Creating Authorizations

Creating an authorization in E2 Solutions (E2) allows you to make a request to travel.

See *UG25 – Creating Authorizations* for more detailed information on this process.

1. Click **My E2** on the task bar.
2. Select *Create an Authorization* from the **Start a Travel Document** list.

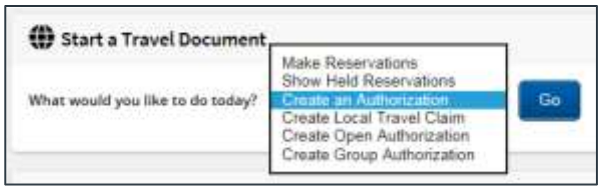

Figure 1: Start a Travel Document — Create an Authorization option

3. Click **Go**.
4. If no open or group authorizations (OAs or GAs) exist, skip to Completing Basic Information. If an OA or GA exists, the Authorizations Exist window displays.
   a. Select an OA or GA to use from the **OA or GA selection** list. (Use the *Do not use an available authorization* default value to create a new authorization that is not based on an OA or GA.)
   b. Click **Create Trip**. (As you complete the authorization, your choices are limited to only those allowed by the selected OA or GA.)
5. Click **Complete Trip Authorization** on the Summary page. The authorization inherits the approval status of the OA or GA, as long as it is within the OA or GA limitations.

Completing Basic Information

1. Enter the following on the Basic Information page:
   - Type of Travel
   - Specific Travel Purpose
2. Click **Save and Next Step**.

Completing Reservations

Use the Reservation page to:

- Review reservations associated with the authorization
- Make online flight, rental car, rail, and hotel reservations
- Associate reservations with an authorization
- Retrieve reservations made for you by the Travel Management Center (TMC)

1. Review or make your reservations.
   - If you do not need reservations, click **Next Step** to continue.
   - To make an online reservation now, click the **Make New Reservations** link. After you complete your reservation, you are returned to a refreshed Reservation page displaying your reservation details.

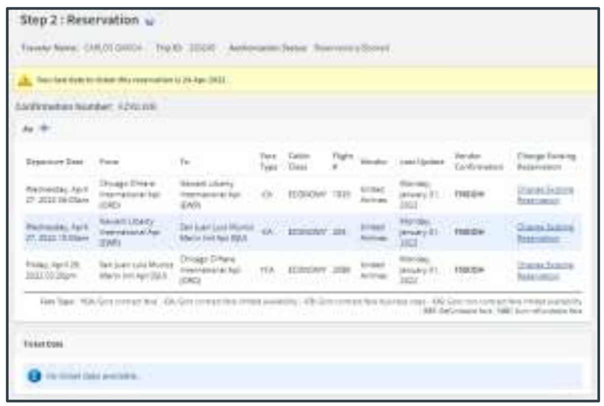

Figure 2: Authorization Reservation – PNR Data

   - If you made reservations using the **Start a Travel Document** list and chose to create an authorization after completing the purchase, the Reservation page displays the reservation details.
   - If you made reservations using the **Start a Travel Document** list and chose to save the reservation for later, click the **Manage Trip Reservations** link to view all available reservations and select one or more to associate with the authorization. The Reservation page is blank until reservations are associated with the authorization.

Figure 3: Authorization Reservation – No reservations

   - If you contacted your TMC for reservations or made reservations online that were sent to a travel agent, click the **Manage Trip Reservations** link. You need the confirmation number provided by your travel agent to retrieve the reservation and associate it with the authorization.
2. Click **Next Step**.

Completing Site Details

Use the Site Details page to select your trip per diem locations or, if you do not have associated reservations, to provide travel details.

Associated Reservations

If the authorization has associated reservations, the information on this page reflects the reservation details. You should review and verify the per diem location is accurate.

No Reservations

If you do not have or require reservations, or if the existing information is incorrect:

1. Complete the **Begin** information fields.
2. Complete the **End** information fields.
3. Click **Save and Next Step**.

Add a Break

You may need to add a break to your trip, if you plan to leave your TDY site and return to it at a later date.

1. Click **Add Break**. This will add a break between your beginning and ending destinations. The Add Break section displays.
2. Verify or change the **Break** information.
3. Verify or change the **Return from Break** information.
4. Click **Save and Next Step.**

Add a Site

You may need to add another site to your trip, if your trip involves traveling to more than one location.

