



**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

# E2 Systems Basics

March 2019  
V 1.2.1

# Training Objective



**Use/Navigation of the Travel system**

**Not intended to teach travel policy**

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# Introduction - Topics

- E2 Hierarchy
- User Types
- User Roles
- Access to E2
- Logging into E2
- E2 Basic Navigation
- E2 Profile
- Online Booking Engine (OBE)
  - TMC Profile
  - Reservation Basics
    - Selecting Airfare
    - Selecting Hotel
    - Selecting Car Rental
  - Saving Reservation
  - Creating TA from Reservation
  - Fees

# E2 Hierarchy



## Agency

- Department of Commerce

## Organization

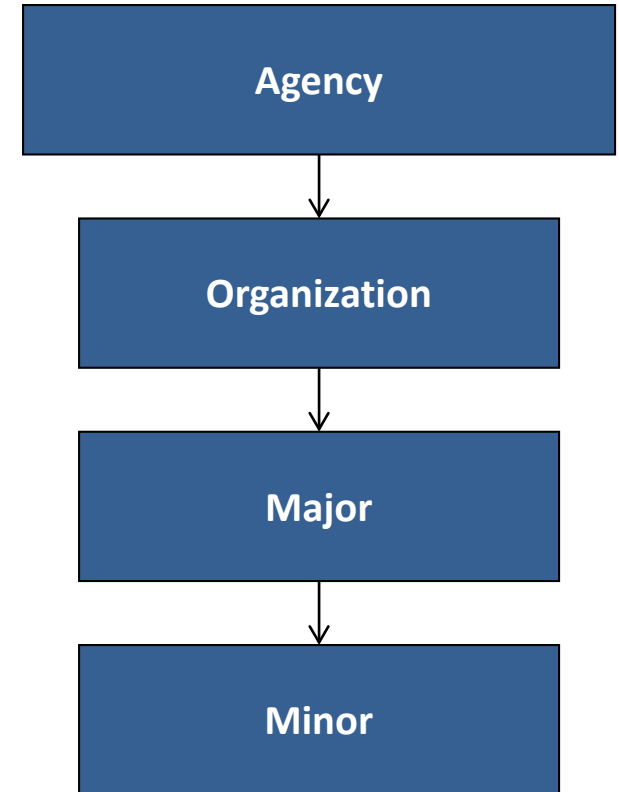
- NOAA
- BIS
- EDA

## 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.

# E2 Hierarchy – NOAA Line Office Example



Agency	Organization (14)
DEPARTMENT OF COMMERCE	NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

## Major Customer – FMC Level

Org. 1 Code (10)	Org. 2 Code (14)
NATIONAL OCEAN SERVICE - ASST ADM	OFFICE OF NATIONAL MARINE SANCTUARIES

## Minor Customer – Division/Branch Level

Org. 3 Code (0007)	Org. 4 Code (01)	Org. 5 Code (00)
PACIFIC ISLAND REGION	HAWAIIAN ISLAND HUMPBACK WHALE NMS	HAWAIIAN ISLAND HUMPBACK WHALE NMS

# E2 Hierarchy – BIS Example



Agency	Organization (13)
DEPARTMENT OF COMMERCE	BUREAU OF INDUSTRY AND SECURITY

Major Customer – Field Level

## Org. 1 Code (43)

OFFICE OF THE ASST SECRETARY FOR EXPORT ENFORCEMENT

Minor Customer – Division Level

## Org. 2 Code (06)

OFFICE OF EXPORT ENFORCEMENT

## Org. 3 Code (0008)

INVESTIGATIONS DIVISION

# E2 Hierarchy – EDA Example



Agency	Organization (20)
DEPARTMENT OF COMMERCE	U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

## Major Customer – Regional Office

Org. 1 Code (99)	Org. 2 Code (01)
HEADQUARTERS	OFFICE OF EXTERNAL AFFAIRS

## Minor Customer – Division Level

Org. 3 Code (0002)
PUBLIC AFFAIRS

# E2 User Types



- Each user has access to features and functions appropriate to a specific user type. All user types have access to Traveler functionality.
- The following are E2 user types:
  - **Traveler** - Create, modify, delete, route and print travel documents for yourself and for any other travelers who have given you permission to arrange their travel.
  - **Approver** - Approve, revise, route and print travel documents including authorizations, vouchers, and local travel claims.



# E2 User Roles



- Roles are granted at specific hierarchy levels
- The following user roles provide users with access to additional features and functions based on the access level granted:
  - **Arranger Access** – Allows user to arrange travel for other users without having to be a designated travel arranger for that user.
  - **View Document Access** – Allows user to view access to a traveler's authorization, voucher or local travel claim.
  - **Report Access** – Allows user to run reports.
  - **System Administration Access** – Allows user to view and/or modify a wide variety of settings. *\*Limited\**

# E2 Access Form Notes



- Users must abide by the following set of requirements to gain access to the E2 system:
  - All E2 users must be employed by Department of Commerce (either Federal Employee or Contractor).
  - All E2 users must be familiar with their Bureau's Information Technology System Rules of Behavior and complete the required IT Security Awareness Course.
  - All new E2 users must complete the DOC E2 Solutions Security Access Request Form. The form can be obtained from <https://connection.commerce.gov/policy/20160419/e2-system-access-request-form> or by contacting Client Services Help Desk.
    - The form can only be accessed from an office network, cannot be accessed via VPN or any other network connections.
  - All E2 users must be listed in a DOC **Staff Directory** prior to being granted access to the systems. This is the responsibility of the user's office. **[Does not apply to Invitational Travelers]**

# E2 Access Form



Department of Commerce  
E2 System Access Request Form

## E2 System Access Request Form

Employee Information	
Action Required (New / Modify): <input type="text" value="New"/>	
Enter your full legal name as it would appear on your travel identification documents:	
First Name: <input type="text"/>	Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/>
User Type: <input type="text"/>	<input checked="" type="checkbox"/> Traveler Type: <input type="text"/>
Government <input type="text"/>	<i>Travelers Enter Sponsor Email Address):</i> <input type="text"/>
External Email <input type="text"/>	<input type="text"/>
Employee ID (CBS Vendor #): <input type="text"/>	
Organization (Bureau): <input type="text"/>	
Major Customer (Office): <input type="text"/>	
Minor Customer (Sub-Office): <input type="text"/>	
Routing Pool ( <i>Approvers Only</i> ): <input type="text"/>	
Routing Template ( <i>If different than Minor Customer Default</i> ): <input type="text"/>	

# E2 Access Form



Access Level Selectors	
<b>Arranger Access Level:</b>	No Arranger Access
<b>Approver Level:</b>	No Approval Access
<b>Report Access Level:</b>	Limit to Traveler Reports (Default)
<b>Document View Level :</b>	No Document View Access <input type="button" value="v"/>
	No Document View Access
	Minor Level
<b>Administrator Role Name:</b>	Major Level
	Organizational Level (Bureau)
<b>Ad Hoc Reporting:</b> <input type="checkbox"/>	Agency Level (Cross-Servicing Administrators)
<b>Charge Card Management Access Level:</b>	No Charge Card Management Access

Required Signatures	
<b>User Name:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
<b>User Signature:</b> <input type="text"/>	<b>Contact Phone #:</b> <input type="text"/>
<b>Supervisor Name:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
<b>Supervisor Signature:</b> <input type="text"/>	<b>Contact Phone #:</b> <input type="text"/>

Additional Signatures	
<b>Additional Approval Name:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
<b>Additional Approval Signature:</b> <input type="text"/>	<b>Contact Phone #:</b> <input type="text"/>
<b>Tier 1 Administrator Name:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
<b>Tier 1 Administrator Signature:</b> <input type="text"/>	<b>Contact Phone #:</b> <input type="text"/>

# E2 Login Process – First Time



- Email sent by [clientservices@noaa.gov](mailto:clientservices@noaa.gov) with instructions and User ID/Employee ID
- Activation email sent by [etravelservices@cwtsatotravel.com](mailto:etravelservices@cwtsatotravel.com)
  - Link contained ONLY good for 72 hours
  - After 72 hours email to be sent to [clientservices@noaa.gov](mailto:clientservices@noaa.gov) to be reset

# E2 Login Process – First Time Cont'd



- Enter User ID and Employee ID
  - Provided to you in a separate email

## Password Maintenance

### Initialize Security Information

E2 User Id:\*

Social Security Number or Employee Id:\*

\*Required

[Continue](#) [Cancel](#)

[Privacy Policy](#) 

**DO NOT** Enter your Social Security Number

# E2 Login Process – First Time Cont'd



- Enter/Confirm New Password
- Create Security Questions/Answers

**Password Maintenance**

**Edit Password Information**

Enter your password. Passwords must be between 8 and 24 characters. Must contain at least 1 numeric character. Must contain at least 1 upper case character. Must contain at least 1 lower case character. Must contain at least 1 special character.

