

# E2 Travel Intermediate

FY 2020 – June

V 1.0.1

# Training Objective



**Use/Navigation of the Travel system**

**Not intended to teach travel policy**

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# Training Topics

- Exercises:
  - Evacuation TA
  - Evacuation TV
  - Pre-Paid TA
  - Pre-Paid TV
  - Award Ceremony TA
  - Two Locations TA
  - International Date Line (IDL) TA
- Discussion:
  - E2 Hierarchy
  - Invitational TA
  - Cost Comparison
  - No Cost TA
  - Non Federally Sponsored (NFS) Travel
  - Cross Bureau Funded Travel
  - Subject to Availability of Funds (SAF) Travel
  - Long Term TDY Travel



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UNITED STATES DEPARTMENT OF COMMERCE

# E2 Hierarchy

# Reminder: E2 Hierarchy



## Agency

- Department of Commerce

## Organization

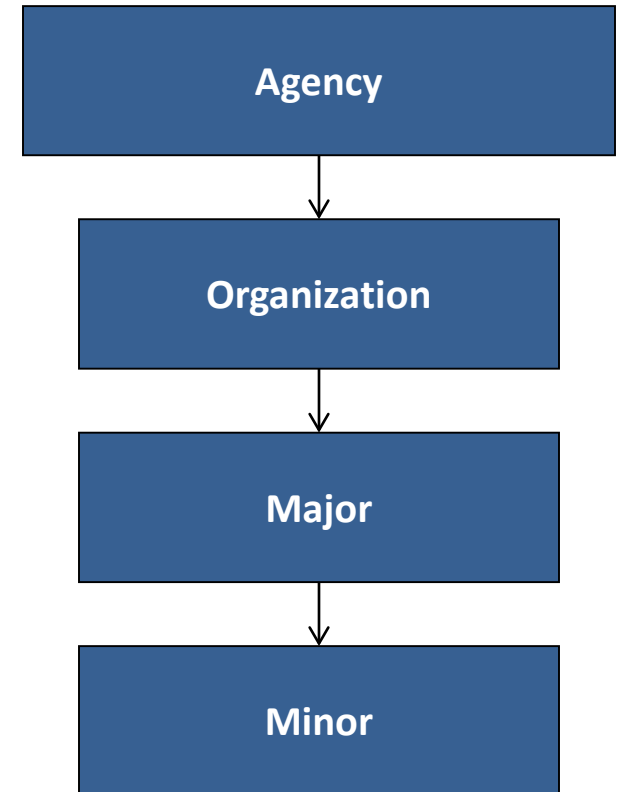
- NOAA
- BIS
- EDA

## Major Customer

- NOAA Line Office - Org 1 & 2
- BIS - Org 1
- EDA - Regional Office - Org 1 & 2

## Minor Customers

- NOAA Line Office - Org 3, 4 & 5
- BIS - Org 2 & 3
- EDA - Division - Org 3



Note: Travelers are assigned to the Minor Customer level.



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# Special Circumstances Travel

# Special Circumstance Travel

## Invitational Travel



- Invitational Travelers
  - Not being paid for providing their services
  - Only for Conferences or Meetings
    - No Training allowed
  - Are NOT allowed access to E2 Travel
    - However, all travel costs will be entered into the system
      - Office providing the travel arrangements will need to make sure the traveler is aware they are doing that
      - Must follow all rules/regs concerning travel same as the office employees.
        - » Includes having a vendor record with CBS
        - » Lodging/M&IE Costs

# Special Circumstance Travel

## Invitational Travel Cont'd



- Invitational Traveler
  - No access themselves to E2
    - But document and reservation done in E2
      - Remarks entered
    - Setup in specific minors for invitational
    - Entitled to travel advances
  - DOC E2 Invitational Traveler Process is documented in a Standard Operating Procedure located on the NOAA Finance Office E2 Solutions Travel Information webpage at <http://www.corporateservices.noaa.gov/finance/docs/E2/InvitationalTravelSOP.pdf>.



