Training Objective

Use/Navigation of the Travel system

Not intended to teach travel policy

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Chasley.N.Grimm@noaa.gov
**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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Organization (14)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF COMMERCE</td>
<td>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION</td>
</tr>
</tbody>
</table>

### Major Customer – FMC Level

<table>
<thead>
<tr>
<th>Org. 1 Code (10)</th>
<th>Org. 2 Code (14)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL OCEAN SERVICE - ASST ADM</td>
<td>OFFICE OF NATIONAL MARINE SANCTUARIES</td>
</tr>
</tbody>
</table>

### Minor Customer – Division/Branch Level

<table>
<thead>
<tr>
<th>Org. 3 Code (0007)</th>
<th>Org. 4 Code (01)</th>
<th>Org. 5 Code (00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACIFIC ISLAND REGION</td>
<td>HAWAIIAN ISLAND HUMPBACK WHALE NMS</td>
<td>HAWAIIAN ISLAND HUMPBACK WHALE NMS</td>
</tr>
</tbody>
</table>
## E2 Hierarchy – BIS Example

<table>
<thead>
<tr>
<th>Agency</th>
<th>Organization (13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF COMMERCE</td>
<td>BUREAU OF INDUSTRY AND SECURITY</td>
</tr>
</tbody>
</table>

### Major Customer – Field Level

<table>
<thead>
<tr>
<th>Org. 1 Code (43)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OF THE ASST SECRETARY FOR EXPORT ENFORCEMENT</td>
</tr>
</tbody>
</table>

### Minor Customer – Division Level

<table>
<thead>
<tr>
<th>Org. 2 Code (06)</th>
<th>Org. 3 Code (0008)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OF EXPORT ENFORCEMENT</td>
<td>INVESTIGATIONS DIVISION</td>
</tr>
</tbody>
</table>
### E2 Hierarchy – EDA Example

<table>
<thead>
<tr>
<th>Agency</th>
<th>Organization (20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT OF COMMERCE</td>
<td>U.S. ECONOMIC DEVELOPMENT ADMINISTRATION</td>
</tr>
</tbody>
</table>

#### Major Customer – Regional Office

<table>
<thead>
<tr>
<th>Org. 1 Code (99)</th>
<th>Org. 2 Code (01)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADQUARTERS</td>
<td>OFFICE OF EXTERNAL AFFAIRS</td>
</tr>
</tbody>
</table>

#### Minor Customer – Division Level

<table>
<thead>
<tr>
<th>Org. 3 Code (0002)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLIC AFFAIRS</td>
<td></td>
</tr>
</tbody>
</table>
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*
• 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/collection/ets2-project, 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 System Access Request Form

<table>
<thead>
<tr>
<th>Employee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Required (New / Modify):</strong> New</td>
</tr>
<tr>
<td><strong>Enter your full legal name as it would appear on your travel identification documents:</strong></td>
</tr>
<tr>
<td><strong>First Name:</strong></td>
</tr>
<tr>
<td><strong>Middle Name:</strong></td>
</tr>
<tr>
<td><strong>Last Name:</strong></td>
</tr>
<tr>
<td><strong>Suffix:</strong></td>
</tr>
<tr>
<td><strong>User Type:</strong></td>
</tr>
<tr>
<td><strong>Traveler Type:</strong></td>
</tr>
<tr>
<td><strong>Government Traveler</strong></td>
</tr>
<tr>
<td><strong>Travelers Enter Sponsor Email Address:</strong></td>
</tr>
<tr>
<td><strong>Employee ID (CBS Vendor #):</strong></td>
</tr>
<tr>
<td><strong>Organization (Bureau):</strong></td>
</tr>
<tr>
<td><strong>Major Customer (Office):</strong></td>
</tr>
<tr>
<td><strong>Minor Customer (Sub-Office):</strong></td>
</tr>
<tr>
<td><strong>Routing Pool (Approvers Only):</strong></td>
</tr>
<tr>
<td><strong>Routing Template (If different than Minor Customer Default):</strong></td>
</tr>
</tbody>
</table>
### E2 Access Form