**New Password:\***

**Confirm New Password:\***

Choose a security question and enter an answer. In the event that you forget your password, the security information will be used to verify your identity and assist you with resetting your password.

**First Security Question:\***

**Security Answer:\***

**Confirm Security Answer:\***

**Second Security Question:\***

**Security Answer:\***

**Confirm Security Answer:\***

\*Required

Once finished, you'll be taken to the E2 Travel System

# E2 Login Screen – once set up



E2 User Id

Password

[Forgot Password?](#)

Login

EASY PAYMENT  
HOTELS  
MAKE **GOVERNMENT TRAVEL** WORK FOR YOU  
FLIGHTS  
EVENTS

[Login Help](#)

[About E2 Solutions](#)

[GSA eTravel Program](#)

**Warning**

This is a U.S. Federal Government information system that is "FOR OFFICIAL USE ONLY."  
Unauthorized access is a violation of U.S. Law and may result in criminal or administrative penalties.

**Privacy Act Notice**

This system contains information protected under the provisions of the Privacy Act of 1974 (Public Law 93-579).



# E2 Home Page



MY E2

MY APPROVALS

TRAVEL FOR OTHERS

REPORTS

JENNIFER SELKMAN ▾

At a Glance

Trips

Local Travel

Open Authorization

Group Authorization

## Start a Travel Document

What would you like to do today?

Create an Authorization ▾

Go

## To Do List

Welcome to E2 Solutions. Complete your [travel profile](#) before booking travel.

## Bulletins

⚠ **10-Dec-2015:** Once you access your E2 account for the first time, click Profile to view and...[read more](#)

## Pending Approvals

ℹ No pending approvals found.

## Additional Notices

Travel profile incomplete ...[see details](#)

[Make this my default page](#) 🏠



[Privacy Policy](#)

Copyright 2003-2018 CW Government Travel

Your last login was Fri, 25 May 2018 7:47 AM CDT. There have been 0 unsuccessful attempts since your last login.

# E2 Navigation Basics



## Standard Menu Bar



MY E2 MY APPROVALS TRAVEL FOR OTHERS REPORTS

## Drop-down

ERIN K COBBS ▾

At a Glance Trips Local Travel Open Authorization Group Authorization

## View Tabs

### Start a Travel Document

What would you like to do today? Make Reservations ▾

Go

### To Do List

**i** Get started by selecting a QUICK LINKS to shop for a reservation, create a new travel authorization, or other travel documents.

## Sections

### Bulletins

**▲ 09-Sep-2016:** The Department of Commerce will not group authorizations at this time....[read more](#)

## Links

### Pending Approvals

**Trip 1160942** for \$1454.17 (est. cost) for Travel Training in Chicago - Teaching to Chicago, IL, United States departing 04-Dec-2017 is pending approval from NOAA TRAINING - EKC

**Voucher 1160775** for \$37.08 for Trip ID 1160775 to Chicago, IL, United States from 23-Oct-2017 to 26-Oct-2017 is pending approval from NOAA TRAINING - EKC

### Additional Notices

**i** No additional notices found.

[Make this my default page](#) 🏠

# Document Navigation



- ① [Basic Information](#)
- ② [Reservation](#)
- ③ [Site Details](#)
- ④ [Expenses](#)
- ⑤ [Accounting](#)
- ⑥ [Travel Policy](#)
- ⑦ [Summary](#)

## Other Actions

- [Attachments](#)
- [Printable Authorization](#)
- [Compact Printable Authorization](#)
- [Daily Expenses Summary](#)
- [Trip History](#)
- [View Routing Path](#)
- [View Routing History](#)
- [Travel Agent Assistance](#)

**Document Steps**



**Document Menu Options**



# E2 Travel System Online Help



MY E2

MY APPROVALS

TRAVEL FOR OTHERS

REPORTS

At a Glance

Trips

Local Travel

Open Authorization

Group Authorization

ERIN K COBBS

Profile

Message Center

Online Help

Logout

## Start a Travel Document

What would you like to do today?

Make Reservations

Go

## To Do List



Get started by selecting a QUICK LINKS to shop for a reservation, create a new travel authorization, or other travel documents.

## Bulletins

**09-Sep-2016:** The Department of Commerce is currently processing group authorizations at this time....[read more](#)

## Pending Approvals

**Trip 1160942** for \$1454.17 (est. cost) for Travel Training in Chicago - Teaching to Chicago, IL, United States departing 04-Dec-2017 is pending approval from NOAA TRAINING - EKC

**Voucher 1160775** for \$37.08 for Trip ID 1160775 to Chicago, IL, United States from 23-Oct-2017 to 26-Oct-2017 is pending approval from NOAA TRAINING - EKC

## Additional Notices



No additional notices found.

[Make this my default page](#)

# E2 Knowledge Portal



Browse by Category

Find Your Answer

My Stuff

Advanced Search

Search

Find the answer to your question

Results 1 - 6 of 654

## [Updated Contact CWTSatoTravel](#)

Date Updated: 05/08/2018  
Answer ID: 1309

## [Updated Advisories: Latest E2 news](#)

Date: Wednesday, 30 May, 2018 09:34 CDT Subject: E2 Solutions Notification: Unix Maintenance | PROD | Friday, June 1... [more](#)  
Date Updated: 05/30/2018  
Answer ID: 2795

## [Training: Computer Based Tutorials \(CBT\)](#)

NOTE : CBTs include support for mobile devices via HTML5. The following CBTs are intended for: All Users CBT10:  
Getting... [more](#)  
Date Updated: 04/02/2018  
Answer ID: 2670

## [Help for authorization or advance Account Code Selection window](#)

Choose the accounts to fund your estimated travel expenses. (To get here from the Authorization or Advance... [more](#)  
Date Updated: 04/23/2018  
Answer ID: 3965

## [Help for voucher Lodging Expenses window](#)

Lodging expenses are available from the Voucher Expenses step. Locate "Lodging" on the list of expenses and click the... [more](#)  
Date Updated: 02/23/2018  
Answer ID: 3957

## [Updated Help for Itinerary window](#)

The Itinerary window shows you detailed information about your air, rail, hotel, and rental car travel reservations... [more](#)  
Date Updated: 05/29/2018  
Answer ID: 4032

1 2 3 4 5 6 Next >

## Contact Us



### Contact Us

If you can't find what you're looking for on our site, give us a call.



### Feedback

How can we make this site more useful for you?

# E2 Travel System Profile



MY E2

MY APPROVALS

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At a Glance

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ERIN K COBBS ▾

Profile

Message Center ⚠

Online Help

Logout

## Start a Travel Document

What would you like to do today?

Make Reservations ▾

Go

## To Do List



Get started by selecting a QUICK LINKS to shop for a reservation, create a new travel authorization, or other travel documents.

## Bulletins

⚠ **09-Sep-2016:** The Department of Commerce is suspending all group authorizations at this time....[read more](#)

## Pending Approvals

**Trip 1160942** for \$1454.17 (est. cost) for Travel Training in Chicago - Teaching to Chicago, IL, United States departing 04-Dec-2017 is pending approval from NOAA TRAINING - EKC

**Voucher 1160775** for \$37.08 for Trip ID 1160775 to Chicago, IL, United States from 23-Oct-2017 to 26-Oct-2017 is pending approval from NOAA TRAINING - EKC

## Additional Notices



No additional notices found.

[Make this my default page](#) 🏠

# E2 Travel System Profile



[My E2](#) [My Approvals](#) [Travel For Others](#) [View Documents](#) [Administration](#) [Reports](#)

[Message Center](#)

[Profile](#)

[Find Answers](#) [Logout](#) Welcome **ERIN COBBS**

## User Profile

### Traveler Name

ERIN COBBS

Please click the [Edit Address Information](#) link below to enter address information for this user account.

**Warning: User Profile does not have any routing rules assigned...please contact your travel System Administrator**

### Last Login Information

**Login Time:** Tue, 29 May 2018 12:39 PM CDT

**IP Address:** 10.213.126.249

### Personal Profile

[Edit Profile](#)

**Position Title:**

**Employee ID:** ECOBBS1

**Ticket Preference:** Electronic

**Reservation Name:** ERIN COBBS

### Approver Availability

[Edit Availability](#)

Status: Available

[Approver Availability History](#)

### Default Homesite

[Edit Homesite](#)

**Default Homesite:** WASHINGTON, DC

**Default Depart Airport:** DCA-Washington Ronald Reagan National Airport

### Address Information

[Edit Address Information](#)

**Mailing Address:** Not on record

**Telephone Number:** Not on record (Work)

Not on record (Home)

Not on record (Cell Phone)

Not on record (Fax)

Not on record (Alt Phone)



# E2 Travel System Profile

- Reservation Name
- Default Homesite
- Address Information
- Email Information
  - Alternate email addresses
- Travel Arrangers
- Credit Card Information
- Travel Preferences
  - TMC Profile ID
- Other Features
  - Edit Password Information



# Reservation Name



## Personal Profile

[Edit Profile](#)

**Position Title:**

**Employee ID:** ECOBBS1

**Ticket Preference:** Electronic

**Reservation Name:** ERIN COBBS



MY E2

MY APPROVALS

TRAVEL FOR OTHERS

VIEW DOCUMENTS

ADMINISTRATION

REPORTS

## Personal Information

Position Title:

Ticket Preference:

Electronic

## Full Name Information for Reservation

Please provide your full name as it appears on your government issued ID. This information is required for all air travel in and out of the United States in support the Transportation and Safety Administration's Secure Flight Program. Failure to provide accurate information may result in additional screenings at the airport or denied boarding.

