



# USCG UG45: Approving Vouchers

Reviewing and Approving Travel Expenses for Reimbursement  
Release 22.1 | January 2022



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# 1 Introduction

This document contains information regarding the trip voucher process for E2 Solutions users utilizing both Federal Travel Regulations (FTR) and Joint Travel Regulations (JTR). Features and options specific to JTR functionality will be indicated when possible.

## 1.1 Understanding the Approval Process

In E2 Solutions (E2), a voucher is an accounting of expenses for a specific trip and a request for reimbursement. There are several types of vouchers supported by E2, outlined in the following table. This user guide covers the approval process for all voucher types used by USCG.

Voucher Type	Description
<b>Incremental</b>	A request for travel expense reimbursement for a specific trip. A trip can have one or more incremental vouchers.
<b>Final</b>	An incremental voucher that is marked as the final voucher for the trip. Every trip must have, at minimum, a final voucher.
<b>Supplemental</b>	A request for additional travel expense reimbursement after a final voucher for the trip has been submitted. If this voucher type is enabled, a trip can have multiple supplemental vouchers.

### 1.1.1 Routing Pools

As an approver, you are assigned to one or more routing pools. Routing pools may include a primary approver, who is automatically assigned to approve all documents within the pool. If a routing pool does not have a primary approver, E2 makes the document available to all approvers in the pool until an approver takes action on the document (i.e., approves or returns for revision). The Funds Manager and AO routing pools have been created without a primary approver designated.

### 1.1.2 Routing Rules

Travel policy managers configure sets of rules that define when a document requires approval. Routing rules specify the approval event triggers, the approval action required, and the pool of approvers (routing pool) authorized to perform the approval process.

Documents are dynamically routed through these sets of rules; approvals may occur at multiple levels within the management hierarchy. These rule sets may be simple or complex, static or frequently changed. Routing rules can be applied to all travelers in an office or workgroup, or to individual travelers.

Vouchers will route to the AO routing pool for approval. If there was a high-risk situation on the trip, the document may route to an additional approver group at the PPC.

## 1.2 Approver Actions

When the traveler submits a voucher for approval, the document's status changes to *Pending Voucher Approval*, and the document enters the approval process. E2 analyzes the routing rules and determines whether a rule triggers an approval event. If an approval event is triggered, E2 assigns the document to the appropriate approver, or pool of approvers, for action. E2 notifies you via email when there is a document assigned to you for approval.

Approvers review travel expenses, ensuring that:

- The trip and related expenses are within travel policy
- Expense receipts are attached for all expenses that are \$75 or over
- Reimbursement types are correct
- The correct accounts have been selected to fund the travel
- Expenses have been properly split between funds
- Expenses have been properly disbursed
- Advances have been properly liquidated

If the trip and travel expenses are within guidelines, or properly justified when outside of guidelines, you approve the voucher. If you are the last approver for a voucher, the traveler is notified that their voucher has been approved for payment.

### **1.2.1 Additional Actions**

As an approver, you can also take other actions. Depending on applicable travel policy, you may be able to:

- Adjust allocations, if more than one POET line was used to fund the trip
- Add remarks and attach documentation

If there are problems with the travel voucher that prevent your approval and that you cannot change, you can return the voucher for revision.

## 2 Approving a Voucher

E2 provides access to approver functions through the **My Approvals** option on the task bar. Complete the following steps to get started with the approval process.

1. Click **My Approvals** on the task bar. This displays the Pending Approvals page, which lists all documents that are assigned to you for approval (i.e., pending your approval).

ID	Traveler Name	Destination	Start/Departure Date	Status	Approval Pending Time	Show
328581(2)	HARRISON, ADAM	Pittsburgh IAP ARE, PA, United States	03-Jan-2022	Pending Approval(AO APPROVER POOL)	102 Days, 21 Hours	Show
0A42918	HARRISON, ADAM	CONUS	03-Jan-2022	Pending Approval(AO APPROVER POOL)	98 Days, 21 Hours	Show
329231	MCDONALD, CATHERINE	Richmond, VA, United States	21-Feb-2022	Pending Approval(FUNDS APPROVER)	75 Days, 22 Hours	Show
328520(2)	MCDONALD, CATHERINE	Denver, CO, United States	03-Jan-2022	Pending Approval(AO APPROVER POOL)	74 Days, 21 Hours	Show
0A43179	MCDONALD, CATHERINE	CONUS	01-Dec-2021	Pending Approval(AO APPROVER POOL)	73 Days, 21 Hours	Show
0A43358	MCDONALD, CATHERINE	CONUS	01-Jan-2022	Pending Approval(AO APPROVER POOL)	53 Days, 19 Hours	Show
329718(2)	MCDONALD, CATHERINE	Boston, MA, United States	17-Jan-2022	Pending Approval(AO APPROVER POOL)	53 Days, 18 Hours	Show
LT-0050923	MCDONALD, CATHERINE		01-Nov-2021	Pending Approval(AO APPROVER POOL)	52 Days, 18 Hours	Show
0A43062	MCDONALD, CATHERINE	CONUS	01-Jan-2022	Pending Approval(AO APPROVER POOL)	52 Days, 18 Hours	Show
0A8796	MCDONALD, CATHERINE	Philadelphia, PA, United States	23-Feb-2022	Pending Approval(AO APPROVER POOL)	52 Days, 18 Hours	Show

Figure 1: My Approvals — Pending Approvals tab

2. If necessary, use the Filter Options section to filter the list to all vouchers pending your approval.
  - a. Click the **Filter Options** tab to expand the section and view the filter options available for that page.

Figure 2: Pending Approvals — Filter Options

- b. Select *Vouchers* from the **Document Type** drop-down list to limit the list to only vouchers pending your approval.
  - c. Enter any additional filtering criteria to limit the number of search results returned.
  - d. Click **Apply Filter** to generate a new list matching your search criteria.
3. Locate the voucher in the search results.
  4. Click the **Show** link. This displays the Voucher Summary page.

**NOTE:** By default, all sections of the Voucher Summary page are expanded.

### Step 4: Voucher Summary

Traveler Name: CARLOS GARCIA   Trip ID: 32997   Voucher ID: 1   Voucher Type: Final   Voucher Status: Pending Voucher Approval

**i** In accordance with Federal regulations all single receipts greater than \$75.00 should be retained for a period of 6 years and 2 months.

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

---

**Basic Information - [View Details](#)**

Type of Travel: MISSION TRAVEL (P2)  
 Specific Travel Purpose: asdf  
 Trip Begin Date: 20-Dec-2021  
 Trip End Date: 24-Dec-2021

Claim Expenses Between:  
 Begin Date: 20-Dec-2021  
 End Date: 24-Dec-2021

Document Number: 7020TDF22000299V01  
 For this trip this is the: Final Voucher

---

**Expenses - [Edit Details](#)**

Travel Charge Card: 16.05  
 Traveler: 864.45  
 Unassigned: 0.00  
 Amount: 880.50

Order by: **Date**   [Sort Ascending](#)   [Sort Descending](#)

Date	Type	Amount	Description	Pay To	Alerts	Show
20-Dec-2021	Bus	2.00		Traveler		<a href="#">Show</a>
20-Dec-2021	Lodging	672.00	Lodging expense in Acton, CA, United States including lodging taxes	Traveler		<a href="#">Show</a>
20-Dec-2021	Meals and Incidentals	111.00	M&E expense in Acton, CA, United States	Traveler		<a href="#">Show</a>
20-Dec-2021	Parking	79.45		Traveler	(U)	<a href="#">Show</a>
24-Dec-2021	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card		

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[Attachment](#) [Remark](#) [Reduced](#) [Credit Card](#)

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**Accounting - [Edit Details](#)**

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated
	<a href="#">LOGCH9SPHOZTDRIGDEV11403 CGC MELLON...</a>	\$1021.05	\$880.50	100.00%
			<b>Total:</b> \$880.50	100.00%
			Remaining amount to be allocated:	\$0.00
			<b>Total claim amount:</b>	\$880.50

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**Travel Policy Justifications** [View Details](#)

**Travel Policy Warnings** [View Details](#)

**City Pair Information** [View Details](#)

**Remarks - [Edit Details](#)**

**Receipts and Attachments - [Edit Details](#)**

[Approve](#)   [Return](#)   [Unlock](#)   [Back to Step 3: Accounting](#)

Figure 3: Voucher Summary — Pending Voucher Approval

5. Verify the voucher is [locked](#) to you.
6. Use the Voucher Summary page to view the voucher. If you need to see additional information or make changes to a section, click the **View Details** or **Edit Details** link for that section. Be sure to save your changes.
7. Return to the Voucher Summary page when you are done making changes to a section.