# Invitational Traveler SOP Highlights



- Invitational Travel documents are required to route electronically through E2.
- Separate Minors have been created for Invitational Travelers and configured to allow travel arrangers to submit Authorizations and Vouchers for approvals on behalf of the Invitational Traveler.
  - For Vouchers, a CD 370 (front page only) with an ink signature from the Invitational Traveler is required to be scanned/attached in E2.
- Moving Invitational Travelers to alternate Minors will require coordination across Line and Staff Offices.
  - An Invitational traveler stays within the Minor for which they last traveled until required by another Line and/or Staff Office.
- Invitational travelers should never be provided access to E2.
  - Travel Preparers should **not** change the Primary Email Address. It must always remain as [clientservices@noaa.gov](mailto:clientservices@noaa.gov).
    - Invitational traveler's email address should be added in the Alternate Email 2 or 3 Address fields.
- When submitting a request to gain access to an Invitational Traveler.
  - Contact Client Services to determine if the Invitational Traveler exists in CBS and E2.
  - Provide a Routing Template name to assign to the traveler.

**Note: A User Access Request Form is not required in order to change the Major/Minor of an existing Invitational Traveler.**

# Special Circumstance Travel

## Invitational Travel – Travel Advance Process



Complete E2  
Travel Authorization

- Once the travel authorization is approved and authorization status indicates Obligation Accepted, complete the Commerce Department [CD-369 Travel Advance](#) form.
- Ensure signatures are obtained where indicated.
- Scan and attach completed form into the E2 authorization.

Add Outside Advance information  
in E2

- From the Trip Dashboard, Click Add Outside Advance.
- Complete the required information.
- Select an account code to fund the advance.
- Review the details on the Advance Summary page and then click Complete Outside Advance.

Send Email Request to  
Finance Office

- Send email request to Finance Office at [Laura.Scott@noaa.gov](mailto:Laura.Scott@noaa.gov).
- Subject Line: Travel Advance Request.
- Body Content:
  - Please process travel advance request for the following traveler:
  - Traveler's Name:
  - Trip ID:
- Email Attachments: Attach a copy of the completed E2 Advance Printable document.

Travel Advance Processed

- Finance Office will retrieve the authorization and CD-369 from E2 to process the advance request

# Special Circumstance Travel

## Cross Bureau Funded Travel



- Cross Bureau Funded travel occurs when a Department of Commerce (DOC) employee's travel is being funded outside of the traveler's own bureau by another DOC bureau (e.g. Office of the Secretary (OS) employee's travel is being funded by the National Oceanic and Atmospheric Administration (NOAA)).
- Cross Bureau Funded Travel cannot be processed in E2
  - E2 system configuration limits users to selecting accounting codes within their assigned bureau.
  - Three (3) independently maintained DOC financial systems (Census, NIST and NOAA).
  - Standardized process for reimbursing travel funds across DOC bureaus does not exist.
- Funding Bureau is responsible for:
  - Preparing the CD-29 Form
  - Preparing the DOC Cross Bureau Funded Travel Approval Memo
  - Using their own ACCS
  - Submitting the CD-29 and DOC Cross Bureau Funded Travel Approval Memo to the Travel Management Center ([docauth@cwtsatottravel.com](mailto:docauth@cwtsatottravel.com))
- Since the implementation of E2, NOAA Finance has seen an increase in cross bureau funded travel which requires manual processing. We are working with DOC to determine how this process could be accommodated via E2.

# Special Circumstance Travel

## Award Recipient Travel



- 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).
- Travel must be direct to and from the site of the ceremony and must be performed in accordance with the policies contained in the FTR, DOC and Bureau specific Travel Regulations.
- Bureaus may provide reimbursement of travel and per diem expenses for a recipient's family member for a federal award ceremony.
- 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.
- If the Award Recipient is another NOAA employee, separate travel authorizations shall be issued to cover each employee individually. Both employees will be responsible for submitting a travel voucher to obtain reimbursement for their own individual travel costs.
- DOC Companion Seats – Award Recipient Travel Process is documented in a Standard Operating Procedure located on the NOAA Finance Office E2 Solutions Travel Information webpage at [http://www.corporateservices.noaa.gov/finance/docs/E2/CompanionSeats-AwardRecipientTravel\\_FINALV3.pdf](http://www.corporateservices.noaa.gov/finance/docs/E2/CompanionSeats-AwardRecipientTravel_FINALV3.pdf)

