# Revisions

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<th>Author</th>
<th>Comment</th>
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<tr>
<td>1.0</td>
<td>Leslie Mansir</td>
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Using This Guide

This guide provides all the instructions necessary to create, modify, delete, route, and print a travel document using E2 Solutions Travel Management tool. It is intended to support training as well as serve as a reference for post-training use. The focus of this guide is the primary travel users - the Travel Arranger and the Travel Approver. Support and administrative functions, such as Auditors, Card Coordinators, and System Administrators, will be covered in other documentation.

After the Introduction, the guide is arranged by E2 Solution's most common uses, such as creating a travel request, down to one time events such as adding a new user to the E2 Solutions system.

E2 functions are present as procedures in a series of steps with corresponding illustrations. For example, to add a User's rental car preferences to their profile, follow the procedures shown below:

1. **In the Rental Car Preferences** screen, perform the following actions
   a. In the Car Type field, select from the drop down boxes the Car Size, Number of Doors, and Transmission Type.
   b. In the Special Requests field, select up to three special requests from the drop down boxes.
   c. OPTIONAL: In the Special Instructions field, enter Special Requests for car rentals.
   d. When finished, select the Save button.
1. Introduction

E2 Solutions is a web-based travel management solution that provides end-to-end travel management services to Federal Agencies such as USAID. The E2 Solutions application is capable of travel planning and cost estimating; travel authorization creation; online booking of reservations; the filing, processing, and approval of travel documents, vouchering of travel, and travel and system reports.

1.1 User Role

Within E2 Solutions, there are five user roles. E2 Solutions provide each system user with access to features and functions appropriate to a specific user role. The E2 Solutions roles are as follows:

- **Traveler and Travel Arranger** - As a traveler, you can create, modify, delete, route, and print a travel document for yourself and for any other travelers who have given you permission to arrange their travel.
  
  **NOTE**: Any E2 Solutions user, regardless of user type, can perform traveler or travel arranger functions.

- **Approver** – As an approver, you can approve, revise, route, and print a travel document.

- **Auditor** – As an auditor, you can approve, revise, and route a travel voucher.

- **Card Coordinator** – As a program coordinator, you can define the status of E2 Solutions users’ charge cards. You can also view an E2 Solutions users’ card history and restrict charge card usage.

- **System Administrator** – As a customer system administrator, you can modify a wide variety of settings at the system level that are applied to E2 Solutions users. Any other E2 Solutions user role can be assigned customer system administrator privileges at various levels within the E2 Solutions hierarchy.

Within USAID, E2 Solutions users will either be defined as a traveler or an approver. Some USAID users will have system administrator privileges. Once a user's role has been defined, the functions available to that user become available in the E2 system.

1.2 Travel Arrangement Functions

The most common use of E2 will be to create and administer travel arrangements and its documentation by individual users. Examples of travel arrangement functions are the initial creation of a trip for, or by a user. Once the trip is created, the trip originator can route the trip request to the Approver, or any other official that is required to review, verify, and approve the trip. At any point in the trip request process, the Traveler or the Approver can edit the travel plan. Finally, E2 can print the appropriate trip documentation.

1.2.1 Trip-by-trip Travel Arrangement Functions

The task available to the Traveler and Travel Arranger in the creation and management of travel arrangements and its corresponding travel documentation are:

- Create - initial travel arrangements and corresponding set of travel documentation and vouchers.
- Modify - make changes to existing travel arrangements and documentation.
- Route - transmit existing travel documentation to approval and review sources.
- Print - print any or all travel documents and vouchers.
- Delete - remove any or all travel documents from a selected travel arrangement document.
1.2.2 Trip Support Functions

These are functions that are not performed by users or Approvers in the direct creation and maintenance of trips. The correspond directly to their user roles. While any E2 User can also be given one or more of these functions/roles, most users will be limited to the role of Traveler or Travel Arranger.

- Credit card maintenance - view, define, and restrict charge card usage
- Auditing - approve, revise, and route a travel vouchers
- System administration - adds update, and change E2 users; administer passwords and security; perform E2 maintenance.
2. Accessing E2 Solutions

The purpose of this section is to provide the steps necessary to access E² Solutions. All users of E² Solutions access the application in the same manner.

1. Open a web browser session.
2. In the address box, type `https://ets.prod.carlson.com` and select the Enter button on the keyboard.

![Figure 1. E2 URL](image)

3. Once you select the Enter key, the E² Solutions Login window will appear.
4. In the E² Solutions Login screen, enter your E² Solutions Username, Password, and select the Login button.

![Figure 2. E2 Login Screen](image)

5. After selecting the Login button, the E2 Solutions home page for the user will appear.
This completes the **Access E2 Solutions** process.
3. Trip-by-Trip Authorization (E2 Solutions Traveler and Travel Arranger)

The purpose of the Trip by Trip section is to provide the steps necessary to create a travel authorization within E² Solutions.

Note: You must have an Account and a profile in E2 before you can arrange a travel request. If you do not have a profile, you must create one. See Account Creation.

3.1 Create a Travel Authorization

1. Once logged into E² Solutions, from the E2 Solutions main menu, select the My Travel link.

   ![Figure 4. My Travel Link](image)

2. In the Current Trips screen, select the Create Travel Authorization button.

   ![Figure 5. Create Travel Authorization Link](image)

3. After selecting the Create Travel Authorization button, the screen will refresh and indicate the page is loading.
4. When the page finishes loading, the Trip Planner screen will display.

5. In the Type of Travel field, select from the drop down list the Type of Travel for the trip.
6. In the **Specific Travel Purpose** field, enter the reason for the trip.

7. After completing the **Type of Travel** and **Specific Travel Purpose**, the next steps are to build your itinerary from your current duty station to your TDY location. To do this start with the **Site 1 Begin** portion of the **Trip Planner**.

8. From the **Departing** field, select **Calendar** icon.

   **NOTE:** If the calendar does not display after selection, check the Windows menu bar for the calendar.
9. In the Calendar, select the **Departing Date** for your trip. After selecting the **Departure Date** the Trip Planner screen will update with the **Departing** and **Arrival Date** as the same.

**NOTE:** If you are crossing the International Date Line (IDL) East or West, then you enter the arrival date as seen on your itinerary. This will allow E2 Solutions to calculate the entitlements correctly.

![Figure 12. Departing Calendar Date](image)

10. In the **Time** field, select the drop down arrow and select the preferred **Departure Time**.

![Figure 13. Select Departure Time](image)

11. The **Departing From** field should list the city closest to your current duty station for which there is an airport. If you would like to change your **Departing From** location, select the **Departing From** link.

![Figure 14. Departing Link](image)

12. In the **Site Search** screen, perform the following actions:

**NOTE:** Unless for some reason you are departing from a location other than your official duty station, the Departing From location should not be changed.
13. In the **Country** field, select the departing **Country**.

14. If the **United States** is the departing country, select the drop down arrow and select the departing **State**.
   a. After selecting the departing **State**, select the **Search** button.
   b. Below the **Search** button, a **City** link list will be available. Select the link for the appropriate **City**.

   ![Figure 15. Site Search](image)

15. After selecting the **Departing From** location, select the **Airport** link.

   ![Figure 16. Airport Icon](image)

   **NOTE:** Unless for some reason you are departing from an airport other than your default airport, the Departing Airport should not be changed.

16. In the **Select Airport** screen, perform the following actions:
   a. In the **Select Country** field, select the Country from the drop down list and then the Select button next to the Country box.
   b. If the **United States** is the **Departing Country**, then in the **Select State** field select the **State** from the drop down list and then select the **Search** button.
   c. If the **Departing Country** is **not** the United States, then in the **Country** field select the **Country** from the drop down list and then select the **Select** button next to the **Country** field.
d. From the list of available airports, select the **Airport Code** associated with the **Airport** in which you will be departing.

17. The **Arrival Date** field will automatically populate based on the **Departure Date** field when selecting the **Arrival Date** box.

**NOTE:** Check your TMC provided itinerary for Departure and Arrival Dates and enter the dates in the fields if different. When crossing the International Date Line, your arrival date may be different from what is listed in E2 Solutions. For proper entitlement calculations, the dates on the TMC provided itinerary should be used.

18. If, on the itinerary, the **Arrival Date** is different from the **Departure Date**, then select the **Calendar** icon.

19. In the **Calendar** screen, select the **Arrival Date** as listed on your itinerary. This will populate the **Arrival Date** field.

20. After selecting the **Arrival Date**, select the **Going To** link to enter your Temporary Duty (TDY) destination.
21. In the Site Search screen, perform the following actions:
   a. In the **Country** field, select the drop down box to list the countries and select the destination **Country** from the list provided.
   b. If you are not traveling to the United States, after you select the **Country** from the drop down box, select the **Search** button.
   c. If the **Country** selected is the United States, then select the drop down box for the **State** field to identify the **State** to which you are traveling and then select the **Search** button.
   d. Below the **Search** button a list containing the Cities associated with the Country and/or State selected will appear. Select the **City** from the list.
   e. Once complete, skip to Step 22.

**NOTE:** If your TDY city is not listed, then that means there is not a per diem rate associated with your TDY location. Proceed to Step 20 for CONUS travel or Step 21 for OCONUS travel. Otherwise, skip to Step 22.

---

**NOTE:** Some USAID TDY locations will have a Custom Per Diem rate. Custom Per Diem Rates are identified by the ‘Y’ in the Custom Site column and by the City Name. When traveling to sites with Custom Per Diem rates, travelers should select the Custom Per Diem rate. Below is a screenshot of the Custom Per Diem rate screen.
For CONUS locations when the TDY City does not appear in the list of available cities associated with the State, perform the following actions:

a. In the Site Search screen, select the Standard US Rate Search link.

b. In the Standard US Rate Search section, select the State from the drop down box.

c. In the Town / City field, enter the TDY City and select either the Show Nearby Airports button or the Show All State Airports button.

d. In the new Standard US Rate Search screen, select the appropriate Airport Code.
23. For OCONUS location when the TDY City does **not** appear in the list of available cities associated with the Country, perform the following actions:
   a. In the Site Search screen and in the Country field, select from the drop down box Other Foreign Localities and select the Search button.
   b. In the Search results section, select the Foreign Areas link.

24. When finished the Going To and Airport fields will populate the TDY Destination and Airport.

25. In the Mode of Transportation field, select the appropriate transportation method from the drop down box.

26. If Hotel and/or Car Rental are authorized, select the box next each field is authorized.
NOTE: If the box associated with the Will you need to reserve a hotel? is grayed out, then in your profile you have either not entered your credit card information or, if you have entered your credit card information, you have not set that credit card to be your default credit card for hotel reservations.

![Will you need to reserve a hotel?](image)

27. In the Reason for Stop field, select from the drop down box the Reason for the Stop at this location.

**Reason For Stop Definitions:**

Temporary Duty – Any duty at a temporary station other than the permanent duty station (PDS)

Authorized Delay – An allowed delay when using any mode of transportation when not directly traveling to your temporary duty (TDY) site, for any reason. (Example: Weather, traveling OCONUS on flights with stopovers exceeding 14 hours, or traveling using a personally owned vehicle (POV) to a location that is more than 350 miles in distance.)

Rest Stop – An allowed delay where the origin and/or destination are OCONUS, and the scheduled flight time, including stopovers and change of planes, is in excess of 14 hours. When a rest top is authorized the applicable per diem rate is the rate for the rest stop location.

**NOTE:** The agency will need to determine when to use Authorized Delay or Rest Stop as the Reason for the Stop.

![Reason for Stop](image)

28. After completing Site 1, departure location to TDY destination, the next step is to complete Site 2, TDY destination back to the departure location. The below steps will complete the itinerary portion of a Travel Authorization for a round trip.

![Travel Authorization Itinerary](image)

29. From the Departing field, select Calendar icon.
30. In the Calendar, select the **Departing (Return) Date** for your trip. After selecting the **Departure Date** the Trip Planner screen will update with the **Departing** and **Arrival Date** as the same.

![Figure 29. Departing Calendar Icon](image)

31. In the **Time** field, select the drop down arrow and select the preferred **Departure Time**.

![Figure 30. Calendar](image)

32. In the **Departing From** and **Airport** fields, verify the departing location is the TDY location and the **Airport** field is correct.

![Figure 31. Departure Time Menu](image)

33. In the **Arriving** field, mouse click inside the box. The **Arrival Date** will automatically populate based on the **Departure Date**.

![Figure 32. Departing From and Airport window](image)
34. In the **Going To** field, verify the returning to location and airport are correct. If not, make the necessary changes to either the **Going To** location and/or the **Airport** by selecting the **Going To** link and/or **Airport** link.

**NOTE:** If you changed the departing from airport in Site 1 to another airport other than the default airport defined in your profile, you will need to make sure you are returning to the airport you departed from as the default airport is what is defined in your user profile and what will appear by default as the airport code.

