



E2 Travel Types, Travel Purpose and Reports to Support Essential Travel Justification

Executive Overview

Executive Order 14222, Implementing the President's "Department of Government Efficiency" Cost Efficiency Initiative, provided instructions for agencies for non-essential travel justifications. The instructions are as follows:

(e) Non-Essential Travel Justification. Each Agency Head shall, with assistance from the agency's DOGE Team Lead, build a technological system within each agency that centrally records approval for federally funded travel for conferences and other non-essential purposes. Once an agency's system is in place, the Agency Head shall prohibit agency employees from engaging in federally funded travel for conferences or other non-essential purposes unless the travel-approving official has submitted a brief, written justification for the federally funded travel within such system. Each DOGE Team Lead shall, to the extent consistent with law, provide the Administrator with a monthly informational report listing each agency's justifications for non-essential travel. Such justifications shall be posted publicly unless prohibited by law or unless the Agency Head grants an exemption from this requirement.

E2 Solutions can be used to track and report on non-essential travel along with all other essential government travel. E2 Solutions provides a method to identify non-essential travel, enter a specific travel justification, and then report on government travel. The sections below will outline the options available.

1 Travel Types and Travel Purpose

E2 Solutions allows agencies to customize the Travel Types and then map them to the FTR listed travel types. A new travel type can be created or an existing travel type can be modified.

The Specific Travel Purpose field can be used to provide any written justification. The Specific Travel Purpose is a free form data element where up to 75 alpha-numeric characters can be entered.

1.1 Adding or Modifying Travel Types

1. Access the Minor Customer Settings.
2. Select **Travel Types**.
3. Select **Add Travel Type** to add a new travel type.
 - a. To adjust an existing travel type or disable an existing travel type, click Modify.
4. Enter or update the details of the travel type.
 - a. Enter a Travel Type Code. The code can be one or two characters and must be unique.
 - b. Enter or update the Travel Type Description.
 - c. Enter or update the GSA Travel Purpose code that you want to match the new Trip Type to.
 - d. Select Yes To Enable for TDY Travel.
 - e. **Save and Close**.

In this example, we added a new travel type named Non-Essential Travel.

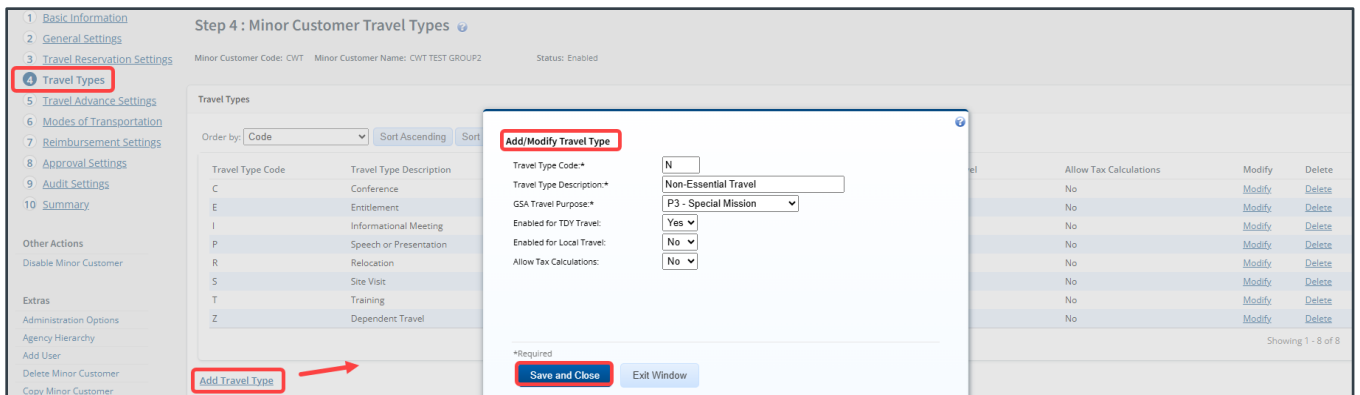


Figure 1: Travel Types – Add Travel Type

Once **Travel Types** are added or modified, it will display as a selection for users on the Basic Information page under Type of Travel when creating or amending an authorization.

If the new or updated Travel Types will be used by users in other Minor Customers, use the **Copy Minor Settings** functionality to copy the Travel Travel Types to other Minor Customers.

1.2 Selecting Type of Travel and Travel Purpose

When creating an authorization, travelers or arrangers should select the correct **Travel Type** and enter up to 75 characters in the **Specific Travel Purpose** field to justify travel when necessary.

1 Basic Information Step 1 : Basic Information ⓘ

2 Reservation

3 Site Details

4 Expenses

5 Accounting

6 Travel Policy

7 Summary

Extras

Trips List

Delete Authorization not allowed at this time

Cancel/Delete Advance not allowed at this time

Printable Profile

Traveler Name: CAMMY MCCAFFERTY Trip ID: New Authorization Status: New

Basic Information

Type of Travel:* Non-Essential Travel

Specific Travel Purpose:* Travel necessary due XZY Mission continues as project began p

Document Number: (System Assigned)

*Required

Save and Next Step Save

Figure 2: Authorization – Basic Information

2 E2 Reports Displaying Trip Type and Travel Purpose

There are several reports available that display Trip Type, and Travel Purpose details. In addition to the sample reports shown below, the USR006 and USR007 pull data by trip type. For more information on reports and adhoc reporting in E2, access Online Help and search by keyword "Reports". The report catalog is Answer ID 4356, and the Ad Hoc Reporting User Guide is Answer ID 4413.

2.1 USR010I Trip Summary by Traveler

Interactive report that lists general information about traveler's trips, including trip type and travel purpose.