Reservation First Name:

ERIN

Reservation Middle Name:

Reservation Last Name:

COBBS

Save

Back

# Default Homesite



## Default Homesite:

**Default Homesite:** Washington, DC  
**Default Airport:** DCA

[Edit Homesite](#)  
[Edit Airport](#)

[Return to User Profile](#)

## Edit Default Homesite

**Country:**

A state must be selected if the country is the United States.

**State:**

[Anacostia NS](#)

[Bolling AFB](#)

[County: Dist of Columbia](#)

[District of Columbia](#)

[Ft. McNair](#)

[JB Anacostia-Bolling](#)

[Marine Barracks](#)

[Naval Medical Command](#)

[Naval Research Laboratory](#)

[Naval Security Station](#)

[Standard Rate](#)

[U.S. Naval Observatory](#)

[U.S. Soldiers and Airmens Home](#)

[Walter Reed Army Medical CTR](#)

[Washington](#)

[Washington Naval District](#)

## Edit Default Homesite Airport

**Airport:**

**Country:**

A state may only be selected if the country is the United States.

**State:**

Code:	Airport Name:	State:	Country:
<a href="#">DCA</a>	Washington Ronald Reagan National Airport	DC	US
<a href="#">WAS</a>	Washington DC Metro Area	DC	US

# Address Information



## Address Information

[Edit Address Information](#)

**Mailing Address:** Not on record  
**Telephone Number:** Not on record (Work)  
Not on record (Home)  
Not on record (Cell Phone)  
Not on record (Fax)  
Not on record (Alt Phone)

## Edit Address Information

Please enter your mailing address below. [Click here if your mailing address is outside of the United States](#)

This address and telephone number will be used by the on-line booking engine when making travel reservations, and for disbursements when a mailing address is required.

Add or edit your mailing address and then select Save.

**\*Required Information**

**Address line 1\*:**

**Address line 2 :**

**City\*:**

**State\*:**

**Zip Code\*:**

**Work Phone\*:**  (Area code and telephone number)

**Home Phone\*:**  (Area code and telephone number)

**Cell Phone:**  (Area code and telephone number)

**Alt Phone:**  (Area code and telephone number)

**Fax:**  (Area code and telephone number)

# Email Information



## Email Information

[Edit Email Information](#)

The primary email address should be the address where you want to receive information about travel arrangements made through E2 Solutions.

**Primary Email Address:** erin.cobbs@noaa.gov

The alternate email addresses can be an alternate email for you, supervisor, or a manager to receive information about travel arrangements made through E2 Solutions.

**Alternate Email Address 1:** Not on record

**Alternate Email Address 2:** Not on record

**Alternate Email Address 3:** Not on record

**Alternate Email Address 4:** Not on record

## Edit Email Information

User Name: Erin Cobbs Account Status: Enabled (Active)

Last Successful Login: Wed, 30 May 2018 8:49 AM CDT

### Email Information

You are allowed up to five email addresses. The primary email address must be for you. Alternate email addresses can be used for yourself, Travel Arrangers, or other individuals who need to receive emails about your travel documents.

Primary Email Address:*	<input type="text" value="erin.cobbs@noaa.gov"/>
Alternate Email Address 1:	<input type="text"/>
Alternate Email Address 2:	<input type="text"/>
Alternate Email Address 3:	<input type="text"/>
Alternate Email Address 4:	<input type="text"/>

\*Required

# Travel Arrangers



[Travel Arrangers](#)

[Edit Arrangers](#)

## Travel Arrangers

[Show Email Addresses](#)

**Name:**

**Delete Arranger:**

[Return to User Profile](#)

## Travel Arranger Search

**Arranger Search Criteria**

**Arranger's First Name:**

**Arranger's Last Name:**

**Arranger's Login Name:**

# Credit Card Information



## Credit Card Information

[Edit Credit Card Information](#)

**Travel Charge Card:** **Without a Travel Charge Card or a Personal Credit Card you will not be able to book hotel reservations**  
None  
**Personal Credit Card:**  
None

### Credit Cards

#### Traveler Name

ERIN COBBS

### Credit Card Information

Card Name	Card Type	Card Number	Delete Card	Add Card
Travel Charge Card	No Card on File		<input type="checkbox"/>	<a href="#">Add Travel</a>
Personal Credit Card	No Card on File		<input type="checkbox"/>	<a href="#">Add Personal</a>

### Online Booking Charge Card Defaults

Select which charge cards the online booking engine should use for air travel and hotel guarantees.

**Airfare Charge Card:**

**Rail Charge Card:**

**Hotel Guarantee Charge Card:**

# Other Features - Password



## Other Features

[Edit Approval Routing](#)

[Edit Email Notifications](#)

[Edit Favorite Accounting Code](#)

[Edit Password Information](#)

[Edit Tax Information](#)

[Printable Profile](#)

[Profile Supplement](#)

## Edit Password Information

[Cancel](#)

To edit your password information, provide your current password OR answers to your security questions.

**Current Password:**

OR

**What street was your first house on?**

**What was your first phone number?**

[Continue](#)

## Edit Password Information

Enter your password. Passwords must be between 8 and 24 characters. Must contain at least 1 numeric character. Must contain at least 1 upper case character. Must contain at least 1 lower case character. Must contain at least 1 special character.

**New Password:**  (& is not permitted)

**Confirm New Password:**

Choose a security question and enter an answer. In the event that you forget your password, the security information will be used to verify your identity and assist you with resetting your password.

**First Security Question:**

**Security Answer:**

**Confirm Security Answer:**

**Second Security Question:**

**Security Answer:**

**Confirm Security Answer:**

[Save](#) [Cancel](#)

# Travel Preferences



[Travel Preferences](#)

[Edit Travel Preferences](#)

**TMC Profile ID:** N/A

---

[Register PKI Certificate](#)

[Travel Preferences](#)

[Edit Travel Preferences](#)

**TMC Profile ID:** SELK08712

---

[Register PKI Certificate](#)



# E2 TMC Profile



## Announcements

Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. [CLICK HERE](#) when finished to close the window.

AIRLINES REQUIRE SECURE FLIGHT DATA FOR YOUR TICKETS TO BE ISSUED. **SUCCESSFUL COMPLETION OF THE FLIGHT RESERVATION AND TICKETING PROCESS REQUIRES YOUR SECURE FLIGHT DATA TO BE ENTERED ON THIS PAGE.** FAILURE TO PROVIDE THIS INFORMATION AT THE TIME OF BOOKING MAY RESULT IN UNCONFIRMED RESERVATIONS AND TICKETS NOT ISSUED. FOR MORE INFORMATION, PLEASE CONSULT SECURE FLIGHT PROGRAM INFORMATION AT <http://www.tsa.gov/>

## Profile

### Profile settings

- [Personal information](#) Edit your name, address, phone number, and miscellaneous personal information.
- [Charge cards](#) Add, modify, or remove charge card information.
- [E-mail settings](#) Edit the e-mail address for yourself and others who receive copies of your itinerary.

### Travel preferences

- [Frequent traveler](#) Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
- [Passport and visas](#) Add, modify, or remove passport and travel visa information.
- [Flight preferences](#) Edit your preferences for airlines, seat selection, meal types, and special requests.
- [Hotel Preferences](#) Edit your preferences for hotel chains and special requests.

### Profile settings

- [Personal information](#)
- [Charge cards](#)
- [E-mail settings](#)
- Travel preferences**
- [Frequent traveler](#)
- [Passport and visas](#)
- [Flight preferences](#)
- [Hotel preferences](#)
- [Car preferences](#)
- [Rail preferences](#)
- [Site preferences](#)

# Personal Information



## Personal information

Edit your name, address, phone number, and miscellaneous personal information.

Gender

(Requested by [TSA](#))

Date of birth

(Requested by [TSA](#))

### Known Traveler Number

Please enter between 9 and 11 characters. No spaces or special characters.

