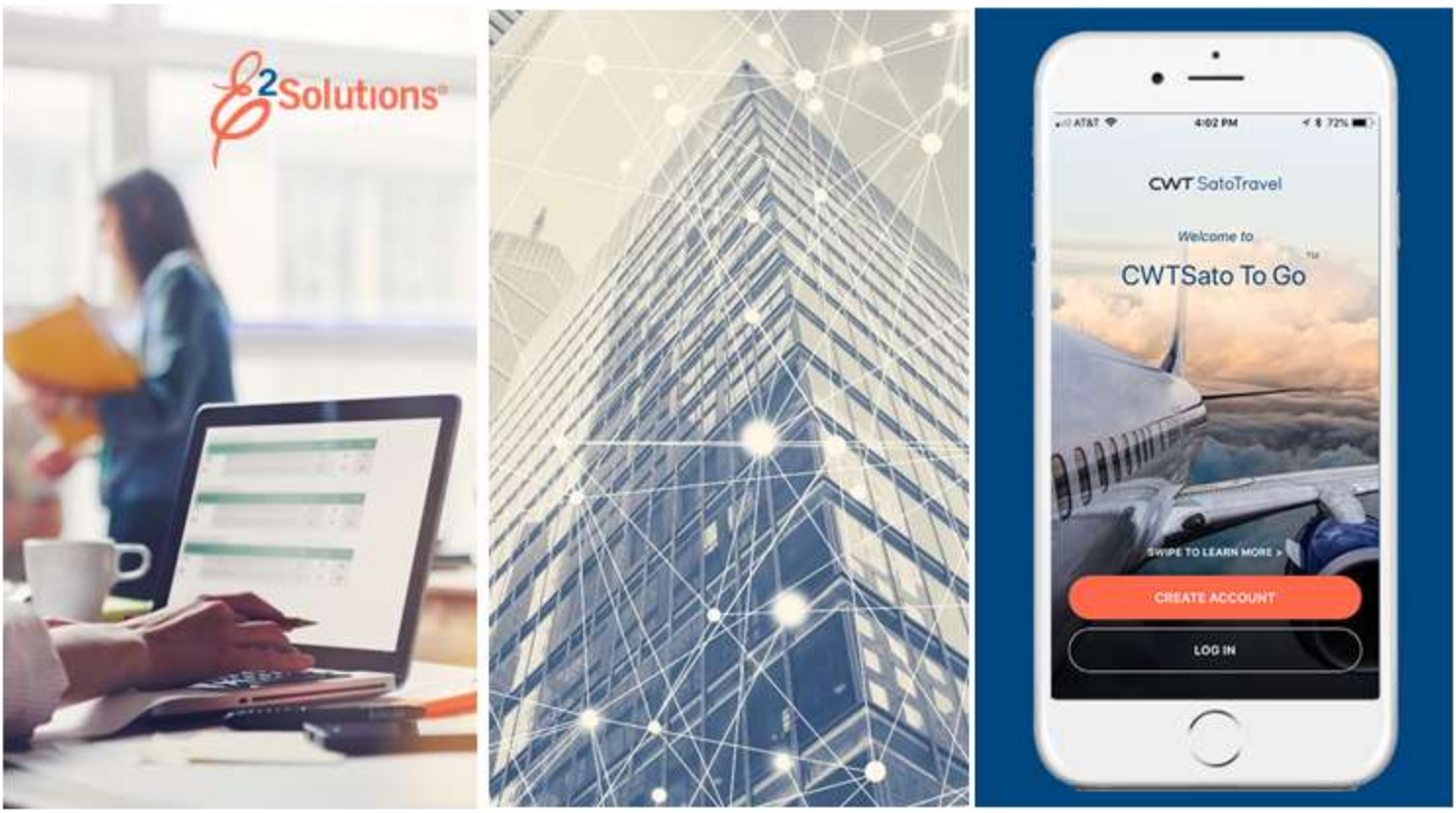

USCG UG40: Creating Vouchers

Submitting Your Travel Expenses for Reimbursement
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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 Travel Vouchers

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 that USCG will be using, outlined in the following table.

Voucher Type	Description
Incremental	A request for travel expense reimbursement for a specific trip when you know additional expenses will be filed later. A trip can have one or more incremental vouchers. This voucher is typically used during long-term travel when you plan on filing a voucher every 30 days.
Final	A request for reimbursement once your trip is completed. Every trip must have, at minimum, a final voucher.
Supplemental	A request for additional travel expense reimbursement after a final voucher for the trip has been submitted.

This user guide covers the voucher preparation process. This process is the same for all authorization types, including simple requests to travel (i.e., trip-by-trip authorizations), dependent travel, and trips created under a group or open authorization. When necessary this guide will point out restrictions or special rules that may apply.

1.2 When to Create a Voucher

You can create vouchers in the following situations.

- If you are on a trip that is longer than 30 days in duration, you can submit an incremental voucher after each 30-day increment to obtain reimbursement for expenses incurred during that time frame.
- You can submit a final voucher when your travel is complete, as an account of your travel expenses, for approval and reimbursement.
- After your final voucher has been submitted, you can create a supplemental voucher to request reimbursement for additional travel expenses that you missed earlier.

When creating incremental and final vouchers especially, always review your trip dates, locations, and the amount authorized for the trip.

- If your dates of travel or locations changed, you will need to amend the authorization before continuing with the voucher to ensure the correct per diem amounts are calculated.
- Review all expenses and update each expense to match the amount you actually spent. If you spent 10% or more than you were authorized to spend, you will need to amend the authorization to receive additional funding.

1.3 How Estimated Expenses Become Voucher Expenses

The travel authorization includes all of your estimated expenses for the trip. Some of these estimated expenses (e.g., lodging, meals, certain transportation expenses, and the TMC fee for your trip reservations) are automatically added to your authorization, and are based on your reservation information and other itinerary details. You enter other estimated trip expenses (e.g., parking fees, excess baggage fees, taxi fees) before you submit the authorization for approval.

After your authorization is approved and your trip dates have passed, you can create a voucher to request reimbursement of your travel expenses. When you create a voucher, E2 automatically updates it with the estimated expenses from your authorization. Some expenses will be copied from the authorization to the voucher with the estimated expense amount, while other expenses will be carried over with a $0 amount.

1.4 About the Voucher Cut-off Date

When you create a voucher, the voucher covers expenses from the first day of travel through the date specified in the **Claim Expenses Between End Date** field. This field is completed during the first step in the voucher process. The claim expenses end date (also known as the *cut-off date*) is the last day of expenses that can be claimed on the voucher. By default, this is the last day of the trip.

In many cases, you will have only a single voucher for a trip, so the default cut-off date is appropriate. If you have lengthy travel, however, or a temporary reassignment of duty station, you may prefer to submit expenses for a specific time period. If, for example, you have travel that lasts 90 days, you may prefer to submit a voucher to cover the first 30 days, another to cover the next 30 days, and the final voucher to cover expenses through the last day of travel. You can do this by changing the claim expenses end date for each voucher you submit.

For example, suppose you have a trip that begins on 1 October, ends on 31 December, and you want to submit expenses on a monthly basis. When you create the first voucher, you would enter a cut-off date of 31 October. E2 limits the expenses list for the voucher to only those expenses that were incurred on or before 31 October. When you create the next monthly voucher, you would enter a cut-off date of 30 November. E2 automatically limits the expenses list for that voucher to any unclaimed expenses that were incurred on or before 30 November. Allowing the cut-off date for the last voucher to default to the last day of travel enables the voucher to cover any unclaimed expenses that were incurred during the trip.

1.4.1 Rules

The following rules apply to the voucher cut-off date:

- Cannot be prior to the first day of travel
- Cannot be after the last day of travel

1.5 About the Approval Process

You should submit your voucher for approval as soon as possible after your travel is complete. If you have a lengthy trip, you can submit an incremental voucher every 30 days. E2 automatically sends you an email if you do not submit a voucher for your trip within a specified period of time after your last day of travel.

Your AO will approve the voucher once submitted. Repayment of expenses cannot occur until the voucher receives final approval. E2 automatically notifies you via email when your voucher has been fully approved.

1.6 About Voucher Transaction Fees

The voucher transaction fee (VTF) is an E2 processing fee charged when using the system to complete your voucher. The VTF is applied to every voucher for a trip. As long as E2 is used to document a trip, you will be billed the VTF for the first voucher even if there are no other expenses for that trip.

The VTF is automatically disbursed and this disbursement cannot be changed. USCG has set the VTF to be included in your voucher reimbursement, and it will be directly disbursed to your government-issued travel charge card (GTCC), if you have one. The VTF will typically appear on a credit card statement between one and ten business days after your voucher is closed, regardless of the actual trip dates.

2 Creating a Voucher

You create a voucher from the Trip Dashboard. To access the Trip Dashboard, locate the trip on your My E2 **Trips** tab, and then click the corresponding **Show** link.

The **Create Voucher** button is enabled on the dashboard when the trip meets travel policy requirements. Click this button to create a voucher for the trip. The **Voucher** tab displays, showing the first step in the workflow process.

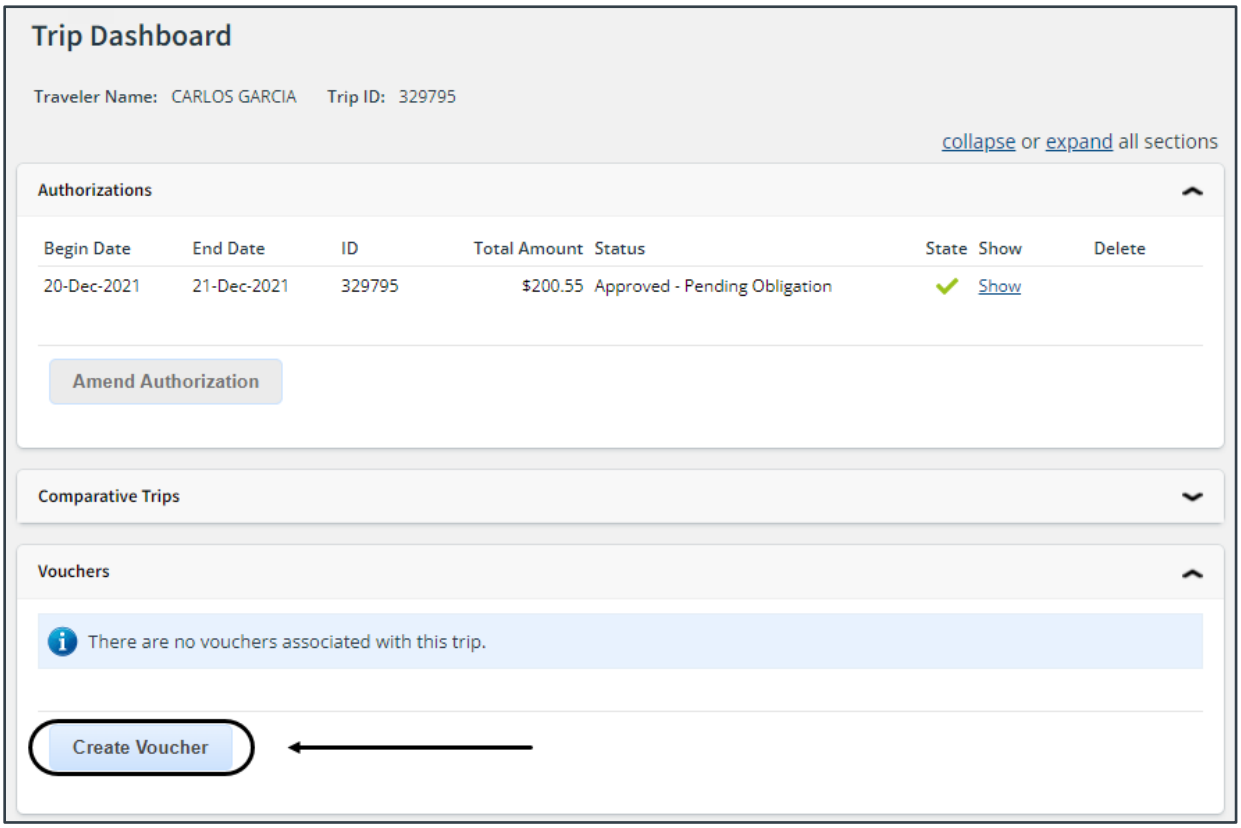


Figure 1: Trip Dashboard — Create Voucher button

***TIP**: If your trip is complete, your To Do List will also have a **Create Voucher** link for your trip. Click this link to create and voucher and immediately access the Basic Information page*.

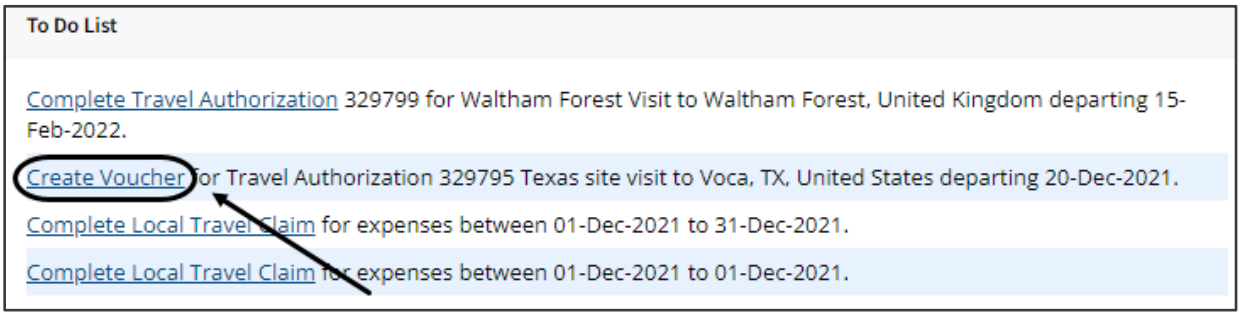


Figure 2: To Do List — Create Voucher link

3 Completing the Basic Information Step

The Voucher Basic Information step is the first step in the voucher workflow; no other steps are enabled at this time. You must complete this step in the process before you can proceed. Basic information for a voucher includes:

- Travel type and purpose
- Travel dates
- Claim expense begin and end dates (i.e., voucher cut-off date)
- Source for transportation and other expenses (if applicable)
- Document number
- Voucher finality indicator

Complete the following steps on the voucher's Basic Information page.

1. Enter the voucher cut-off date in the **Claim Expenses Between End Date** field (formatted DD-MMM-YYYY), or click the calendar icon to select the date from the drop-down calendar. The field defaults to the final day of your trip.

   ***NOTE**: If you enter the date in another format, E2 will convert it to the appropriate format, if possible. Be sure the converted date is what you expect*.

2. If you are creating a voucher after amending an authorization, and that amendment process deleted a voucher with a status of *Open* or *Revised*, you must choose the source of transportation and other (T&O) expenses for this voucher from the **Transportation and Other Expenses** drop-down list.

   ***TIP**: The **Transportation and Other Expenses** drop-down list becomes read-only and cannot be changed when you click the **Save** or **Save and Next Step** button. If you need to change your selection, delete the voucher and start again.*

   - Select *Use Only Pre Amendment Voucher Expenses* from the drop-down list to use only the transportation and other (T&O) expenses from the deleted voucher on the voucher you are now creating. Any T&O expenses from the deleted voucher that are within the **Claim Expenses Between** date of the new voucher are added to the new voucher, including associated remarks and attachments. Standard expense mapping of the approved amendment T&O expenses to the voucher will not be performed.
   - Select *Use Only Approved Amendment Expenses* from the drop-down list to use only standard expense mappings, as configured by your agency, for all T&O expenses on this voucher. (This is the standard process for making expenses available on a voucher.)

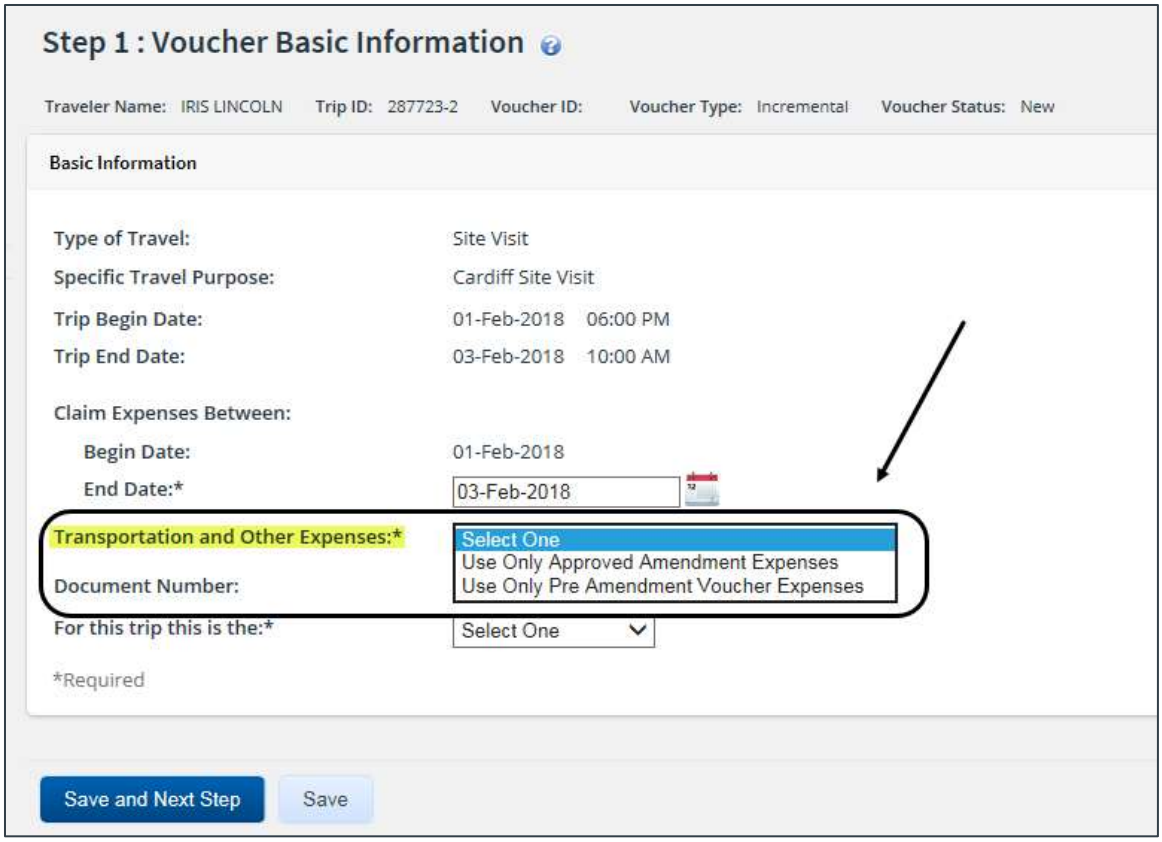


Figure 3: Voucher Basic Information — Transportation and Other Expenses field

3. Identify the voucher type by selecting one of the following options from the **For this trip this is the** drop-down list.
    - **Final Voucher** – Select this option if you have completed your trip and this is the last voucher that you will file. This action forces the voucher cut-off date to become the final day of your trip.
    - **Not Final Voucher** – Select this option if you are on long-term travel and will file additional trip vouchers.
4. Click **Save and Next Step** to save your changes and move to the next step in the workflow, or click **Save** to save your changes and remain on the Voucher Basic Information page.

    ***WARNING**: If you navigate away from the **Voucher** tab before you save your changes, the voucher is not created or assigned a voucher ID, and your input is lost.*

4 Completing the Expenses Step

The Voucher Expenses step allows you to review and update your travel expenses. The Voucher Expenses page shows the estimated expenses that were carried over from the authorization to your voucher. The list shows expenses that occurred on or before the voucher cut-off date.

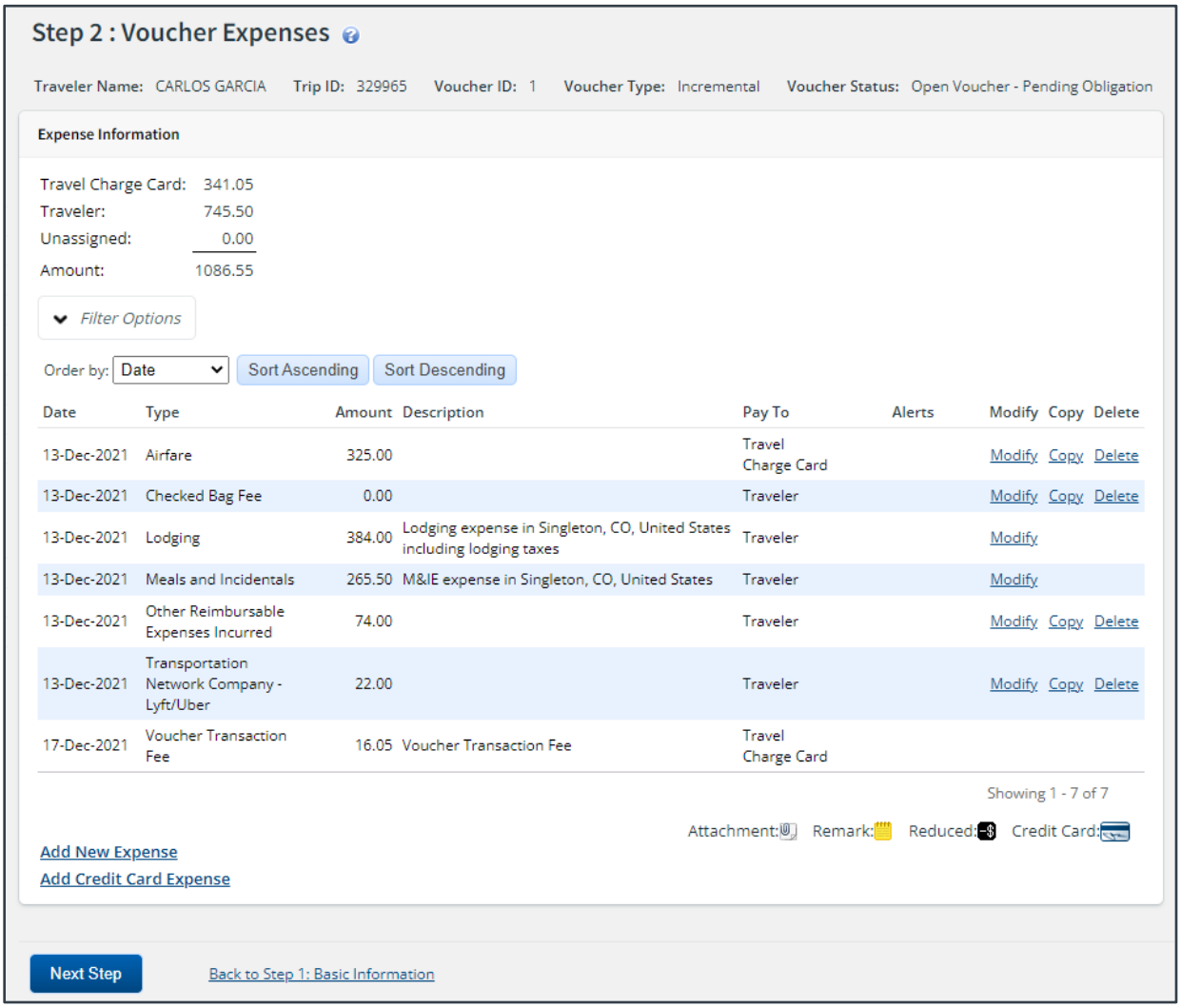


Figure 4: Voucher Expenses page

Complete the following steps.