#### Access Level Selectors

- **Arranger Access Level:** No Arranger Access
- **Approver Level:** No Approval Access
- **Report Access Level:** Limit to Traveler Reports (Default)
- **Document View Level:** No Document View Access
  - No Document View Access
  - Minor Level
  - Major Level
  - Organizational Level (Bureau)
  - Agency Level (Cross-Servicing Administrators)
- **Charge Card Management Access Level:** No Charge Card Management Access

#### Required Signatures

<table>
<thead>
<tr>
<th>User Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**User Signature:**

<table>
<thead>
<tr>
<th>Supervisor Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supervisor Signature:**

#### Additional Signatures

<table>
<thead>
<tr>
<th>Additional Approval Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Approval Signature:**

<table>
<thead>
<tr>
<th>Tier 1 Administrator Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tier 1 Administrator Signature:**

**Contact Phone #:**
E2 Login Process – First Time

• Email sent by clientservices@noaa.gov with instructions and User ID/Employee ID
• Activation email sent by etravelservices@cwtsatotravel.com
  – Link contained ONLY good for 72 hours
  – After 72 hours email to be sent to clientservices@noaa.gov to be reset
• Enter User ID and Employee ID
  – Provided to you in a separate email

DO NOT Enter your Social Security Number
E2 Login Process – First Time Cont’d

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

Once finished, you’ll be taken to the E2 Travel System
E2 Login Screen – once set up

E2 User Id

Password

Forgot Password?

Login

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 Navigation Basics

- **Standard Menu Bar**
- **View Tabs**
- **Drop-down**
- **Links**

**Sections**

- **Start a Travel Document**
  - What would you like to do today? [Make Reservations] [Go]
  - **To Do List**
    - No to do list items found.

**Bulletins**
- **03-Apr-2020:** Dear E2 Solutions clients, At E2 Solutions, we are committed to delivering the best service and ensuring the smooth running of your travel documents. Our team has completed the transition to our new technology, and we are excited to introduce you to the many benefits this will bring. Check out our [new website] for more details.
- **09-Sep-2019:** Please find below the various tips and tricks for using the E2 Solutions system. These tips will help you make the most of your travel documents. [Read More]
- **03-Sep-2019:** A new version of the E2 Process Guidebook has been released and can be found on [Read More]

**Pending Approvals**
- No pending approvals found.

**Additional Notices**
- No additional notices found.
## User Profile

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>ERIN COBBS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please click the Edit Address Information link below to enter address information for this user account.</strong></td>
<td></td>
</tr>
<tr>
<td>Warning: User Profile does not have any routing rules assigned...please contact your travel System Administrator</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Login Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Login Time:</td>
<td>Tue, 01 Dec 2020 12:39 PM CDT</td>
</tr>
<tr>
<td>IP Address:</td>
<td>10.213.126.249</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Profile</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Title:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employee ID:</strong></td>
<td>ECOBBS1</td>
</tr>
<tr>
<td><strong>Ticket Preference:</strong></td>
<td>Electronic</td>
</tr>
<tr>
<td><strong>Reservation Name:</strong></td>
<td>ERIN COBBS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver Availability</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
<td>Available</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Default Homsite</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Default Homsite:</strong></td>
<td>WASHINGTON, DC</td>
</tr>
<tr>
<td><strong>Default Depart Airport:</strong></td>
<td>DCA-Washington Ronald Reagan National Airport</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mailing Address:</strong></td>
<td>Not on record</td>
</tr>
<tr>
<td><strong>Telephone Number:</strong></td>
<td>Not on record (Work)</td>
</tr>
<tr>
<td></td>
<td>Not on record (Home)</td>
</tr>
<tr>
<td></td>
<td>Not on record (Cell Phone)</td>
</tr>
<tr>
<td></td>
<td>Not on record (Fax)</td>
</tr>
<tr>
<td></td>
<td>Not on record (Alt Phone)</td>
</tr>
</tbody>
</table>
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**

