should appear with a message at the top stating the authorization has been sent to the approver.

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## Exercise 7: SAF (Creating TA that is in the New Fiscal Year)

**Objectives:**

- Create a Travel Authorization that is created in the Current Fiscal Year for a New Fiscal Year Trip.

**Notes:**

*The Subject to Available Funds (SAF) process was implemented to allow preparers the ability to create, during the current Fiscal Year, authorizations for trips where any or all dates fall under the New Fiscal Year.*

*Preparers need to be sure that the expenses are being allocated to the proper accounting code for the fiscal year in which the expense is actually charged.*

*For all travel that goes into the new FY, the following statement must be in the Remarks section of the document: **Approval of travel scheduled to be accomplished on or after October 1, 20##, is contingent upon the availability of FY20## funds. No such travel may be undertaken or fiscal obligations related to such travel may be incurred until such funds have been appropriated and become legally available for obligation.***

*If you're paying airfare for the new FY trip with current FY funds, the following remark needs to be added to the TA: **"Approved to purchase Ticket for FY20## with prior-year funds due to multi-year funding/no-year funding"***

**Instructions:** Execute the following steps:

You have been asked to do a training session in Miami, FL on October 8-9. Even though this trip is in the new FY, you create your authorization in the current FY. Normally the per diem rates are not updated until after October 1<sup>st</sup>. Depending on the difference between the old FY and the new FY rates, you may have to go back and amend the authorization. You will have travel days on either day of the training. The authorization will need to include the following costs:

### **Estimated Expenses**

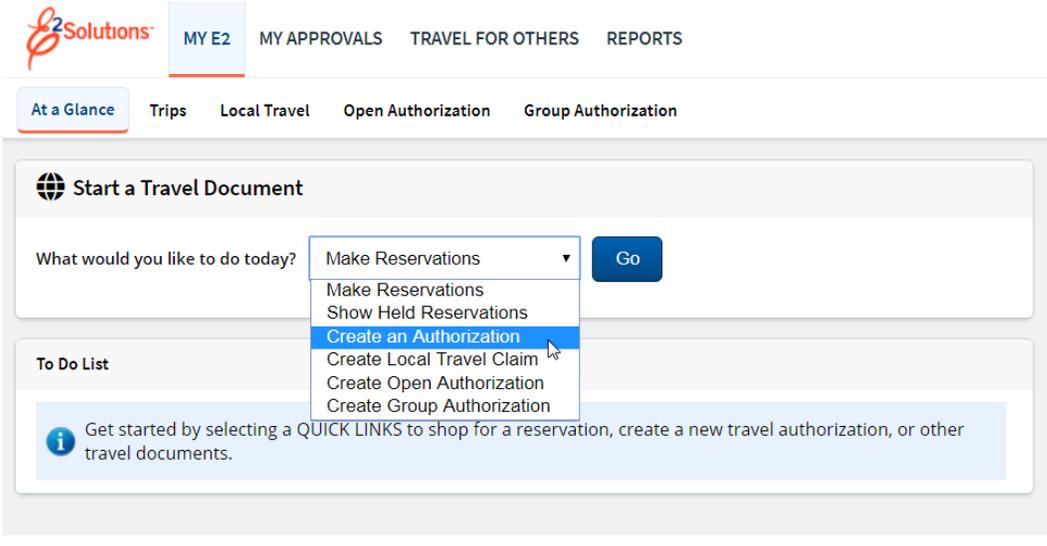
\$466.40 = Round-trip air fare

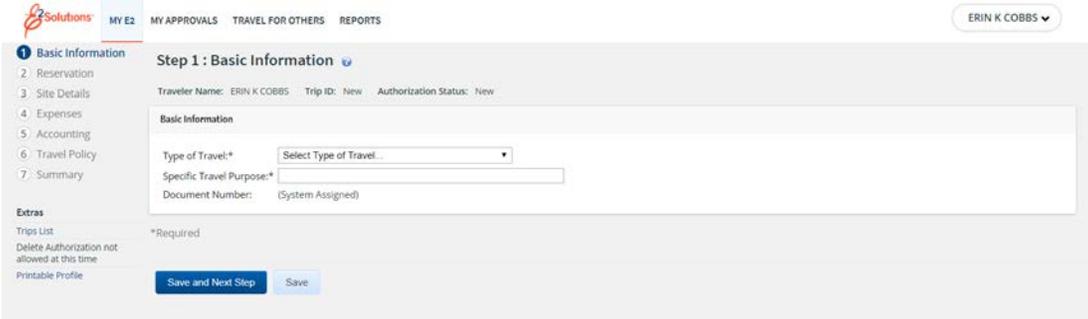
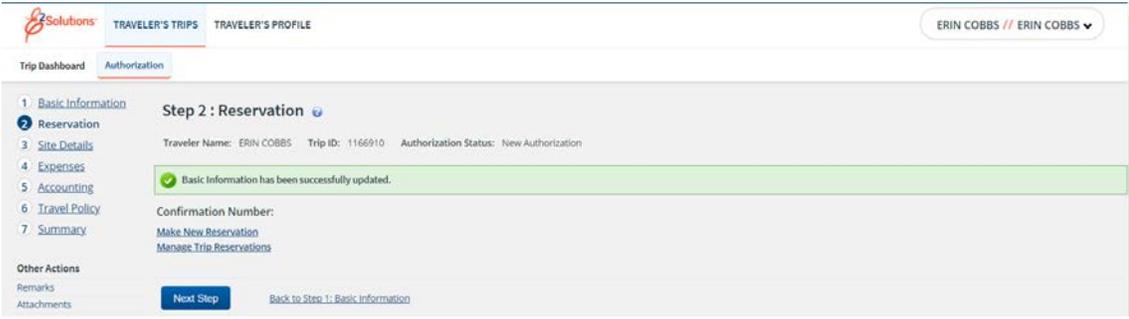
\$9.35 = Transaction Fee

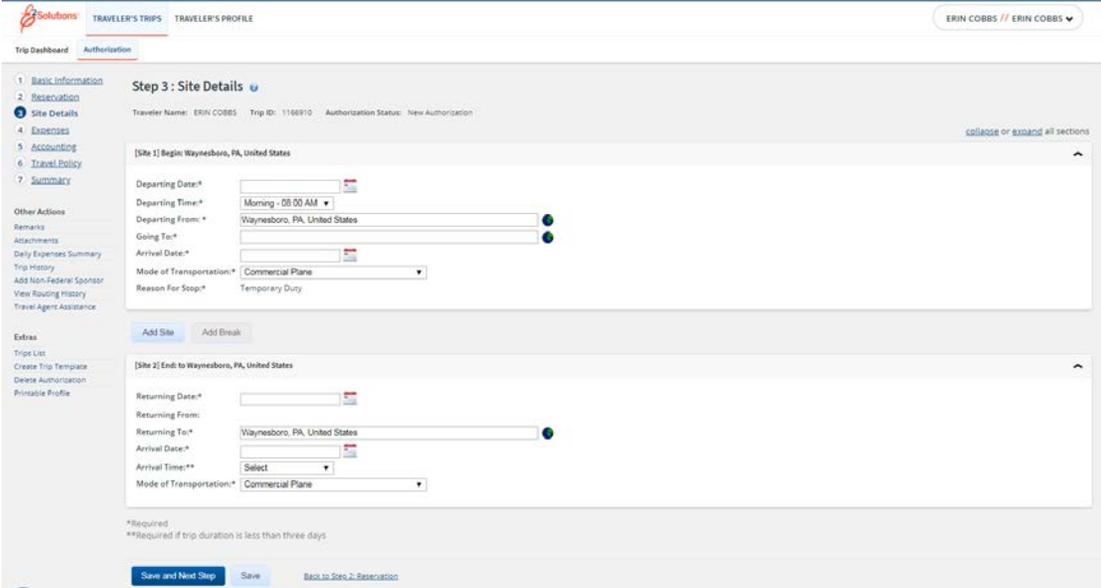
\$25/day = Hotel Tax

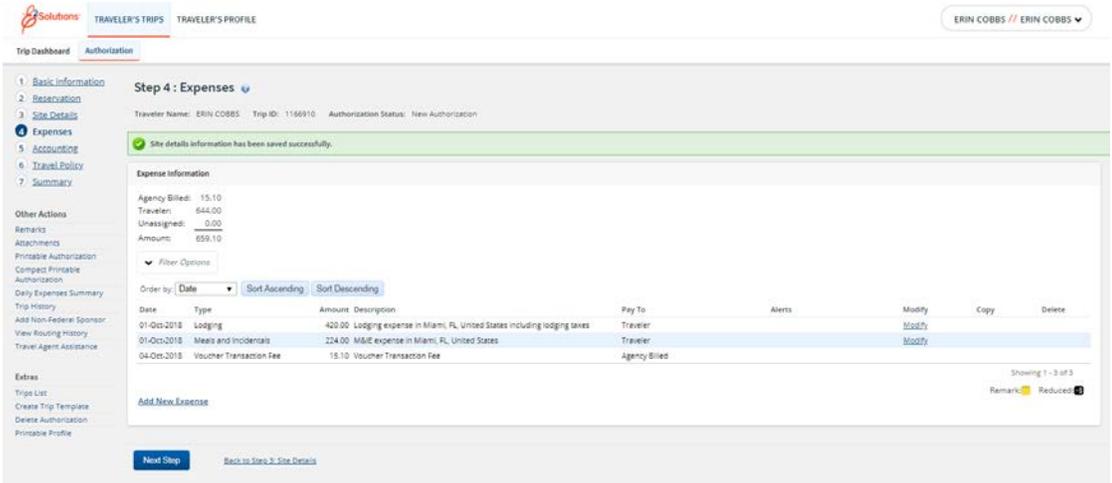
\$150 = Taxi Fare

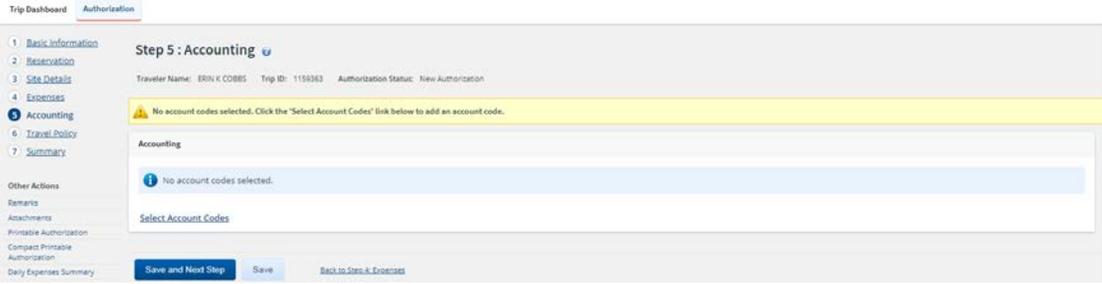
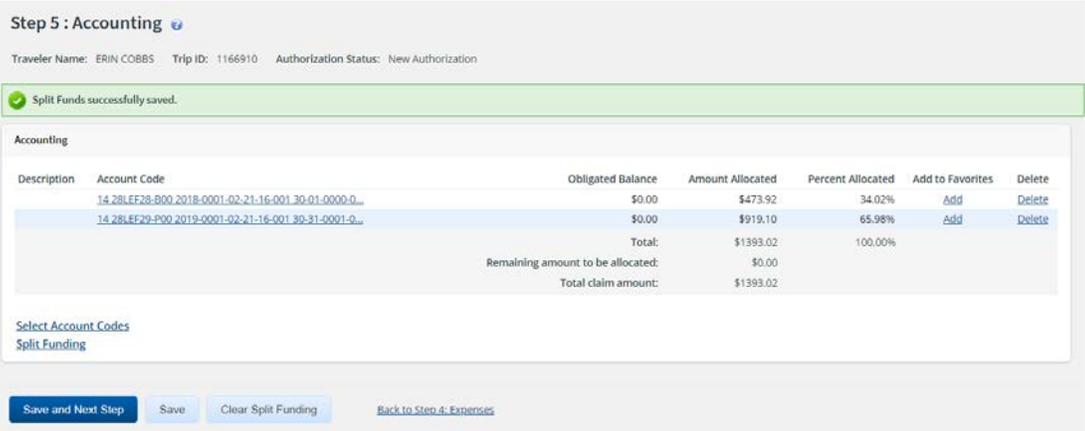
\$50 = Check Baggage Fee

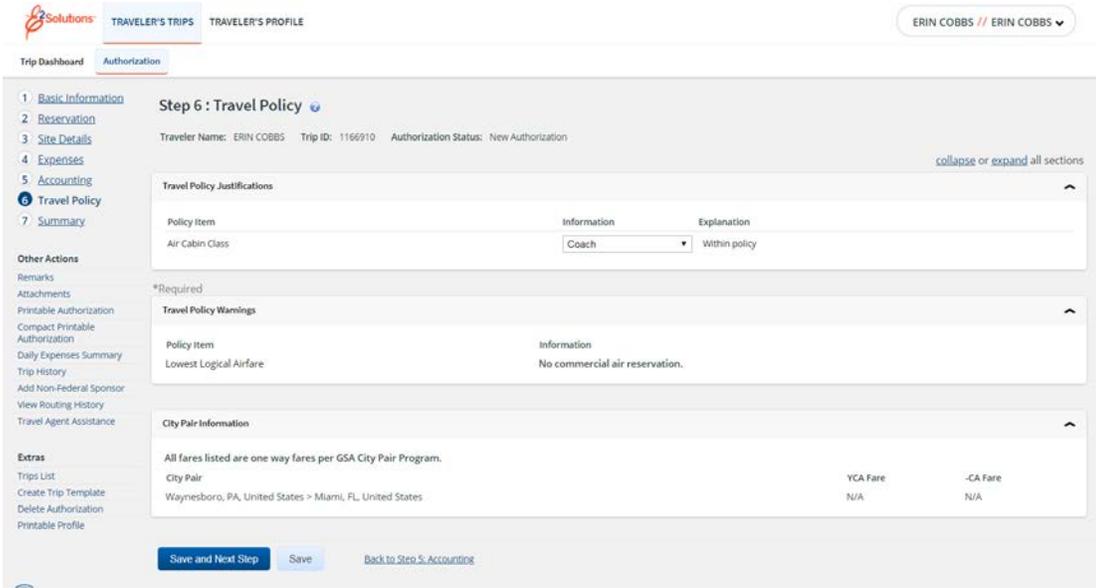
Step	Action
1	<p>From the <b>My E2</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow on the “<i>What would you like to do today?</i>” field</li> <li>➤ Select <b>Create an Authorization</b></li> <li>➤ Click <b>Go</b></li> </ul>  <p>The screenshot shows the 'My E2' interface. At the top, there are navigation tabs: 'MY E2', 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below these are sub-tabs: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is titled 'Start a Travel Document'. It features a dropdown menu labeled 'What would you like to do today?' with a 'Go' button to its right. The dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. Below the dropdown is a 'To Do List' section with an 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> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i></li> <li>✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i></li> <li>✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i></li> <li>✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i></li> </ul>

Step	Action
2	<p>The <b>Step 1: Basic Information</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Select the <i>Type of Travel</i> (i.e. Mission (Operational))</li> <li>➤ Enter the <i>Specific Travel Purpose</i> (i.e. Training Class in Miami FL)</li> <li>➤ Click <b>Save and Next Step</b></li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>The E2 Solutions travel system generates a Document Number for the Authorization.</i></li> <li>✓ <i>The E2 Solutions travel system generates a Trip Number that groups all travel documents together.</i></li> <li>✓ <i>The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.</i></li> </ul>
3	<p>The <b>Step 2: Reservation</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Next Step</b></li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>For training purposes we will be skipping this step.</i></li> <li>✓ <i>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 Manage Trip Reservations.</i></li> <li>✓ <i>If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</i></li> </ul>

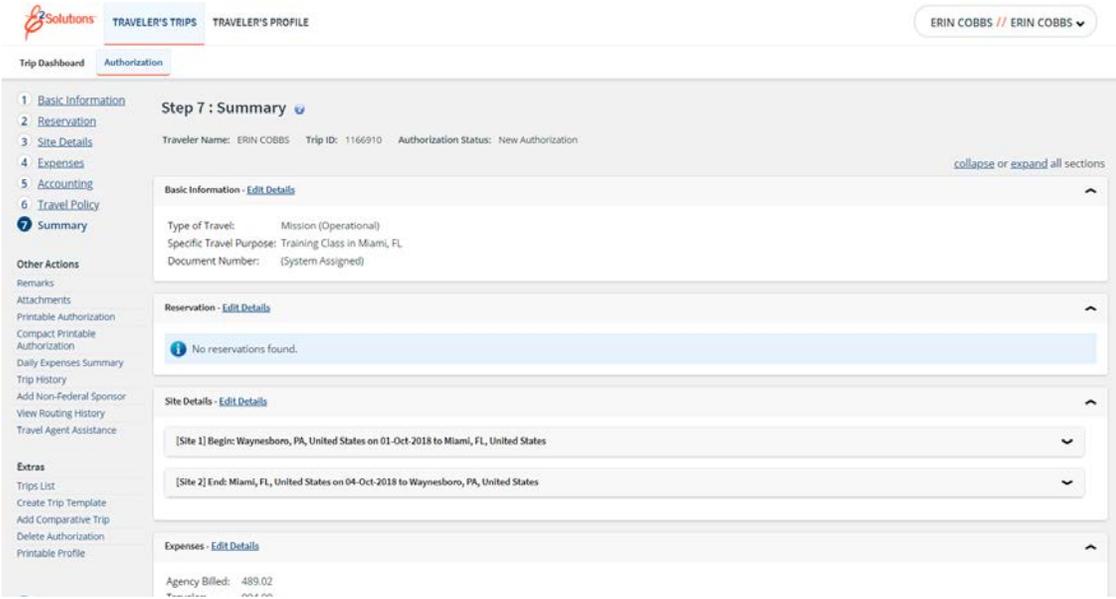
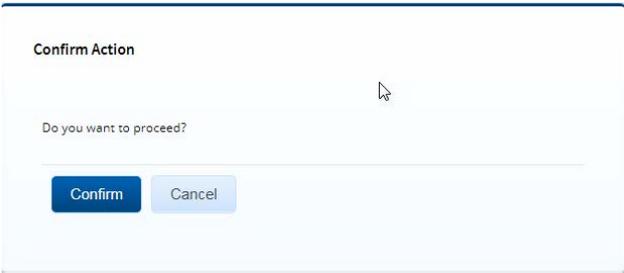
Step	Action
4	<p>The <b>Step 3: Site Details</b> screen of the authorization appears:</p>  <p>➤ Select the <i>Departing Date</i> (i.e. Oct 7)</p> <p>➤ Select the <i>Departing Time</i> (i.e. defaults to morning)</p> <p>➤ Change the <i>Departing From</i> if needed (i.e. defaults to your profile location)</p> <p>➤ Enter the <b>Going To</b> (i.e. Miami FL)</p> <p>➤ Select the <i>Returning Date</i> (i.e. Oct 10)</p> <p>➤ Select the <i>Arrival Time</i></p> <p>➤ Click <b>Save and Next Step</b></p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>For training purposes we will be entering information into this section.</i></li> <li>✓ <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></li> <li>✓ <i>If changes occur to reservations, this screen is not automatically updated.</i></li> </ul>

Step	Action
5	<p>The <b>Step 4: Expenses</b> screen of the authorization appears:</p>  <p>Add the following expenses:</p> <p>\$466.40 = Round-trip air fare            \$9.35 = Transaction Fee            \$25/day = Hotel Tax            \$150 = Taxi Fare            \$50 = Check Baggage Fee</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details.</li> <li>✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car)</li> <li>✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher.</li> <li>✓ Even though you may be paying common carrier costs with current year funding, the expense date will still remain within the date range of the trip.</li> </ul>
6	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated expenses:</p> <ul style="list-style-type: none"> <li>➤ Verify all expenses have been entered with the correct dates</li> <li>➤ Click <b>Next Step</b></li> </ul>

Step	Action
7	<p>The <b>Step 5: Accounting</b> screen of the authorization appears:</p>  <p>➤ Click the <a href="#">Select Account Codes</a> link</p>
8	<p>The pop-up window appears:</p> <ul style="list-style-type: none"> <li>➤ Select two ACCS codes (current &amp; new FY)</li> <li>➤ Click the <a href="#">Split Funding</a> link</li> <li>➤ Allocate common carrier costs to current FY accounting</li> <li>➤ Allocate new year expenses to the new FY accounting</li> <li>➤ Click <b>Save and Close</b></li> </ul>
9	<p>The <b>Step 5: Accounting</b> screen of the authorization appears with the accounting code now allocated:</p>  <p>➤ Click <b>Save and Next Step</b></p>

Step	Action
<p>10</p>	<p>The <b>Step 6: Travel Policy</b> screen of the authorization appears:</p>  <p>➤ Verify/change any errors</p> <p>➤ Click <i>Remarks</i></p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>If selections were made that were in policy, this section would not have to be filled out.</i></li> <li>✓ <i>Values in this area default from the reservation information.</i></li> </ul>

Step	Action
11	<p>Remarks screen appears – add all remarks needed for this TA. Including the statement if you're paying for common carrier costs with current year funding:</p> <div data-bbox="277 363 1183 1094" style="border: 1px solid black; padding: 10px;"> <p>Remarks for 1165513</p> <p>View Remarks <input type="button" value="Add Remarks"/></p> <p>Note: Remarks cannot be edited or deleted. Review all information before proceeding.</p> <p>Allowed: Aa-Zz 0-9 \$()/?@.,' _ -</p> <div style="border: 1px solid black; padding: 5px;"> <p>Approval of travel scheduled to be accomplished on or after October 1,2018, is contingent upon the availability of FY2019 funds. No such travel may be undertaken or fiscal obligations related to such travel may be incurred until such funds have been appropriated and become legally available for obligation</p> <p>Approved to purchase Ticket for FY 2019 with prior-year funds due to multi-year funding/no-year funding</p> </div> <p>1588 characters left.</p> <p><input type="button" value="Save and Close"/> <input type="button" value="Save"/> <input type="button" value="Exit Window"/></p> </div> <p>➤ Click <b>Save and Close</b></p> <p>➤ Click <b>Save and Next Step</b></p>

Step	Action
12	<p>The <b>Step 7: Summary</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Review all sections</li> <li>➤ Click <b>Send to Approver</b></li> </ul>
13	<p>The Confirm Action pop-up will appear.</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Confirm</b></li> </ul>
14	<p>The <b>My E2</b> screen should appear with a message at the top stating the authorization has been sent to the approver.</p>

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## Exercise #8: Pre-Paid Expense Authorization with Meals Included

### Objectives:

- Create a TA with a pre-paid expenses
- Understand how to deduct per diem when meals are included
- Navigate each step of the TA

### Notes:

*A pre-paid Travel expense is an expense directly related to a specific Temporary Duty (TDY) assignment which is incurred **prior** to the start of travel. It is extremely important to note the Federal Travel Regulations (FTR) and NOAA Travel Policy limits the types of expenses a traveler is allowed to claim in advance of travel. Therefore, not all travel expenses qualify as a legitimate pre-paid expense.*

*As a precaution, when in doubt, travelers should seek guidance from either their Travel Manager Group Administrator or the NOAA Travel Policy Office prior to incurring any expense(s) in advance of travel.*

*Any documentation pertaining to the pre-paid expense should be attached to the authorization and remarks entered about it.*

*Chapter 8, Section 2, item iv in the NOAA Travel Regulations state specifically for registration fees that must be procured in advance of travel can be claimed as long as the following statement is entered in the Remarks area: "Pre-paid Registration Fee Authorized"*

Instructions: Execute the following steps:

You've been asked to attend a seminar in Salt Lake City, UT on July 16-18 and travel days on either side. There is a registration fee that is required up front that includes breakfast and lunch so it will need to be placed on your travel card.