35. In the **Mode of Transportation** field, verify the Mode of Transportation is correct.

36. After you have completed all steps in the **Trip Planner** screen, select the **Next** button.

37. The **E2 Solutions** screen will refresh as **E2 Solutions** builds your trip itinerary also known as your **Authorization Summary**.
## Create Travel Authorization

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**Authorization Summary**

### Trip Summary

**Type of Travel:** Site Visit

**Specific Travel Purpose:** Site Visit to View

**Document Number:** 000074001381

**Date Generated:** 04-Apr-2009

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**Duration:** 6 Days

### Reservation Details

Use Reservation Details link to Retrieve Reservations or Make Reservations prior to entering lodging expenses. Retrieving reservations or making reservations after completing the lodging expense area will overwrite entered information.

**Please select the cabin class for your trip.**
- Coach
- Business
- First

### Expenses, Funding, and Travel Advances

- **Edit Estimated Lodging and Meals Expenses:** $1,562.80
- **Edit Estimated Transportation and Other Expenses:** $13.75
- **View Estimated Total Expenses:** $1,575.75
- **Edit Total Allocated to Accounting Codes:** $0.00

### Optional Remarks:

- **Add Remarks**

**Next Step**

- Download Cost Construction Worksheet
- Send To Approver
- Delete Authorization
- Upload Cost Construction Worksheet

### Save Trip as Template

If you wish to save this Trip as a template to be used later, please enter a Template Name.

If you wish to share this template with other users within ZCCarlson Staff under USAID, then mark the template as "Shared".

- **Template Name:** [Input Field]
- **Shared:** [Checkbox]

**Printable Authorization/Youth**

*Figure 35. Create Trip Summary Authorization window*
38. In the **Trip Summary** portion of the **Authorization Summary** screen, perform the following verification activities:

a. Type of Travel
b. Is the Type of Travel correct for the trip?
c. Specific Travel Purpose
d. Does the Purpose clearly state the reason for the travel?
e. Departure, TDY, and Return locations
f. Do the locations match the reservation?
g. Departure and Arrival Dates
h. Do the dates match the reservation, if you already have a reservation?
i. Departure Times
   ⇒ Do the departure times match the reservation, if you already have a reservation?

**NOTE:** If you do not yet have a reservation for your trip, you can continue with the Travel Authorization. Once your reservations are made and before sending to the Approver, make sure you update the above fields so E2 Solutions can calculate the proper reimbursement.

j. **Departure Mode** (i.e., CP for Commercial Plane)
   ⇒ Is the mode of transportation correct?
k. Reason for Stop
   ⇒ Is the stop for TDY, Authorized Delay, or Rest Stop?
l. Per Diem
   ⇒ Is Custom Per Diem available for the TDY location?)
m. Hotel and Car
   ⇒ Do you need a hotel or rental car?

![Figure 36. Trip Summary](image-url)
39. In the **Reservation Details** section of the **Authorization Summary** screen, select the appropriate **Cabin Class** for your trip and select the **Save** button. The screen will need to refresh as the information is saved and updated in the **Travel Authorization**.

```
Reservation Details
Use Reservation Details link to Retrieve Reservations or Make Reservations prior to entering lodging expenses. Retrieving reservations or making reservations after completing the lodging expense area will overwrite entered information.

Please select the cabin class for your trip:
- Coach
- Business
- First

Save
```

**Figure 37. Save Reservation Details window**

40. After selecting the **Cabin Class** for the trip, select the **Reservation Details** link to make a reservation electronically with TMC.

**NOTE:** USAID Missions will continue to submit their Travel Authorizations manually with the TMC. Therefore, USAID Mission travelers can proceed to step XX

```
Reservation Details
Use Reservation Details link to Retrieve Reservations or Make Reservations prior to entering lodging expenses. Retrieving reservations or making reservations after completing the lodging expense area will overwrite entered information.

Please select the cabin class for your trip:
- Coach
- Business
- First

Save
```

**Figure 38. Reservation Details**

41. In the **Reservation Details** screen, select the **Send to Travel Agent** link. When selecting the **Send to Travel Agent** link, the TMC will receive the requested trip itinerary and make reservations according to what is in the travel authorization.
42. In the **Trip Confirmation** screen, enter special travel requests that you may need for **this trip** as needed in the **Note to Travel Agent** box. Once complete select the **Confirm** button.

**NOTE:** In order to automatically route the Travel Authorization to the TMC, the traveler must have a TMC Profile ID. To verify and/or create a TMC Profile ID, please refer to Section 4.6.

43. After selecting the **Confirm** button, the **Trip Status** will change from **No Reservation** to **Agent Intervention**.

**NOTE:** The TMC should process your reservation request within 24 hours.

44. When the TMC completes the reservation and sends the reservation back to E2 Solutions, the **Trip Status** code will change from **Agent Intervention** to **Reservations Booked**. Additionally, an email will be sent to the traveler’s Email Address(es) identified in their **E2 Solutions Profile**. The email will contain the Confirmation Code.

45. In the **Reservations** section, select the **Reservations Details** link.
46. In the Reservation Details screen, select the Retrieve Reservation button. A new screen, Retrieve Existing Reservation, will open.

47. In the Retrieve Existing Reservation screen, enter the Confirmation Code and select the Retrieve button.

48. In the screen the reservations will display. Select the Accept button if the reservation is correct, otherwise select the Cancel button. If you accept the reservation and airfare and hotel are part of the reservation made through the TMC, then the associated costs for these expense will be are the travel authorization.

(NEED SCREENSHOT OF ACCEPT/DECLINE BUTTONS)
49. After retrieving the reservation, the estimated trip expenses are to be entered.

50. In the Expenses, Funding, and Travel Advance section of the Authorization Summary, select the Edit Estimated Lodging and Meals Expenses link.

NOTE: For USAID/W users, before entering any expenses, be sure to retrieve your reservation prior to entering expenses. This will prevent the previous entered expenses from being overwritten when the reservation is retrieved.

51. In the Lodging and Meals Expenses screen, the editable fields include the Reimbursement Type, Daily Rate (Lodging), and Daily Tax (Lodging).

NOTE: For easy navigation to the Authorization Summary or Transportation and Other Expenses, use the Authorization Summary or Transportation and Other Expenses links.
52. Using the drop down box select the appropriate **Reimbursement Type** and select the **Save** button.

**NOTE:** The reimbursement types available for selection by the USAID travelers are determined by the USAID system administrator in coordination with the Travel and Transportation Division.

53. After selecting the **Reimbursement Type**, select the **Daily Rate**, **Daily Tax**, or **Current M&IE** link to access the Estimated Daily Expenses screen.

**NOTE:** For OCONUS travel, there is not dollar value for the Daily Tax associated with lodging as lodging tax is include in the lodging rate.
54. The **Estimated Daily Expenses** screen is utilized to enter the estimated **Daily Lodging** and **Daily Lodging Tax**. The figure below is an example of an OCONUS trip with the reimbursement type of Per Diem.

---

**NOTE:** When the Reimbursement Type is Per Diem, the lodging rate will pre-populate with the lodging per diem rate for the TDY location. If the reimbursement type is Actual Expenses or Actual Lodging, then the Booked Lodging amount fields can be edited to reflect the estimated lodging costs.
55. If lodging is being shared with another traveler, select the Shared Lodging link at the bottom of the Estimated Daily Expenses screen.

56. In the Shared Lodging screen, select the Box next to the Date(s) in which the travelers used Shared Lodging and select the Save button. After selecting the Save button, the screen will refresh indicating the successful save of the change. Once the message appears, select the Back button to return to the Estimated Daily Expenses screen.

NOTE: If all TDY was days included Shared Lodging, then select the box associated with the Select all dates field.

57. To enter official days off while on official travel, select the Official Days Off link at the bottom of the Estimated Daily Expenses screen.
58. In the Official Days Off screen, select the Box associated with the Date(s) of the Official Days Off and select the Save button. After selecting the Save button, the screen will refresh indicating the successful save of the change. Once the message appears, select the Back button to return to the Estimated Daily Expenses screen.

59. If the Reimbursement Type is Per Diem and the traveler is provided meals, select the Per Diem M&IE link on the Estimated Daily Expenses screen.
In the **Per Diem Meals and Incidental Expenses** screen, select the **Box** associated with the **Date(s)** in which meals were provided. After selecting the **Save** button, the screen will refresh indicating the successful save of the change. Once the message appears, select the **Back** button to return to the **Estimated Daily Expenses** screen.

**NOTE:** To select a meal or meals for your entire TDY trip select the box associated with the **Select All Breakfast Meals, Select all Lunch Meals, and/or Select all Dinner Meals.**

---

**Figure 52. Per Diem M & IE - Estimated Daily Expenses**

<table>
<thead>
<tr>
<th>Trip Date</th>
<th>Booked Lodging</th>
<th>Allowed Lodging</th>
<th>Daily Lodging Tax</th>
<th>Estimated M&amp;IE</th>
<th>Per Diem Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 13/Oct/2008</td>
<td>0.00</td>
<td>220.00</td>
<td>0.00</td>
<td>93.00</td>
<td>Open</td>
</tr>
<tr>
<td>Tue 14/Oct/2008</td>
<td>220.00</td>
<td>220.00</td>
<td>0.00</td>
<td>124.00</td>
<td>Open</td>
</tr>
<tr>
<td>Wed 15/Oct/2008</td>
<td>220.00</td>
<td>220.00</td>
<td>0.00</td>
<td>124.00</td>
<td>Open</td>
</tr>
<tr>
<td>Thu 16/Oct/2008</td>
<td>220.00</td>
<td>220.00</td>
<td>0.00</td>
<td>124.00</td>
<td>Open</td>
</tr>
<tr>
<td>Fri 17/Oct/2008</td>
<td>220.00</td>
<td>220.00</td>
<td>0.00</td>
<td>124.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

Whichever is lowest between “Booked Lodging” or “Allowed Lodging” will be the expense transferred to the Voucher.

To access Shared Lodging, Official Days Off, or Per Diem M&E click the following links:

- Shared Lodging
- Official Days Off
- Per Diem M&E
61. After entering **Lodging**, Per Diem, Shared Lodging, Official Days Off, and Meals Provided information, select the **Transportation and Other Expenses** link to enter the estimated **Transportation and Other Expenses** for the TDY trip.
62. In the **Estimated Transportation and Other Expenses** screen, the traveler can enter additional estimated expenses for the TDY trip.

**NOTE:** After retrieving the reservation, the Airfare should populate in the Amount column. In the below screenshot example, the Airfare did not populate as a result of not actually retrieving a reservation. In this case, the Airfare must be manually entered.
63. To edit an existing expense in the **Estimated Transportation and Other Expenses** screen, select the **Edit Expense** link.

![Edit Expense link](image)

**Figure 56. Edit Expense link**

64. After selecting the **Edit Expense** link, the expense will expense to display the input fields. Since, the **Airfare** amount previously was $0.00, the **Airfare** expense needs to be added to the estimated expenses. In the **Amount** field, enter the airfare amount. After entering the amount select the **Save** button.

**NOTE:** For International flights, the airfare amount should be increased by $300.00 to cover price fluctuations associated with foreign flag carriers and non-government fares. For example, if the booked airfare was $2444.00, then the amount entered in the Airfare amount should be $2744.00. For Domestic flights, the airfare should be increased by $200.00 to cover price fluctuations. For example, if the booked was $800.00, then the amount entered in the Airfare amount should be $1000.00.

**NOTE:** If the reservations are changed after the reservation has been retrieved, then the reservation must be retrieved again. When doing so, the airfare and lodging, if booked through the TMC, will revert to the booked amount without the plus up. So, the additional $300.00 for international flights and $200.00 for domestic flights will need to be added back to the airfare expense.

65. To add additional expenses, select the **Add Expense** button at the bottom of the screen.

**NOTE:** To add more than one expense at a time, select the Add Expense button multiple times to add more expenses all at once. Any expense box not used can be cancelled by selecting the Cancel link.
### Estimated Transportation and Other Expenses

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Trip ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIMBLE, TOM</td>
<td>18232</td>
</tr>
</tbody>
</table>

**Trip Dates: 10/13/2008 To 10/18/2008**

In this screen you can copy, edit, or delete an existing expense, or you can add a new expense. Selecting the Edit link will display the details of the expenses and allow you to make edits.

**Filter by Date Range**

**Calculate and enter Service Charges for ATM Withdrawals and Traveler’s Checks.**

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense</th>
<th>Description</th>
<th>Amount</th>
<th>Copy</th>
<th>Delete</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/13/2008</td>
<td>Airfare</td>
<td>Airfare</td>
<td>2744.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $13.75

### Expenses Pending Add

- [Delete]
- [Save]
- [Add Expense]

---

Figure 57. Add Expense Amount window
66. After selecting the Add Expense button, the Expenses Pending Add screen will display the fields to be entered for the expense.