# Companion Seats – Award Recipient Travel SOP Highlights



- If a traveler is booking companion seats (more than one seat on the same airline flight) they CANNOT use the Online Booking Engine (OBE) in E2
- If airfare is needed to accommodate a Guest attending an official DOC Award Ceremony, it is the responsibility of the award recipient's "Office" (e.g. traveler/arranger) to:
  - Contact the Travel Management Center (TMC) directly to book the necessary reservations:
    - SATO: 1-855-813-2844
    - El Sol – 1-844-355-0383
  - The TMC will create two reservations; one for the Award Recipient and one for the Guest
  - Create the authorization and retrieve eligible reservations for the authorization on the Step 2: Reservations screen
  - Enter on the Step 4: Expense screen all anticipated expenses
    - Manually enter reservation related expenses (e.g. Award Ceremony Guest Airfare, Extra TMC Transaction Fee, Rental Car) and lodging expenses that cannot be retrieved (the separate reservation booked for Guest or a consolidated reservation for Award Recipient and Guest)
    - Manually enter M&IE and Miscellaneous expenses
  - Add Remarks on the Step 7: Summary screen (e.g., Record Locator Numbers, Name of Guest and why reservations do not appear on Step 2: Reservations screen and submit for final approval)
  - Submit via Accellion the fully approved hard copy authorization to the TMC to ensure all Guest reservations are ticketed
    - CWTSato Travel: [docauth@cwtsatotravel.com](mailto:docauth@cwtsatotravel.com),
    - El Sol Travel: [elsolalaska@elsoltravel.net](mailto:elsolalaska@elsoltravel.net)

# Special Circumstance Travel

## Acceptance of Gift or Bequest for Travel Expense



- Referred to in E2 as Non-Federally Sponsored (NFS) Travel
- Before a gift or bequest for travel expenses may be accepted from a non-Federal source, the designated approving authority must make the determination of acceptance and confirm that:
  - a. The gift is for attendance at a meeting or similar function. The event need not be “widely attended.”
  - b. Travel payment is related to the employee’s official duties.
  - c. The travel is primarily for the benefit of the Department or Government.
  - d. The donor is not disqualified due to a conflict of interest.
  - e. The gift is unsolicited.
- Prior to travel, travelers must contact the Department’s Office of the General Counsel, Ethics Law and Programs Division. ([ethicsdivision@doc.gov](mailto:ethicsdivision@doc.gov)) to coordinate the required ethics approval.
- Travelers must complete the Form CD-210, Record of Gift or Bequest, and have it signed by their supervisor and the Office of the Chief Financial Officer to authorize acceptance of payment from a non-Federal source for travel expenses.
- Non-Federally Sponsored Travel Process is documented in a Standard Operating Procedure located on the NOAA Finance Office E2 Solutions Travel Information webpage at <http://www.corporateservices.noaa.gov/finance/docs/E2/NonFederallySponsoredTravel.pdf>.

# Non-Federally Sponsored Travel SOP Highlights - “Gift and Bequest Travel”



- There are two (2) types of sponsored travel:
  - Sponsored **Reimbursable** Travel – Travel expenses are obligated and paid up front by the agency. The employee processes their travel and obtains reimbursement from the agency in the conventional way and the non-Federal source reimburses the agency directly by either check or Fedwire.
  - Sponsored **In-Kind** Travel – Travel expenses are paid directly to vendors (e.g. hotel and airline) by the non-Federal source and neither the traveler or agency directly incur travel expense charges, in which case the travel expenses are accepted “in-kind”.
  - Ethics office must be contacted
  - All documents must be attached to the TA
- Scan and attach all required outside forms, when applicable
  - NOAA Travel Gift Questionnaire Form
  - CD-210 Form
  - SF-326 Form
  - Receipts for expenses listed on SF-326 for both In-kind and reimbursable travel costs
  - Invitational letter
  - Acceptance letter
- SOP: <http://www.corporateservices.noaa.gov/finance/docs/E2/NonFederallySponsoredTravel.pdf>

# Special Circumstance Travel

## Cost Comparative Trip



Authorized Method of Transportation	Employee's Preferred Method of Transportation	Policy
Authorized to Drive Government Vehicle – Not Available	Privately Owned Vehicle (POV)	The Government assumes rental car is the less expensive mode.  Employee is required to compare rental to POV and is authorized/reimbursed the lesser of the two.
Authorized Common Carrier (e.g. Air)	Privately Owned Vehicle (POV)	The Government assumes airfare is the less expensive mode.  Employee is required to compare airfare to POV and is authorized/reimbursed the lesser of the two.