## 2.1 Lock the Voucher

Locking a document prevents any other approver from taking action on that document. You cannot approve a voucher (or take any other action) unless it is locked.

- If you are the primary approver in your routing pool, the voucher is typically assigned to you for approval, and it should already be locked when you open it. The voucher is locked to you if the **Unlock** link displays in the Other Actions section, and the **Unlock** button appears at the bottom of the page.

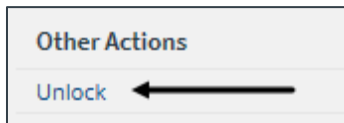


Figure 4: Unlock link

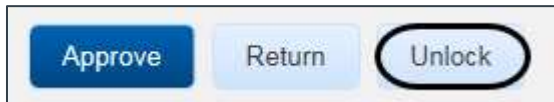


Figure 5: Unlock button

- If the **Lock** link displays in the Other Actions section, and the **Lock** button appears at the bottom of the page, the document is not currently locked to any approver. Click the **Lock** link (or **Lock** button) to continue.

### 3 Reviewing Basic Information

Basic information for a voucher includes:

- Travel type and purpose
- Travel dates, including departure and arrival times, if the trip duration is less than three days
- Claim expenses begin and end dates (i.e., voucher cut-off date)
- Source of "transportation and other" (T&O) voucher expenses, if applicable

**NOTE:** This option is only shown if an authorization amendment, performed prior to creating the voucher, deleted an "in process" voucher. (This selection does not impact lodging, meals and incidentals, or transportation expenses derived from the reservation associated with the trip.)

- **Use Only Approved Amendment Expenses** – The traveler chose the source of T&O expenses to be the standard expense mapping of the authorization's estimated expenses from the amendment.
- **Use Only Pre Amendment Voucher Expenses** – The traveler chose the source of T&O expenses to be only the T&O expenses from the voucher deleted by the authorization amendment process.

Basic Information - <a href="#">View Details</a>	
Type of Travel:	Site Visit
Specific Travel Purpose:	Cardiff Site Visit
Trip Begin Date:	01-Feb-2018 06:00 PM
Trip End Date:	03-Feb-2018 10:00 AM
Claim Expenses Between:	
Begin Date:	01-Feb-2018
End Date:	03-Feb-2018
Transportation and Other Expenses:	Use Only Approved Amendment Expenses
Document Number:	TWMNR0000287723T-1
For this trip this is the:	Not Final Voucher

Figure 6: Voucher Summary, Basic Information section — Transportation and Other Expenses field

- Document number
- Voucher finality indicator
  - **Not Final Voucher** – This value indicates you are reviewing an incremental voucher.
  - **Final Voucher** – This value indicates you are reviewing the final voucher.



Basic Information - <a href="#">View Details</a>	
Type of Travel:	MISSION TRAVEL (P2)
Specific Travel Purpose:	asdf
Trip Begin Date:	20-Dec-2021
Trip End Date:	24-Dec-2021
Claim Expenses Between:	
Begin Date:	20-Dec-2021
End Date:	22-Dec-2021
Document Number:	70Z0TDY22000299V01
For this trip this is the:	Not Final Voucher

Figure 7: Voucher Summary, Basic Information section — Incremental voucher

Basic Information - <a href="#">View Details</a>	
Type of Travel:	TRAINING (P5)
Specific Travel Purpose:	attend E2 Solutions Training
Trip Begin Date:	03-Jan-2022
Trip End Date:	07-Jan-2022
Claim Expenses Between:	
Begin Date:	03-Jan-2022
End Date:	07-Jan-2022
Document Number:	70Z0TDY22000242V01
For this trip this is the:	Final Voucher

Figure 8: Voucher Summary, Basic Information section — Final voucher

## 4 Reviewing Expenses

The Expenses section of the Voucher Summary page displays all of the voucher expenses in a list. The expenses are shown by date and sorted alphabetically. A summary of expenses by method of reimbursement (i.e., pay to) displays at the top of the section.

Expenses - [View Details](#)

Travel Charge Card: 16.05  
 Traveler: 640.95  
 Amount: 657.00

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Show
20-Dec-2021	Bus	2.00		Traveler		<a href="#">Show</a>
20-Dec-2021	Lodging	504.00	Lodging expense in Acton, CA, United States including lodging taxes	Traveler		<a href="#">Show</a>
20-Dec-2021	Meals and Incidentals	55.50	M&IE expense in Acton, CA, United States	Traveler		<a href="#">Show</a>
20-Dec-2021	Parking	79.45		Traveler		<a href="#">Show</a>
22-Dec-2021	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card		

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Attachment: Remark: Reduced: Credit Card:

Figure 9: Voucher Summary — Expenses section

Click the **Show** link next to a line item to view additional details about that expense.

- Click the **Show** link for an expense type of *Lodging* to [review all lodging expenses](#).
- Click the **Show** link for an expense type of *Meals and Incidentals* to [review all meals and incidental expenses](#).
- Click the **Show** link for any other expense type to [review transportation and other expense details](#).
- Click the **Show** link for any expense with a credit card icon to [review travel charge card transaction details](#).

**TIP:** Icons in the Alerts column identify expenses with special situations or conditions.

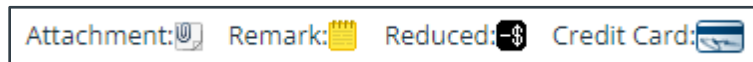


Figure 10: Voucher Expenses — Alert icons

### 4.1 Reviewing Lodging Expenses

Use the Lodging Expenses window to review daily lodging expense details for each site. Details include:

- Date of expense
- Reimbursement type
- Per diem rate
- Claimed lodging amount
- Authorized lodging amount
- Claimed lodging tax

- Method of reimbursement (Pay To)
- Day Off indicator
- Shared Lodging indicator
- Notes include IDL information and, if variable per diem rates apply, based on the travel type and trip duration, the applied percentage of standard per diem rates

When you are finished with your review, click **Exit Window** to return to the Voucher Summary page.

Date	Reimbursement Type	Per Diem Rate	Amount	Authorized	Lodging Tax	Pay To	Day Off	Shared	Notes
20-Dec-2021	Per Diem	168.00	168.00	168.00	0.00	Traveler	No	No	
21-Dec-2021	Per Diem	168.00	168.00	168.00	0.00	Traveler	No	No	
22-Dec-2021	Per Diem	168.00	168.00	168.00	0.00	Traveler	No	No	
Running Totals:			504.00		0.00				
Total Lodging:			504.00						

Figure 11: Lodging Expenses — Single Site Trip

### 4.1.1 Multiple Sites

If there are lodging expenses for multiple sites, a **Site** drop-down list displays below the **Filter Options** tab. Select each site from the list to view daily lodging expenses for that site.



Figure 12: Lodging Expenses — Site field

## 4.2 Reviewing Meals and Incidental Expenses

Use the Meals and Incidental Expenses window to review the daily meals and incidental expenses (M&IE) for each site. Details include:

- Date of the expense
- Reimbursement type
- Per diem for meals
- Per diem for incidental expenses

- Total per diem amount
- Meals Provided indicator for breakfast, lunch, and dinner
- No Incidentals indicator
- Day Off indicator
- Method of reimbursement (Pay To)
- Notes include IDL information and, if variable per diem rates apply, based on travel type and trip duration, the applied percentage of standard per diem rates.

When you are finished with your review, click **Exit Window** to return to the Voucher Summary page.

