

USCG UG60: Creating Open Authorizations

Planning for Future Travel
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1 Introduction

This document contains information regarding the open authorization 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 Automated vs. Manual Open Authorizations

There are two types of open authorizations used by USCG — automated and manual. This document covers the process of manually creating an open authorization in E2 Solutions. Items pertaining to the automated process will be noted when applicable.

An automated open authorization (OA) is created outside of E2 Solutions. E2 receives the information from an outbound FSMS purchase order that originated in USCG's Direct Access system, and uses it to create the document in the traveler's Open Authorizations list as an approved OA. Once the approved OA has been created in E2, trips can be created under it, and it can be closed once all necessary trips have been created. If modifications are required for the approved OA, however, it must be amended via Direct Access. Open authorizations that need to be closed or cancelled before any associated trips have been created must also be handled in Direct Access.

Open authorizations can also be manually created, approved, and amended in E2 Solutions. A traveler or arranger can create the OA, and then submit it for approval by the Funds Manager and AO routing pools in E2. Once the OA is approved, the traveler can create individual trips under the OA, as well as amend and/or close it in E2.

Travelers will receive an email when an OA is approved, regardless of whether it is an automated or manual OA, and they can then begin creating their individual trips.

1.2 Understanding Travel Authorizations

In E2 Solutions (E2), an authorization is a request to travel. There are several types of authorizations, outlined in the following table. The user guide covers creating and amending open authorizations (OAs), and creating a trip under an OA.

Authorization Type	Description
Trip-by-Trip	A simple request to travel. This is a one-time request for a specific travel itinerary. Also called "TDY travel."
Open (Blanket) Authorization	An open authorization (often known as a "blanket authorization" or OA) is a preapproved request to travel at a future date. It may be limited to specific time periods, locations, or maximum costs. An open authorization can cover trips for up to one fiscal year.
Trip Under an Open Authorization	After an open authorization is approved, you can create requests to travel under the OA. As long as the individual travel request conforms to all of the properties and limitations of the open authorization, it automatically inherits the approval status of the open authorization and does not require additional approval steps.
Group Authorization	A request for a group of travelers to go to a common destination or itinerary. The group authorization allows each traveler to depart from (and return to) their own home site.
Trip Under a Group Authorization	After the group travel authorization is complete and approved, each traveler is notified that they can create an authorization for travel under the GA. As long as

Authorization Type	Description
Dependent Travel	the individual authorization conforms to all of the properties and limitations of the group authorization, it automatically inherits the approval status of the group authorization and does not require additional approval steps. This is a request to travel for a dependent (e.g., spouse, child). Dependent travel requests may be single requests, or may be requests to travel under an open authorization. There are specific restrictions that apply to dependent travel.

NOTE: *Trips created under an OA are also available for amendment. The process is the same as amending an authorization. (Refer to UG26 – Amending Authorizations for more information on this process.) OAs have an identifying number that appears in the OA/GA# column of the trips list.*

2 The Workflow Workspace

Each time you create an open authorization, you enter a document workflow. Each page you encounter is a step in the workflow and includes the following items:

- [Left side navigation](#) and links to optional features, functions, and secondary actions
- [Header](#) with general traveler and document information
- [Main area](#), where you enter or select information
- [Buttons and links](#), below the main area, allow you to complete a step
- Dynamic message area, which appears below the header and may include agency- or workgroup-specific information, warnings, and errors
- Help icon () links to online help for the page or window

2.1 Left Side Navigation

The left side of the page provides links to navigate the main workflow process and to perform other related functions. Left side navigation includes:

- **Workflow steps** – Each step is a link and can be used to go to that place in the workflow, when necessary. You must complete the first workflow step (i.e., Step 1: Open Authorization Basic Information) before the other workflow steps are enabled.
- **Other Actions** – Links to functions that are not part of the basic workflow. These links only appear if the function is available to you, based on the state of the document and related travel policies. If no actions are available, Other Actions links do not appear on the page.
- **Extras** – Links to additional actions. These links may take you out of the document workflow. Common Extras links include leaving the workflow to view a document list or deleting the current document.

2.2 Document Header Information

The header section is just below the page banner and appears on every workflow page.



Figure 1: Open Authorization Travel Details — Page header

For open authorizations, the header always includes:

- The name of the traveler
- OA ID
- Status information

2.3 Main Area

The main area of each page allows you to enter or select the information needed to complete the workflow step.

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available	Add to Favorites	Delete
DOED Account Code	0202M2016.A.2016.FN00000.SN2.21010.A.000.000.N.00	\$0.00	\$ 25000.00	100.00%	186761.39	Add	Delete
Total:			\$25000.00	100.00%			
Remaining amount to be allocated:			\$0.00				
Total claim amount:			\$25000.00				

Select Account Codes

[Save and Next Step](#)
[Save](#)
[Back to Step 3: Expense Details](#)

Figure 2: Open Authorization Accounting — Main area

2.4 Buttons and Links

Buttons and links display at the bottom of the main area. (You may need to scroll to the bottom of the page or window for these buttons to display.)

- When you have completed entering or selecting information, click the primary button (always shown in bold and located on the left side) to continue to the next step in the workflow. **Save and Next Step** is a common primary button.
- Secondary buttons display to the right of the primary button. In general, a secondary button will allow you to save your input without moving to the next step in the process. **Save** is a common secondary button.
- Links that display next to the buttons at the bottom of the page allow you to return to the previous step in the process. For example, on the Open Authorization Accounting page, the **Back to Step 3: Expense Details** link returns you to the Open Authorization Expense Details page.

TIP: If you have entered information on a page, be sure to save that information before you return to a previous step in the process.

2.5 Dashboards

In E2, open authorizations are a way to pre-plan up to a year of travel and receive approval before making specific travel plans. Each authorization you create under the OA is part of a specific trip. That trip is then tied to the OA. An OA will typically have multiple trips associated with it. The dashboard concept provides a way for you to view and execute actions related to your OA, as well as manage the trips associated with the OA.

When you create an open authorization, you are taken directly into the open authorization workflow. After you have completed the first step in the process, the open authorization is assigned a specific OA ID. The ID is a unique identifier that is used to track the OA and all of the individual trips covered by the OA. When you access the open authorization again, a tabbed interface displays — one tab is **OA Dashboard**, while the other is **Open Authorization**.