1. Review your expenses on the Expenses page. The summary at the top of the list provides a total of all expenses in each reimbursement (Pay To) category.
2. Click the **Modify** link for an expense to:
   - Review and update lodging expenses.
   - Review and update meals and incidental expenses (M&IE).
   - Review and update all other expenses on the list.
3. Add new expenses, if necessary.
4. Perform additional maintenance tasks, as needed.
   - Delete an expense.
   - Copy an expense.

5. Click **Next Step** to continue to the next step in the voucher workflow.

4.1 Lodging Expenses

Lodging expenses are carried over from the authorization and are available from the Voucher Expenses step.

Locate the *Lodging* expense in the list of expenses, and then click the **Modify** link to display the Lodging Expenses window.

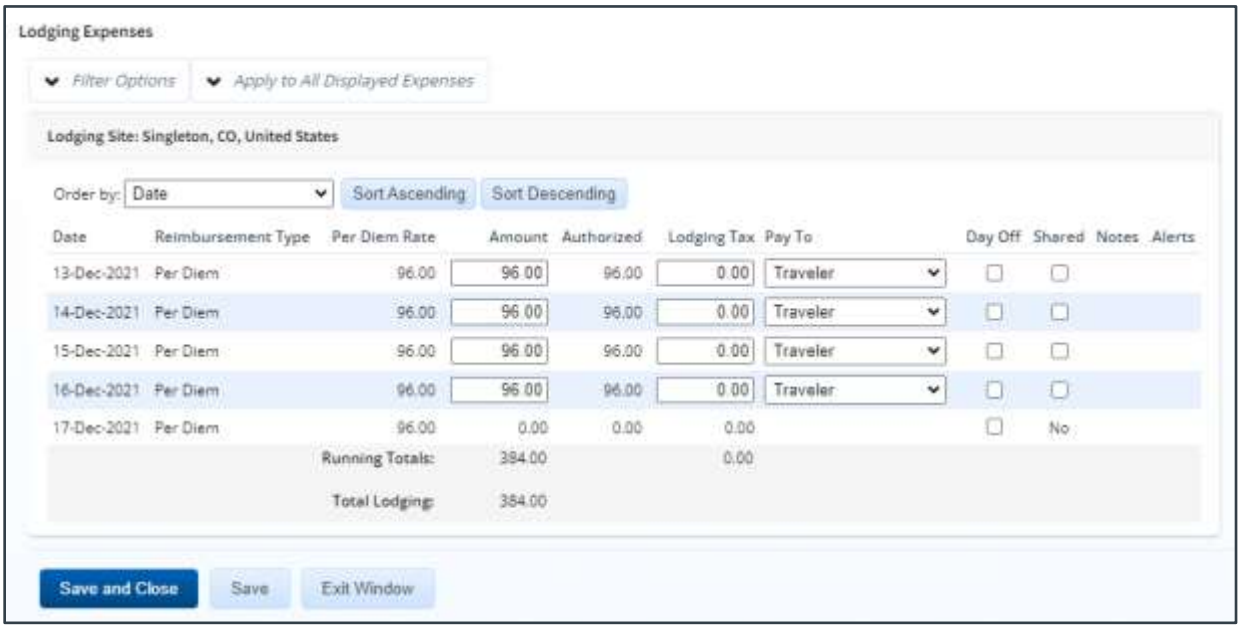


Figure 5: Lodging Expenses — Single Site Trip with Per Diem Reimbursement

Complete the following steps to review and modify one or more days of lodging expenses.

1. If you had lodging at multiple sites, verify you are reviewing the lodging expenses for the correct site. If necessary, select the site for which you want to review or maintain expenses from the **Site** drop-down list.

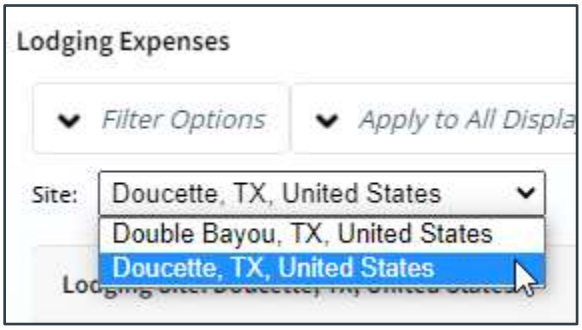


Figure 6: Lodging Expenses — Site field

2. Review the list of lodging expenses and make the appropriate changes.

   ***TIP**: Expand the Filter Options section to review and update a specific subset of your travel dates at the selected site. To make certain changes for all travel days shown, expand the Apply to All Displayed Expenses section, select the appropriate options, and then click **Apply to Displayed**.*

- The daily lodging amount (**Amount** fields) and lodging tax (**Lodging Tax** fields) must be claimed on the same voucher. You cannot claim a daily lodging amount on one voucher and the lodging tax for the same day on another voucher.

  ***NOTE**: Lodging tax is not an allowable expense for international travel, per the FTR, as tax is included in the prescribed per diem rate for foreign sites.*

- Verify the reimbursement option in the **Pay To** field for each day and select a different method of reimbursement, if necessary. The options available to you are *Agency Billed*, *Travel Charge Card*, and *Traveler*.
- Select the **Day Off** check box if a specific travel date was an official day off. This selection impacts ALL expenses for the selected date; the lodging expenses for that day will change to 0.00.
- Select the **Shared** check box if you shared lodging with another traveler on a specific date. If you shared lodging as defined by the FTR, you will need to manually adjust the lodging **Amount** fields.
- The Notes column includes IDL selection information and, if your trip was subject to variable per diem rates for standard sites, the percentage of site per diem that applies to lodging for the travel day.
- If the **Reimbursement Type** field for at least one day is set to *Actual*, the *Actual Reimbursement Maximum* text, including the percentage by which actual lodging expenses can exceed the per diem amount, displays at the bottom of the window.

3. Click the **Save and Close** button to save your changes and return to the Voucher Expenses page.

4.1.1 Deleting Lodging

You cannot delete lodging expenses as you would a miscellaneous (i.e., transportation or other) expense. You can, however, make selections or changes to effectively remove lodging expenses from the voucher.

- If you do not need a particular day's expenses because that day was an official day off, select the corresponding **Day Off** check box to remove that day's expenses from the voucher.
- If you do not need a particular day's expenses because you returned early or you were no longer traveling on that day, amend the authorization to update your travel dates, removing unnecessary expenses from the trip.
- If lodging expenses were not allowed for one or more days of the trip, amend the authorization, and select *No Expenses* from the **Reimbursement Type** drop-down list in the authorization's Lodging Expenses window. The **Amount** and **Allowed** fields for any updated days will display 0.00 on the authorization and any future vouchers.

4.2 Meals and Incidental Expenses

Meals and incidental expenses are carried over from the authorization. Click the **Modify** link for the meal information you want to review or update to display the voucher's Meals and Incidental Expenses window.

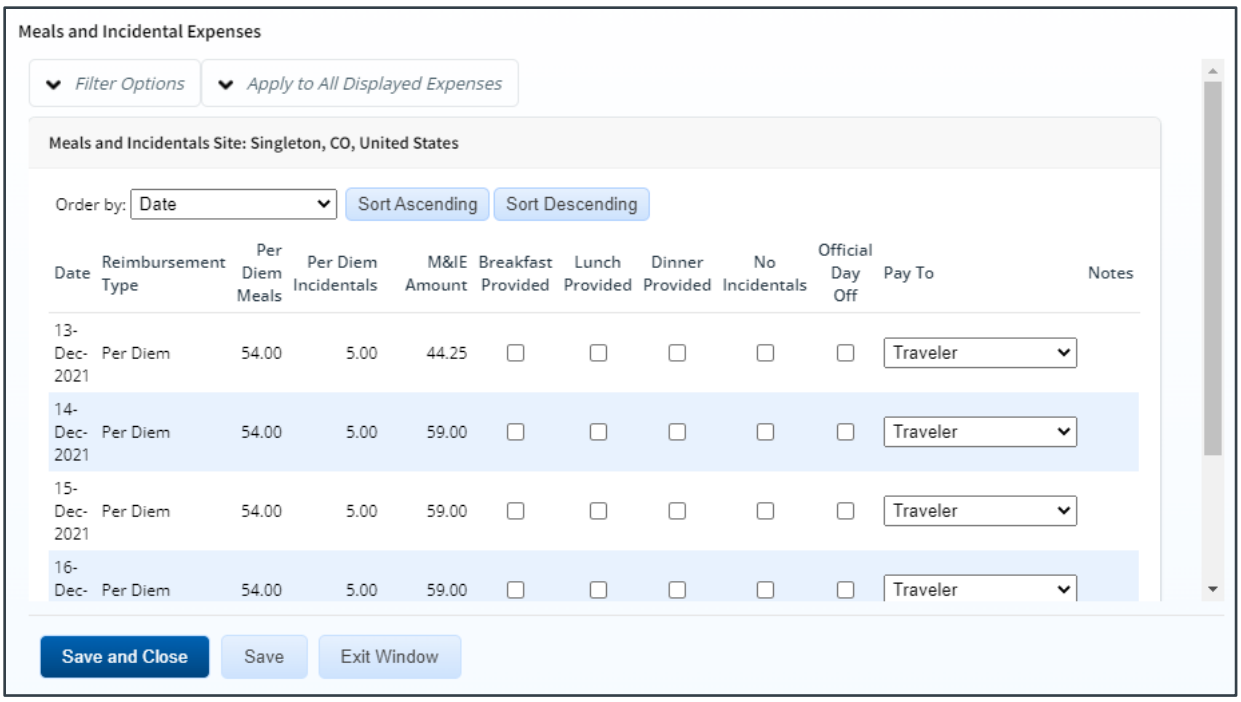


Figure 7: Meals and Incidental Expenses — Single Site Trip with Per Diem Reimbursement

Complete the following steps.

1. If your trip included multiple sites, verify you are looking at expenses for the correct site. If necessary, select the site for which you want to review or maintain expenses from the **Site** drop-down list.

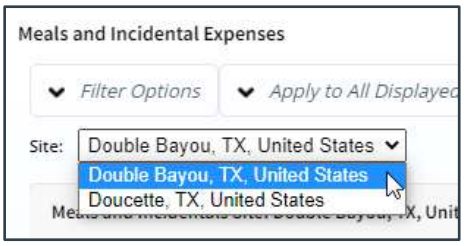


Figure 8: Meals and Incidental Expenses — Site field

2. Review the expenses for any date displayed and make the appropriate changes. E2 has automatically applied reimbursement type and travel policy rules to the expenses.
    - If the reimbursement type for a particular day was *Per Diem*, you can click the link in the **M&IE Amount** field to view the per diem calculations for each meal for that day. If your trip's duration was greater than 12 hours but less than 24, the rate of reimbursement is 75% of the M&IE rate. The **M&IE Amount** field will display the adjusted M&IE amount for the trip.
    - If the reimbursement type for one or more days was *Actual*, click the **Edit Actual Meals** link (at the bottom of the Meals and Incidental Expenses window) to open the Edit Actual Meals window, which allows you to indicate the actual expense for each individual meal.
    - [JTR] If the reimbursement type for a particular day was *EUM*, the Meals and Incidental Expenses window allows you to edit the EUM selection (i.e., checking or clearing **Provided** check boxes), if necessary, as well as indicate any itemized meal values.
        - The **M&IE Amount** field defaults to the incidental amount.

  - You can check or clear the **Breakfast Provided**, **Lunch Provided**, and/or **Dinner Provided** check boxes for the corresponding day based on the meals that were actually provided. (The check boxes remain enabled even if long-term travel applies to the trip and a variable per diem rate has been implemented for one or more days. Any prior selections will be retained if long-term travel qualifications are later applied to the trip.)
  - The **No Incidentals** check box is cleared and disabled.
  - Click the **Edit Actual Meals/Occasional Meals** link to display the Edit Actual Meals and Incidentals/Occasional Meals window, which allows you to specify the itemized values for those meals where a **Provided** check box is not checked.
  - The *Reduced Incidental Amount* text displays the incidental rate for the trip site. If a reduced amount was entered via the Reduced Incidental Amount window from the authorization, that amount displays to the right of the *Reduced Incidental Amount* text and will be considered when validating M&IE. You will not, however, be able to modify the incidental amount from the voucher; you will need to amend the authorization to make a change to the reduced incidental per diem rate.
- [JTR] If the reimbursement type for a particular day was *GMR/PMR*, the Meals and Incidental Expenses window allows you to edit the GMR or PMR selection (i.e., checking or clearing **Provided** check boxes), if necessary.
  - The **M&IE Amount** field displays the government meal rate (GMR) amount plus the incidental amount for the date when the **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes are all checked. The **Notes** field is also updated to read *GMR*.
  - The **No Incidentals** check box is cleared and disabled.
  - The **M&IE Amount** field displays the proportional meal rate (PMR) plus the incidental amount for the specific date when one or more of the **Provided** check boxes is not checked. The **Notes** field is also updated to read *PMR*.
  - The *Reduced Incidental Amount* text displays the incidental rate for the trip site. If a reduced amount was entered via the Reduced Incidental Amount window from the authorization, that amount displays to the right of the *Reduced Incidental Amount* text and will be considered when validating M&IE. You will not, however, be able to modify the incidental amount from the voucher; you will need to amend the authorization to make a change to the reduced incidental per diem rate.
- [JTR] If the reimbursement type for one or more days was *Occasional Meals*, click the **Edit Actual Meals/Occasional Meals** link to display the Edit Actual Meals and Incidentals/Occasional Meals window, which allows you to specify the itemized meal values.
- You cannot delete M&IE as you would a miscellaneous (i.e., transportation or other) expense. You can, however, make selections or changes to effectively remove M&IE from the appropriate days.
  - If a meal was provided on a specific date, select the appropriate check box (e.g., **Breakfast Provided**). E2 automatically adjusts the meal expense amount(s) to reflect the provided meal(s) when the data is saved.
  - If you were not entitled to incidental expenses for a particular day, select the corresponding **No Incidentals** check box. E2 automatically adjusts the incidental expense amount to reflect this selection when the data is saved.
  - If a travel date was an official day off, select the corresponding **Official Day Off** check box. All estimated M&IE for that day changes to 0.00 when the data is saved. (This selection impacts all types of expenses for the date.)
- Review the method of reimbursement and, if needed, select the appropriate method (i.e., *Travel Charge Card* or *Traveler*) from the **Pay To** drop-down list.

- If the **Reimbursement Type** field for at least one day is set to *Actual*, the *Actual Reimbursement Maximum* text, including the percentage by which actual meals and incidental expenses can exceed the per diem amount, displays at the bottom of the window.

3. Click the **Save and Close** button to save your changes and return to the Voucher Expenses page.

4.2.1 Per Diem for JTR Travelers [JTR]

***NOTE**: This section is only applicable to JTR travelers*.

When the **Reimbursement Type** field is set to *Per Diem* for a particular day, the Meals and Incidental Expenses window behaves differently for a voucher created for a JTR traveler (than it does for a voucher created for an FTR traveler) to ensure the corresponding M&IE amount is set to the proper entitlement.

- There is no link for the value in the **M&IE Amount** field.
- If none of the **Provided** check boxes are checked and the **No Incidentals** check box is also not checked, the **M&IE Amount** field is set to the appropriate per diem amount for the trip site and day.
- If you check one or two of the **Provided** check boxes but the **No Incidentals** check box is not checked, the **M&IE Amount** field is set to the proportional meal rate (PMR) plus the incidental per diem rate and *PMR* displays in the **Notes** field.
- If you check one or two of the **Provided** check boxes and the **No Incidentals** check box is also checked, the **M&IE Amount** field is set to the PMR and *PMR* displays in the **Notes** field.
- If you check all three of the **Provided** check boxes but the **No Incidentals** check box is not checked, the **M&IE Amount** field is set to the incidental per diem rate and *EUM* displays in the **Notes** field.
- If you check all three of the **Provided** check boxes and the **No Incidentals** check box is also checked, the **M&IE Amount** field is set to 0.00.

4.2.2 Edit Actual Meals | Edit Actual Meals/Occasional Meals [JTR] Link

***NOTE**: The* Occasional Meals *reimbursement type is a JTR-only travel policy item*.

If the reimbursement type for one or more displayed dates is *Actual*, click the **Edit Actual Meals** link to displays the Edit Actual Meals window. This window allows you to add or change actual expenses, as well as select the entity to be repaid for each meal.

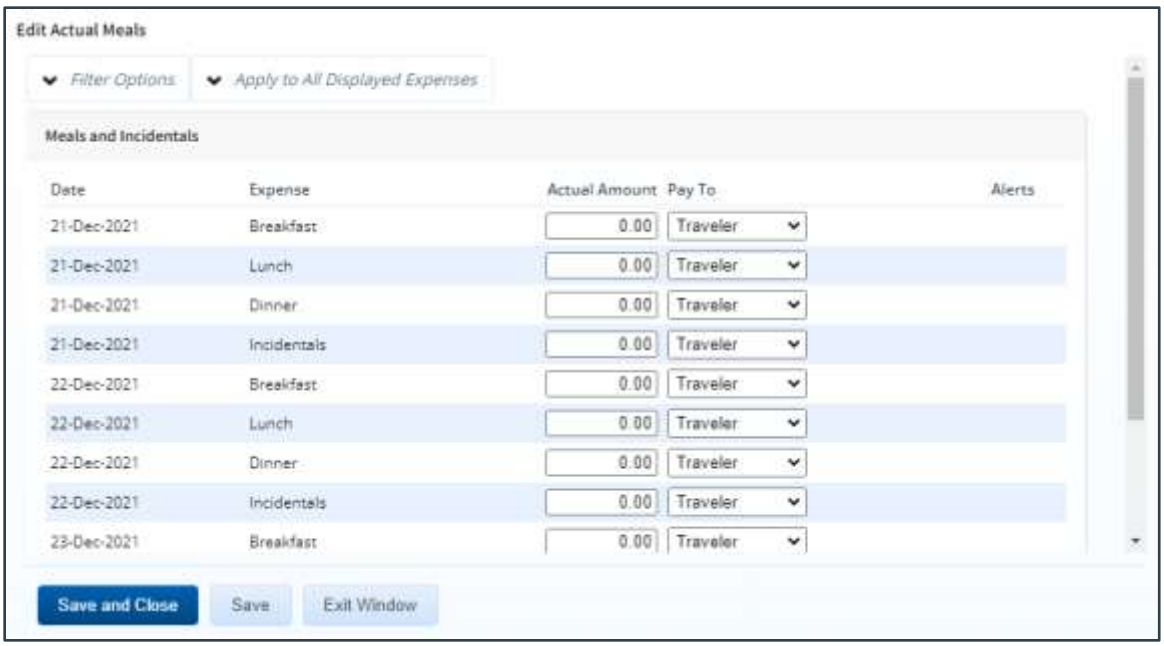


Figure 9: Edit Actual Meals window

Complete the following steps.

1. Enter the amount for each meal in the **Actual Amount** field.
2. Review and, if needed, select the appropriate method of reimbursement from the **Pay To** drop-down list.
3. Click the **Save and Close** button to save your entries, close the window, and return to the Meals and Incidental Expenses window.

4.2.2.1 JTR Functionality

For JTR travelers, the **Edit Actual Meals/Occasional Meals** link displays in the voucher's Meals and Incidental Expenses window if the reimbursement type for one or more displayed dates is *Actual* or *Occasional Meals*. Clicking this link displays the Edit Actual Meals and Incidentals/Occasional Meals window, which allows you to specify itemized meal values for breakfast, lunch, and/or dinner. (Incidental expenses cannot be itemized for occasional meals.)

Complete the steps as listed above for the Edit Actual Meals window.