Known Traveler Number

# Site Preferences



## Site preferences

Edit your preferences for time format, default currency, preferred language, and itinerary confirmation settings.

### Site preferences

Time format

Select one ▼

Itinerary confirmation settings

Send Booking Confirmation e-mail only ▼

The changes to your profile are effective immediately and have been automatically sent to CWTSatoTravel.

\* = required

Save

Itinerary confirmation settings

- Send Booking Confirmation e-mail only ▼
- Send Booking Confirmation e-mail only**
- Send Booking Confirmation e-mail with .ics calendar attachments
- Send Booking Confirmation e-mail and calendar appointments

Time format

- Select one ▼
- Select one**
- 12 Hour Clock
- 24 Hour Clock
- Send Booking Confirmation e

# E2 TMC Profile Cont'd



[Help](#) [Log out](#)

Jennifer A Selkman

Site: E2 Training (Sabre)

[Home](#)

## Announcements

Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. [CLICK HERE](#) when finished to close the window.

AIRLINES REQUIRE SECURE FLIGHT DATA FOR YOUR TICKETS TO BE ISSUED. **SUCCESSFUL COMPLETION OF THE FLIGHT RESERVATION AND TICKETING PROCESS REQUIRES YOUR SECURE FLIGHT DATA TO BE ENTERED ON THIS PAGE.** FAILURE TO PROVIDE THIS INFORMATION AT THE TIME OF BOOKING MAY RESULT IN UNCONFIRMED RESERVATIONS AND TICKETS NOT ISSUED. FOR MORE INFORMATION, PLEASE CONSULT SECURE FLIGHT PROGRAM INFORMATION AT <http://www.tsa.gov/>

## Profile

### Profile settings

[Personal information](#)

Edit your name, address, phone number, and miscellaneous personal information.

[Charge cards](#)

Add, modify, or remove charge card information.

[E-mail settings](#)

Edit the e-mail address for yourself and others who receive copies of your itinerary.

### Travel preferences

[Frequent traveler](#)

Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

[Passport and visas](#)

Add, modify, or remove passport and travel visa information.

[Flight preferences](#)

Edit your preferences for airlines, seat selection, meal types, and special requests.

[Hotel Preferences](#)

Edit your preferences for hotel chains and special requests.

### Profile settings

[Personal information](#)

[Charge cards](#)

[E-mail settings](#)

### Travel preferences

[Frequent traveler](#)

[Passport and visas](#)

[Flight preferences](#)

[Hotel preferences](#)

[Car preferences](#)

[Rail preferences](#)

[Site preferences](#)

# Online Booking Engine (OBE)



[Help](#) [Log out](#)

Jennifer A Selkman

Site: E2 Training (Sabre)

[Home](#) [Profile](#) [Trip templates](#)

## ✈ Book travel

Flight or  Train  Hotel  Car

Round-trip  One-way  Multi-destination

Search by time  Search by price [\(What's this?\)](#)

\* From

\* To

\* Depart

Leaves at

Morning (7:00 am)

\* Return

Leaves at

Morning (7:00 am)

[▶ Advanced search \(Coach, Unrestricted\)](#)

\* = required

Search

### 48 Hour Auto Cancellation

Your air reservation is subject to cancellation by the airlines if not ticketed at least 48 hours prior to scheduled departure. Please ensure all necessary approvals are processed in accordance with your agency's business rules, but no less than 3 business days, to ensure ticketing.



# OBE Searching



\* From \* To

- Washington, DC, US - Washington Metropolitan Area (WAS)
- Washington, VA, US - Washington Dulles Reston (IAD)
- Seattle, WA, US - Seattle (SEA)
- Baltimore, MD, US - Baltimore (BWI)
- Washington, DC, US - National Apt, Washington D.C. (DCA)

Advanced search (Cook Unrestricted)

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Leaves at

**Leaves at**

Arrives at

Morning (7:00 am)

Afternoon (12:00 pm)

Evening (6:00 pm)

12:00 am

1:00 am

2:00 am

3:00 am

4:00 am

5:00 am

6:00 am

7:00 am

8:00 am

9:00 am

10:00 am

11:00 am

12:00 pm

1:00 pm

2:00 pm

3:00 pm

4:00 pm

Morning (7:00 am)

# Selecting Flights



Home

## Announcements

Government Contract fares may not apply to the contract carrier's code share partner. Please select the contract airline and not the code share partner to obtain the government contract fare.

Select [Contract Fare Finder](#) to research government contracted fares.

Government -DG fares are Non-Contract fares that typically price at or below the Government Contract fares (YCA or -CA), but on occasion may price higher than the contract fare. The selection of a -DG fare type requires a justification for the use of the non-contract fare prior to completing the reservation.

**Frontier Airlines has changed its reservations processes. These changes now require instant purchase and ticketing. Frontier will cancel all bookings without a form of payment information within 4 hours of booking. Until we can consult with GSA and your agency on how these changes may affect your agency, if you need to book Frontier Airlines, please call your TMC.**

## Select departing flight

Mon, Jul 30, 2018 Washington, DC/Baltimore, MD Area Airports, USA (WAS) to Boston, MA (BOS) [Edit search](#)

### Sort by

Select one

### Filters

183 of 183 flights

[Reset filters](#)

### Flight time

#### Departure

Mon, Jul 30  Mon, Jul 30

**Southwest**  
WN 2103

7:25 AM → 8:50 AM (1h 25m)

----- BWI ----- BOS -----

**Contract carrier**

**\$76.20**  
3 more fares available

**American Airlines**  
AA 2160

**Contract carrier**

**\$74.20**  
2 more fares available

# Selecting Flights Cont'd



American Airlines AA 2160 Contract carrier

**\$74.20**  
-CA  
2 more fares available

6:30 AM → 7:56 AM (1h 26m)

DCA — BOS

American Airlines Contract carrier

Mon, Jul 30  
Washington, DC (DCA) Alternate airport, 6:30 AM  
Boston, MA (BOS), 7:56 AM  
399 miles

AA 2160  
Coach **Unrestricted**  
Embraer E90  
[Preview seat map](#)

- \$74.20**  
-CA Govt contract fare limited availability
- \$102.20**  
YCA Govt contract fare
- \$74.20**  
Unrestricted

Select

Govt contract fare limited availability

Government -CA fares are the lowest government contracted fares and are subject to availability. You may incur costs if you change your itinerary.

Govt contract fare

Government YCA fares are government contracted fares and have no restrictions. There are no additional costs if you change your itinerary.

Govt non-contract fare limited availability

Government -DG fares are non-contract carrier fares that match the GSA awarded airline fare. Book only when GSA contracted carrier is sold out or schedule does not meet mission requirements.



# Selecting Foreign Flights



1.

**DELTA**  
DL 155, DL 98

**Contract carrier**

**YCA \$546.90**  
1 more fare available

2:45 PM → **▲** 8:05 AM (11h 20m)

----- (BOS) --- (DTW) ----- (CDG) -----

2.

**DELTA**  
DL 154, DL 8354 (Operated by CITY JET DBA AIR FRANCE)

**Contract carrier**

**YCA \$478.40**  
1 more fare available

9:48 PM → **▲** 2:20 PM (10h 32m)

----- (BOS) ----- (DUB) --- (CDG) -----

3.

**AIRFRANCE**  
AF 5662 (Operated by 9E), AF 3577

**\$3,904.90**  
Unrestricted

1:00 PM → **▲** 7:20 AM (12h 20m)

----- (BOS) --- (JFK) ----- (CDG) -----

<https://www.gsa.gov/policy-regulations/policy/travel-management-policy/fly-america-act>

# Classes of Air



- City Pairs has Dual Fares:
  - YCA
    - Highly discounted unrestricted fare
  - \_CA
    - Capacity Controlled fare
    - More deeply discounted than YCA fares
    - Limited amount
      - <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pairs-programs/resource-library/dual-fares-fact-sheet>
- DG
  - Non Contract Airfare
- Myth VS Fact
  - <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pairs-programs/myth-vs-fact>

# Selecting Departing Flight



## Select departing flight

Mon, Jul 30, 2018 Washington, DC/Baltimore, MD Area Airports, USA (WAS) to Los Angeles, CA (LAX) [Edit search](#)

Sort by

Select one

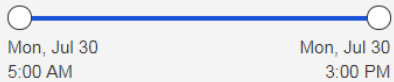
Filters

194 of 194 flights

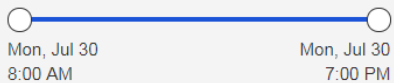
[Reset filters](#)

Flight time

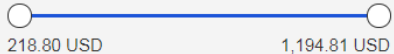
Departure



Arrival



Price



Stops

Non-stop (12)

1 stop (161)

**American Airlines**  
AA 1275 Contract carrier

**YCA \$360.20**  
1 more fare available

7:15 AM → 10:10 AM (5h 55m)