Position Title:  
Employee ID: EC0BBS1  
Ticket Preference: Electronic  
Reservation Name: ERIN COBBS

---

**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 of 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:  
Reservation Middle Name:  
Reservation Last Name: ERIN COBBS

[Save]  [Back]
### Default Homesite:

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

### Edit Default Homesite

- **Country**: United States  
- **State**: District Of Columbia

### Edit Default Homesite Airport

<table>
<thead>
<tr>
<th>Code</th>
<th>Airport Name</th>
<th>State</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCA</td>
<td>Washington Ronald Reagan National Airport</td>
<td>DC</td>
<td>US</td>
</tr>
<tr>
<td>WAS</td>
<td>Washington DC Metro Area</td>
<td>DC</td>
<td>US</td>
</tr>
</tbody>
</table>

Other options:
- 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 Airmen Home
- Walter Reed Army Medical CTR
- Washington
- Washington Naval District
- Other
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*: District Of Columbia
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

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

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

Alternate Email Address 1:
Alternate Email Address 2:
Alternate Email Address 3:
Alternate Email Address 4:

*Required
Travel Arrangers

Travel Arrangers

Show Email Addresses

Name: Delete Arranger:

Travel Arranger Search

Arranger Search Criteria

Arranger's First Name: Arranger's Last Name: Arranger's Login Name:

Return to User Profile Search

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Credit Card Information

If you make any changes or delete a charge card, be sure to click Save Changes before leaving the page.

Credit Cards

Travel Charge Card
Type of Card: MASTERCARD
Card Number:
Expiration Date:

Personal Charge Card
Type of Card: No Card on File
Card Number:
Expiration Date:

Online Booking Charge Card Defaults
Select which charge cards the online booking engine should use for air travel and hotel guarantees.

Airfare Charge Card:* CBA (Centrally Billed Account)
Rail Charge Card:* CBA (Centrally Billed Account)
Hotel Guarantee Charge Card:* No Default

*Required

Save Changes Back to Profile
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

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:**
- **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:** What street was your first house on?
- **Second Security Question:** What was your first phone number?

Save Cancel
<table>
<thead>
<tr>
<th>Travel Preferences</th>
<th>Edit Travel Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMC Profile ID: N/A</td>
<td>Register PKI Certificate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel Preferences</th>
<th>Edit Travel Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>TMC Profile ID: SELK08712</td>
<td>Register PKI Certificate</td>
</tr>
</tbody>
</table>
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.
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

Time format

Select one

12 Hour Clock

24 Hour Clock
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

<table>
<thead>
<tr>
<th>Personal information</th>
<th>Edit your name, address, phone number, and miscellaneous personal information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charge cards</td>
<td>Add, modify, or remove charge card information.</td>
</tr>
<tr>
<td>E-mail settings</td>
<td>Edit the e-mail address for yourself and others who receive copies of your itinerary.</td>
</tr>
</tbody>
</table>

Travel preferences

<table>
<thead>
<tr>
<th>Frequent traveler</th>
<th>Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport and visas</td>
<td>Add, modify, or remove passport and travel visa information.</td>
</tr>
<tr>
<td>Flight preferences</td>
<td>Edit your preferences for airlines, seat selection, meal types, and special requests.</td>
</tr>
<tr>
<td>Hotel Preferences</td>
<td>Edit your preferences for hotel chains and special requests.</td>
</tr>
</tbody>
</table>
Online Booking Engine (OBE)

Frontier Airlines Changes
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.

Search by time or Search by price (What's this?)