67. In the Expense field, select the drop down box to display the list of available Expenses and select one of the Expenses.
a. In the **Date of the Expense** field, select the **Calendar** icon to enter the **Date of the Expense**.
b. In the **Description** field, enter a brief **Description** of the expense.
c. In the Amount field, enter the **Amount** of the Expense.
d. In the **Site** field, select from the drop down list the **TDY location(s)** the expense is expected to occur or use the default, **Allow selection of site based on date**.
e. After the expense information is added, select the **Save** button.

**NOTE**: All travel authorizations should include an expense for Other Reimbursable expenses in the amount of $500.00 as an additional cushion.
**Figure 61. Save Added Expenses window**

68. After selecting the **Save** button, the **Estimated Transportation and Other Expenses** screen will update with the estimated expenses and a message indicating the **Expenses Saved Successfully**. Once all expenses have been entered, select the **Authorization Summary** link to return to the **Travel Authorization Summary** screen.
69. In the Expenses, Funding, and Travel Advances section of the Authorization Summary, notice the dollar amounts updated with the new expenses added.

70. In the Optional Remarks section of the Authorization Summary screen, select the Add Remarks link to enter remarks related to the Travel Authorization.

**NOTE:** See Appendix (X) for approved and tested remarks for the travel authorization.

71. In the Optional Remarks screen, enter Remarks and select the Add Remarks button. When finished select the close button.
72. After selecting the Close button, the **Authorization Summary** will display with the **Remarks**.

**NOTE:** Once a remark is added to the Travel Authorization or Travel Voucher, the remark becomes a permanent piece of the travel document and cannot be deleted. If a remark is entered incorrectly, then another remark should be added annotating the previous remark is not valid.

73. After entering the Remarks, the next step is to send the travel authorization to the approver for review and approval. To send the travel authorization to the approver, select the Send to Approver button in the Next Step section of the Authorization Summary.

74. After selecting the Send to Approver button, a message window will appear with the following question: Does your travel authorization accurately reflect the reservations made (dates, airports, cars, etc)? Click OK if Yes or Cancel if No. If the authorization accurately reflects the reservations made, select the OK button otherwise select the Cancel button.
75. If the OK button is selected, the Authorization summary screen will appear with the following message in red: This Authorization has been successfully submitted to approver. In accordance with Federal regulations all single receipts $75 and greater and all lodging receipts should be retained for a period of 6 years and 3 months.

---

76. If the trip is to a location in which the traveler or travelers within the minor customer travel to frequently, the trip can be saved as a **Template** and **Shared** with others in the traveler’s minor customer (Office).

77. In the Save Trip As Template screen, enter a Name in the Template Name field.

78. To **Share** the trip with others within your minor customer, select the **Shared** box.

79. After entering the **Template name** and whether or not the template will be **Shared**, select the **Save Trip Template** button.
This page intentionally left blank
4. Approval Process For A Trip-by-Trip Travel Authorization

With the Travel Authorization complete, the approver now is responsible for acting on the Travel Authorization. There are two options available to the approver. The first option is to Approve the Travel Authorization. The second option is to Return (the Travel Authorization) to Traveler.

4.1 Approving the Travel Authorization

Whether the Travel Authorization will be approved or returned, the USAID Approver must review the Travel Authorization including:

- Trip Type
- Trip Purpose
- Trip Dates
- Estimated Lodging and Meals Expenses
- Estimated Transportation and Other Expenses
- Total Estimated Expense
- Edit Total Allocated to Accounting Codes (Funds Committer)

**NOTE:** If the trip type or trip is for dependents of a USAID Employee, then refer to the Special Trip Types matrix for entitlements. The Special Trip Types Matrix, named USAID Special Trip Types, can be found at the following USAID intranet URL: http://inside.usaid.gov/M/AS/TT/e2/resources.html

1. After accessing and logging into E\(^2\) Solutions (see Accessing E\(^2\) Solutions), select the **My Approvals** link from the main Menu Bar. The **Pending Approval** screen will display. By default, the **Pending Approval** screen will open to the **Trip-by-Trip Authorizations**.

2. In the Pending Approval screen, select the **Trip ID** to review the Travel Authorization. The **Approve Travel Authorization** screen will display. The **Approve Travel Authorization** screen is also known as the **Summary** page created by the USAID traveler or travel arranger.

Figure 72. Trip ID

Figure 73. Review Travel Authorization window
4.1.1 Trip Type and Purpose Review

1. In the Approve Travel Authorization screen under the Review Authorization, review the Type of Travel and Specific Travel Purpose.

**NOTE:** If the trip type or trip is for dependents of a USAID Employee, then refer to the Special Trip Types matrix for entitlements. The Special Trip Types Matrix, named USAID Special Trip Types, can be found at the following USAID intranet URL: http://inside.usaid.gov/M/AS/TT/e2/resources.html

![Approve Travel Authorization](image)

---

**Figure 74. Approve Travel Authorization**
4.1.2 Trip Locations and Dates and Cabin Class Review

Review the Trip Locations, Dates, and Cabin Class.

<table>
<thead>
<tr>
<th>Site:</th>
<th>Departure</th>
<th>Per Diem</th>
<th>Hotel</th>
<th>Rental</th>
<th>Crossed IDL?</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASHINGTON, DC</td>
<td>CP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KYIV, UKR</td>
<td>CP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Arrives: KBP Tue 14-Oct-2008
Departs: KBP Sat 18-Oct-2006 08:00 AM

Duration: 5 Days

Reservation Details

Please select the cabin class for your trip.
- Coach
- Business
- First

Figure 75. Trip Locations and Cabin Class Review

4.1.3 Estimated Lodging and Meal Expenses Review

1. In the Expenses, Funding, and Travel Advances section, select the Edit Estimated Lodging and Meals Expenses link. The value displayed reflects the current Estimated Lodging and Meal Expenses. The Lodging and Meals Expenses screen will display.

2. In the Lodging and Meals Expenses screen, the Reimbursement Type field can be modified by using the drop down box under the Reimbursement Type field. If the Reimbursement Type is changed, the USAID approver will need to select the Save button. To review the expenses, select one of the links (e.g., Daily Rate, Daily Tax, or Current M&IE). Additionally, the USAID approver can View the Per Diem for the TDY Location by selecting the View link.

3. Select the Daily Rate, Daily Tax, or the Current M&IE links to view the Estimated Daily Expenses. The Estimated Daily Expenses will display a day by day summary of these expenses.

Figure 76. Edit Estimated Lodging and Meals Expenses
4. In the **Estimated Daily Expenses** screen, review the traveler’s daily expenses.
5. After reviewing the daily expenses, select the Shared Lodging link to review whether or not Shared Lodging is part of the travel authorization. When done, select the Back button to return to the Estimated Daily Expenses screen.

NOTE: If the traveler is using shared lodging, then the amount of the lodging will be decreased.
6. In the Estimated Daily Expenses screen, select the Official Days Off link to determine if the traveler is taking days off as part of the trip. When done, select the Back button to return to the Estimated Daily Expenses screen.

**NOTE:** If the traveler is taking days off as part of the travel authorization with a reimbursement type of per diem, E2 Solutions will automatically zero out the lodging and meals for those days.
7. In the **Estimated Daily Expenses** screen, select the **Back** button to return the **Lodging and Meals Expenses** screen.

8. In the Lodging and Meals Expenses screen, select the Authorization Summary link to return to the Authorization Summary screen.
## Authorization Summary

### Transportation & Other Expenses

#### Lodging and Meals Expenses

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Trip ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOM TRIMBLE</td>
<td>10132</td>
</tr>
</tbody>
</table>

**Trip Dates: 10/13/2008 to 10/19/2008**

### Reimbursement Type Legend

- **Actual Expenses** = Actual expenses for lodging and meals - Not To Exceed a total of 300%
- **Actual Lodging** = Actual expenses for lodging and prescribed M&IE rate - Not To Exceed a total of 300%
- **Actual Meals** = Actual expenses for meals and prescribed lodging rate - Not To Exceed a total of 300%
- **Conference** = Conference expenses for lodging and prescribed M&IE rate - Lodging cannot exceed 125%
- **Per Diem** = Limit reimbursement to per diem
- **Reduced** = Limit reimbursement to the following reduced per diem amounts

<table>
<thead>
<tr>
<th>Site</th>
<th>Reimbursement Type</th>
<th>Daily Rate</th>
<th>Daily Tax</th>
<th>Lodging to Date</th>
<th>Lodging Tax to Date</th>
<th>Current M&amp;IE to Date</th>
<th>Current M&amp;IE to Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>KYIV, UKR</td>
<td>Per Diem</td>
<td>220.00</td>
<td></td>
<td>880.00</td>
<td>880.00</td>
<td>0.00</td>
<td>682.00</td>
</tr>
</tbody>
</table>

Arrives: KSP Tue 14-Oct-2008
Departs: KSP Sat 19-Oct-2008

---

**Figure 81. Authorization Summary**
4.1.4 Estimated Transportation and Other Expenses Review

1. In the Authorization Summary screen under the Expenses, Funding, and Travel Advances section, select the Edit Estimated Transportation and Other Expenses link.

![Figure 82. Review Estimated Transportation and Other Expenses](image)

2. In the Estimated Transportation and Other Expenses screen, review the current list of expenses. After reviewing the Transportation and Other Expenses, select the Authorization Summary link to return to the Authorization Summary screen.

3. **NOTE:** When reviewing Other Expenses, did the traveler take into account transportation to and from the airport, parking, passport and/or visa fees as well as other expenses the traveler could potentially incur as part of the trip.
4.1.5 Edit Total Allocated to Accounting Codes (Committer Only)

After reviewing all expenses, the funds committer will enter the accounting code(s) associated with the trip. Prior to entering the accounting code(s) associated with the trip, the funds committer will still enter the information in Phoenix. After committing the funds in Phoenix, the committer will assign the account code(s) in E2 Solution. A trip may have multiple funding sources. When there are multiple funding sources identified in Phoenix, those same account codes must be entered in E2 Solutions. The following steps provide instructions on how to enter the accounting codes in E2 Solutions.

4.1.5.1 Single Account Code Funding of a Travel Authorization.

1. In the Authorization Summary screen under the Expenses, Funding, and Travel Advances section, select the Edit Total Allocated to Accounting Codes link.

2. In the Selected Accounts screen, select the Add button. This will open the Add Accounting Codes screen.
3. In the **Add Accounting Codes** screen, perform the following tasks:

**NOTE:** The below information are the only required accounting code fields and are from Phoenix.

4. In the **BBFY** field, enter the **BBFY**.
   a. In the **Fund** field, enter the **Fund**.
   b. In the **Distribution** field, enter the **Distribution**.
   c. In the Commitment Type and Number field, enter the Commitment Type and Number.
   d. In the Commitment Line field, enter the Commitment Line.
   e. When finished select the **Save** button.

**NOTE:** If there are multiple funding sources for the trip, then repeat the above process for all account codes. See Section 7.1.5.2 for detailed instructions.
5. After selecting the **Save** button, the **Selected Account** screen will appear.

6. If the travel authorization is funded from a single accounting code, select the **Save and Continue** button.

7. After selecting the **Save and Continue** button, the **Authorization Summary** screen will appear.

### 4.1.5.2 Multiple Account Code Funding of a Travel Authorization By Percentage

When applying multiple **Account Codes** to a travel authorization, the approver (Committer) can elect to fund a portion of the trip using all accounts codes by either a **Percentage** or by a **Dollar Value**. To fund multiple account codes for the trip based on percentage, perform these tasks.

1. If the travel authorization is funded from multiple accounting codes, select the **Add** button to add another account code.
2. In the **Add Accounting Codes** screen, perform the following tasks:

**NOTE:** The below information are the only required accounting code fields and are from Phoenix.

- In the **BBFY** field, enter the **BBFY**.
- In the **Fund** field, enter the **Fund**.
- In the **Distribution** field, enter the **Distribution**.
- In the Commitment Type and Number field, enter the Commitment Type and Number.
- In the Commitment Line field, enter the Commitment Line.
- When finished select the **Save** button.
3. In the Selected Accounts screen, enter the Percentage to be applied to each Accounting Code. After entering the Percentage to be applied to each Accounting Code, mouse click outside the Percentage field for the Dollars to Allocate column to updated.
Once the **Dollars to Allocate** column updates, select the **Save and Continue** button.

4. After selecting the **Save and Continue** button, the **Authorization Summary** screen will appear.

5. This completes the Multiple Account Code Funding of a Travel Authorization By Percentage section.

### 4.1.5.3 Multiple Account Code Funding of a Travel Authorization by Amount

When applying multiple **Account Codes** to a travel authorization, the approver (Committer) can elect to fund a portion of the trip using all accounts codes by either a **Percentage** or by a **Dollar Value**. To fund multiple account codes for the trip based on a dollar value, perform these tasks.

**NOTE:** This is an example using only two accounting codes. There could be more than two accounting codes for a Travel Authorization. The process for adding more than two accounting codes is the same.