Meals and Incidental Expenses

▼ Filter Options

Meals and Incidentals Site: Acton, CA, United States

Order by: Date ▼ Sort Ascending Sort Descending

Date	Reimbursement Type	Per Diem Meals	Per Diem Incidentals	M&IE Amount	Breakfast Provided	Lunch Provided	Dinner Provided	No Incidentals	Official Day Off	Pay To	Notes
20-Dec-2021	Per Diem	69.00	5.00	55.50	No	No	No	No	No	Traveler	
21-Dec-2021	Actual	69.00	5.00	65.00	No	No	No	No	No	Variable	
22-Dec-2021	Actual	69.00	5.00	65.00	No	No	No	No	No	Variable	
Total M&IE:				185.50							

[Show Actual Meals/Occasional Meals](#)

Actual Reimbursement Maximum: 300%

Exit Window

Figure 13: Meals and Incidental Expenses — Single Site Trip

### 4.2.1 Multiple Sites

If there are meals and incidental expenses for multiple sites, a **Site** drop-down list displays below the **Filter Options** tab. Select each site from the list to view M&IE for that site.

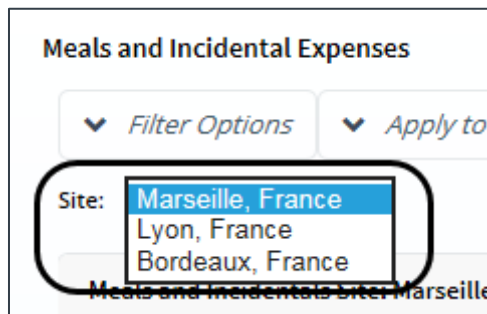


Figure 14: Meals and Incidental Expenses — Site field

### 4.2.2 M&IE Amount

Click an **M&IE Amount** link to display the Meals and Incidental Per Diem window, which displays a breakdown of per diem and incidentals for the day.

Meals and Incidental Per Diem		
Per Diem Calculations		
Category	Per Diem Amount	Actual Amount
Breakfast	20.00	20.00
Lunch	33.00	33.00
Dinner	53.00	53.00
Incidentals	26.00	26.00

Exit Window

Figure 15: Meals and Incidental Per Diem window

### 4.2.3 Show Actual Meals

If the M&IE reimbursement type for any day is *Actual*, click the **Show Actual Meals** link to call the All Actual Meals and Incidentals window, which allows you to view detailed information.

**NOTE:** For JTR travelers, if the M&IE reimbursement type for any day is *Actual* or *Occasional Meals*, you can click the **Show Actual Meals/Occasional Meals** link to display the All Actual Meals and Incidentals/Occasional Meals window.

All Actual Meals and Incidentals/Occasional Meals				
Filter Options				
Meals and Incidentals				
Date	Expense	Actual Amount	Pay To	Alerts
21-Dec-2021	Breakfast	10.00	Traveler	
21-Dec-2021	Lunch	20.00	Traveler	
21-Dec-2021	Dinner	30.00	Traveler	
21-Dec-2021	Incidentals	5.00	Traveler	
22-Dec-2021	Breakfast	10.00	Traveler	
22-Dec-2021	Lunch	20.00	Traveler	
22-Dec-2021	Dinner	30.00	Traveler	
22-Dec-2021	Incidentals	5.00	Traveler	

Exit Window

Figure 16: All Actual Meals and Incidentals/Occasional Meals window

### 4.3 Reviewing Other Expenses

The Expense window displays for transportation and other expenses. It includes **Remarks** and **Receipts** tabs so you can review expense-level remarks and receipts.


**Edit Expense - Bus for \$2.00 on 20-Dec-2021**

Detail	Remarks	Receipts
Date of Expense:	20-Dec-2021	
Expense:	Bus	
Amount:	2.00	
Description:		
Pay To:	Traveler	

**Exit Window**

Figure 17: Edit Expense window

### 4.4 Reviewing Travel Charge Card Transaction Details

Travelers can view their travel charge card (TCC) transactions from within E2 Solutions and create voucher expenses from those transactions. Approvers can then review the TCC transaction associated with each expense. The credit card icon () identifies these expenses.

- For lodging expense, click the **Show** link. The credit card icon appears in the Alerts column of the Lodging Expenses window for any expense associated with a TCC transaction.
- For meals and incidentals, click the **Show** link, and then click the **Show Actual Meals** link on the Meals and Incidental Expenses window. The credit card icon appears in the Alerts column of the All Actual Meals and Incidentals window for any expense associated with a TCC transaction.


Click the **Edit Details** link in the Expenses section of the Voucher Summary page to display the Voucher Expenses page.

### Step 2 : Voucher Expenses



Traveler Name: CARLOS GARCIA   Trip ID: 329967   Voucher ID: 1   Voucher Type: Incremental   Voucher Status: Pending Voucher Approval

**Expense Information**

Travel Charge Card: 31.42  
 Traveler: 770.95  
 Amount: 802.37





 Filter Options

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy
20-Dec-2021	Bus	2.00		Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>
20-Dec-2021	Lodging	504.00	Lodging expense in Acton, CA, United States including lodging taxes	Traveler		<a href="#">Modify</a>	
20-Dec-2021	Meals and Incidentals	185.50	M&IE expense in Acton, CA, United States	Traveler		<a href="#">Modify</a>	
20-Dec-2021	Parking	79.45		Traveler		<a href="#">Modify</a>	<a href="#">Copy</a>
21-Dec-2021	Internet Service	15.37		Travel Charge Card		<a href="#">Modify</a>	<a href="#">Copy</a>
22-Dec-2021	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card			

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[Add New Expense](#)  
[Show Credit Card Expenses](#)

Attachment:  Remark:  Reduced:  Credit Card: 

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

Figure 18: Voucher Expenses — Credit card expense

## 5 Reviewing Accounting

The Accounting section on the Voucher Summary page shows all accounts selected to fund travel expenses, as well as the amount allocated to each fund. Approved expenses must be completely allocated prior to final approval of the voucher.

Accounting - <a href="#">Edit Details</a>				
Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated
	<a href="#">UCGCH93PHC\21DEIGDEV11403 CGC MELLON - DECK\11101...</a>	\$1021.05	\$880.50	100.00%
		<b>Total:</b>	\$880.50	100.00%
		Remaining amount to be allocated:	\$0.00	
		<b>Total claim amount:</b>	\$880.50	

Figure 19: Voucher Summary — Accounting section

Review the accounting information. If only one POET line was entered on the authorization to fund the trip, click the **Save and Next Step** button to continue.

If more than one POET line was used to fund the trip, allocations may need to be adjusted on the voucher. Click the **Edit Details** link in the Accounting section header to display the Voucher Accounting page and update the allocations as needed.

Step 3 : Voucher Accounting						
Traveler Name: CARLOS GARCIA Trip ID: 329967 Voucher ID: 1 Voucher Type: Incremental Voucher Status: Pending Voucher Approval						
Accounting						
Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
	<a href="#">UCGCH93PHC\21DEIGDEV11403 CGC MELLON - DECK\11101...</a>	\$1021.05	\$ <input type="text" value="401.19"/>	<input type="text" value="50.00"/> %	<a href="#">Add</a>	<a href="#">Delete</a>
	<a href="#">UCGCH93PHC\21DEIGDEV01000 CG STEADY STATE TRAININ...</a>	\$0.00	\$ <input type="text" value="401.18"/>	<input type="text" value="50.00"/> %	<a href="#">Add</a>	<a href="#">Delete</a>
		<b>Total:</b>	\$802.37	100.00%		
		Remaining amount to be allocated:	\$0.00			
		<b>Total claim amount:</b>	\$802.37			
<a href="#">Select Account Codes</a> <a href="#">Split Funding</a>						
<input type="button" value="Save and Next Step"/> <input type="button" value="Save"/> <a href="#">Back to Step 2: Expenses</a>						

Figure 20: Voucher Accounting page

Allocations can be split by dollar amount, percentage, or by using the **Split Funding** link. Click the **Save** button when you are finished to save your changes.



- If you need to adjust allocations between multiple accounts, enter the appropriate amounts in the **Amount Allocated** or **Percent Allocated** field for each account.
- Click the **Split Funding** link if there are multiple accounts to fund expenses, and you need to identify certain expense types or all expenses on specific dates to be funded from particular accounts.