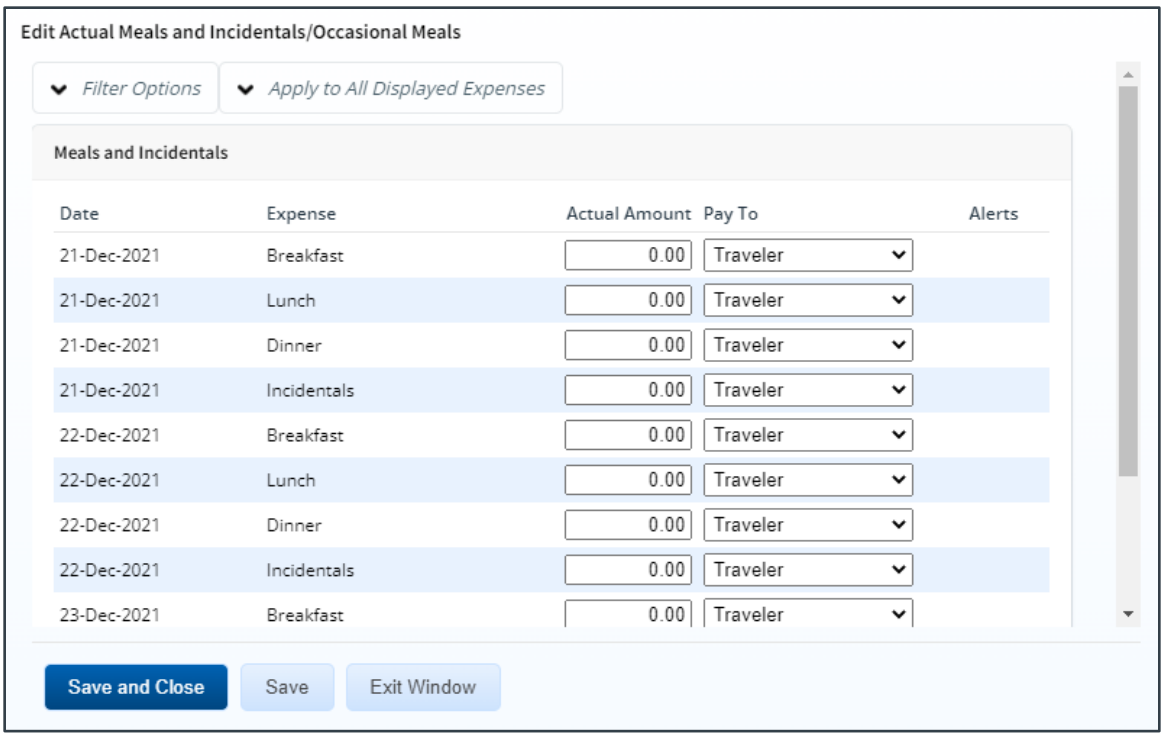


Figure 10: Edit Actual Meals and Incidentals/Occasional Meals window

4.3 Other Expenses

Certain other expenses, such as airfare and rail, are typically carried over to the voucher from the authorization. Other estimated expenses may also appear on the voucher.

Complete the following steps to review and modify these other estimated expenses.

1. On the Expenses page, click the **Modify** link for the expense you want to review or update. This displays the Edit Expense window, with the **Detail** tab selected by default.

Figure 11: Edit Expense — Detail tab

2. Review and update any of the available fields, including the method of reimbursement in the **Pay To** drop-down list.
3. Click **Save** to save your changes. (If you do not need to add a remark or attach a receipt, click **Save and Close**.)
4. If necessary, add a remark to the expense.
    a. Click the **Remarks** tab.

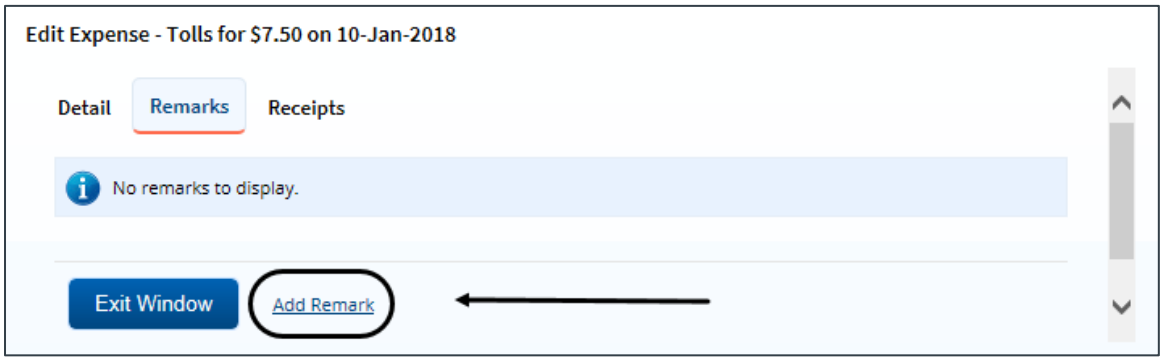


Figure 12: Edit Expense — Remarks tab, Add Remark link

    b. Click the **Add Remark** link.

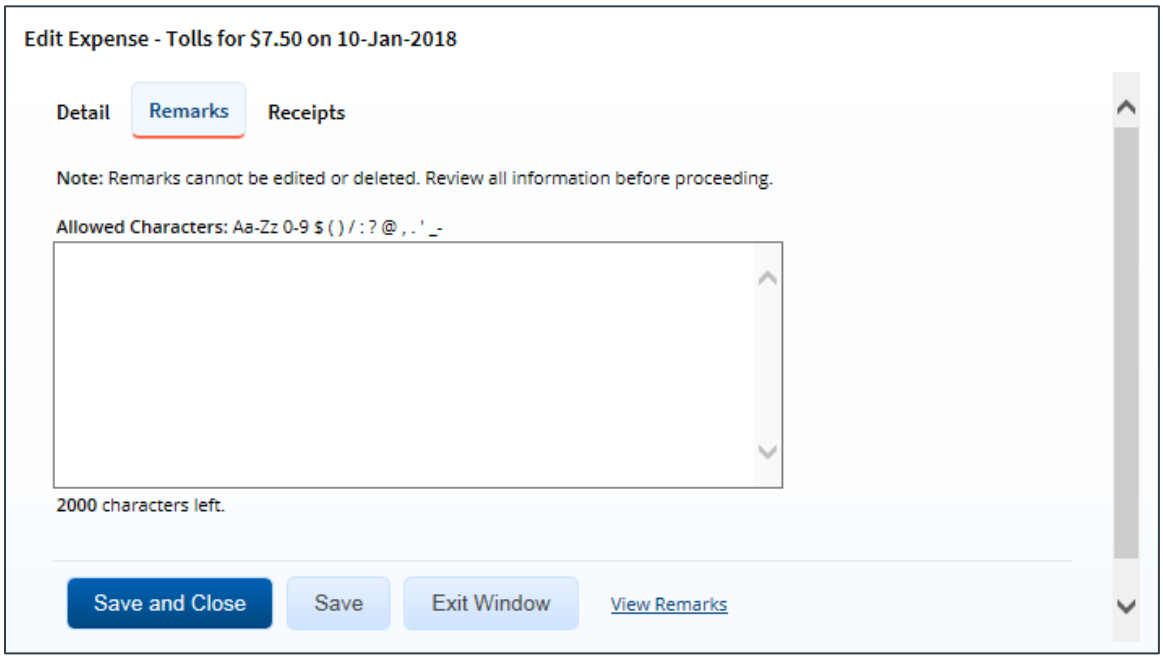


Figure 13: Edit Expense — Remarks tab, Add a Remark

    c. Enter your remarks in the text box 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*.

    d. Click **Save** to save your changes. (If you do not need to attach a receipt, click **Save and Close**.)
5. If necessary, attach a receipt or other document to the expense.
    a. Click the **Receipts** tab.

***TIP**: If you have paper receipts, you can attach them to the document via fax. You cannot attach a receipt to an expense via fax.*

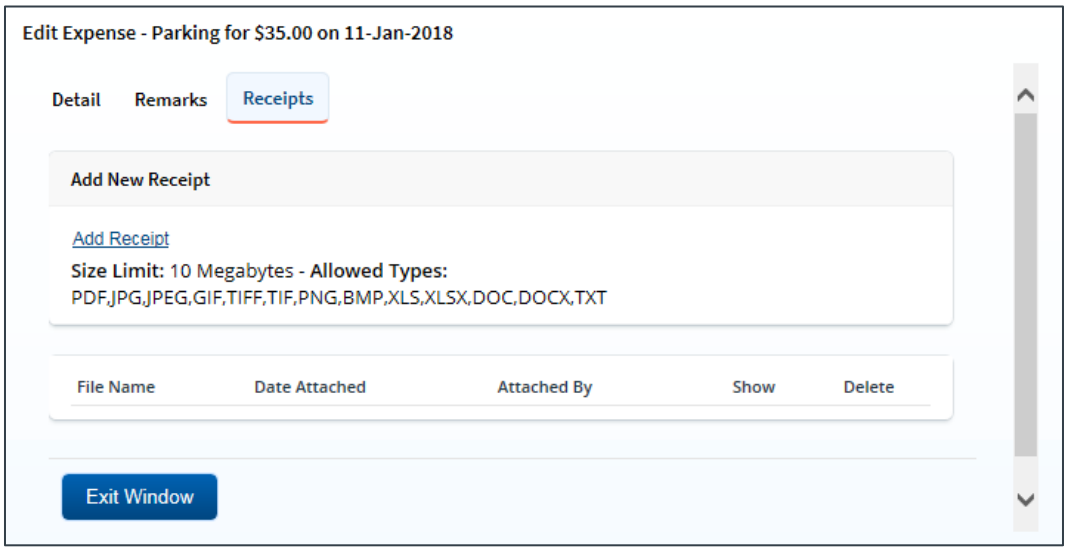


Figure 14: Edit Expense — Receipts tab

b. Click the **Add Receipt** link. This displays your computer's standard Choose file window.
c. Select the PDF file to attach to the expense.
d. Click **Open**. A success message displays on the **Receipts** tab when the document is successfully attached to the expense, and the new document displays in the list on the tab.

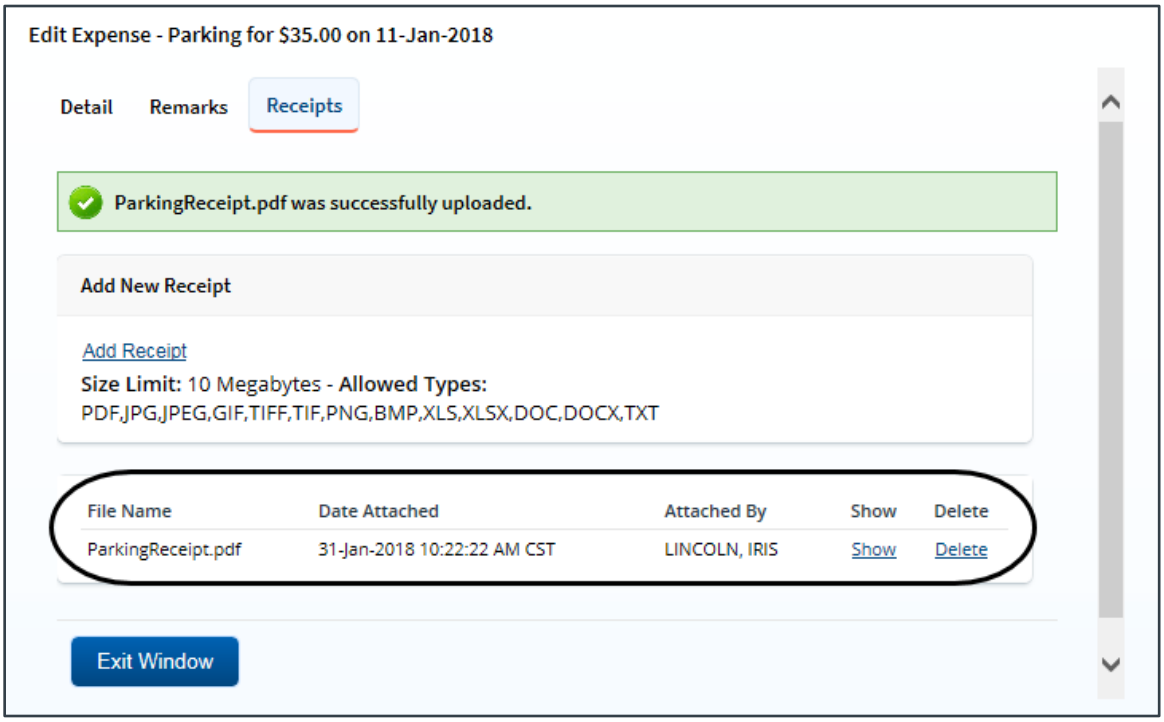


Figure 15: Edit Expense — Receipts tab, Attached Receipt

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

***TIP**: If this is not the document you want to attach to the expense, click **Delete** to remove it. You are able to delete attached receipts at any time prior to the voucher's 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** to close the Edit Expense window.

4.4 Add New Expenses

If you need to claim an estimated expense that was not carried over from the authorization, or if you had an unexpected travel expense, you can add the expense to the voucher.

Complete the following steps.

1. Click the **Add New Expense** link on the voucher's Expenses page. This displays the Add New Expense window.

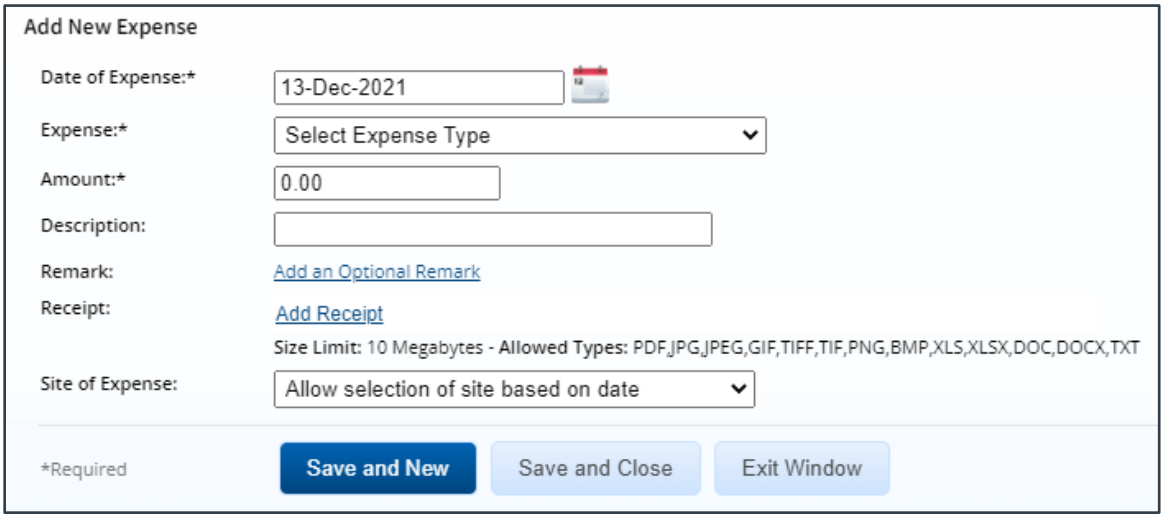


Figure 16: Voucher — Add New Expense window

2. Enter the date the expense was incurred in the **Date of Expense** field, or click the calendar icon to select the date from the drop-down calendar.
3. Select the expense type from the **Expense** drop-down list. The window refreshes to show you the fields that are available for that expense type.
4. Complete the required information.
5. If necessary, click the **Add an Optional Remark** link to add a comment to the expense. Enter your remark in the text field.
6. If necessary, click the **Add Receipt** link to attach a receipt or other documentation to the expense. Select the PDF file when the Choose file window displays.
7. Select the location where the expense was incurred from the **Site of Expense** drop-down list. By default, E2 selects the site based on the date of the expense.
8. Select from the following options to continue:
    - Click **Save and New** to save your entries, refresh the window, and enter a new expense, repeating steps 2–7.
    - Click **Save and Close** to save your entries and close the Add New Expense window.

4.4.1 Private Transportation

Different fields appear in the Add New Expense and Edit Expense windows when you choose to add or edit a privately owned vehicle (POV) expense using the *Private Auto Mileage* or *Private Motorcycle Mileage* option in the **Expense** drop-down list.

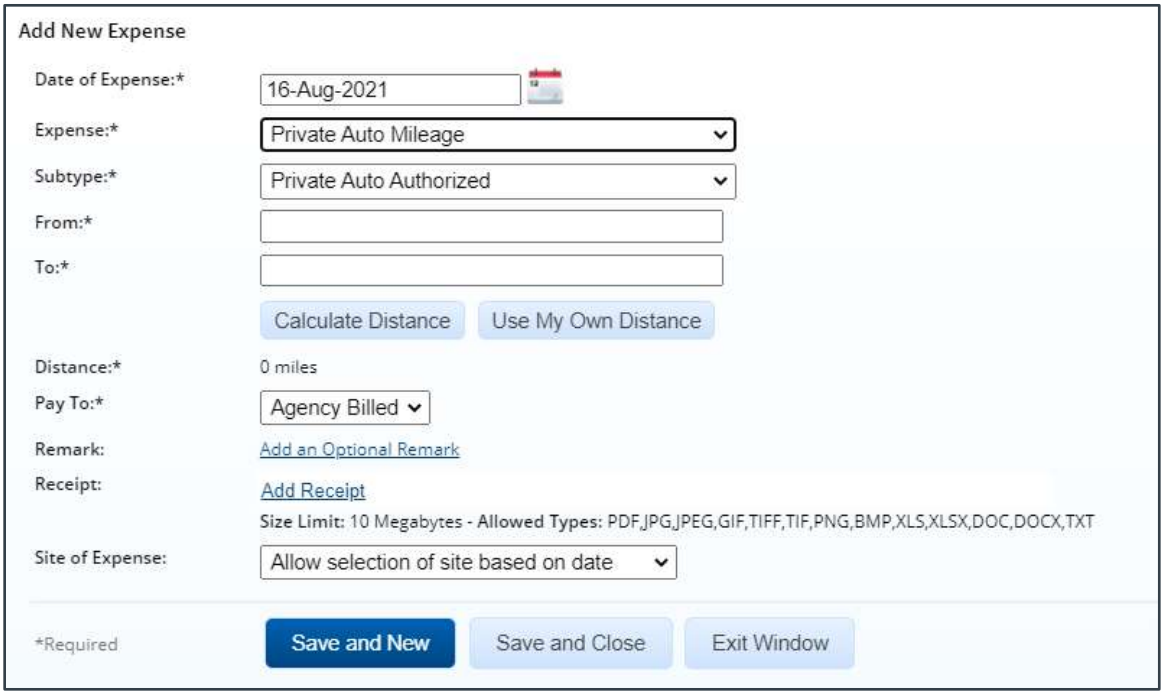


Figure 17: Add New Expense — Private Auto Mileage expense

4.4.1.1 Add a Private Transportation Expense

After the *Private Auto Mileage* or *Private Motorcycle Mileage* option has been selected from the **Expense** drop-down list in the Add New Expense window, complete the following steps to add this type of expense to the authorization.

1. If you selected *Private Auto Mileage*, select the appropriate subtype (i.e., *Government Auto Available* or *Private Auto Authorized*) from the **Subtype** drop-down list. The option selected in this field determines the mileage rate used for the expense.
2. Enter the starting location for the expense in the **From** field. You may enter a full address, street address, city, state or province, country, or zip or postal code.
3. Enter the destination location for the expense in the **To** field. You may enter a full address, street address, city, state or province, country, or zip or postal code.

   ***TIP**: You may enter a minimum of three characters in the **From** and **To** fields, but E2 recommends you be as specific as possible with your entries to ensure the correct locations are included in the distance calculation.*

4. Click the **Calculate Distance** button. The system automatically calculates the distance between your two locations and displays the result, as well as the calculated expense amount (i.e., distance multiplied by mileage rate), in the **Distance** field.

   ***NOTE**: Currently, E2 will only calculate the distance in miles. If you need to enter your distance in kilometers, it is recommended you use the "Use My Own Distance" option instead.*

5. Save your entries.

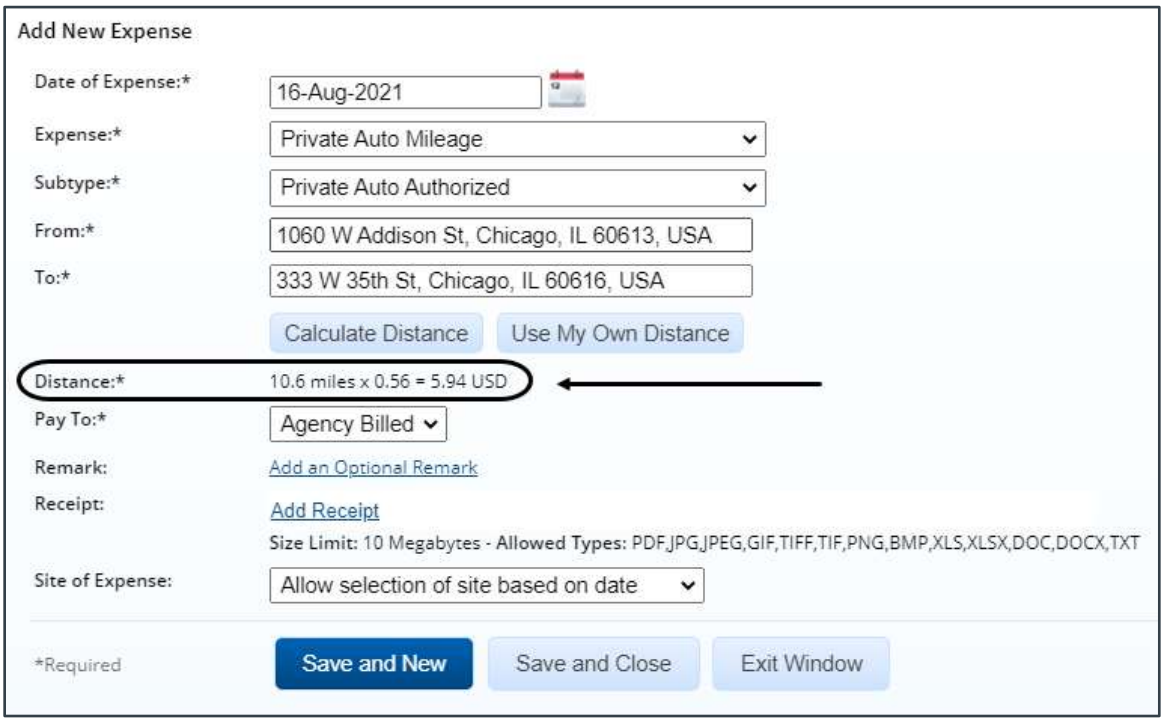


Figure 18: Add New Expense — Private Auto Mileage, Calculated distance and amount

4.4.1.2 Edit a Private Transportation Expense

The Edit Expense window displays when you choose to modify a *Private Auto Mileage* or *Private Motorcycle Mileage* expense.