1. In the **Selected Accounts** screen, enter the **Dollar Amount** in the **Dollars to Allocate** column for the first **Accounting Code**. After entering the dollar amount in the **First Accounting Code** field, the **Remaining Amount To Be Allocated** field will display the remaining **Dollar Amount** to be allocated.
2. Once the Dollar Amount in the First Accounting Code field is entered, the Dollar Amount in the Remaining Amount To Be Allocated must be applied to the Second Accounting Code. In the Dollars to Allocate field for the Second Accounting Code field, enter the remaining Dollar Value. Once the Dollar Amount is entered in the Second Accounting Code field, the Remaining Amount to Be Allocated should be zero.

![Figure 91. Zero Remaining Amount](image)

3. When the Remaining Amount to Be Allocated field is zero, select the Save and Continue button.

![Figure 92. Save and Continue](image)

4. After selecting the **Save and Continue** button, the **Authorization Summary** screen will appear.

5. This completes the Multiple Account Code Funding of a Travel Authorization by Amount section.

### 4.1.5.4 Multiple Account Code Funding Using Split Funds

E2 Solutions provides the ability to assign specific expenses to a particular Accounting Code and/or provides the ability to for each Accounting Code to fund a Dollar Value portion of an expense. To assign an expense to a particular account code, perform the following tasks:
4.1.5.4.1 Split Funds Per Account Code

1. In the Selected Accounts screen, select the Split Funds… button. Selecting the Split Funds… button will open the Split-Funding Detail screen.

```
Selected Accounts

<table>
<thead>
<tr>
<th>Trip Id</th>
<th>16132</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Code Created,</td>
<td></td>
</tr>
<tr>
<td>Default:</td>
<td>Accounting Code:</td>
</tr>
<tr>
<td>2007 NA.AA.NA NA.NA.001-2007 NA.AA.NA NA.NA.001-2007 NA.AA.NA NA.NA.001-2007 NA.AA.NA NA.NA.001-</td>
<td>0.00</td>
</tr>
<tr>
<td>2007 NA.AA.NA NA NA.110</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Amount: $4527.17
Remaining Amount To Be Allocated: $0.00
```

Figure 93. Split Funds

2. In the Split-Funding Details screen, identify the expense(s) that should be assigned to a particular Accounting Code. In the Accounting Code field of the Expense Type, select the drop down box and select the Account Code to assign to the expense(s).
### Split-Funding Details

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Amount ($)</th>
<th>Accounting Code</th>
<th>Detail Toggle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>2744</td>
<td>200720202000441</td>
<td>Tile</td>
</tr>
<tr>
<td>Internet Service</td>
<td>75.00</td>
<td>200720202000442</td>
<td>Tile</td>
</tr>
<tr>
<td>Lodging</td>
<td>680.00</td>
<td>200720202000442</td>
<td>Tile</td>
</tr>
<tr>
<td>Meals &amp; Incidents</td>
<td>662.00</td>
<td>200720202000442</td>
<td>Tile</td>
</tr>
<tr>
<td>Parking</td>
<td>80.00</td>
<td>200720202000442</td>
<td>Tile</td>
</tr>
</tbody>
</table>

Figure 94. Split Finds Detail - Account Code
3. After selecting the **Account Code** to assign to an expense, scroll to the bottom of the **Split-Funding Details** screen and select the **Continue** button.

![Figure 95. Split-Funding Details - Continue](image)

4. In the **Selected Accounts** screen, select the **Save and Continue** button.

![Figure 96. Save and Continue](image)

5. After selecting the **Save and Continue** button, the **Authorization Summary** screen will appear.

6. This completes the **Split Funds Per Account Code** section.

**4.1.5.4.2 Split Funds Per Expense Type**

E2 Solutions provides the ability to assign specific expenses to a particular Accounting Code and/or provides the ability to for each Accounting Code to fund a Dollar Value portion of an expense. To split funds per expense type, perform the following tasks:
1. In the **Selected Accounts** screen, select the **Split Funds…** button. Selecting the **Split Funds…** button will open the **Split-Funding Detail** screen.

![Figure 97. Split Funds link](image)

2. In the **Split-Funding Details** screen, select the **Detail** link under the **Detail Toggle** column for the **Expense Type** that will be funded from two or more accounting codes based on a dollar value for each **Accounting Code**.

![Figure 98. Split-Funding Detail](image)

3. After selecting the **Detail** link, the **Expense Type** will expand to display all the **Accounting Codes** with an **Amount** field to each **Accounting Code**. In the Amount field, enter the Dollar Value for each Accounting Code.

**NOTE:** Not all accounting codes need to have a dollar value, but each of the Accounting Codes with a dollar value must equal to the Total Amount for the expense.
4. After entering the **Dollar Value** for each **Accounting Code**, scroll to the bottom of the **Split-Funding Details** screen and select the **Continue** button.

![Split-Funding Details](image)

**Figure 99. Split-Funding Accounting Cases**

5. In the **Selected Accounts** screen, select the **Save and Continue** button.

![Selected Accounts](image)

**Figure 100. Continue Split-Funding Accounting Codes**
6. After selecting the Save and Continue button, the Authorization Summary screen will appear.

7. This completes the Split Funds Per Expense Type section.

4.1.6 Trip-by-Trip Approval or Return to Traveler

1. After reviewing the Travel Authorization, the approver can either select the Approve button to approve the Travel Authorization or select the Return the Traveler button to return the travel authorization to the traveler. To Approve the Travel Authorization, perform the following tasks:

4.1.6.1 Trip-by-Trip Approval

2. To Approve the Travel Authorization, select the Approve button under the Next Step section of the Authorization Summary.

NOTE: When the travel authorization is returned to the traveler or travel arranger for modifications, the travel authorization will go through the approval process again as changes to the official document require approval by all approval levels.

3. After selecting the Approve button, the Remarks screen will appear.

4. To Add Remarks, select the Add Remarks link under Optional Remarks.
5. In the Optional Remarks window, enter any additional remarks that maybe required as part of the travel authorization, and select the Add Remarks button.

NOTE: A list of commonly used and approved remarks are available in Appendix (X). NEED TO ADD IN THE APPENDIX NUMBER FOR REMARKS.

6. After selecting the Add Remarks button, the Optional Remarks window will refresh with the message Remarks added successfully. Select the Close button.
7. After selecting the Close button, the Pending Approval screen will appear indicating the Travel Authorization was successfully approved.

8. This completes the Trip-By-Trip Approval process for a Travel Authorization.
4.1.6.2 Trip-by-Trip Return to Traveler

1. If adjustments are required to the Travel Authorization, then the Travel Authorization must be returned to the traveler or travel arranger for those adjustments. To return the Travel Authorization to the traveler, perform these tasks:

2. To return the Travel Authorization to the traveler, select the Return to Traveler button under the Next Step section of the Authorization Summary.

3. After selecting the Return to travel button, the Remarks screen will appear. To Add Remarks, select the Add Remarks link under Optional Remarks.

4. In the Optional Remarks window, enter any additional remarks as to why the travel authorization is being returned, and select the Add Remarks button.
5. After selecting the Add Remarks button, the Optional Remarks window will refresh with the message Remarks added successfully. Select the Close button.

6. In the Approval Confirmation screen in the Note to Approver section, select the drop down arrow and select the reason for returning the Travel Authorization to the travel. Once a Reason has been selected, select the confirm button.
7. This completes the Trip-by-Trip Return to Traveler process for a Travel Authorization.
5. Amendment of a Trip-by-Trip Travel Authorization

E2 Solutions provides the ability to amend travel authorizations to accommodate missed expenses and/or if the total amount of the travel voucher is for more than the travel authorization. To amend a travel authorization, perform the following tasks.

NOTE: Only travel authorizations with a status of Open Voucher are eligible and available for amending.

5.1 Amending a Trip-by-Trip Travel Authorization (Traveler or Travel Arranger)

1. Log into E2 Solutions.
2. From the traveler’s E2 Solutions home page, select the My Travel link.
3. In the Current Trips screen, select the Amend a Trip link located in the Travel Center box. Selecting the Amend a Trip link will open the Trips Available for Amendment screen with the Travel Authorizations eligible for amending.
4. In the Trips Available for Amendment screen, select the Trip ID link associated with the Travel Authorization to be amended.
5. After selecting the **Trip ID** link associated with the **Travel Authorization** to be **Amended**, the following message will appear indicating the traveler or travel arranger is creating an amendment to the travel authorization and the travel authorization amendment must be submitted for approval to all approval levels again. Select the **OK** button to proceed with amending the **Travel Authorization**.

6. After selecting the **OK** button, the **Create Travel Authorization** screen will appear with a message indicating the status of the **Travel Authorization** has been revised with the new **Trip ID**.

**NOTE:** When a travel authorization is amended the Trip ID will change and append a -1 to the current Trip ID.

7. In the Authorization Summary screen and in the Expenses, Funding and Travel Advances section, select either the Edit Estimated Lodging and Meals Expenses or the Edit Estimated Transportation and Other Expenses link to add additional expenses or change the amount of expenses.
8. In the Estimated Transportation and Other Expenses screen, select the Add Expense button to add an expense type not included on the original Travel Authorization.

9. NOTE: To add additional expenses, select the Add Expense button again for each additional expense.

10. In the Expenses Pending Add section, enter the following information:
    a. In the Expense field, select the drop down box and select Expense Type.
    b. In the Date of Expense, select the Calendar Icon and then select the Date for the expense. Optionally, the date perhaps entered manually in the following format (MM/DD/YYYY)
c. In the **Description** field, enter a **Description** of the expense.
d. In the Amount Local Currency Unit (LCU) field, enter the expense Amount.
e. In the **Site** field, either select the **Site** for the expense or select the **Allow Selection of Site based on Date** from the drop down list.
f. Then select the **Save** button.

---

![Figure 119. Enter and Save Pending Expenses](image)

11. After selecting the **Save** button, the screen will refresh and the **Expense Type** will display under the **Estimated Transportation and Other Expenses** screen. When all additional **Expense Types** have been added select the **Authorization Summary** link to return to the **Authorization Summary** screen.

---

![Figure 120. Lodging and Meals Authorization Summary](image)

12. In the **Authorization Summary** screen under the **Reservation Detail** section, select the **Radio** button associated with the **Cabin Class** for the trip. After selecting the **Cabin Class**, select the **Save** button. After selecting the **Save** button, the Authorization Summary screen will refresh.
13. After selecting the **Save** button and if there are no other changes, select the **Send to Approver** button under the **Next Step** section of the **Authorization Summary** screen.

**NOTE**: Any changes to official travel documents, to include Travel Authorizations, Travel Vouchers, Open Authorizations, Group Authorization, and Travel Advances, requires the travel document to be approved at all approval levels.

14. After selecting the **Send to Approver** button, a **Microsoft Internet Explorer** message will appear asking if the **Travel Authorization** accurately reflects reservations. In the **Microsoft Internet Explorer** window, select the **OK** button if the answer is **Yes** or select the **Cancel** button if the additional changes are required.

15. When the amended **Travel Authorization** is complete and resent to the approver, a red message will appear at the top of the **Authorization Summary** screen indicating the **Travel Authorization** was successfully submitted for approval.

16. This completes the traveler or travel arranger portion for amending a travel authorization.
### 5.2 Approval of an Amended Travel Authorization (Approver)

Once a traveler or travel arranger amends a travel authorization, the travel authorization must be approved again as there were changes to the official travel document. All approvers for the amended travel authorization should review the travel authorization as described in Section 7 of the user guide.

#### 5.2.1 Approval of an Amended Travel Authorization by Funds Committer (Approver)

1. When a travel authorization is amended and additional expenses are added to the travel authorization or expenses are deleted or reduced, the funds committer must make the appropriate adjustments in the financial system, Phoenix, as well as in E2 Solutions to ensure the amounts in Estimated Total Expenses and Total Allocated to Accounting Codes match. To adjust the Edit Total Allocated to Accounting Codes in E2 Solutions, perform the following steps:

2. Log into E2 Solutions.
3. From the **Main Menu** bar, select the **My Approvals** link.

![Figure 125. My Approvals Link](image)

4. In the **Pending Approval** screen, select the **Trip ID** to be approved.

![Figure 126. Pending Approval](image)

In the Expenses, Funding, and Travel Advances section of the Authorization Summary screen, notice the View Estimated Total Expenses amount is more than the Edit Total Allocated to Accounting Codes amount. The amount in the Edit Total Allocated to Accounting Codes must match the View Estimated Total Expenses amount.

![Figure 127. Total Allocated to Accounting Codes](image)

**NOTE:** Since the travel authorization was amended and the amount of the authorization increased, the commitment in Phoenix must also increase.
5. To recalculate the amount in the Edit Total Allocated to Accounting Codes, select the Edit Total Allocated to Accounting Codes link.

![Figure 128 Edit Total Allocated to Accounting Codes](image)

6. In the Selected Accounts screen, verify the Remaining Amount To Be Allocated is $0.00, and select the Save and Continue button.

**NOTE:** E2 Solutions will automatically adjust the amount in the Dollars to Allocate column based on the amount in the View Estimated Total Expenses.