1. Click **Add Site**. This will add a site between your beginning and ending destinations. The Add Site section displays.
2. Verify or change the existing information.
3. Click **Save and Next Step**.

Completing Expenses

Use the Expenses page to review and update estimated expenses for the trip, including:

- Lodging expenses for each site, including reimbursement types
- Meals and incidental expenses (M&IE) for each site, including reimbursement types
- Additional estimated expenses

Reimbursement type selection is available for both estimated lodging and M&IE. Be sure to review **both**.

1. Review your estimated expenses.
   - If you have an associated reservation, the fields on this page reflect the information from the reservation, and include airfare, rail, and lodging expenses (if applicable).
   - If you do not have an associated reservation, the lodging rates and the meals and incidental expenses are based on the per diem rates for the sites on your trip.
2. Use the following links as needed.
   - Click **Modify** to edit the expense.
   - Click **Copy** to copy the expense to another date.
   - Click **Delete** to remove the estimated expense.
   - Click **Show** to view the expense details. (The link is enabled when you cannot update the information.)
   - Click **Add New Expense** to add another estimated expense to the authorization.
3. Click **Next Step**.

Completing Accounting Information

The Accounting page is used to select the accounts to fund your trip. Your Funds Manager will add the POET lines required to fund the trip during the approval process. Travelers and arrangers can skip this step by clicking the **Save and Next Step** button to continue.

Completing Travel Policy Information

This page displays items that may be outside your agency's travel policy. If an item is out of policy, you must select a reason to justify the out-of-policy choice.

Completing the Summary Step

The Summary page displays a summary of your travel authorization information.

1. Review the authorization. Click the **Edit Details** link in a section header to return to that step and make changes.
2. Click **Send to Approver** or **Complete Trip Authorization** (if the trip is under an OA or GA).

Release 22.1 – January 2022

Creating Vouchers

Vouchers allows you to submit your travel expenses for reimbursement.

You can create vouchers in the following situations:

- During your long-term travel, or when your travel is complete (incremental or final voucher)
- After your final voucher has been approved (supplemental voucher)

See *UG40 – Creating Vouchers* for more detailed information on this process.

Process Overview

1. Click the **Create Voucher** link on your To Do List, or access the Trip Dashboard by clicking the **Show** link for the trip on the **Trips** tab, and then clicking **Create Voucher**. This displays the voucher's Basic Information page.

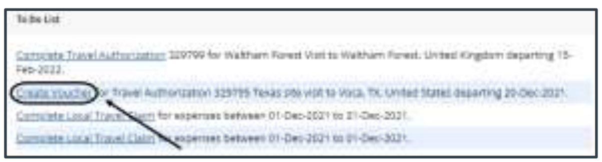

Figure 1: To Do List – Create Voucher link

2. Complete each workflow step. Required fields are marked with an asterisk.
3. Review the voucher from the Summary step. When you are satisfied, click **Send to Approver**.

Basic Information Workflow Step

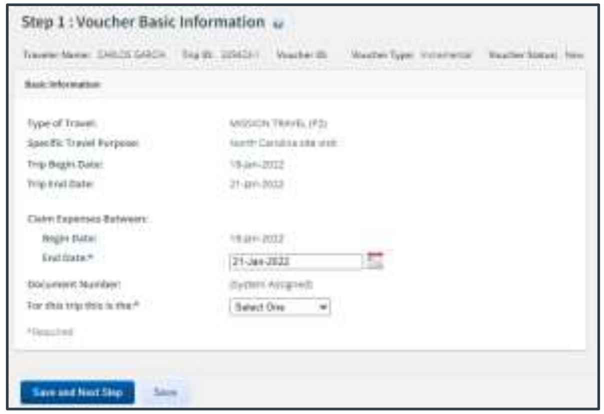

Figure 2: Voucher Basic Information page

1. Enter or select the voucher cut-off date (i.e., **End Date** field, last day for expenses on this voucher).
2. Indicate if this is the last voucher for your trip (i.e., **For this trip this is the** drop-down list).
3. Click **Save and Next Step**.

Expenses Workflow Step

Vouchers automatically include certain estimated expenses from the authorization.