- If you enter a new location in the **From** and/or **To** field(s), click the **Calculate Distance** button to recalculate the distance and expense amount.
- For a *Private Auto Mileage* expense, if you change the selection in the **Subtype** field, the window automatically recalculates the expense amount with the appropriate mileage rate.
- Be sure to save your modifications to update the expense and the voucher.

4.4.1.3 Manually Enter Mileage

If necessary, you can choose to manually enter your mileage for a *Private Auto Mileage* or *Private Motorcycle Mileage* expense in both the Add New Expense and Edit Expense windows. Complete the following steps.

1. Enter your starting and destination locations in the **From** and **To** fields.
2. Click the **Use My Own Distance** button. This adds the **Distance** and **Distance Reason** fields to the window.
3. Enter the distance between the locations in the **Distance** field.

   ***NOTE**: If you are editing an expense or you previously clicked the **Calculate Distance** button before clicking the **Use My Own Distance** button, the **Distance** field automatically populates with the calculated distance. You can leave this value in the field or overwrite it with a new distance value.*

4. Select the correct distance unit (i.e., *Kilometers* or *Miles*) from the **Distance** drop-down list.

5. In the **Distance Reason** field, enter up to 100 characters for the reason you chose not to use a system-calculated distance and clicked the **Use My Own Distance** button.
6. Save your entries.

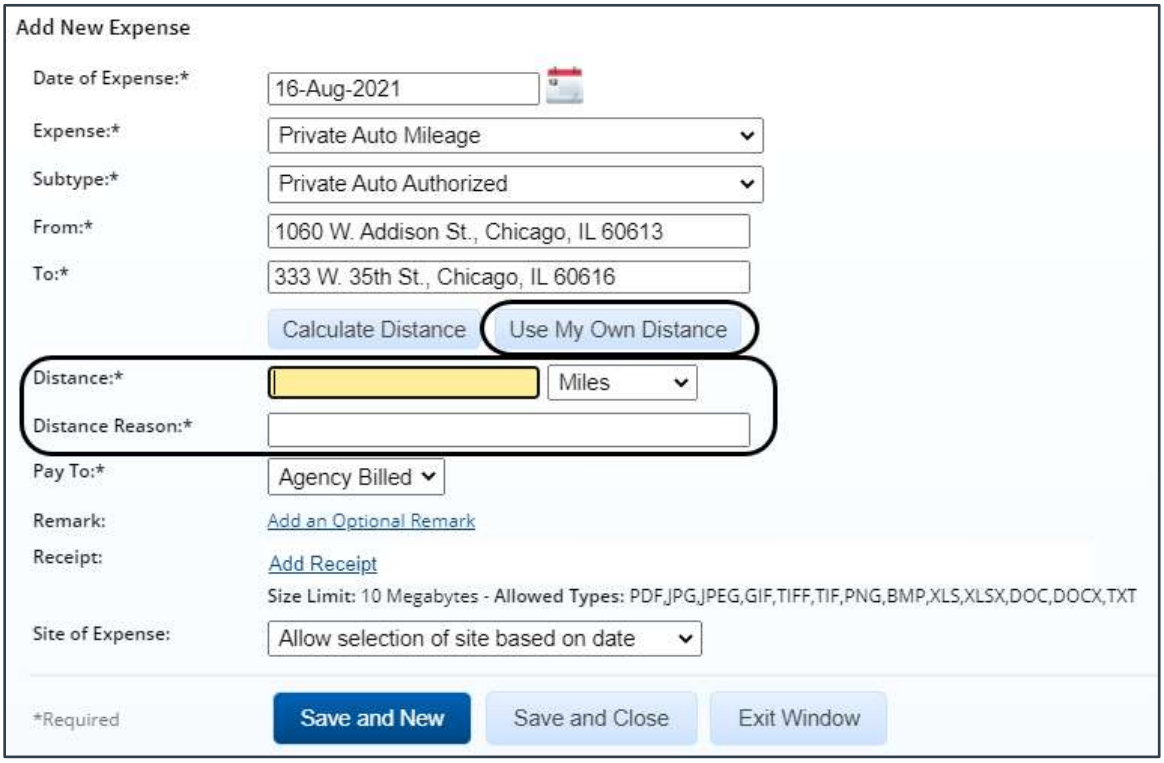


Figure 19: Add New Expense — "Use My Own Expense" button & fields

4.4.1.4 Private Plane Mileage

While many of the fields for the private transportation expense types are the same, the **Calculate Distance** and **Use My Own Distance** buttons do not display in the Add New Expense or Edit Expense window when *Private Plane Mileage* is selected from the **Expense** drop-down list.

The windows function much the same as they do when the **Use My Own Distance** button is clicked for the *Private Auto Mileage* or *Private Motorcycle Mileage* expense type — you will need to manually enter the distance flown between the “from” and “to” locations in the **Distance** field, and then select the appropriate distance unit (i.e., *Kilometers* or *Miles*) from the drop-down list.

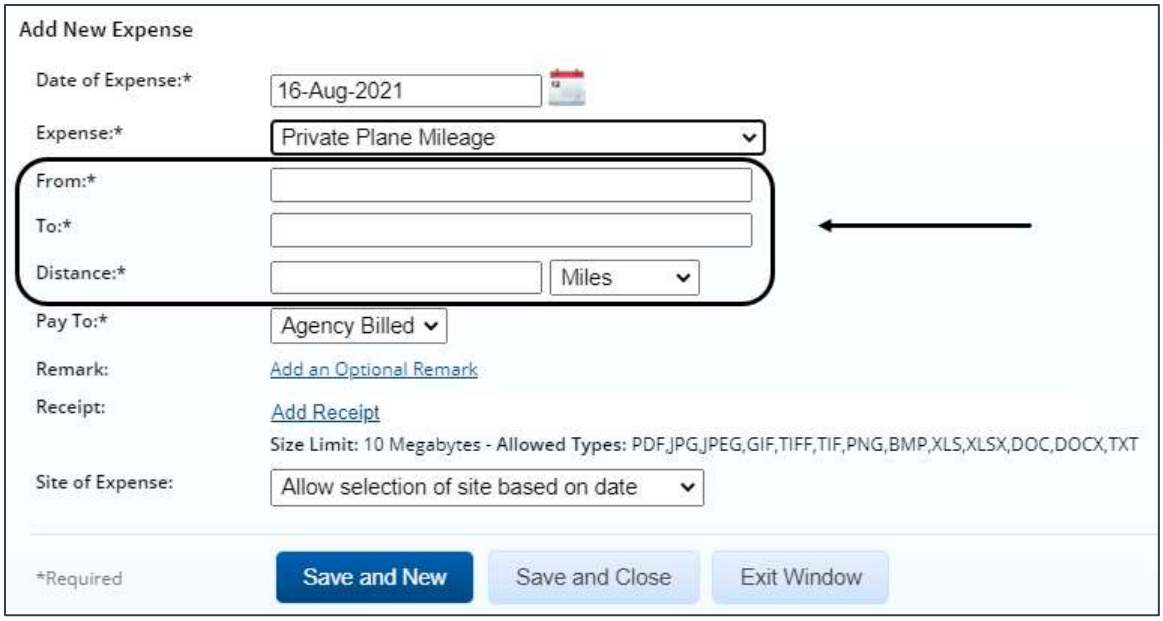


Figure 20: Add New Expense — Private Plane Mileage fields

4.4.2 Currency Calculator

All expenses must be entered in U.S. dollars. If your trip includes international destinations, a **Currency Calculator** link displays in the Extras section.

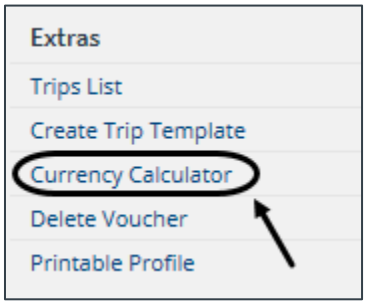


Figure 21: Voucher Extras — Currency Calculator link

Save any input, and then click this link to open the OANDA currency converter in a new browser tab or window. This site allows you to convert any expenses that you may have incurred in a foreign currency to the U.S. dollar equivalent before adding the new expense.

4.5 Copy an Expense

If you incurred the same expense on several different days, you can simplify the task of adding each expense to the voucher by adding the expense for one day, and then copying that expense to other days.

Complete the following steps.

1. On the voucher's Expenses page, click the **Copy** link for the expense you want to copy. This displays the Copy Expense window.

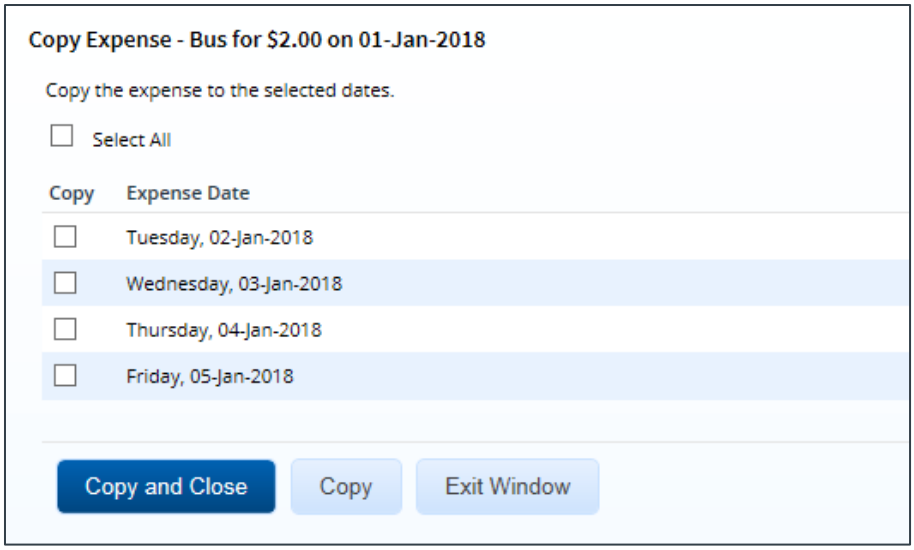


Figure 22: Copy Expense window

2. Select the **Copy** check box for each day to which you want to copy the expense.
   - You can copy an expense to one or more other voucher dates.
   - Select the **Select All** check box to copy the expense to all other dates covered by the voucher.
3. Click **Copy and Close** to copy the expense to the selected dates and close the Copy Expense window. The new expenses are displayed in the Expenses list.

4.6 Delete an Expense

Click a **Delete** link to delete the corresponding expense. The expense is automatically removed from the voucher.

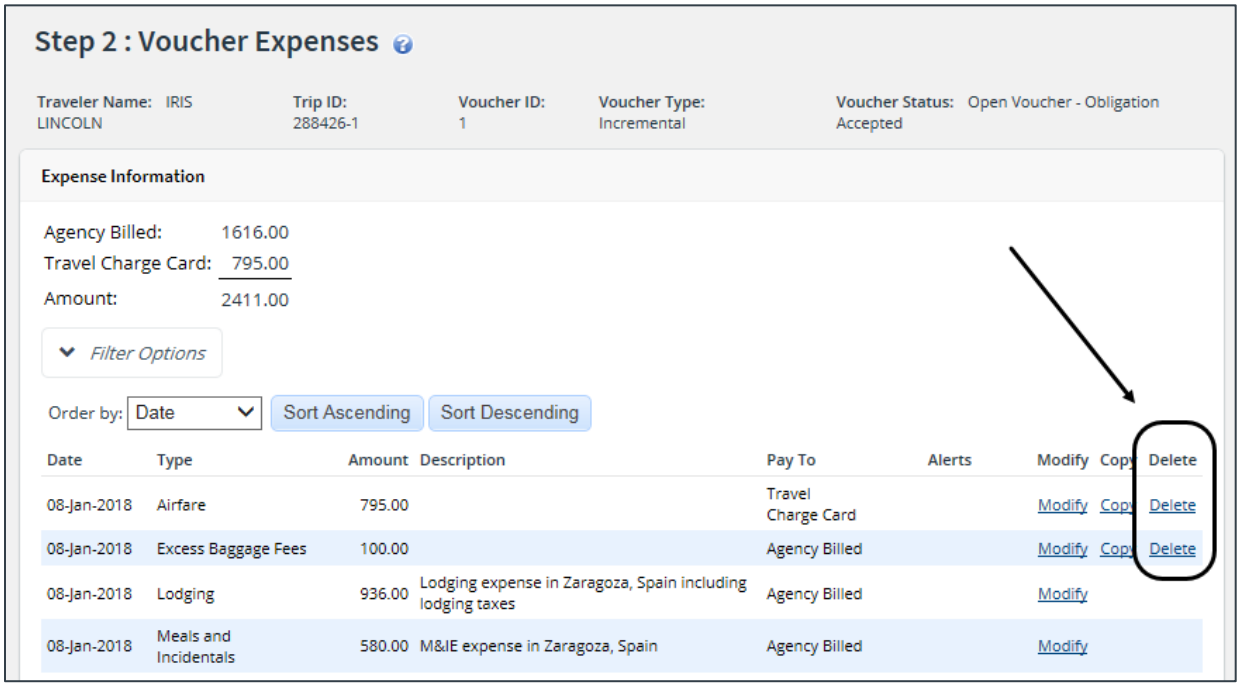


Figure 23: Voucher Expenses — Delete link

4.7 Select Travel Charge Card Transactions as Expenses

Expenses are typically mapped from the authorization estimates to the voucher, or are created during the voucher process. In addition to being able to add expenses manually, USCG supports an automated travel charge card (TCC) process through which you are able to select travel charge card transactions that reflect purchases made using your GTCC.

Use the **Add Credit Card Expense** link on the Voucher Expenses page to view your TCC transaction list and select transactions that reflect expenses specific to this voucher.

You can perform the following actions:

- Select a TCC transaction and add it as an expense to the voucher
- Modify an expense associated with a TCC transaction
- Split a TCC transaction as an expense over multiple days
- Split a TCC transaction into multiple expenses
- Add remarks and receipts to an expense associated with a TCC transaction
- Correct mistakes
- Remove a TCC transaction from the available transactions list
- Make changes to an expense associated with a TCC transaction from the Expenses page
- Delete an expense associated with a TCC transaction

4.7.1 Add a TCC Transaction as an Expense

Complete the following steps.

1. Click the **Add Credit Card Expense** link. This displays the Add Credit Card Expense window, which lists all of the TCC transactions that are currently available for assignment as an expense.

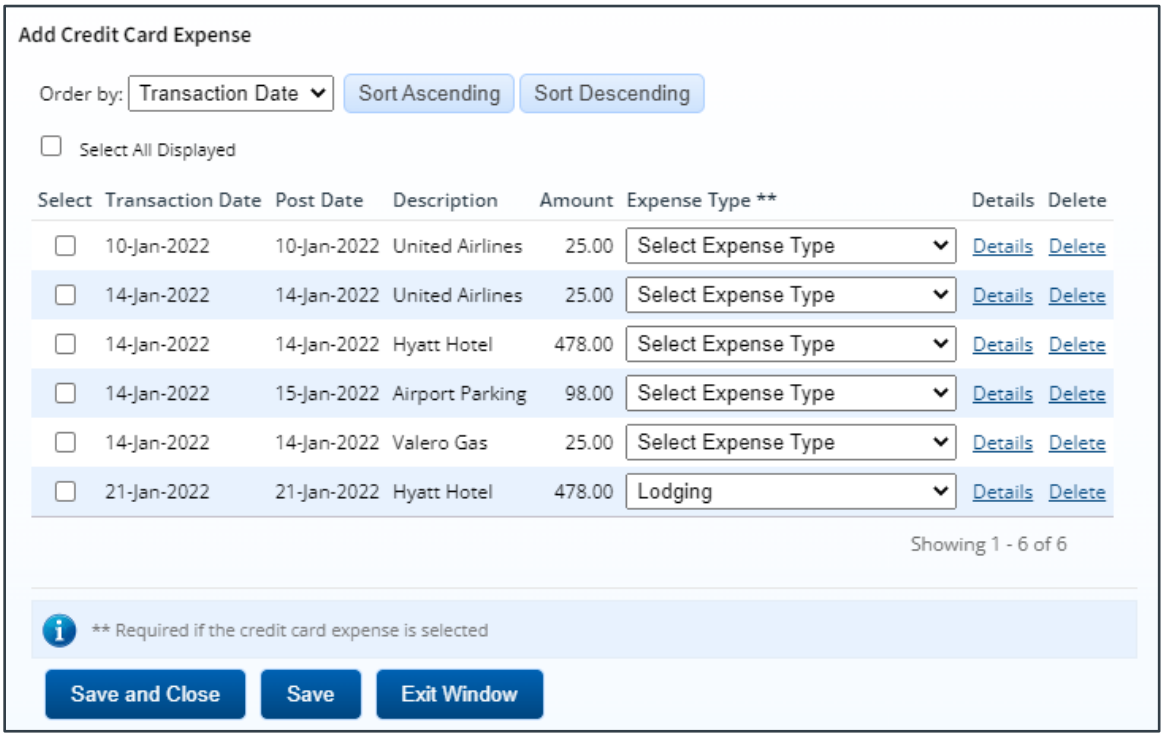


Figure 24: Add Credit Card Expense window

***TIP**: If you are looking for a recent transaction that does not appear on the list, try again later. Transactions are provided to E2 by the travel charge card vendor on a scheduled basis. You can always add the expense to the voucher manually without waiting for the transaction*.

2. Click the **Select** check box of the travel charge card transaction that you want to add to the voucher.
3. If necessary, select the appropriate expense type from the **Expense Type** drop-down list. The expense type that displays by default reflects a mapping established by your agency, if available.
4. Click **Details** to verify other expense details. This displays the Credit Card Expense Detail window.
    - To select a specific site for the expense, select the location from the **Site of Expense** drop-down list.

      ***TIP**: This selection only displays if the Expense Split list includes an expense type other than lodging, lodging tax, or meals*.

    - Click **Modify** to change any of the expense details (e.g., date, expense type, entity to be reimbursed (Pay To), or amount).
    - Click **Split** to split the expense into a daily charge for multiple days.

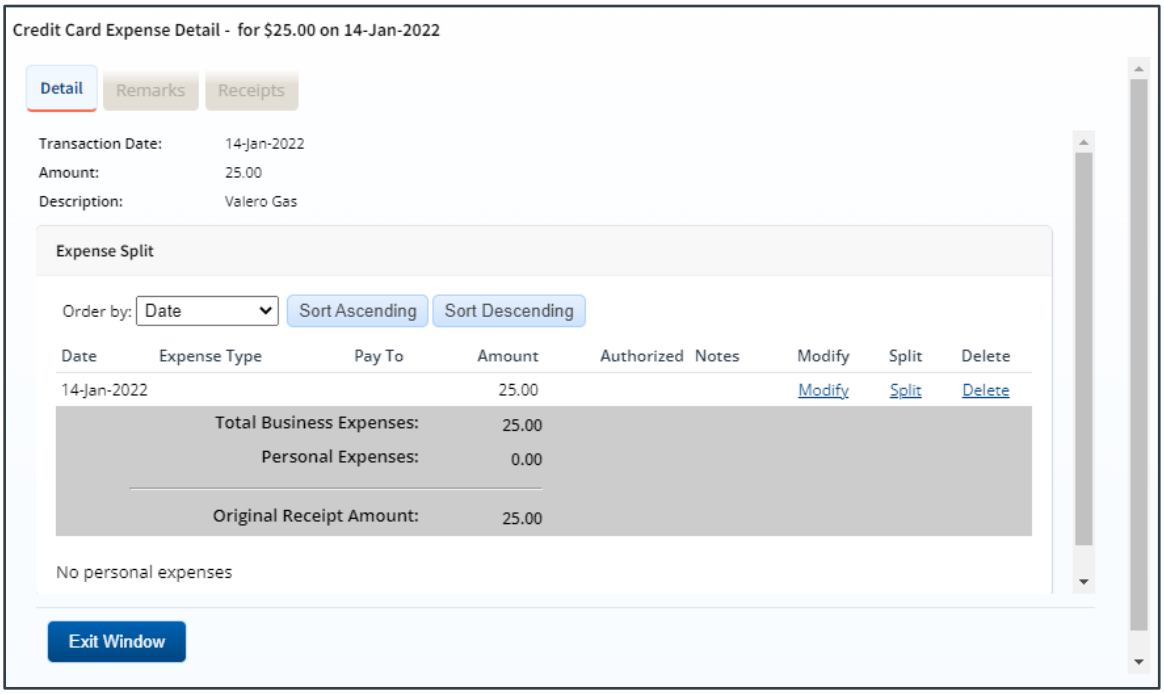


Figure 25: Credit Card Expense Detail window

5. Close the Credit Card Expense Detail window to return to the Add Credit Card Expense window.
    - If the Expense Split list includes only lodging, lodging tax, or meals expense types, click **Exit Window**.
    - If the Expense Split list includes any other expense types, click **Save and Close**.
6. Click **Save and Close** to close the Add Credit Card Expense window. The transaction is added to the list of expenses on the voucher's Expenses page. For transportation and other expenses, the credit card icon ( ) displays in the expense's Alerts column.