![Figure 129. Verify, Save and Continue Amount to be Allocated](image)

7. After selecting the Save and Continue button the Authorization Summary screen will display. In the Authorization Summary screen, scroll down to the Expenses, Funding, and Travel Advances section and verify the Edit Total Allocated to Accounting Codes matches the View Estimate Total Expenses amount.
Figure 130. Edit Total Allocated to Accounting Codes
6. Travel Advance

6.1 Requesting a Travel Advance

Travel Advances may only be requested by travelers that do not have a Government Issued Credit Card. To request a Travel Advance, perform the following tasks:

1. From the **Main Menu** bar of the traveler’s **E2 Solutions Home Page**, select the **My Travel** link.

   ![Select MyTravel](image)

   **Figure 131. Select MyTravel**

2. In the **Travel Center** box in the **Current Trips** screen, select the **Travel Advances** link.

   ![Select Travel Advances](image)

   **Figure 132. Select Travel Advances**

3. In the **Current Travel Advance Request** screen, select from the drop down list the **Trip** for which the **Travel Advance** is being requested. Once the **Trip** is identified and selected, select the **Create Travel Advance** button.

   ![Select and Create Travel Advance](image)

   **Figure 133. Select and Create Travel Advance**

4. In the **Travel Advance Detail** screen, perform the following tasks:
   a. In the **Select an Option** field, select from the drop down list either **Check** or **Cash** for the **Travel Advance**.
   b. In the **Advance Amount** field, enter the **Advance Amount** for the **Travel Advance**.
   c. Then, select the **Save** button.
5. After selecting the **Save** button, the **Travel Advance Detail** screen will refresh with a **Save Successful** message. Next, select the **Send to Approver** button.

![Travel Advance Detail](image)

**Figure 134. Send Travel Advance to Approver**

6. After selecting the **Send to Approver** button, the **Current Travel Advance Requests** screen will appear showing the **Travel Advance** request and status.

![Travel Advance Status](image)

**Figure 135. Travel Advance Status**
### Figure 136. Pending Travel Advances

<table>
<thead>
<tr>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trips</td>
</tr>
<tr>
<td>Open Authorizations</td>
</tr>
<tr>
<td>Open Authorization Amendments</td>
</tr>
<tr>
<td>Group Authorizations</td>
</tr>
<tr>
<td>Local Travel &amp; Misc Claims Vouchers (L)</td>
</tr>
<tr>
<td>Trip Expenses (E)</td>
</tr>
</tbody>
</table>

#### Pending Approval

Select Approval List to View:  Trip-by-Trip Authorizations Pending Your Approval, Select

Order by: Departure Date

<table>
<thead>
<tr>
<th>Trip ID</th>
<th>Traveler Name</th>
<th>Destination</th>
<th>Departure Date</th>
<th>View Original</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No record found

Showing 0 - 0 of 0
6.2 Approval of Travel Advance

The approval for Travel Advances is much like the approval for a travel authorization or travel voucher. To approve a travel advance, perform the following tasks:

1. Log into E2 Solutions
2. From the Approvers Main Menu bar, select the My Approvals link.

![Image 137. Select My Approvals](image)

3. In the Approvals box within the Pending Approval screen, select the Travel Advances link.
4. The Pending Approval screen will refresh with the Travel Advance(s) pending approval. Select the Advance ID.

![Image 138. Select Advance ID](image)

5. In the Travel Advance Detail screen, select the $0.00 in the Total Allocated to Accounting Codes field.
6. In the Selected Accounts screen, select the Add button to add an accounting code for the Travel Advance.
7. In the Add Accounting Codes screen, perform the following tasks:

**NOTE:** The below information are the only required accounting code fields and are from Phoenix.
a. In the **BBFY** field, enter the **BBFY**.
b. In the **Fund** field, enter the **Fund**.
c. In the **Distribution** field, enter the **Distribution**.
d. In the Commitment Type and Number field, enter the Commitment Type and Number.
e. In the Commitment Line field, enter the Commitment Line.
f. When finished select the **Save** button.

---

**Figure 139. Enter Accounting Code Details**

8. After selecting the Save button, the Selected Accounts screen will appear with the following message: Account Code Created. Next, select the Save and Continue button.
### Travel Advance Detail

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Trip Id</th>
<th>Advance ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOM TRIMBLE</td>
<td>18032-1</td>
<td>1135</td>
<td>Pending Approval (CONDITIONAL ROUTING POOL)</td>
</tr>
</tbody>
</table>

**Destination:**
- KYIV

**Departure Date:**
- 10/13/2018

**Routing Path**
- View Approval Routing Path

**Optional Remarks:**

---

545.00 USD is the total recommended advance amount for this trip which is based on 80% of your allowable Meals and Incidental trip expenses. Exceeding this amount up to your maximum possible advance amount of 545.00 USD may require additional approval.

545.60 USD is the recommended advance amount for this travel advance request. You have already requested and/or received 0.00 USD in total advances for this trip. [View Advance History] for details on outstanding advance requests.

- **Document Number:**
- **Select an option:** Cash
- **Advance amount:** $545 in the selected currency.

- **Currency conversion rate:** 1.0000
- **U.S Dollar Equivalent:** $545.00 USD

**Total Allocated to Accounting Codes:** $0.00

---

**Figure 140. Total Allocate to Accounting Codes**

**NOTE:** If the travel advance is being funded from more than one accounting code, then select the Add but and repeat Step 7 above.
9. After selecting the **Save and Continue** button, the **Travel Advance Detail** screen will display with the **Travel Advance** amount in the **Total Allocated to Accounting Codes** field. Next, select the **Approve** button.
10. After selecting the Approve button, the **Pending Approval** screen will display with a messaging indicating the travel advance was successfully approved.

11. This completes the **Travel Advance Approval** process.
7. Trip-by-Trip Travel Voucher (Traveler/Travel Arranger)

Upon return from travel, the traveler or travel arranger must submit a Travel Voucher for reimbursement of expenses incurred for the trip. This section explains the process for completing a Travel Voucher.

**IMPORTANT NOTE:** If you incur additional expenses above what was approved on the travel authorization, then do not complete and submit a voucher at this time. Instead, submit an amendment to the travel authorization to annotate and capture the additional expenses incurred. USAID’s Travel Policy and Financial System requires that the voucher amount be less than or equal the total amount approved on the Travel Authorization in order to submit a voucher. To Amend a Travel Authorization, see Section 9.

7.1 Creating the Travel Voucher

1. Log into E2 Solutions.
2. In the Pending Travel screen, select the Trip ID for the completed trip.

![Pending Travel Table](image)

**Figure 144. Select Trip ID**

7.1.1 Lodging and Meals

1. In the Travel Voucher screen, select the Lodging and Meals link.
2. In the Lodging and Meals Expenses screen, select the Daily Rate link.

7.1.1.1 Regular Per Diem

For the purpose of this guide, the reimbursement type used was Per Diem. Section 10.1.1.1 demonstrates the using standard Per Diem, and section 10.1.1.2 demonstrates E2 Solutions ability to decrease the lodging amount, which is Flat Rate Lodging. Optionally, actual lodging could have been used to for flat rate lodging. The reimbursement type is set in the travel authorization and can not be changed on the voucher unless an amendment to the travel authorization is done prior to the submission of the travel voucher.

1. When using **Regular Per Diem**, verify the **Lodging Amounts** for each day. After reviewing the **Lodging Amounts**, select the **Save** button.
### Lodging and Meals Expenses

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Trip ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOM TRIMBLE</td>
<td>18132-1</td>
</tr>
</tbody>
</table>

**Voucher 1: Open Voucher**

**Trip Dates:** 10/13/2008 to 10/18/2008

#### Reimbursement Type Legend

- **Actual Expenses** = Actual expenses for lodging and meals - Not To Exceed a total of 300%
- **Actual Lodging** = Actual expenses for lodging and prescribed M&E rate - Not To Exceed a total of 300%
- **Actual Meals** = Actual expenses for meals and prescribed lodging rate - Not To Exceed a total of 300%
- **Conference** = Conference expenses for lodging and prescribed M&E rate - Lodging cannot exceed 125%
- **Per Diem** = Limit reimbursement to per diem
- **Reduced** = Limit reimbursement to the following reduced per diem amounts

---

**Click Daily Rate, Daily Tax, or Current M&IE below to edit your lodging and meals expenses.**

<table>
<thead>
<tr>
<th>Site</th>
<th>Reimbursement Type</th>
<th>Daily Rate</th>
<th>Daily Tax</th>
<th>Current Lodging</th>
<th>Lodging to Date</th>
<th>Lodging Tax to Date</th>
<th>Current M&amp;IE</th>
<th>M&amp;IE to Date</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>KYIV, UKR</td>
<td>Per Diem</td>
<td>$220.00</td>
<td></td>
<td>880.00</td>
<td>880.00</td>
<td>0.00</td>
<td>$622.00</td>
<td>682.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

**Arrives:** KBP Tue 14-Oct-2008
**Departs:** KBP Sat 18-Oct-2008

---

Figure 146. Verify Lodging and Meals
2. After selecting the **Save** button, the **Daily Expenses** screen will refresh with the **Update Successful** message. Next, select the **Per Diem M&IE** link.
3. Once the Lodging is verified, proceed to Section 10.1.2 Per Diem and Incidental Expenses.

**7.1.1.2 Flat Rate Lodging Example**

1. The following section describes how to change the Per Diem lodging rate to a flat rate or actual lodging expenses.

2. If **Flat Rate Lodging** is used, then in the **Daily Expenses** screen, enter the **Daily Lodging Amount** in the Daily Lodging *LCU field and select the **Apply to all displayed** link. After selecting the **Apply to all display** the Daily Lodging column will update with the amount entered in the Daily Lodging *LCU field.
NOTE: In the Date of Receipt field, the traveler can also enter the a single date for the expense by entering the date in the Date of Receipt field and selecting the Apply to all displayed link.

3. After selecting the **Save** button, the **Update Successful** message will appear. The select the **Per Diem M&IE** link.

### Daily Expenses

**Update Successful**

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Trip ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOM TRIMBLE</td>
<td>1A132-L</td>
</tr>
</tbody>
</table>

**Expenses For:** KYIV, UKR

**Reimbursement Type:** Per Diem

Limit reimbursement to per diem

*LCU = Local Currency Unit  
*USD = United States Dollar  
*USE = United States Dollar Equivalent

<table>
<thead>
<tr>
<th>Filter by Date Range (both fields are required):</th>
<th>Date of Receipt (mm/dd/yyyy)</th>
<th>Daily Lodging *LCU</th>
<th>Lock-Up Local Currency Code</th>
<th>Currency Rate Used for *USE</th>
<th>Currency Rate Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date (mm/dd/yyyy): 10/13/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Date (mm/dd/yyyy): 10/16/2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Trip Dates:** 10/13/2008 to 10/16/2008

<table>
<thead>
<tr>
<th>Date</th>
<th>Lodging Type</th>
<th>Rate</th>
<th>Amount</th>
<th>Log Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/13/2008</td>
<td></td>
<td>250.00</td>
<td>220.00</td>
<td></td>
</tr>
<tr>
<td>10/14/2008</td>
<td></td>
<td>250.00</td>
<td>220.00</td>
<td></td>
</tr>
<tr>
<td>10/15/2008</td>
<td></td>
<td>250.00</td>
<td>220.00</td>
<td></td>
</tr>
<tr>
<td>10/16/2008</td>
<td></td>
<td>250.00</td>
<td>220.00</td>
<td></td>
</tr>
</tbody>
</table>

To access Shared Lodging, Official Days Off, or Per Diem M&IE click the following links:

* Shared Lodging  
* Official Days Off  
* Per Diem M&IE

*Please note that since this site is categorized as COONUS, the Lodging Taxes are not applicable.*

Click the "Save" button return to the site expenses summary screen.

**Figure 149. Receipt and Trip Date Details**

4. After selecting the **Save** button, the **Update Successful** message will appear. The, select the **Per Diem M&IE** link.
5. Daily Expenses Update Successful.

**Figure 150. Daily Expenses Saved**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/13/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/14/2008</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>10/15/2008</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>10/16/2008</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>10/17/2008</td>
<td>200.00</td>
<td></td>
</tr>
<tr>
<td>10/18/2008</td>
<td>200.00</td>
<td></td>
</tr>
</tbody>
</table>

Click the "Back" button to return to the site expenses summary screen.
7.1.2 Per Diem Meals and Incidental Expenses

1. If meals were provided as part of the TDY trip for a particular day or throughout the TDY trip, then in the Per Diem Meals and Incidental Expenses screen provides the ability to mark those days as meals provided.

2. In the Per Diem Meals and Incidental Expenses screen, perform the following tasks if meals were provided.
   a. If All Breakfast, Lunch and/or Dinners Meals were provided, select the box associated the All Meals Provided.
   b. If a particular meal(s) were provided on certain days, select the meal(s) associated with the day in which the meal was provided.
   c. Select the Save button.