NOTE: Depending on the status of the document you are accessing, you may be taken directly to the document workflow (i.e., **Open Authorization** tab) or to the dashboard (i.e., **OA Dashboard** tab).

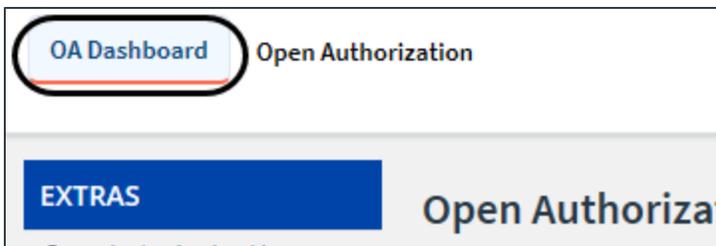


Figure 3: OA Dashboard and Open Authorization tabs

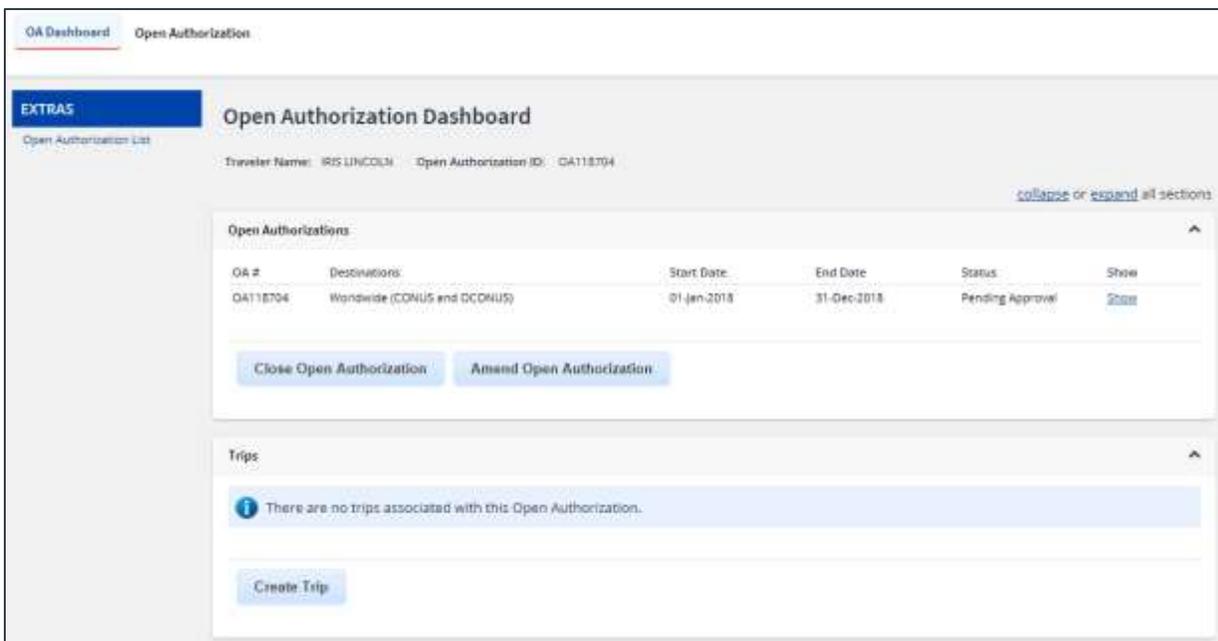


Figure 4: Open Authorization Dashboard — Manual Open Authorization

3 Getting Started

There are two ways to start an open authorization in E2. From your My E2 page:

- Select *Create Open Authorization* from the **Start a Travel Document** list on the **At a Glance** tab.

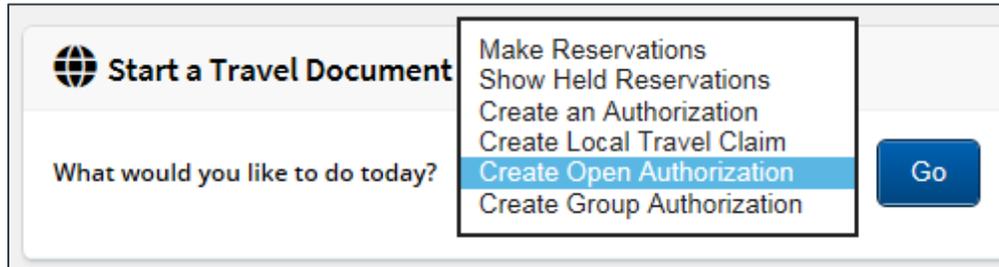


Figure 5: Start a Travel Document — Create Open Authorization option

- Select the **Open Authorization** tab, and then click **Start a New Open Authorization**.

You can also access open authorizations that were previously started but not completed:

- Select the My E2 **Open Authorization** tab, locate the OA on the list, and then click the **Show** link.
- From the My E2 **At a Glance** tab, click the link for the OA in the To Do List. Depending on the number of documents requiring your attention, however, this link may not always be available.

4 Completing the Basic Information Step

The Basic Information step allows you to select the settings that will apply to all trips created under the OA, including type and purpose of all travel, and first and last days of travel allowed.

When you complete and save the Basic Information page, E2 creates the OA document and assigns it a document ID. If you navigate away from the Basic Information page before you save your input, your selections are not retained and the OA is not created.

From the My E2 **At a Glance** tab, complete the following steps.

1. Select *Create Open Authorization* from the **Start a Travel Document** list.
2. Click **Go**. This displays the Open Authorization Basic Information page.