* From
  WAS

* To
  SEA

* Depart
  08/10/20
  Leaves at

* Return
  08/17/20
  Leaves at

* Time
  Morning (7:00 am)

Advanced search (Coach, Unrestricted)

* Hotel search location
  SEA

* Check in
  08/10/20

* Check out
  08/17/20

Search
OBE Searching

[Calendars and list of locations for searching]
Selecting Flights

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, Aug 10, 2020 Washington, DC/Baltimore, MD Area Airports, USA (WAS) to Seattle, WA (SEA)  Edit search

Sort by

Select one

Filters  172 of 172 flights

Reset filters

Flight time

Departure

Mon, Aug 10  5:00 AM

Mon, Aug 10  3:00 PM

Your trip so far

Alaska

AS 1

8:00 AM → 10:51 AM (2h 51m)

DCA

SEA

Contract carrier

$176.61

2 more fares available

United

UA 1904

11:25 AM → 3:00 PM (3h 35m)

DCA

SEA

Contract carrier

$187.78

2 more fares available
Selecting Flights Cont’d
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

• DG
  – Non Contract Airfare

• Myth VS Fact
Selecting Returning Flight

Select returning flight

Mon, Aug 17, 2020 Seattle, WA (SEA) to Washington, DC/Baltimore, MD Area Airports, USA (WAS)  Edit search

Sort by

Select one

Filters

173 of 173 flights

Reset filters

Flight time

Departure

Mon, Aug 17
12:00 AM
Mon, Aug 17
3:00 PM

Arrival

Mon, Aug 17
11:00 AM
Tue, Aug 18
1:00 AM

Price

0.00 USD
598.60 USD

Stops

Non-stop (✓)

UNITED (Contract carrier)

UA 2462

7:00 AM → 2:58 PM (4h 58m)

SEA

IAD

$187.78

2 more fares available

Mon, Aug 17
Seattle, WA (SEA), 7:00 AM
Washington, DC (IAD) Alternate airport, 2:58 PM
2302 miles

UNITED (Contract carrier)

UA 2462
Coach Unrestricted
Boeing 737-900
Preview seat map

$187.78
Govt contract fare limited availability

$311.50
Govt contract fare

Coach
Unrestricted
Review Low Fare Options

Review low fare options
Mon, Aug 10, 2020 to Mon, Aug 17, 2020 Washington, DC (IAD) to Seattle, WA (SEA)  Edit search

Your selected itinerary

Depart
UNITED
UA 1864
Mon, Aug 10, 8:45 AM → 11:20 AM (5h 35m)

Return
UNITED
UA 2462
Mon, Aug 17, 7:00 AM → 2:58 PM (4h 58m)

Depart
UNITED
UA 1864
Coach
Fare rules
Boeing 777
Preview seat map

2302 miles
Selecting Foreign Flights

1. [Flight Details]

2. [Flight Details]

3. [Flight Details]

# Fare Rules

## Fare Rules

<table>
<thead>
<tr>
<th>V Fare Basis</th>
<th>BK</th>
<th>Fare</th>
<th>Travel-Ticket AP</th>
<th>Min/Max</th>
<th>RTG</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCADCA</td>
<td>G</td>
<td>X</td>
<td>60.00 R30SE</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Passenger Type-Gov**: 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-PS**: GOVERNMENT FARE USD 55.61 0033 E01OCT17 D30SEP18 GC-GCADCA FN-39

SYSTEM DATES - Created 07AUG17/1513 Expires INFINITY

---

## 16. Penalties

### 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 passenger's responsibility to indicate if the rerouted travel is for official government business whereas adjustments/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.

---

### Notes

1. **Day/Time**: No Day/Time travel restrictions apply.
2. **Seasonality**: No seasonal travel restrictions apply.
3. **Flight Application**: The fare component must be on.
Selecting Seats
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) 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: Seattle
Dates: 09/16/2019 - 09/23/2019
Trip Type: ☑️
Record #: WDGRGC

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

* Airport, city, or address
  SEA

* Check in: 09/16/19
* Check out: 09/23/19

Sort by: Preferred hotels

297 of 297 hotels

CROWNE PLAZA SEATTLE AIRPORT
FedRooms Property
17338 International Boulevard
Seattle WA 98118 USA
$231
per diem $257
View rates