![Figure 151. Select Meals and Save](image-url)
7.1.3 Official Days Off (Optional – Only for Official Days Off During Trip)

If, during the TDY trip, the traveler was approved for leave, then the official days off should be annotate in the travel voucher. To annotate official days off in the travel voucher, perform the following tasks:

1. After selecting *Save* or the *Back* button in the *Per Diem Meals and Incidental Expenses* screen, the *Daily Expenses* screen will display. In the *Daily Expenses* screen, select the *Official Days Off* link to enter any leave that occurred during the trip. If no *Official Days Off* were taken as part of the trip, then proceed to Section 10.1.4 Shared Lodging.

2. In the *Official Days Off* screen, select the *Official Day Off box* associated with the days off and select the *Save* button.

3. When finished, select the *Back* button to return to the Daily Expenses screen.
7.1.4 Shared Lodging (Only Required if Traveler Used Shared Lodging)

If travelers share lodging during the trip, then perform the following tasks:

1. In the Daily Expenses screen, select the Shared Lodging link. If Shared Lodging was not part of the trip, then proceed to Section 10.1.5.

2. In the Shared Lodging screen, perform the following tasks:
   a. If all travel dates included Shared Lodging, select the Select all dates box.
   b. If Shared Lodging was only used on particular day, select the Date box associated with days Shared Lodging was used.
   c. When finished select the Save button to save the days of Shared Lodging, and then select the Back button to return to the Daily Expenses screen.

3. In the Daily Expenses screen, select the Voucher link to return the voucher.

4. This completes the Lodging and Meals section of the travel voucher.
7.1.5 Transportation and Other Expenses

1. Once the Lodging and Meals have been correctly entered into the travel voucher, the Transportation and Other expenses must be reviewed for accuracy.

**NOTE:** All transportation and other expenses entered on the travel authorization will carry over to the travel voucher. Verify the amounts in this section are accurate and, if necessary, make the correction to the dollar amounts.

2. In the Travel Voucher Information screen, select the Transportation and Other link.

![Figure 153. Transportation and Other link](image)

3. In the Transportation and Other Expenses screen, review the list of Expenses and the Amounts of the expenses as estimated on the travel authorization. To make adjustments to the amounts carried over from the travel authorization, perform the following tasks:
   a. Select the Edit Expense link associated with the expense to change the dollar amount
NOTE: To delete an expense, select the box associated with the expense to delete, and select the Delete button.

Figure 154. Expanded Transportation and Other field

b. The expense will expand to display all editable fields for the expense. In the screen below the original amount on the travel authorization for Other Reimbursable Expenses Incurred was $500.00.
c. In the Amount *LCU field, enter the Actual Amount of the expense incurred. In this case, the actual amount ($300.00) is for less than the approved amount ($500.00). To change the amount, enter the Actual Amount of the expense in the Amount *LCU field, and select the Save button.
6. After selecting the **Save** button, the expense will update with the new amount and the **Expenses Saved Successfully** message will display. Once all expenses have been updated select the **Cost Variance** link.
7. In the **Cost Variance** screen, review the **Estimated, Actual, and Difference** columns to insure the **Actual** column is less than the **Estimated** column. If the **Actual Amount** column is less than the **Estimated Amount** column, then select the **Voucher** link to return to the voucher. If the **Actual Amount** is for more than the **Estimated Amount**, then the travel authorization needs to be amended to increase the travel authorization amount. For instructions on how to amend a travel authorization, review Section 8.1 of the user guide.

![Figure 157. Review Cost Variance](image)
8. After selecting the Voucher link the Travel Voucher Information screen will display. Select the Continue button.

9. After selecting the Continue button, the Send to Approver Confirmation and Disbursement Allocations screen will appear.

Figure 158. Voucher Totals
**Travel Voucher Information**

<table>
<thead>
<tr>
<th>Traveler Name</th>
<th>Trip ID</th>
<th>Trip Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOM TRIMBLE</td>
<td>18133-1</td>
<td>Open Voucher</td>
</tr>
</tbody>
</table>

**Document Number:** [Redacted]

**Purpose:** Site Visit to RV

**Amount Obligated:** $5027.17

**Amount Disbursed:** $546.00

**Trip Dates:** 10/13/2008 to 10/19/2008

**Duration:** 6 Days

**Voucher Summary:**

<table>
<thead>
<tr>
<th>Voucher #</th>
<th>Submission Date</th>
<th>Subtotal</th>
<th>Voucher Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>$5,027.17</td>
<td>Open Voucher</td>
</tr>
</tbody>
</table>

**Voucher # 1: Open Voucher**

*Cut-off Date:* 10/19/2008

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Current</th>
<th>Entered to Date</th>
<th>Paid to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging and Meals</td>
<td>$1,562.00</td>
<td>$1,562.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transportation and Other</td>
<td>$2,451.42</td>
<td>$2,451.42</td>
<td>$0.00</td>
</tr>
<tr>
<td>Transaction Fee</td>
<td>$13.75</td>
<td>$13.75</td>
<td>$0.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$5,027.17</td>
<td>$5,027.17</td>
<td>$0.00</td>
</tr>
<tr>
<td>Payments Applied</td>
<td>($0.00)</td>
<td>($0.00)</td>
<td>($0.00)</td>
</tr>
<tr>
<td>Net Due</td>
<td>$5,027.17</td>
<td>$5,027.17</td>
<td>$0.00</td>
</tr>
<tr>
<td>Central Billing Account</td>
<td>$9.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pay Travel Charge Card</td>
<td>$9.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pay the Traveler</td>
<td>$9.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Outstanding Advance Balance</td>
<td>$546.00</td>
<td>$546.00</td>
<td>$546.00</td>
</tr>
</tbody>
</table>

**Subtotal to Date:** $5,027.17

**Total Requested amount for Travel Advances:** $546.00

**Remarks:**

- Non-Federally Sponsored Funds: $0.00

**Disbursement Allocations:**

*View Advance History*

---

**Figure 159. Select Continue**

- Click on **Continue** button.
10. In the Send to Approver Confirmation screen, select either the radio for This is my final voucher for this trip or the radio button for This is not my final voucher for this trip.
11. On the Disbursement Allocations screen, the Amount to Allocate column must have all zeros in order to proceed. When this screen initially appears there will be dollar amounts in the Amount to Allocate column. The traveler or travel arranger must determine who is to be reimbursed for the expenses and enter the amount in the appropriate column. In this example, the amounts and the reimbursement is Direct to the Traveler. In the Direct to Traveler column enter the Amounts for each expense.
12. If a Travel Advance was approved and disbursed to the traveler, select the View/Edit Advances and Liquidation button.

13. In the Travel Advance screen and in the Less amount of advance(s) to liquidate on this voucher field, enter the Travel Advance Amount that was disbursed to the traveler and select the Save button.

14. **NOTE:** If the travel voucher is marked final, then the total travel advance must be liquidated. If the voucher is marked as not the final voucher, then a portion of the travel advance can be liquidated. Then on the final voucher, the remaining travel advance balance must be liquidated.
13. After selecting the **Save** button, the **Save Successful** message will appear. Then, select the **Back** button.
14. After selecting the back button, the Send to Approver Confirmation and Disbursement Allocations screen will display. Scroll down the screen to the Voucher Acceptance and Policy section of the screen. Read the Voucher Acceptance Policy and select the Accept box. After selecting the Accept box, select the Send to Approver button.

**NOTE:** The Send to Approver button will not be enabled until after the Accept box is selected.

15. After selecting the Send to Approver button, select OK to the below message if you have entered all advances or select the Cancel button to make the advance corrections.
16. After selecting the OK button, the Current Trips screen will appear with a message indicating the travel voucher has been sent to the approver.

17. This completes the travel voucher process for the trip.
7.2 Travel Voucher Approval (Approver)

7.2.1 Approving a Travel Voucher

1. Log into E2 Solutions.
2. From the main menu, select the My Approvals link.

![Figure 169. My Approvals Link](image)

3. In the Pending Approval screen and in the Approvals box, select the Vouchers link.

![Figure 170. Select Vouchers Link](image)

4. The Pending Approval screen will refresh to display travel vouchers waiting approval. Select the Trip ID associated with the travel voucher to approve.

![Figure 171. Select Trip](image)

5. In the Travel Voucher Information screen, select the Cost Variance link to make the initial determination if the travel voucher is for less than the travel authorization.
NOTE: If the Actual Amount on the Cost Variance Screen is more than the Estimated amount, select the Return to Traveler button. If the Actual Amount is less than or equal to the estimated amount, then continue with this section.
6. In the **Variance from Estimated Cost** screen, ensure the **Amount in the Actual** column is less than or equal to the **Amount in the Estimated** column. If the amount in the **Actual Column** is less than or equal to the **Estimated Column**, select the **Voucher** link to return to the voucher for further review. If the amount in the **Actual column** is for more than the amount in the **Estimated column**, the voucher must be returned to the traveler so the travel authorization can be amended and approved for difference prior to the voucher being approved.

7. Once the Amount in the Actual Column has been verified to be less than or equal the Amount in the Estimated Column, select the Review Claimed Expenses link.

---

**Figure 173. Voucher Link**

![Voucher Link Image]

<table>
<thead>
<tr>
<th>Expense</th>
<th>Estimated</th>
<th>Actual</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip Duration</td>
<td>6 days</td>
<td>6 days</td>
<td>0 days</td>
</tr>
<tr>
<td>Number Of Sites Visited</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Lodging Expense</td>
<td>$880.00</td>
<td>$880.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>M &amp; IE</td>
<td>$692.00</td>
<td>$692.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Airfare</td>
<td>$2,744.00</td>
<td>$2,744.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Internet Service</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Reimbursable Expenses Incurred</td>
<td>$500.00</td>
<td>$300.00</td>
<td>-$200.00</td>
</tr>
<tr>
<td>Parking</td>
<td>$80.00</td>
<td>$80.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Private Auto - Advantageous to Govt.</td>
<td>$41.92</td>
<td>$41.92</td>
<td>$0.00</td>
</tr>
<tr>
<td>TMC Fee</td>
<td>$10.50</td>
<td>$10.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>Voucher Transaction Fee</td>
<td>$13.75</td>
<td>$13.75</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Totals:** $5,027.17 | $4,827.17 | -$200.00
8. In the Daily Expense Summary screen, select the Date link associated with the Date Column to view expenses for each calendar day of the trip.
9. In the **Expense Details** screen, review all expenses for the date. If there are no changes to the expenses, select the **Cancel** button to return to the **Daily Expense Summary** screen.
7.2.2 Reducing a Claimed Expense

1. In certain instances, a claimed expense maybe for more than the attached receipt, but the traveler or travel arranger failed to make the necessary adjustments to the expense before submitting the travel voucher for approval. The approver has the ability and option to reduce the amount of the expense to match a receipt or the approver can return the travel voucher to the traveler to make the corrections. The below example demonstrates the approver’s ability to adjust the amount associated with an expense.

   **NOTE:** An approver can decrease an expense amount and another level of approval may decrease the expense further and still approve the travel voucher. If the approver approves an expense for less than the submitted amount by the traveler or travel arranger, E2 will automatically create a link, on the voucher, for the traveler to reclaim the difference between the submitted amount and the approved amount.

2. **In Expense Details** screen, select in the Amount Approved column for the expense to be reduced.

   ![Expense Details Screen](image)

   **Figure 177. Expense to be Reduced**

3. In the **Amount Approved column** for the **Expense Type**, enter the **corrected/adjusted Amount** in the **Amount Approved column** for the expense. Then, in the **Remarks** section **type a brief summary** of why the expense is being reduced. Then, select the **Submit** button.
4. When finished reviewing and correcting all expenses, select the Voucher link.
7.2.2.1 Account Code Selection (FM Only)

1. The Financial Management Office is responsible for applying the accounting code to the travel voucher.
2. In the Travel Voucher, select the $0.00 link in the Total Allocated to Accounting Codes field.

Figure 180. Enter Total to Accounting Codes link
3. The accounting code information is carried over from the travel authorization. Verify the Accounting Code is correct and select the Save and Continue button.

**NOTE:** If the Accounting Code is not correct, then select the Cancel button and select the Return to Traveler button on the Voucher page. A travel authorization amendment will need to be done in order for the traveler voucher and travel authorization to have the same accounting information.

4. After selecting the Save and Continue button, the Travel Voucher Information screen will appear with the Total Allocated to Accounting Code field populated with the total amount of the travel voucher.

5. Select the Approve button when complete. This complete the FM only portion of the approval process.

6. The non-FM approvers, at each level of the approval process, must review the travel voucher as described in Section 10.2.1 for each level of approval. If the travel voucher is accurate and complete, those approvers should select the Approve button.

7. **NOTE:** The remaining steps are required of all approvers not just FM.
7. After selecting the Approve button, the Approval Confirmation screen will display. To enter Remarks, select the Add Remarks link.