Step 1 : Open Authorization Basic Information

Traveler Name: CARLOS GARCIA Open Authorization ID: New Open Authorization Status: New

Basic Information

Open Authorization Purpose*

First date of travel*

Last date of travel*

Allowable types of travel* All Travel Types

- ATTEND COURT/TRIAL (P2)
- CONFERENCE ATTENDANCE (P4)
- CONFERENCE PRESENTOR (P4)
- DEPOSITIONS (P2)
- EMERGENCY TRAVEL (P1)
- ENTITLEMENT TRAVEL (P2)
- EVACUATION DEPENDENT TVL (P1)
- EVACUATION TRAVEL (P3)
- INVTL (FRGN NATIONALISTS) (P2)
- INVTL (ILLNESS OR DEATH) (P1)
- INVTL (NON-CG EMPLOYEE) (P2)
- MEDICAL ATTENDENT/ESCORT (P1)
- MEDICAL PATIENT (P1)
- MISSION TRAVEL (P2)
- OFFICIAL MEETINGS (P2)
- OTHER TRAVEL (P2)
- PCS DEPENDENT TRAVEL (P6)
- PCS/COT TRAVEL (P6)
- PCS/EARLY RETURN OF DPS (P6)
- PCS/RELOCATION (P6)
- PCS/RETIREMENT (P6)
- PCS/SEPERATION FULL (P6)
- PCS/SEPERATION OVER 90PCT (P6)
- PCS/STATION TO STATION (P6)
- PCS/STUDENT TRAVEL (P6)
- SITE VISIT (P2)
- SPECIAL AGENCY MISSION (P3)
- SPEECH OR PRESENTATION (P2)
- SURGE CAPACITY TRAVEL (P3)
- TRAINING (P5)

Document Number: (System Assigned)

*Required

Figure 6: Open Authorization Basic Information page

3. Enter the required information.
 - a. Enter the purpose of the OA in the **Open Authorization Purpose** field.

***NOTE:** The **Open Authorization Purpose** field is for the OA only. When you create a trip under this OA, you will still need to enter a specific travel purpose for that trip.*
 - b. Establish the range of dates during which you can schedule travel under the OA. The maximum range is one year.
 - **First date of travel** – Enter the first day travel is allowed under the OA in the field, or click the calendar icon and select a date from the drop-down calendar.
 - **Last date of travel** – Enter the last day travel is allowed under the OA in the field, or click the calendar icon and select a date from the drop-down calendar.
 - c. Use the **Allowable types of travel** check boxes to select the types of travel allowed for all trips created under the OA.
 - You can select multiple types of travel, if available.
 - Click the **All Travel Types** check box to allow all travel types.
 - When you create a trip under this OA, the types of travel available to you, in the **Type of Travel** drop-down list on the authorization's Basic Information page, will be restricted to the selections you make here.
 - If you are amending an OA, you can add, but not remove, types of travel.
 - d. You can ignore the **Document Number** field. E2 automatically assigns a document number when the open authorization is submitted for approval. This field is used by the financial system during OA processing and payment.
4. Click **Save and Next Step** to move to the next step in the open authorization process.

5 Completing the Travel Details Step

Use the Travel Details page to select your allowed destinations, sites, and transportation modes.

Step 2 : Open Authorization Travel Details ?

Traveler Name: IRIS LINCOLN Open Authorization ID: OA118704 Open Authorization Status: New

Travel Details

Allowed destinations:* ▼

Restrict to specific sites: Add Site

Allowed transportation:* (Minimum of one)

<input type="checkbox"/> All Commercial modes of transportation <input type="checkbox"/> Commercial Auto <input type="checkbox"/> Commercial Bus <input type="checkbox"/> Commercial Plane <input type="checkbox"/> Commercial Rail <input type="checkbox"/> Commercial Vessel <input type="checkbox"/> Taxi <input type="checkbox"/> All Other modes of transportation <input type="checkbox"/> Not Applicable / No Cost	<input type="checkbox"/> All Government modes of transportation <input type="checkbox"/> Govt Auto <input type="checkbox"/> Govt Plane <input type="checkbox"/> All Private modes of transportation <input type="checkbox"/> Private Auto <input type="checkbox"/> Private Motorcycle <input type="checkbox"/> Private Plane
---	--

*Required

Save and Next Step
Save
Back to Step 1: Basic Information

Figure 7: Open Authorization Travel Details page

Complete the following steps.

1. Select one of the following options from the **Allowed destinations** drop-down list.
 - **Inside the Continental U.S. (CONUS)** – Select this option to allow travel to all destinations *within* the continental United States.
 - **Outside the Continental U.S. (OCONUS)** – Select this option to allow travel to all destinations *outside* the continental United States, including the U.S. states of Alaska and Hawaii, all off-shore U.S. territories, possessions, and insular areas (e.g., American Samoa, Guam, the U.S. Minor Outlying Islands, Puerto Rico, and the U.S. Virgin Islands), and other non-U.S. countries.
 - **Worldwide (CONUS and OCONUS)** – Select this option to allow travel to all sites worldwide, including continental U.S. sites.

NOTE: Field availability and selections are restricted when you amend the open authorization if a trip has already been created under the original OA. If you originally selected Worldwide (CONUS and OCONUS), the **Allowed destinations** drop-down list is disabled and cannot be changed. If you originally selected Inside the Continental U.S. (CONUS) or Outside the Continental U.S. (OCONUS), you may change your selection in the **Allowed destinations** field to Worldwide (CONUS and OCONUS). You will not be allowed, however, to change CONUS to OCONUS or OCONUS to CONUS.

2. Use the [Restrict to specific sites field](#) to restrict travel to specific locations or all locations within a state or country.
3. Use the **Allowed transportation** check boxes to select the types of transportation allowed under the OA. Selecting any of the **All** check boxes allows all types under that selection.
4. Click **Save and Next Step** to move to the next step in the OA process.

5.1 Restrict to Specific Sites

In addition to the **Allowed destinations** field, the **Restrict to specific sites** field allows you to further restrict travel under the OA to specific locations, or to all locations within a state or country. Choose from the following methods.

5.1.1 One or Several Sites

Complete the following steps to restrict travel to one or several sites.

1. Enter three or more characters of the site name in the **Restrict to specific sites** field. E2 generates a list of all sites within the selected **Allowed destinations** value that match your entry. For example, a *Worldwide (CONUS and OCONUS)* search done with a site name starting with *Ban* will result in the following list.