Your trip so far
Hotel Selection Cont’d

Select a hotel

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

- Airport, city, or address: SEA
- Check in: 12/02/19
- Check out: 12/09/19

Property Filters
- Reset Property Filters
- Hide sold out
- Hide out of policy

Distance from: SEA
- within 25 miles
- Company locations

Hotel name
- Name or chain

Amenities
- ADA accessible (176)
- Airport shuttle (60)
- Breakfast included (144)

Sort by
- Preferred hotels

238 of 238 hotels

CROWNE PLAZA SEATTLE AIRPORT
17338 International Boulevard Seattle WA 98188 USA
0.2 miles SE

- $170 per diem
- Note: Fed Rooms Rate Includes: "4pm Check-In""Internet""Continental Breakfast""Parking""Airport Shuttle"

HILTON SEATTLE AIRPORT & CONF CNTR
17520 INTERNATIONAL BLVD Seattle WA 98188 USA
0.3 miles SE

- $160 per diem
- Note: Fed Rooms Rate Includes: "4pm Check-In""Internet""Airport Shuttle"

RADISSON HOTEL GATEWAY SEATTLE AIRPORT
18118 International Boulevard Seattle WA 98188 USA
0.7 miles S

- $149 per diem
- Note: Fed Rooms Rate Includes: ""4pm Check-In""""Internet""""Parking""""Airport Shuttle""
Rate Details & Cancellation Policy

Rate details and cancellation policy

Cancellation policy, 04pm 16sep19

Hilton Seattle Airport
1 King Bed
Comp Basic Wi-Fi - Refrigerator
Serenity Bed-Peter Thomas Roth Bath Amenities
Id-Travel Orders Required At Check In Limit 2
Rooms Per Reservation - No Groups
257.00 Per Night Starting 16sep19
Taxes And Service Charges Not Included
Deposit Policy: No Deposit Is Required At This Time.
Cancellation Policy: 04pm 16sep19
Guarantee Policy: Credit Card Guarantee
Other Policy: Tax 12.40 Pct Per Room Per Night
Tax 2.00 Charge Per Room Per Night

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.

- non-smoking room
- high floor
- away from elevators
- hypoallergenic room
- smoking room
- king bed
- low floor
- away from ice machine
- wheelchair accessible

You can add additional hotels when you check out.
Car Rental

Search cars

Pick-up location
- Airport
- Hotel
- Address
- Pick-up
  - SEA
- Drop off at a different location

Dates
- *Pick-up date: 12/02/19
- *Pick-up time: 4:00 pm
- *Drop-off date: 12/09/19
- *Drop-off time: 11:00 pm

Car type (select up to five)
- Cars: Mini, Economy, Compact, Intermediate, Standard
- SUV and trucks: Compact SUV, Intermediate SUV, Standard SUV, Full sized SUV, Premium SUV
- Vans and wagons: Mini van, Standard van, Full sized 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

[Search button]
Selecting a Car

Select a car

Search recap
Pick-up Seattle, WA (SEA)
Drop-off Seattle, WA (SEA)
Mon, Dec 2, 2019 - Mon, Dec 9, 2019

<table>
<thead>
<tr>
<th>Hertz</th>
<th>Economy</th>
<th>Total price</th>
<th>Compact</th>
<th>Total price</th>
<th>Intermediate</th>
<th>Total price</th>
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<th>Total price</th>
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<td>$203.13</td>
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<td>$200.52</td>
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<td>$205.75</td>
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<table>
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<tr>
<th>Thrifty</th>
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<th>Compact</th>
<th>Total price</th>
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<td>Select</td>
<td></td>
<td></td>
<td>Select</td>
<td></td>
<td>Select</td>
</tr>
</tbody>
</table>
Car Details

Economy

- 4 passengers
- 2 bag(s)
- 2WD
- Automatic transmission
- Air conditioning
- 2 / 4 doors

Weekly rate $108.00
Extra day $16.00

Unlimited mileage
An additional fee may apply if you drop off at a different location.