----- ----- -----

**UNITED**  
UA 319 Contract carrier

**YCA \$233.20**  
1 more fare available

6:14 AM → 8:44 AM (5h 30m)

----- ----- -----

**UNITED**  
UA 2154 Contract carrier

**YCA \$233.20**  
1 more fare available

8:15 AM → 10:40 AM (5h 25m)

----- ----- -----

# Review Low Fare Options



## Review low fare options

Mon, Jul 30, 2018 to Fri, Aug 3, 2018 Washington, DC (DCA) to Boston, MA (BOS) [Edit search](#)

### Your selected itinerary

**Contract carrier**

**Depart** **-CA** **\$148.39**

American Airlines   
AA 2160

Mon, Jul 30, 6:30 AM → 7:56 AM (1h 26m)

----- -----

**Return**

American Airlines   
AA 2127

Fri, Aug 3, 7:00 AM → 8:44 AM (1h 44m)

----- -----

**Depart** **x**

American Airlines   
 **Contract carrier**  
**-CA** [Govt contract fare limited availability](#)

Mon, Jul 30  
Washington, DC (DCA) **Alternate airport**, 6:30 AM  
 Boston, MA (BOS), 7:56 AM  
399 miles

AA 2160  
Coach  
[Fare rules](#)  
Embraer E90  
[Preview seat map](#)

# Fare Rules



## Fare rules

x

V FARE BASIS BK FARE TRAVEL-TICKET AP MINMAX RTG  
1 GCADCA G X 60.00 R30SE - -/ - 33  
PASSENGER TYPE-GVT AUTO PRICE-YES  
FROM-BOS TO-WAS CXR-AA TVL-03AUG18 RULE-4830 DFR/11  
FARE BASIS-GCADCA SPECIAL FARE DIS-S VENDOR-ATP  
FARE TYPE-PG OW-GOVERNMENT FARE  
USD 55.81 0033 E01OCT17 D30SEP18 FC-GCADCA FN-39  
SYSTEM DATES - CREATED 07AUG17/1513 EXPIRES INFINITY

### 01.ELIGIBILITY

VALID FOR GOVERNMENT TRAVEL PSGR WITH ID.

NOTE - TEXT BELOW NOT VALIDATED FOR AUTOPRICING.  
TEXT BELOW NOT VALID FOR AUTOPRICING. MUST BE  
U.S. GOVERNMENT TRAVEL. VALID FOR CIVILIAN AND  
MILITARY EMPLOYEES OF THE U.S. FEDERAL  
GOVERNMENT/MEMBERS OF CONGRESS AND OTHERS WHOSE  
TRANSPORTATION COSTS ARE PAID BY THE GOVERNMENT  
INCLUDING DEPENDENTS WHETHER OR NOT TRAVELLING  
WITH THE GOVT EMPLOYEE WHERE AUTHORIZED BY LAW OR  
REGULATION. FORM OF PAYMENT RESTRICTIONS MUST BE  
MET TO BE ELIGIBLE. CONTRACTORS ARE NOT ELIGIBLE.  
CONTRACTOR IS DEFINED AS A NON-U.S. GOVT EMPLOYEE  
OR AGENCY WORKING UNDER CONTRACT FOR THEW U.S.  
GOVT OR AGENCY WHETHER THEY ARE REIMBURSED FOR  
THEIR EXPENSES OR NOT. LETTERS REQUESTING GOVT  
FARES BE EXTENDED TO CONTRACTORS ARE NOT HONORED.

### 02.DAY/TIME

NO DAY/TIME TRAVEL RESTRICTIONS APPLY.

### 03.SEASONALITY

NO SEASONAL TRAVEL RESTRICTIONS APPLY.

### 04.FLIGHT APPLICATION

THE FARE COMPONENT MUST BE ON

## 16.PENALTIES

FARE RULE  
CHANGES/CANCELLATIONS

CHANGES/CANCELLATIONS PERMITTED.

NOTE - TEXT BELOW NOT VALIDATED FOR AUTOPRICING.  
REROUTING OF GOVERNMENT FARES IS ALLOWED BY THE  
PASSENGER TOWARDS OTHER NON-GOVERNMENT FARES. THE  
PASSENGER WILL PAY ANY ADDITIONAL COSTS OUT OF  
THEIR OWN FUNDS WHEN TRAVEL IS FOR LEISURE  
PURPOSES. IT IS THE PASSENGERS RESPONSIBILITY TO  
INDICATE IF THE REROUTED TRAVEL IS FOR OFFICIAL  
GOVERNMENT BUSINESS WHEREAS ADD COLLECTS/REFUNDS  
WILL BE TO THE GOVERNMENT FORM OF PAYMENT. WHEN  
THE PASSENGER REQUESTS A REROUTE ON HIS GOVERNMENT  
FARE TICKET FOR PURPOSES OF ADDING LEISURE TRAVEL  
IT WILL BE PERMITTED CHARGING ANY ADDITIONAL FUNDS  
TO A PERSONAL CREDIT CARD OR CASH. IF THE NEW  
REROUTED FARE RESULTS IN A LOWER FARE ANY REFUND  
WOULD BE CREDITED BACK TO THE GOVERNMENT.

GENERAL RULE - APPLY UNLESS OTHERWISE SPECIFIED  
CANCELLATIONS

PER TICKET CHARGE USD 100.00 FOR LOST TICKET.

NOTE - TEXT BELOW NOT VALIDATED FOR AUTOPRICING.  
AA WILL IMPOSE A SERVICE CHARGE PER TICKET FOR  
HANDLING SUCH REQUEST FOR REFUND OF A LOST TICKET.

17 HTB/MTRFAGE EXCEPTIONS

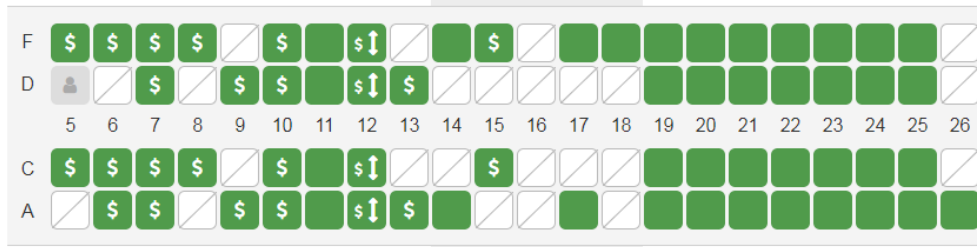
# Selecting Seats



## Select a seat for flight 1 of 2

Mon, Jul 30, 2018

American Airlines  
Flight 2160 (DCA - BOS)  
Embraer E90  
Coach (remaining seats: 72%)



Passenger 1

Select a Seat ▼

Flight 1:  
Flight 2:

Legend

- Available seat
- Premium seat (for qualifying frequent travelers)
- Premium seat (fee)
- Available exit row seat
- Premium exit row seat (for qualifying frequent travelers)
- Premium exit row seat (fee)
- Seat unavailable
- Seat taken
- Exit row seat (must be reserved at airport)

Skip seat selections [Select](#)

# Other Seating



- **Seat Upgrades**

- Choice/Premium Seating is upgraded seating within coach class accommodations. Since choice/premium seating is considerably less expensive than premium class travel, employees are encouraged to use choice/premium seating instead of premium class travel whenever possible. Employees who request choice/premium seating, must qualify under one of the exceptions listed in the Premium Class section of the DOC Travel Policy Handbook

- **Premium Class**

- NOAA's Deputy Under Secretary (DUS) Office will approve all premium class travel authorizations and CD-334s (<https://connection.commerce.gov/forms-and-surveys/request-approval-other-coach-class-accommodations>), Request for Approval for Other than Coach-Class Accommodations, in accordance with FTR, Chapter 301-10 (<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftr?asset=90794#wp1088854>)

- **Companion Seating**

- <http://www.corporateservices.noaa.gov/finance/e2travel.html>
  - E2 Standard Operating Procedures – Companion Seats - Award Recipient Travel

# Hotel Selection



## Announcements

Travel policy restricts online booking to ONLY FEMA fire and safety approved hotel properties with a FedRooms or government rate. Hotel properties marked a single checkmark with the "FedRooms Property" text indicate FedRooms properties and should be used to the maximum extent possible.

[GSA per diem rates.](#)

[GSA State Tax Exemption Forms](#)

## Select a hotel

**⚠** One or more items in your search results or the item you selected may conflict with an existing trip. A conflict may result in a duplicate or overlapping booking, a missed connection, and/or fees charged by a vendor.

**Location** Boston

**Dates** 07/30/2018 - 08/03/2018

**Trip Type** ✈️ 🚗 🏠

**Record #** UWNOJN

All hotels are approved by the U.S. government as fire-safe properties.