### **Estimated Expenses**

\$345.89 = Round-trip air fare

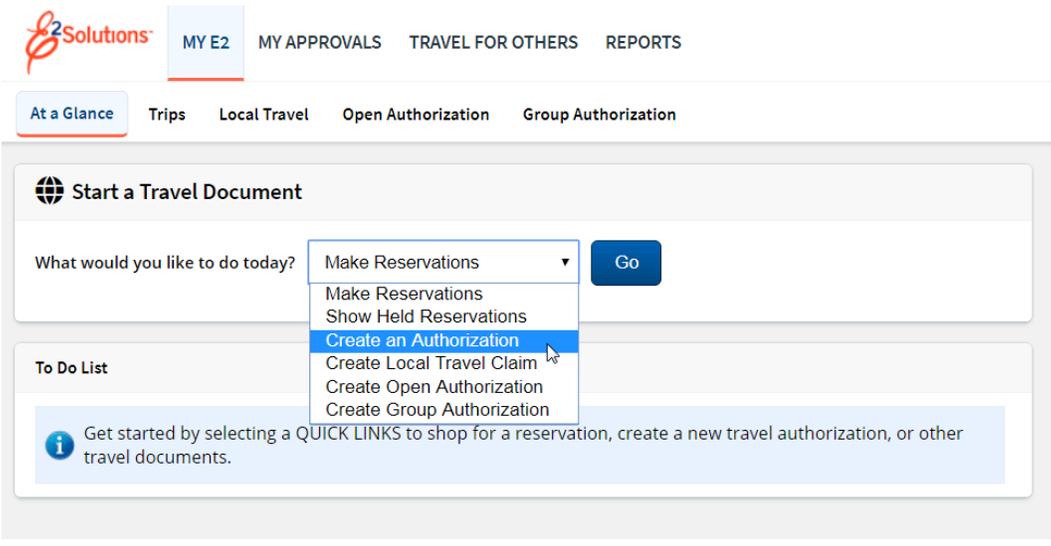
\$9.35 = Transaction Fee

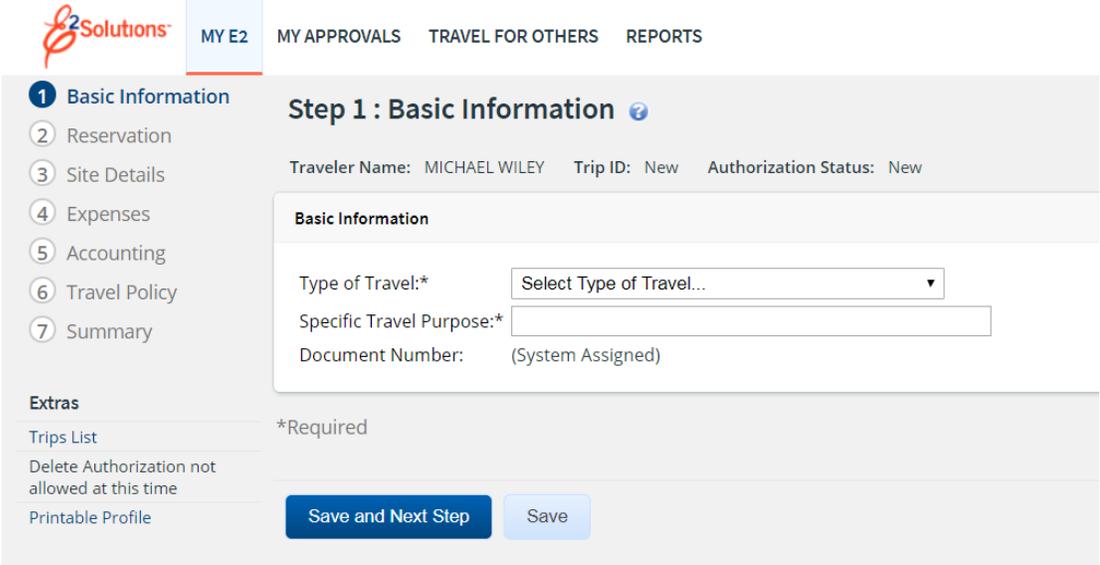
\$5000 = Registration Fee

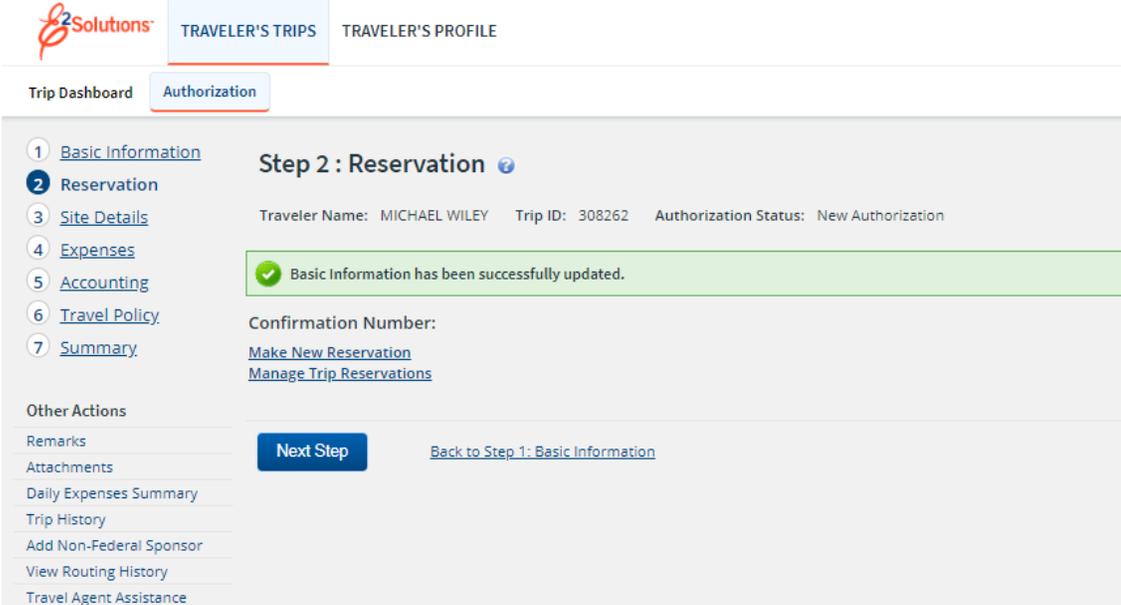
\$200 = Taxi

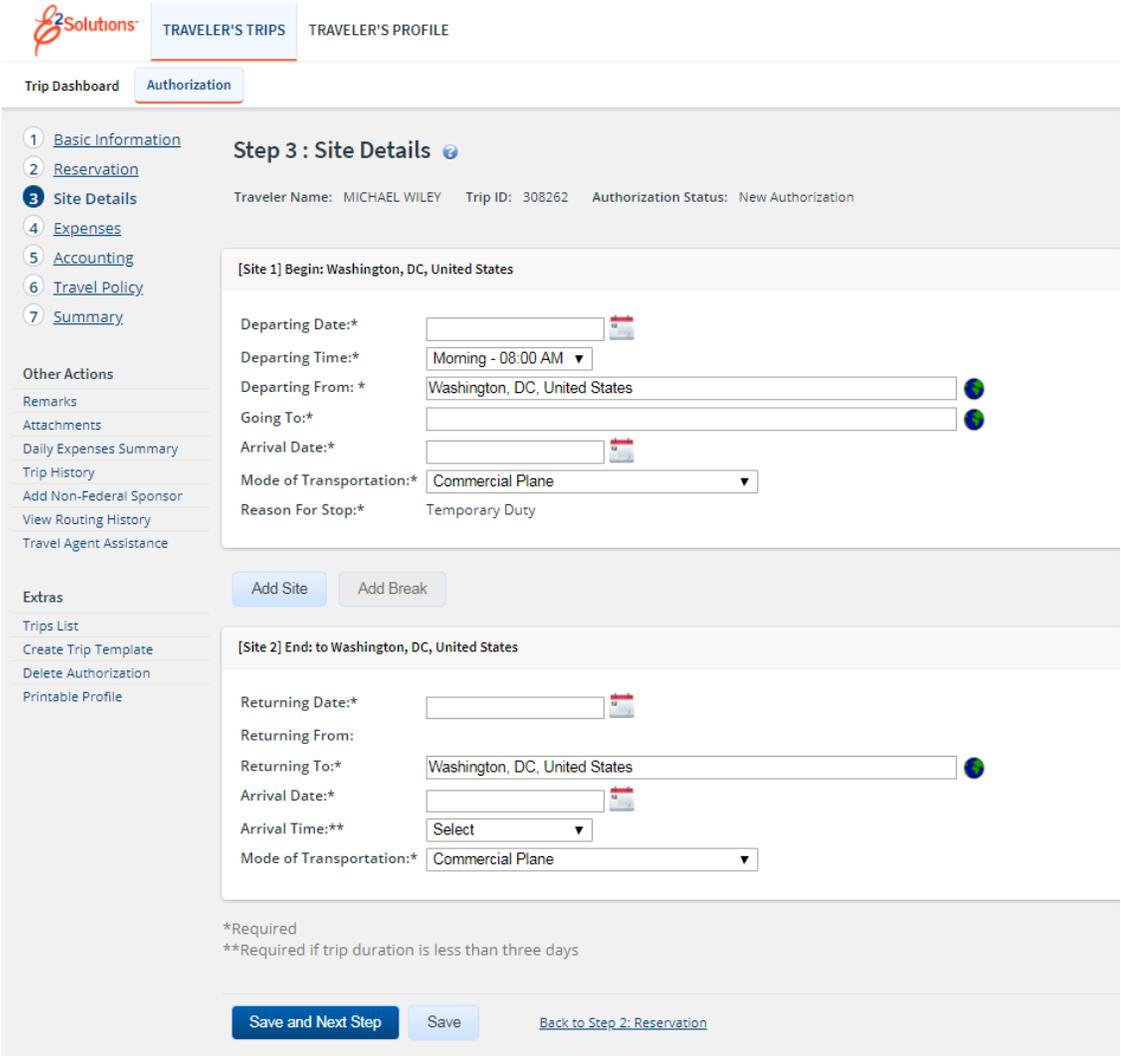
\$50 = Check Baggage Fee

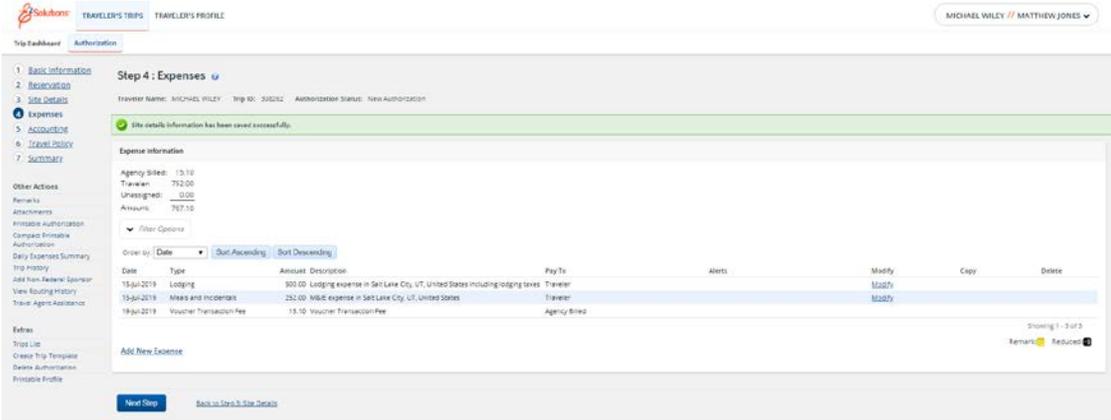
\$25/night hotel tax

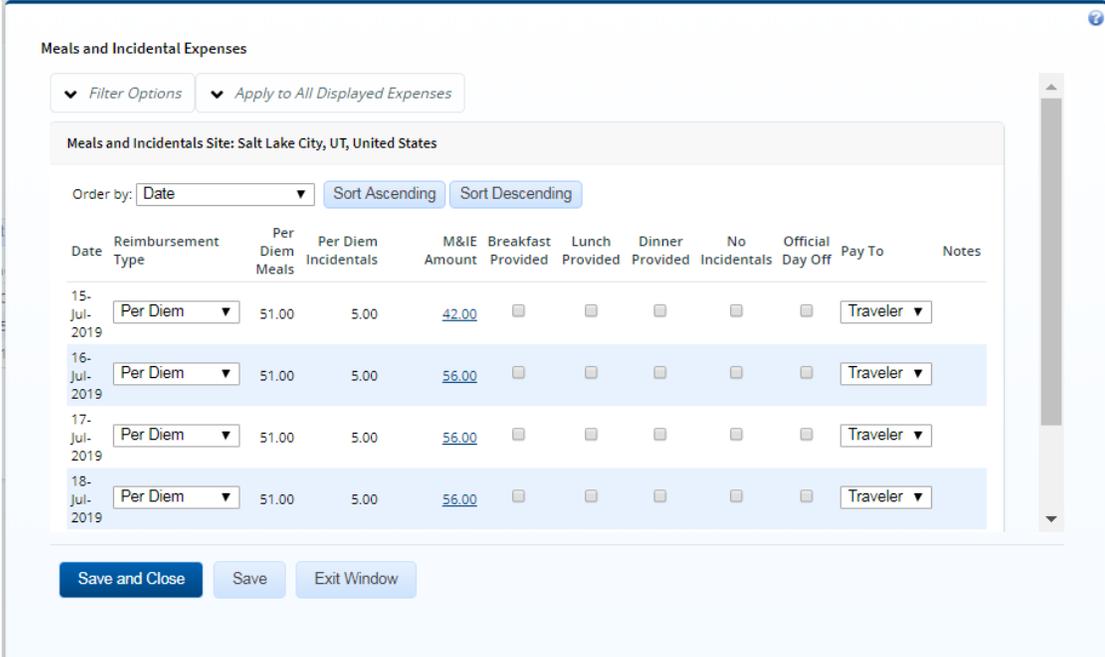
Step	Action
1	<p>From the <b>My E2</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow on the “<i>What would you like to do today?</i>” field</li> <li>➤ Select <i>Create an Authorization</i></li> <li>➤ Click <b>Go</b></li> </ul>  <p>The screenshot shows the 'My E2' interface. At the top, there are navigation tabs: 'MY E2' (selected), 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below these are sub-tabs: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is titled 'Start a Travel Document'. It features a text input field with the placeholder 'What would you like to do today?' and a 'Go' button. A dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. Below the input field is a 'To Do List' section with an 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> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i></li> <li>✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i></li> <li>✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i></li> <li>✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i></li> </ul>

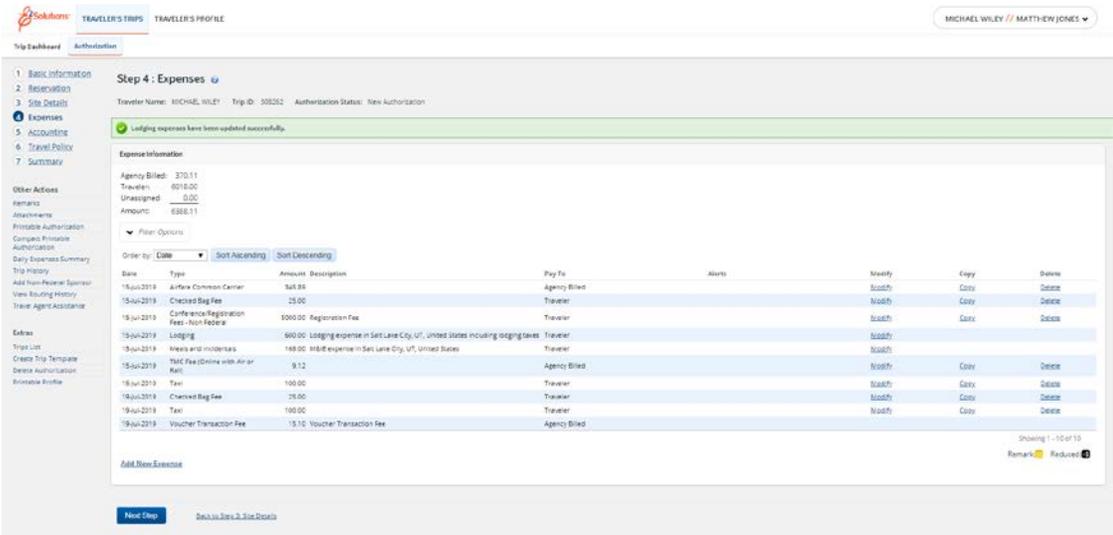
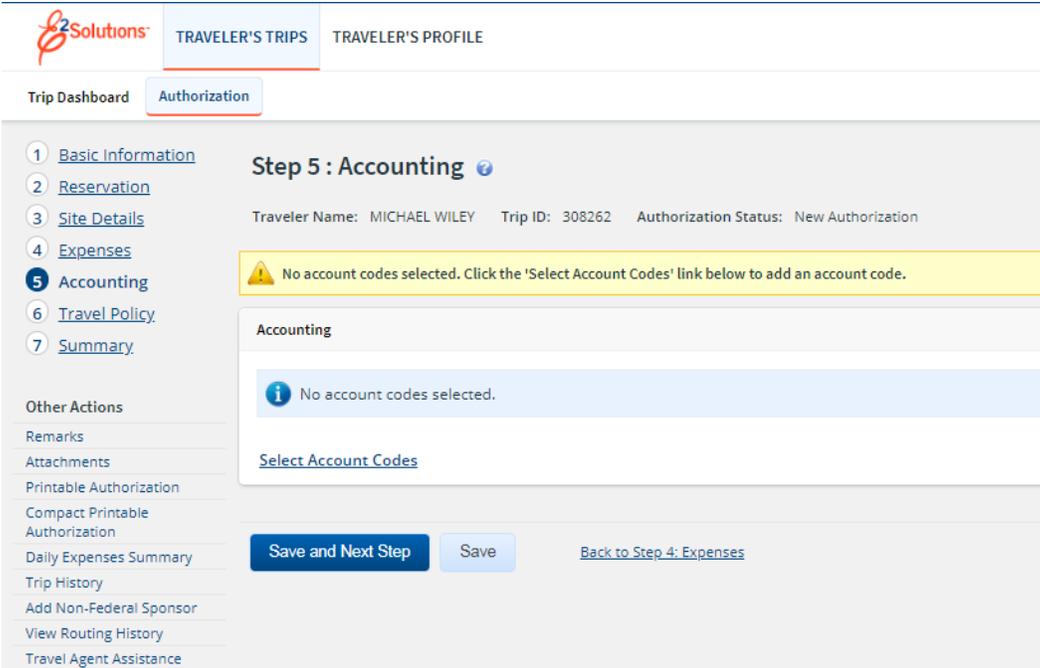
Step	Action
2	<p>The <b>Step1: Basic Information</b> screen of the authorization appears:</p>  <p>➤ Select the <i>Type of Travel</i> (i.e. Mission)</p> <p>➤ Enter the <i>Specific Travel Purpose</i> (i.e. Seminar on El Nino)</p> <p>➤ Click <b>Save and Next Step</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: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

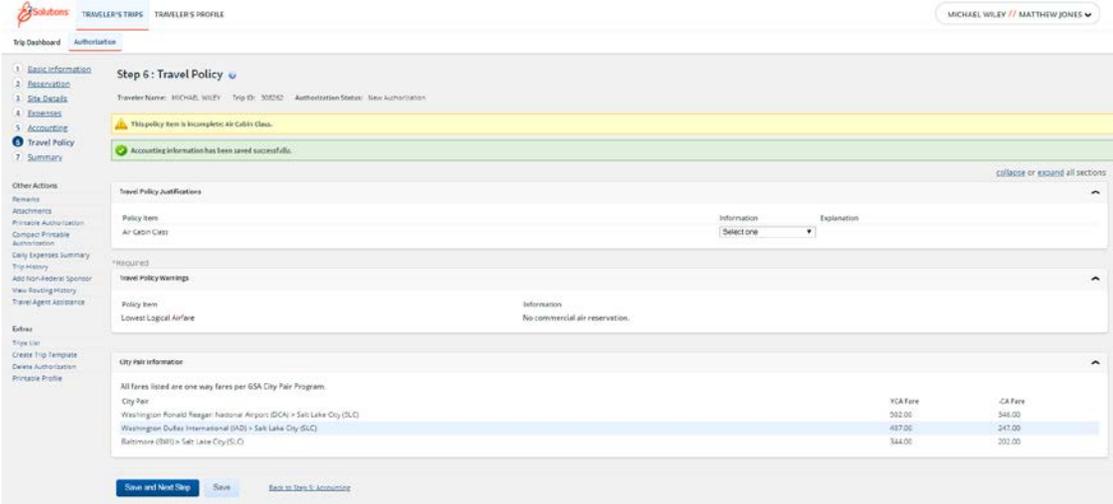
Step	Action
3	<p>The <b>Step 2: Reservation</b> screen of the authorization appears:</p>  <p>➤ Click <b>Next Step</b></p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be skipping this step.</li> <li>✓ In Production, this is the step you would be using if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

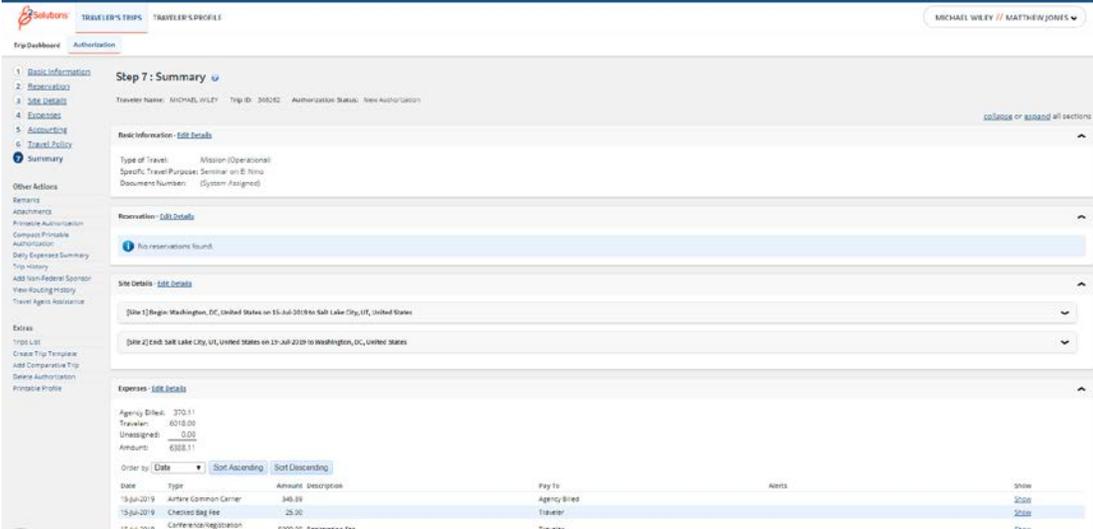
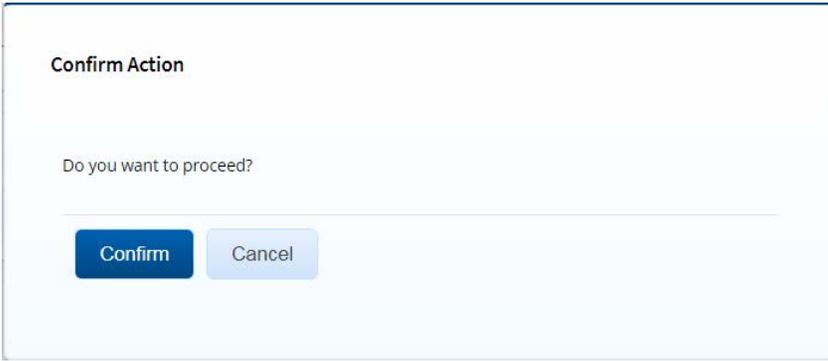
Step	Action
4	<p>The <b>Step 3: Site Details</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Select the <i>Departing Date</i> (i.e. July 15)</li> <li>➤ Select the <i>Departing Time</i> (i.e. defaults to morning)</li> <li>➤ Change the <i>Departing From</i> if needed (i.e. defaults to your profile location)</li> <li>➤ Enter the <b>Going To</b> (i.e. Salt Lake)</li> <li>➤ Select the <i>Returning Date</i> (i.e. July 19)</li> <li>➤ Select the <i>Arrival Time</i></li> <li>➤ Click <b>Save and Next Step</b></li> </ul>

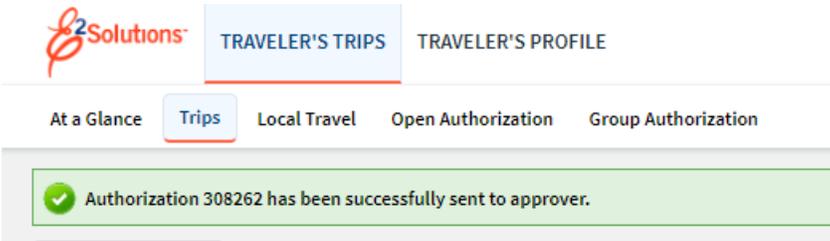
Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be entering information into this section.</li> <li>✓ If there is a reservation associated to the authorization this information will automatically fill out based off the reservation, but it should still be looked at to make sure all information is correct for per diem purposes.</li> <li>✓ If changes occur to reservations, this screen is not automatically updated.</li> </ul>
5	<p>The <b>Step 4: Expenses</b> screen of the authorization appears:</p>  <p>Add the following:</p> <p><b>Estimated Expenses</b></p> <p>\$345.89 = Round-trip air fare  \$9.35 = Transaction Fee  \$5000 = Registration Fee (Conference/Registration Fee Non Fed)  \$200 = Taxi  \$50 = Check Baggage Fee (per flight segment)  \$25/night hotel tax</p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details.</li> <li>✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car)</li> <li>✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher.</li> <li>✓ For evacuation travel, you'll need to calculate the Lodging and Meals and Incidentals for the family and then add those costs as a separate expense from the traveler.</li> <li>✓ Costs for the traveler should be entered first, before any other travelling companion(s).</li> </ul>

Step	Action
6	Now because the registration fee includes breakfast and lunch you'll need to deduct that from the M&IE per diem costs. To do that Click on <i>Modify</i> for the M&IE line.
7	<p>The <b>Meals and Incidental Expenses</b> pop-up appears:</p>  <p>➤ Check the boxes for breakfast and lunch (i.e. July 16-18)</p> <p>➤ When finished click <b>Save and Close</b></p>

Step	Action
8	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated M&amp;IE costs:</p>  <p>➤ Click <b>Next Step</b></p>
9	<p>The <b>Step 5: Accounting</b> screen of the authorization appears:</p>  <p>➤ Add the Accounting for this authorization</p> <p>➤ Click <b>Save and Next Step</b></p>

Step	Action
10	<p>The <b>Step 6: Travel Policy</b> screen of the authorization appears:</p>  <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <li>➤ Red is an error, it must be fixed before moving on</li> <li>➤ Yellow is a warning, it's just giving a heads up that something is missing</li> <li>➤ Green is everything is ok</li> <li>➤ Fill out anything that needs filling out</li> <li>➤ Click <b>Save and Next Step</b></li> </ul>

Step	Action
11	<p>The <b>Step 7: Summary</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Review all parts</li> <li>➤ Add Any Remarks necessary for the trip</li> <li>➤ Add Any Attachments (like the Itinerary or registration receipt)</li> <li>➤ Click <b>Send to Approver</b></li> </ul>
12	<p>The <b>Confirm Action</b> pop-up will appear.</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Confirm</b></li> </ul>

Step	Action
19	<p>The <b>My E2</b> screen should appear with a message at the top stating the authorization has been sent to the approver.</p>  <p>The screenshot shows the 'My E2' interface with the 'E2 Solutions' logo on the left. There are two main menu items: 'TRAVELER'S TRIPS' (highlighted with a red underline) and 'TRAVELER'S PROFILE'. Below these are several sub-menu items: 'At a Glance', 'Trips' (highlighted with a red underline), 'Local Travel', 'Open Authorization', and 'Group Authorization'. At the bottom of the screenshot, a green notification box contains a checkmark icon and the text: 'Authorization 308262 has been successfully sent to approver.'</p>

**APPROVE THIS AUTHORIZATION PRIOR TO MOVING ON – USE EX 3 FOR THE STEPS**

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## Exercise #9: Pre-Paid Travel Voucher

Objectives:

- Create a Travel Voucher for a Pre-Paid Expense
- Navigate each step of the TV

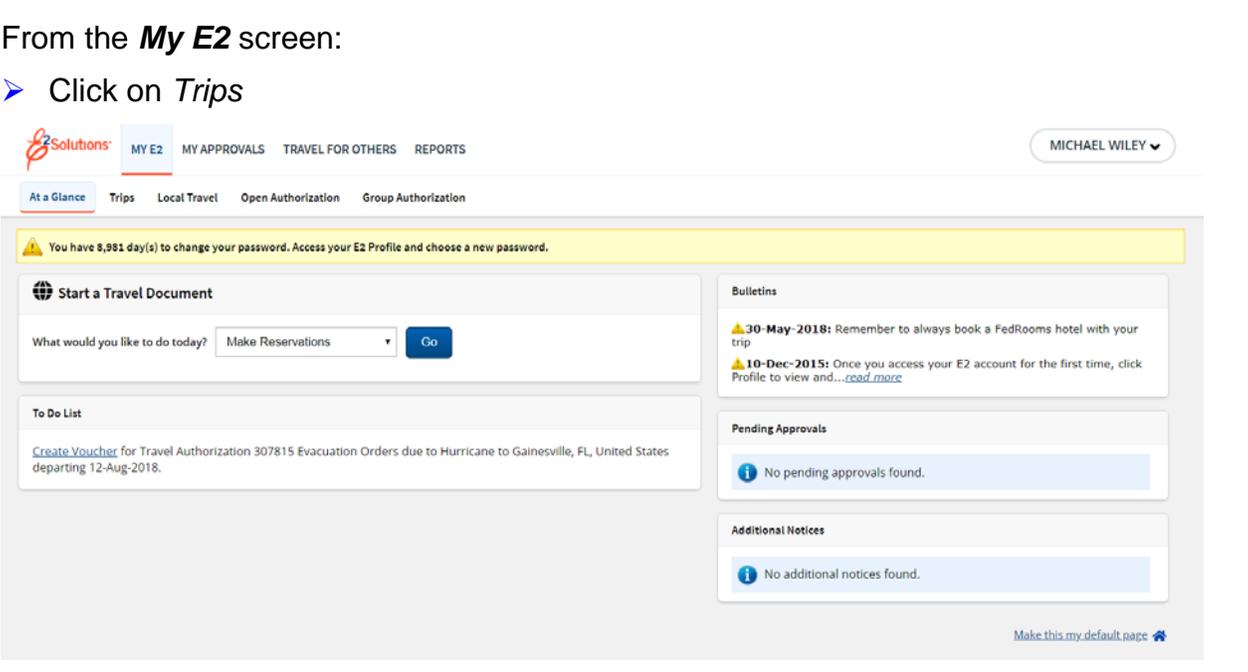
Notes:

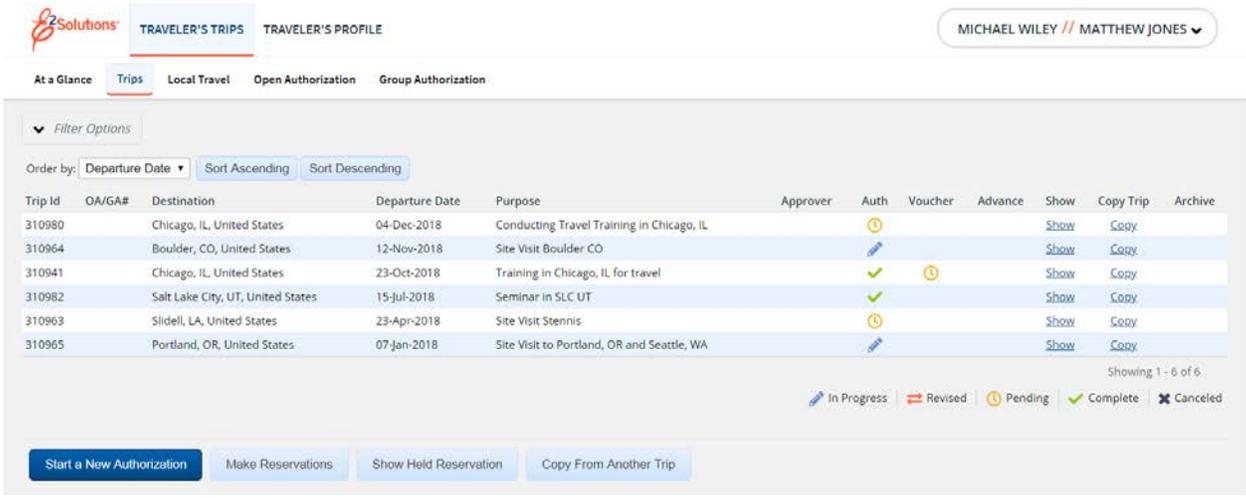
*A pre-paid expense claim is only necessary if a traveler chooses to be reimbursed for a pre-paid travel expense in advance of travel. If a traveler prefers to wait or circumstances prevent a pre-paid expense claim from being processed until the end of the TDY assignment, the pre-paid expense can be claimed as a normal expense (i.e., Lodging vs. Pre-Paid Lodging) on a regular Travel Voucher.*