This information is intended as a guide to the car type generally available. This is only an example. The car model available to you will vary by company, by rate and by location.
Trip Review and Checkout

Announcements (posted 08/24/2018)

**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](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 December 02.**

  **Please Note:** REFUNDABLE
  Fares not guaranteed until ticketed.
  Click on the Fare Rules link for itinerary rules and restrictions prior to purchase.

Trip details

- **Legend**
## Flight Details

### Trip details

#### Legend

- **Contract carrier**
- **Govt contract fare**
- **Flight 2368 Seat not assigned**
- **Class: Coach**
- **Fare Rules**

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

#### IAD to SEA - Non-stop

- **Depart**: Washington, DC (IAD) 12:30 PM Mon, Dec 2, 2019
- **Arrive**: Seattle, WA (SEA) 3:23 PM Mon, Dec 2, 2019

#### SEA to IAD - Non-stop

- **Depart**: Seattle, WA (SEA) 8:15 AM Mon, Dec 9, 2019
- **Arrive**: Washington, DC (IAD) 4:07 PM Mon, Dec 9, 2019

### Base airfare

- **$479.07**

### Taxes and fees

- **$64.53**

### Flight total

- **$543.60**

#### Seat assignment

Add or modify your seat assignments.
Hotel Details

Seattle, WA
7 nights

CROWNE PLAZA SEATTLE AIRPORT
17338 International Boulevard
Seattle, WA 98188 USA
Green hotel
Telephone: 1-206-248-1000
Fax: 1-206-242-7089
FedRooms Property

Special Note: FedRooms Rate Includes: *4pm Cancel**Internet**Continental Breakfast**Parking**Airport Shuttle*
Fedrooms, 1 King Bed Executive Level Nonsmoking These Gorgeous King Bedrooms Are Located On The Quiet Executive Club Firi. Perks

Cancellation rules
cancellation after 1800 02dec 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

Estimated average nightly rate:
Before taxes and fees: $153.60
Including taxes and fees: $177.65

Estimated sum of nightly rates $1,075.20
Estimated taxes and fees $168.32
Estimated hotel total $1,243.52
## Car Details

### Seatac, WA

<table>
<thead>
<tr>
<th>Enterprise</th>
<th>Pick-up</th>
<th>Drop-off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seatac, WA (SEA)</td>
<td>4:00 PM</td>
<td>Mon. Dec 2, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>Mon. Dec 9, 2019</td>
</tr>
</tbody>
</table>

- Economy
- 2 or 4 door
- Air conditioning
- Automatic transmission

**Weekly car rate** $107.00  
**Extra day** $18.00  
**Unlimited mileage**

**Estimated car total** $231.54
Other Areas – Trip Breakdown

- **Traveler details**
- **Billing information**
- **Delivery information**
- **Additional information**

### Estimated trip cost breakdown

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight total</td>
<td>$543.60</td>
</tr>
<tr>
<td>Seattle, WA - Hotel total</td>
<td>$1,243.52</td>
</tr>
<tr>
<td>Seattle, WA - Car total</td>
<td>$231.54</td>
</tr>
<tr>
<td><strong>Trip total</strong></td>
<td><strong>$2,018.66</strong></td>
</tr>
</tbody>
</table>

*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
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

<table>
<thead>
<tr>
<th>Select</th>
<th>Confirmation Number</th>
<th>Summary</th>
<th>Expiration Date</th>
<th>Show</th>
<th>Change</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UWNOJN</td>
<td>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</td>
<td>27-Jul-2018</td>
<td>Show</td>
<td>Change</td>
<td>Cancel</td>
</tr>
</tbody>
</table>
Adding Held Reservations to Authorization