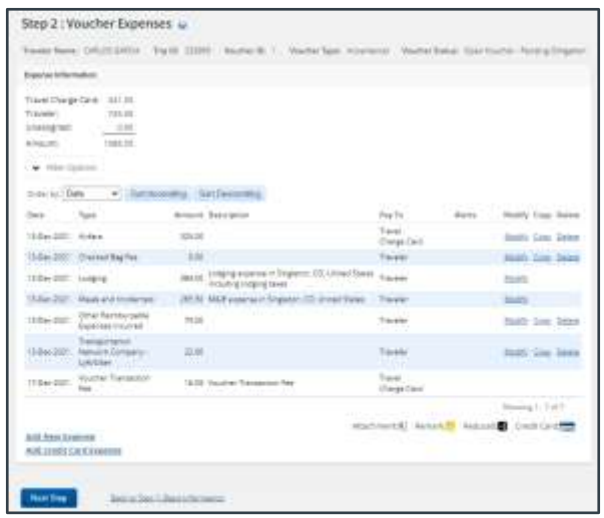

Figure 3: Voucher Expenses page

1. Review the expenses and make "Pay To" selections.
   - Click the **Modify** link to make changes.
   - Click the **Add New Expense** link to add an expense.
   - Click the **Copy** link to copy an expense to another date.
   - Click the **Delete** link to delete an expense.
2. Click **Next Step**.

Accounting Workflow Step

When you created the authorization, your Funds Manager allocated funds to cover the trip's total estimated expenses. Click **Save and Next Step** to move to the next step in the workflow. If a warning message displays, click **Save and Next Step** again.

Figure 4: Voucher Accounting page

Liquidations Workflow Step

The Liquidations step appears if you received a travel advance. Advances must be liquidated.

Final Voucher

If this is a final voucher, E2 automatically calculate the maximum amount available for liquidations. Click **Next Step** to continue.

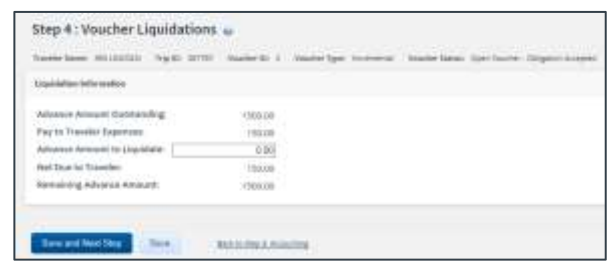

Figure 5: Voucher Liquidations page

Incremental Voucher

If this is an incremental voucher:

1. Enter the **Advance Amount to Liquidate**. The maximum value is the lesser of the **Advance Amount Outstanding** and **Pay to Traveler Expenses** fields.
2. Click **Save and Next Step**.

Summary Workflow Step

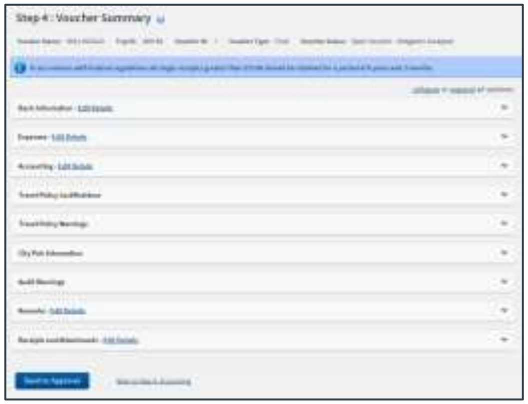

Figure 6: Voucher Summary page

1. Review the voucher and make sure your entries are accurate.
    - Click the **Edit Details** link in any panel header to return to that workflow step and make changes.
    - The Travel Policy Justifications, Travel Policy Warnings, and City Pair Information sections are informational only. These sections reflect information and selections made from the authorization.
    - The Audit Warnings section is an optional section that appears if the voucher may be a candidate for audit. This section lists the reasons the voucher may be selected for audit.
2. When you are satisfied, click **Send to Approver**. This displays a Confirm Action window.
3. Read the voucher acceptance policy. When you submit the voucher, this acceptance is logged and becomes part of the trip history.
4. Click **Confirm**.

You will receive email notifications as your voucher moves through the approval process, and when it receives final approval for payment.

Release 22.1 – February 2022