- Driving is the less expensive
  - Complete **hard copy** cost comparison, scan and attach to Travel Authorization.
- Authorized mode of transportation is the less expensive
  - Complete a Comparative Travel Authorization in E2.
  - DOC Comparative Trips process is documented in a Standard Operating Procedure located on the NOAA Finance Office E2 Solutions Travel Information webpage at [http://www.corporateservices.noaa.gov/finance/docs/E2/Comparative\\_Trips\\_Guidance\\_Finalv2.pdf](http://www.corporateservices.noaa.gov/finance/docs/E2/Comparative_Trips_Guidance_Finalv2.pdf)



# Exercises



## Exercises

- 1 Log In
- 2 Evacuation TA
- 3 Approve TA
- 4 Evacuation TV
- 5 Award Ceremony TA



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**Subject to Availability of  
Funds (SAF)**

# What is Subject to Availability of Funds (SAF) processing?



- Automated process that addresses the obligation of funds related to Fiscal Year End (FYE)
  - FYE Travel Authorizations
    - Travel that begins in a current FY but ends in the new FY
    - Travel being created in current FY but begins in the new FY

# Why is SAF processing necessary?



- Funding is Obligated in the Core Financial System (CFS) when authorizations are approved
  - Proper accounting (ACCS) codes must be used
    - Budget Office can inform on what new FY ACCS codes to utilize on TAs
  - Current FY expenses must have a current FY ACCS code
    - Will be obligated in the Current Fiscal Year
  - New FY expenses must have a New FY ACCS Code
    - Will be obligated in the New Fiscal Year
      - New FY Funding not established until new FY

# Steps for SAF in E2



- Create TA
  - Site Details
    - Full trip date
  - Expenses
    - Enter with specific dates
      - If crossing Fiscal Years
        - » Enter expenses for both sets of dates
          - Current FY & New FY
            - When expense is to actually be incurred
  - Accounting
    - Allocate correctly
      - Current FY ACCS to Current FY Expenses
      - New FY ACCS to New FY Expenses

# Steps for SAF in E2 Cont'd



- Create TA cont'd
  - Remarks
    - For trips crossing Fiscal Years or just in the New Fiscal year the following remarks have to be on all TAs:
      - “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.”
    - For airfares paid for with current FY funds for a new FY trip the following remark must be added:
      - “Approved to purchase Ticket for FY20## with prior-year funds due to multi-year funding/no-year funding”

# Approval Information



- Review
  - Dates, Expenses, Accounting (including allocation) and Remarks
- Final Approval
  - Upon approval
    - *Current Fiscal Year Expenses go to a staging table*
      - Posting Process Runs current FYE post on obligation
        - » Initial Status: Pending Obligation
        - » Once obligated status changed to: Obligation Accepted
    - *New Fiscal Year Expenses go to a holding table*
      - Will not be obligated until after New FY
        - » Initial Status: Obligation Accepted and Conditionally Approved for New Fiscal Year Items
        - » Once obligated status changed to: Trip is Fully Obligated

# Approval Information Cont'd



- Screenshot of Trip History

- Trip ID 1154092 Approved By WOLF, JONATHAN

- Obligation current status: Pending Obligation

- Agency successfully notified of event: TripAuthorizationApproved for trip 1154092

- Obligation current status: Obligation Accepted

- Obligation Request Approved by CBS for Trip Id: 1154092

- Message from CBS:Conditionally Approved for New Fiscal Year item(s).

Obligation Request Approved by CBS for Trip Id: 1154092

Message from CBS:Trip is fully obligated.

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# Exercises



## Exercises

- 6 SAF Crossing FY TA
- 7 SAF New FY TA
- 8 Pre-Paid TA
- 9 Pre-Paid TV
- 10 Multiple Locations TA
- 11 International Date Line TA
- 12 Multiple IDL

# Long Term TDY Commerce Travel Handbook



## C301-11.200 Reduced Per Diem: Extended Travel/Training Assignments

- **C301-11.201** 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. Under unusual situations, the reduced rate may be increased or decreased depending upon the conditions and necessary costs that must be incurred by the traveler. The reduced rate should be established based on the conditions that exist when the travel is performed; thus, if a traveler is forced to incur unusual lodging and/or meal costs due to the assignment, the rate should be based on cost data provided. The established rate must be shown on the travel order. A flat per diem rate **may not** be established to provide:
  - A lodging allowance for staying with friends and/or relatives, or for lodging at his/her abode (home);
  - A full M&IE allowance because lodging is obtained with friends or relatives (a reduction should be made to the locality M&IE allowance);
  - A payment that will, based on the data available, knowingly allow the employee to receive more than the full M&IE allowance;
  - The full locality per diem rate; or,
  - A payment sufficient to cover periods where per diem is lost due to annual leave or expenses of family members.
- **C301-11.202** The reduced per diem rate is applicable from the first day of the assignment through the last day of the assignment. Changes to the flat per diem rate should be based on cost data, and the employee must be notified and agree with the change prior to the effective date of the change.