Start a Travel Document

What would you like to do today? Show Held Reservations Go

Held Reservations

<table>
<thead>
<tr>
<th>Select</th>
<th>Confirmation Number</th>
<th>Summary</th>
<th>Expiration Date</th>
<th>Show</th>
<th>Change</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ZVJLUP</td>
<td>24-Sep-2018 08:40am Air travel, Hotel, Car Rental from Balt/Wash Intl (BWI) to St Paul Intl (MSP) Govt contract fare</td>
<td>21-Sep-2018</td>
<td>Show</td>
<td>Change</td>
<td>Cancel</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Confirmation Number</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ZVJLUP</td>
<td>24-Sep-2018 08:03am Air travel, Hotel, Car Rental from Balt/Wash Intl (BWI) to St Paul Intl (MSP) Govt contract fare</td>
</tr>
</tbody>
</table>

Show Move to Cancel
Hold Reservations Reservation
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

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

**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

<table>
<thead>
<tr>
<th>Pick-up</th>
<th>Pick-up Location</th>
<th>Drop-off</th>
<th>Drop-off Location</th>
<th>Vendor</th>
<th>Vendor Confirmation</th>
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<tbody>
<tr>
<td>Monday, September 24</td>
<td>St Paul Intl (MSP)</td>
<td>Friday, September 28</td>
<td>St Paul Intl (MSP)</td>
<td>Enterprise Rent A Car</td>
<td>1040913988COUNT</td>
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<tr>
<td>11:00am</td>
<td></td>
<td>09:00am</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Site Details

**Step 3: Site Details**

- **Traveler Name**: TIMOTHY WATSON
- **Trip ID**: 319654
- **Authorization Status**: New Authorization

#### [Site 1] Begin: Washington, DC, United States on 02-Dec-2019 to Seattle, WA, United States

- **Departing Date**: 02-Dec-2019
- **Departing Time**: Noon - 12:00 PM
- **Departing From**: Washington, DC, United States
- **Going To**: Seattle, WA, United States
- **Arrival Date**: 02-Dec-2019
- **Mode of Transportation**: Commercial Plane
- **Reason For Stop**: Temporary Duty

#### [Site 2] End: Seattle, WA, United States on 09-Dec-2019 to Washington, DC, United States

- **Returning Date**: 09-Dec-2019
- **Returning From**: Seattle, WA, United States
- **Returning To**: Washington, DC, United States
- **Arrival Date**: 09-Dec-2019
- **Arrival Time**: Evening - 8:00 PM
- **Mode of Transportation**: Commercial Plane

*Required

**Required if trip duration is less than three days**
### Step 4: Expenses

**Traveler Name:** TIMOTHY WATSON  
**Trip ID:** 319954  
**Authorization Status:** New Authorization

Expense has been added successfully.

#### Expense Information

- **Agency Billed:** 568.46  
- **Traveler:** 2089.54  
- **Unassigned:** 0.00  
- **Amount:** 2458.00

#### Filter Options

**Order by:** [Date]  
[Sort Ascending]  
[Sort Descending]

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<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Amount</th>
<th>Description</th>
<th>Pay To</th>
<th>Alerts</th>
<th>Modify</th>
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<tbody>
<tr>
<td>02-Dec-2019</td>
<td>Airfare Common Carrier</td>
<td>543.60</td>
<td>Lodging expense in Seattle, WA, United States including lodging taxes</td>
<td>Agency Billed</td>
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<td>Delete</td>
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<tr>
<td>02-Dec-2019</td>
<td>Lodging</td>
<td>1288.00</td>
<td>Meets and Incidents</td>
<td>Traveler</td>
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</tr>
<tr>
<td>02-Dec-2019</td>
<td>Meals and Incidents</td>
<td>570.00</td>
<td>M&amp;R expense in Seattle, WA, United States</td>
<td>Traveler</td>
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<tr>
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<td>Rental Car</td>
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<td>Traveler</td>
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<td>Delete</td>
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<td>02-Dec-2019</td>
<td>TMC Fee (Online with Air or</td>
<td>0.35</td>
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<td>15.51</td>
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<td>Modify</td>
<td>Copy</td>
<td>Delete</td>
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</table>