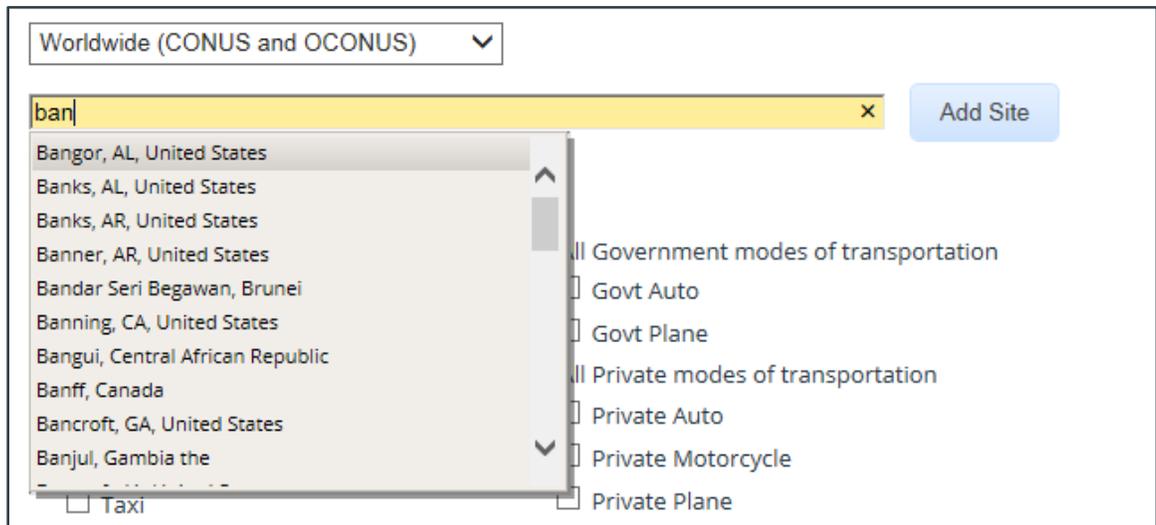


Figure 8: Open Authorization Travel Details — Site Selection

2. Click the name of the site. The name appears in the **Restrict to specific sites** field, and the **Add Site** button becomes enabled.
3. Click **Add Site**. The site is added to the Site list, as shown in the following figure.

TIP: Click the **Delete** link to the right of a site name to delete that site from the list.

Advanced Site Selection

Site	Delete
Banff, Canada	Delete

Figure 9: Open Authorization Travel Details — Site list

- Repeat steps 1–3 for each site you want to add.

5.1.2 Sites Within a U.S. State

Complete the following steps to restrict travel to selected sites within a specific U.S. state.

- Click the **Advanced Site Selection** link. This displays the Site Selection window with the **Search for Location** tab selected.

Site Selection

Search for Location Advanced Site Selection

Search for Location

Country: United States

State:** Select One

Site:**

Rate valid on: 01-Jan-2018

**State or site required if country is United States.

Search

Select and Close Select Exit Window

Figure 10: Site Selection — Search for Location tab

- The **Country** field is set to *United States* by default. Select the state to which travel is restricted from the **State** drop-down list.

- For *Inside the Continental U.S. (CONUS)*, all states except Alaska and Hawaii appear in the list.
 - For *Outside the Continental U.S. (OCONUS)*, only the states of Alaska and Hawaii appear in the list.
 - For *Worldwide (CONUS and OCONUS)*, all 50 states appear in the list.
3. Enter at least the first character of the site name in the **Site** field.
 4. Click **Search**. All sites starting with the characters you entered display in the search results.

The screenshot shows the 'Site Selection' window with two tabs: 'Search for Location' (selected) and 'Advanced Site Selection'. The search criteria are: Country: United States, State: Missouri, Site: di, and Rate valid on: 01-Jan-2018. Below the search criteria is a 'Search' button. The search results are displayed in a table with columns: Select, Location, Custom Site, County, State, Daily M&IE, and Daily Lodging. The 'Select' column contains checkboxes for each row. The rows are: Diamond (Newton County, MO, 51.00, 93.00), Diehlstadt (Scott County, MO, 51.00, 93.00), Dillard (Crawford County, MO, 54.00, 130.00), Dixon (Pulaski County, MO, 51.00, 93.00), and Standard Rate (For Alaska & Hawaii See App B, 51.00, 93.00). At the bottom of the window are three buttons: 'Select and Close', 'Select', and 'Exit Window'.

Select	Location	Custom Site	County	State	Daily M&IE	Daily Lodging
<input type="checkbox"/>	Diamond		Newton County	MO	51.00	93.00
<input type="checkbox"/>	Diehlstadt		Scott County	MO	51.00	93.00
<input type="checkbox"/>	Dillard		Crawford County	MO	54.00	130.00
<input type="checkbox"/>	Dixon		Pulaski County	MO	51.00	93.00
<input type="checkbox"/>	Standard Rate		(For Alaska & Hawaii See App B)		51.00	93.00

Figure 11: Site Selection — State and Site search results

5. Click the **Select** check box for each site you want to add.
6. Click **Select and Close** to save your selection(s) and close the Site Selection window. The sites are added to the Site list on the Open Authorization Basic Information page.

5.1.3 All Sites Within a U.S. State

Complete the following steps to restrict travel to all sites within a U.S. state.

1. Click the **Advanced Site Selection** link. This displays the Site Selection window with the **Search for Location** tab selected.
2. Click the **Advanced Site Selection** tab.

The screenshot shows a 'Site Selection' window with the 'Advanced Site Selection' tab active. Under 'Search for Location', the 'Advanced Site Selection' button is highlighted. Below, 'Allowed Destinations' is set to 'Worldwide (CONUS and OCONUS)'. The 'Country:*' dropdown is set to 'United States' and the 'State' dropdown is set to 'Illinois'. At the bottom, there are three buttons: 'Add all sites in Country', 'Add all sites in State', and 'Exit Window'. An arrow points from the 'Add all sites in State' button to the 'State' dropdown menu.

Figure 12: Site Selection — Advanced Site Selection tab

3. Select the state to which travel is restricted from the **State** drop-down list.
4. Click **Add all sites in State**.

5.1.4 Sites Within a Country

Complete the following steps to restrict travel to selected sites within a country.

TIP: *American Samoa, Guam, Johnston Atoll, Midway Islands, Northern Marianas Islands, Puerto Rico, Virgin Islands (U.S.), and Wake Island display as countries in the Site Selection window. Use the **Country** drop-down list select these locations.*

1. Click the **Advanced Site Selection** link. This displays the [Site Selection window](#) with the **Search for Location** tab selected.
2. Select the country to which travel is restricted from the **Country** drop-down list.
3. Click **Search**. All available sites in the selected country display in the search results.
4. Click the **Select** check box for each site you want to add.
5. Click **Select and Close** to save your selection(s) and close the Site Selection window. The sites are added to the Site list on the Open Authorization Basic Information page.