![Image of Approval Confirmation screen]

Figure 182. Add Remarks

8. In the Optional Remarks screen, enter Remarks as the approver that are necessary as part of the travel voucher approval process for your level of approval. After entering the Remarks, select the Add Remarks button to attach your remarks to the travel voucher.

NOTE: Once you select the Add Remarks button, the remarks become a permanent part of the travel document and can not be altered or deleted. To rescind a remark, create another remark annotating the old remark is not valid.

![Image of Optional Remarks screen]

Figure 183. Add Optional Remarks

9. After selecting the Add Remarks button, the Optional Remarks screen will refresh with the message Remarks added successfully. Select the Close button
10. In the **Approval Confirmation** screen, the remarks will display. Select the **Confirm** button.

![Figure 184. Close Optional Remarks](image)

**Figure 184. Close Optional Remarks**

11. After selecting the **Confirm** button, the **Pending Approval** screen will appear with a message indicating the travel voucher was approved. The travel voucher will continue along the approval path until the final approver approves the travel voucher. When the final approver approves the travel voucher, the travel voucher status will change from pending approval to Closed Voucher on the traveler’s Current Trip page.

![Figure 185. Confirm](image)

**Figure 185. Confirm**

12. The completes the travel voucher approval process.

![Figure 186. Successful Approval](image)

**Figure 186. Successful Approval**
8. E2 Solutions User Account Creation

There are two methods available to create users within E2 Solutions. The first method is for Carlson Wagonlit Travel (CWT) to load the user information through a data load process known as self-registration. The self-registration process provides the ability to load a large group of users at one time. The second method is USAID system administrators will manually enter the user information into E2 Solutions. The manually process is mainly for adding new users to E2 Solutions that were not part of the original data load.

Before you can access E2 Solutions, an E2 Solutions user account must be created in the system. A new user form must be filled out and signed by the user’s supervisor. This form must contain the user’s vendor code which can be obtained from the USAID Phoenix Team. Upon completing this form, the user will receive an email from system indicating an account is available for the new user. A second email will be sent with to the user with their login information and instructions on how to log into E2 Solutions.

8.1 E2 Solutions New User Access

The purpose of this section is to provide the steps necessary to access E2 Solutions for the first time after your account has been created by your system administrator or through the self registration process. The system administrator will provide you with your E2 Solutions Username and your E2 Solutions Employee ID.

Check your email inbox for a message from E2 Solutions entitled E2 New User Access.

1. Open the email.
2. Select the link Sign In Using This Link

![Figure 187 New User Access](image1.png)

3. In the Initialize Security Information screen, enter your E2 Solutions Username and E2 Solutions Employee ID.

![Figure 188 Initialize Security Information](image2.png)

4. In the Edit Password Information screen, complete the following steps.

   NOTE: Your Password must be between 8 – 12 characters and must contain at least 1 numeric character, 1 upper case character, 1 lower case characters, and 1 special character.

   a. In the New Password field, enter a Password to access E2 Solutions.
b. In the **Confirm New Password** field, enter the same Password again.

c. In the **First Security Question** field, select a **Security Question** from the drop down list.

d. In the Security Answer field, enter the Response to the Security Question.

e. In the **Confirm Security Answer** field, reenter the same Response.

f. In the **Second Security Question** field, select a different **Security Question** from the drop down list.

g. In the Security Answer field, enter the Response to the Second Security Question.

h. In the **Confirm Security Answer** field, reenter the same **Response** to the second **Security Question**.

---

5. In the Rules of Behavior screen, read the Rules of Behavior list and then select the I have read and acknowledge the Rules of Behavior button.

---

6. After selecting the **I have read and acknowledge the Rules of Behavior** button, the E2 Solutions home page for the user will appear.
7. This completes the New User Access process for E2 Solutions.

Disabling an E2 User Account:

When a user is requesting to have their account disabled, a request is sent to the systems administrator and a helpdesk ticket is generated. Upon receipt of the helpdesk ticket, the systems administrator will review the user’s account to ensure that there are no outstanding obligations within E2 Solutions. Once confirmed, the user’s profile is disabled and moved to a Disabled Account major and minor customer so that it is no longer accessible. An email to the user is then sent by the systems administrator indicating that the E2 Solutions profile has been disabled per user request and the helpdesk ticket is then closed out.
9. E2 Solutions User Profile

Each user of E² Solutions must have a profile within the application. The profile contains important traveler related information such as home site, address, phone number, e-mail address, travel arrangers, and credit card information.

The USAID traveler is responsible for ensuring the profile information is current. Upon initial E² Solutions access, the traveler should review their profile for completeness and accuracy. If the information within the profile is inaccurate, please use the following steps to update the information.

9.1 Access Your E2 Solutions Profile

1. From the E2 Solution Menu Bar, select the My Profile link.

![Figure 192 My Profile Link](image-url)
2. After selecting the My Profile link, the User Profile screen will appear.
9.2 Default Home site

The Default Home site is the city and airport most closely associated with your duty station. To change the Default Home site location, perform the following steps:

NOTE: If your Official Duty Station changes from one location to another location, then the Default Home site and Default Airport should also change to reflect your new Official Duty Station. If the Default Home site and Default Airport are not changed when the Official Duty Station changes, then when E2 Solutions builds the itinerary for a trip the Departing From Location and Departing Airport will reflect your previous duty station.

1. In the User Profile screen, select the Edit Home site link. This will open the Default Home site screen.

![Figure 194 Default Home Site]

2. To change your Default Home site in the Default Home site screen, select the Edit Home site link.

![Figure 195 Edit Default Home Page]

3. In the Edit Default Home site screen, select the Country drop down box and select the appropriate Country from the list provided. If the Default Home site Country is in the United States, then you must select the drop down box next to State and select the appropriate State. Then, select the Search button.

NOTE: If you select a Country other than the United States, the State drop down box will not be available. To display the list of available Cities within the Country, select the Search button.

   a. If the Default Home site Country is outside the United States, select the Country is from the list and then select the Search button.
b. From the list of City links, select the appropriate link.

After selecting the Default Home site, you will be returned to the Default Home site screen. From the Default Home site, select the Edit Airport link.

4. The Default Airport is derived from the Default Home site location.

NOTE: For Washington DC, two airports will be listed. Select the Home site Airport link from the links profiled.

5. When complete, select the Return to User Profile button.
9.3 Address Information

1. From the User Profile screen, select the Edit Address Information link.

2. In the Edit Address Information screen, enter your Work Address Information. Once complete, select the Save button.

   **NOTE:** All Fields with a Red Asterisk are required fields.

3. After selecting the Save button, the User Profile screen will reappear with the address information.
9.4 Email Address Information

When creating your E2 Solutions account, the system administrator will enter your USAID Email Address as the primary Email Address. The Primary Email Address is important as that is the Email Address used to send the initial New User Account email as well as password resets. Additionally, E2 Solutions uses the Primary Email Address to send USAID travelers information regarding travel arrangements. USAID travelers must enter, at a minimum, a Primary Address. Additionally, there are fields for Alternate Email Addresses as well. To verify or change the Primary or Alternate E-mail Address, perform the following steps.

1. From the User Profile main screen, scroll down to the E-mail Information field and select the Edit E-mail Information link. If an E-mail Address is present in the Primary E-mail address field, verify that is your primary USAID email address. If the Primary Email Address is correct and you would like to enter an Alternate Email Address, then select the Edit E-mail Information link.

   ![Figure 202 Edit Email Information Field Link](image)

   **NOTE:** You can enter two Alternate Email Addresses.

2. In the Edit Email Information screen, enter an Alternate Email Address(es) and select the Save button.

   ![Figure 203 Edit Email Screen](image)
9.5 Adding Travel Arrangers
E2 Solutions provides the functionality for travelers to assign Travel Arrangers to their E2 Solutions Profile. Travel Arrangers create travel authorizations and travel vouchers on behalf of the travelers when assigned as a Travel Arranger.

1. From the User Profile screen, select the Edit Arrangers link.

2. In the Travel Arranger Search screen, enter the Travel Arranger’s Last Name in the Arranger’s Last Name field and select the Search button. Below the Search button, a list of E2 Solutions Users with the Last Name entered will appear. From the list select the link associated with the name you would like to add as your Travel Arranger. Repeat this step for each E2 Solutions User who will arrange travel on your behalf.

   NOTE: To narrow down the search, you can enter the travel arranger’s first and last name.

3. Once you have added all your Travel Arrangers, select the Return to User Profile button.

   NOTE: To delete a Travel Arranger from the list of Travel Arrangers in your E2 Solutions User Profile, select the Delete link next to the Travel Arranger’s name.
To delete a travel arranger from your list of travel arrangers select the **Delete** link next to the person you would like to delete.

---

**Figure 206 Travel Arranger - Delete Travel Arranger**

<table>
<thead>
<tr>
<th>Name</th>
<th>Delete Arranger</th>
</tr>
</thead>
<tbody>
<tr>
<td>BURKE, PAUL T</td>
<td>Delete</td>
</tr>
</tbody>
</table>
9.6 Credit Card Information

The Credit Card Information field provides the ability to enter your USAID Individually Billed Account (IBA) (Travel Charge Card) account information or a Personal Credit Card. In order to make hotel reservations, your profile must contain a valid credit card number. Follow these steps to Edit Credit Card Information.

NOTE: Airfare is always charged to the Centrally Billed Account.

NOTE: Entering Personal or Travel Charge Card information is optional. Hotels do require a credit card to hold a reservation.

To enter a Government Issued Individual Charge Card (IBA) (Travel Charge Card) or a Personal Credit Card, from the User Profile main page, scroll down to the Credit Card Information field then select the Edit Credit Card Information link.

1. In the Credit Cards screen, select the Edit link associated with the Travel Charge Card or the Personal Credit Card field.
2. In the Credit Card Information screen, perform the following actions:
   a. From the Type of Card field, select the drop down box and select the Type of Credit Card.
   b. In the Card Number field, enter the Credit Card Number.
   c. In the Expiration Month field, enter the Month in which your credit card expires.
   d. In the Expiration Year field, enter the Year in which your credit card expires.
   e. After all fields have been entered, select the Save button.

3. The E2 Solutions screen will refresh and display this message.
4. Once the information is saved, the Credit Cards screen will redisplay with the following message in red: 
   Credit Card Information was saved successfully.

NOTE: Once a credit card has been saved, only the Expiration Date field is available for editing. If the credit card number was entered incorrectly, then the credit card will need to be deleted and reentered using the same process describe in steps one through four. To delete a credit card, select the box under the Delete Card column associated with the credit card and select the Delete Button.
5. In the **Credit Card Information** section of the **Credit Cards** screen, the information entered in the **Credit Card Information** screen will be displayed.

6. In the **Online Booking Charge Card Defaults** section of the **Credit Cards** screen, select the drop down box to assign the credit card to your **Charge Card to use for Hotel Guarantee**.

   **NOTE:** Only the last 4 digits of the Credit Card will be displayed.

7. Repeat the same process to enter a Personal Credit Card if you do not have an IBA.

8. When finished entering **Credit Card Information**, select the **Return to Travel Profile** link.
9.7 Travel Preferences

Travel Preferences provide the ability to enter and maintain airline preferences, frequent flyer numbers, hotel preferences, rental car preferences, and passport and visa information through the use of a Travel Management Company (TMC) Profile within the Online Booking Engine (OBE). The TMC Profile is an important component for travel reservations and retrieval of travel reservations. When reservations are made by USAID/W personnel, the TMC will attach the reservation locator (Confirmation Code) to your TMC Profile ID, which provides the ability for traveler or travel arranger to retrieve the reservation in E2 Solutions. Without a TMC Profile ID the traveler or travel arranger will not be able to retrieve the reservations in E2 Solutions or have the ability to take advantage of Travel Preferences. Entering Travel Preference information such as airline preferences, frequent flyer numbers, hotel pre preferences, and passport and visa information is optional. To create a TMC Profile, perform the following steps:

NOTE: Currently, USAID only uses the Online Booking Engine to generate the TMC Profile ID.

1. From the User Profile screen, select the Edit Travel Preferences link.

![Figure 211 Edit Travel Preferences Link](image)

2. After selecting the Edit Travel Preferences link, a new window will open redirecting the traveler to the Online Booking Engine (OBE) component of E2 Solutions to create their TMC Profile ID as well as enter Travel Preference information. After your TMC Profile ID is created, the My Account screen of the OBE will appear.
NOTE: The information contained in the Account Settings section of the My Account screen is populated with information from E2 Solutions. Please review this information.
9.8 Flight Preferences

1. In the **Travel Preferences** section of the **My Account** screen, select the **Flight Preferences** link.

2. In the **Flight Preferences** screen, perform the following actions:
   a. In the Seat Preference field, select the drop down box to choose your Seat Preference.
   b. In the Meal Preference field, select the drop down box to choose your Meal Preference.
   c. In the Preferred Airline field, select up to three Airline Preferences.
   d. OPTIONAL: In the Special Instructions text box, enter Special Instructions for the TMC.
   e. When finished, select **Save** button.