## 6 Reviewing Liquidations

If an advance was approved for a trip, that advance must be liquidated. Advances can be liquidated on any voucher, but all outstanding advances must be liquidated on the final travel voucher, if possible, regardless of the amount that was actually disbursed to the traveler.

**TIP:** Click the [View Advance Details link](#) in the Other Actions section to view additional information about the advances for the trip.

E2 automatically calculates the maximum outstanding travel advance balance available for liquidation. The traveler, however, can override this maximum amount when creating an incremental (i.e., not final) voucher and liquidate a smaller amount, if necessary.

Liquidations - <a href="#">View Details</a>	
Advance Amount Outstanding:	500.00
Pay to Traveler Expenses:	702.00
Advance Amount to Liquidate:	450.00
Net Due to Traveler:	252.00
Remaining Advance Amount:	50.00

Figure 21: Voucher Summary — Liquidations section

## 7 Reviewing Remarks, Receipts, and Attachments

The Voucher Summary page includes the Remarks and Receipts and Attachments sections. These sections allow you to view all document and expense-level remarks, receipts, and attachments before you complete your approval task.

### 7.1 Remarks

The Remarks section lists all remarks attached to the voucher and its expenses.

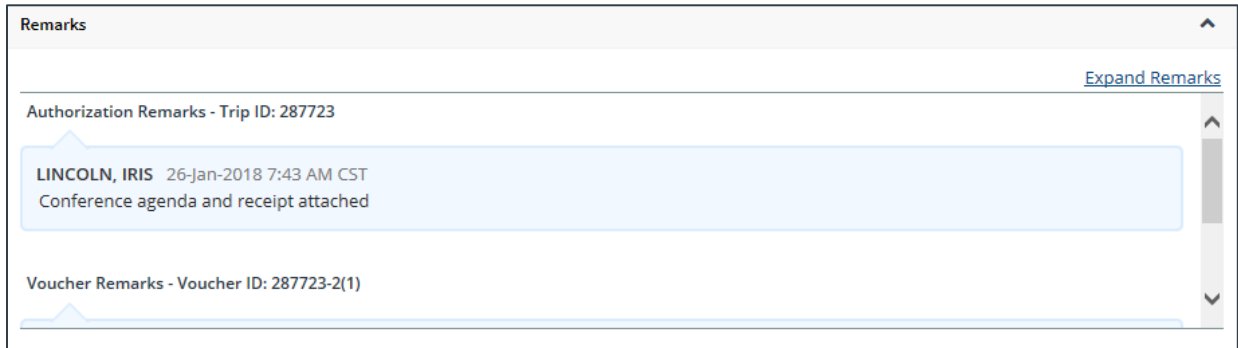


Figure 22: Voucher Summary — Remarks section

**TIP:** Click the **Expand Remarks** link to view all remarks without scrolling.

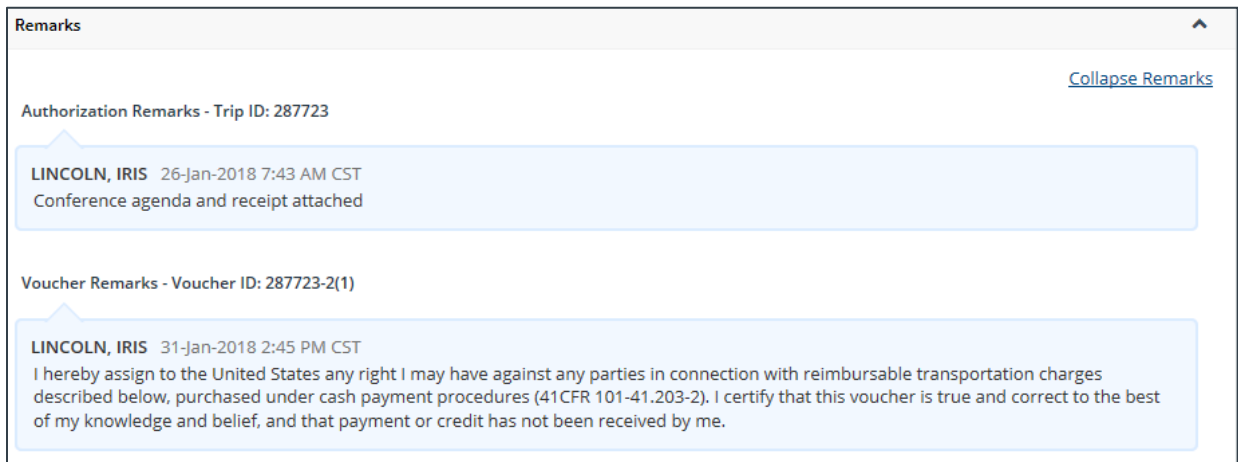


Figure 23: Voucher Summary — Expanded remarks

### 7.2 Receipts and Attachments

The Receipts and Attachments section allows you to review any expense-level receipt or other document-level attachment, including documents attached via fax. Click the **Show** link to view the attachment.

Receipts and Attachments - <a href="#">Edit Details</a>			
Trip Attachments - Trip ID: 287723-2			
Uploaded By	Date Submitted	File Name	Show
LINCOLN, IRIS	26-Jan-2018 7:57:37 AM CST	Usability Conference.pdf	<a href="#">Show</a>
E2 Solutions	29-Jan-2018 9:35:22 AM CST	Authorization Financial System Transaction Record	<a href="#">Show</a>
E2 Solutions	29-Jan-2018 9:35:27 AM CST	Advance Financial System Transaction Record	<a href="#">Show</a>
E2 Solutions	29-Jan-2018 9:55:56 AM CST	Authorization Financial System Transaction Record	<a href="#">Show</a>
E2 Solutions	31-Jan-2018 11:26:35 AM CST	Authorization Financial System Transaction Record	<a href="#">Show</a>

**Figure 24: Voucher Summary — Receipts and Attachments section**

## 8 Reviewing Other Information

### 8.1 Reviewing "Pay to Traveler" Overrides

In some cases, travelers may have redirected "pay to traveler" M&IE reimbursement to their travel charge card. Click the **Override Pay To** link in the Other Actions section. This displays the Override Pay To window, which allows you to review the amount the traveler has diverted from their M&IE.

Figure 25: Override Pay To — Override Amount

### 8.2 Reviewing Travel Policy and City Pair Information

The Voucher Summary page includes three sections related to travel policy. These sections are for reference only and do not reflect a voucher workflow step. They identify trip-related and voucher-specific items that are outside of policy for the traveler and may require additional review.

#### 8.2.1 Travel Policy Justifications

This section shows items that are out of policy (e.g., cabin class selection for air or rail, hotel booking, rental car type) and the traveler's reasons for the out-of-policy selections.

Travel Policy Justifications		
Policy Item	Information	Explanation
Air Cabin Class	Coach	Within policy

Figure 26: Voucher Summary — Travel Policy Justifications section

#### 8.2.2 Travel Policy Warnings

Additional information about items that may deviate from standard policy, including booked hotel over per diem rate, actual reimbursement type selected for lodging and M&IE, and official days off during the trip, appears in the Travel Policy Warnings section. This section also displays the lowest logical airfare available to the traveler at the time travel was booked, along with the actual booked airfare.

Travel Policy Warnings	
Policy Item	Information
Lowest Logical Airfare	Standard Confirmation Number: EOVJZZ, LLA: 1381.51, Booked Airfare: 1664.11
Leave/Official Day Off	Leave selected on one or more days in: - Cardiff, Wales, United Kingdom (02-Feb-2018)

Figure 27: Voucher Summary — Travel Policy Warnings section

### 8.2.3 City Pair Information

This section displays contracted fares for trip sites, including all combinations for metro-related city pairs.

City Pair Information		
All fares listed are one way fares per GSA City Pair Program.		
City Pair	YCA Fare	-CA Fare
Washington DC Metro Area (WAS) > Marseille (MRS)	503.00	0.00
Marseille (MRS) > Lyon Saint Exupery Airport (LYS)	None	None
Lyon Saint Exupery Airport (LYS) > Bordeaux (BOD)	None	None
Bordeaux (BOD) > Washington Ronald Reagan National Airport (DCA)	None	None

Figure 28: Voucher Summary — City Pair Information section

### 8.3 Reviewing Audit Warnings

The Audit Warnings section displays on the Voucher Summary page if the voucher is a candidate for audit. The section lists the reasons why the voucher may be selected.