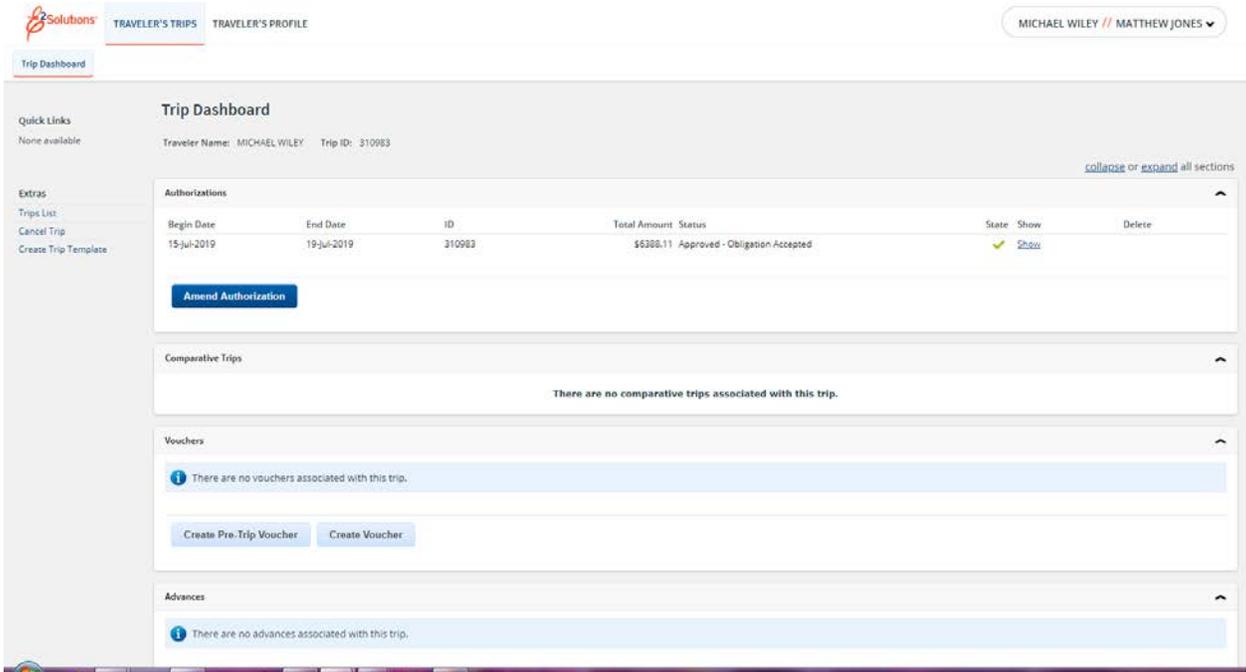
*However, if you are reimbursed the advance expense, but fail to perform the scheduled official travel for reasons not acceptable to your agency, resulting in forfeit of the deposit, you are indebted to the Government for that amount and must repay it in a manner prescribed by your agency.*

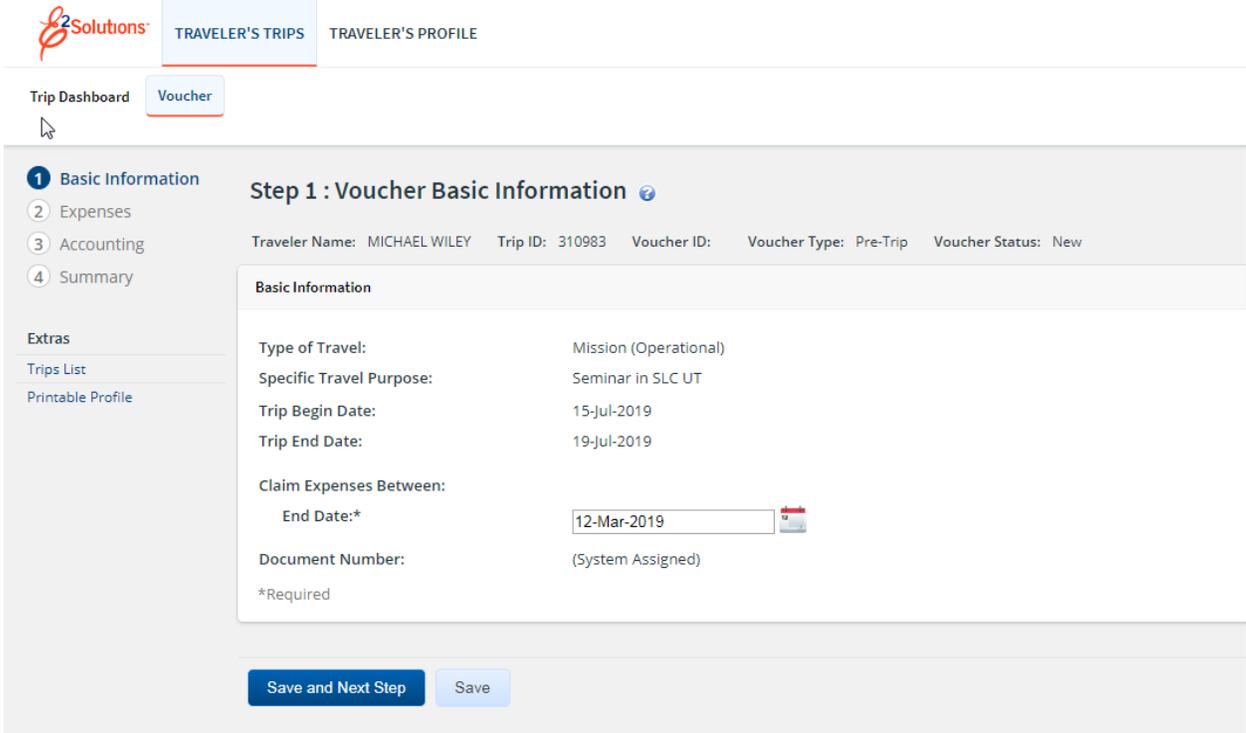
Instructions: Execute the following steps:

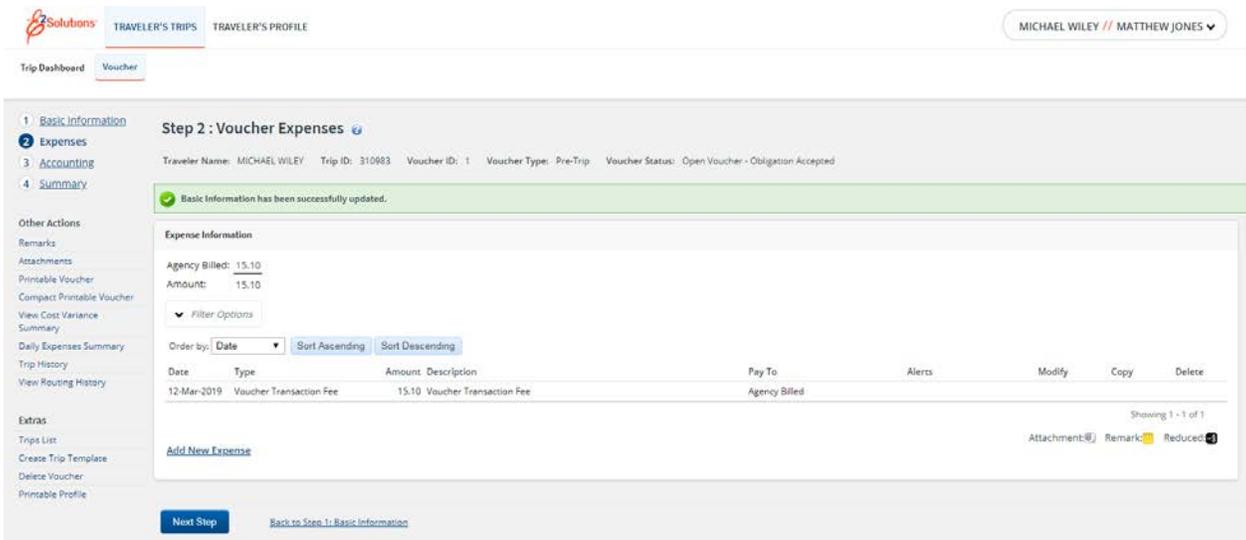
Your seminar hasn't happened, yet, but the registration fee is coming due on your credit card. So you'll file a pre-paid travel voucher.

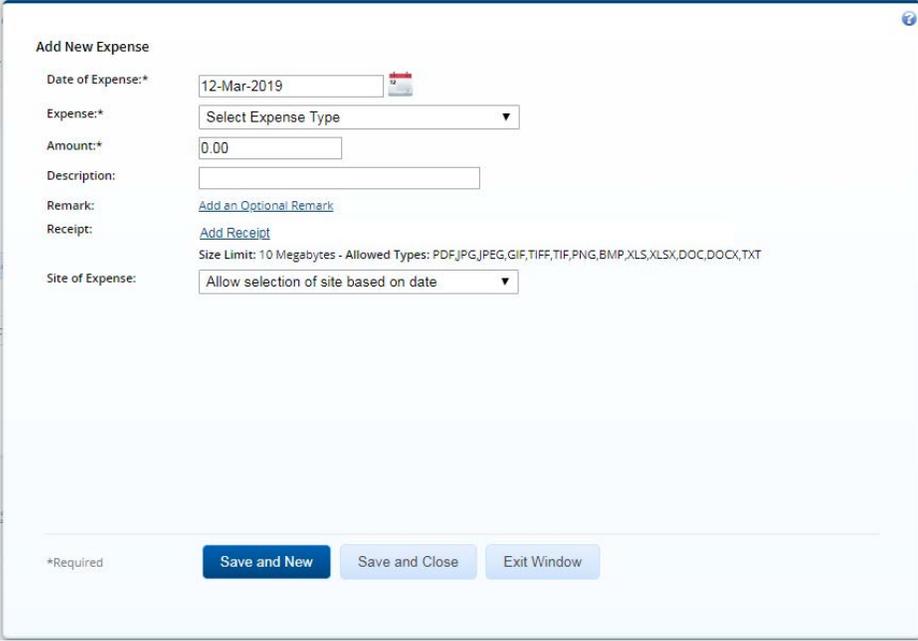
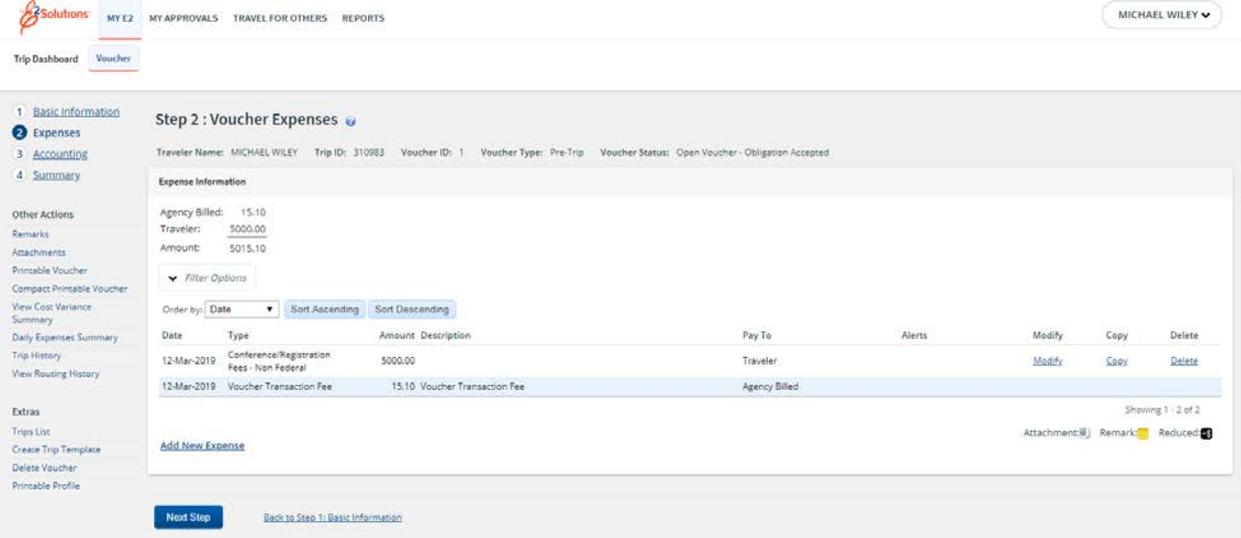
Step	Action
1	<p>From the <b>My E2</b> screen:</p> <p>➤ Click on <i>Trips</i></p> 

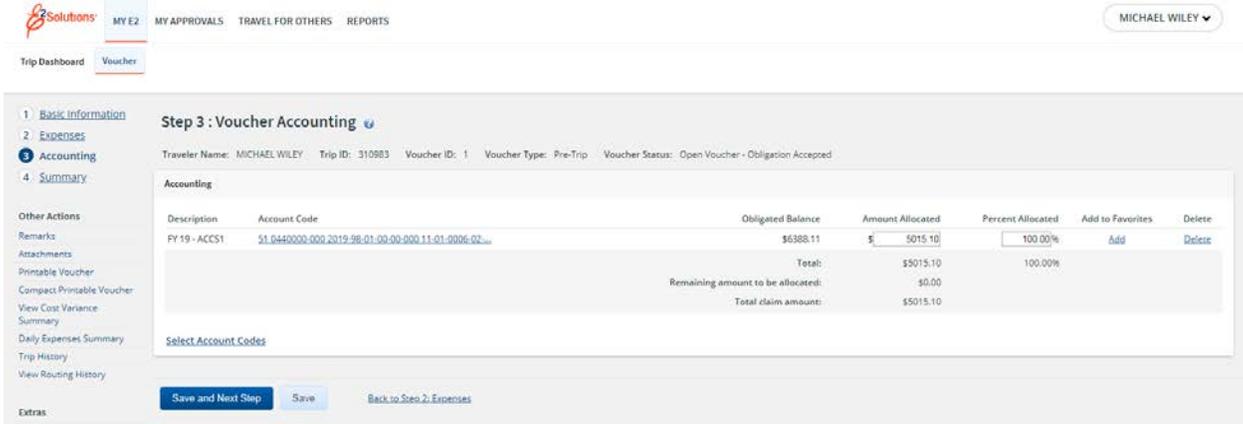
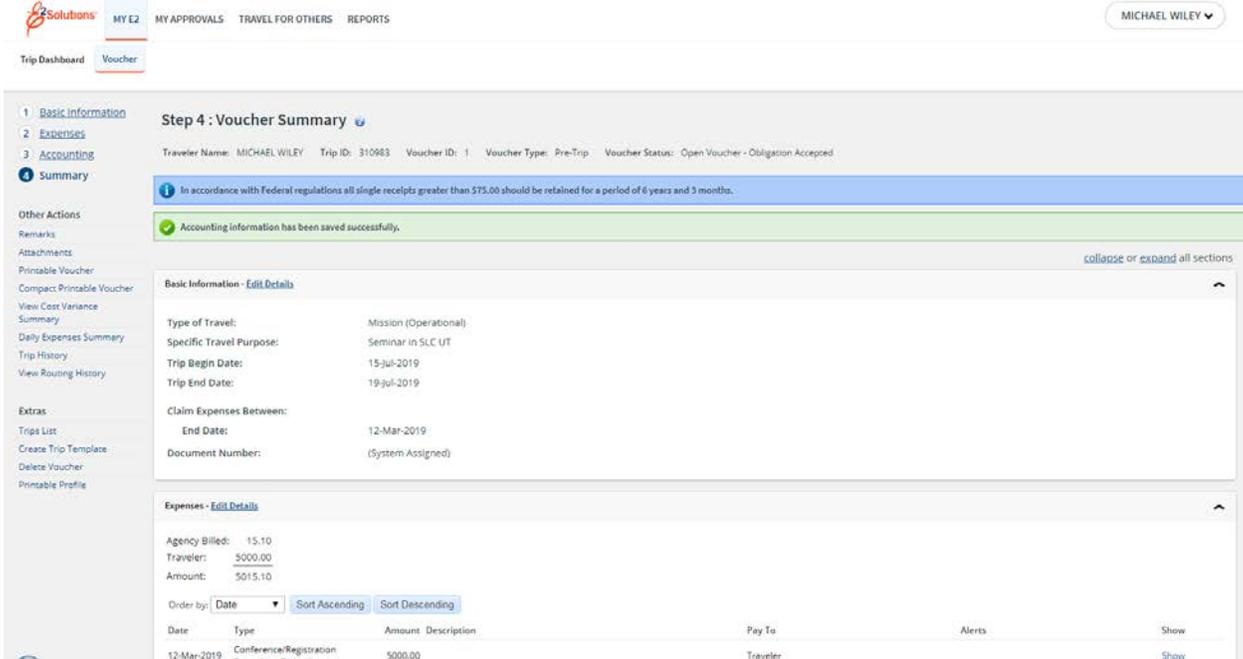
Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ Under the <i>To Do List</i> you may have a link that will take you to create your voucher.</li> <li>✓ Travel Arranger go to <i>Travel For Others</i>, select your traveler to view their trips.</li> </ul>
<p>2</p>	<p>The <b>Trips</b> tab shows authorizations and vouchers that are consolidated under a single Trip ID number:</p>  <p>➤ Click <i>Show</i> for the document (i.e. Seminar trip)</p>

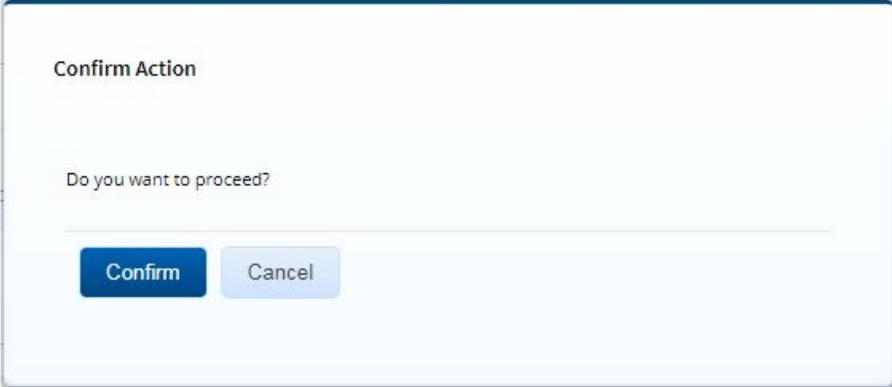
Step	Action
3	<p>The <b>Trip Dashboard</b> screen appears:</p>  <p>Click <b>Create Pre-Trip Voucher</b></p>

Step	Action
4	<p>The <b>Step1: Voucher Basic Information</b> screen appears:</p>  <p>➤ Verify/change the End Date (should default to current date and can't change that)</p> <p>➤ Click <b>Save and Next Step</b></p>

Step	Action
5	<p>The <b>Step 2: Voucher Expenses</b> screen appears:</p>  <p>➤ Click <i>Add New Expense</i></p>

Step	Action
<p>6</p>	<p>The <b>Add New Expense</b> screen appears:</p>  <p>➤ Add the \$5000 registration fee</p> <p>➤ Click <b>Save and Close</b></p>
<p>7</p>	<p>The <b>Step 4: Expenses</b> screen is updated:</p>  <p>➤ Click <b>Next Step</b></p>

Step	Action
8	<p>The <b>Step 3: Voucher Accounting</b> screen appears:</p>  <p>➤ Click <b>Save and Next Step</b></p>
9	<p>The <b>Step 4: Voucher Summary</b> screen appears:</p>  <p>➤ Add Receipt</p> <p>➤ Add Remarks</p> <p>➤ Click <b>Send to Approver/Traveler</b> (depending on who's creating the voucher)</p>

Step	Action
10	<p>The <b>Confirm Action</b> pop-up will appear.</p>  <p>➤ Click <b>Confirm</b></p> <p><b>Note:</b> <i>Traveler will have a statement on their Confirm screen</i></p>
11	<p>The <b>Trip Dashboard</b> now should have up at the top that the voucher has been sent to the approver/traveler.</p>

**Exercise #10: Create TA Incorporating Multiple Locations (Domestic & Foreign)***Objectives:*

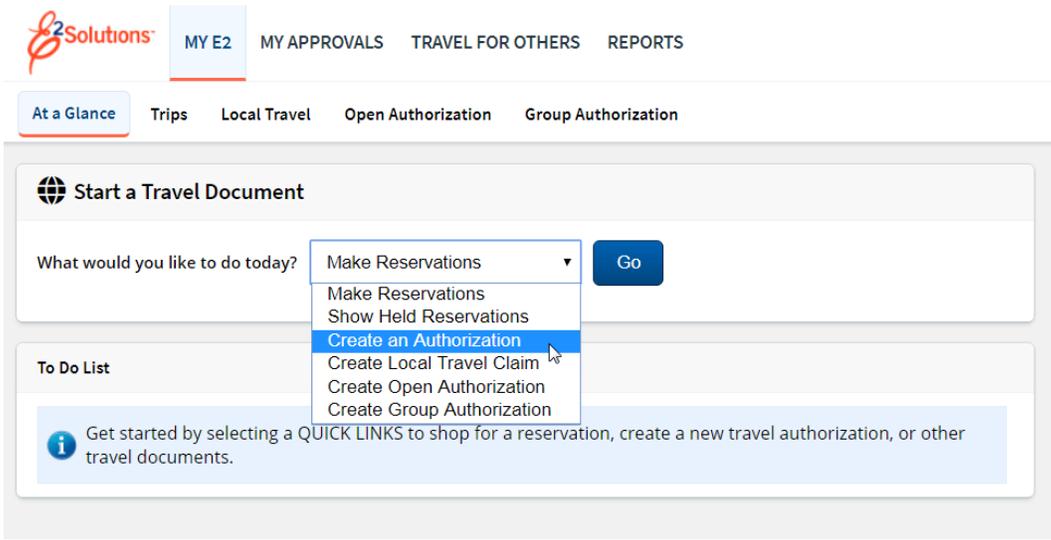
- Create a Basic Travel Authorization (TA)
- Navigate each step of the TA
- Understand the steps when you combine Domestic and Foreign Locations

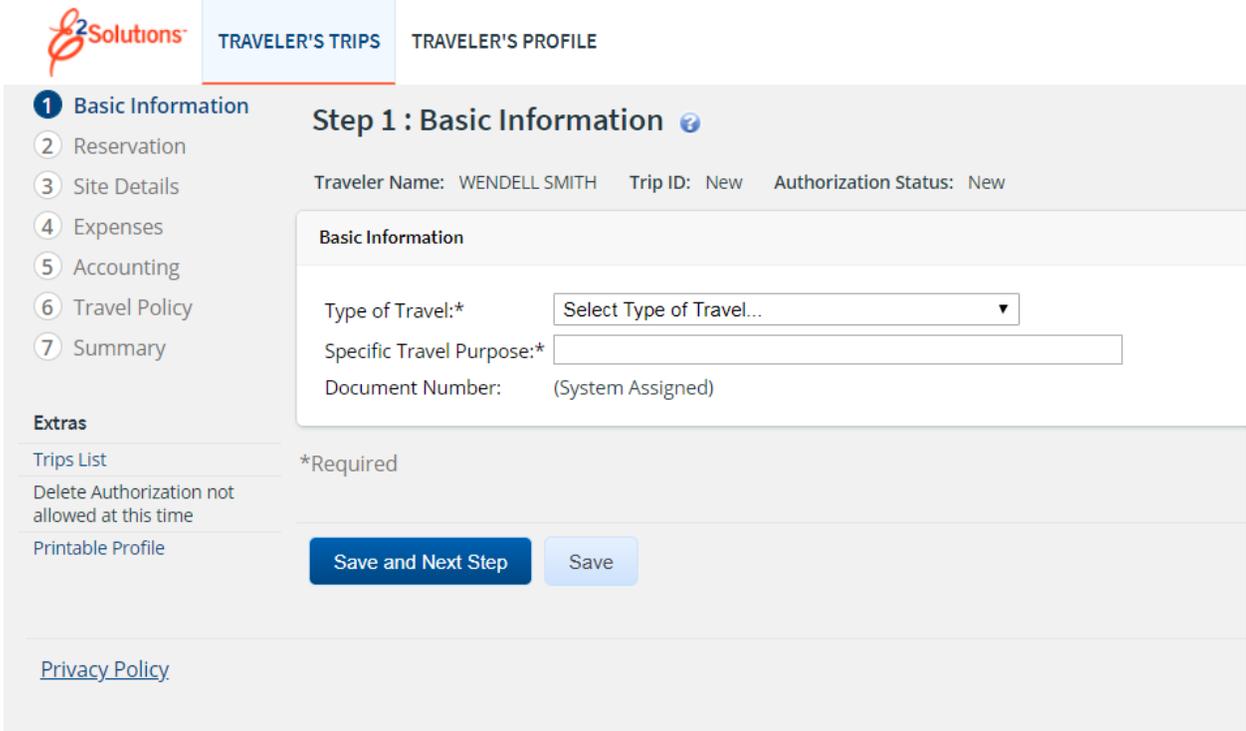
Instructions: Execute the following steps:

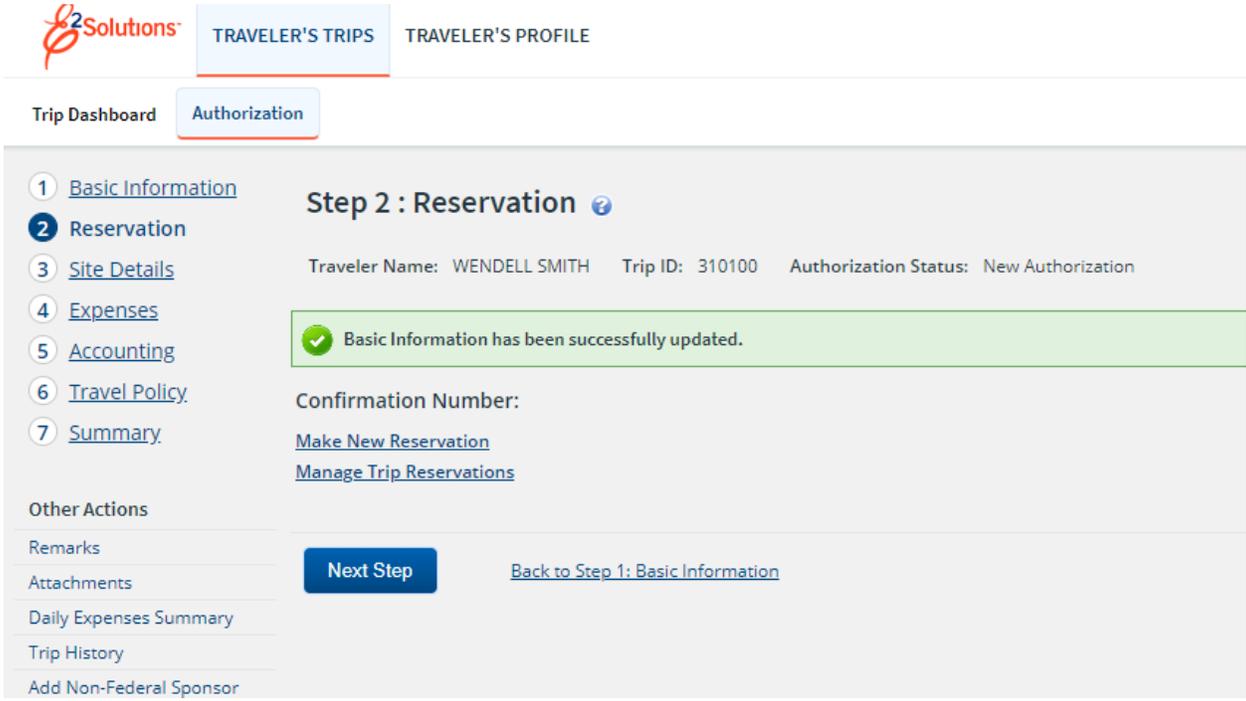
You are going to a site visit in Buffalo NY on July 9<sup>th</sup>. Then you have to head to Dublin Ireland on the 13<sup>th</sup> and be there for the next week, coming back on July 19<sup>th</sup>. You will have a travel day on either day of the trip. Your authorization will need to include the following costs:

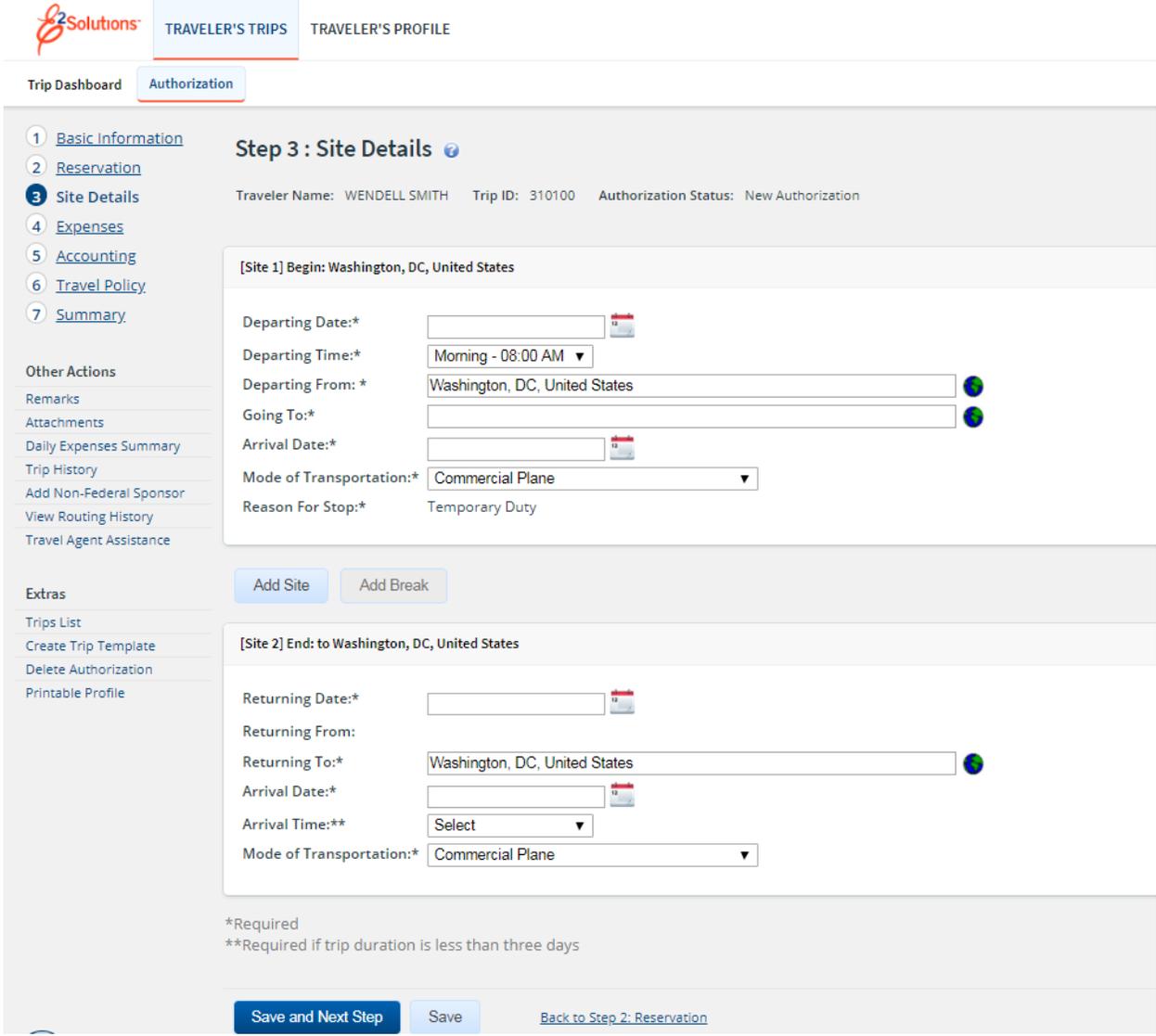
**Estimated Expenses**

\$3410.53 = Round-trip air fare  
\$39.19 = Transaction Fee  
\$150 for Taxi to and from Airport  
\$100 Checked Baggage Fees  
\$100 laundry (Buffalo)  
\$25/day Hotel Tax (Buffalo)  
\$274.85 for Rental Car in Buffalo  
\$65 for Rental Car Gas  
\$500 for Taxi in Dublin

Step	Action
1	<p>From the <b>My E2</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow on the “<i>What would you like to do today?</i>” field</li> <li>➤ Select <b>Create an Authorization</b></li> <li>➤ Click <b>Go</b></li> </ul>  <p>The screenshot shows the 'My E2' interface. At the top, there are navigation tabs: 'MY E2' (selected), 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below these are sub-tabs: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is titled 'Start a Travel Document'. It features a text input field with the placeholder 'What would you like to do today?' and a 'Go' button. A dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. Below the input field is a 'To Do List' section with an information icon and the text: 'Get started by selecting a QUICK LINKS to shop for a reservation, create a new travel authorization, or other travel documents.'</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i></li> <li>✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i></li> <li>✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i></li> <li>✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i></li> </ul>

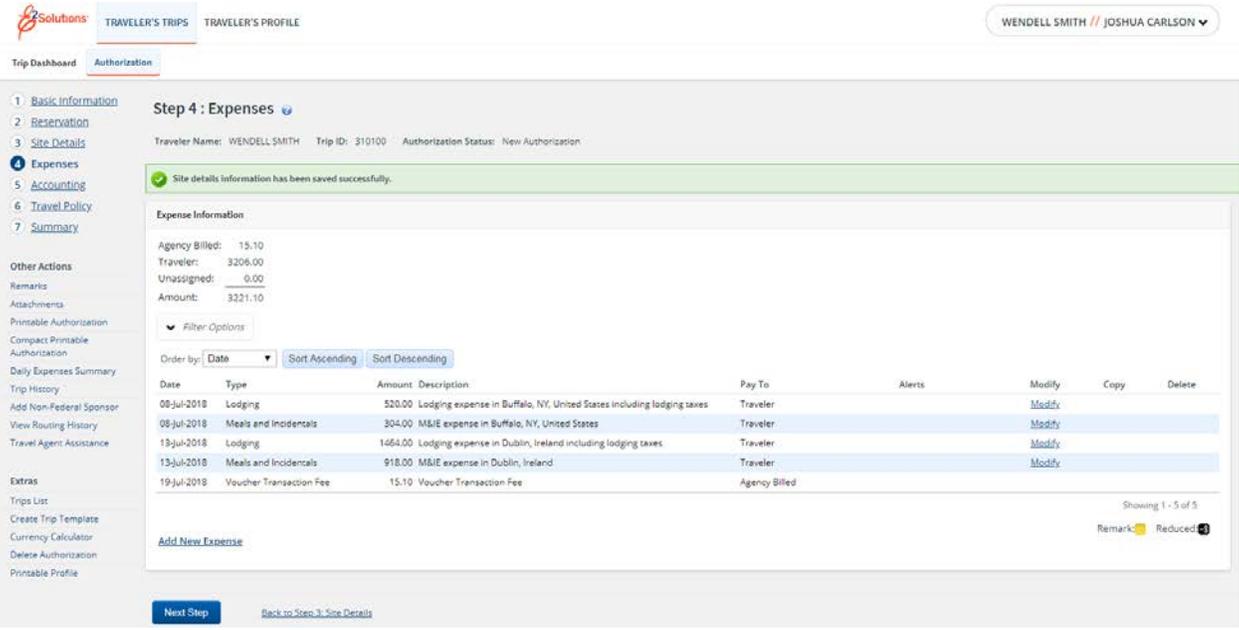
Step	Action
2	<p>The <b>Step1: Basic Information</b> screen of the authorization appears:</p>  <p>➤ Select the <i>Type of Travel</i> (i.e. Mission)</p> <p>➤ Enter the <b>Specific Travel Purpose</b> (i.e. Site Visit to Buffalo, NY and Dublin, IE)</p> <p>➤ Click <b>Save and Next Step</b></p>
	<p><b>Notes: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

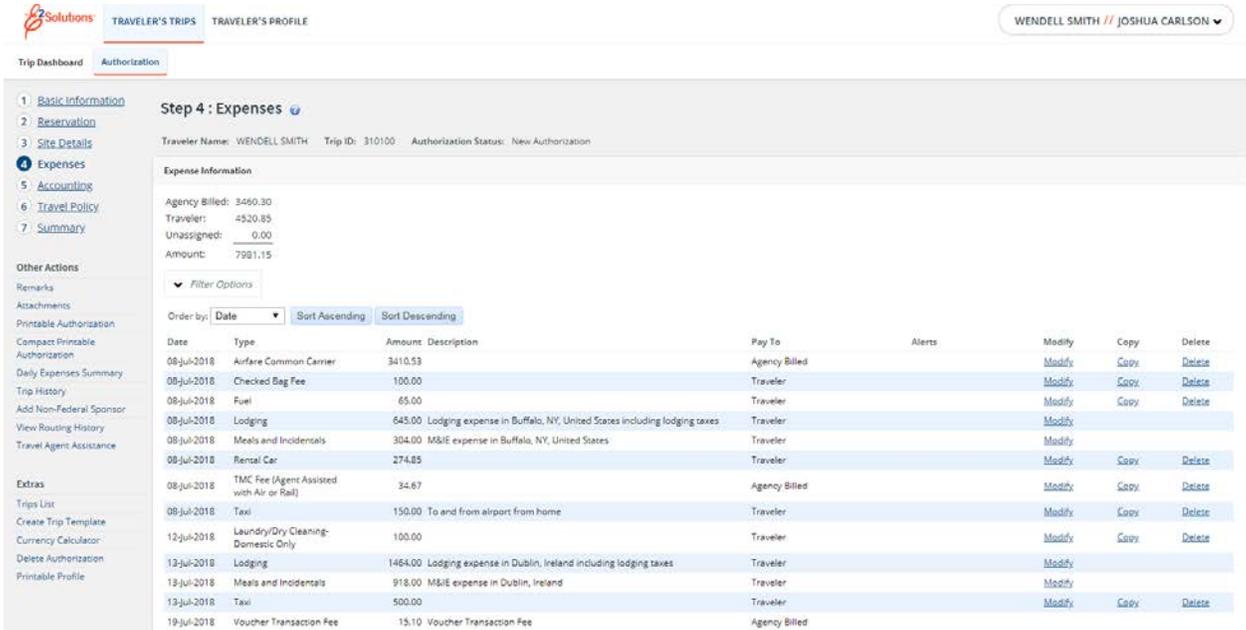
Step	Action
<p>3</p>	<p>The <b>Step 2: Reservation</b> screen of the authorization appears:</p>  <p>➤ Click <b>Next Step</b></p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be skipping this step.</li> <li>✓ In Production, this is the step you would be 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>.</li> <li>✓ If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</li> </ul>

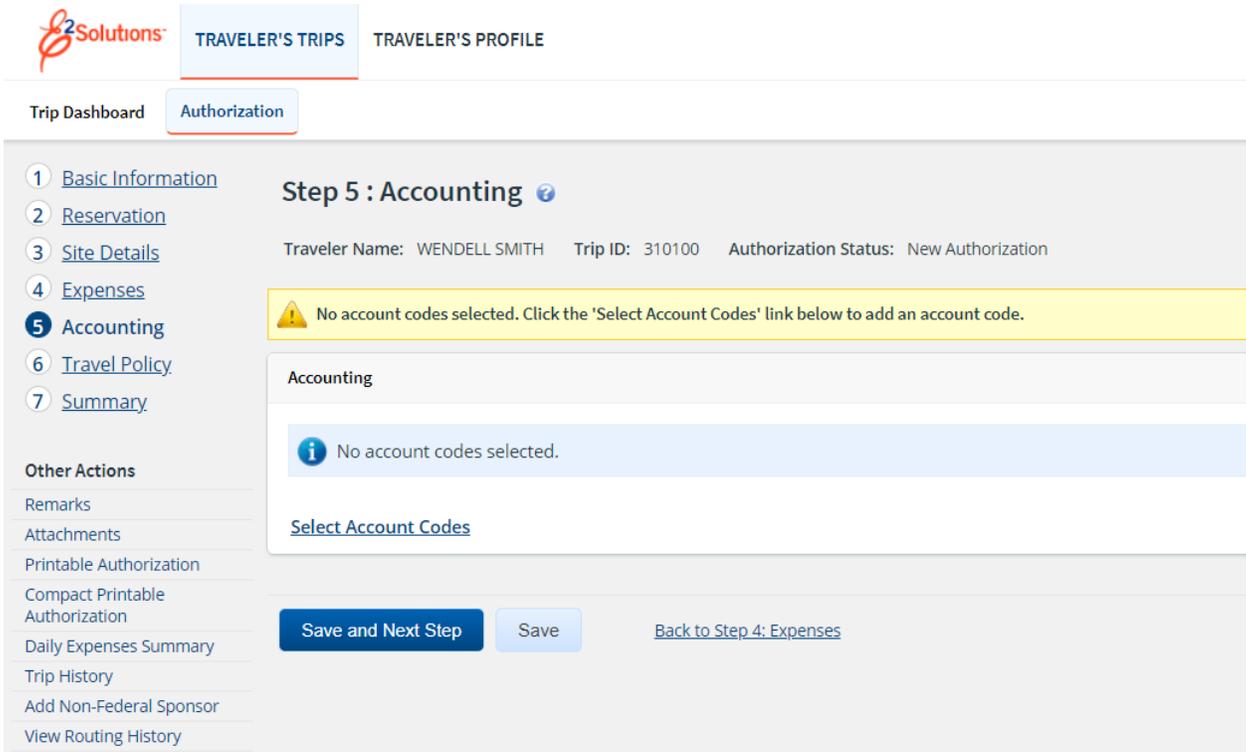
Step	Action
4a	<p>The <b>Step 3: Site Details</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Select the <b>Departing Date</b> (i.e. July 8)</li> <li>➤ Select the <b>Departing Time</b> (i.e. defaults to morning)</li> <li>➤ Change the <b>Departing From</b> if needed (i.e. defaults to your profile location)</li> <li>➤ Enter the <b>Going To</b> (i.e. Buffalo, NY)</li> <li>➤ Click <b>Add Site</b></li> </ul>

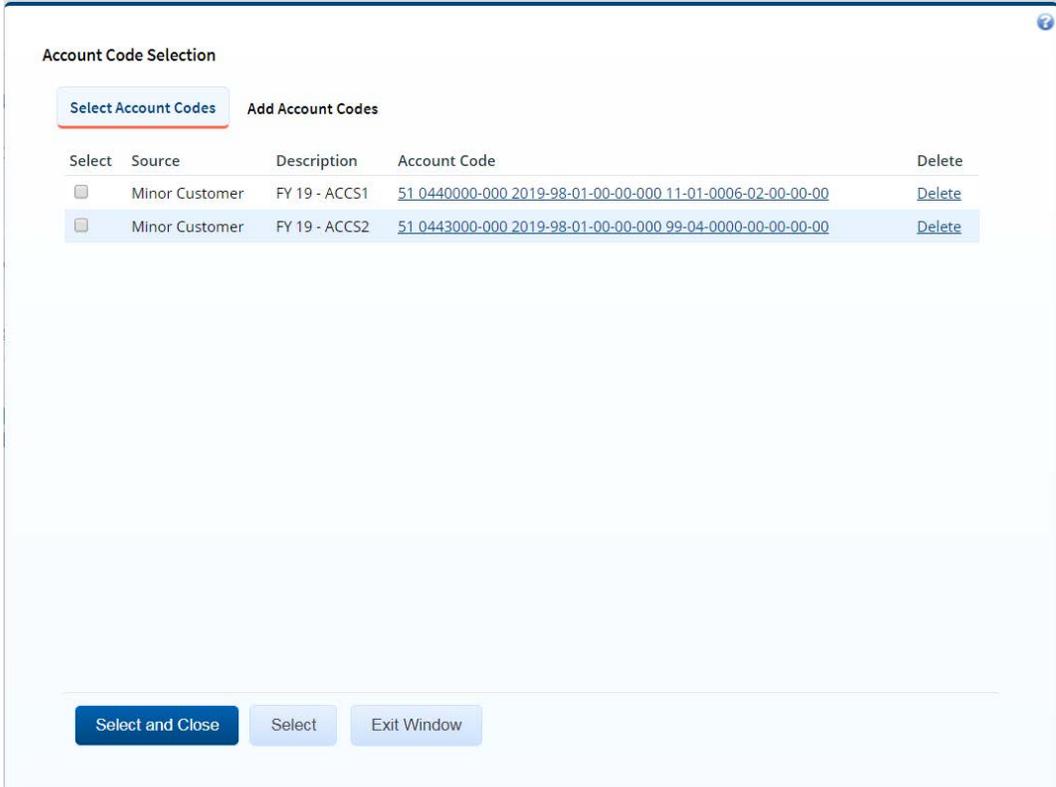
Step	Action
4b	<p>The <i>Site 2</i> part of the screen appears:</p> <div data-bbox="298 327 1523 911"><p>[Site 2] From: Buffalo, NY, United States</p><p>Departing Date:* <input type="text" value="09-Jul-2018"/> </p><p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/> ▼</p><p>Departing From: Buffalo, NY, United States</p><p>Going To:* <input type="text"/> </p><p>Arrival Date:* <input type="text" value="09-Jul-2018"/> </p><p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> ▼</p><p>Reason For Stop:* <input type="text" value="Temporary Duty"/> ▼</p><p><input type="button" value="Add Site"/> <input type="button" value="Add Break"/></p></div> <ul style="list-style-type: none"><li>➤ Select the <i>Departing Date</i> (i.e. July 13)</li><li>➤ Select the <i>Departing Time</i> (i.e. defaults to morning)</li><li>➤ Change the <i>Departing From</i> if needed (i.e. defaults the Site 1 )</li><li>➤ Enter the <b>Going To</b> (i.e. Dublin, IE)</li><li>➤ Scroll down</li></ul>

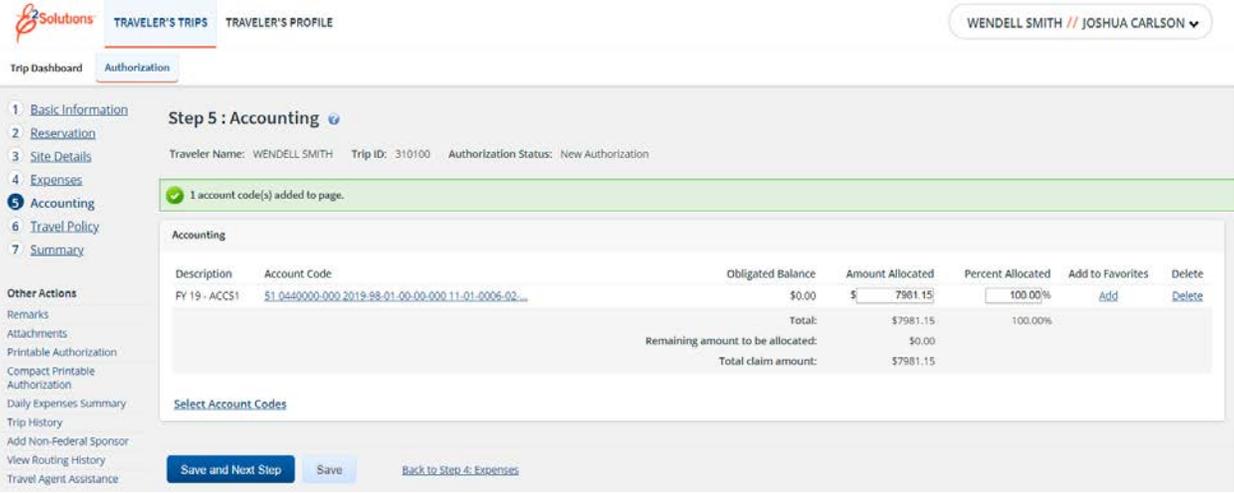
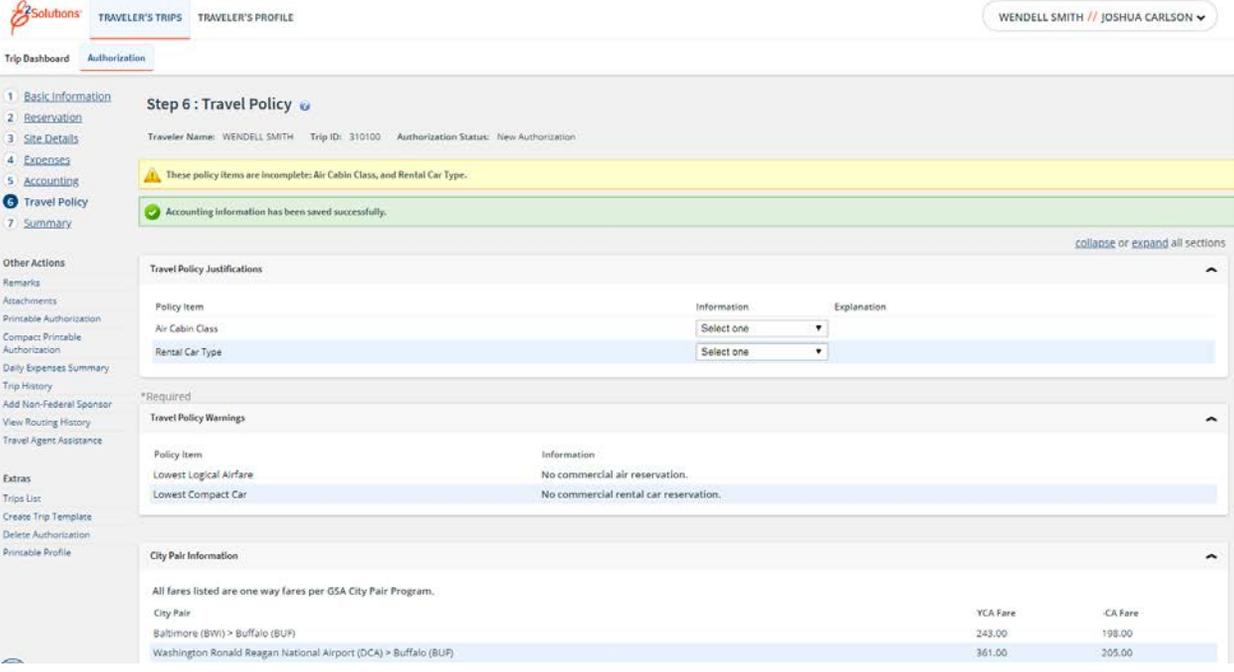
Step	Action
4c	<div data-bbox="293 275 1463 951"> <p>[Site 3] End: Dublin, Ireland on 13-Jul-2018 to Washington, DC, United States</p> <p>Returning Date:* <input type="text" value="13-Jul-2018"/> </p> <p>Returning From: Dublin, Ireland</p> <p>Returning To:* <input type="text" value="Washington, DC, United States"/> </p> <p>Arrival Date:* <input type="text" value="09-Jul-2018"/> </p> <p>Arrival Time:** <input type="text" value="Select"/> ▼</p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> ▼</p> <p>*Required  **Required if trip duration is less than three days</p> <p><a href="#">Save and Next Step</a> <a href="#">Save</a> <a href="#">Back to Step 2: Reservation</a></p> </div> <ul style="list-style-type: none"> <li>➤ Select the <i>Returning Date</i> (i.e. Jul 19)</li> <li>➤ Select the <i>Arrival Time</i></li> <li>➤ Click <b>Save and Next Step</b></li> </ul> <div style="background-color: yellow; padding: 5px;"> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>For training purposes we will be entering information into this section.</i></li> <li>✓ <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></li> <li>✓ <i>If changes occur to reservations, this screen is not automatically updated.</i></li> </ul> </div>

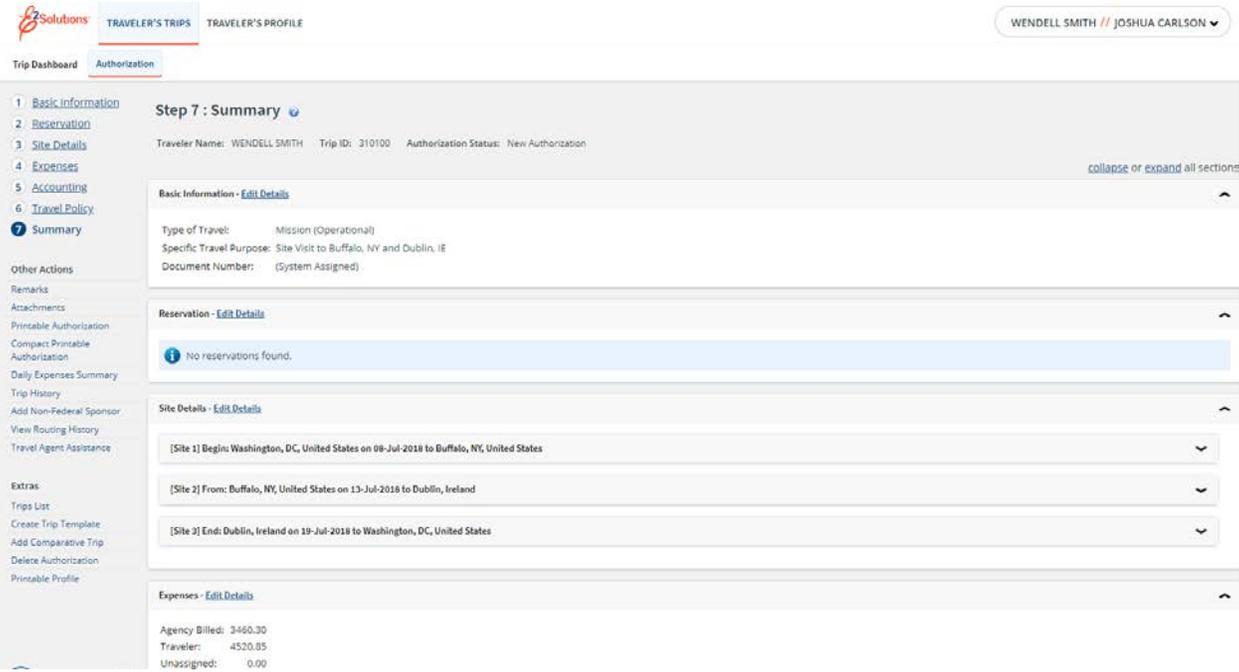
Step	Action
5	<p>The <b>Step 4: Expenses</b> screen of the authorization appears:</p>  <p>When multiple locations are added on the Site Details, the expenses will then break out the lodging and M&amp;IE for each location. So this means you'll have to enter your hotel tax per location (except for foreign locations). So add the following expenses:</p> <ul style="list-style-type: none"> <li>\$3410.53 = Round-trip air fare</li> <li>\$39.19 = Transaction Fee</li> <li>\$150 for Taxi to and from Airport</li> <li>\$100 Checked Baggage Fees</li> <li>\$100 laundry (Buffalo)</li> <li>\$25/day for Hotel Tax (Buffalo)</li> <li>\$274.85 for Rental Car in Buffalo</li> <li>\$65 for Rental Car Gas</li> <li>\$500 for Taxi in Dublin</li> </ul> <ul style="list-style-type: none"> <li>➤ Verify all expenses have been entered</li> <li>➤ Click <b>Next Step</b></li> </ul>

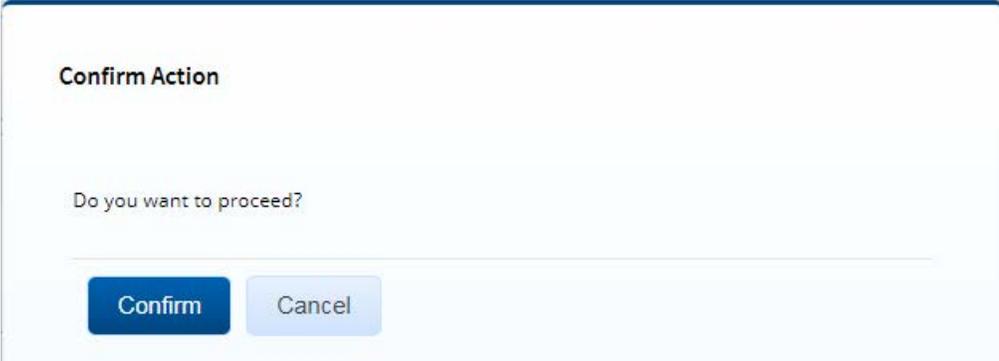
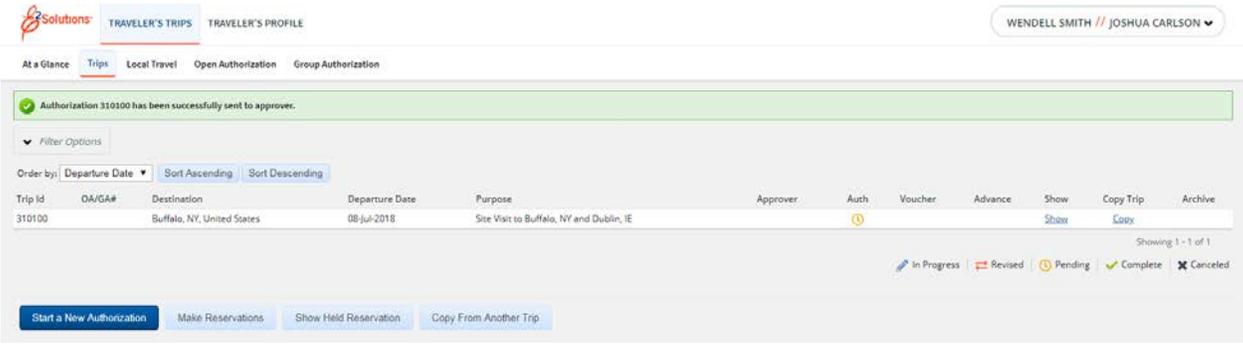
Step	Action
6	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated expenses:</p>  <p>➤ Verify all expenses have been entered</p> <p>➤ Click <b>Next Step</b></p>

Step	Action
7	<p>The <b>Step 5: Accounting</b> screen of the authorization appears:</p>  <p>➤ Click the <a href="#">Select Account Codes</a> link</p>

Step	Action
8	<p>The <b>Account Code Selection</b> pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <li>➤ Select the Account Codes needed for this TA</li> <li>➤ Click <b>Select and Close or Add and Close</b> (if only choosing one code)</li> <li>➤ Click <b>Select or Add</b> (if only choosing multiple codes)</li> </ul>

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

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

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

## Exercise #11: International Date Line (IDL) TA

- Objectives:
- Create a TA that crosses the International Date Line (IDL)
  - Navigate each step of the TA

Notes:

*This exercise covers how to create an authorization when crossing the International Date Line (IDL) during travel. When traveling across the IDL the traveler will gain or lose a full day of per diem depending upon the direction of the travel. For example if traveling west from the United States to places like Japan, Thailand, Korea a per diem day will be lost. On the eastern return back to the United States you will gain a per diem day.*

*The travel system automatically calculates this based upon the departure and arrival locations to determine if travel will cross the IDL and whether a calendar day was lost or gained. This trip is no different than any other type of trip, other than the system calculating the per diem costs. However, it only will calculate correctly for the Meals and Incidental Expenses, you'll have to manually add a dual lodging cost when coming back across the IDL, if staying any additional days in a location other than your home location.*

Instructions: Execute the following steps:

You have been instructed to attend a weather seminar in Sydney, Australia leaving April 14<sup>th</sup> and returning on April 20<sup>th</sup>. Hotel tax is not included in foreign travel as it has been built into the per diem costs.