\* Airport, city, or address

BOS

\* Check in

07/30/18

\* Check out

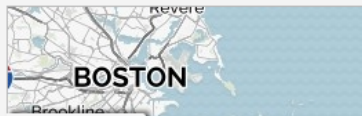
08/03/18

\* = required

Search

Company locations

Current location



280 of 280 hotels

Sort by Preferred hotels ▾



HILTON BOSTON LOGAN AIRPORT

\$267



# Hotel Selection Cont'd



## Filters

[Reset filters](#)

Hide sold out

Distance from: BOS

within 25 miles

[Company locations](#)

Hotel name


Name or chain

## Amenities

- ADA accessible (138)
- Airport shuttle (32)
- Breakfast included (95)
- Coffee in room (210)
- Eco friendly (65)
- Executive floors (15)
- Fitness room (205)
- In room safe (92)
- Laundry services (111)
- Mini refrigerator (194)
- Non-smoking property (119)
- Non-smoking rooms (242)
- Parking offered (253)



280 of 280 hotels


Sort by Preferred hotels



**HILTON BOSTON LOGAN AIRPORT**  
FedRooms Property  
ONE HOTEL DRIVE  
Boston MA 02128 USA  
1.2 miles NW (Map)  
[Amenities](#)


**\$267**  
per diem \$267  
[View rates](#)


 **Green hotel**  Note - FedRooms Rate Includes: \*4pm Cancel\*\*Internet\*\*Airport Shuttle\*



**HYATT BOSTON HARBOR**  
FedRooms Property  
101 Harborside Dr  
BOSTON MA 02128 USA  
1.4 miles W (Map)  
[Photos](#)  
[Amenities](#)



**\$267**  
per diem \$267  
[View rates](#)


 Note - FedRooms Rate Includes: \*4pm Cancel\*\*Internet\*\*Airport Shuttle\*



**EMBASSY STES BOSTON LOGAN ARPT**  
FedRooms Property  
207 PORTER ST  
Boston MA 02128 USA  
1.6 miles NW (Map)  
[Photos](#)  
[Amenities](#)

**\$267**  
per diem \$267  
[View rates](#)

 **Green hotel**  Note - FedRooms Rate Includes: \*4pm Cancel\*\*Internet\*\*Breakfast\*\*Airport Shuttle\*



**TOWNEPLACE STES BOS LOGAN ARPT/CHELSEA**  
**\$267**

# Room Rates



Room rates for **Mon, Jul 30, 2018 - Fri, Aug 3, 2018**

Room types	Rate rules	Room rates per diem: \$267.00 Corporate rate: 267 USD	
1 Cwtsato Government Rate -For O, 1 King 1bdrm Mobility Access W/ Tub No Smok WIFI Avl-Sleeper Sofa-Microwave-Refrigerator	Cancel by 4pm day of check in. <a href="#">More rate details</a>	<b>\$267.00</b>	Select
2 Cwtsato Government Rate -For O, 2 Rm Accessible Suite-1 King Bed-Nonsmoking Grab Bars In Bath-Strobe Alarm-Sofabed	Cancel by 4pm day of check in. <a href="#">More rate details</a>	<b>\$267.00</b>	Select
3 Cwtsato Government Rate -For O, 2 Room Suite-1 King Bed-Nonsmoking WIFI Avl-Sleeper Sofa-Microwave-Refrigerator	Cancel by 4pm day of check in. <a href="#">More rate details</a>	<b>\$267.00</b>	Select
4 Fedrooms -Fedrooms-Us Governme, 1 King 1bdrm Mobility Access W/ Tub No Smok WIFI Avl-Sleeper Sofa-Microwave-Refrigerator	Cancel by 4pm day of check in. <a href="#">More rate details</a>	<b>FedRooms Rate</b> <b>\$267.00</b>	Select
5 Fedrooms -Fedrooms-Us Governme, 2 Rm Accessible Suite-1 King Bed-Nonsmoking Grab Bars In Bath-Strobe Alarm-Sofabed	Cancel by 4pm day of check in. <a href="#">More rate details</a>	<b>FedRooms Rate</b> <b>\$267.00</b>	Select
6 Fedrooms -Fedrooms-Us Governme, 2 Room Suite-1 King Bed-Nonsmoking WIFI Avl-Sleeper Sofa-Microwave-Refrigerator	Cancel by 4pm day of check in. <a href="#">More rate details</a>	<b>FedRooms Rate</b> <b>\$267.00</b>	Select
7 State Government Official Trvl, 1king Prem Ste Mobility/Hearing Access Tub Ns Visual Firealarm/Door/Phone Alert-2 Rm Suite	Cancel by 48 hours before check in. <a href="#">More rate details</a>	<b>\$267.00</b>	Select
8 State Government Official Trvl, 2 Rm Accessible Suite-1 King Bed-Nonsmoking Grab Bars In Bath-Strobe Alarm-Sofabed	Cancel by 48 hours before check in. <a href="#">More rate details</a>	<b>\$267.00</b>	Select

# Rate Details & Cancellation Policy



## Rate details and cancellation policy ✕

### Cancellation policy. 4pm Cancel Day Of Arrival

Es0032162 Embassy Stes Boston Logan Arpt  
1 King 1bdm Mobility Access W/ Tub No Smok  
WIFI Avl-Sleeper Sofa-Microwave-Refrigerator  
Comp Cooked To Order Brkfst-Evening Reception  
Id-Travel Orders Required At Checkin Limit 2  
Inc Cooked To Order Breakfast Evening Recp  
267.00 Per Night Starting 30jul  
1068.00 Total For 30jul Through 03aug  
Deposit Policy: 1nt Deposit Required Seasonally. Check Availability. Cancel 72  
Hours Prior To Arrival If Deposit Is Required.  
Cancellation Policy: 4pm Cancel Day Of Arrival  
Guarantee Policy: Credit Card Ax Vs Cb Dc Ds Mc Jc Cu

### Special requests

The hotel will be notified of your requests, but your selections may not be available at check-in. Please select up to three.

- |  |  |
|--|--|
| <input type="checkbox"/> non-smoking room    | <input type="checkbox"/> king bed              |
| <input type="checkbox"/> high floor          | <input type="checkbox"/> low floor             |
| <input type="checkbox"/> away from elevators | <input type="checkbox"/> away from ice machine |
| <input type="checkbox"/> hypoallergenic room | <input type="checkbox"/> wheelchair accessible |
| <input type="checkbox"/> smoking room        |  |

You can add additional hotels when you check out.

[Back to rates](#)

[Select room](#)

# Car Rental



Home

## Announcements

Current rates negotiated under the U.S. Government Rental Car Program.  
New Executive Order: No texting while driving. [\\*\\*View full details\\*\\*](#)

## Search cars

### Pick-up location

Airport Hotel Address

\* Pick-up

BOS

Drop off at a different location

### Dates

\* Pick-up date

07/30/18

8:00 am

\* Drop-off date

08/03/18

7:00 am

### Car type (select up to five)

Cars

- Mini
- Economy

SUV and trucks

- Compact SUV
- Intermediate SUV

Vans and wagons

- Mini van
- Standard van

# Car Types



## Car type (select up to five)

### Cars

- Mini
- Economy
- Compact
- Intermediate
- Standard
- Full size
- Premium
- Luxury

### SUV and trucks

- Compact SUV
- Intermediate SUV
- Standard SUV
- Full sized SUV
- Premium SUV
- Luxury SUV

### Vans and wagons

- Mini van
- Standard van
- Full sized van

## Car features

### Transmission

- Automatic
- Manual

### Number of doors

- Any
- Two (2) doors
- Four (4) doors

▶ Special equipment

\* = required

[Skip car search](#)

[Search](#)

# Selecting a Car



## Select a car

### Search recap

Pick-up Boston, MA (BOS)

Drop-off Boston, MA (BOS)

Mon, Jul 30, 2018 - Fri, Aug 3, 2018

[Edit search](#)