5.1.5 All Sites Within a Country

Complete the following steps to restrict travel to all sites within a specific country.

1. Click the **Advanced Site Selection** link. This displays the Site Selection window with the **Search for Location** tab selected.
2. Click the [Advanced Site Selection tab](#).
3. Select the country to which travel is restricted from the **Country** drop-down list.
4. Click **Add all sites in Country**.

5.1.6 Site That Does Not Appear in the Search Results

Only per diem sites appear in the search results on the Site Selection window. If the site for which you are searching is not a per diem site, complete the following steps to enter the site location.

1. Click the **Advanced Site Selection** link. This displays the [Site Selection window](#) with the **Search for Location** tab selected.
2. Select the country where the site is located from the **Country** drop-down list.

3. If you selected *United States* as the country, select the state in which the site is located from the **State** drop-down list.
4. Click **Search**.
5. Scroll to the bottom of the list and select from the following options. Each option displays a Confirm Selection window.
 - If the county in which your site is located appears on the list, select it, and then click **Select and Close**.

Select	Location	Custom Site	County	State	Daily M&IE	Daily Lodging
<input type="checkbox"/>	Shelbyville		Shelby County	IL	51.00	93.00
<input type="checkbox"/>	Shelby County		Shelby County	IL	51.00	93.00
<input type="checkbox"/>	Standard Rate		(For Alaska & Hawaii See App B)		51.00	93.00

Figure 13: Site Selection — U.S. County and Standard Rate options

- If the county in which your site is located is not included on the list, select *Standard Rate*, and then click **Select and Close**.
 - For countries other than the United States, select *Other*, and then click **Select and Close**.
6. Enter the name of the site in the **Specific Site** field.

Confirm Selection

Enter specific sites for the following:

Location	Specific Site
Standard Rate, United States	<input style="width: 90%; height: 20px;" type="text"/>

Figure 14: Confirm Selection — Standard Rate, Specific Site field

7. Click **Save and Close**.

6 Completing the Expense Details Step

The Expense Details page allows you to limit expenses related to the OA. Your travel policy requires you to enter total OA estimated expenses (i.e., total of estimated expenses for all trips under the OA). Trips created under the OA that cause the total OA limitation to be exceeded require additional approval.

Step 3 : Open Authorization Expense Details

Traveler Name: CARLOS GARCIA Open Authorization ID: OA43019 Open Authorization Status: New

Expense Details

Per trip expenses limit:

Total OA expenses limit:*

Allow travel advances: Advances are not allowed during trip creation
 After trip creation

Allow reimbursement types: Actual lodging
 Actual M&IE
 Zero Expenses

*Required

[Save and Next Step](#) [Save](#) [Back to Step 2: Travel Details](#)

Figure 15: Open Authorization Expense Details page

Complete the following steps.

1. USCG does not require you to enter a per trip expense limit, so the **Per trip expenses limit** field may remain blank.
2. Enter the maximum amount allowed for all combined trips under this OA in the **Total OA expenses limit** field.

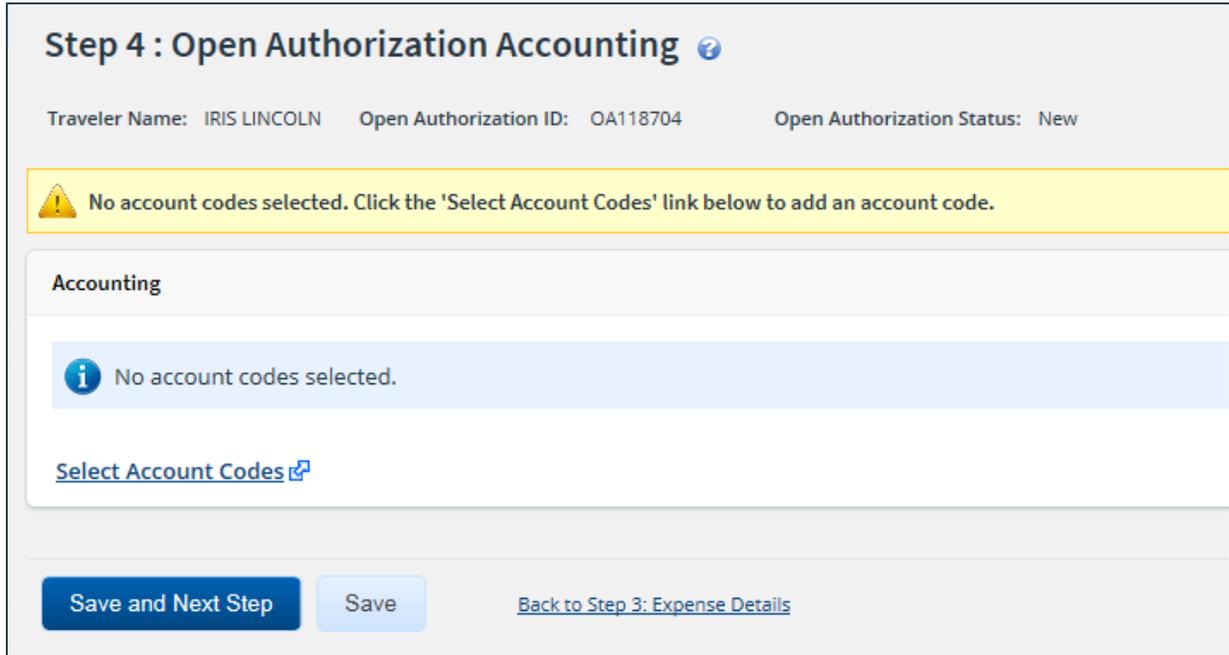
NOTE: Each time a trip is created under the OA, E2 compares the total estimated expenses for all trips created under the OA to determine if the trip being created causes the OA to exceed the value in the **Total OA expenses limit** field. If the value is exceeded, the trip being created receives a warning message and may require additional approval for travel.

3. Select the **After trip creation** check box (under *Allow travel advances*) to allow travel advances to be created after the traveler creates their trip under the OA.
4. Use the **Allow reimbursement types** check boxes to determine the types of expenses that can be claimed under the OA.
 - **Actual lodging** – Select this check box to allow the traveler to claim actual lodging expenses under the OA.
 - **Actual M&IE** – Select this check box to allow the traveler to claim actual meals and incidental expenses under the OA.
 - **Zero Expenses** – Select this check box to allow the traveler to select a "no expenses" reimbursement type. This allows the traveler to submit authorizations and vouchers under the OA that do not include travel expenses.
5. Click **Save and Next Step** to move to the next step in the OA process.