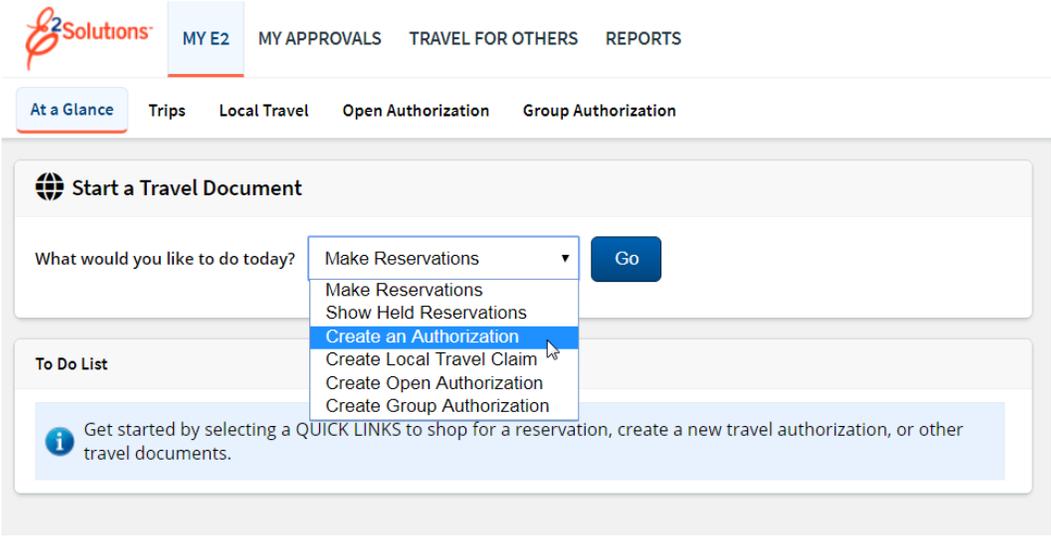
### **Estimated Expenses**

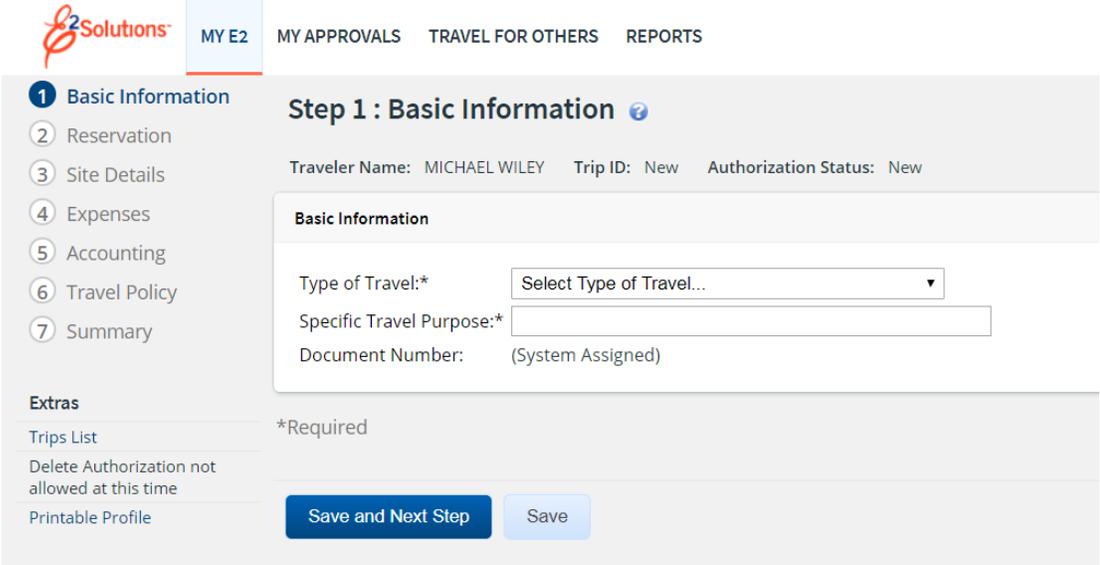
\$1507.53 = Airfare

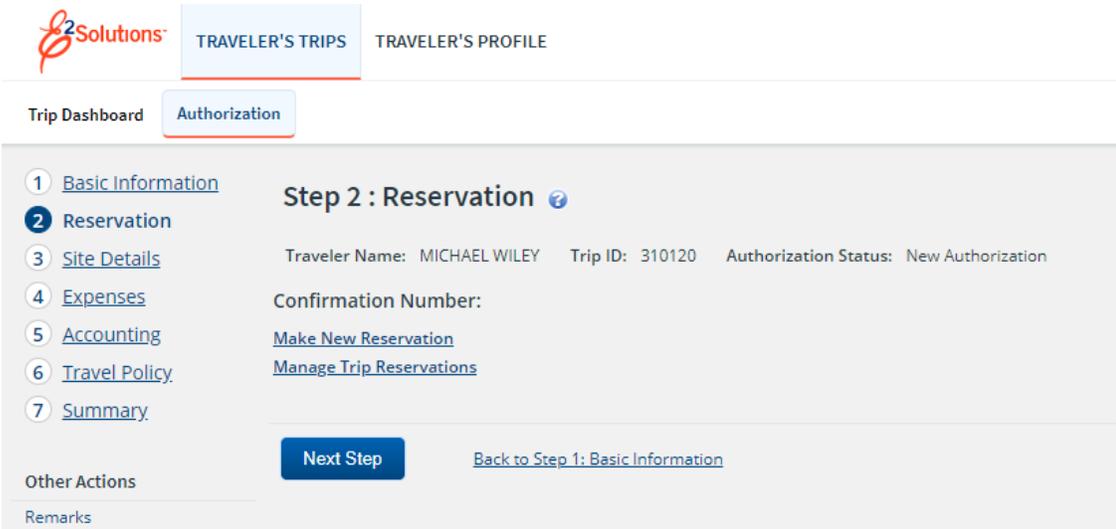
\$39.19 = TMC Fee

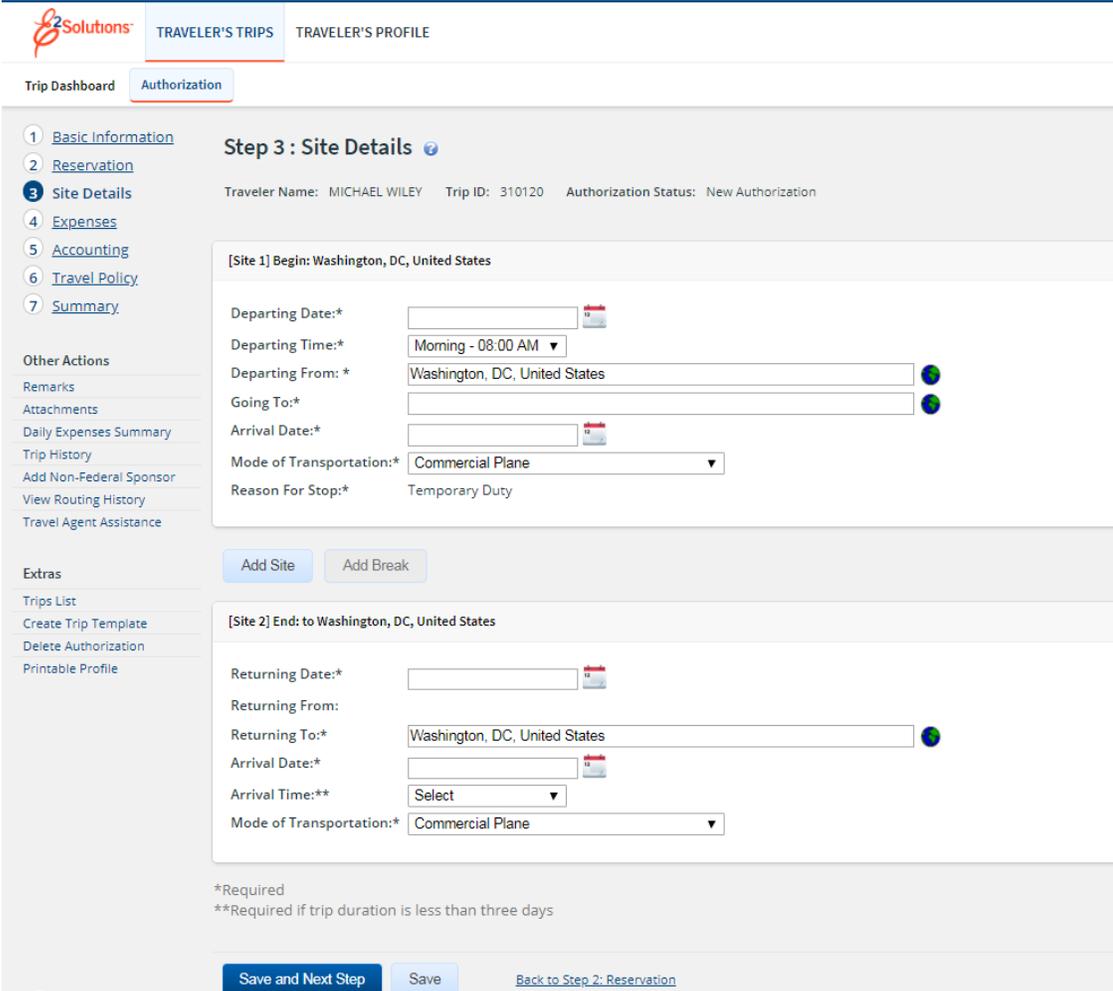
\$750 = Taxi

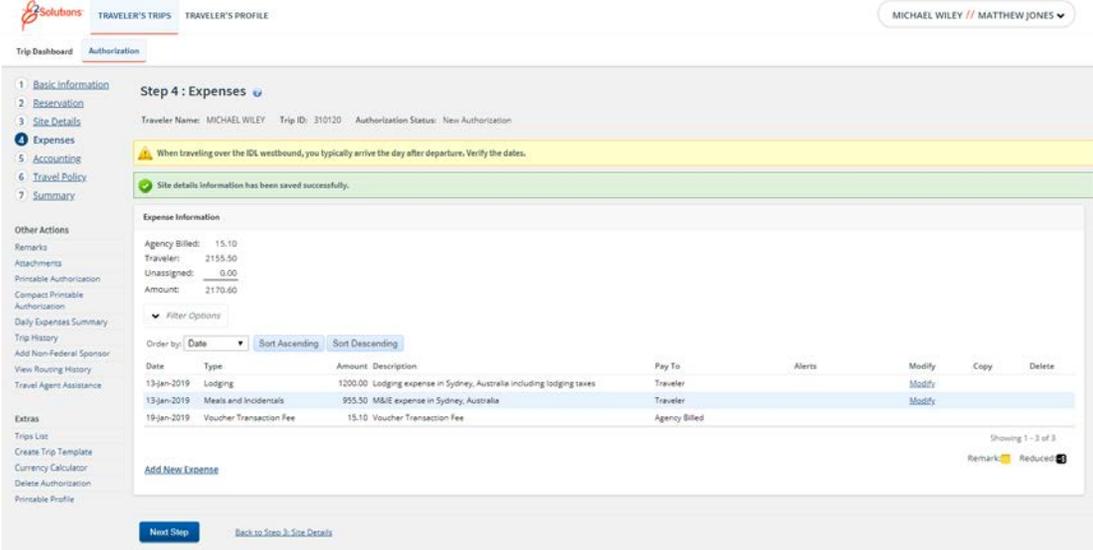
\$35/flight = Checked Baggage Fee

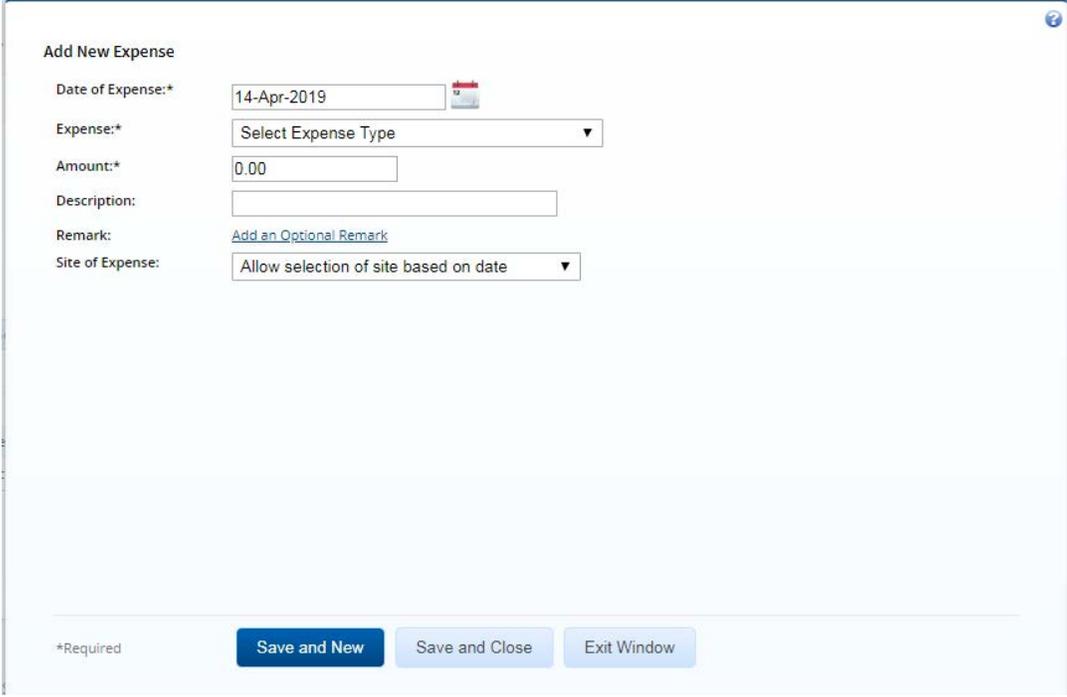
Step	Action
1	<p>From the <b>My E2</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow on the “<i>What would you like to do today?</i>” field</li> <li>➤ Select <b>Create an Authorization</b></li> <li>➤ Click <b>Go</b></li> </ul>  <p>The screenshot shows the 'My E2' dashboard. At the top, there are navigation tabs: 'MY E2' (selected), 'MY APPROVALS', 'TRAVEL FOR OTHERS', and 'REPORTS'. Below these are sub-tabs: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. The main content area is titled 'Start a Travel Document' and contains a form with the question 'What would you like to do today?'. A dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. A 'Go' button is next to the dropdown. Below the form is a 'To Do List' section with an 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> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i></li> <li>✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i></li> <li>✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i></li> <li>✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i></li> </ul>

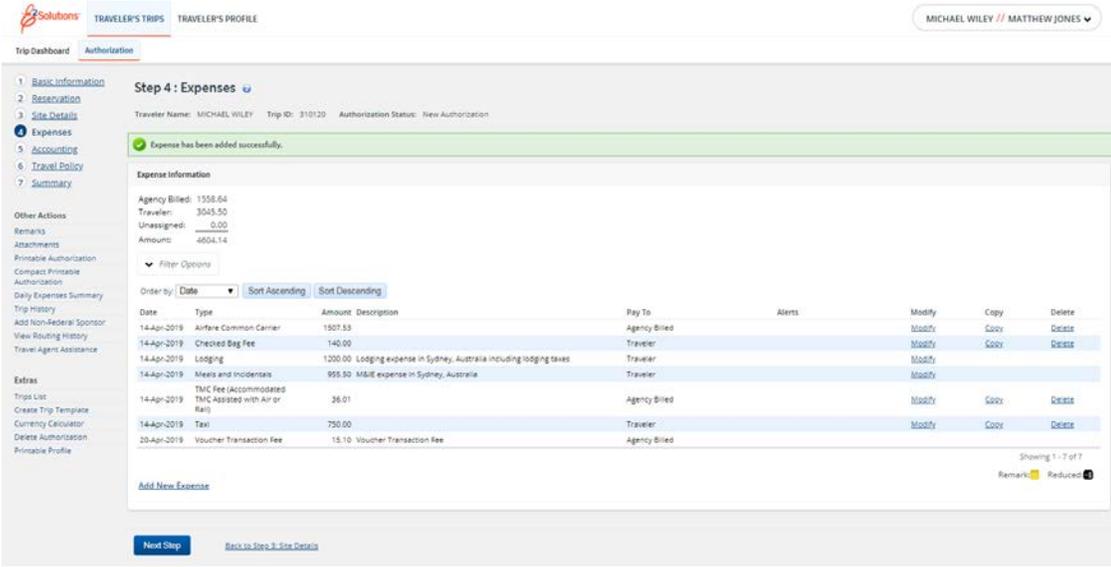
Step	Action
2	<p>The <b>Step1: Basic Information</b> screen of the authorization appears:</p>  <p>➤ Select the <b>Type of Travel</b> (i.e. Special Agency Mission)</p> <p>➤ Enter the <b>Specific Travel Purpose</b> (i.e. Site Visit to Sydney AUS)</p> <p>➤ Click <b>Save and Next Step</b></p> <p><b>Notes: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

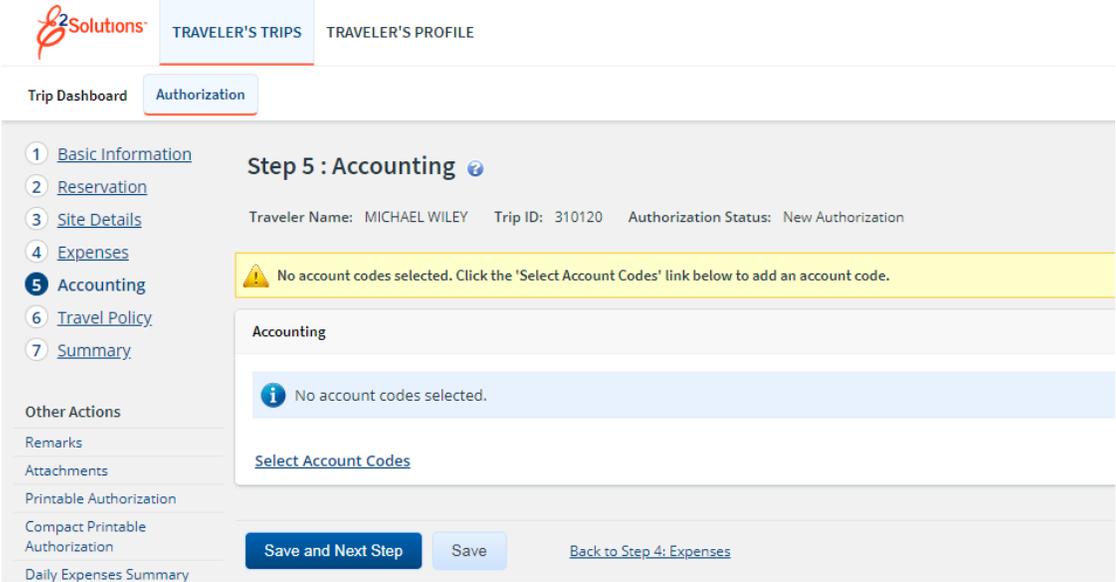
Step	Action
3	<p>The <b>Step 2: Reservation</b> screen of the authorization appears:</p>  <p>➤ Click <b>Next Step</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be skipping this step.</li> <li>✓ In Production, this is the step you would be using if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

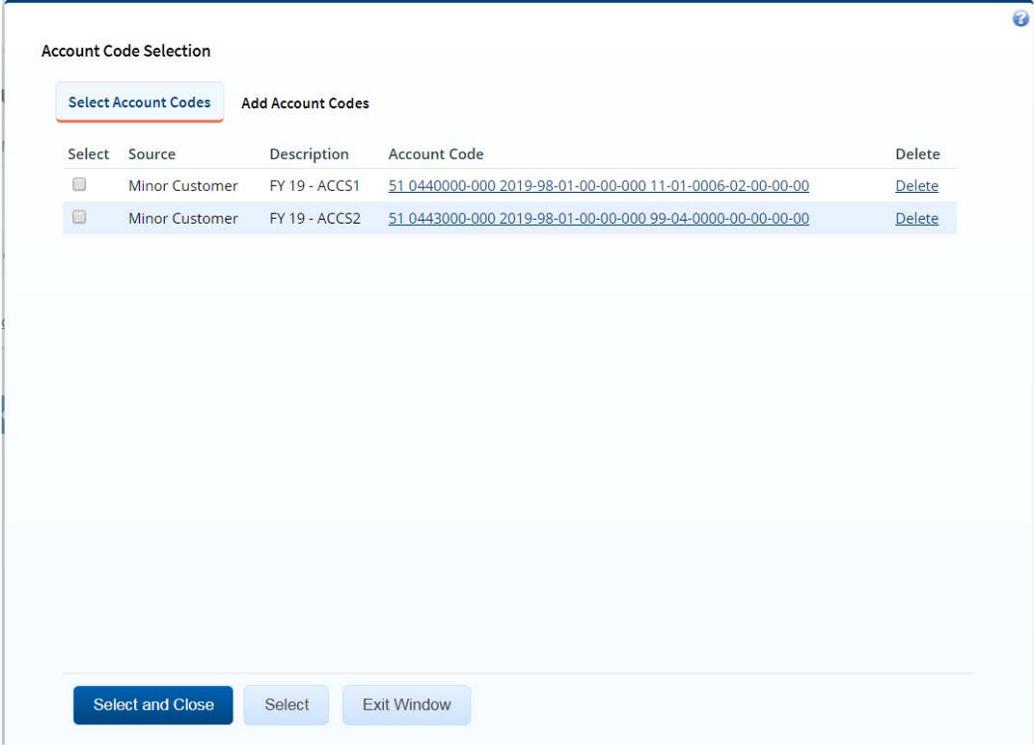
Step	Action
4	<p>The <b>Step 3: Site Details</b> screen of the authorization appears:</p>  <p>➤ Select the <i>Departing Date</i> (i.e. April 14)</p> <p>➤ Select the <i>Departing Time</i> (i.e. defaults to morning)</p> <p>➤ Change the <i>Departing From</i> if needed (i.e. defaults to your profile location)</p> <p>➤ Enter the <b>Going To</b> (i.e. Sydney AUS)</p> <p>➤ Select the <i>Returning Date</i> (i.e. April 20)</p> <p>➤ Select the <i>Arrival Time</i></p> <p>➤ Click <b>Save and Next Step</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>For training purposes we will be entering information into this section.</i></li> <li>✓ <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></li> <li>✓ <i>If changes occur to reservations, this screen is not automatically updated.</i></li> </ul>

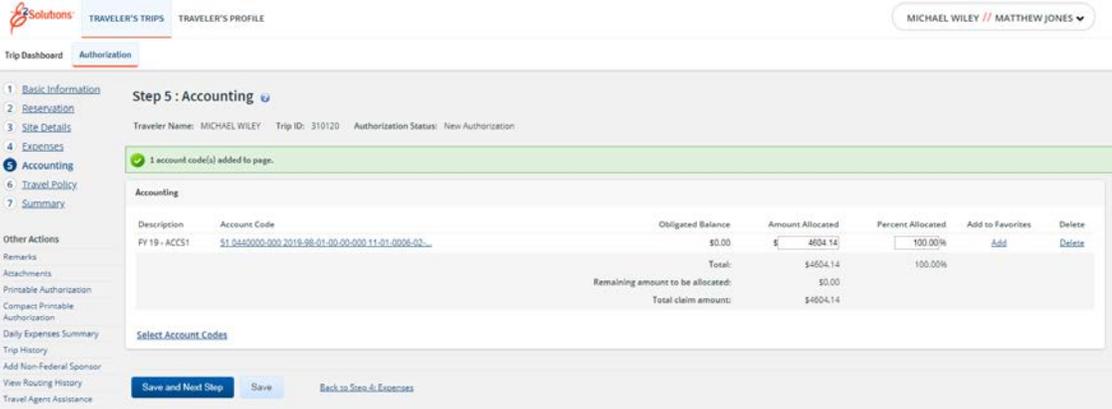
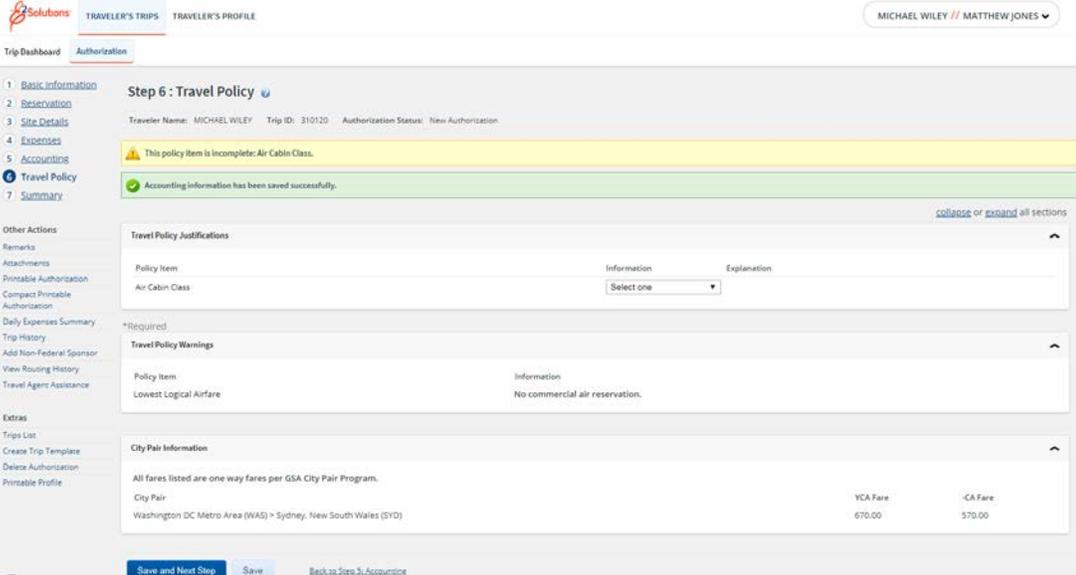
Step	Action
4a	<p>When you enter a location that would cross the IDL, you'll see an extra field show up showing the direction you'd be crossing the IDL, west or east.</p> <p>International Date Line: <input type="text" value="IDL-West"/></p> <p>International Date Line: <input type="text" value="IDL-East"/></p>
5	<p>The <b>Step 4: Expenses</b> screen of the authorization appears:</p>  <p>➤ Click the <a href="#">Add New Expense</a> link</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details.</li> <li>✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car)</li> <li>✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher.</li> <li>✓ IDL trips will have a notification that show at the top of the Expense screen.</li> <li>✓ Hotel taxes are built into the per diem costs for foreign locations, so no extra hotel tax should be added for these locations.</li> </ul>

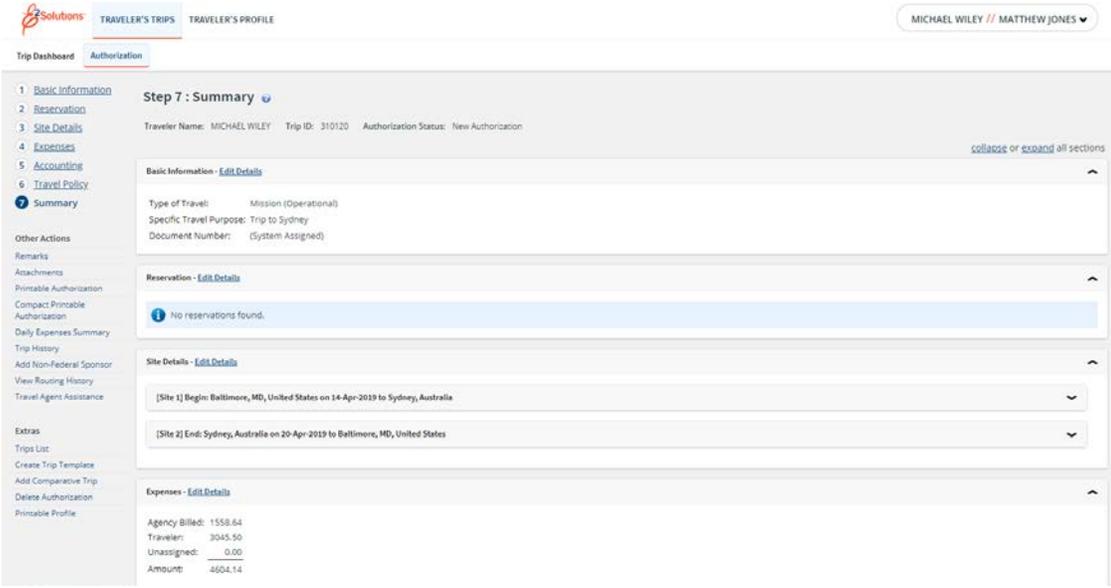
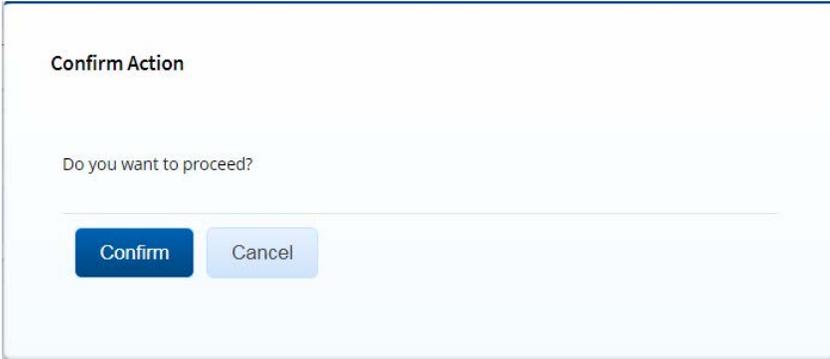
Step	Action
6	<p>The <b>Add New Expense</b> pop-up window appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter the <b>Date of Expense</b> (i.e. defaults to the beginning date of the trip)</li> <li>➤ Select the <b>Expense</b></li> <li>➤ Enter the <b>Amount</b></li> <li>➤ Enter a <b>Description</b> (if needed)</li> <li>➤ Click <b>Save and New</b> (if adding more expenses) or <b>Save and Close</b> (if finished entering expenses)</li> </ul> <p>Do each step above for the following:</p> <p><b><u>Estimated Expenses</u></b></p> <p>\$1507.53 = Airfare          \$39.19 = TMC Fee          \$750 = Taxi          \$35/flight = Checked Baggage Fee</p>