# Long Term TDY Commerce Travel Handbook



## **C301-11.200 Reduced Per Diem: Extended Travel/Training Assignments**

- **C301-11.203** When a temporary duty assignment that was expected to last less than 30 days is determined to require temporary duty in excess of 30 days, a flat rate should be established for the remaining days of the assignment.
- **C301-11.204** When an employee on extended temporary duty is required to go to another temporary duty location for a short period and return to the former location, dual lodging may be authorized to defray the lodging expenses that may be incurred at both locations. Receipts are required for dual lodging claims.
- **C301-11.205** The employee may be authorized to return to his/her official duty station at intervals of not less than two weeks, provided that the temporary duty assignment will continue for at least one more week. Approval authority for periodic weekend return must be at a level high enough to ensure adequate consideration and review of the circumstances necessitating the return. Each bureau is responsible for preparing the appropriate cost analysis to justify such returns based on factors that may be unique to the bureau.

# 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?**

- When you obtain lodging on a long-term basis (e.g., weekly or monthly) your daily lodging rate is computed by dividing the total lodging cost by the number of days of occupancy for which you are entitled to per diem, provided the cost does not exceed the daily rate of conventional lodging. Otherwise the daily lodging cost is computed by dividing the total lodging cost by the number of days in the rental period. Reimbursement, including an appropriate amount for M&IE, may not exceed the maximum daily per diem rate for the TDY location.

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

- When you rent a room, apartment, house, or other lodging on a long-term basis (e.g., weekly, monthly), the following expenses may be considered part of the lodging cost:
  - The rental cost for a furnished dwelling; if unfurnished, the rental cost of the dwelling and the rental cost of appropriate and necessary furniture and appliances (e.g., stove, refrigerator, chairs, tables, bed, sofa, television, or vacuum cleaner);
  - Cost of connecting/disconnecting and using utilities;
  - Cost of reasonable maid fees and cleaning charges;
  - Monthly telephone use fee (does not include installation and long-distance calls); and,
  - If ordinarily included in the price of a hotel/motel room in the area concerned, the cost of special user fees (e.g., cable TV charges and plug-in charges for automobile head bolt heaters).

# Long Term TDY Federal Travel Regulations



## **301-11.200 Under what circumstances may my agency prescribe a reduced per diem rate lower than the prescribed maximum?**

- Under the following circumstances:
  - When your agency can determine in advance that lodging and/or meal costs will be lower than the per diem rate; and
  - The lowest authorized per diem rate must be stated in your travel authorization in advance of your travel.

## **301-11.21 Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?**

- In general, you will be reimbursed as long as your travel status requires your stay to include a non-workday, (e.g., if you are on travel through Friday and again starting Monday you will be reimbursed for Saturday and Sunday), however, your agency should determine the most cost effective situation (i.e., remaining in a travel status and paying per diem or actual expenses or permitting your return to your official station).
- Your agency will determine whether you will be reimbursed for non-workdays when you take leave immediately (e.g., Friday or Monday) before or after the non-workday(s).

**\*Note to \*§301-11.21 - If emergency travel is involved due to an incapacitating illness or injury, the rules in Part 301-30**

# Long Term TDY Federal Travel Regulations



## **301-11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?**

- If required by your agency to return to your official station on a non-workday, you will be reimbursed the amount allowable for return travel.

## **301-11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?**

- Your agency may authorize per diem or actual expense and round-trip transportation expenses for periodic return travel on non-workdays to your home or official station under the following circumstances:
  - The agency requires you to return to your official station to perform official business; or
  - The agency will realize a substantial cost savings by returning you home; or
  - Periodic return travel home is justified incident to an extended TDY assignment.

## **§301-11.24 What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?**

- If you voluntarily return home or to your official station on non-workdays during a TDY assignment, the maximum reimbursement for round trip transportation and per diem or actual expense is limited to what would have been allowed had you remained at the TDY location.

# Long Term TDY Federal Travel Regulations



**301-11.32 May I be reimbursed for an advanced room deposit in situations where a lodging facility requires the payment of a deposit, prior to the beginning of my scheduled official travel?**

- Yes, your agency may reimburse you for an advance room deposit, when such a deposit is required by the lodging facility to secure a room reservation, prior to the beginning of your scheduled official travel. However, if you are reimbursed the advance room deposit, 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.