Figure 26: Voucher Expenses — Credit Card icon

4.7.2 Modify an Expense

When you select a transaction and add it as an expense, you can make changes before the expense is added to the voucher. For example, you can change the date of the expense or, if the transaction includes some non-reimbursable expense, reduce the amount of the transaction associated with the expense.

4.7.3 Split a Transaction Over Multiple Days

With the Credit Card Expense Detail window displayed, complete the following steps to split a single transaction, such as a hotel charge, into a daily charge for multiple days.

***TIP**: Remember that a single credit card transaction cannot be split across multiple vouchers. It can only apply to a single voucher or local travel claim*.

1. Click the **Split** link. This displays the Split Daily Expense window.

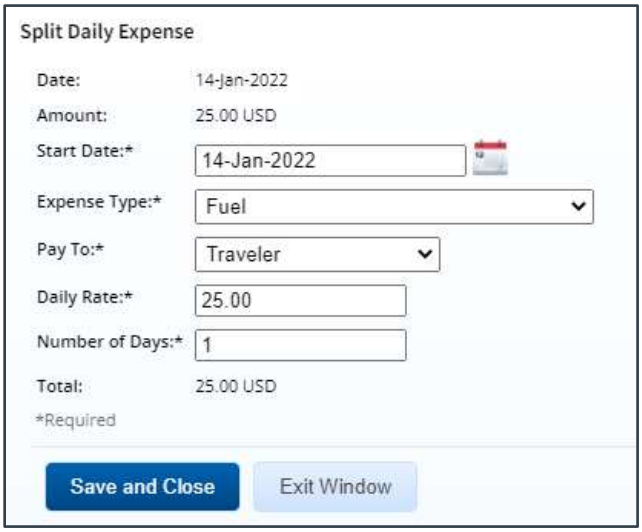


Figure 27: Split Daily Expense window

2. Complete the required fields.
    - Enter the starting date in the **Start Date** field, or click the calendar icon to select the date from the drop-down calendar. For example, a transaction might include a total hotel charge for five nights. This field contains the first night.
    - Verify or select the expense type from the **Expense Type** drop-down list.
    - Verify or select the method of reimbursement from the **Pay To** drop-down list.
    - Enter the daily rate in the **Daily Rate** field. By default, this field displays the amount of the travel charge card transaction that has not been assigned to a travel expense.
    - Enter the number of days covered by the transaction in the **Number of Days** field. E2 multiplies the daily rate by the number of days, and updates the **Total** field. This is the amount of the expense on the voucher.
3. Click **Save and Close** to save your entries, close the Split Daily Expense window, and return to the Credit Card Expense Detail window.

4.7.4 Split a Transaction into Multiple Expenses

In some cases, you may need to associate a single TCC transaction with multiple expenses. For example, you may need to split a single hotel charge into daily lodging expenses and daily lodging tax expenses.

If you select a TCC transaction, any amount that is not associated with an expense is tagged as a non-reimbursable "personal" expense, and a **Split Personal Expenses** link displays in the Credit Card Expense Detail window. You can assign all or part of that amount to another reimbursable expense.

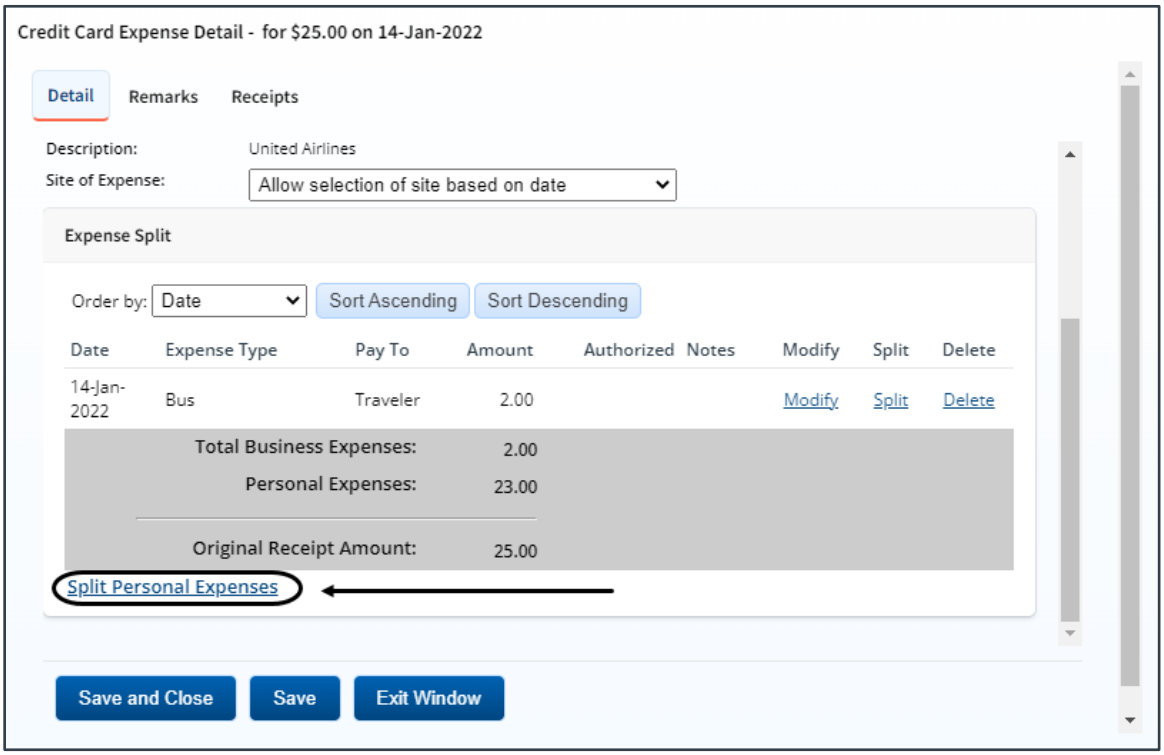


Figure 28: Credit Card Expense Detail — Split Personal Expenses link

With the Credit Card Expense Detail window displayed, complete the following steps to assign a personal expense to a reimbursable expense.

1. Click the **Split Personal Expenses** link. This displays the Split Personal Expenses window.

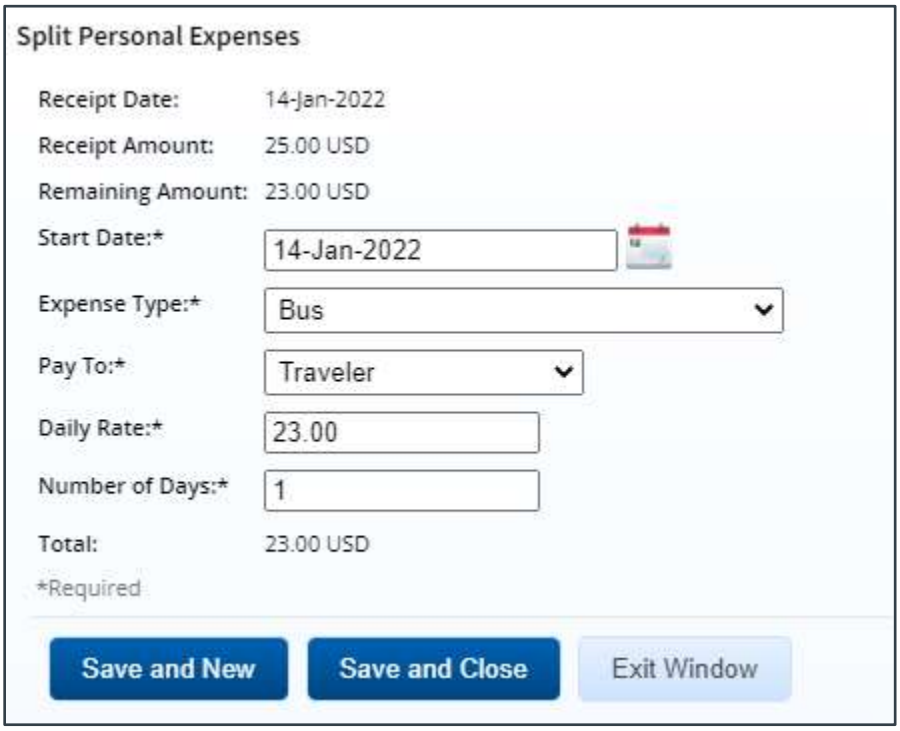


Figure 29: Split Personal Expenses window

2. Complete the required fields.
   - Enter the starting date in the **Start Date** field, or click the calendar icon to select the date from the drop-down calendar. The field defaults to the date of the transaction.
   - Select the expense type from the **Expense Type** drop-down list.
   - Select the method of reimbursement from the **Pay To** drop-down list.
   - Enter the daily rate in the **Daily Rate** field. If the expense is for a single day, enter the total amount of the expense. The field defaults to the total remaining amount of the charge.
   - Enter the number of days covered by the transaction in the **Number of Days** field. The field defaults to a single day.

     ***TIP**: Tab or click outside of the **Number of Days** field to recalculate the **Total** field.*

3. Click **Save and Close** to save your entries, close the Split Personal Expenses window, and return to the Credit Card Expense Detail window.

   ***TIP**: If you need to assign a remaining amount of the charge to another reimbursable expense, click **Save and New**, and continue from step 2*.

4.7.5 Correct Mistakes

If you assign a TCC transaction to an E2 expense in error, you can delete the expense from the list on the voucher's Expenses page, or you can deselect the transaction to return it to your available TCC transactions list.

4.7.5.1 Voucher Expenses Page

When you delete the expense from the list on the Expenses page:

- If the expense represents the total TCC transaction, the transaction will be returned to the available TCC transactions list, and will be available for selection again.
- If the expense represents part of a TCC transaction, the amount of the deleted expense will be marked as a personal expense. You can return to the TCC transaction and assign the personal expense amount to another expense.

4.7.5.2 Deselect the Transaction

Complete the following steps to deselect the transaction.

1. Click the **Add Credit Card Expense** link on the voucher's Expenses page.
2. Clear the **Select** check box for each expense you selected in error.
3. Click **Save and Close**.
4. Review your expenses list to verify all expenses are now correct.

4.7.6 Remove a Transaction from the List

You can remove a TCC transaction from the available transactions list. This action tags the transaction as a non-reimbursable expense, and removes it from the available transactions list. (It will not be available to you from any other voucher or local travel claim.) If the transaction is associated with an expense, the expense is also deleted from the voucher.

Complete the following steps.

1. Click the **Add Credit Card Expense** link on the voucher's Expenses page.
2. Locate the transaction on the list.
3. Click **Delete**. This displays a Confirm Action window.
4. Click **Confirm**.

4.7.7 Make Changes from the Expense List

After you add the TCC transaction as an expense, it displays in the list of expenses on the voucher's Expenses page, like all other expenses mapped from the authorization or added individually to the voucher. Click the **Modify** link for the expense you want to change.

- Transportation and other expenses associated with a TCC transaction displays the credit card icon ( ) in the Alerts column on the Expenses page.
- Lodging expenses associated with a TCC transaction show the credit card icon in the Alerts column of the Lodging Expenses window. Click the **Modify** link for the lodging expense (on the Expenses page) for more details.
- Actual meals associated with a TCC transaction show the credit card icon in the Alerts column of the Edit Actual Meals window. For more details, click the **Modify** link for the meals and incidentals expense (M&IE) (on the Expenses page), and then click the **Edit Actual Meals** link.

You can make the following adjustments to a TCC transaction expense.

- Change the expense date
- Select the site of expense
- Split the total charge between multiple expenses
- Split the total charge over multiple days

- Change the amount

4.7.8 Delete an Expense Associated with a TCC Transaction

You can delete an expense in several ways.

***NOTE**: If you delete a voucher that includes TCC expenses, the TCC transactions are returned to the list of available transactions. You can associate the transactions with expenses for another voucher or local travel claim*.

4.7.8.1 Expenses Page

Delete the expense from the list of expenses on the Expenses page of the workflow by locating the expense in the list, and then clicking the **Delete** link.

If you delete an expense associated with a TCC transaction from the Expenses page, it is either returned to the available TCC transactions list, or it becomes a personal expense portion of a split transactions.

- If the original TCC transaction was split over multiple expenses, you can return to the transaction list and assign the remaining amount of the transaction to another expense. If the deleted expense was the last reimbursable detail for a split transaction, the entire TCC transaction is returned to the available TCC transaction list.
- If the deleted expense represented the entire TCC transaction, that transaction is returned to the available TCC transactions list. You can select it and assign it to an expense on this document, or another voucher or local travel claim.

4.7.8.2 Deselect the Transaction

Delete the expense by deselecting the transaction to return it to your available TCC transactions list.

4.7.8.3 Remove the Transaction

Delete the expense by removing the associated transaction from the TCC transaction list.

4.7.8.4 Credit Card Expense Detail

Delete the expense from the Credit Card Expense Detail window. Refer to Make Changes from the Expense List for more information.

- If you delete an expense detail line, the amount is marked as a personal expense, and you can assign all or part of that amount to another expense on the voucher or local travel claim.
- If you delete the final detail line from the Credit Card Expense Detail window, the entire transaction is marked as a personal expense and it is removed from the available TCC transactions list.

5 Completing the Accounting Step

When you created your travel authorization, your Funds Manager allocated funds to cover the trip's total estimated expenses. Click the **Save and Next Step** button on the Voucher Accounting page to continue to the next step in the voucher workflow.

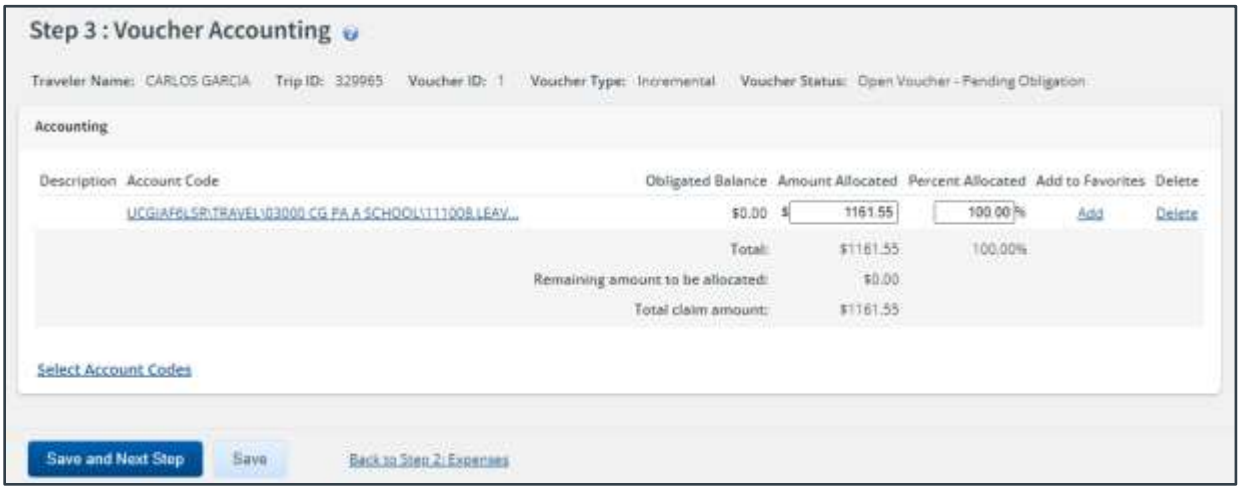


Figure 30: Voucher Accounting page

6 Completing the Liquidations Step

If you requested and received one or more advances associated with the trip, the advance must be liquidated. You can liquidate advances on any voucher, but all outstanding advances must be liquidated, if possible, on the final travel voucher before it can be submitted for approval.

Each time you create and submit a voucher, E2 automatically calculates the advance amount that has not yet been liquidated (**Advance Amount Outstanding** field), and the total "pay to traveler" expenses that can be used to liquidate the advance (**Pay to Traveler Expenses** field).

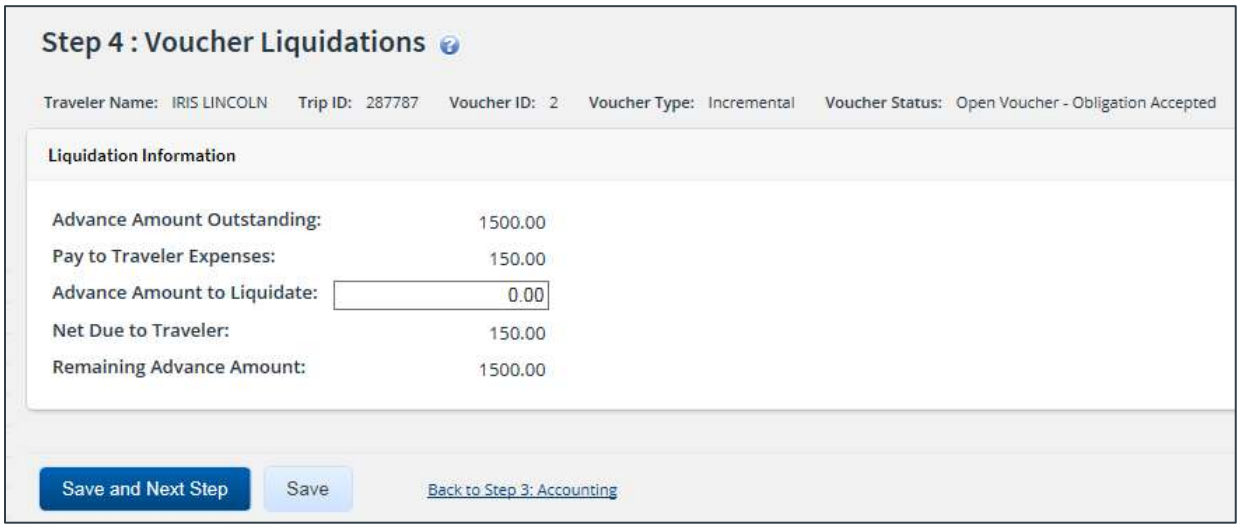


Figure 31: Voucher Liquidations page

6.1 Rules

The following rules apply to liquidating advances.

- The total amount of each approved advance must be liquidated, regardless of the amount that was actually disbursed to you as a traveler.
- If this is not the final voucher, you must enter the advance amount to liquidate. The maximum amount to liquidate is the lesser of the **Advance Amount Outstanding** and **Pay to Traveler Expenses** fields. You can liquidate a smaller amount, if necessary.
- If this is a final or supplemental voucher, E2 applies the maximum amount available to liquidate the advance, and does not allow any changes.

6.2 Liquidation Process

Complete the following steps to complete the liquidation step for an advance when retained advances are not enabled.

1. Review the liquidation information.
2. If this is not the final voucher, enter an amount in the **Advance Amount to Liquidate** field.
3. Complete your actions.
    - If this is not a final voucher, click **Save and Next Step**.
    - If this is a final or supplemental voucher, click **Next Step**.

7 Completing the Summary Step

The Summary step allows you to review the voucher and make sure it is correct before you submit it for approval. All sections on the Voucher Summary page are expanded by default.

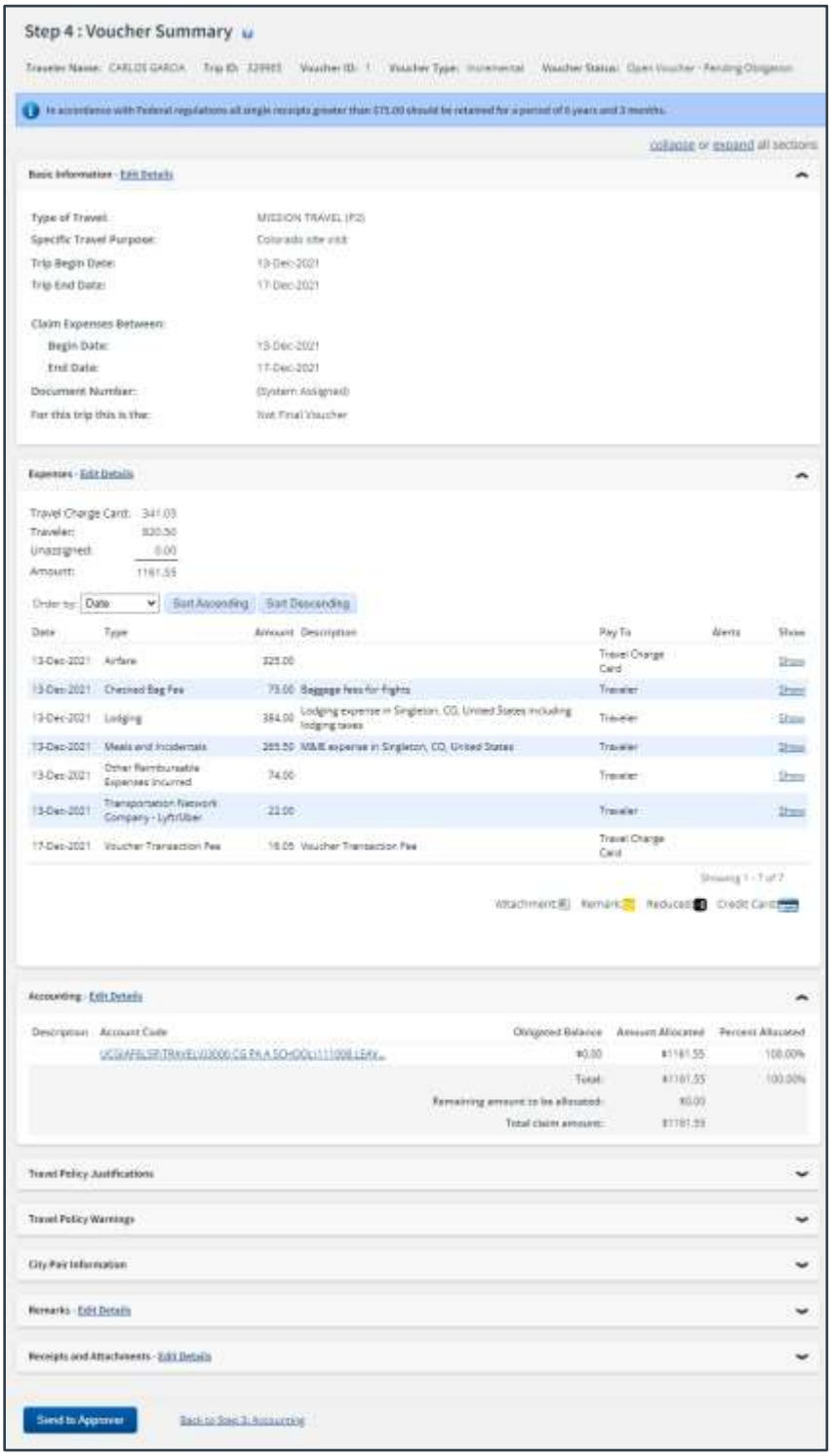


Figure 32: Voucher Summary page

Complete the following steps to submit the voucher for approval.