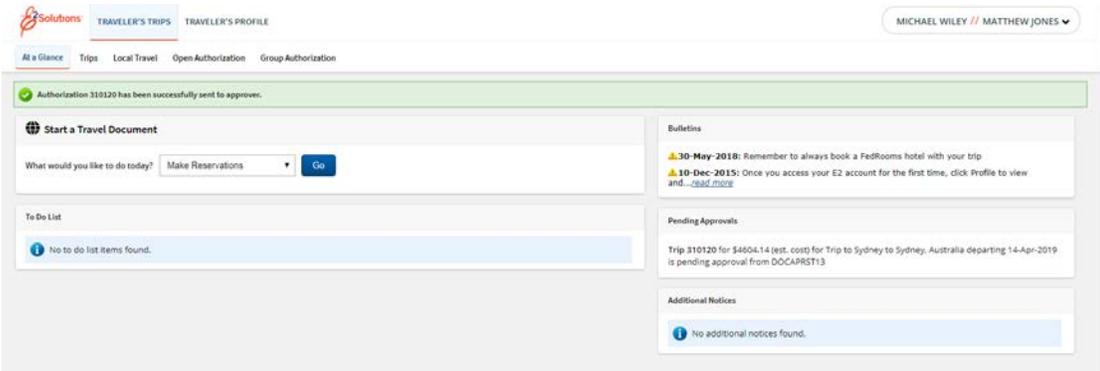
Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>There is an area to put a remark to the expense; however we suggest you do not use the remarks here. There is another area in which to put remarks.</i></li> <li>✓ <i>Allow the system to choose the site of expense based on date.</i></li> <li>✓ <i>Based upon the expense chosen, additional fields may show up that need to be filled out as well.</i></li> <li>✓ <i>Internet and such fees should be listed under Business Center Services</i></li> <li>✓ <i>If you have expenses that are at the start of the trip that also need to be at the end of the trip, like checked baggage, you can copy that expense to all dates or a specific one.</i></li> <li>✓ <i>Once some expenses have been entered, you have at the bottom of the expenses the ability to see 10, 25, 50 or All expenses on the page.</i></li> </ul>
<p>7</p>	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated expenses:</p>  <p>➤ Click <b>Next Step</b></p>

Step	Action
8	<p>The <b>Step 5: Accounting</b> screen of the authorization appears:</p>  <p>➤ Click the <i>Select Account Codes</i> link</p>

Step	Action
9	<p>The <b>Account Code Selection</b> pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <li>➤ Select the Account Codes needed for this TA</li> <li>➤ Click <b>Select and Close or Add and Close</b> (if only choosing one code)</li> <li>➤ Click <b>Select or Add</b> (if only choosing multiple codes)</li> </ul>

Step	Action
10	<p>The <b>Step 5: Accounting</b> screen of the authorization appears with the accounting code(s) now associated to the authorization:</p>  <p>➤ Click <b>Save and Next Step</b></p>
11	<p>The <b>Step 6: Travel Policy</b> screen of the authorization appears:</p>  <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <li>➤ Red is an error, it must be fixed before moving on</li> <li>➤ Yellow is a warning, it's just giving a heads up that something is missing</li> <li>➤ Green is everything is ok</li> <li>➤ Fill out anything that needs filling out</li> <li>➤ Click <b>Save and Next Step</b></li> </ul>

Step	Action
12	<p>The <b>Step 7: Summary</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Review all parts</li> <li>➤ Add Any Remarks necessary for the trip</li> <li>➤ Add Any Attachments (like the Itinerary)</li> <li>➤ Click <b>Send to Approver</b></li> </ul>
14	<p>The <b>Confirm Action</b> pop-up will appear.</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Confirm</b></li> </ul>

Step	Action
15	<p>A screen should appear with a message at the top stating the authorization has been sent to the approver.</p>  <p>The screenshot shows the 'TRAVELER'S PROFILE' page in E2 Solutions. At the top right, the user is identified as 'MICHAEL WILEY // MATTHEW JONES'. Below the navigation tabs, a green banner displays the message: 'Authorization 310120 has been successfully sent to approve.' The main content area is divided into several sections: 'Start a Travel Document' with a 'Make Reservations' dropdown and a 'Go' button; 'To Do List' showing 'No to do list items found.'; 'Bulletins' with two items: '30-May-2018: Remember to always book a FedRooms hotel with your trip' and '10-Dec-2015: Once you access your E2 account for the first time, click Profile to view and...<a href="#">click here</a>'; 'Pending Approvals' with a message: 'Trip 310120 for \$4504.14 (est. cost) for Trip to Sydney to Sydney, Australia departing 14-Apr-2019 is pending approval from DDCAPRST13'; and 'Additional Notices' showing 'No additional notices found.'</p>

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## Exercise #12: Multiple International Date Line (IDL) TA

### Objectives:

- Create a TA that crosses the International Date Line (IDL) multiple times.
- Navigate each step of the TA

### Notes:

*This exercise covers how to create an authorization when crossing the International Date Line (IDL) during travel. When traveling across the IDL the traveler will gain or lose a full day of per diem depending upon the direction of the travel. For example if traveling west from the United States to places like Japan, Thailand, Korea a per diem day will be lost. On the eastern return back to the United States you will gain a per diem day.*

*The travel system automatically calculates this based upon the departure and arrival locations to determine if travel will cross the IDL and whether a calendar day was lost or gained. This trip is no different than any other type of trip, other than the system calculating the per diem costs. However, it only will calculate correctly for the Meals and Incidental Expenses, you'll have to manually add a dual lodging cost when coming back across the IDL, if staying any additional days in a location other than your home location. However, a fix will be coming for this. Until it does, please use the dual lodging.*

Instructions: Execute the following steps:

You are doing a site visits to Honolulu, HI and Guam. You leave October 21<sup>st</sup> to go to Honolulu. You then leave Honolulu on October 24<sup>th</sup> to travel to Guam. You leave Guam to go back to Honolulu on October 28<sup>th</sup>. You leave Honolulu to go back home on October 30<sup>th</sup>. Because you basically are gaining a day back from Guam to Honolulu, you will need to do dual lodging in expenses for the 27<sup>th</sup> because the system currently can't show you being back to Honolulu for lodging purposes.

### **Estimated Expenses**

\$4307.61 = Airfare

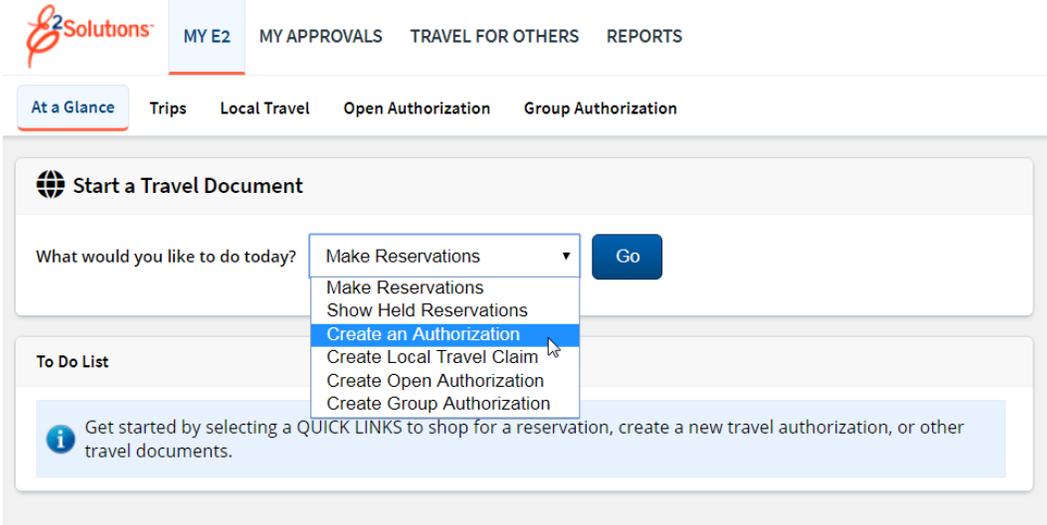
\$39.19 = TMC Fee

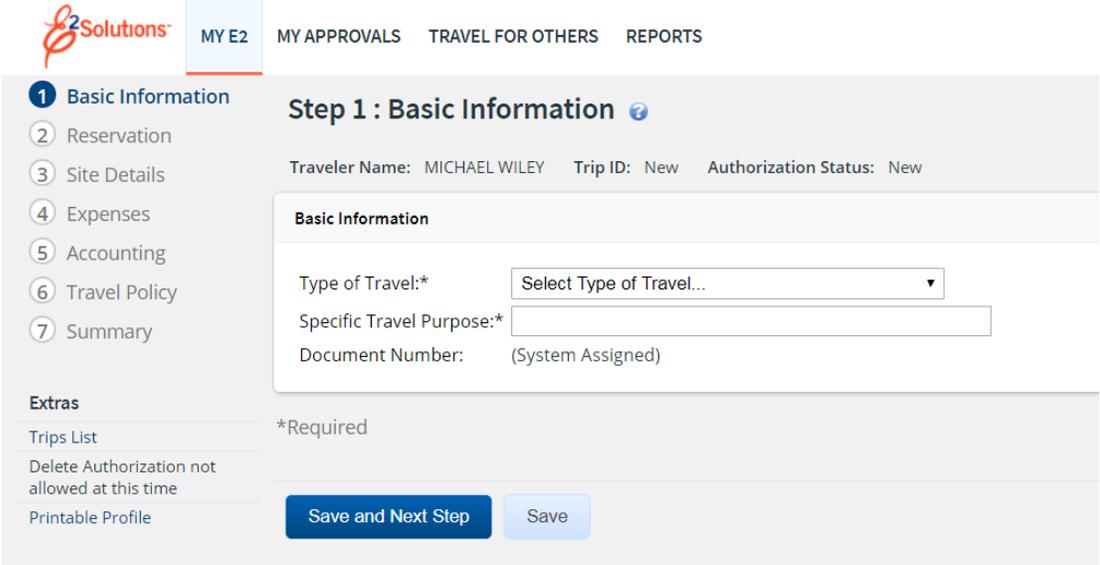
\$1000 = Taxi (per each location and date)

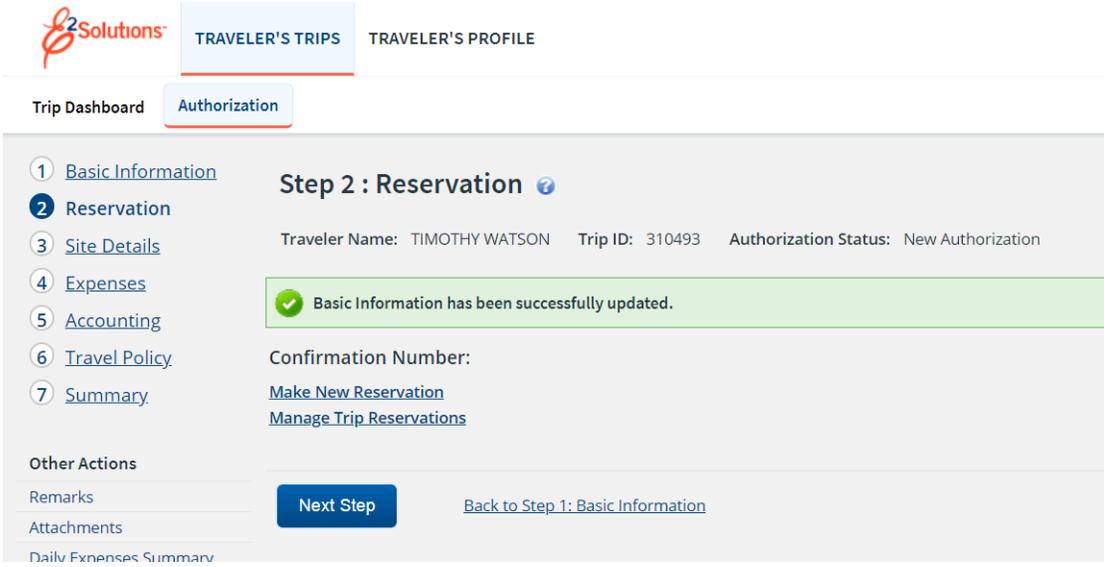
\$35/flight = Checked Baggage Fee

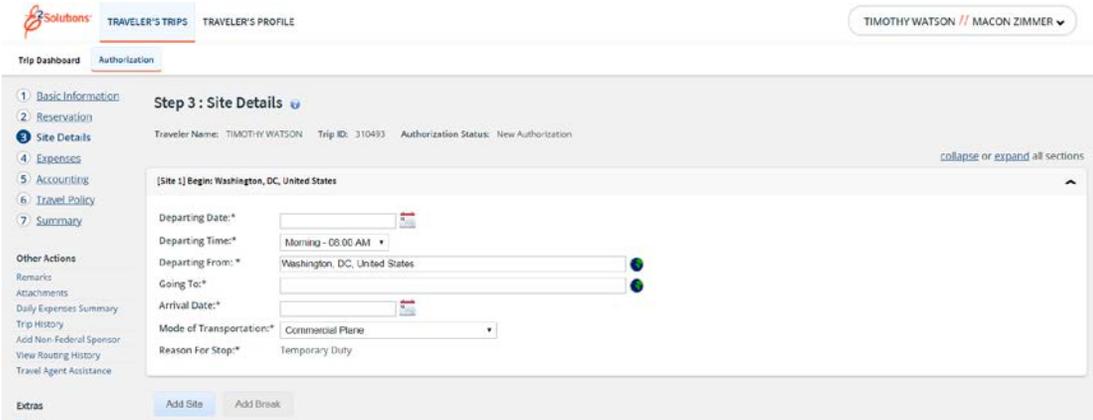
\$35/night = Hotel Tax (Honolulu)

Dual Lodging for 2<sup>nd</sup> trip to Honolulu on travel date

Step	Action
1	<p>From the <b>My E2</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow on the “<i>What would you like to do today?</i>” field</li> <li>➤ Select <b>Create an Authorization</b></li> <li>➤ Click <b>Go</b></li> </ul>  <p>The screenshot shows the 'My E2' dashboard. At the top, there are navigation tabs: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. Below this is a section titled 'Start a Travel Document'. It contains a form with the text 'What would you like to do today?' and a dropdown menu. The dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted in blue), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. To the right of the dropdown is a 'Go' button. Below the form is a 'To Do List' section with an 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> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>In production, if you did not have a reservation set up, you would click Make Reservation</i></li> <li>✓ <i>In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</i></li> <li>✓ <i>In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</i></li> <li>✓ <i>For Training Purposes we will not be working with the Online Reservation System or reservations</i></li> </ul>

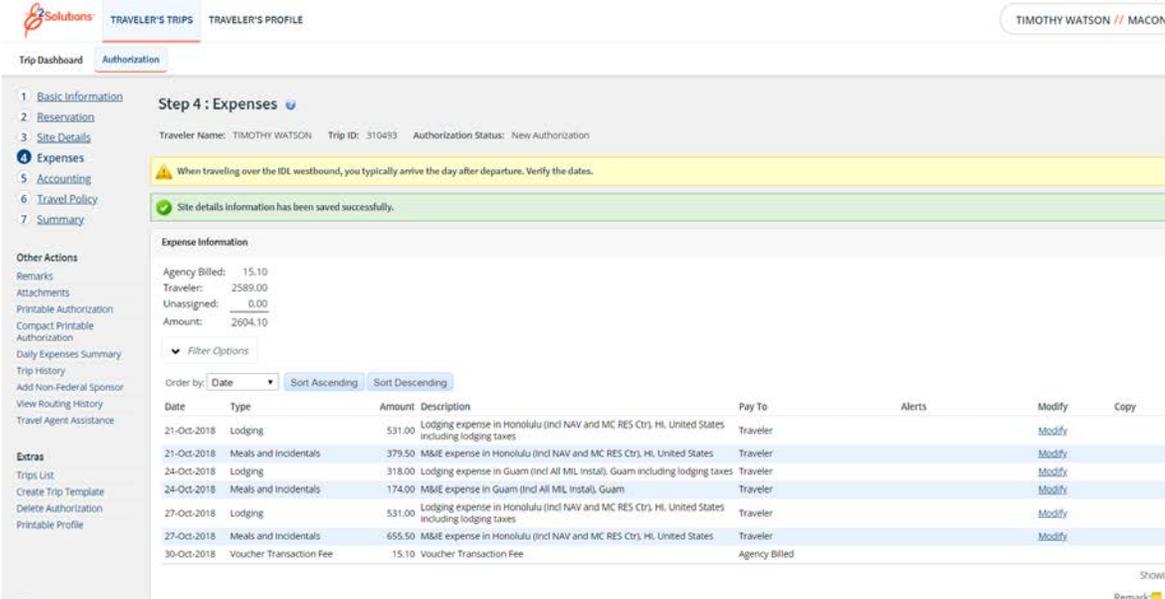
Step	Action
2	<p>The <b>Step1: Basic Information</b> screen of the authorization appears:</p>  <p>➤ Select the <i>Type of Travel</i> (i.e. Mission)</p> <p>➤ Enter the <i>Specific Travel Purpose</i> (i.e. Site Visits to Honolulu, HI and Guam)</p> <p>➤ Click <b>Save and Next Step</b></p> <p><b>Notes:</b>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

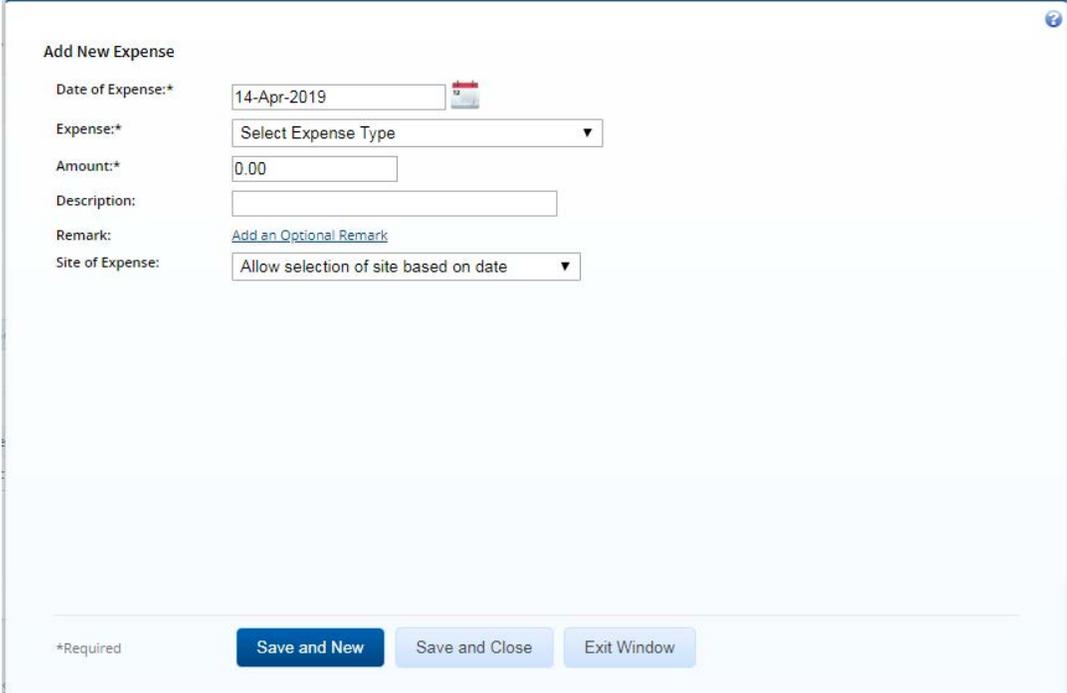
Step	Action
3	<p>The <b>Step 2: Reservation</b> screen of the authorization appears:</p>  <p>➤ Click <b>Next Step</b></p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>For training purposes we will be skipping this step.</i></li> <li>✓ <i>In Production, this is the step you would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

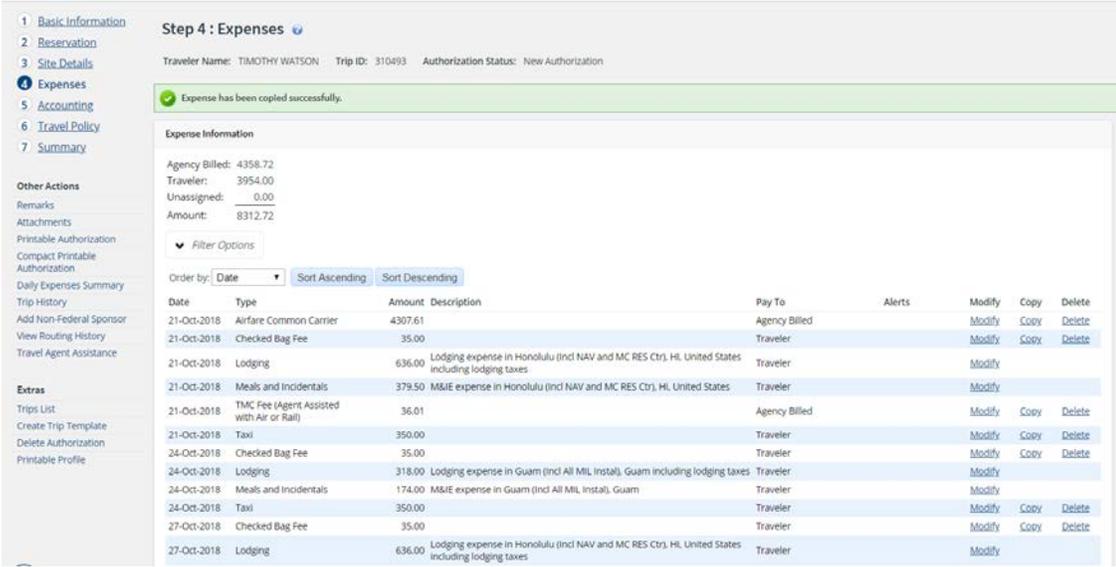
Step	Action
4a	<p>The <b>Step 3: Site Details</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Add Site</b></li> <li>➤ Click <b>Add Site</b></li> <li>➤ Select the <b>Departing Date</b> (i.e. October 21)</li> <li>➤ Select the <b>Departing Time</b> (i.e. defaults to morning)</li> <li>➤ Change the <b>Departing From</b> if needed (i.e. defaults to your profile location)</li> <li>➤ Enter the <b>Going To</b> (i.e. Honolulu)</li> </ul>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>For training purposes we will be entering information into this section.</i></li> <li>✓ <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></li> <li>✓ <i>If changes occur to reservations, this screen is not automatically updated.</i></li> </ul>

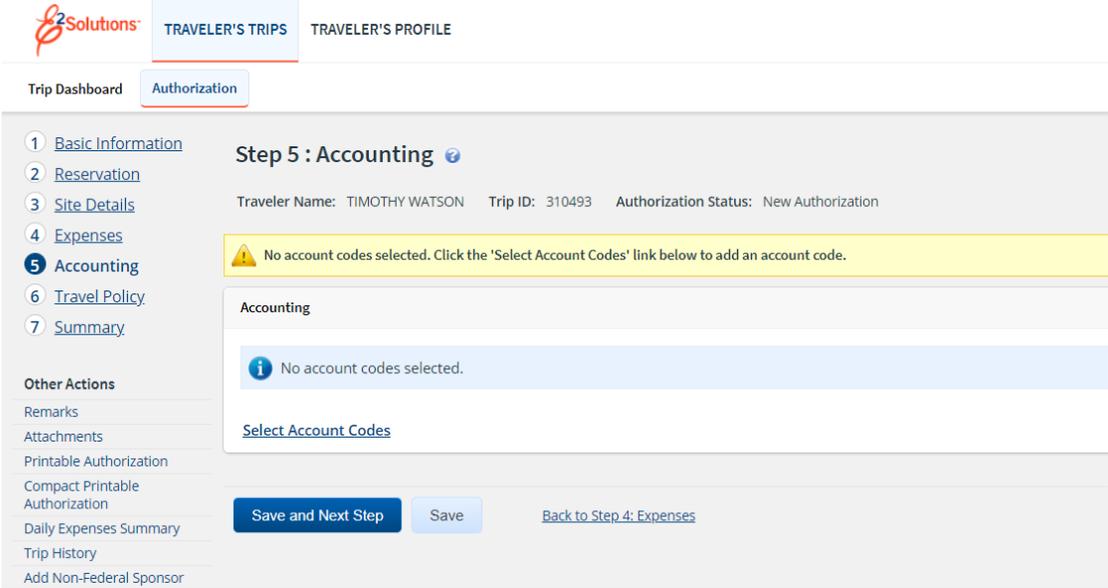
Step	Action
4b	<p>Scroll down to <i>Site 2</i>:</p> <div data-bbox="284 325 1380 766" style="border: 1px solid #ccc; padding: 10px;"> <p>[Site 2] From: Honolulu (incl NAV and MC RES Ctr), HI, United States on 22-Oct-2018</p> <p>Departing Date:* <input type="text" value="22-Oct-2018"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/> ▼</p> <p>Departing From: Honolulu (incl NAV and MC RES Ctr), HI, United States</p> <p>Going To:* <input type="text" value=""/> </p> <p>Arrival Date:* <input type="text" value="22-Oct-2018"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> ▼</p> <p>Reason For Stop:* <input type="text" value="Temporary Duty"/> ▼</p> </div> <ul style="list-style-type: none"> <li>➤ Select the <i>Departing Date</i> (i.e. October 24)</li> <li>➤ Enter the <b>Going To</b> (i.e. Guam)</li> </ul>
4c	<p>Scroll down to <i>Site 3</i>:</p> <div data-bbox="284 961 1380 1402" style="border: 1px solid #ccc; padding: 10px;"> <p>[Site 3] From: Guam (incl All MIL Instal), Guam on 23-Oct-2018</p> <p>Departing Date:* <input type="text" value="24-Oct-2018"/> </p> <p>Departing Time:* <input type="text" value="Morning - 08:00 AM"/> ▼</p> <p>Departing From: Guam (incl All MIL Instal), Guam</p> <p>Going To:* <input type="text" value=""/> </p> <p>Arrival Date:* <input type="text" value="23-Oct-2018"/> </p> <p>Mode of Transportation:* <input type="text" value="Commercial Plane"/> ▼</p> <p>Reason For Stop:* <input type="text" value="Temporary Duty"/> ▼</p> </div> <ul style="list-style-type: none"> <li>➤ Select the <i>Departing Date</i> (i.e. October 27)</li> <li>➤ Enter the <b>Going To</b> (i.e. Honolulu)</li> </ul>

