

Adding Comparative Trips

In E2 Solutions (E2), a comparative trip allows you to show your approver an alternate trip scenario, such as using a different method of transportation, traveling via a different route, or changing travel days or per diem locations.

You can add up to two comparative trips before you submit the authorization for approval.

Rules

The following rules apply to comparative trips:

- Comparative trips must be enabled for your workgroup.
- This feature is **only** available from the Summary page after all other authorization workflow steps have been completed.
- You can use your authorization as a template for the comparative trip and make changes, or you can add all comparative trip details manually.
- Comparative trip information is available to your approver during the authorization approval process.
- When you add a comparative trip, you exit the authorization workflow and start a comparative trip workflow.
- You can return to your authorization at any time by clicking the **Return to Authorization Summary** link (in the Extras section), or by clicking the **Trip Dashboard** tab, and then clicking the **Show** link for the authorization.

Process Overview

1. Create the authorization and complete the workflow steps.

2. From the Summary page, click the **Add Comparative Trip** link in the Extras section. This displays the Add Comparative Trip window.

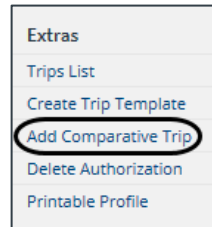


Figure 1: Authorization Summary — Add Comparative Trip link

3. Determine how the comparative trip will be created. Either option displays the Basic Information page.
 - Click **Create from current trip** to use the authorization as a template for the comparative trip.
 - Click **Create new** to add all comparative trip details manually.
4. Complete the comparative trip workflow.
5. Click **Complete Comparative Trip** on the Summary page. You are returned to the authorization and can submit it for approval.

Completing the Basic Information Step



Figure 2: Comparative Trip — Basic Information page

1. Complete the available fields. Field availability depends on whether you are using your authorization as a template. All fields are required.
2. Click **Save and Next Step**.

Completing the Site Details Step

The Site Details page for a comparative trip is the same as that for an authorization.

1. Complete all required fields.
2. Click **Save and Next Step**.

Completing the Expenses Step

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

- Lodging expenses, including reimbursement types and "Pay To" selections (if enabled) for each site
- Meals and incidental expenses (M&IE) for each site, including reimbursement types and "Pay To" selections (if enabled)
- Adding additional estimated expenses

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

1. Review the estimated expenses.
 - **Add New Expense** – Since comparative trips cannot have associated reservations, you will need to add items, such as transportation expenses, manually. Click this link to add an expense. Lodging rates, as well as meals and incidental expenses, are based on the per diem rates for the sites selected in the previous step.
 - **Modify** – Click this link to edit an expense.
 - **Copy** – Click this link to copy an expense to another date.
 - **Delete** – Click this link to remove an expense.
 - **Show** – Click this link to view expense details. (This link displays when you cannot update the information.)
2. Click **Next Step**.

Summary

Use the Summary page to review the comparative trip information.

Step 4 : Comparative Trip - Summary

Traveler Name: IRIS LINCOLN Trip ID: 287787 Comparative Trip ID: 288306

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

Basic Information - [Edit Details](#)

Site Details - [Edit Details](#)

[Site 1] Begin: Washington, DC, United States on 30-Jan-2018 to Wellington, New Zealand

[Site 2] End: Wellington, New Zealand on 01-Feb-2018 to Washington, DC, United States

Expenses - [Edit Details](#)

Comparative Trip Summary

Detail	Trip Id 287787	Comparative Trip Id 288306
Trip Label	Primary	NZ Site Visit - Wellington
Trip Duration	9 days	3 days
Number Of Sites	1	1
Mode Of Transportation (First Site)	Commercial Plane	Commercial Plane
Lodging Reimbursement Type	Per Diem	Per Diem
M&IE Reimbursement Type	Per Diem	Per Diem
Transportation	0.00	0.00
Lodging	1246.00	186.00
M&IE	1062.50	307.50
Other Expenses	0.00	0.00
Voucher Transaction Fee	0.00	0.00
Estimated Expense Total:	2308.50	493.50

Remarks

*Required

[Complete Comparative Trip](#) [Back to Step 3: Expenses](#)

Figure 3: Comparative Trip - Summary page

- Review the comparative trip.
 - Click the **Edit Details** link in any panel header to return to that workflow step and make changes.
 - The Summary section shows details of your primary trip and your comparative trip.
- (Optional) Click the **Remarks** link in the Other Actions section to add explanatory remarks to the comparative trip.
- Click **Complete Comparative Trip**. You are automatically returned to the authorization workflow on the Authorization Summary page, where you can submit the authorization for approval.

Viewing Comparative Trip Information

Comparative trip information is available from the Trip Dashboard and from link in the Other Actions section of the Authorization Summary page.

The Trip Dashboard includes a Comparative Trip section.

Figure 4: Trip Dashboard – Comparative Trip section

- Click the **Comparative Trip Summary** link (in the Other Actions section on the authorization workflow's Summary page) to view a summary of the authorization and each comparative trip.
- Click the **Show** link in the Comparative Trip section to open a specific comparative trip. This displays the Comparative Trip Summary page for the selected trip. (You can also open the comparative trip via the **Comparative Trip** link for the specific comparative trip in the Other Actions section on the authorization workflow's Authorization Summary page.)

Deleting a Comparative Trip from an Authorization

You can delete a comparative trip if you have not yet submitted the authorization for approval.

Getting Started

- Locate the trip on the My E2 **Trips** tab.
- Click the **Show** link.

Delete from the Trip Dashboard

- Click the **Trip Dashboard** tab, if necessary.
- Locate the comparative trip in the Comparative Trip section of the Trip Dashboard.
- Click the **Delete** link. This displays a Confirm Action window.
- Click **Confirm**.

Delete from the Comparative Trip Workflow

- Open the comparative trip.
- Click the **Delete this Comparative Trip** link in the Extras section. This displays a Confirm Action window.
- Click **Confirm**.

Amending an Authorization with Comparative Trips

You can include the existing comparative trips with the amended authorization. This makes the comparative trips available from the amended authorization; you can make changes to them, and they will be included with the amended authorization when it is submitted for approval.

When you click **Amend Authorization** on the Trip Dashboard, the Amend Authorization Confirm Action window displays.

Figure 5: Amend Authorization Confirm Action window

If you do not include the existing comparative trips with the amended authorization, you can add new comparative trips to the amended authorization.

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