Organization	Major Customer	Minor Customer	Traveler Name ▲	Trip Id ▲	Status	Status Date	First Destination	Start Date	End Date	Trip Type	Travel Purpose	Estimated Cost	Voucher Total
					New	01-Jun-2022	Minsk, Belarus	20-Jun-2022	23-Jun-2022	MEDICAL PATIENT (P1)	HC Test	\$820.55	\$0.00
					Open	22-Mar-2022		20-Mar-2022	21-Mar-2022	LOCAL TRAVEL (P2)	test	\$0.00	\$25.00
					Approved	20-Mar-2022	Churky, MS, United States	19-Jan-2022	22-Jan-2022	MISSION TRAVEL (P2)	MS Site Visit	\$510.55	\$510.55

Figure 3: USR010I Trip Summary by Traveler

2.2 USR001R User Travel Summary

Data report that shows summary document information including trip type, purpose, and final approver.

User Name	Number of Travelers	Document Id	Parent Id	Document Number	Trip's Regulations	Document Status	Trip Type	Travel Purpose	First Destination	Document Start Date	Document End Date	Final Approver Name	Final Approval Date	Estimated Cost	Voucher Cost	Advance Amt
Agency: Carlson Staff (CS)														\$1,572,104.90	\$643,383.02	\$79,598
Organization: S-CARLSON WAGDONLIT TEST GROUP (BA)														\$62,919.83	\$14,087.02	\$380
Major Customer: NATIONAL CAPITAL ROM (CR)														\$62,919.83	\$14,087.02	\$380
Minor Customer: S-CARLSON WAGDONLIT TEST GROUP 2 (CW)														\$58,481.43	\$14,087.02	\$350
Document Type: Travel Authorization														\$58,481.43	\$14,087.02	\$350
ADMIN, NITIN	1	333883			FTR	New	Conference	test	No sites defined for trip					\$0.00	\$0.00	\$0
ALBANAN, PAULOT	1	282346			FTR	New	Entitlement	test	No sites defined for trip					\$0.00	\$0.00	\$0
BATCHELOR, ADRIAN Q	1	228399			FTR	New	Training	test	No sites defined for trip					\$0.00	\$0.00	\$0
BATCHELOR, ADRIAN Q	1	257181			FTR	New	Training	test	Freedom, N, United States	01-May-2015	30-May-2015			\$3,157.10	\$0.00	\$0
BATCHELOR, ADRIAN Q	1	302880			FTR	New	Training	test	No sites defined for trip					\$0.00	\$0.00	\$0
BATCHELOR, ADRIAN T	1	337207		T000337207	FTR	Approved	Training	Private Message Trip	Baltimore, MD, United States	01-Apr-2023	06-Apr-2023	BATCHELOR, ADRIAN A	6/15/23 12:00 AM	\$1,057.37	\$1,721.51	\$0

Figure 4: USR001R User Travel Summary

2.3 USR001I User Travel Summary

Interactive report that includes the same information as USR001R.

Document Type	Traveler Name	Number of Travelers	Document Id	Parent Id	Document Number	Trip's Regulations	Document Status	Trip Type	Travel Purpose	First Destination	Document Start Date	Document End Date	Final Approver Name
Local Travel Claim	MEILINK, KIM		L7-0053100		258479559		Open	Site Visit	training		06-Jun-2022	07-Jun-2022	
Travel Authorization	MEILINK, KIM	1	333318		6A202203103331800	FTR	New	Training	test training	Adams City, CO, United States	05-Dec-2022	06-Dec-2022	
Travel Authorization	VANILLA, TRAVEL	1	249548		6A201904274954800	FTR	Reservations Booked	Training	Training	Miami, FL, United States	16-Aug-2015	19-Aug-2015	
Local Travel Claim	HERBERT, JOHN L		L7-0018232		6L201405181823200		Closed	Site Visit	Test 14.2		29-Apr-2014	30-Apr-2014	LANE, CONNIE A
Travel Authorization	ANDERSON, BETH	1	306746		6A201901210274600	FTR	Pending Approval	Training	Foreign Trip	Istanbul, Turkey	03-Mar-2019	08-Mar-2019	
Travel Authorization	ANDERSON, BETH	1	306740		6A201901210274000	FTR	Pending Approval (Agency Rejected)	Training	Testing	Tampa, FL, United States	09-Feb-2019	12-Feb-2019	
Travel Authorization	ANDERSON, BETH	1	306740		6A201901210274000	FTR	Pending Approval (Agency Rejected)	Training	Testing	Tampa, FL, United States	09-Feb-2019	12-Feb-2019	
Travel Authorization	OTWELL, CLEMENTINE P	1	306820		01111111111	FTR	Pending Approval	Training	Testing Routing	Istanbul, Turkey	11-Feb-2019	18-Feb-2019	
Travel Authorization	OTWELL, BURTE E	1	306820-1		01111111111	FTR	Closed	Training	Canada Data Security Training	Montreal, Canada	15-Jul-2019	25-Jul-2019	OTWELL, BETTY
Travel Authorization	OTWELL, BURTE E	1	306820-1		01111111111	FTR	Closed	Training	Canada Data Security Training	Montreal, Canada	15-Jul-2019	25-Jul-2019	OTWELL, BETTY
Travel Voucher	OTWELL, BURTE E	1	306820-1(1)		01111111111	FTR	Closed	Training	Canada Data Security Training	Montreal, Canada	15-Jul-2019	25-Jul-2019	OTWELL, BETTY
Travel Voucher	GARRETT, LUCINDA	1	306881-1(3)		0C201901220088130	FTR	Closed	Mission (Operational)	Training	Montreal, Canada	15-Jul-2019	22-Jul-2019	GARRETT, LAUREN

Figure 5: USR001I User Travel Summary