7 Completing the Accounting Step

The Open Authorization Accounting page is used to select the accounts to fund the open authorization. Your approver will add the necessary POET lines for your OA. Once the OA is approved, the account code will automatically be added to the Accounting page for each trip created under the OA.

Click the **Save and Next Step** button to move to the next step in the process.



Step 4 : Open Authorization Accounting ⓘ

Traveler Name: IRIS LINCOLN Open Authorization ID: OA118704 Open Authorization Status: New

⚠ No account codes selected. Click the 'Select Account Codes' link below to add an account code.

Accounting

i No account codes selected.

[Select Account Codes](#) ↗

Save and Next Step **Save** [Back to Step 3: Expense Details](#)

Figure 16: Open Authorization Accounting page

8 Completing the Summary Step

The Open Authorization Summary page allows you to review the open authorization and make sure it is correct before you submit it for approval.

Step 5 : Open Authorization Summary

Traveler Name: CARLOS GARCIA | Open Authorization ID: OA43019 | Open Authorization Status: New

[collapse or expand all sections](#)

Basic Information - [Edit Details](#)

Open Authorization Purpose: Quarterly OA
First date of travel: 01-Oct-2021
Last date of travel: 31-Oct-2021
Allowable types of travel: ATTEND COURT/TRIAL (P2)
DEPOSITIONS (P2)
MISSION TRAVEL (P2)
OFFICIAL MEETINGS (P2)
OTHER TRAVEL (P2)
SITE VISIT (P2)
Document Number: (System Assigned)

Travel Details - [Edit Details](#)

Allowed destinations: Worldwide (CONUS and OCONUS)
Restrict to specific sites: No restricted sites specified
Allowed Transportation: All commercial modes of transportation
All government modes of transportation
All private modes of transportation
All other modes of transportation

Expense Details - [Edit Details](#)

Per trip expense limit: Not specified
Total OA expenses limit: 5000.00
Allow travel advances: Advances allowed after trip creation
Allow reimbursement types: Actual lodging
Actual meals
Zero Expenses
Per Diem expenses

Accounting - [Edit Details](#)

No account codes selected.

Remarks - [Edit Details](#)

No remarks found.

Receipts and Attachments - [Edit Details](#)

Attached Documents

No receipts or attachments found.

[Send to Approver](#) | [Back to Step 4: Accounting](#)

Figure 17: Open Authorization Summary page

Complete the following steps to submit the OA for approval.

1. Review the information in each section. If you need to make changes, click the **Edit Details** link in the section header to return to that workflow step.
2. When you are finished, scroll to the bottom of the page and click **Send to Approver**. This displays a Confirm Action window.
3. Click **Confirm**.

9 Other Actions Available While Creating an Open Authorization

The Other Actions section on the left side of E2 provides links to actions that are commonly performed while creating an open authorization, including:

- [Adding remarks](#)
- [Attaching documentation](#)
- [Viewing a printable open authorization](#)
- [Viewing open authorization history](#)
- [Viewing routing history](#)
- [Viewing the document routing path](#)

9.1 Add Remarks

Complete the following steps to add remarks to the open authorization.

1. Click the **Remarks** link in the Other Actions section. This displays the Remarks window.

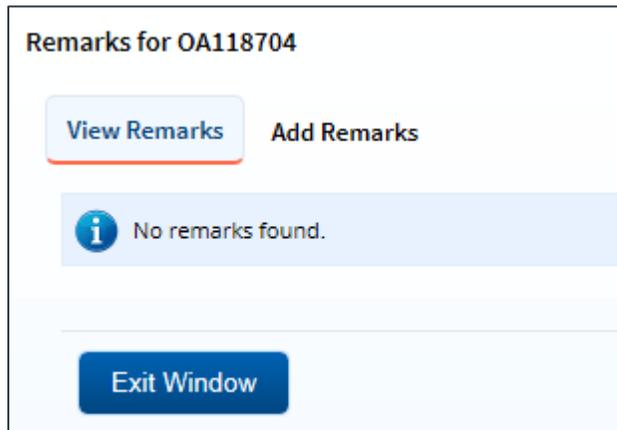


Figure 18: Open Authorization — Remarks window

2. Click the **Add Remarks** tab.

Figure 19: Remarks — Add Remarks tab for an open authorization

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.

9.2 Attach Documentation

In some cases, you may want to attach supporting documentation to your travel request. E2 allows you to upload or fax documents and attach them to the open authorization. These documents will remain attached to the OA, and can be accessed and viewed by approvers and auditors.

9.2.1 Scanning Tips

You can scan an image of any paper document that you need to attach. The following settings and tips will ensure that you can upload the document, as well as view, print, and open it after it is attached to your open authorization.

TIP: You do not need to upload all supporting documents at one time. You can return to your open authorization and attach additional documents as needed.

- Scan documents at a resolution of 100 dots per inch (DPI) or less; 72 DPI is satisfactory.
- Scan receipts in black and white (grayscale) instead of color.
- Keep the file size as small as possible by keeping the number of pages per scanned document to a minimum. The maximum file size is 10 MB.
- Save the scan as a PDF.
- Use meaningful file names, such as *Receipts_4Aug2017* or *MealsParis*. The file name cannot exceed 30 characters in length, including the file extension.

9.2.2 Uploading and Attaching a Document

Complete the following steps.