Audit Warnings
<b>Claim may be selected for audit for the following reasons:</b>
Voucher exceeds the cost ceiling.
Minor customer is flagged for audit.

Figure 29: Voucher Summary — Audit Warnings section

## 9 Completing the Approval Process

When you have finished the review process, you have three options:

- [Approve the voucher](#) (including reduced expenses)
- [Return the voucher](#) for revision
- [Unlock the voucher](#), so another approver within the routing pool can access the document and take action on it

### 9.1 Approving the Voucher

Complete the following steps.

1. Click **Approve** on the Voucher Summary page. This displays a Confirm Action window.
2. Click **Confirm**. If this is a final approval, the voucher is submitted for real-time validation. Success or error messages from this validation process may display. In the case of voucher approval failure, contact the USCG Travel Assist Team.

### 9.2 Returning the Voucher for Revision

A voucher can be returned for revision to the traveler or a prior approver (provided the approver returning the document is the second or higher approver for the voucher). The document will be returned to either the primary approver, if one exists, or the entire routing pool with instructions.

**NOTE:** *If you are the first level approver on the voucher, your only option is to return the document to the traveler. When you click **Return**, the **Return To** field defaults to Traveler and is disabled.*

Complete the following steps.

1. Click the **Return** button at the bottom of the Voucher Summary page. This displays a Confirm Action window.
2. Select the person or group to whom you are returning the voucher from the **Return To** drop-down list.
  - The drop-down list displays the *Traveler* option as well as all previous approval pools.
  - If an approval pool has a primary approver, that person's name appears in parentheses to the right of the name of the approval pool (e.g., Routing Pool 1 (Doe, John C.)).

The screenshot shows a 'Confirm Action' dialog box. At the top, it says 'Return To:\*' with a dropdown menu currently showing 'Select One...'. Below that is the 'Reason:\*' dropdown menu, which is open and shows 'Traveler' as the selected option, with 'CGTRAININGPOOL1' and 'CGTRAININGPOOL2' as other options. A note below the dropdowns reads: 'Note: Remarks cannot be edited or deleted. Review all information before proceeding.' Underneath is a text area for 'Remarks:' with a character count of '2000 characters left.' and a '\*Required' label. At the bottom, there are 'Confirm' and 'Cancel' buttons. A question 'Do you want to proceed?' is located just above the buttons.

Figure 30: Confirm Action — Return to Traveler or Approval Pool

3. Select the reason you are returning the voucher from the **Reason** drop-down list.
4. Enter any necessary remarks in the **Remarks** field.

**TIP:** Review your remarks before clicking **Confirm**. Remarks cannot be edited or deleted after you send them.

5. Click **Confirm** to return the voucher.

### 9.3 Making the Voucher Available to Another Approver

There may be times when you need to allow another approver in the routing pool access to the voucher. If this situation occurs and the voucher is locked to you, you must unlock it. Unlocking the voucher makes it available to other approvers in the routing pool.

Click the **Unlock** link in the Other Actions section, or scroll to the bottom of the Voucher Summary page and click the **Unlock** button.



## 10 Other Actions

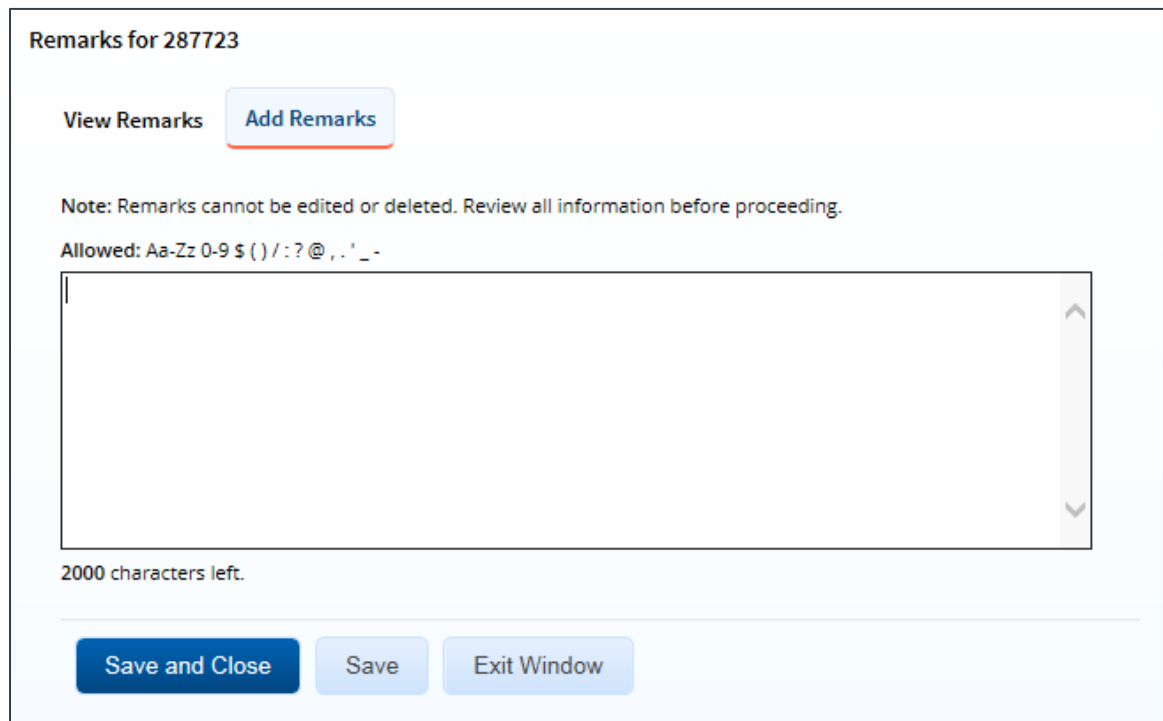
The Other Actions section contains links to additional tasks you may need to perform to complete the approval process, such as:

- [Adding remarks](#)
- [Attaching documents](#)
- [Printing the voucher](#)
- [Printing a compact voucher](#)
- [Viewing the difference between estimated expenses and voucher expenses](#)
- [Viewing a summary of daily expenses](#)
- [Viewing itinerary information](#)
- [Viewing trip history](#)
- [Viewing advance details](#)
- [Viewing open or group authorization details](#)
- [Viewing the routing path](#)
- [Viewing the routing history](#)

### 10.1 Add Remarks

If you reduce an expense, you must add a remark to that expense. You may also want, however, to add a remark to the actual voucher document. Complete the following steps.

1. Click the **Remarks** link in the Other Actions section. This displays the Remarks window, which shows any remarks already associated with the voucher.
2. Click the **Add Remarks** tab.



The screenshot shows a web interface titled "Remarks for 287723". At the top, there are two buttons: "View Remarks" and "Add Remarks", with "Add Remarks" being the active tab. Below the buttons is a note: "Note: Remarks cannot be edited or deleted. Review all information before proceeding." Underneath the note is a text input field with a placeholder "Allowed: Aa-Zz 0-9 \$ ( ) / : ? @ , . ' \_ -". The input field is currently empty. Below the input field, it says "2000 characters left." At the bottom of the window, there are three buttons: "Save and Close", "Save", and "Exit Window".

Figure 31: Remarks — Add Remarks tab

3. Enter your remarks and review them. Remarks cannot be edited or deleted after you save them; make any changes before saving.