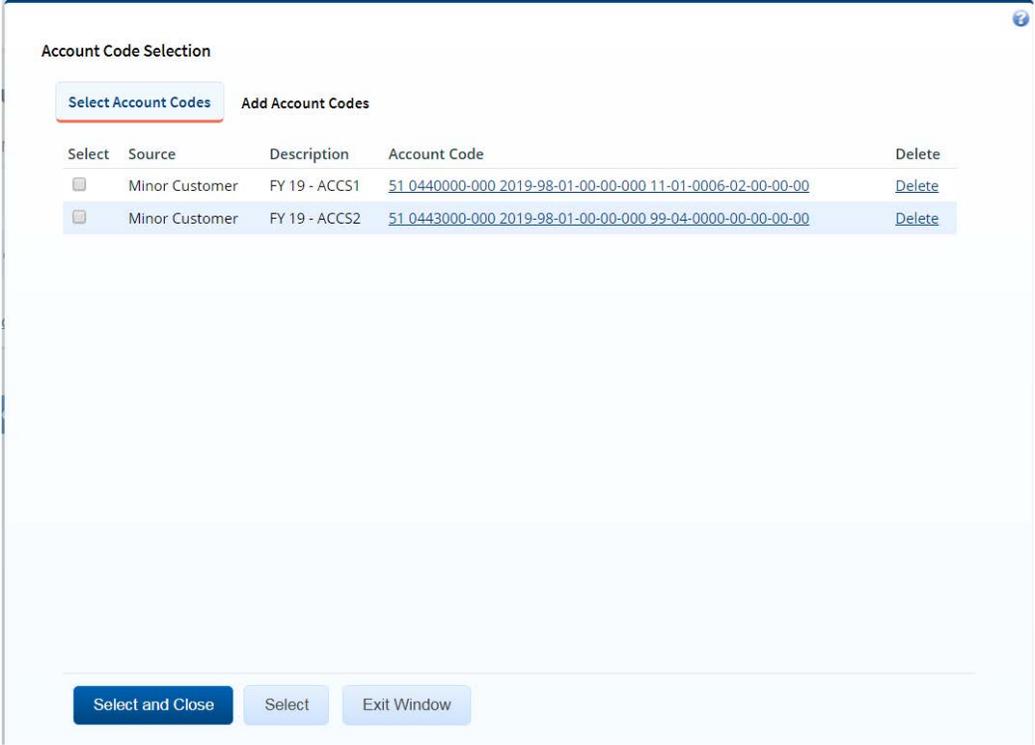
Step	Action
4d	<p data-bbox="277 275 578 310">Scroll down to <i>Site 4</i>:</p> <div data-bbox="277 327 1378 932"><p data-bbox="321 354 1263 382">[Site 4] End: Honolulu (incl NAV and MC RES Ctr), HI, United States on 27-Oct-2018 to Washington, DC, United States</p><p data-bbox="326 430 852 464">Returning Date:* <input type="text" value="27-Oct-2018"/> </p><p data-bbox="326 478 1049 506">Returning From: Honolulu (incl NAV and MC RES Ctr), HI, United States</p><p data-bbox="326 520 1317 554">Returning To:* <input type="text" value="Washington, DC, United States"/> </p><p data-bbox="326 569 852 602">Arrival Date:* <input type="text" value="24-Oct-2018"/> </p><p data-bbox="326 617 794 651">Arrival Time:** <input type="text" value="Select"/> ▼</p><p data-bbox="326 665 1015 699">Mode of Transportation:* <input type="text" value="Commercial Plane"/> ▼</p><p data-bbox="302 753 407 781">*Required</p><p data-bbox="302 783 777 810">**Required if trip duration is less than three days</p><p data-bbox="315 869 948 915"><input type="button" value="Save and Next Step"/> <input type="button" value="Save"/> <a href="#">Back to Step 2: Reservation</a></p></div> <ul data-bbox="277 1003 867 1115" style="list-style-type: none"><li>➤ Select the <i>Returning Date</i> (i.e. Oct 30)</li><li>➤ Select the <i>Arrival Time</i></li><li>➤ Click <b><i>Save and Next Step</i></b></li></ul>

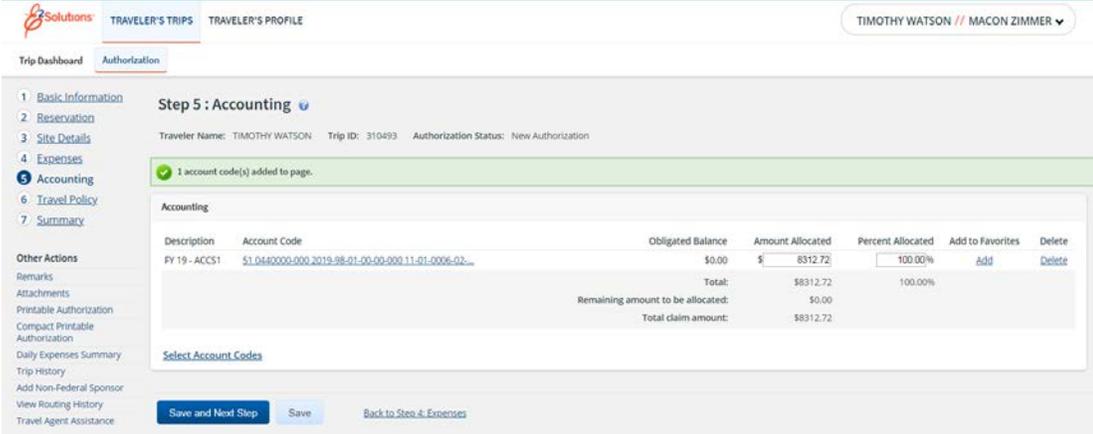
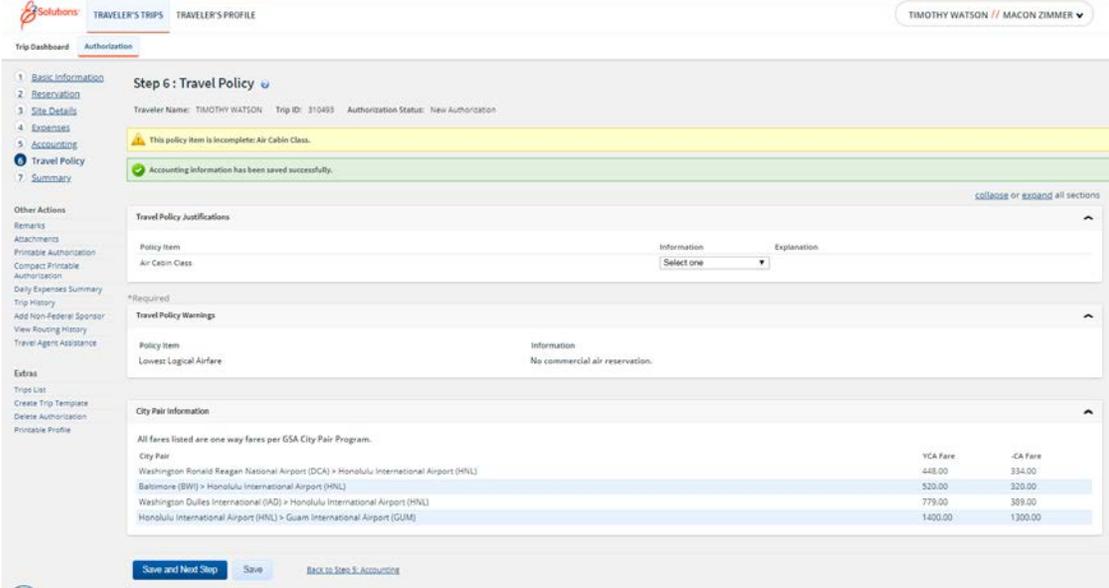
Step	Action
5	<p>The <b>Step 4: Expenses</b> screen of the authorization appears:</p>  <p>➤ Add hotel tax for the Honolulu lodging (i.e. \$30/night)</p> <p>➤ Click the <a href="#">Add New Expense</a> link</p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details.</i></li> <li>✓ <i>If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car)</i></li> <li>✓ <i>The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher.</i></li> <li>✓ <i>IDL trips will have a notification that show at the top of the Expense screen.</i></li> <li>✓ <i>Hotel taxes are built into the per diem costs for foreign locations, so no extra hotel tax should be added for these locations.</i></li> </ul>

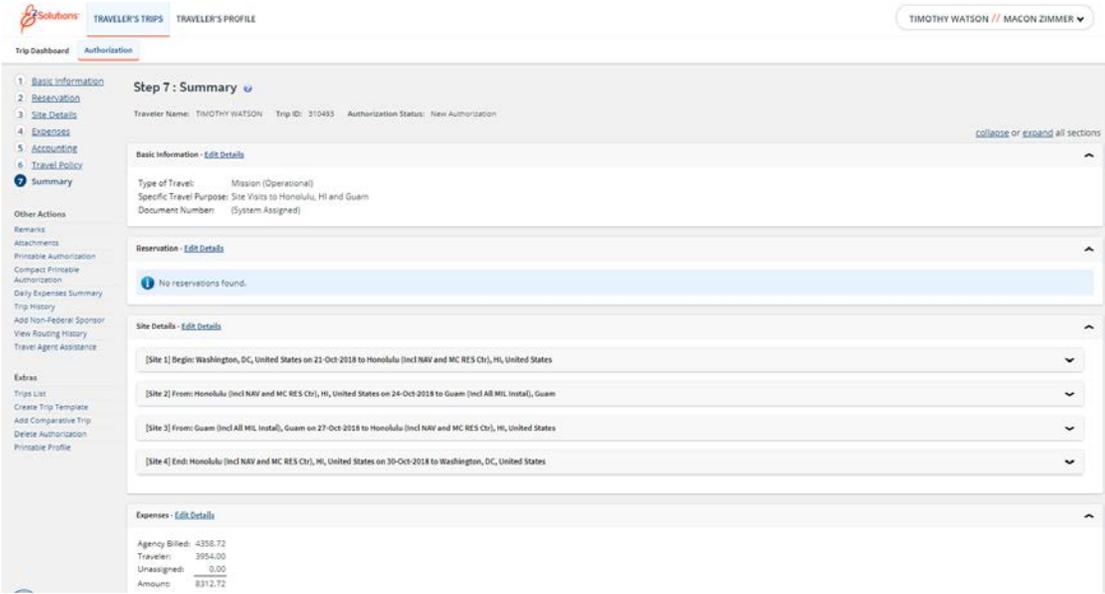
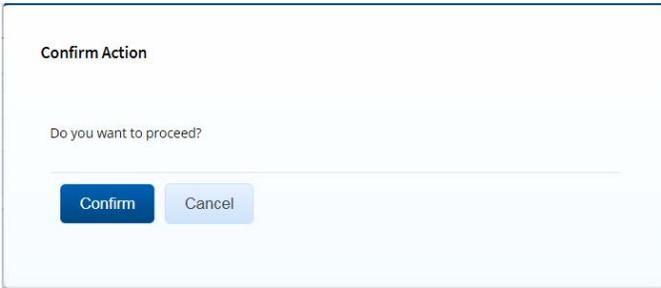
Step	Action
6	<p>The <b>Add New Expense</b> pop-up window appears:</p>  <ul style="list-style-type: none"> <li>➤ Enter the <b>Date of Expense</b> (i.e. defaults to the beginning date of the trip)</li> <li>➤ Select the <b>Expense</b></li> <li>➤ Enter the <b>Amount</b></li> <li>➤ Enter a <b>Description</b> (if needed)</li> <li>➤ Click <b>Save and New</b> (if adding more expenses) or <b>Save and Close</b> (if finished entering expenses)</li> </ul> <p>Do each step above for the following:</p> <p><b><u>Estimated Expenses</u></b></p> <p>\$4307.61 = Airfare  \$39.19 = TMC Fee  \$1050 = Taxi (broken out to each date range/location)  \$35/flight = Checked Baggage Fee  Dual Lodging for 2<sup>nd</sup> trip to Honolulu on travel date</p>

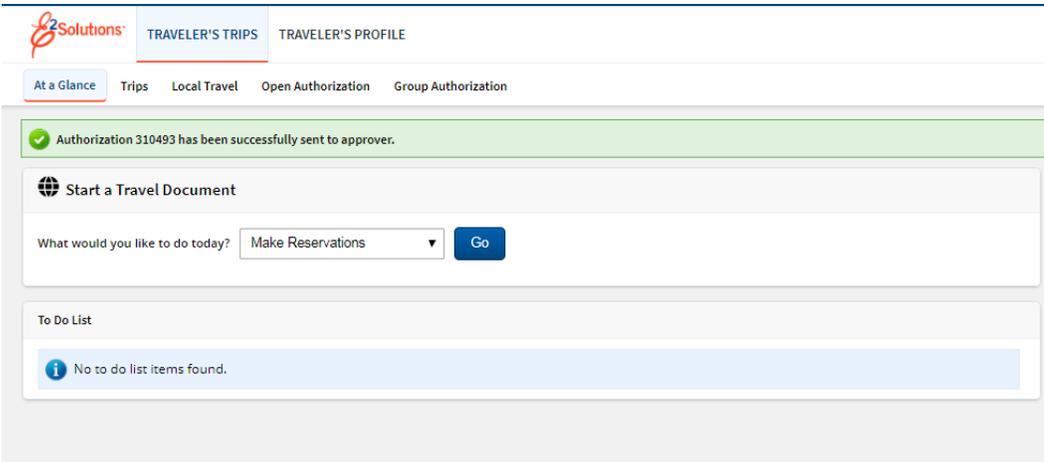
Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ <i>There is an area to put a remark to the expense; however we suggest you do not use the remarks here. There is another area in which to put remarks.</i></li> <li>✓ <i>Allow the system to choose the site of expense based on date.</i></li> <li>✓ <i>Based upon the expense chosen, additional fields may show up that need to be filled out as well.</i></li> <li>✓ <i>Internet and such fees should be listed under Business Center Services</i></li> <li>✓ <i>If you have expenses that are at the start of the trip that also need to be at the end of the trip, like checked baggage, you can copy that expense to all dates or a specific one.</i></li> <li>✓ <i>Once some expenses have been entered, you have at the bottom of the expenses the ability to see 10, 25, 50 or All expenses on the page.</i></li> </ul>
<p>7</p>	<p>The <b>Step 4: Expenses</b> screen of the authorization appears with the updated expenses:</p>  <p>➤ <b>Click Next Step</b></p>

Step	Action
8	<p>The <b>Step 5: Accounting</b> screen of the authorization appears:</p>  <p>➤ Click the <i>Select Account Codes</i> link</p>

Step	Action
9	<p>The <b>Account Code Selection</b> pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <li>➤ Select the Account Codes needed for this TA</li> <li>➤ Click <b>Select and Close or Add and Close</b> (if only choosing one code)</li> <li>➤ Click <b>Select or Add</b> (if only choosing multiple codes)</li> </ul>

Step	Action
10	<p>The <b>Step 5: Accounting</b> screen of the authorization appears with the accounting code(s) now associated to the authorization:</p>  <p>➤ Click <b>Save and Next Step</b></p>
11	<p>The <b>Step 6: Travel Policy</b> screen of the authorization appears:</p>  <p>At the top of the screen you might see messages:</p> <ul style="list-style-type: none"> <li>➤ Red is an error, it must be fixed before moving on</li> <li>➤ Yellow is a warning, it's just giving a heads up that something is missing</li> <li>➤ Green is everything is ok</li> <li>➤ Fill out anything that needs filling out</li> <li>➤ Click <b>Save and Next Step</b></li> </ul>

Step	Action
12	<p>The <b>Step 7: Summary</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Review all parts</li> <li>➤ Add Any Remarks necessary for the trip</li> <li>➤ Add Any Attachments (like the Itinerary)</li> <li>➤ Click <b>Send to Approver</b></li> </ul>
14	<p>The <b>Confirm Action</b> pop-up will appear.</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Confirm</b></li> </ul>

Step	Action
15	<p>A screen should appear with a message at the top stating the authorization has been sent to the approver.</p> 

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## Exercise #13: Long Term Temporary Duty Station (TDY) TA

### Objectives:

- Create a Travel Authorization (TA) for Long Term TDY travel
- Navigate each step of the TA
- Understand the steps when doing a 90 day detail.

### Notes:

*For Long Term TDY travel authorizations, it is a good idea to make sure you have all expenses and any other trips included in it.*

*If during a Long Term TDY, you are planning to rent a place, any “extra costs” such as cable, electric, etc.) must be included in the lodging totals and not as a separate/miscellaneous expense. Justification for these extra expenses must be entered on the comments, otherwise Finance may disallow.*

*If the employee’s travel assignment is 30 days or more, the per diem rate will be reduced to 55 percent of the full per diem rate (lodging plus M&IE) specified in the FTR for the location, unless a different rate can be fully justified.*

*If a person is on a Long Term TDY and is asked to go on a regular TDY trip, the TA will need to be amended in order to deduct the M&IE for the Long Term TDY.*

### **Federal Travel Regulations**

*301-11.14 - How is my daily lodging rate computed when I rent lodging on a long-term basis?*

*301-11.15 - What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?*

### **Commerce Travel Handbook**

*3.13.6 - Authorized Returns*

*4.13 - Temporary Change Station*

### **NOAA Travel Regulations**

*Chapter 3 - Section 3 - Booking Travel Outside of E2/TMC*

*Chapter 4 - Section 1 - Lodging in E2*

*Chapter 4 - Section 3 - Long-Term Lodging*

*Chapter 14 - Section 1d - Payment of Travel Card*

*Chapter 17 - Section 1a - Travel Vouchers*

*Chapter 17 - Section 2b iv - Supporting Documentation*

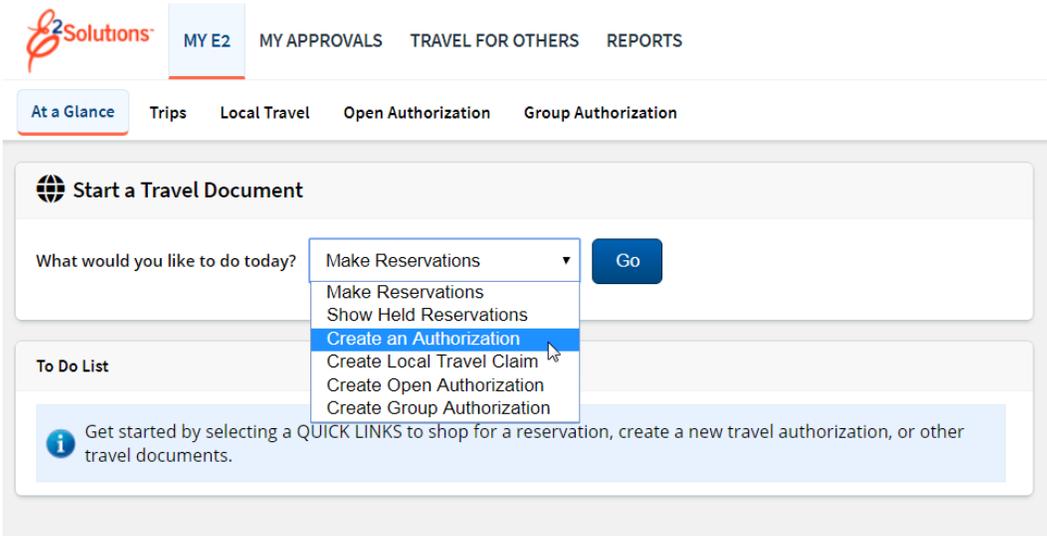
Instructions: Execute the following steps:

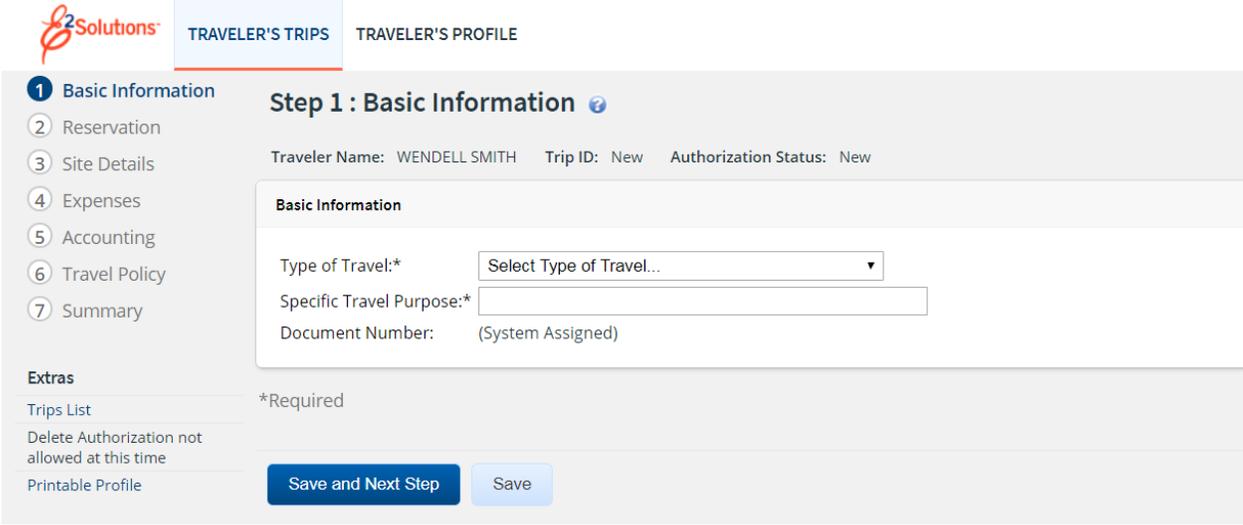
You have been sent on a 3 month detail to Boston, MA. You leave March 1<sup>st</sup> and will not return until May 31st. Your authorization will need to include the following costs:

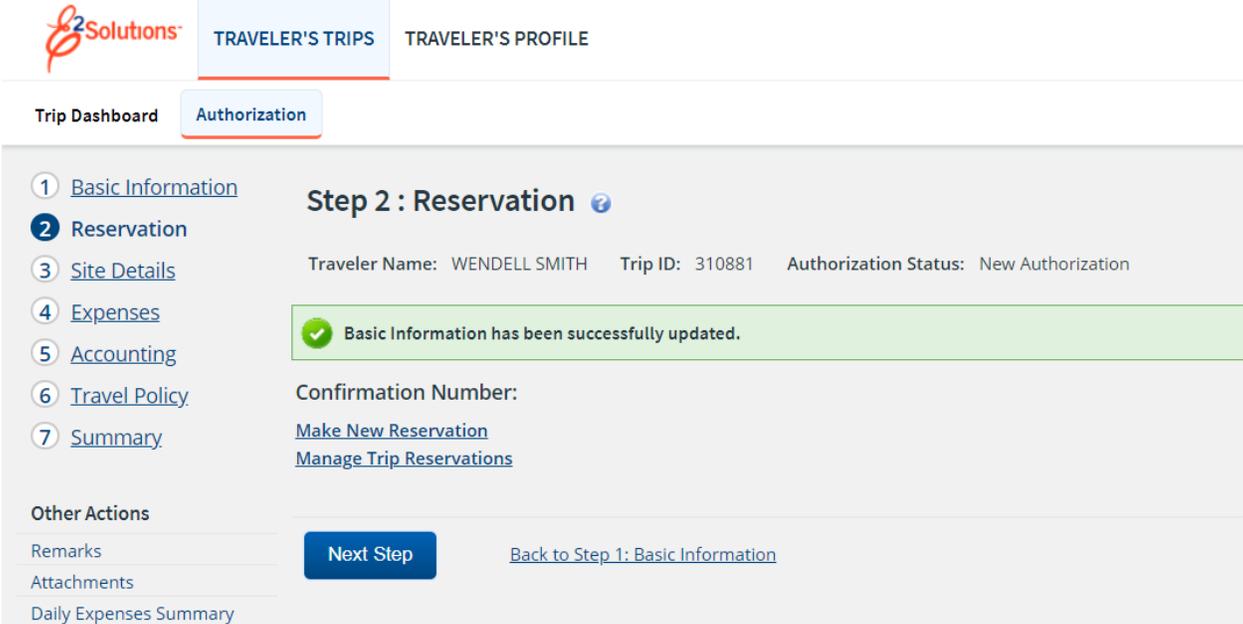
**Estimated Expenses**

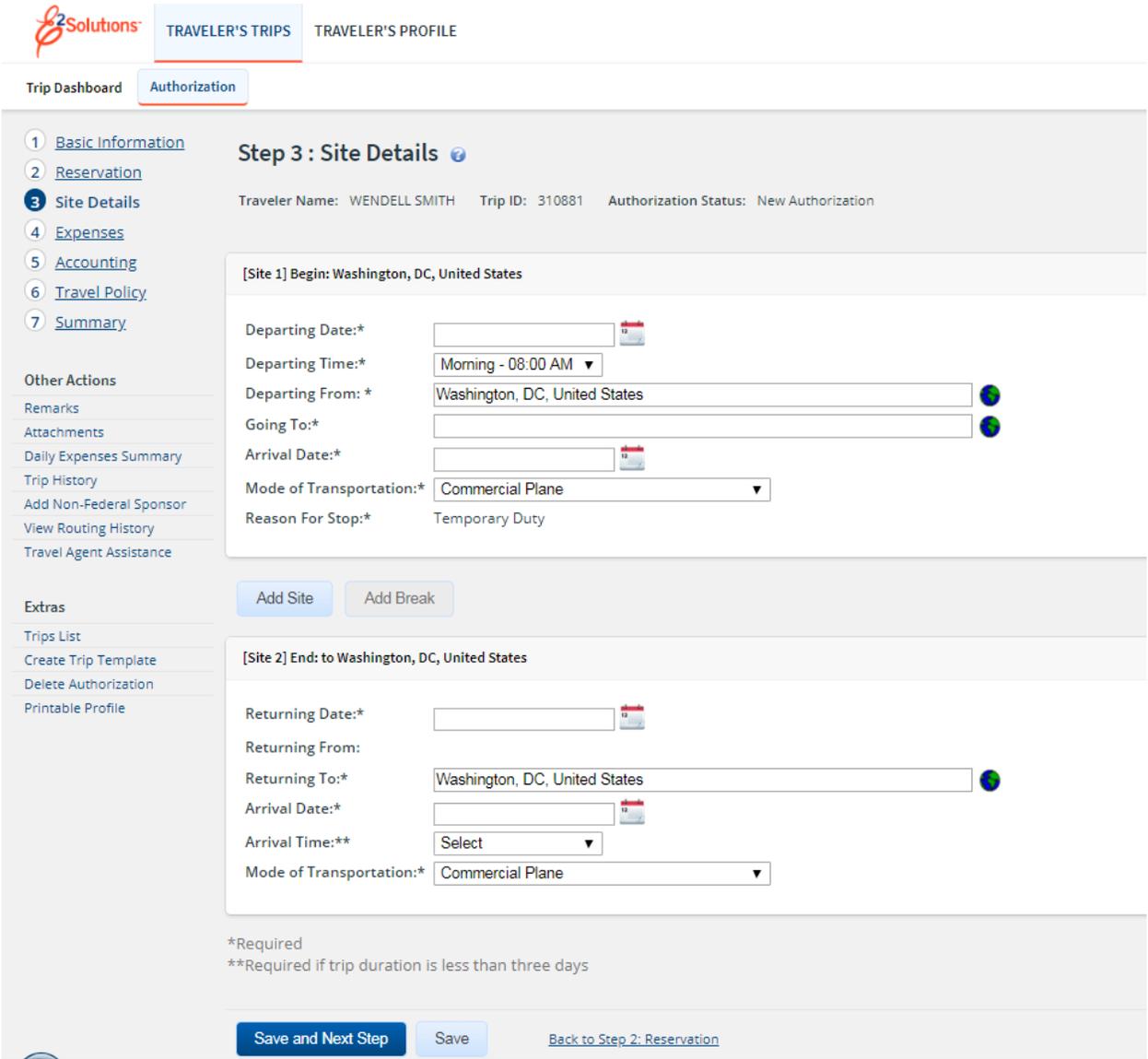
- \$300.00 = Round-trip air fare
- \$37.63 = TMC Fee
- \$100 = Taxi
- \$3500 for Rental Car
- \$800 for Rental Car Gas
- \$25/day for Hotel Tax
- \$50 for Check Baggage Fees
- \$250 Misc

\*You will also have to calculate 55% of the regular per diem rates for Lodging/M&IE for all days of the trip – including the travel days. This will be the last step in the process.