\*\* Note 301-11.32 is specifically related to a **one time** deposit to keep the room reservation, **not** full payment on schedule for the room. Employees on extended TDY should avoid accommodations requiring advanced **monthly** payment of long term apartment rental as the Federal Travel Regulations **do not** allow pre-payment of monthly advanced rental costs. If the employee should choose an accommodation requiring month in advance payments of long term apartment rental, the employee will be forced to float the costs until the end of the month at which time a claim for reimbursement can be submitted.

# Long Term TDY Business Processes



A single travel authorization will be issued to cover **all** expenses related to the long term TDY detail assignment. If the employee is authorized Home Leave or is required to go to another TDY location while on long term detail, separate orders (travel authorizations) will need to be issued to cover those trips.

- If the employee is authorized Home Leave while on long term detail, lodging expenses can continue to be paid at the detail assignment location; however the employee will not receive M&IE for the duration of the home visit. When preparing separate orders for the Home Visit the employee will receive  $\frac{3}{4}$  M&IE on their travel days.
- If the employee is authorized to go to another TDY location while on long term detail, lodging expenses can continue to be paid at the detail assignment location as well as the additional TDY location; however the employee will not receive M&IE at the detail assignment location for the duration of their absence. When preparing separate orders for the additional TDY location the employee will receive the M&IE rate for the assignment location.

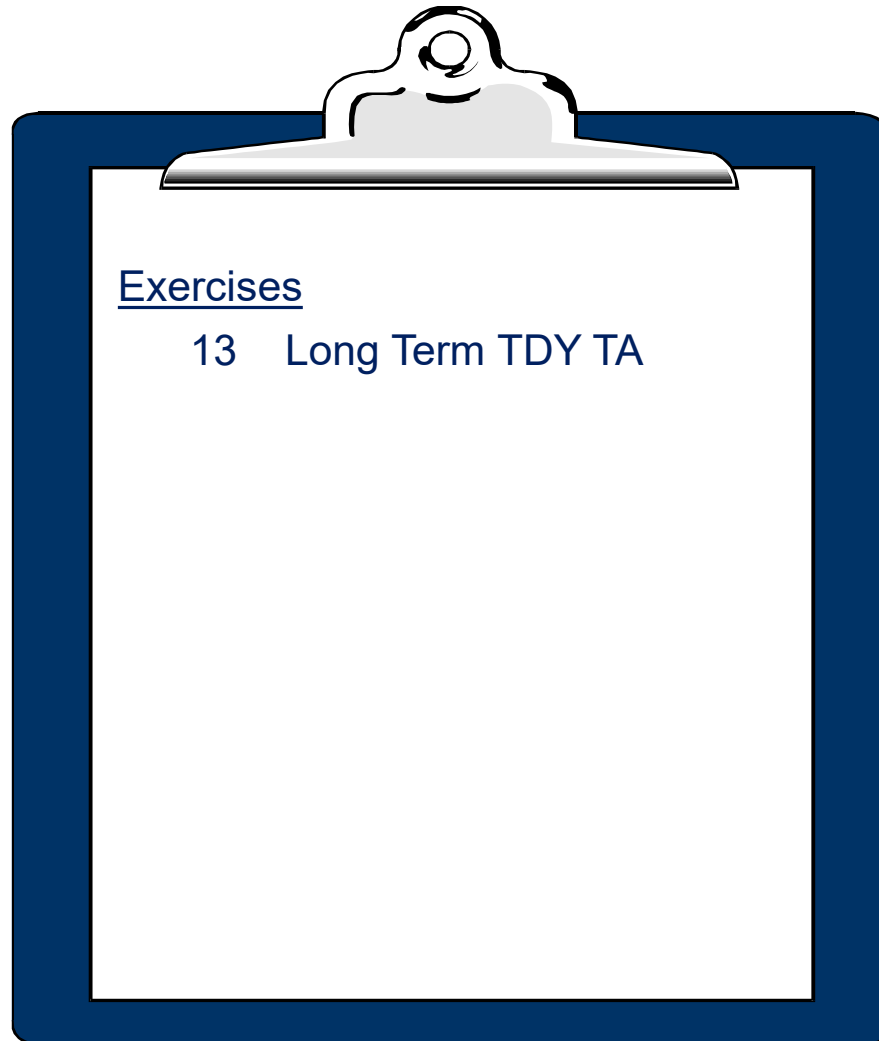
## Monitoring and Closing Out Remaining Balances on Obligation

- As the preparer, you will need to monitor the balance of funds remaining on the obligation to ensure sufficient funding is available for monthly voucher processing. Once the detail assignment has completed and the final voucher claim has been paid, all remaining balances will need to be de-obligated.