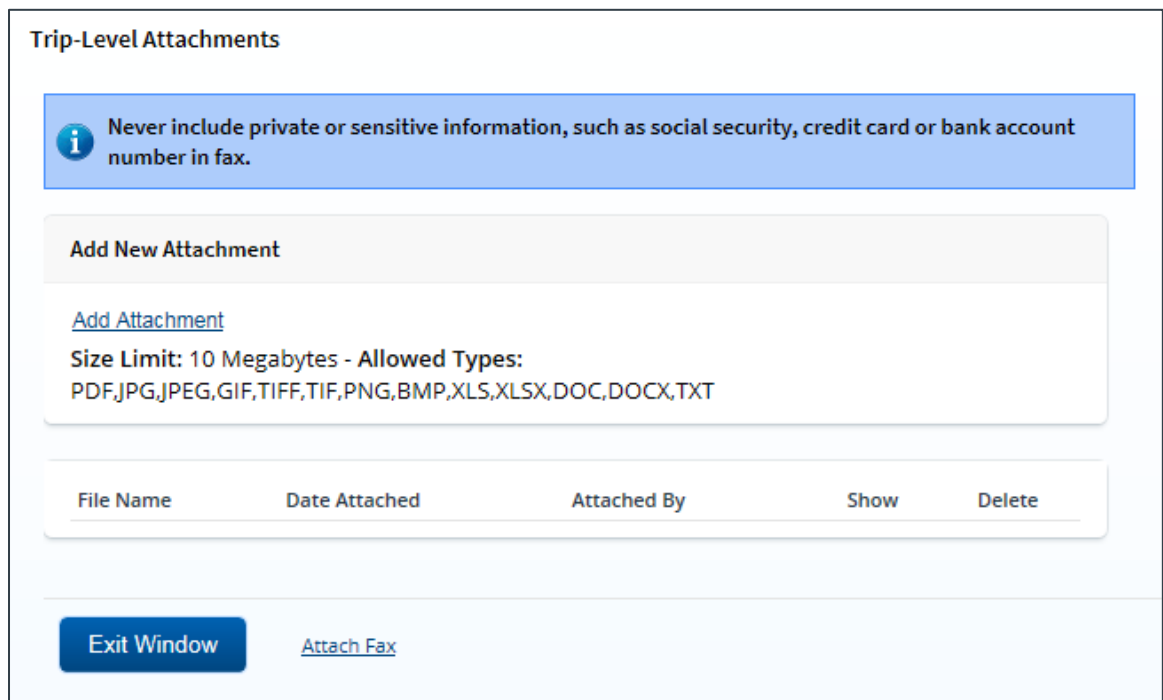
**TIP:** Avoid copying and pasting text from other applications. Doing so may result in invalid character errors.

4. Click **Save and Close** to save your remarks and close the Remarks window.

## 10.2 Attach Documentation

Like remarks, receipts can be attached to individual expenses or to the overall voucher document. Complete the following steps.

1. Click the **Attachments** link in the Other Actions section. This displays the Trip-Level Attachments window.



**Figure 32:** Trip-Level Attachments window

2. Click the **Add Attachment** link. This displays the system Choose File window.
3. Select the PDF file you want to attach.
4. Click **Open**. You are returned to the Trip-Level Attachments window. A success message displays when the document is attached, and the new document appears in the list.

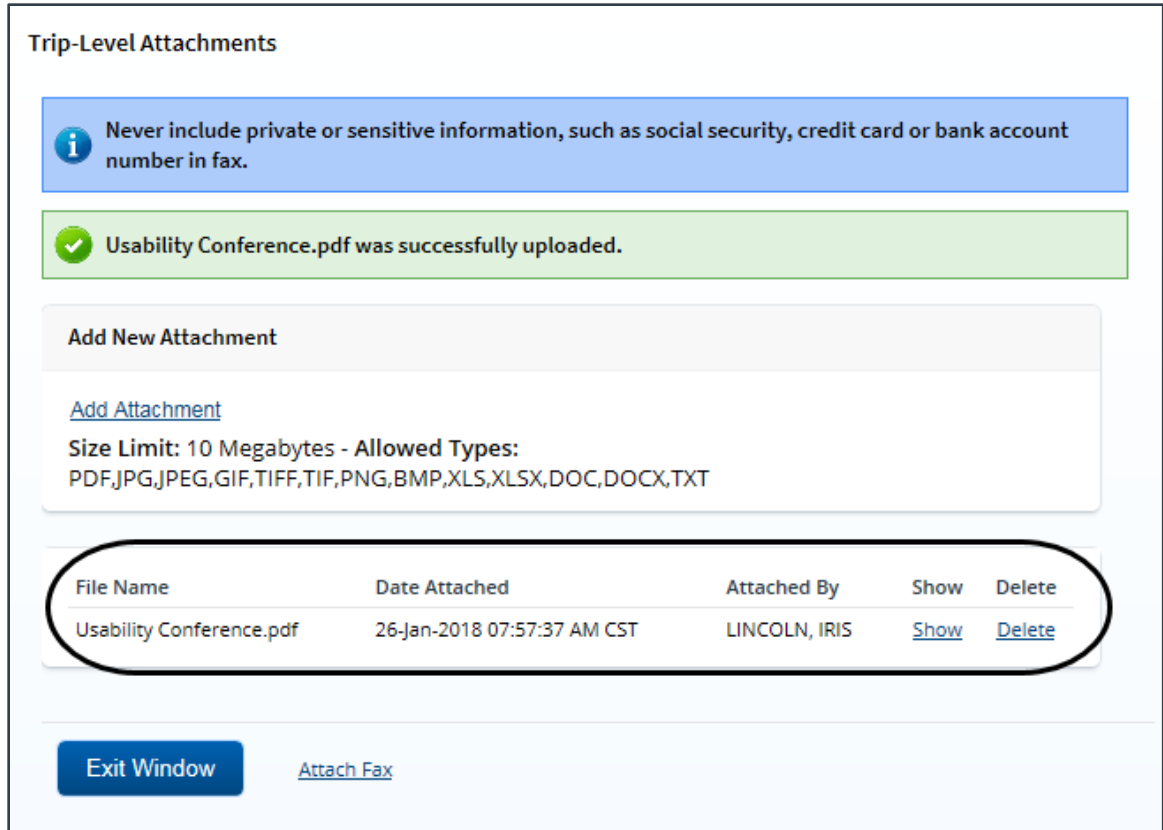


Figure 33: Trip-Level Attachments — Attached Document

5. Click the **Show** link to view the document.

***TIP:** If this is not the document you want attached to the voucher, click **Delete** to remove the file. You are able to delete attached files at any time prior to final approval, as long as you have edit privileges for the document. Adding and deleting receipts will add entries to the Trip History file.*

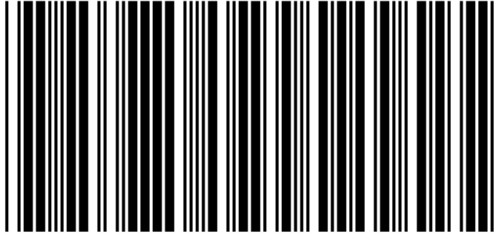
6. Click **Exit Window**.

### 10.2.1 Attaching a Document via Fax

If you have paper documents, you can attach them to the voucher via fax, if that capability is available to you. Complete the following steps.

1. Click the **Attachments** link in the Other Actions section. This displays the [Trip-Level Attachments window](#).
2. Click the **Attach Fax** link, which opens the Fax Attachment(s) section in the window.
3. Click the **Print the Fax Cover Page** link. This displays a printable version of the cover sheet. The fax cover page includes a special bar code that associates the fax with the voucher and includes the phone number to use; the fax cover page must be the first page of your fax.

Print This Page Close



T-328494

This cover sheet must be the first page faxed with the bar code at the top of the page.

**Never include private or sensitive information, such as social security, credit card or bank account number in fax.**

Include this cover sheet with the receipts and fax to:

**E2 TRAVEL DOCUMENT/EXPENSE REPORTING**

**Traveler name: CARLOS GARCIA**

**Trip Id #: 328494**

**Standard Document #:**

**Date Submitted: 14-Oct-2021**

**Number of pages attached: \_\_\_\_\_ (including cover page)**

Figure 34: Fax cover page

4. Click **Print This Page**.
5. Fax the cover page, along with the documents you want to attach to the voucher, to the number shown on your fax cover page. The fax will automatically be added to the list of attached documents within 30 minutes of receipt.

**NOTE:** Adding an attachment via fax will add an entry to the trip history file.

### 10.2.2 Viewing Documents Attached to the Trip

The Receipts and Attachments section of the Voucher Summary page shows all previously attached documents and faxes. Locate the document in the list, and then click the **Show** link to view the attachment.