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

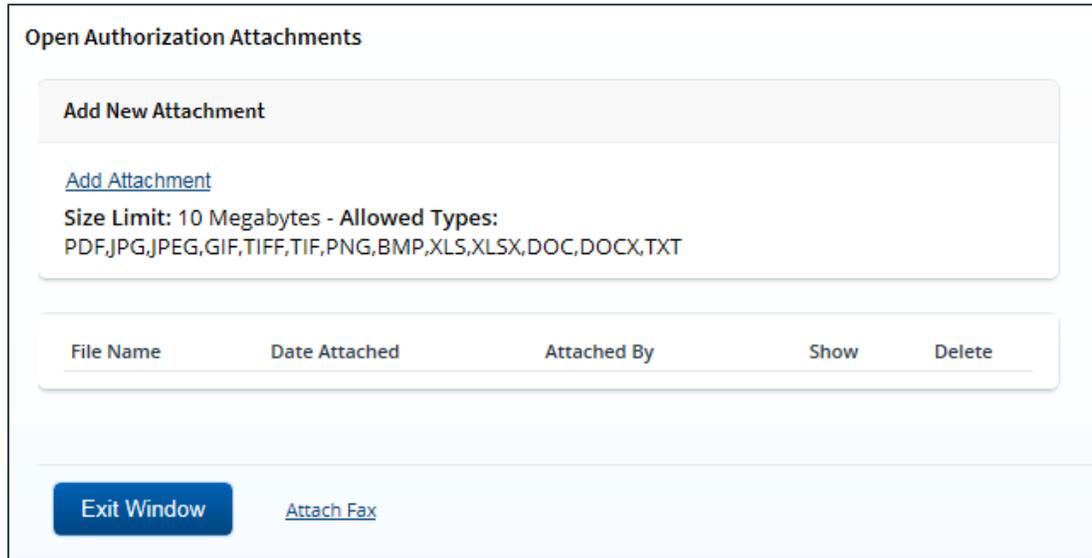


Figure 20: Open Authorization Attachments window

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

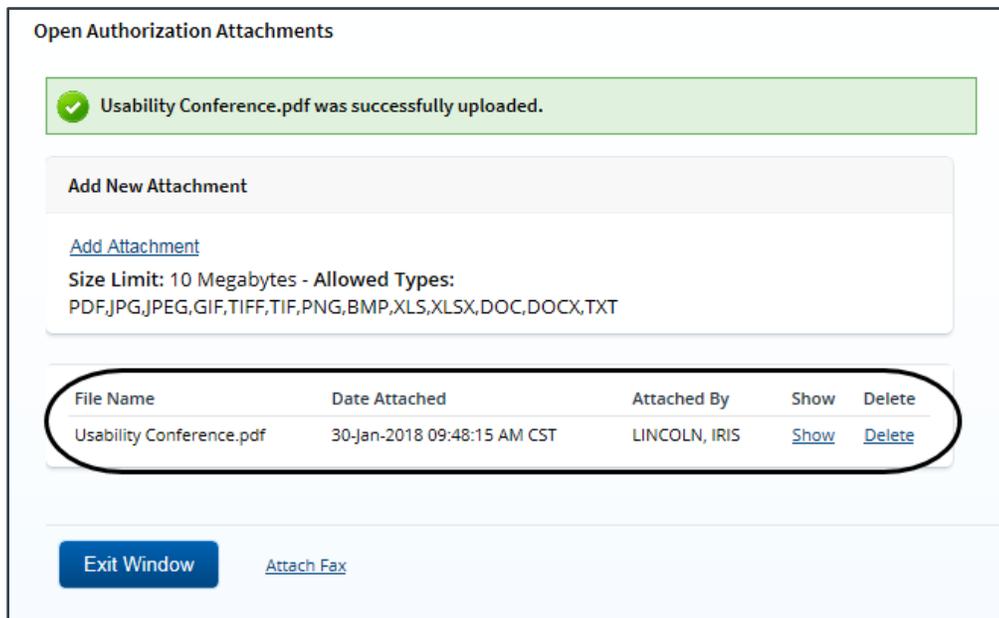


Figure 21: Open Authorization Attachments — Attached Document

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

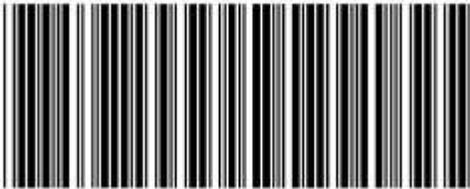
TIP: If this is not the document you want attached to the open authorization, click **Delete** to remove the file. You are able to delete attached files at any time prior to final approval, as long as you have edit privileges for the document. Adding and deleting receipts will add entries to the Open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

6. Click **Exit Window**.

9.2.3 Attaching a Document via Fax

If you have paper documents, you can attach them to the open authorization via fax. Complete the following steps.

1. Click the **Attachments** link in the Other Actions section. This displays the [Open Authorization 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 open authorization and includes the phone number to use; the fax cover page must be the first page of your fax.


R-0A104867

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

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

Include this cover sheet with the receipts and fax to:

E2 TRAVEL DOCUMENT / EXPENSE REPORTING

Traveler name:

Trip Id #: 0A104867

Standard Document #:

Date Submitted: 11-May-2016

Number of pages attached: _____ (including cover page)

Figure 22: Open Authorization — Fax cover page

4. Click **Print This Page**.
5. Fax the cover page, along with the documents you want to attach to the open authorization, 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 Open Authorization History file.

9.3 Printable Open Authorization

Click the **Printable Open Authorization** link in the Other Actions section to generate an “on demand” printable version of the OA. Click the **Print** icon to print the document.

Official Open Authorization		
28 Oct 2021		
<small>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.</small>		
Document Number:		
Traveler Name CARLOS GARCIA	Status New	Open Authorization No OA43019
Type(s)of Travel ATTEND COURT/TRIAL (P2), DEPOSITIONS (P2), MISSION TRAVEL (P2), OFFICIAL MEETINGS (P2), OTHER TRAVEL (P2), SITE VISIT (P2)	Purpose of Travel Quarterly OA	
First Day of Travel 10-01-2021	Last Day of Travel 10-31-2021	
Destination Type CONUS and OCONUS	Specific Destinations None	
Limit Expenses for Each Trip \$0.00	Estimated Open Authorization Cost \$5000.00	
Advances Allowed After authorization is approved	Transportation Allowed Commercial Auto, Commercial Bus, Commercial Plane, Commercial Rail, Commercial Vessel, Ferry, Subway, Taxi, Govt Auto, Govt Bus, Govt Plane, Govt Train, Govt Vessel, Private Auto, Private Motorcycle, Private Plane, Not Applicable / No Cost	
Reimbursement Type Allowed Actual Lodging, Actual M&IE		
Approving Official		
Accounting Codes: No accounting codes selected.		
Remarks:		

Figure 23: Printable open authorization

9.4 View Open Authorization History

Click the **View History** link in the Other Actions section to display the Open Authorization History page. This page allows you to view an audit trail of actions taken on your open authorization, including the date and time of the event, actions taken on the document, and the document's status.