1. Review each section. If you need to make changes, click the **Edit Details** link in the section header to return to that workflow step.

   ***NOTE**: Certain sections, such as Travel Policy Justifications, Travel Policy Warnings, City Pair Information, and Audit Warnings, are informational only. Since there are no associated voucher workflow steps and no actions can be taken, these sections do not include an **Edit Details** link in the section header*.

   a. Correct the problem.
   b. Save your changes.
   c. Return to the Voucher Summary page.
2. When you are finished, scroll to the bottom of the page and click **Send to Approver**. This displays a Confirm Action window.

   ***TIP**: If there are errors that prevent the voucher from being submitted for approval, a warning message displays at the top of the Summary page. Fix the problem, and then click **Send to Approver** again*.

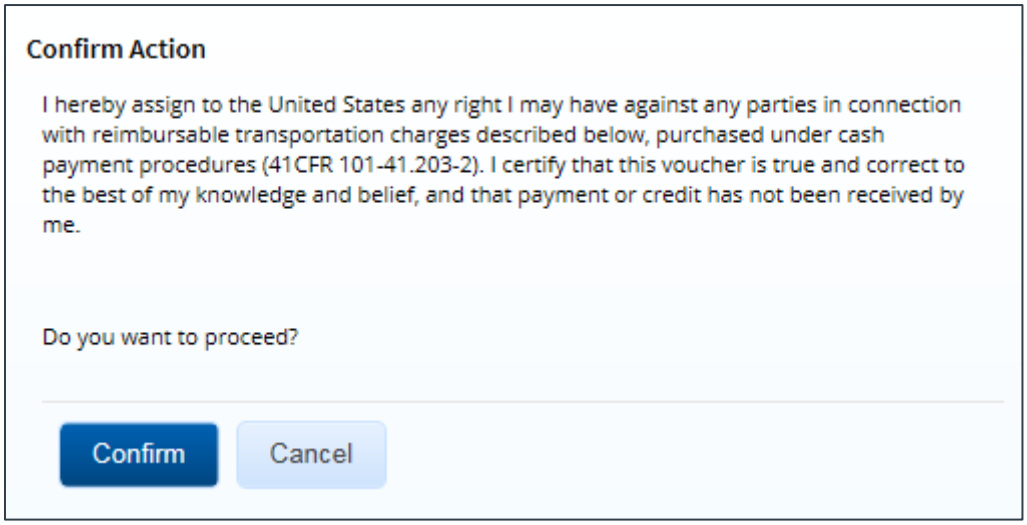


Figure 33: Confirm Action — Voucher Acceptance Policy

3. Read the acceptance policy. When you submit the voucher, this acceptance is logged and becomes part of the trip history.
4. Click **Confirm**.

8 Other Actions

The following tasks can be performed before you submit your voucher for approval:

- Add remarks
- Attach receipts or other documentation
- Divert reimbursement of M&IE to your travel charge card
- Print the voucher
- Print a compact voucher
- View the difference between your estimated expenses and your actual expenses
- View a summary of your daily expenses
- View itinerary information
- View trip history
- View advance details
- View open or group authorization details
- View the routing history

The following tasks can be performed after you submit the voucher for approval or after the voucher is paid:

- View the approval routing path
- View payment history

8.1 Add Remarks

Although you can add comments to specific expenses, you may also want to add a remark associated with the whole 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.

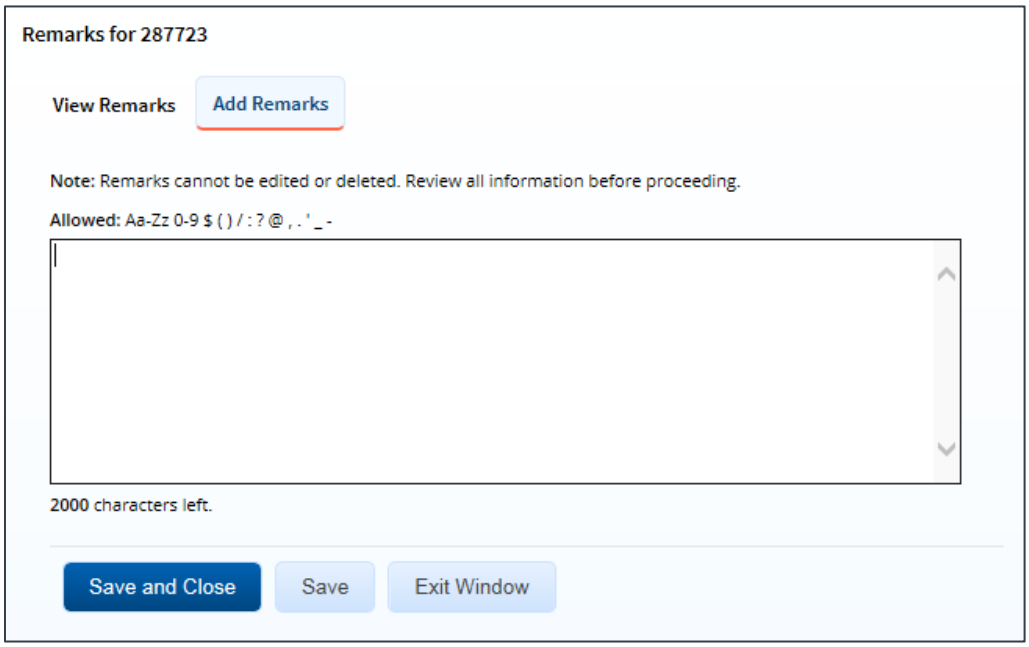


Figure 34: Remarks — Add Remarks tab

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.

8.2 Attach Receipts or Other Documentation

Like remarks, you can attach receipts or other documents to specific expenses or to the overall voucher document. If your receipts or documents cover multiple expenses, you may prefer to attach them to the actual voucher. Complete the following steps.

1. Click the **Attachments** link in the Other Actions section. This displays the Trip-Level Attachments window. The maximum file size and allowed file type information display below the **Add Attachment** link.

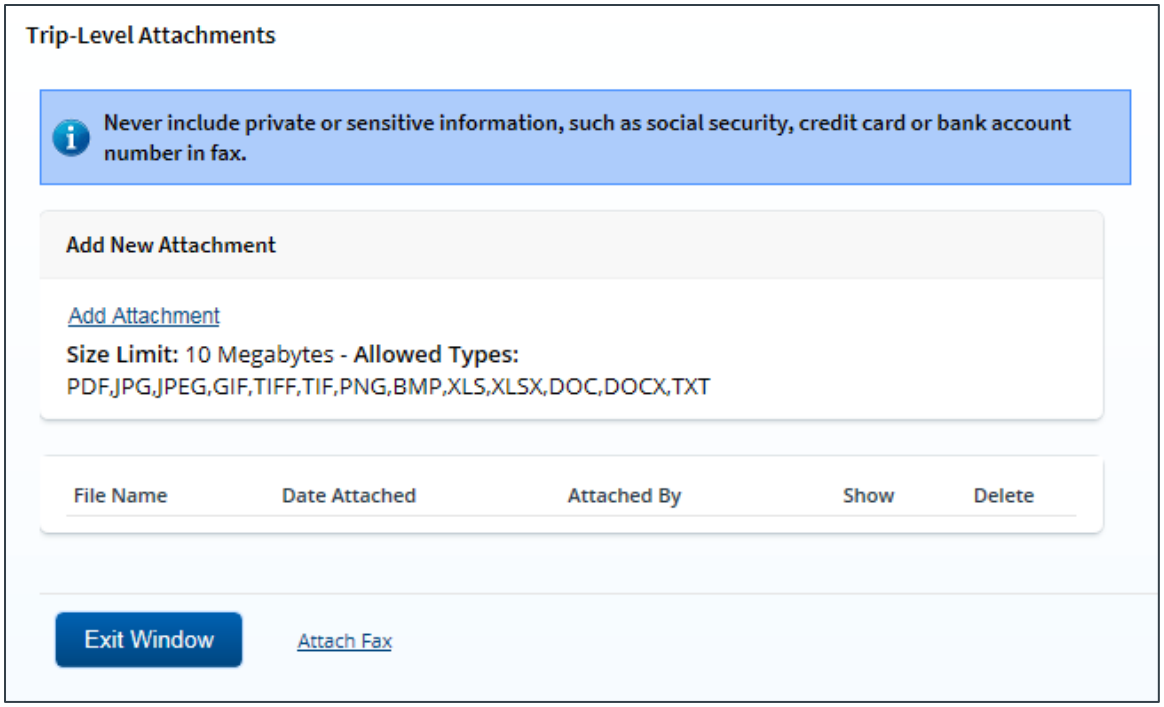


Figure 35: Trip-Level Attachments window

2. Click the **Add Attachment** link. This displays the system Choose File window.
3. Select the PDF file you want to attach to the voucher.
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.

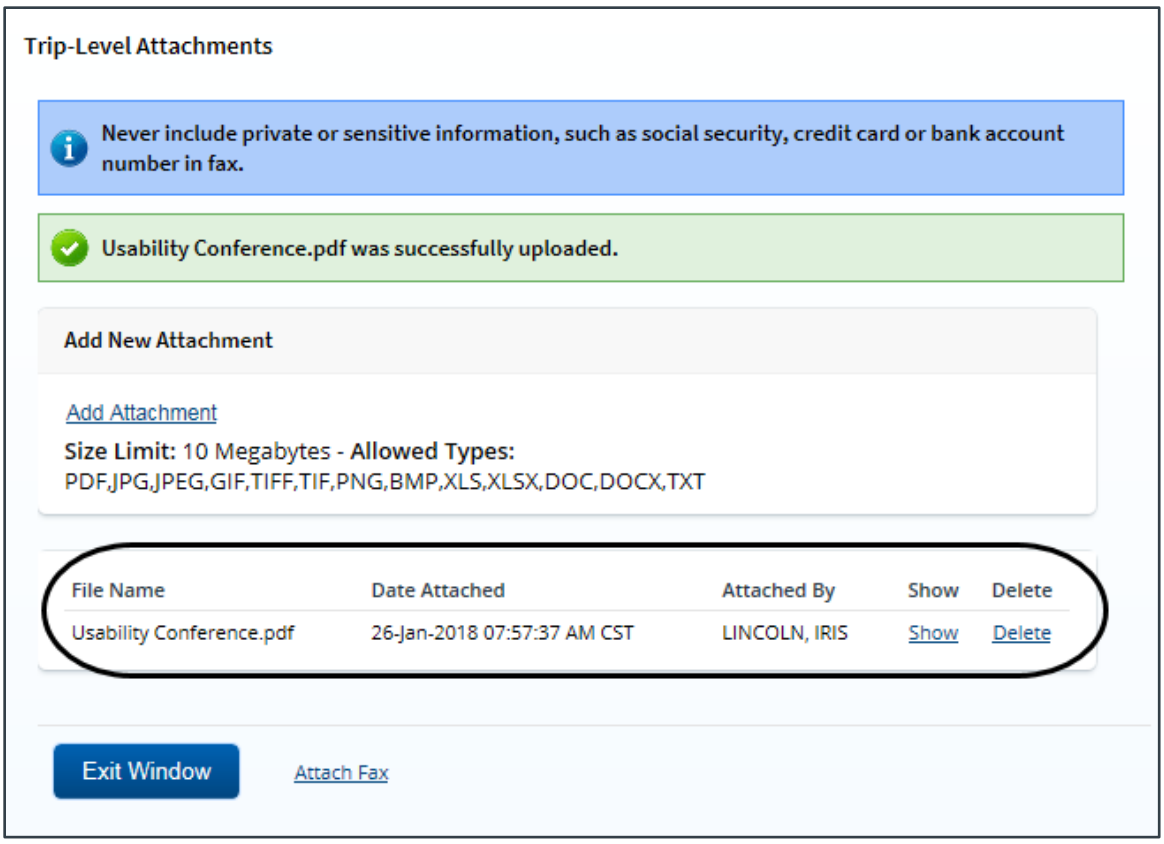


Figure 36: Trip-Level Attachments — Attached Document

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**.

8.2.1 Attaching a Document via Fax

If you have paper documents, you can attach them to your 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.

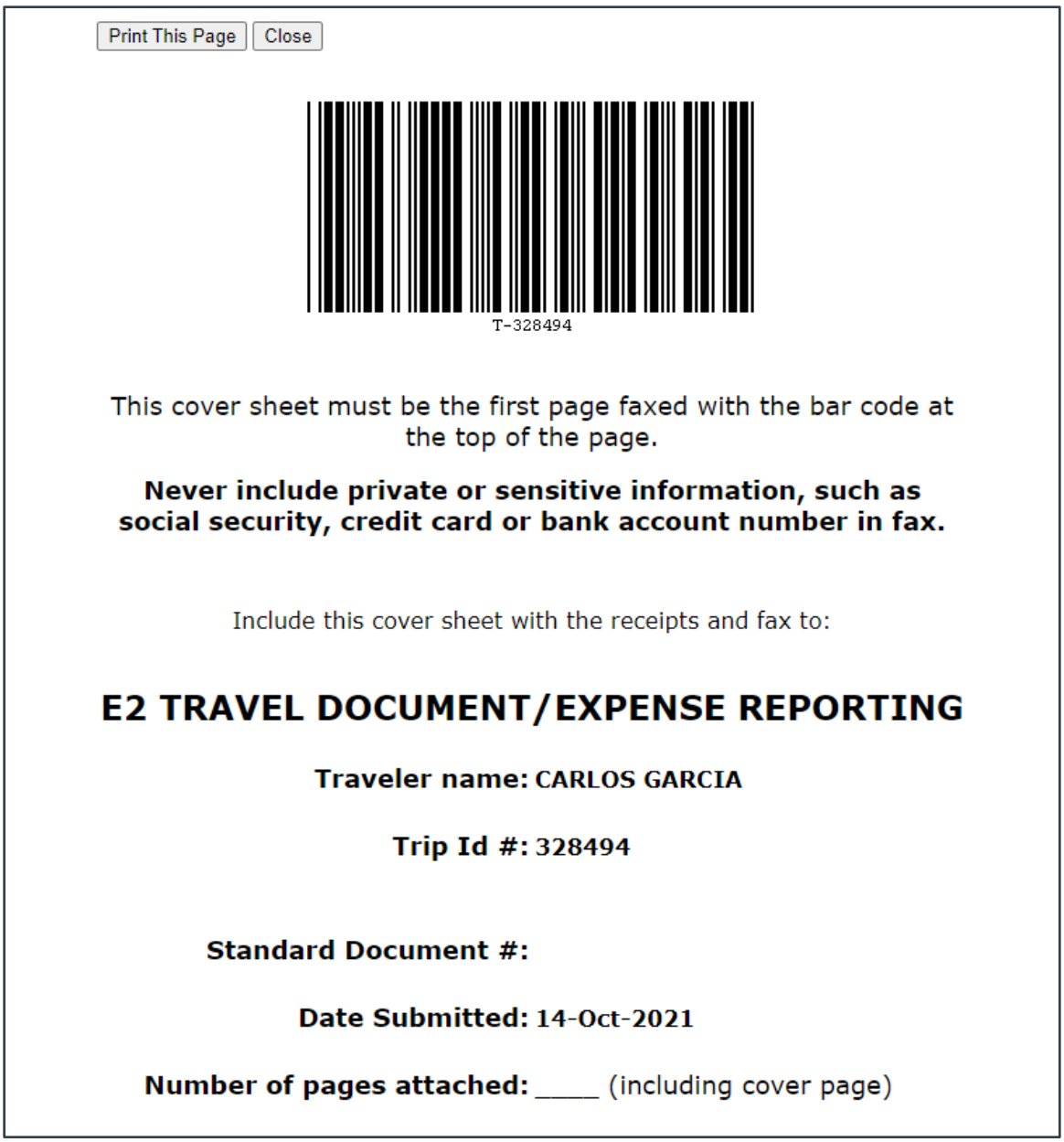


Figure 37: Fax cover page

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*.

8.2.2 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.

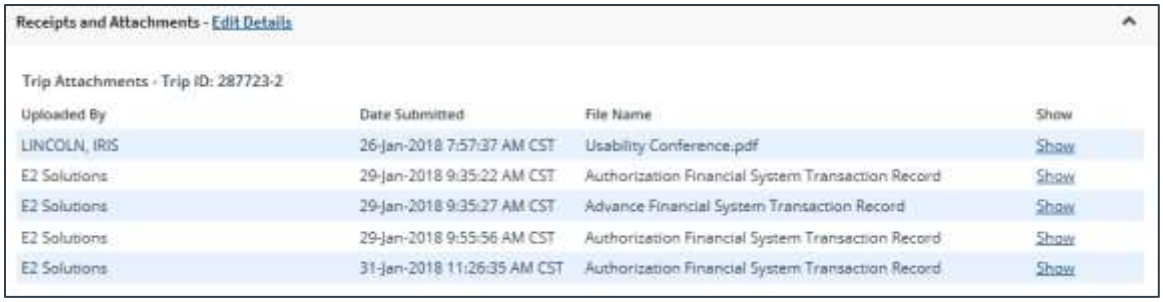


Figure 38: Voucher Summary — Receipts and Attachments section

8.2.3 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.

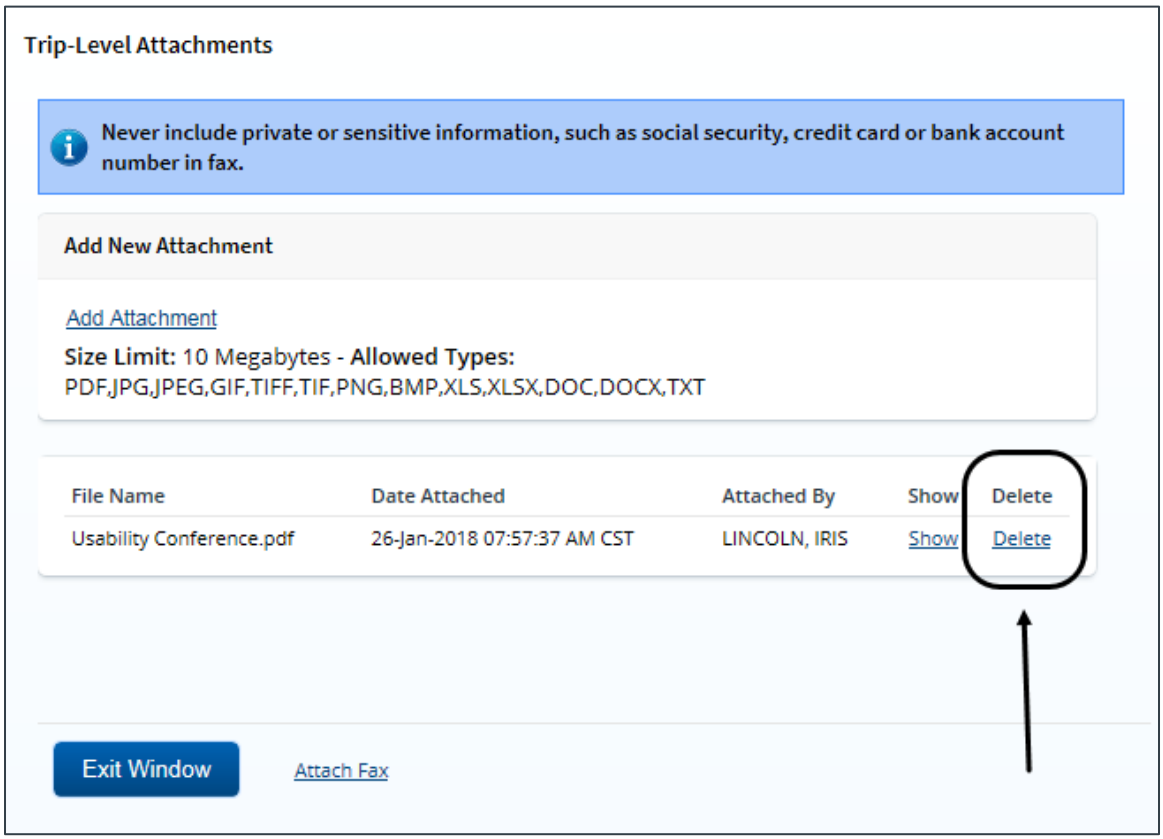


Figure 39: Trip-Level Attachments — Delete link

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.