**NOTE:** Adding remarks in the Special Instructions fields will result in an increase to the TMC Transaction Fee.
9.8.1 Hotel Preferences

1. In the Travel Preferences section of the My Account screen, select the Hotel Preferences link.

2. In the Hotel Preferences screen, perform the following actions
   a. In the Preferred Chains field, select, from the drop down box, up to three preferred Hotel Preferences.
   b. In the Special Requests field, select, from the drop down box, up to three Special Requests.
   c. OPTIONAL: In the Special Instructions field, enter Special Instructions for hotels.

3. When finished, select the Save button.

Figure 215 Hotel Preferences Window
9.8.2 Rental Car Preferences

1. In the Travel Preferences section of the My Account screen, select the Rental Car Preferences link.

2. In the Rental Car Preferences screen, perform the following actions:
   a. In the Car Type field, select from the drop down boxes the Car Size, Number of Doors, and Transmission Type.
   b. In the Special Requests field, select up to three special requests from the drop down boxes.
   c. OPTIONAL: In the Special Instructions field, enter Special Requests for car rentals.
   d. When finished, select the Save button.

   NOTE: Adding remarks in the Special Instructions fields will result in an increase to the TMC Transaction Fee.
9.8.3 Frequent Traveler Programs

1. In the Travel Preferences section of the My Account screen, select the Frequent Traveler Program link.

2. In the Frequent Traveler Programs screen, select the Add Frequent Traveler Program button.

3. In the Frequent Traveler Program Information screen, perform the following actions
   a. In the Program Type field, select the Airline from the drop down box.
   b. In the Vendor field, select the Airline Vendor from the drop down box.
   c. In the Account Number field, enter the Frequent Flyer Number for the Airline.

   **NOTE:** Do not enter frequent flyer information for the following airline lines: Southwest, Jet Blue, or Air Tran. Also do not include any spaces or punctuation marks your frequent flyer numbers.

   d. When finished, select the Save button.
4. Repeat this process for each airline frequent flyer program for which you are a member.

![Figure 220 Save Frequent Flier Information](image-url)
9.8.4 Passport and Travel Visas

1. In the Travel Preferences section of the My Account screen, select the Frequent Traveler Program link.
2. In the Passport and Travel Visas screen, select the Add Travel Document button.

3. In the Travel Document Information screen, perform the following actions:
   a. In the Document Type field, select from the drop down box either Passport or Visa.
   b. In the Country field, select the issuing Country.
   c. In the Number field, enter the Passport or Visa Number. In the Expiration Date fields, select from the drop down box the Month, Day, and Year the document expires.
   d. When finished, select the Save button.
   e. Log Out

4. After entering and completing the Travel Preferences section of your TMC Profile, select the Logout link from the menu bar.

5. In the Logout screen, select the red ‘X’ to close the window.
9.8.5 TMC Profile Complete

This completes the TMC Profile ID and Travel Preferences process. After selecting the red ‘X’ the OBE window will close. There will still be a window open to E2 Solutions.
9.9 Other Features

The Other Features links provide the ability to review your Approval Routing, edit and create your Favorite Accounting Codes, change your Password and/or Security Questions as well as to view and print your Printable Profile.

9.9.1 View Approval Routing

1. In the Other Features section of the My Profile screen, select the View Approval Routing link.

   Figure 224 Select View Approval Routing

2. In the Routing Templates Applied screen, select the View Rules link associated with a Routing Template Name.

   Figure 225 View Rules Link

3. The Routing Template Name will expand to display the Rules, Document Type, Priority and Pool Name associate with the Routing Template.
4. When finished reviewing the **Routing Template**, select the **Back** button.

![Figure 226 Back Button](image)

9.9.2 **Favorite Accounting Codes** *(Place Holder - To Be Determined)*

The following process describes how to create your **Favorite Accounting Codes**. The **Account Codes** are dimensional in nature, which means that when you select one account code the acceptable values for the next account code will be based on the value in the previous account code. Dimensional account codes help the **E2 Solutions Users** and **Approvers** identify acceptable values for each **Accounting Segment**.

1. In the Other Features section of the My Profile screen, select the Edit Favorite Accounting Code link.

![Figure 227 Edit Favorite Accounting Code](image)

2. In the **Favorite Accounts** screen, select the **Search** button. After selecting the **Search** button the **Accounting Codes Search** window will open.
3. In the **Accounting Code Search** screen, select the **Drill-Down Search** radio button and select the **Continue** button.

4. In the **Accounting Code Search** screen and in the first **Accounting Segment** field, select from the drop down list the value for the first **Accounting Segment** and then select the **Refine Search** link.
5. After selecting the proper value for the first Accounting Segment and selecting the Refine Search link, another Accounting Segment field will appear. This Accounting Segment will only present values that are related to the first Accounting Segment. Continue the Accounting Segment creation process until all Accounting Segment fields have been populated.

**NOTE:** Optionally, you can select the Refine Search link at any point during the Account Code Segment creation process to display a list of available Account Codes based on what you previously defined. To do display a list of available Account Codes based on what you previously defined, select Search button.
6. When the **Search** button is selected, the available **Account Codes** will display below in the **Account Codes** field. To select an **Accounting Segment**, select the **Box** next to the **Accounting Segment** and, then click the **Select** button to add the **Account Code** to your **E2 Solutions Profile**.
Figure 232. Select Accounting Code
7. After selecting the Box associated with the Account Code and the Select, button, the Account Code will populate to the Favorite Accounts screen in E2 Solutions. In the Accounting Codes Search window, select the Close button.

8. In the Favorite Accounts screen, select the Return to User Profile button.

This completes the creation of the Favorite Account Codes.
9.9.3 Edit Password Information

E2 Solutions provides the ability to change your Password through your E2 Solutions User Profile. To change your Password, perform the following steps.

1. In the Other Features section of the My Profile screen, select the Edit Password Information link.

2. The Edit Password Information link will expand to display the Edit Password Information Authentication section. In the Edit Password Information Authentication section, enter either your Current Password or Answer your two Security Questions.

3. Then, select the Continue button.

4. In the Edit Password Information screen, perform the following actions:
   a. In the New Password field, enter your New Password.
   b. In the Confirm New Password field, reenter you New Password.
   c. In the First Security Question field, select from the drop down list a Security Question.
   d. In the Security Answer field, enter the Answer to the first Security Question.
   e. In the Confirm Security Answer field, reenter the Answer to the first Security Question.
   f. In the Second Security Question field, select from the drop down list a Second Security Question.
   g. In the Security Answer field, enter the Answer to the second Security Question.
   h. In the Confirm Security Answer field, reenter the Answer to the second Security Question.
   i. When finished enter the information, select the Save button.
5. Once the new information is saved, the **User Profile** screen will appear with the following message in red: **Credentials Updated Successfully.**

![Figure 238. Credentials Updated Successfully Window](image)

### 9.9.4 Printable Profile

The **Printable Profile** provides a print version of your **E2 Solutions User Profile**. The print version of your **E2 Solutions User Profile** can be helpful in the event your account requires re-initialization. In order to access **E2 Solutions** once your account has been reinitialized, you must know your **E2 Solutions Employee ID**, which is available on the print version of your **E2 Solutions User Profile**. To print your **E2 Solutions User Profile**, perform the following actions:

1. In the **Other Features** section of the **My Profile** screen, select the **Printable Profile** link.

![Figure 239. Print User Profile](image)

2. In the **User Profile** screen, select the **Print this Page** button.
3. This completes the E2 Solutions User Profile section.
10. Open Authorizations

An Open Authorization (OA) is a blanket order for a single traveler. The OA acts as the official order, which is approved according to the Bureau or Mission requirements. Once an OA is approved, the traveler or travel arranger creates individual trips under the OA which do not require approval. OAs can be limited, which means constraints can be placed on funding level, trip duration, and/or TDY location, or any combination of those features. User can also create an Unlimited OA with no funding level, a trip duration of up to 364 days, and TDY to any destination. The duration of either a Limited OA or Unlimited OA can not exceed 364 days. To create an OA perform the following tasks.
11. Appendix A. Travel Authorization (TA):

1. Enter the estimated expense amounts *in the local currency* on the TA in E2.

2. *Enter* the appropriate Trust Fund/local currency code (e.g. Cairo travelers will enter ‘EGP’ for Egyptian Pound expenses).

   ![Select Currency Code](image)

   **Figure 241 Select Currency Code**

3. All entered expenses are converted to the U.S. Dollar equivalent using the exchange rate of the entered currency code.

4. Accounting Line(s) will be applied to the TA by the Auditor during the approval process in E2 – Local Currency Trust Fund accounting line will be added to TA.

5. Amounts will be allocated in U.S. Dollars to the accounting line(s) as appropriate.

6. For the TA Printable:
   a. The *fund currency* (local currency code for LCTF) of the fund entered on the accounting line will be added to the end of the accounting line on the printable.
   b. The U.S. Dollar amount allocated to the fund will be converted to the local currency using the Trust Fund/local currency exchange rate (LCTF currency code – EGP).
   c. Amounts will display in both local currency units and the U.S. Dollar equivalent.

   ![Travel Authorization Foreign Currency Format](image)

   **Figure 242. Travel Authorization Foreign Currency Format**
12. Appendix B Travel Voucher (TV)

1. Enter the actual expense amounts in the local currency on the TV in E2.

2. Enter the appropriate Trust Fund/local currency code (e.g. Cairo travelers will enter ‘EGP’ for Egyptian Pound expenses).

3. All entered expenses are converted to the U.S. Dollar equivalent using the exchange rate of the entered currency code.

4. Users have the ability to override the exchange rate provided by E2 when entering these expenses.

5. Amounts will be allocated in U.S. Dollars to the accounting line(s) as appropriate (accounting line information is carried forward from the TA).

6. User will select the correct deposit line for the local currency disbursement.

7. For the TV Printable:
   a. The currency code of the deposit line will indicate the currency that the payment amount on the TV Printable should be displayed in.
   b. The Trust Fund/local currency code will be added to the end of the accounting line on the printable.
   c. The U.S. Dollar amount will be converted to the Trust Fund/local currency using the local currency exchange rate (LCTF currency code – EGP).
   d. The exchange rate applied will be determined by the **voucher cut-off date** (could be different from the exchange rate used when entering expenses if the exchange rate value was overridden at that time).
   e. Amounts will display in both local currency units and the U.S. Dollar equivalent.
### Voucher Accounting Information

<table>
<thead>
<tr>
<th>Accounting String</th>
<th>Object Code</th>
<th>CBA Amount</th>
<th>Travel Change Card Amount</th>
<th>Traveler Amount</th>
<th>Authorized Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7814-001</td>
<td>0.00</td>
<td>2472.47</td>
<td>2472.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002 AID</td>
<td>0.00</td>
<td>3135.92</td>
<td>3135.92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002 AID</td>
<td>0.00</td>
<td>568.47</td>
<td>568.47</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 245. Travel Voucher Foreign Currency Format**
13. Appendix C Special Trip Types

Appendix A provides a link to the USAID Special Trip Types and Expected Entitlements spreadsheet. An example of a section of this spreadsheet is shown below.

Click on this link to display the Special Trip Types and Expected Entitlements spreadsheet:

C:\Documents and Settings\lmansir\USA
14. Appendix D Acceptable Remarks

Appendix B provides a link to the USAID Acceptable Remarks document. An example of a slice of this table is shown below.

<table>
<thead>
<tr>
<th>Remarks</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Remarks</strong></td>
<td></td>
</tr>
<tr>
<td>Travel is authorized beginning on/about ______ to _______ and return on/about _______.</td>
<td></td>
</tr>
<tr>
<td>Ex: Travel is authorized beginning on/about 10/1/2007 on/about 10/5/2007.</td>
<td></td>
</tr>
<tr>
<td>No lodging receipts are required.</td>
<td>Receipts in excess of $75.00</td>
</tr>
</tbody>
</table>

- Remarks
  - General Remarks
- Document

Click on this link to display the Acceptable Remarks document:

C:\Documents and Settings\Imansar\USA
15. Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
<td>Any E2 User granted the authority to approve, revise, route, and print a travel document.</td>
</tr>
<tr>
<td>Auditor</td>
<td>Any E2 User granted the authority to approve, revise, and route a travel voucher</td>
</tr>
<tr>
<td>Card Coordinator</td>
<td>Any E2 User granted the authority to define the status of users’ charge cards. They can also view a users’ card history and restrict charge card usage.</td>
</tr>
<tr>
<td>Travel Arranger</td>
<td>Travelers who have been given permission to arrange travel for other Travelers.</td>
</tr>
<tr>
<td>Travel Voucher</td>
<td></td>
</tr>
<tr>
<td>Traveler</td>
<td>The individual user. A traveler can create, modify, delete, route, and print a travel document for themselves and for any other travelers who have been given permission to arrange their travel.</td>
</tr>
<tr>
<td>Voucher</td>
<td>See Travel Voucher</td>
</tr>
</tbody>
</table>