**Showing 1 - 6 of 6**

**Remark:** Reduced 3
### Lodging Expenses

**Lodging Site: Seattle, WA, United States**

<table>
<thead>
<tr>
<th>Date</th>
<th>Reimbursement Type</th>
<th>Per Diem Rate</th>
<th>Amount</th>
<th>Allowed</th>
<th>Estimated Tax</th>
<th>Pay To</th>
<th>Day Off</th>
<th>Shared</th>
<th>Notes</th>
<th>Alerts</th>
</tr>
</thead>
<tbody>
<tr>
<td>02-Dec-2019</td>
<td>Per Diem</td>
<td>184.00</td>
<td>184.00</td>
<td>184.00</td>
<td>0.00</td>
<td>Traveler</td>
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<td>184.00</td>
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<td>Traveler</td>
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<td>06-Dec-2019</td>
<td>Per Diem</td>
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<td>184.00</td>
<td>184.00</td>
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<td></td>
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<td>Per Diem</td>
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<td>184.00</td>
<td>184.00</td>
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<tr>
<td>09-Dec-2019</td>
<td>Per Diem</td>
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<td>0.00</td>
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<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

**Running Totals:**
- 1288.00
- 1288.00
- 0.00
Step 5: Accounting

Traveler Name: TIMOTHY WATSON  Trip ID: 319954  Authorization Status: New Authorization

No account codes selected. Click the 'Select Account Codes' link below to add an account code.

Accounting

No account codes selected.

Select Account Codes

Save and Next Step  Save  Back to Step 4: Expenses
### Travel Policy

**Step 6: Travel Policy**

- **Traveler Name:** TIMOTHY WATSON
- **Trip ID:** 319954
- **Authorization Status:** New Authorization

*These policy items are incomplete: Air Cabin Class, and Rental Car Type.*

<table>
<thead>
<tr>
<th>Policy Item</th>
<th>Information</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Cabin Class</td>
<td>Business class</td>
<td>Select one</td>
</tr>
<tr>
<td>Rental Car Type</td>
<td>Economy</td>
<td>Within policy</td>
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</table>

**Required**

- **Travel Policy Warnings**

<table>
<thead>
<tr>
<th>Policy Item</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowest Logical Airfare</td>
<td>No commercial air reservation.</td>
</tr>
<tr>
<td>Lowest Compact Car</td>
<td>No commercial rental car reservation.</td>
</tr>
</tbody>
</table>
### 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 El 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
## Fees

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Full Service Domestic Fee (SATO)</td>
<td>$37.63</td>
</tr>
<tr>
<td>Full Service International Fee (SATO)</td>
<td>$39.19</td>
</tr>
<tr>
<td>Full Service Domestic Fee (El Sol)</td>
<td>$35.53</td>
</tr>
<tr>
<td>Full Service International Fee (El Sol)</td>
<td>$36.45</td>
</tr>
<tr>
<td>Online Booking Engine TMC Fee (Domestic/International Full Booking)</td>
<td>$9.35</td>
</tr>
<tr>
<td>Online Booking Engine TMC Fee (Domestic without Air/Rail)</td>
<td>$7.22</td>
</tr>
<tr>
<td>Local Voucher Fee (through E2)</td>
<td>$6.90</td>
</tr>
<tr>
<td>TDY Voucher Fee (through E2)</td>
<td>$15.51</td>
</tr>
</tbody>
</table>
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
  • Summary Level Transfers (SLTs) & Document Level Adjustments (DLAs)
  • Data Warehouse/Discoverer
  • E2 Travel
  • C.Request/C.Award (C.Suite)

• **User Account requests**

• **FSD/CBS Web Site**
  • Click on Help Desk link for additional info, phone numbers, etc.
  • Email: ClientServices@noaa.gov
  • Website: http://www.corporateservices.noaa.gov/Finance/FOFSD_Home.html