Receipts and Attachments - [Edit Details](#)

Trip Attachments - Trip ID: 287723-2

Uploaded By	Date Submitted	File Name	Show
LINCOLN, IRIS	26-Jan-2018 7:57:37 AM CST	Usability Conference.pdf	<a href="#">Show</a>
E2 Solutions	29-Jan-2018 9:35:22 AM CST	Authorization Financial System Transaction Record	<a href="#">Show</a>
E2 Solutions	29-Jan-2018 9:35:27 AM CST	Advance Financial System Transaction Record	<a href="#">Show</a>
E2 Solutions	29-Jan-2018 9:55:56 AM CST	Authorization Financial System Transaction Record	<a href="#">Show</a>
E2 Solutions	31-Jan-2018 11:26:35 AM CST	Authorization Financial System Transaction Record	<a href="#">Show</a>

Figure 35: Voucher Summary — Receipts and Attachments section

### 10.2.3 Deleting Documents Attached to the Trip

If you uploaded or faxed a file in error, you can delete the attachment any time prior to the document's final approval, as long as you have edit privileges for the document.

The Receipts and Attachments section of the Voucher Summary page shows all previously attached documents and faxes. Complete the following steps to delete an attachment.

1. Click the **Edit Details** link in the Receipts and Attachments section header. This displays the Trip-Level Attachments window.

**Trip-Level Attachments**

**i** Never include private or sensitive information, such as social security, credit card or bank account number in fax.

**Add New Attachment**

[Add Attachment](#)

**Size Limit: 10 Megabytes - Allowed Types:**  
PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,BMP,XLS,XLSX,DOC,DOCX,TXT

File Name	Date Attached	Attached By	Show	Delete
Usability Conference.pdf	26-Jan-2018 07:57:37 AM CST	LINCOLN, IRIS	<a href="#">Show</a>	<a href="#">Delete</a>

[Exit Window](#)      [Attach Fax](#)

Figure 36: Trip-Level Attachments — Delete link

2. Click the **Delete** link of any file you have uploaded or faxed that you want to remove. This displays a Confirm Action window.

**NOTE:** You cannot delete any system-attached files. Deleting an attachment will add an entry to the trip history file.

3. Click **Confirm** to delete the document.
4. Click **Exit Window** to close the Trip-Level Attachments window.

### 10.3 Print the Voucher

Complete the following steps to generate a printable version of the voucher.

1. Click the **Printable Voucher** link in the Other Actions section. The voucher appears as a PDF file in a new browser window.

2. Click the **Print** icon () to print the document.

**TIP:** Under certain circumstances, the voucher may appear as an HTML file with a **Print** button. If this occurs, click **Print** to print the voucher.

### E2 Travel Voucher

Thu Jan 06 13:09:54 CST 2022

PRIVACY ACT NOTICE: The following information is provided to comply with the Privacy Act of 1974(P.S. 93-579). The information requested on the form is required under the provisions of 5 U.S.C. Chapter 57(as amended), Executive Orders 11809 of July 22, 1971, and 1102 of March 27, 1962, for the purpose of facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative. The information contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.

**Voucher Information**

Document Number (SYSTEM ASSIGNED)	Trip Status Open Voucher	Trip Id 329965	Submit Date	Approve Date 2022-01-06
Traveler CARLOS GARCIA	Official Duty Station Washington, DC	Title	Final Voucher Flag No	
Mailing Address 1060 W. Addison St. Chicago, IL 60613 US		Office Phone 2175558525	Home Phone N/A	
CONUS/ODONUS CONUS	Travel Purpose Colorado site visit	Agency Travel TDY	Travel Charge Card Holder Yes	
Estimated Dates of Travel 2021-12-13 thru 2021-12-17				

**Itinerary**

Arrive	Depart	Time	Location	Car	Hotel	Mode	Notes
2021-12-13	2021-12-13	N/A	Washington, DC	NONE	No	CP	
2021-12-13	2021-12-17	N/A	Singleton, CO	NONE	Yes	CP	Temporary Duty, LDG \$96, M & IE \$59
2021-12-17	2021-12-17	N/A	Washington, DC	NONE	No	NONE	

PA-C = Government auto available and committed  
PA-NA = Government auto not available  
PA-NC = Government auto available and not committed

**Voucher Expense Totals**

Transport	Lodging	Meals & Incidentals	Car Rental	Local Transport	POV	Misc	Grand Total
325.00	384.00	265.50	0.00	22.00	0.00	165.05	1,161.55

Page 1 of 5

Figure 37: Printable Voucher

### 10.4 Compact Printable Voucher

Click the **Compact Printable Voucher** link to print a compact (typically, one page) version of the voucher. A compact printable voucher will include only the following information:

- Generated date/time stamp (in the page footer)
- Voucher information (no title)
- Itinerary
- Voucher expense totals
- Accounting information
- Voucher remarks
- Audit/approver information

**NOTE:** The document may extend past a single page, based upon the content.

The Privacy Act notice, travel advance information (when available), traveler payment summary (when available), traveler payment details (when available), voucher expense summary, non-federal sponsors (when available), voucher expense lines, and history will not print on the compact printable voucher, but will still be available on the [standard printable voucher](#).

**E2 Solutions Travel Voucher**

Traveler	Official Duty Station	Voucher Id
CARLOS GARCIA	Washington, DC	329965(1)
Voucher Status	Type of Travel	Document Number
Open Voucher	MISSION TRAVEL (P2)	
Travel Purpose	Voucher Type	
Colorado site visit	Incremental	

**Itinerary**

Arrive	Depart	Time	Location	Car	Hotel	Mode	Notes
2021-12-13	2021-12-13	08:00 AM	Washington, DC	NONE	No	CP	
2021-12-13	2021-12-17		Singleton, CO	NONE	Yes	CP	Temporary Duty, LDG \$96, M&IE \$59
2021-12-17	2021-12-17	04:00 PM	Washington, DC	NONE	No	NONE	

Notes: CP = Commercial Plane

**Voucher Expense Totals**

Transport	Lodging	M&IE	Car Rental	Local Transport	POV	Misc	Total
325.00	384.00	265.50	0.00	22.00	0.00	165.05	1161.55

**Accounting Information**

Accounting String	CBA Amount	TCC Amount	Traveler Amount	Total Amount
UCGIAFELSRITRAVEL03000 CG PA A SCHOO1111008.LEAVE_ANNUAL_WAGEBOARD	0.00	341.05	820.50	1161.55
	0.00	341.05	820.50	1161.55

**Remarks**

Date/Time	Author	Remark
No Remarks found for this or associated documents.		

**Audit/Approver Information**

Date/Time	Official	Action
Requested By: _____	Signature: _____	Date: _____
Authorized By: _____	Signature: _____	Date: _____

Generated from E2 Solutions on: Thu, 06 Jan 2022 13:11:38 CST Page 1 of 1

**Figure 38: Compact Printable Voucher**

## 10.5 View Cost Variance

Click the **View Cost Variance Summary** link in the Other Actions section to display the View Cost Variance Summary window. This summary allows you to compare expenses, including expenses claimed on this voucher, with estimated expenses for the trip.

- The header shows the trip duration in days (including breaks and leave), as well as the number of sites visited on the trip (excluding the starting and ending sites).
- For each expense type, the summary shows the difference between estimated expenses and actual expenses, including expenses from this voucher.

**TIP:** If you need additional information about the traveler's original travel plans, click the **Edit Details** link in the Receipts and Attachments section header on the Voucher Summary page, and then click the **Show** link for the Authorization Financial System Transaction Record. You can also click the **Trip Dashboard** tab to review all documents associated with the trip.

View Cost Variance Summary			
Trip Duration: 5 days		Number of Sites: 1	
Cost Variance Summary			
Expense Type	Estimated	Actual	Variance
Airfare	1074.80	1074.80	0.00
Checked Bag Fee	50.00	50.00	0.00
Fuel	60.00	48.00	-12.00
Lodging	356.00	356.00	0.00
Lodging Tax	80.00	80.00	0.00
Meals and Incidentals	288.00	288.00	0.00
Rental Car	351.56	351.56	0.00
TMC Fee (Online with Air or Rail)	9.35	9.35	0.00
Taxi	0.00	38.50	38.50
Transportation Network Company - Lyft/Uber	0.00	19.00	19.00
Voucher Transaction Fee	16.05	32.10	16.05
<b>Total</b>	<b>2429.50</b>	<b>2489.05</b>	<b>59.55</b>

[Exit Window](#)

Figure 39: View Cost Variance Summary window



## 10.6 View a Daily Expenses Summary

Click the **Daily Expenses Summary** link in the Other Actions section to display the View Daily Expenses Summary window. This window allows you to view a summary of travel expenses for each day of the trip. The summary information includes per diem rates, as well as information about items that impact expense calculations for each day, such as first and last day of travel, or travel over the International Date Line (IDL).