8.3 Split Reimbursement of Meals and Incidental Expenses

If your M&IE expenses must be reimbursed directly to you (i.e., pay to traveler), you can divert all or part of that reimbursement to your travel charge card (TCC). This reduces the reimbursement made to you and increases the reimbursements made to your TCC.

Complete the following steps.

1. Click the **Override Pay To** link in the Other Actions section. This displays the Override Pay To window.

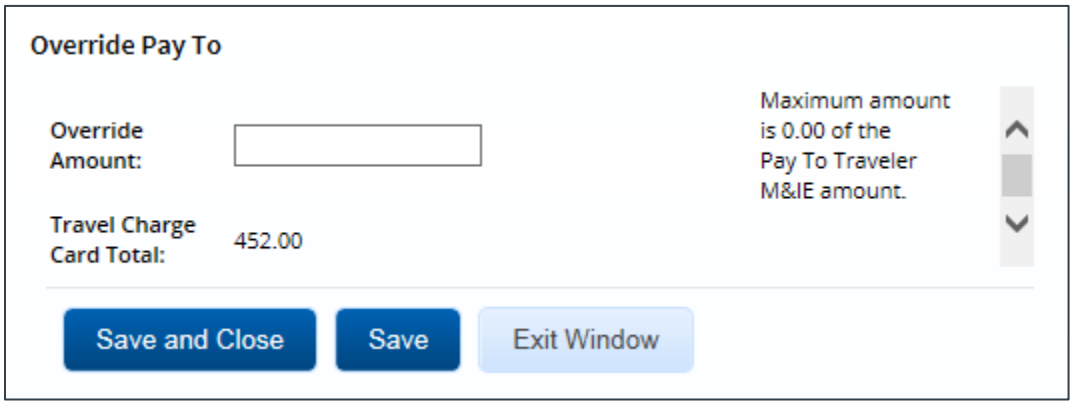


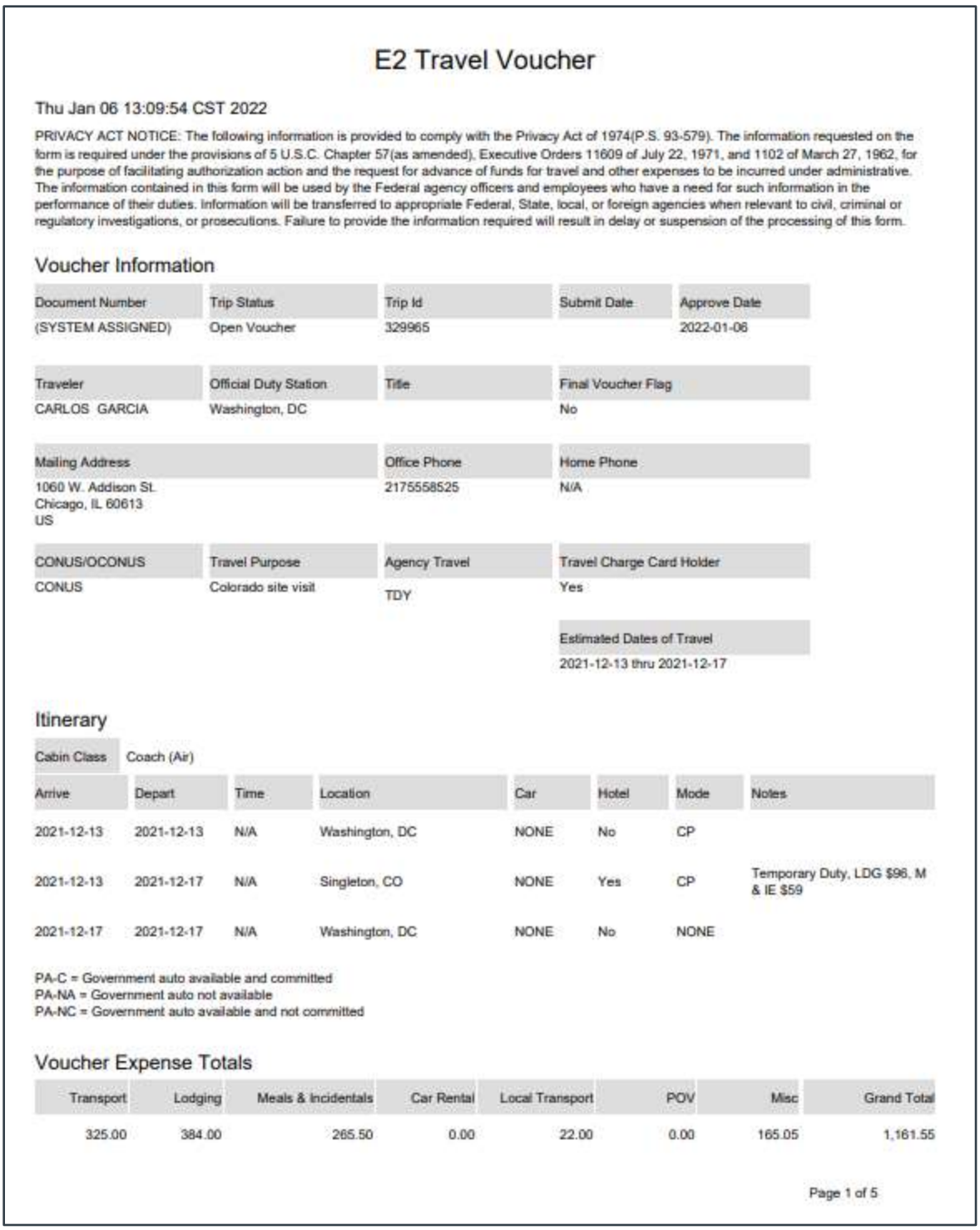
Figure 40: Override Pay To window

2. Enter the amount of "pay to traveler" M&IE disbursements you want to divert to your TCC in the **Override Amount** field.
3. Click **Save and Close** to save your entry and close the Override Pay To window.
4. Review the voucher's Payments and Liquidations workflow steps, if necessary, to review the reduced "pay to traveler" reimbursement.

8.4 Print the Voucher

Complete the following steps to review the 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.



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 11609 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	Trip Status	Trip Id	Submit Date	Approve Date
(SYSTEM ASSIGNED)	Open Voucher	329965		2022-01-06

Traveler	Official Duty Station	Title	Final Voucher Flag
CARLOS GARCIA	Washington, DC		No

Mailing Address	Office Phone	Home Phone
1060 W. Addison St. Chicago, IL 60613 US	2175558525	N/A

CONUS/OCONUS	Travel Purpose	Agency Travel	Travel Charge Card Holder
CONUS	Colorado site visit	TDY	Yes

Estimated Dates of Travel
2021-12-13 thru 2021-12-17

Itinerary

Cabin Class: Coach (Air)

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 41: Printable Voucher

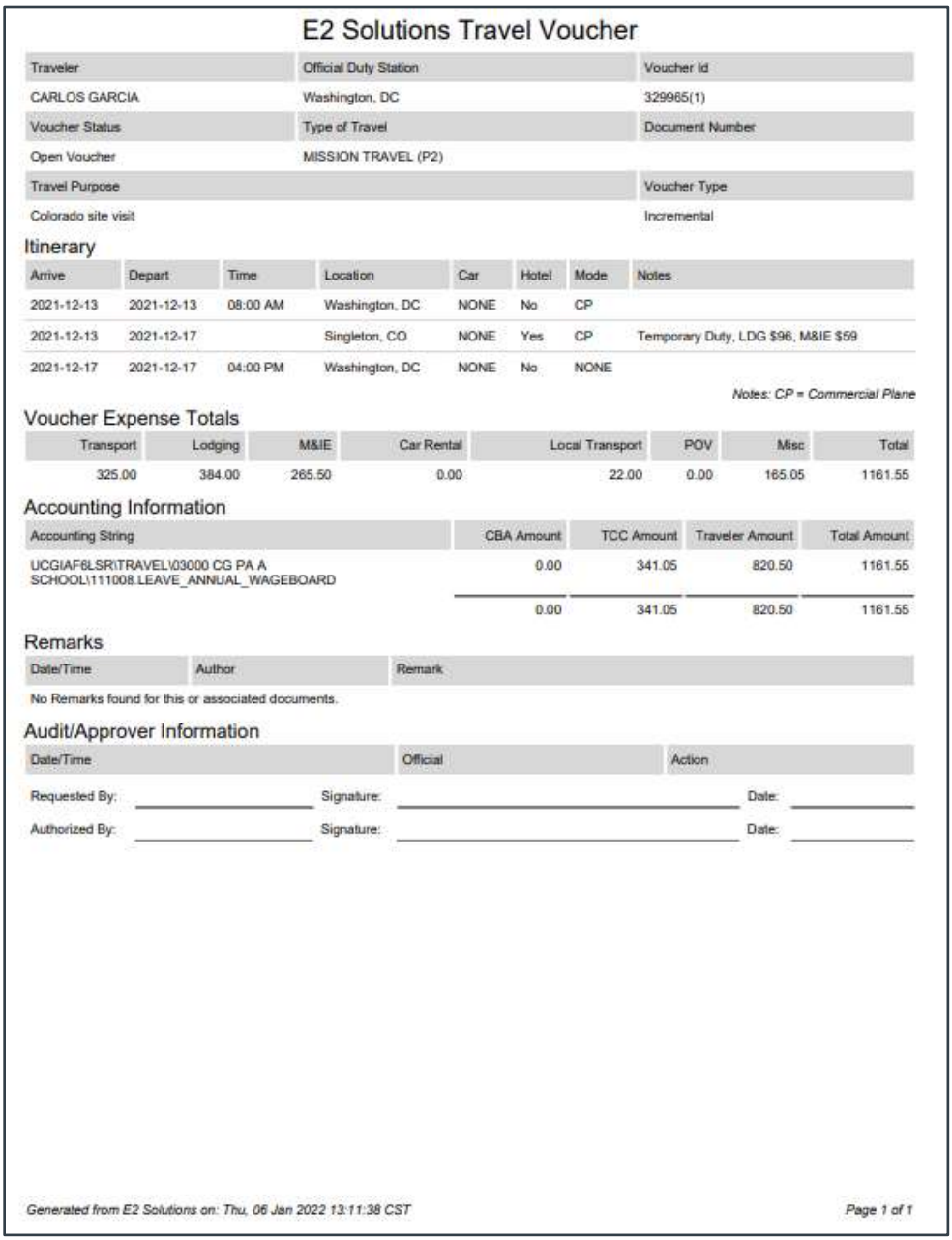
8.5 Compact Printable Voucher

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

The Privacy Act notice, travel advance information (when available), travel payment summary (when available), traveler payment details (when available), voucher expense summary, 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
UCGIAF6LSR\TRAVEL\03000 CG PA A SCHOOL\111008.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 42: Compact Printable Voucher

8.6 View Cost Variance

You can compare your actual expenses with the expenses you estimated when you planned your travel. Click the **View Cost Variance Summary** link in the Other Actions section to display the View Cost Variance Summary window.

- The header shows the trip duration in days (including breaks and leaves), 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 your estimated expenses and your actual expenses.
- Verify your total estimated expenses against your total actual expenses. You will not be able to submit your voucher if your actual expenses exceed what you were authorized to spend by 10% or more. Access the Trip Dashboard, and them amend the authorization to add additional funding for the trip. Once the amendment is approved, you can then create and submit your voucher.

***TIP**: If you need additional information about your original travel plans, click **Exit Window** to close the View Cost Variance Summary window and return to the voucher. Be sure all of your information is saved, click the **Trip Dashboard** tab, and then click the **Show** link for your authorization*.

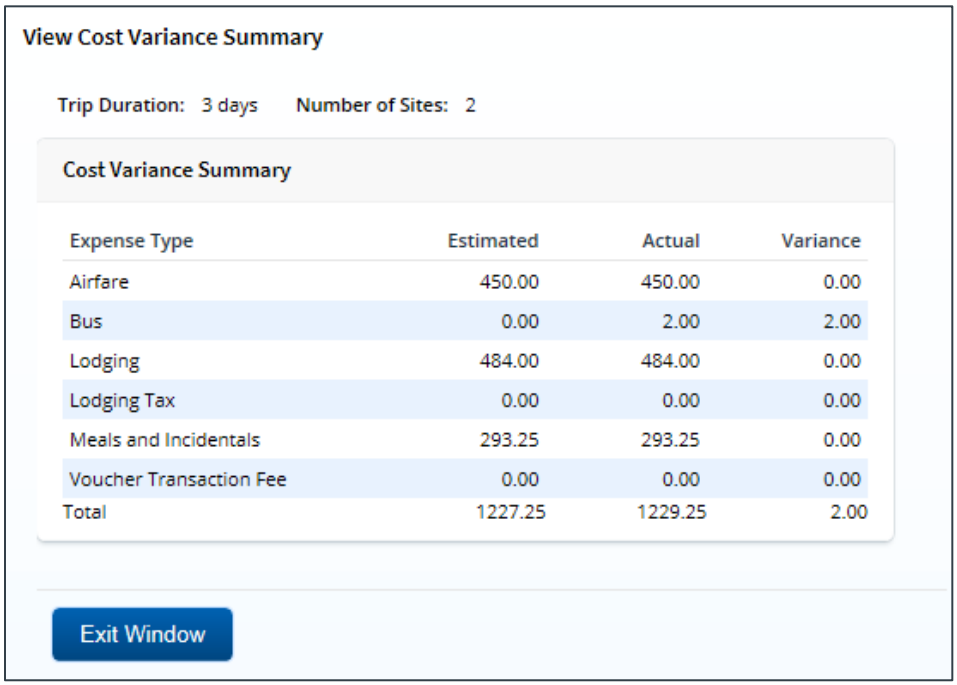


Figure 43: View Cost Variance Summary window

8.7 View a Daily Expenses Summary

You can view a summary of your travel expenses for each day. 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).

Click the **Daily Expenses Summary** link in the Other Actions section to display the View Daily Expenses Summary window.

- The Daily Expenses section shows a summary of all lodging, meals and incidentals, and other expenses for the day. Items that impact expense calculations for that day appear in the Other Information column.

- 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 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]*.
- If your 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.

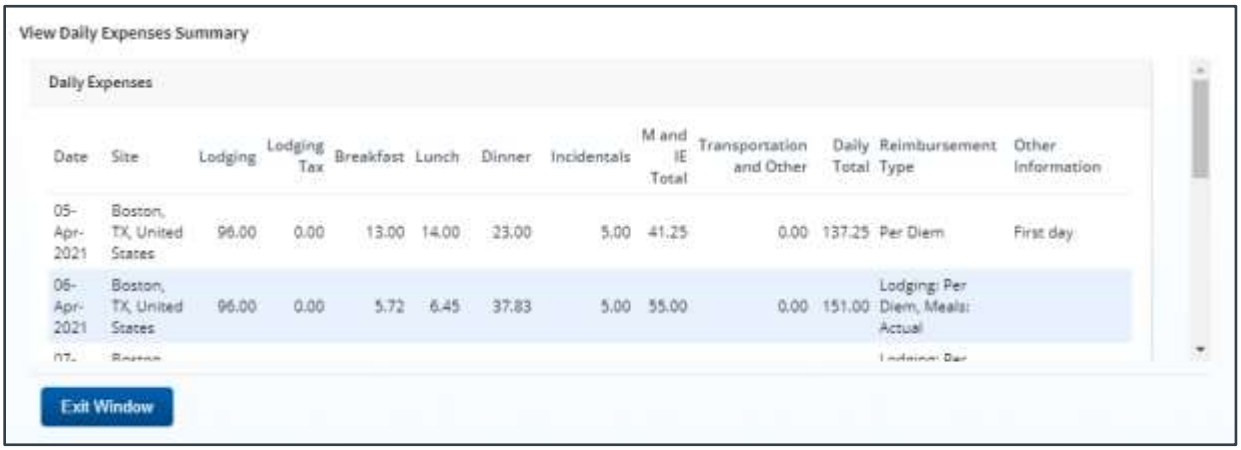


Figure 44: View Daily Expenses Summary window

8.8 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.

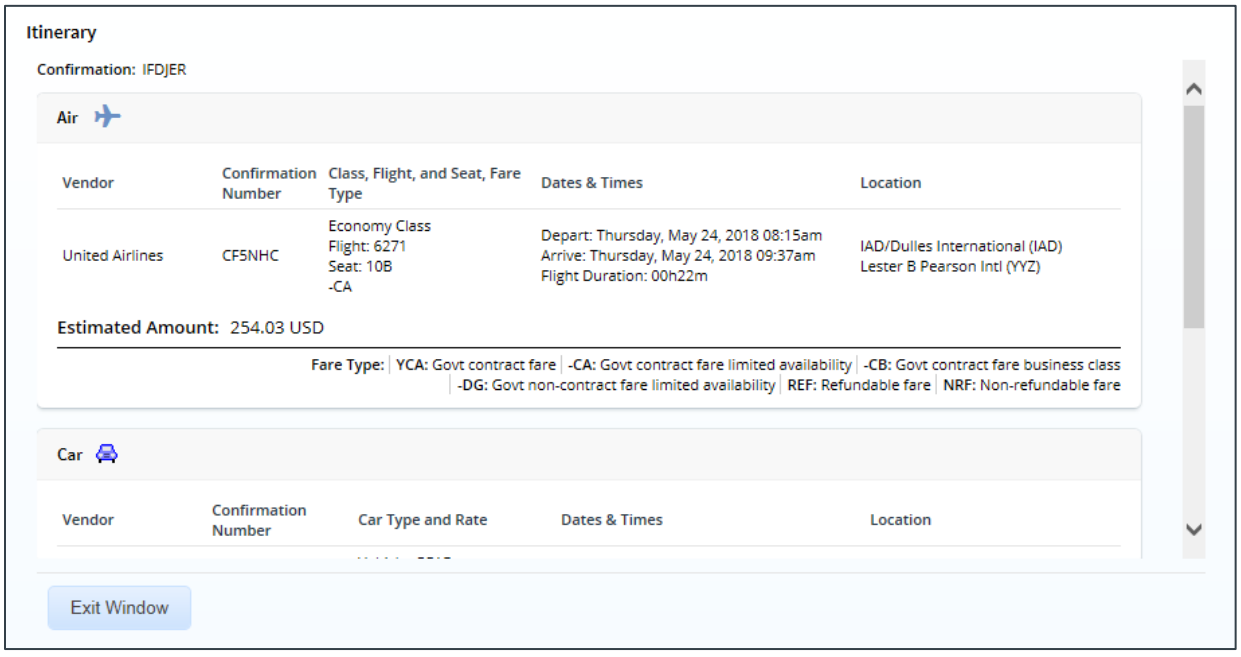


Figure 45: Itinerary window

8.9 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 an audit trail of actions taken on your 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

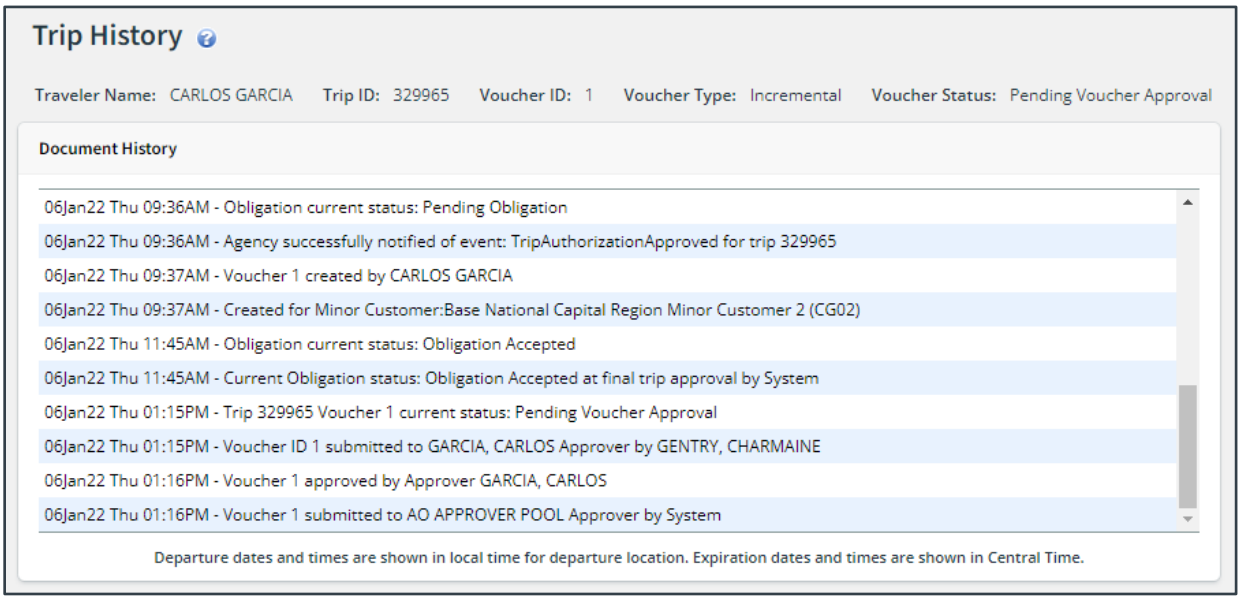


Figure 46: Trip History — Incremental Voucher

8.10 View Advance Details

If you received an advance for this 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.