Note, there are reports within Discoverer to assist with this process.



# Exercises



# Tolerances - Overview



There are two (2) separate and distinct tolerances a voucher must go through in order to process successfully over in to the Core Financial System (CFS):

- **E2 Tolerance – \$250**
  - The sum of all vouchers processed cannot exceed the overall (reimbursable + non-reimbursable) authorization estimate by \$250
- **CFS Tolerance – 500% Not to Exceed (NTE) \$125**
  - CFS tolerance is at the Item Type (Expense Category) and ACCS level and not at each individual E2 expense item. For example:
    - *The Expense Category for Miscellaneous is "Other". For each of the following expenses; Hotel Tax, Fuel - Gasoline, Excess Baggage and Taxi, the Expense Category is also "Other."*
    - *This means the Item Type (Expense Category) and Object Class will be the same for each of the individual expenses and will allow the traveler to make changes on the voucher to specify and/or change the expense to another that is mapped to the same Expense Category (i.e., change the expense from Misc to Fuel, Check Baggage, etc.) without requiring an amendment as long as the estimated Misc charge (plus tolerance) is not exceeded.*
    - *This will work for almost all expenses with the exception of Airfare, Lodging, M&IE, POV, Rental, and Registration Fees, which have their own unique Expense Categories and object classes*

# Travel Vouchers - Background



- DOC standardized auditing of travel across all bureaus
  - Invitational Travel
  - Non-Federally Sponsored Travel
  - Travel Advances
  - 10% random sampling of all other Travel Vouchers
- Preparers, Travelers and AOs should not electronically sign/approve travel documents without performing due diligence:
  - Review all data on the Travel Voucher.
  - Ensure Justifications are provided where required.
  - Ensure all required receipts are scanned and uploaded in a single .pdf file.
- Travelers need to be mindful of the expenses they incur or run the risk of not being reimbursed.
- When in doubt it is always advisable to seek guidance from the NOAA Travel Policy Office prior to incurring any questionable expense(s).
  - Additional reference, DOC Travel Handbook, Appendix L – Allowable, Limited, and Prohibited Travel Expenses

# Travel Vouchers - Audit Guidelines



NOAA Finance has up to three (3) business days to process travel vouchers selected for audit

- **Proper Travel Voucher**

- If NOAA Finance deems the travel voucher proper and without error, they will schedule it to pay within the three business days and without notification to the employee.

- **Improper Travel Voucher**

- If NOAA Finance deems the travel voucher improper, they will send the employee and document preparer an e-mail notice requesting additional documentation be scanned into E2.

- **Disallowed Expenses**

- In cases where the employee fails to provide NOAA Finance the necessary documentation to support a travel voucher selected for audit, NOAA Finance will disallow the unauthorized expense and reimburse the employee for expenses that were properly authorized
- In those cases, employees may submit a supplemental voucher for any expense previously disallowed as long as the supplemental voucher properly authorizes such expense

***Note:** This has stipulations depending on the expense and E2 tolerance. Lodging and M&IE must be submitted on a CD370 as E2 does not allow a supplemental for those expenses. All other expenses can be claimed on a supplemental as long as the total of both vouchers does not exceed the total of the TA (including airfare) by \$250.*

# Authorized Expenses

## Allowable, Limited, or Prohibited



Expense Description	Allowable, Limited, or Prohibited	Policy Reference
Early Bird Check in Fees – Airlines	<p><b>Prohibited.</b> Some airlines (e.g. Southwest) offer early bird check in at an additional fee to ensure preferred seating. This fee is considered a personal expense and is not reimbursable.</p>	
Long Term Lodging– Advance Monthly Payments	<p><b>Prohibited</b> Employees on long term travel should avoid rental properties that require monthly rental to be paid a month in advance.</p>	
Rental Cars - Automated Toll Payment Systems	<p><b>Limited</b> Employees should avoid using automated toll payment systems (e.g., EZ Pass, FastTrack, EXpressToll, Toll Tag, etc.) any time the device is optional since they are generally not a reimbursable expense.</p> <p>Employees should always consider alternate routes that do not require automated toll payment systems where possible. If an alternate route is not possible, the authorizing official may authorize the cost of renting an EZ Pass device on a case-by-case basis, depending on the nature and duration of the assignment at hand.</p> <p>Employees must include a justification in the Remarks section of their travel authorization whenever EZ Pass devices are authorized.</p>	<p><a href="#">NTR CHAPTER 5. RENTAL CARS</a></p>