Sort by

<b>dollar.</b> East Boston, MA (BOS) 100 Tomahawk Drive In Terminal 866 434-2226	<b>Economy</b> Total price <b>\$347.78</b> <a href="#">Details</a> <a href="#">Select</a>	<b>Compact</b> Total price <b>\$352.90</b> <a href="#">Details</a> <a href="#">Select</a>	<b>Intermediate</b> Total price <b>\$296.67</b> ⊘ Out of policy <a href="#">Details</a> <a href="#">Select</a>	<b>Standard</b> Total price <b>\$363.13</b> ⊘ Out of policy <a href="#">Details</a> <a href="#">Select</a>
<b>enterprise</b> East Boston, MA (BOS) 6 Tomahawk Dr 617-561-4488	<b>Economy</b> Total price <b>\$396.45</b> <a href="#">Details</a> <a href="#">Select</a>	<b>Compact</b> Total price <b>\$405.90</b> <a href="#">Details</a> <a href="#">Select</a>	<b>Intermediate</b> Total price <b>\$339.79</b> ⊘ Out of policy <a href="#">Details</a> <a href="#">Select</a>	<b>Standard</b> Total price <b>\$420.06</b> ⊘ Out of policy <a href="#">Details</a> <a href="#">Select</a>
<b>Alamo</b> East Boston, MA (BOS) 6 Tomahawk Drive 888-276-6893	<b>Economy</b> Total price <b>\$401.17</b> <a href="#">Details</a> <a href="#">Select</a>	<b>Compact</b> Total price <b>\$410.61</b> <a href="#">Details</a> <a href="#">Select</a>	<b>Intermediate</b> Total price <b>\$344.51</b> <a href="#">Details</a> <a href="#">Select</a>	<b>Standard</b> Total price <b>\$424.79</b> <a href="#">Details</a> <a href="#">Select</a>

# Car Details



▼ Car details

## East Boston, MA

Change this car

Remove this car



East Boston, MA (BOS)  
6 Tomahawk Dr  
USA  
617-561-4488

Pick-up  
8:00 AM  
Mon, Jul 30, 2018  
East Boston, MA (BOS)

Drop-off  
7:00 AM  
Fri, Aug 3, 2018  
East Boston, MA (BOS)

Economy  
2 or 4 door  
air conditioning  
automatic transmission

Daily car rate     \$69.00  
Extra day           \$69.00  
Unlimited mileage

Estimated car total **\$396.45**

# Trip Review and Checkout



Home

Announcements (posted 10/27/2017)

**Itinerary Recap:** Only the contract carrier guarantees the government rate. If selecting a Non Contract carrier, please read the fare rules and price details listed below.

**Please Note:** Southwest reservations have to be completed prior to confirming the price. If Southwest is unable to confirm the price quoted, an email will be sent with the confirmed fare.

Please **DO NOT** include spaces or punctuation marks when entering frequent flyer numbers as this will inhibit completion of your reservations.

AIRLINES REQUIRE SECURE FLIGHT DATA FOR YOUR TICKETS TO BE ISSUED. **SUCCESSFUL COMPLETION OF THE FLIGHT RESERVATION AND TICKETING PROCESS REQUIRES YOUR SECURE FLIGHT DATA TO BE ENTERED ON THIS PAGE.** FAILURE TO PROVIDE THIS INFORMATION AT THE TIME OF BOOKING MAY RESULT IN UNCONFIRMED RESERVATIONS AND TICKETS NOT ISSUED. FOR MORE INFORMATION, PLEASE CONSULT SECURE FLIGHT PROGRAM INFORMATION AT <http://www.tsa.gov/>

Government –DG fares are Non-Contract fares that typically price at or below the Government Contract fares (YCA or –CA), but on occasion may price higher than the contract fare. The selection of a –DG fare type requires a justification for the use of the non-contract fare prior to completing the reservation.

## Trip review and checkout

**⚠** Flight segments must be ticketed by close of business on **July 30**.

**Please Note:** DCA ONLY

Fares not guaranteed until ticketed.

Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Expand all | Collapse all



# Flight Details



## ▼ Trip details

▸ Legend

[+ Add to this trip](#)

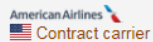
[Save as template](#)

## ▼ Flight details (Roundtrip) (Government Fare Selected for Entire Trip)

### DCA to BOS - Non-stop

[Change this flight](#)

[Remove this flight](#)



**Contract carrier**  
-CA Govt contract fare limited availability  
Flight 2160 Seat not assigned  
Class: Coach  
[Fare Rules](#)

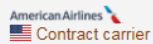
Depart  
Washington, DC (DCA)  
6:30 AM  
Mon, Jul 30, 2018

Arrive  
Boston, MA (BOS)  
7:56 AM  
Mon, Jul 30, 2018

### BOS to DCA - Non-stop

[Change this flight](#)

[Remove this flight](#)



**Contract carrier**  
-CA Govt contract fare limited availability  
Flight 2127 Seat not assigned  
Class: Coach  
[Fare Rules](#)

Depart  
Boston, MA (BOS)  
7:00 AM  
Fri, Aug 3, 2018

Arrive  
Washington, DC (DCA)  
8:44 AM  
Fri, Aug 3, 2018

Base airfare \$111.62  
Taxes and fees \$36.77  
Flight total **\$148.39**

### Seat assignment

Add or modify your seat assignments.

[Select/change seats](#)

# Hotel Details



## ▼ Hotel details

### Cambridge, MA

4 nights

[Change this hotel](#)

[Remove this hotel](#)

#### HOLIDAY INN EXPRESS BOSTON CAMBRIDGE

250 Monsignor O Brien Highway

Cambridge, MA 02141 USA

Telephone: 617-577-7600

Fax: 617-354-1313

Check-in

3:00 PM

Mon, Jul 30, 2018

Check-out

11:00 AM

Fri, Aug 3, 2018

FedRooms Property

Special Note: FedRooms Rate Includes: \*4pm Cancel\*\*Internet\*\*Breakfast\*

Fedrooms Includes Breakfast, 1 King Bed Mobil Access Tran Shwr Nosmk Enjoy Our Newly Renovated Guest Room Designed With You In Mind. King Size

#### Cancellation rules

cxl after 1800 30jul forfeit first nite stay

#### Guarantee rules

guarantee required

#### Deposit rules

deposit policies vary by hotel since a hotel can set a deposit policy of up to 30 days in advance please review rate rules prior to booking to avoid possible charge

Average nightly rate \$305.58

Estimated sum of nightly rates \$1,068.00

Estimated taxes and fees \$154.33

Estimated hotel total **\$1,222.33**

# Car Details



▼ Car details

## East Boston, MA

Change this car

Remove this car



East Boston , MA (BOS)  
6 Tomahawk Dr  
USA  
617-561-4488

Pick-up  
8:00 AM  
Mon, Jul 30, 2018  
East Boston, MA (BOS)

Drop-off  
7:00 AM  
Fri, Aug 3, 2018  
East Boston, MA (BOS)

Economy  
2 or 4 door  
air conditioning  
automatic transmission

Daily car rate     \$69.00  
Extra day           \$69.00  
Unlimited mileage

Estimated car total **\$396.45**

# Other Areas – Trip Breakdown



▶ Traveler details

▶ Billing information

▶ Delivery information

▶ Additional information

▼ Estimated trip cost breakdown

Flight total ‡	\$171.60
Cambridge, MA - Hotel total ‡	\$2,187.14
East Boston , MA - Car total ‡	\$274.34
<b>Trip total ‡</b>	<b>\$2,633.08</b>

‡ Please note that this total is based on available information. The estimated cost may not include taxes and fees.

Once approval has been received, unless otherwise requested, your ticket will be issued approximately 3 business days prior to departure.

For safety reasons, the transportation of hazardous materials in carry-on and checked baggage is prohibited. Examples of hazardous materials include explosives, aerosols, and flammable liquids. For a full list of prohibited items, check your carrier's website.

**By purchasing, I agree to the hazardous materials restrictions.**

\* = required


[Start Over](#)

[Complete Reservation](#)

# Create Authorization or Save for Later



## Create Authorization or Save for Later

 **Booking complete, reservation confirmation code(s): UWNOJN.**

You can save your confirmation number for later or create an authorization. If you click on the Create Authorization button, your reservation will be pre-loaded with your confirmation number. If you click on the Save for Later button, your reservation will be saved without an authorization.

Please choose one of the options below.

Create an Authorization

Save for Later

# Held Reservations




**Held Reservations** ?

Select	Confirmation Number	Summary	Expiration Date	Show	Change	Cancel
<input type="checkbox"/>	UWNOJN	30-Jul-2018 06:30am Air travel, Hotel, Car Rental from DCA/Ronald Reagan National (DCA) to BOS/Logan International (BOS) Govt contract fare limited availability, Refundable	27-Jul-2018	<a href="#">Show</a>	<a href="#">Change</a>	<a href="#">Cancel</a>

[Create an Authorization](#) [Exit Window](#)

# Adding Held Reservations to Authorization



 Start a Travel Document

What would you like to do today?

Show Held Reservations ▾

Go

## Held Reservations

Select	Confirmation Number	Summary	Expiration Date	Show	Change	Cancel
<input type="checkbox"/>	ZVJLUP	24-Sep-2018 08:40am Air travel, Hotel, Car Rental from Balt/Wash Intl (BWI) to St Paul Intl (MSP) Govt contract fare	21-Sep-2018	<a href="#">Show</a>	<a href="#">Change</a>	<a href="#">Cancel</a>

Create an Authorization

Exit Window

# Adding Held Reservations to Authorization Cont'd



## Step 2 : Reservation

Traveler Name: ASHLEY JOHNSON   Trip ID: 301312   Authorization Status: New Authorization

Basic Information has been successfully updated.