- The Daily Expenses section shows a summary of all lodging, meals and incidentals, and other expenses for each day. Items that impact expense calculations for that day appear in the Other Information column.
- If the lodging and M&IE for a specific day are both *Per Diem*, the Reimbursement Type column simply displays *Per Diem*. If, however, either the lodging and/or M&IE is not *Per Diem*, the Reimbursement Type column displays as follows: *Lodging: [REIMBURSEMENT TYPE], Meals: [REIMBURSEMENT TYPE]*.
- The Per Diem section shows detailed and summary per diem rate information for each travel site, including sites that have agency-defined custom per diem rates.
- If the trip is subject to variable per diem rates for standard sites, the Other Information column includes the keyword *Variable*, followed by the percentage of the standard per diem rate that applies to each day of the trip for lodging, meals, or incidentals.

Date	Site	Lodging	Lodging Tax	Breakfast	Lunch	Dinner	Incidentals	M and IE Total	Transportation and Other	Daily Reimbursement Total	Reimbursement Type	Other Information
05-Apr-2021	Boston, TX, United States	96.00	0.00	13.00	14.00	23.00	5.00	41.25	0.00	137.25	Per Diem	First day
06-Apr-2021	Boston, TX, United States	96.00	0.00	5.72	6.45	37.83	5.00	55.00	0.00	151.00	Lodging: Per Diem, Meals: Actual	
07-Apr-2021	Boston, TX, United States										Per Diem	

Figure 40: View Daily Expenses Summary window

## 10.7 View Itinerary Information

You can view itinerary information for the trip if the trip has associated reservations in E2. Click the **Itinerary** link in the Other Actions section to display the Itinerary window. The window contains a section for each type of reservation (e.g., air, rail, hotel, and car) and ticket information, if available.

## 10.8 View Trip History

Click the **Trip History** link in the Other Actions section to display the Trip History page. This page allows you to view a history of actions taken on trip documents, including authorizations, advances, and vouchers. The audit trail includes:

- Date and time of the event
- Actions taken on the document and the document's status
- User who performed the action

**Trip History** ⓘ

Traveler Name: CARLOS GARCIA   Trip ID: 329965   Voucher ID: 1   Voucher Type: Incremental   Voucher Status: Pending Voucher Approval

**Document History**

- 06Jan22 Thu 09:36AM - Obligation current status: Pending Obligation
- 06Jan22 Thu 09:36AM - Agency successfully notified of event: TripAuthorizationApproved for trip 329965
- 06Jan22 Thu 09:37AM - Voucher 1 created by CARLOS GARCIA
- 06Jan22 Thu 09:37AM - Created for Minor Customer:Base National Capital Region Minor Customer 2 (CG02)
- 06Jan22 Thu 11:45AM - Obligation current status: Obligation Accepted
- 06Jan22 Thu 11:45AM - Current Obligation status: Obligation Accepted at final trip approval by System
- 06Jan22 Thu 01:15PM - Trip 329965 Voucher 1 current status: Pending Voucher Approval
- 06Jan22 Thu 01:15PM - Voucher ID 1 submitted to GARCIA, CARLOS Approver by GENTRY, CHARMAINE
- 06Jan22 Thu 01:16PM - Voucher 1 approved by Approver GARCIA, CARLOS
- 06Jan22 Thu 01:16PM - Voucher 1 submitted to AO APPROVER POOL Approver by System

Departure dates and times are shown in local time for departure location. Expiration dates and times are shown in Central Time.

Figure 41: Trip History — Incremental Voucher

### 10.9 View Advance Details

If the traveler received an advance for the trip, you can view detailed information about the advance on the View Advance Details page. Click the **View Advance Details** link in the Other Actions section to display the View Advance Details page. Details include total advance amount, type of payment, status, and remaining amount to be liquidated.

**View Advance Details**

Traveler Name: ADAM HARRISON   Trip ID: 328581   Voucher ID: 1   Voucher Type: Final   Voucher Status: Closed Voucher

**View Advance Details**

Type of Advance	Type of Payment	Date Requested	Date Approved	Status	Advance Amount
Travel	Cash	19-Oct-2021	19-Oct-2021	Closed	500.00
Total advance amount:					500.00
Liquidated on voucher 1:					500.00
Total liquidated amount:					500.00
Advance amount repaid outside of E2:					0.00
Remaining to be liquidated:					0.00

Figure 42: View Advance Details page

### 10.10 View Open or Group Authorization Details

If you are approving a voucher for a trip that was created under an open (OA) or group authorization (GA), click the **Open Authorization Details** or **Group Authorization Details** link in the Other Actions section to view details about the parent OA or GA.

**Open Authorization details for OA43298**

Owner Name: CARLOS GARCIA

Default Travel Purpose: Site visits

First date of travel: 01-Jan-2022

Last date of travel: 31-Mar-2022

Allowed destinations: Worldwide (CONUS and OCONUS)

---

[Exit Window](#)

Figure 43: Open Authorization Details window

**Group Authorization details for GA9275**

Owner Name: CARLOS GARCIA

Default Travel Purpose: Nebraska Site Visit

First date of travel: 07-Feb-2022

Last date of travel: 10-Feb-2022

Destination: Omaha, NE United States

---

[Exit Window](#)

Figure 44: Group Authorization Details window

### 10.11 View the Approval Routing Path

You can view the approval path for the voucher and, in some circumstances, make certain changes. Complete the following steps.

1. Click the **View Routing Path** link in the Other Actions section. This displays the View Routing Path page.
2. If the approver responsible for the current step in the voucher's approval process is unavailable, select a new approver for the voucher from the **Pool Members** drop-down list. This list displays the name and email address for each approver in the pool.
3. Save your changes.

**View Routing Path** ⓘ

Traveler Name: CARLOS GARCIA   Trip ID: 329965   Voucher ID: 1   Voucher Type: Incremental   Voucher Status: Pending Voucher Approval

**Routing Path**

Delete	Step	Approver Pool	Approval Reason	Action	Reserved By	Pool Members
<input type="checkbox"/>	1	Traveler Review	Traveler Review	Approval	GARCIA, CARLOS	APPROVED
<input type="checkbox"/>	2	AO APPROVER POOL	All Vouchers	Approval		Select Pool Member... ▼

**Save**

Figure 45: View Routing Path — Voucher

### 10.12 View Routing History

Click the **View Routing History** link in the Other Actions section to display the View Routing History page. This page provides a log of approval routing events (e.g., approvals, revisions) for the voucher, including the date and time of the event, action that triggered the event, and the event details.

**View Routing History** ⓘ

Traveler Name: CARLOS GARCIA   Trip ID: 329965   Voucher ID: 1   Voucher Type: Incremental   Voucher Status: Pending Voucher Approval

**Routing History**

Date	Action	Routing History Details
06-Jan-2022 13:15:42	Submitted for Approval	Traveler Approval Routing Step added.
06-Jan-2022 13:15:42	Submitted for Approval	Pool AO APPROVER POOL added for rule All Vouchers.
06-Jan-2022 13:16:24	Submitted for Approval	Pool AO APPROVER POOL added for rule All Vouchers.
06-Jan-2022 13:16:26	Approved	By Traveler CARLOS GARCIA
06-Jan-2022 13:19:21	Locked as Approver	GENTRY, CHARMAINE locked as approver by GENTRY, CHARMAINE .

Departure dates and times are shown in local time for departure location. Expiration dates and times are shown in Central Time.

Figure 46: View Routing History — Voucher

## 11 Revision History

Date	Description	Release
01/2022	Document creation	22.1

## 12 Trademark and Copyright

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