# Authorized Expenses (cont'd)

## Allowable, Limited, or Prohibited



Expense Description	Allowable, Limited, or Prohibited	Policy Reference
Rental Car Insurance - Collision Damage Waiver (CDW) or Theft Insurance ( <b>Outside CONUS</b> – TDY Assignments)	<b>Limited</b> Only when traveling outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.	Reference: <a href="#">FTR §301-10.451</a> ;  <a href="#">CTH C301-10.458</a> <a href="#">US. Government Rental Car Agreement</a>
Rental Car Insurance - Collision Damage Waiver (CDW) or Theft Insurance ( <b>CONUS</b> – TDY Assignments)	<b>Prohibited</b> Only when traveling outside CONUS ( <i>see above</i> )	Reference: <a href="#">FTR §301-10.451</a> ;  <a href="#">CTH C301-10.458</a> <a href="#">US. Government Rental Car Agreement</a>
Rental Car Insurance – Personal accident insurance	<b>Prohibited</b>	Reference: <a href="#">FTR §301-10.452</a>
Rental Car Insurance - Collision Damage Waiver (CDW) or Theft Insurance ( <b>Outside CONUS</b> – TDY Assignments)	<b>Limited</b> Only when traveling outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.	Reference: <a href="#">FTR §301-10.451</a> ;  <a href="#">CTH C301-10.458</a> <a href="#">US. Government Rental Car Agreement</a>

# Authorized Expenses (cont'd)

## Allowable, Limited, or Prohibited



Expense Description	Allowable, Limited, or Prohibited	Policy Reference
Rental Cars - Global Positioning System (GPS).	<p><b>Limited</b></p> <p>The cost of a GPS is not reimbursable for normal travel where the employee is only going to one location to perform their official business. However, the authorizing official may authorize the cost of a GPS when deemed officially necessary for the employee to carry out their duties at hand. For example, a GPS may be necessary in cases where an employee is making various office site visits across the country. When officially required, a GPS must be specifically authorized in the Remarks section of the travel authorization and must include the nature of the special requirement.</p>	<p><a href="#">NTR CHAPTER 5. RENTAL CARS</a></p>
Resort Fees	<p><b>Limited</b></p> <p>Only when such fees are not optional.</p> <p>Note: GSA strongly discourages travelers from lodging at properties that assess resort fees. Instead employees are encouraged to use FedRooms properties as their first lodging choice since FedRooms properties do not charge resort fees.</p> <p>If the hotel is the traveler's only option this should be justified in the Remarks and the expense should be claimed as "Other Lodging Expense"</p>	<p><a href="#">FTR §301-12.1</a></p>

# Authorized Expenses (cont'd)

## Allowable, Limited, or Prohibited



Expense Description	Allowable, Limited, or Prohibited	Policy Reference
Tips – Porters, Baggage Carriers, Bellhops, Hotel maids, etc..	<p><b>Limited</b></p> <p>These expenses are not reimbursable as a separate expense as they are included in the Incidental portion of the applicable M&amp;IE rate</p> <p>Incidental Expenses as defined in the FTR:</p> <p>Incidental expenses (Fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries).</p>	Reference: <a href="#">FTR §300-3.1 - Glossary of Terms - Per Diem Allowance (c) Incidental Expenses</a>
Tips - taxi, shuttle service, or courtesy transportation driver	<p><b>Allowable</b></p> <p>Gratuities or tips to taxi drivers and others providing necessary services (not included as a part of the incidental allowance) to the traveler, will be limited to 15 percent of the basic charge(s).</p>	Reference: <a href="#">CTH C301-11.12</a>



# NOAA Client Services Help Desk Support



## Functional/Technical Support for CBS Applications

- Budget Operating Plans (BOP)
- Reimbursable Agreements
- SLTs & DLAs
- Data Warehouse/Discoverer
- Commerce Purchase Card System (CPCS)
- Travel
- C.Request/C.Award (C.Suite)

User Account requests, JAVA/JInitiator, etc.

FSD/CBS Web Site [http://www.corporateservices.noaa.gov/finance/FOFSD\\_Home.html](http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html)

- Click on Help Desk link for additional info, phone numbers, etc.
- Email: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov)
- Phone #: 301-444-3400
  - *Option #2 - Travel*
- Fax/Server #: 301-444-3401



# Questions & Discussion