Step	Action
1	<p>From the <b>My E2</b> screen:</p> <ul style="list-style-type: none"> <li>➤ Click the drop-down arrow on the “<i>What would you like to do today?</i>” field</li> <li>➤ Select <b>Create an Authorization</b></li> <li>➤ Click <b>Go</b></li> </ul>  <p>The screenshot shows the 'My E2' web interface. At the top, there are navigation tabs: 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. Below these is a section titled 'Start a Travel Document'. It contains a form with the text 'What would you like to do today?' followed by a dropdown menu. The dropdown menu is open, showing options: 'Make Reservations', 'Show Held Reservations', 'Create an Authorization' (highlighted in blue), 'Create Local Travel Claim', 'Create Open Authorization', and 'Create Group Authorization'. To the right of the dropdown is a blue 'Go' button. Below the form is a 'To Do List' section with an 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
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ In production, if you did not have a reservation set up, you would click <i>Make Reservation</i></li> <li>✓ In production, if you called the TMC, you would create your authorization and then associate the reservation to the authorization.</li> <li>✓ In production, if you had made your own reservation, but didn't create an authorization at the time of the reservation, you can still add it by going to held reservations and then create the authorization.</li> <li>✓ For Training Purposes we will not be working with the Online Reservation System or reservations</li> </ul>
2	<p>The <b>Step1: Basic Information</b> screen of the authorization appears:</p>  <p>➤ Select the <i>Type of Travel</i> (i.e. Long Term Mission Travel)</p> <p>➤ Enter the <i>Specific Travel Purpose</i> (i.e. 90 day TDY @Boston)</p> <p>➤ Click <b>Save and Next Step</b></p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ The E2 Solutions travel system generates a Document Number for the Authorization.</li> <li>✓ The E2 Solutions travel system generates a Trip Number that groups all travel documents together.</li> <li>✓ The Trip Number is the number that keeps the authorization and vouchers together and is what is used to query for information.</li> </ul>

Step	Action
3	<p>The <b>Step 2: Reservation</b> screen of the authorization appears:</p>  <p>➤ Click <b>Next Step</b></p>
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be skipping this step.</li> <li>✓ 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>.</li> <li>✓ If you had a reservation already associated, this is the screen you'd go to in order to view/change your reservation.</li> </ul>

Step	Action
4	<p>The <b>Step 3: Site Details</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Select the <i>Departing Date</i> (i.e. Mar 1)</li> <li>➤ Select the <i>Departing Time</i> (i.e. defaults to morning)</li> <li>➤ Change the <i>Departing From</i> if needed (i.e. defaults to your profile location)</li> <li>➤ Enter the <b>Going To</b> (i.e. Boston)</li> <li>➤ Select the <i>Returning Date</i> (i.e. May 31)</li> <li>➤ Select the <i>Arrival Time</i></li> <li>➤ Click <b>Save and Next Step</b></li> </ul>

Step	Action
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>✓ For training purposes we will be entering information into this section.</li> <li>✓ 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.</li> <li>✓ If changes occur to reservations, this screen is not automatically updated.</li> </ul>

5 The **Step 4: Expenses** screen of the authorization appears:

The screenshot shows the 'Step 4: Expenses' screen. The left sidebar has a navigation menu with 'Expenses' highlighted. The main content area shows a success message: 'Site details information has been saved successfully.' Below this is the 'Expense Information' section with the following values:

- Agency Billed: 15.10
- Traveler: 30610.50
- Unassigned: 0.00
- Amount: 30625.60

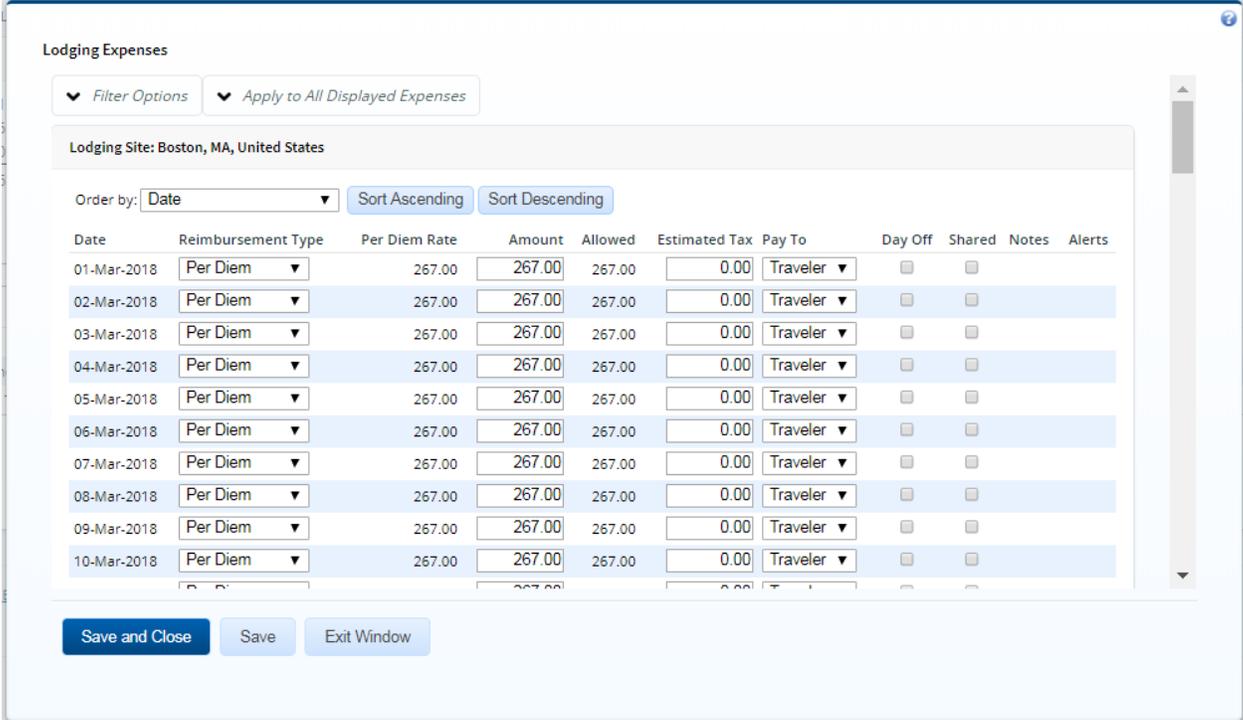
Below the expense information is a table of expenses:

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
01-Mar-2018	Lodging	24297.00	Lodging expense in Boston, MA, United States including lodging taxes	Traveler		Modify		
01-Mar-2018	Meals and Incidentals	6373.30	M&IE expense in Boston, MA, United States	Traveler		Modify		
21-May-2018	Voucher Transaction Fee	15.10	Voucher Transaction Fee	Agency Billed				

At the bottom of the screen, there is a 'Next Step' button and a link to 'Back to Step 3: Site Details'.

To add hotel tax or making changes to lodging, on the lodging line, click on *Modify*

- Notes:**
- ✓ The system will automatically populate your Lodging and Meals and Incidentals based off the locations in your site details.
  - ✓ If you had a reservation tied to the authorization the system will automatically populate the transportation costs (i.e. airfare, TMC fee and rental car)
  - ✓ The system will automatically put an expense cost for a Voucher Transaction Fee; this however will not be actually charged until you file the voucher.

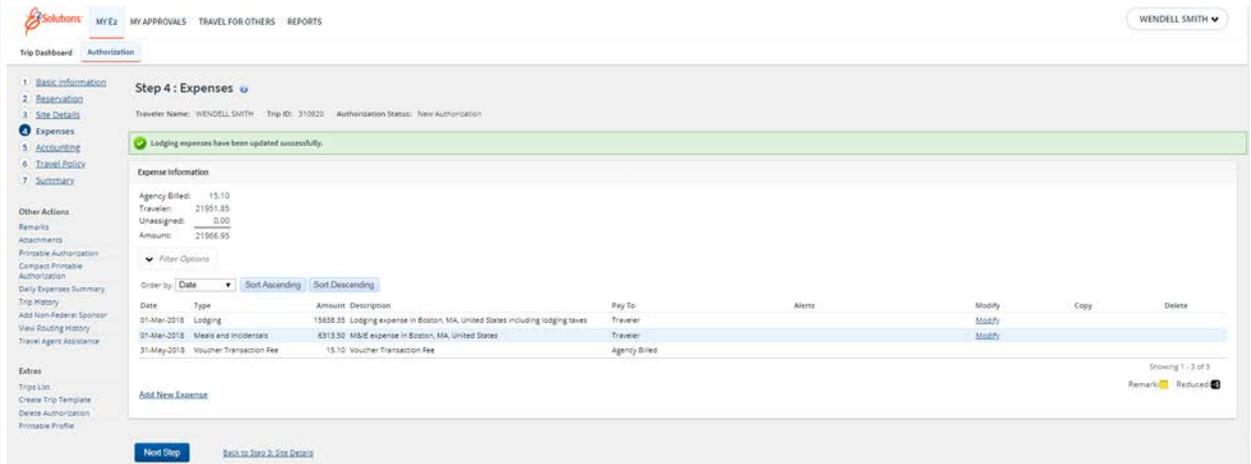
Step	Action
6	<p>The <i>Lodging Expenses</i> screen appears:</p>  <p>➤ Click the <i>Apply to All Displayed Expenses</i> tab to expand it</p>

Step	Action														
7a	<p>When it expands you'll be able to enter the changes to the per diem and hotel taxes for all of the lodging lines:</p> <div data-bbox="277 422 919 911" style="border: 1px solid #ccc; padding: 10px;"><p>▲ <i>Apply to All Displayed Expenses</i></p><table data-bbox="337 485 857 793"><tr><td>Reimbursement Type:</td><td><input type="text" value="No Change"/></td></tr><tr><td>Lodging Amount:</td><td><input type="text"/></td></tr><tr><td>Allowed:</td><td><input type="text"/></td></tr><tr><td>Estimated Lodging Tax:</td><td><input type="text"/></td></tr><tr><td>Pay To:</td><td><input type="text" value="No Change"/></td></tr><tr><td>Official Day Off:</td><td><input type="text" value="No Change"/></td></tr><tr><td>Shared:</td><td><input type="text" value="No Change"/></td></tr></table><p style="text-align: center;"><input type="button" value="Apply to Displayed"/></p></div> <ul style="list-style-type: none"><li>➤ Change the Reimbursement Type to :Reduced</li><li>➤ Enter Reduced Lodging Amount</li><li>➤ Enter Allowed Expense (same as Reduced Lodging Amt)</li><li>➤ Enter the Estimated Lodging Tax</li><li>➤ Click Apply to Displayed</li></ul>	Reimbursement Type:	<input type="text" value="No Change"/>	Lodging Amount:	<input type="text"/>	Allowed:	<input type="text"/>	Estimated Lodging Tax:	<input type="text"/>	Pay To:	<input type="text" value="No Change"/>	Official Day Off:	<input type="text" value="No Change"/>	Shared:	<input type="text" value="No Change"/>
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Shared:	<input type="text" value="No Change"/>														

Step	Action																																												
7b	<p>Once applied, view the lodging/tax expenses to make sure the changes happened:</p> <div data-bbox="277 327 1455 1031" style="border: 1px solid #ccc; padding: 10px;"> <p>Lodging Expenses <span style="float: right;">?</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Estimated Lodging Tax: <input type="text" value="25.00"/></p> <p>Pay To: <input style="border: none; background-color: #f0f0f0; width: 100px;" type="text" value="No Change"/></p> <p>Official Day Off: <input style="border: none; background-color: #f0f0f0; width: 100px;" type="text" value="No Change"/></p> <p>Shared: <input style="border: none; background-color: #f0f0f0; width: 100px;" type="text" value="No Change"/></p> </div> <p><input style="border: none; background-color: #f0f0f0;" type="button" value="Filter Options"/> <input style="border: none; background-color: #add8e6;" type="button" value="Apply to Displayed"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Lodging Site: Boston, MA, United States</p> <p>Order by: <input style="border: none; background-color: #f0f0f0; width: 100px;" type="text" value="Date"/> <input style="border: none; background-color: #add8e6;" type="button" value="Sort Ascending"/> <input style="border: none; background-color: #add8e6;" type="button" value="Sort Descending"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Reimbursement Type</th> <th>Per Diem Rate</th> <th>Amount</th> <th>Allowed</th> <th>Estimated Tax</th> <th>Pay To</th> <th>Day Off</th> <th>Shared</th> <th>Notes</th> <th>Alerts</th> </tr> </thead> <tbody> <tr> <td>01-Mar-2018</td> <td><input style="border: none; background-color: #f0f0f0; width: 80px;" type="text" value="Reduced"/></td> <td>267.00</td> <td><input style="border: none; background-color: #f0f0f0; width: 80px;" type="text" value="146.85"/></td> <td><input style="border: none; background-color: #f0f0f0; width: 80px;" type="text" value="146.85"/></td> <td><input style="border: none; background-color: #f0f0f0; width: 80px;" type="text" value="25.00"/></td> <td><input style="border: none; 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Step	Action
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8 The **Step 4: Expenses** screen appears with the updated lodging costs:

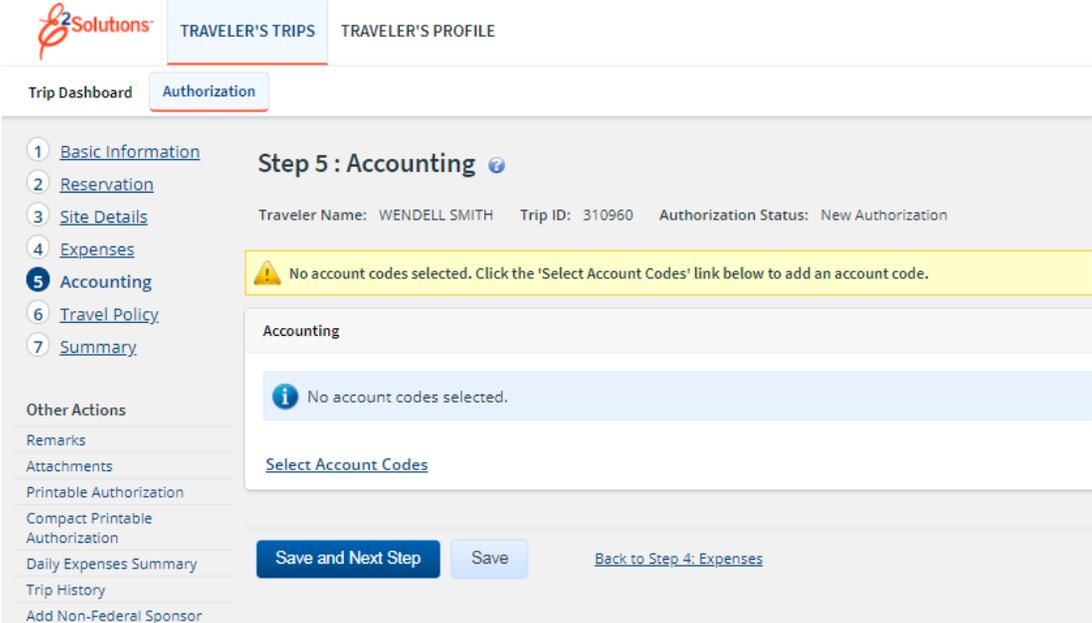


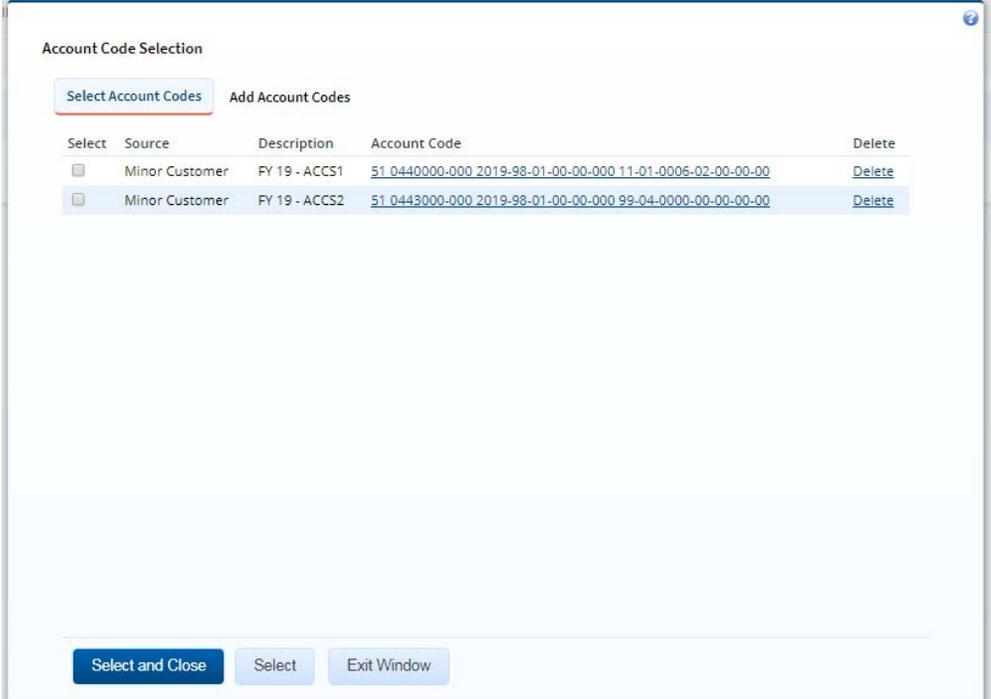
Do the same for the M&IE costs as you did the lodging (@55% of value)

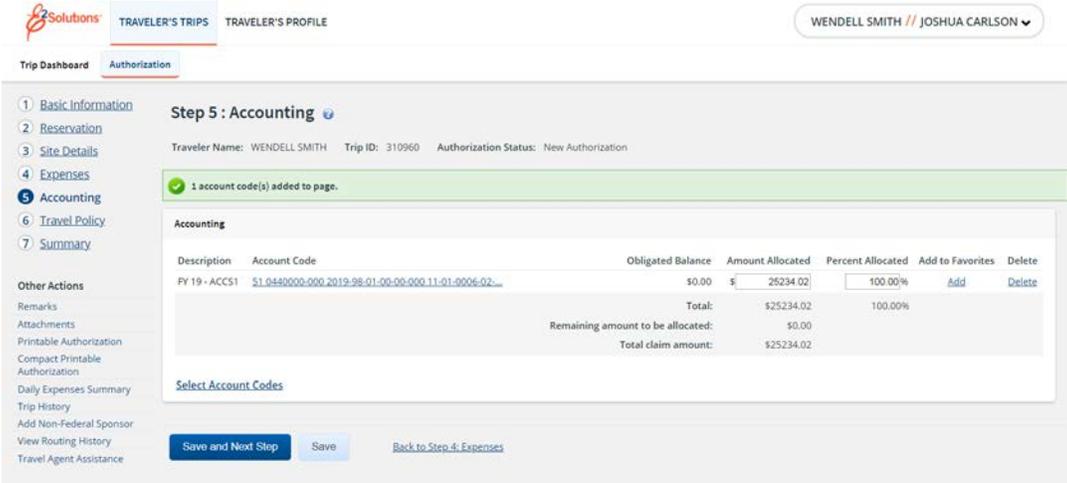
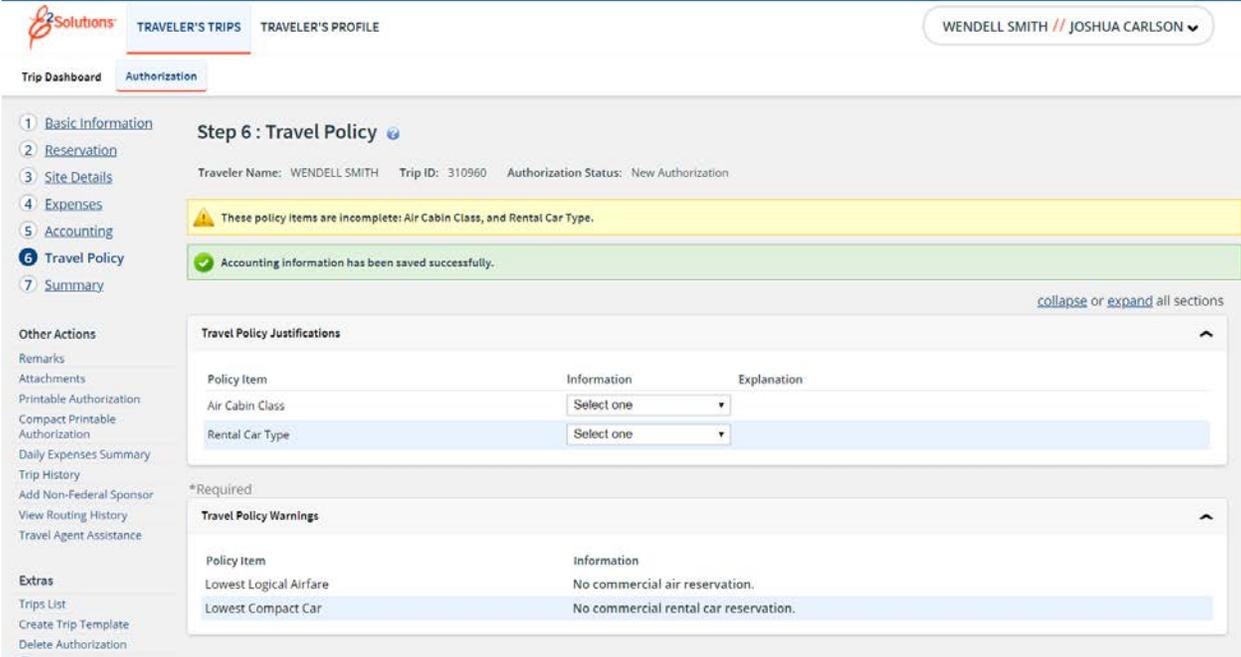
Then add the following expenses:

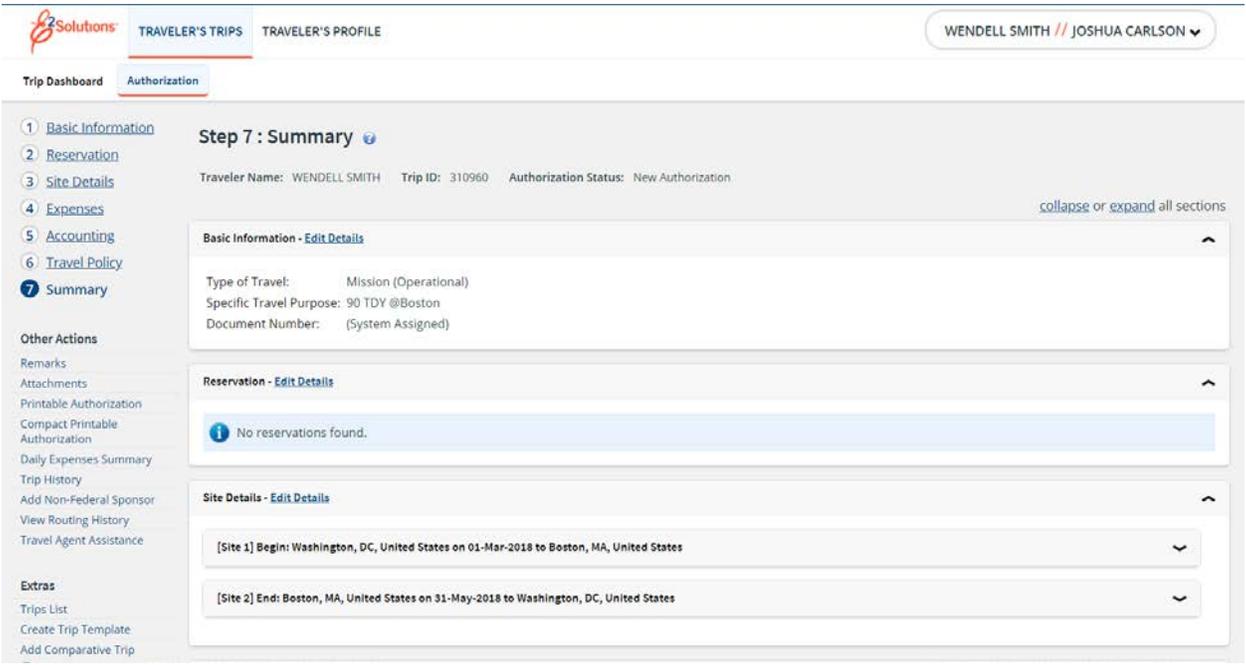
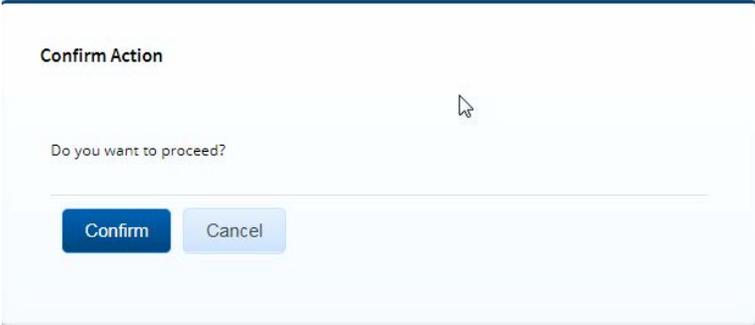
- \$300.00 = Round-trip air fare
- \$37.63 = TMC Fee
- \$100 = Taxi
- \$25/day = Lodging Tax
- \$3500 for Rental Car
- \$800 for Rental Car Gas
- \$250 Misc
- \$50 for Check Baggage Fees

Step	Action																																																																																																			
9	<p>The <b>Step 4: Expenses</b> screen appears with updated expenses:</p> <div data-bbox="284 325 1518 1018" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Step 4 : Expenses</b></p> <p>Traveler Name: WENDELL SMITH   Trip ID: 310960   Authorization Status: New Authorization</p> <p>Expense has been copied successfully.</p> <p><b>Expense Information</b></p> <p>Agency Billed: 349.77                      Traveler: 24884.25                      Unassigned: 0.00                      Amount: 25234.02</p> <p>Filter Options</p> <p>Order by: <span>Date</span>   <span>Sort Ascending</span>   <span>Sort Descending</span></p> <table border="1"> <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>01-Mar-2018</td> <td>Airfare Common Carrier</td> <td>300.00</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2018</td> <td>Checked Bag Fee</td> <td>25.00</td> <td></td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2018</td> <td>Lodging</td> <td>15638.35</td> <td>Lodging expense in Boston, MA, United States including lodging taxes</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>01-Mar-2018</td> <td>Meals and Incidentals</td> <td>3491.40</td> <td>M&amp;IE expense in Boston, MA, United States</td> <td>Traveler</td> <td></td> <td>Modify</td> <td></td> <td></td> </tr> <tr> <td>01-Mar-2018</td> <td>Parking</td> <td>15.00</td> <td>@airport</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2018</td> <td>Privately Owned Vehicle: Private Auto Authorized</td> <td>27.25</td> <td>From home to airport - 50 miles @ \$0.545 per mile.</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>01-Mar-2018</td> <td>TMC Fee (Accommodated TMC Assisted with Air or Rail)</td> <td>34.67</td> <td></td> <td>Agency Billed</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>02-Mar-2018</td> <td>Parking</td> <td>15.00</td> <td>@airport</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>03-Mar-2018</td> <td>Parking</td> <td>15.00</td> <td>@airport</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> <tr> <td>04-Mar-2018</td> <td>Parking</td> <td>15.00</td> <td>@airport</td> <td>Traveler</td> <td></td> <td>Modify</td> <td>Copy</td> <td>Delete</td> </tr> </tbody> </table> <p>Show <input type="text" value="10"/> <input type="text" value="25"/> <input type="text" value="50"/> <input type="text" value="All"/> items per page</p> <p>Showing 1 - 10 of 101   1   2   3   4   5   Next &gt; Last &gt;&gt;</p> <p><a href="#">Add New Expense</a>   Remark <input type="checkbox"/> Reduced <input checked="" type="checkbox"/></p> <p><a href="#">Next Step</a>   <a href="#">Back to Step 3: Site Details</a></p> </div> <p>➤ Click <b>Next Step</b></p>	Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete	01-Mar-2018	Airfare Common Carrier	300.00		Agency Billed		Modify	Copy	Delete	01-Mar-2018	Checked Bag Fee	25.00		Traveler		Modify	Copy	Delete	01-Mar-2018	Lodging	15638.35	Lodging expense in Boston, MA, United States including lodging taxes	Traveler		Modify			01-Mar-2018	Meals and Incidentals	3491.40	M&IE expense in Boston, MA, United States	Traveler		Modify			01-Mar-2018	Parking	15.00	@airport	Traveler		Modify	Copy	Delete	01-Mar-2018	Privately Owned Vehicle: Private Auto Authorized	27.25	From home to airport - 50 miles @ \$0.545 per mile.	Traveler		Modify	Copy	Delete	01-Mar-2018	TMC Fee (Accommodated TMC Assisted with Air or Rail)	34.67		Agency Billed		Modify	Copy	Delete	02-Mar-2018	Parking	15.00	@airport	Traveler		Modify	Copy	Delete	03-Mar-2018	Parking	15.00	@airport	Traveler		Modify	Copy	Delete	04-Mar-2018	Parking	15.00	@airport	Traveler		Modify	Copy	Delete
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Step	Action
10	<p>The <b>Step 5: Accounting</b> screen of the authorization appears:</p>  <p>➤ Click the <a href="#">Select Account Codes</a> link</p>

Step	Action
11	<p>The <b>Account Code Selection</b> pop-up window appears:</p>  <p>Use either the Favorites that may be listed or search for a code using the Add Account Codes</p> <ul style="list-style-type: none"> <li>➤ Select the Account Codes needed for this TA</li> <li>➤ Click <b>Select and Close or Add and Close</b> (if only choosing one code)</li> <li>➤ Click <b>Select or Add</b> (if only choosing multiple codes)</li> </ul>

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

Step	Action
14	<p>The <b>Step 7: Summary</b> screen of the authorization appears:</p>  <ul style="list-style-type: none"> <li>➤ Add any remarks that are needed</li> <li>➤ Add any attachments that are needed</li> <li>➤ Click <b>Send to Approver</b></li> </ul>
15	<p>The Confirm Action pop-up will appear.</p>  <ul style="list-style-type: none"> <li>➤ Click <b>Confirm</b></li> </ul>
16	<p>The <b>My E2</b> screen should appear with a message at the top stating the authorization has been sent to the approver.</p>