Confirmation Number:

[Make New Reservation](#)

[Manage Trip Reservations](#)

Next Step

[Back to Step 1: Basic Information](#)

### Manage Trip Reservations

Confirmation Code:  [Retrieve](#)

Select	Confirmation Number	Summary	Show	Move to Held Reservations	Cancel Reservation
<input type="checkbox"/>	ZVJLUP	24-Sep-2018 08:40am Air travel, Hotel, Car Rental from Balt/Wash Intl (BWI) to St Paul Intl (MSP) Govt contract fare	<a href="#">Show</a>		<a href="#">Cancel</a>

Select and Close

Select

Exit Window



# Reservation Added to Authorization



## Step 2 : Reservation

Traveler Name: ASHLEY JOHNSON   Trip ID: 301141   Authorization Status: Reservations Booked

Your last date to ticket this reservation is 21-Sep-2018.

Basic Information has been successfully updated.  
 Booking complete for trip - 301141, reservation confirmation code(s): ZVJLUP.

Confirmation Number: ZVJLUP

Air

Departure Date	From	To	Fare Type	Cabin Class	Flight #	Vendor	Last Update	Vendor Confirmation	Change Existing Reservation
Monday, September 24, 2018 08:40am	Balt/Wash Intl (BWI)	St Paul Intl (MSP)	YCA	ECONOMY	1301	Delta Air Lines	Monday, June 11, 2018	H4J98Z	<a href="#">Change Existing Reservation</a>
Friday, September 28, 2018 09:05am	St Paul Intl (MSP)	Balt/Wash Intl (BWI)	YCA	ECONOMY	2287	Delta Air Lines	Monday, June 11, 2018	H4J98Z	<a href="#">Change Existing Reservation</a>

Fare Type: | YCA: Govt contract fare | -CA: Govt contract fare limited availability | -CB: Govt contract fare business class | -DG: Govt non-contract fare limited availability | REF: Refundable fare | NRF: Non-refundable fare

Car

Pick-up	Pick-up Location	Drop-off	Drop-off Location	Vendor	Vendor Confirmation	Change Existing Reservation
Monday, September 24, 2018 11:00am	St Paul Intl (MSP)	Friday, September 28, 2018 09:00am	St Paul Intl (MSP)	Enterprise Rent A Car	1040913988COUNT	<a href="#">Change Existing Reservation</a>


# Site Details









## Step 3 : Site Details

Traveler Name: ASHLEY JOHNSON   Trip ID: 301141   Authorization Status: Reservations Booked


[collapse](#) or [expand](#) all sections






[Site 1] Begin: Washington, DC, United States on 24-Sep-2018 to Minneapolis, MN, United States 

Departing Date:\*    
Departing Time:\*    
Departing From: \*    
Going To:\*    
Arrival Date:\*    
Mode of Transportation:\*    
Reason For Stop:\* Temporary Duty

Add Site

Add Break

[Site 2] End: Minneapolis, MN, United States on 28-Sep-2018 to Washington, DC, United States 

Returning Date:\*    
Returning From: Minneapolis, MN, United States  
Returning To:\*    
Arrival Date:\*    
Arrival Time:\*\*    
Mode of Transportation:\*  

# Expenses



## Step 4 : Expenses

Traveler Name: ERIN COBBS   Trip ID: 1163312   Authorization Status: Reservations Booked

Site details information has been saved successfully.

### Expense Information

Agency Billed: 549.02  
Traveler: 1127.32  
Unassigned: 0.00  
Amount: 1676.34

Filter Options

Order by: **Date**

Sort Ascending

Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
24-Sep-2018	Airfare - Common Carrier	526.40	Commercial Plane expense generated from Confirmation Number: BOFIYO	Agency Billed		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24-Sep-2018	Lodging	528.00	Lodging expense in Minneapolis, MN, United States including lodging taxes	Traveler		<a href="#">Modify</a>		
24-Sep-2018	Meals and Incidentals	288.00	M&IE expense in Minneapolis, MN, United States	Traveler		<a href="#">Modify</a>		
24-Sep-2018	Rental Car - Commercial Car Rental	311.32	Commercial Auto expense generated from Confirmation Number: BOFIYO and vendor Enterprise Rent A Car	Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
24-Sep-2018	TMC Fee (Online with Air or Rail)	7.52	Estimated TMC Fee expense generated from Confirmation Number: BOFIYO	Agency Billed		<a href="#">Modify</a>	<a href="#">Copy</a>	<a href="#">Delete</a>
28-Sep-2018	Voucher Transaction Fee	15.10	Voucher Transaction Fee	Agency Billed				

# Lodging Expenses



## Lodging Expenses

▼ Filter Options

▼ Apply to All Displayed Expenses

Lodging Site: Minneapolis, MN, United States

Order by:

Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Pay To	Day Off	Shared	Notes	Alerts
24-Sep-2018	<input type="text" value="Per Diem"/>	149.00	<input type="text" value="132.00"/>	132.00	<input type="text" value="0.00"/>	<input type="text" value="Traveler"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25-Sep-2018	<input type="text" value="Per Diem"/>	149.00	<input type="text" value="132.00"/>	132.00	<input type="text" value="0.00"/>	<input type="text" value="Traveler"/>	<input type="checkbox"/>	<input type="checkbox"/>		
26-Sep-2018	<input type="text" value="Per Diem"/>	149.00	<input type="text" value="132.00"/>	132.00	<input type="text" value="0.00"/>	<input type="text" value="Traveler"/>	<input type="checkbox"/>	<input type="checkbox"/>		
27-Sep-2018	<input type="text" value="Per Diem"/>	149.00	<input type="text" value="132.00"/>	132.00	<input type="text" value="0.00"/>	<input type="text" value="Traveler"/>	<input type="checkbox"/>	<input type="checkbox"/>		
28-Sep-2018	Per Diem	149.00	0.00	0.00	0.00		<input type="checkbox"/>	No		
<b>Running Totals:</b>			528.00	528.00	0.00					
<b>Total Estimated Lodging:</b>			528.00							

# Travel Policy



## Step 6 : Travel Policy

Traveler Name: ERIN COBBS   Trip ID: 1163312   Authorization Status: Reservations Booked

[collapse](#) or [expand](#) all sections

### Travel Policy Justifications

Policy Item	Information	Explanation
Air Cabin Class	<input type="text" value="Coach"/>	Within policy
Contract Carrier Fare	Delta Airlines	<input type="text" value="Contract fare used/no contract fare exists"/>
Rental Car Type	<input type="text" value="Economy"/>	Within policy

\*Required

### Travel Policy Warnings

Policy Item	Information
Lowest Logical Airfare	Standard Confirmation Number: BOFIYO, LLA: 230.39, Booked Airfare: 526.40
Lowest Compact Car	Confirmation Number: BOFIYO, LCC: 310.05, Booked Rental Car: 311.32

# Fees



Type	Fee
Full Service Domestic Fee (SATO)	\$37.63
Full Service International Fee (SATO)	\$39.19
Full Service Domestic Fee (El Sol)	\$35.53
Full Service International Fee (El Sol)	\$36.45
Online Booking Engine TMC Fee (Domestic/International Full Booking)	\$9.35
Online Booking Engine TMC Fee (Domestic without Air/Rail)	\$7.22
Local Voucher Fee (through E2)	\$6.90
TDY Voucher Fee (through E2)	\$15.51

# SATO/EI Sol Contact Numbers



## TMC Contact Number for SATO Customers

If you would like to call the TMC to make reservations (or to make changes to an existing reservation) please use the following number:

**1-855-813-2844**

## TMC Contact Number for EI Sol Customers

If you would like to call the TMC to make reservations (or to make changes to an existing reservation) please use the following number:

**1-844-355-0383**

# Best Practices for Contacting the Travel Management Center (TMC)



- Minimize agent assisted calls to SATO and El Sol by calling when:
  - Online Booking Engine (OBE) is unavailable
  - Traveler has a complex itinerary
    - General definition of “complex travel” includes, but is not limited to:
      - International reservation with three or more airlines involved
      - International reservation with two or more stops
      - International reservation with three or more required airline fare breaks
      - International reservation with two or more airlines without ticketing agreements
  - Unable to find suitable itinerary in the OBE
  - Booking Emergency travel (Stuck in the airport, flight cancelled, etc.)
  - Booking Companion Travel
  - Booking Premium Class Travel
- A Traveler cannot use both SATO **and** El Sol to book reservations. They must use the TMC assigned to their Major/Minor



# NOAA Client Services Help Desk



## 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



**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

# Questions & Discussion



**NOAA** NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION  
UNITED STATES DEPARTMENT OF COMMERCE

# E2 Systems Basics

March 2019  
V 1.2