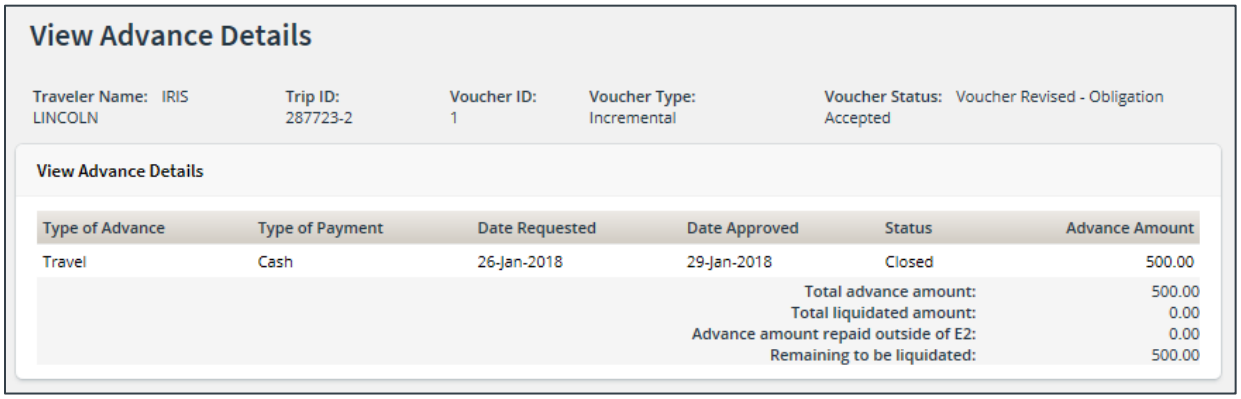


Figure 47: View Advance Details

8.11 View Open or Group Authorization Details

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

Figure 48: Open Authorization Details window

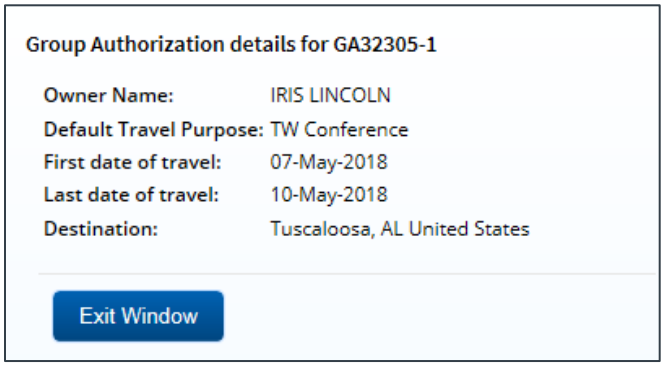


Figure 49: Group Authorization Details window

8.12 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.

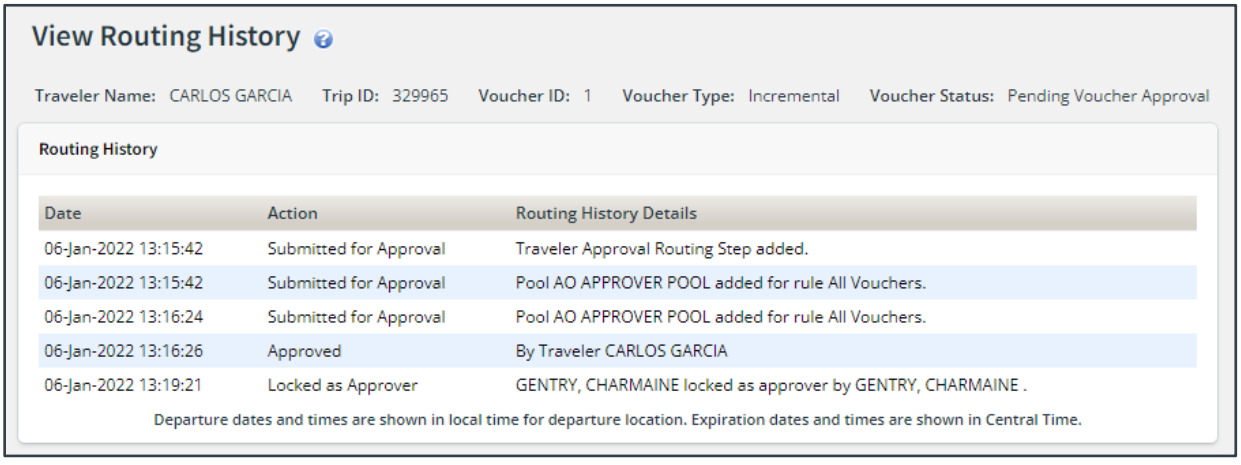


Figure 50: View Routing History — Voucher

8.13 View the Approval Routing Path

After you submit your voucher for approval, the system automatically assigns routing rules to the voucher, and additional links become available in the Other Actions section. (These links only appear after the voucher has been submitted for approval and the document has a *Pending Approval* status.)

Click the **View Routing Path** link in the Other Actions section to display the View Routing Path page, which allows you view the approval path for your voucher, and, in some circumstances, make changes.

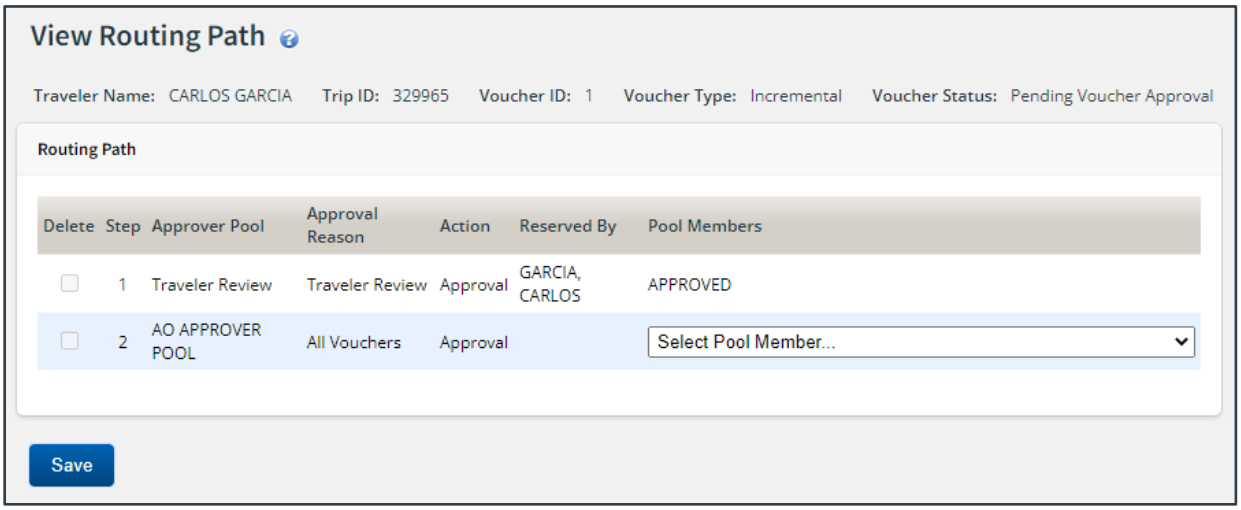


Figure 51: View Routing Path — Voucher

8.13.1 Change the Approver

If the approver responsible for the current step in your voucher's approval process is unavailable, you can 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. Be sure to save your changes.

8.14 View Payment History

After a voucher is approved and paid, click the **View Payments** link in the Other Actions section to display the View Payments page, which allows you to view the payment details, including the payment amounts and dates.

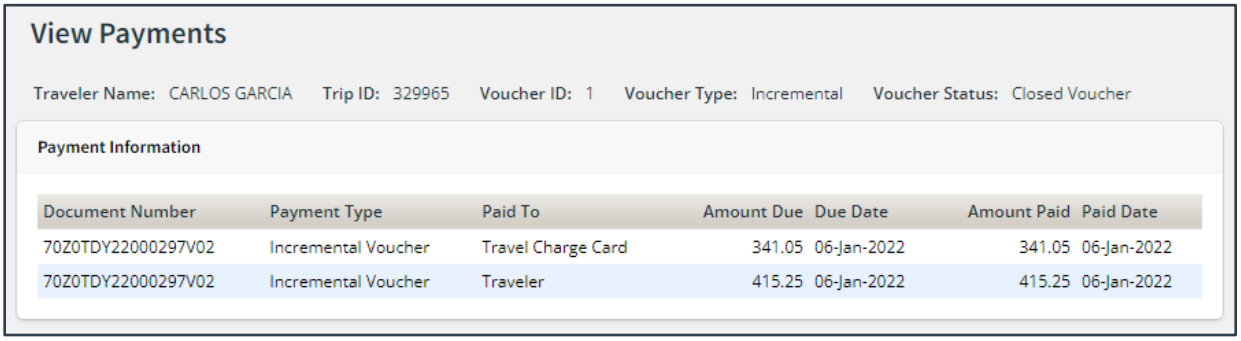


Figure 52: View Payments page

9 Extras

The Extras section on the left side of every workflow page contains links to additional functions that you may need to perform, but that may take you out of the document workflow. Extras actions include:

- Returning to the **Trips** tab
- Using a currency converter
- Delete the voucher
- Viewing or printing profile information

***TIP**: Always save any changes you have made before you click an Extras link*.

9.1 Return to the My E2 Trips Tab

Click the **Trips List** link in the Extras section to go to the My E2 **Trips** tab.

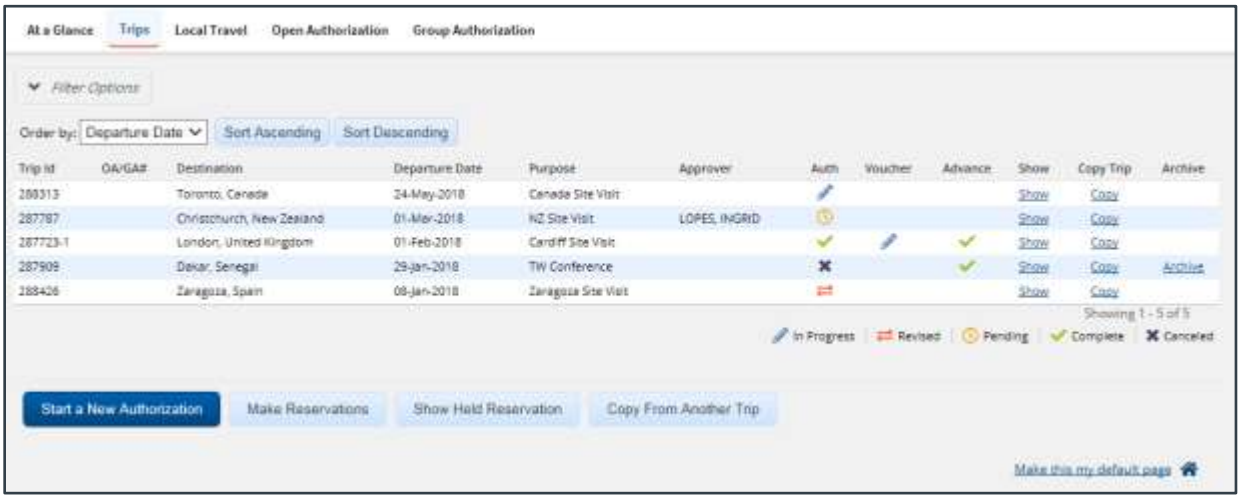


Figure 53: My E2 — Trips tab

9.2 Use a Currency Converter

Click the **Currency Calculator** link in the Extras section to view the OANDA currency converter in a new browser tab or window. (OANDA is an external web site and is not part of E2.)

***TIP**: This link is only available from the Voucher Expenses page if your trip includes a foreign destination*.

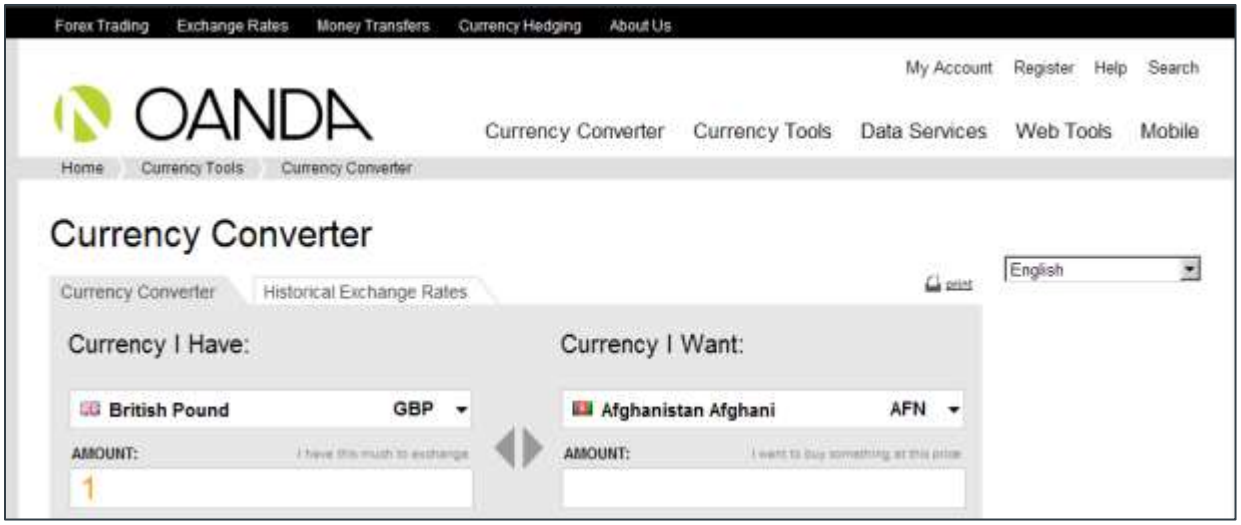


Figure 54: OANDA Currency Converter

9.3 Delete the Voucher

Click the **Delete Voucher** link in the Extras section. When the Confirm Action window displays, click **Confirm** to delete the voucher and return to the Trip Dashboard. A success message notifies you the voucher was successfully deleted.

***TIP**: You can also delete a voucher from the Trip Dashboard by clicking the **Delete** link in the Vouchers section.*

9.4 View or Print Profile Information

Click the **Printable Profile** link in the Extras section to display a printable version of the traveler's profile in a new browser window. Click **Print This Page** to print the information.

10 Performing a Traveler Review

If an arranger creates a voucher on your behalf, you are required to review the voucher as the initial step in the official approval process. Complete the following steps.

1. Click **My Approvals** on the task bar. This displays the Pending Approvals page.

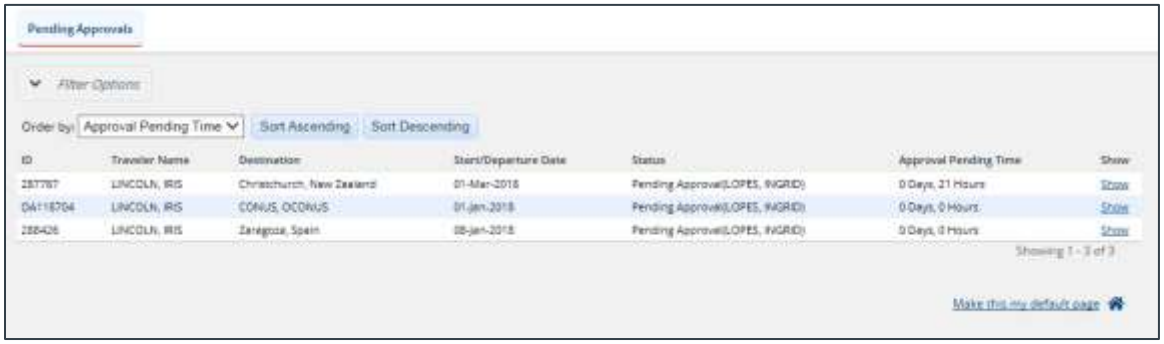


Figure 55: My Approvals — Pending Approvals tab

2. Click the **Show** link for the voucher. This displays the Voucher Summary page.
3. Review each section.
4. Click **Approve** when you are finished. This action sends the voucher into the normal approval process, and a Confirm Action window displays.
5. Read the acceptance policy. When you approve the voucher, this acceptance is logged and becomes part of the trip history.
6. Click **Confirm**.

10.1 Modifying the Voucher

If you need to make changes to a voucher that is pending your review, click the **Modify Voucher** button at the bottom of the Voucher Summary page. You are returned to the Basic Information page, and the voucher is no longer pending traveler review. You can edit the voucher, delete the voucher, or ask your arranger to make the necessary changes for you.

Follow the normal voucher workflow steps as outlined in this user guide to make changes, and then resubmit the voucher for approval.

11 Creating a Supplemental Voucher

A supplemental voucher is created, after your final voucher is complete, to cover travel expenses that you did not include on other vouchers.

If the **Create Voucher** button is available on the Trip Dashboard, you can create a voucher. E2 determines the type of voucher that is created, based on the status of the existing trip documents and your travel policy. The header displays the type of voucher created.

Figure 56: Voucher Basic Information — Supplemental Voucher heading

11.1 Rules

The following rules apply to supplemental vouchers.

- All standard voucher workflow steps are available, and optional workflow steps may also be available.
- The Basic Information page does not allow changes to the voucher cut-off date. The **Claim Expenses Between End Date** field defaults to the last day of the trip and cannot be changed.
- The Basic Information page does not allow selection of voucher finality (i.e., **For this trip this is the** field). This selection does not apply to supplemental vouchers. The incremental voucher that you selected as your final voucher for the trip retains the *Final* voucher type.

Figure 57: Trip Dashboard — Final and Supplemental voucher types

- All lodging, meals, and incidental expenses are ineligible to be claimed on a supplemental voucher.
- You can add new expenses.

12 Recalling a Voucher from the Approval Process

If you need to change a voucher after you submit it for approval, but before it completes the approval process, you can recall the document. (You can recall a voucher that is pending approval at any time until it receives final approval.) Recalling a document removes it from the approval process and changes the document's status from *Pending Approval* to *Revised*. You can make changes and then resubmit the voucher for approval.

Complete the following steps.

1. Locate the trip on the My E2 **Trips** tab.
2. Click the **Show** link. If the Voucher Summary page for the correct voucher displays, skip to step 6.
3. Click the **Trip Dashboard** tab.
4. Locate the voucher in the Vouchers section of the Trip Dashboard.
5. Click the **Show** link. This displays the Voucher Summary page for that voucher.

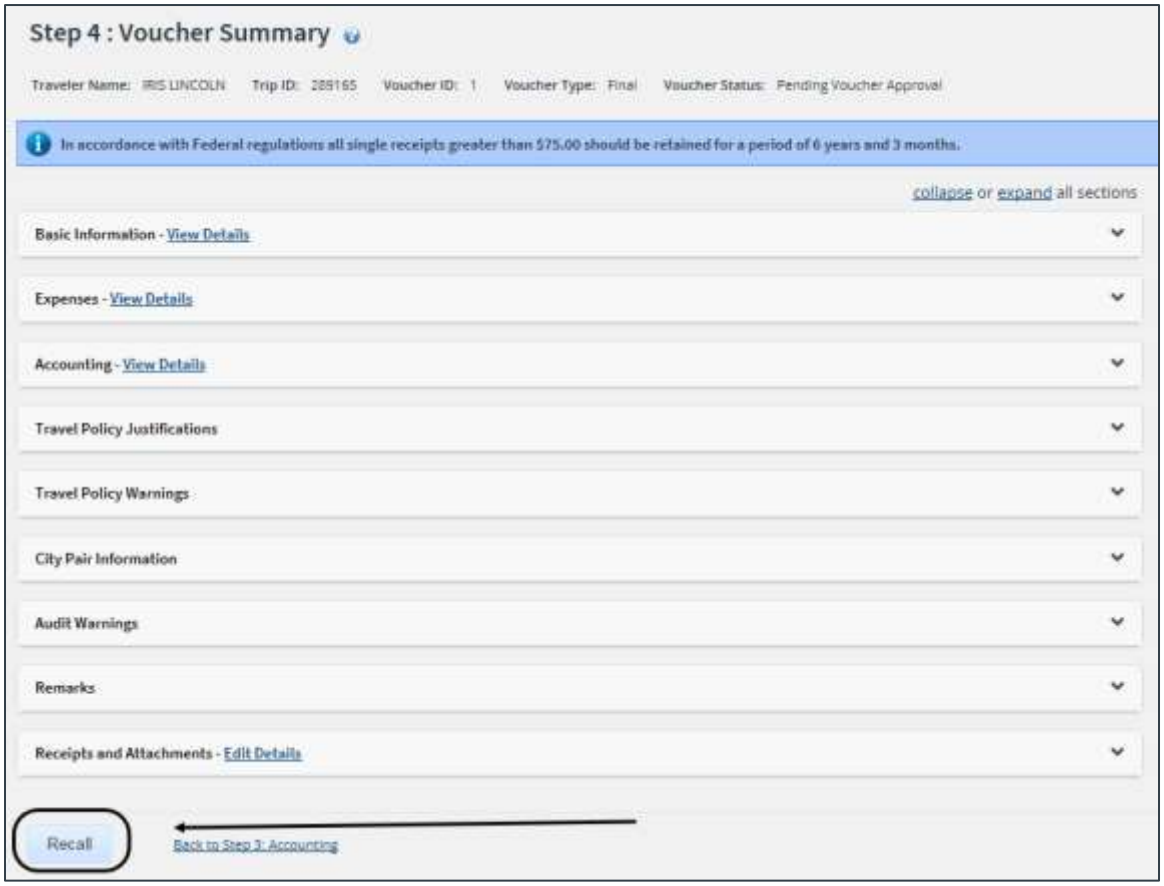


Figure 58: Voucher Summary — Recall button

6. Click **Recall**. This displays a Confirm Action window.
7. Click **Confirm**. The status of the document changes to *Voucher Revised*.
8. Make your changes and then resubmit the voucher for approval.

13 Revision History

Date	Description	Release
01/2022	Document creation	22.1

14 Trademark and Copyright

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