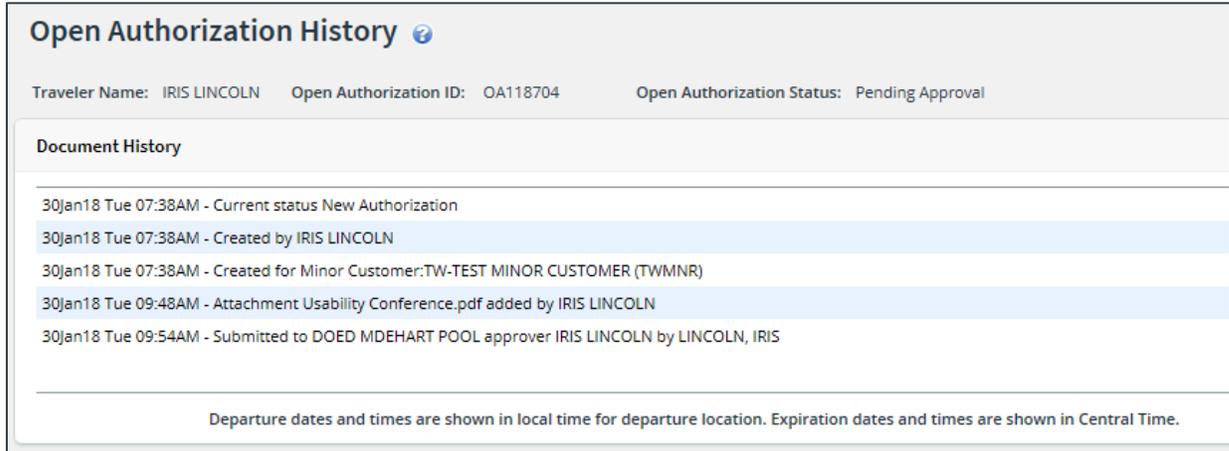


Figure 24: Open Authorization History page

9.5 View Routing History

Click the **View Routing History** link in the Other Actions section to display the View Routing History page. This page provides an audit trail of routing events for your open authorization, including the date and time of the event, action that triggered the event, and the event details.

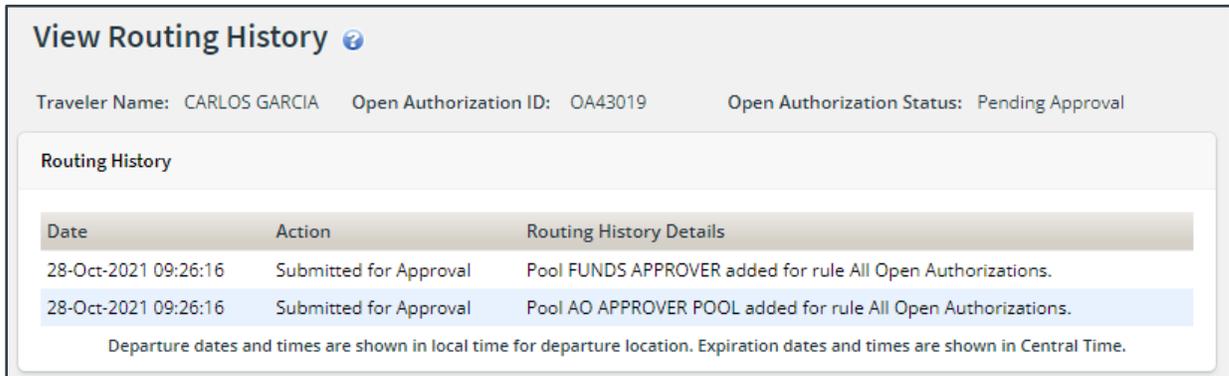


Figure 25: View Routing History — Open Authorization

9.6 View Routing Path

When an open authorization has been submitted for approval, the status of the document changes to *Pending Authorization Approval*, and it is sent on a specific path that may include multiple approval steps, triggered by a set of rules that are applied to the OA. Click the **View Routing Path** link in the Other Actions section to display the View Routing Path page, which allows you to view the routing path for the open authorization and, if allowed, make minor changes.

Open authorizations will typically route to the Funds Manager routing pool, and then the AO routing pool, for approval. The View Routing Path page lists all of the steps in the approval path for the open authorization, and includes the following information:

- **Step** – The number of the step in the path.
- **Approver Pool** – The name of the approver group assigned to the step. The person who approves the open authorization is a member of this approver group.
- **Approval Reason** – The rule that triggered the approval step.
- **Action** – The action to be taken. Some steps are informational only, while others require an approval.
- **Reserved By** – The name of the approver who is currently responsible for completing this step.

View Routing Path

Traveler Name: CARLOS GARCIA Open Authorization ID: OA43019 Open Authorization Status: Pending Approval

Routing Path

Delete	Step	Approver Pool	Approval Reason	Action	Reserved By	Pool Members
<input type="checkbox"/>	1	FUNDS APPROVER	All Open Authorizations	Approval		Select Pool Member... ▼
<input type="checkbox"/>	2	AO APPROVER POOL	All Open Authorizations	Approval		Select Pool Member... ▼

Figure 26: View Routing Path — Open Authorization

9.6.1 Change the Approver

If the open authorization has a status of *Pending Approval*, you can change the approver responsible for the current step. The **Pool Members** drop-down list displays all members of the approver group associated with the approval step. For example, if the current approver is unavailable, you can select another approver from the same group to handle the OA.

Complete the following steps to change the approver.

1. Click the **View Routing Path** link in the Other Actions section. This displays the View Routing Path page.
2. Select the new approver from the **Pool Members** drop-down list.
3. Click **Save** to save your changes.

10 Recalling an OA from the Approval Process

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

Complete the following steps.

1. Locate the open authorization on the My E2 **Open Authorization** tab.
2. Click the **Show** link. If the Open Authorization Summary page for the correct version of the OA displays, skip to step 6.
3. Click the **OA Dashboard** tab.
4. Locate the OA in the Open Authorizations section of the OA Dashboard.
5. Click the **Show** link. This displays the Open Authorization Summary page for that OA.

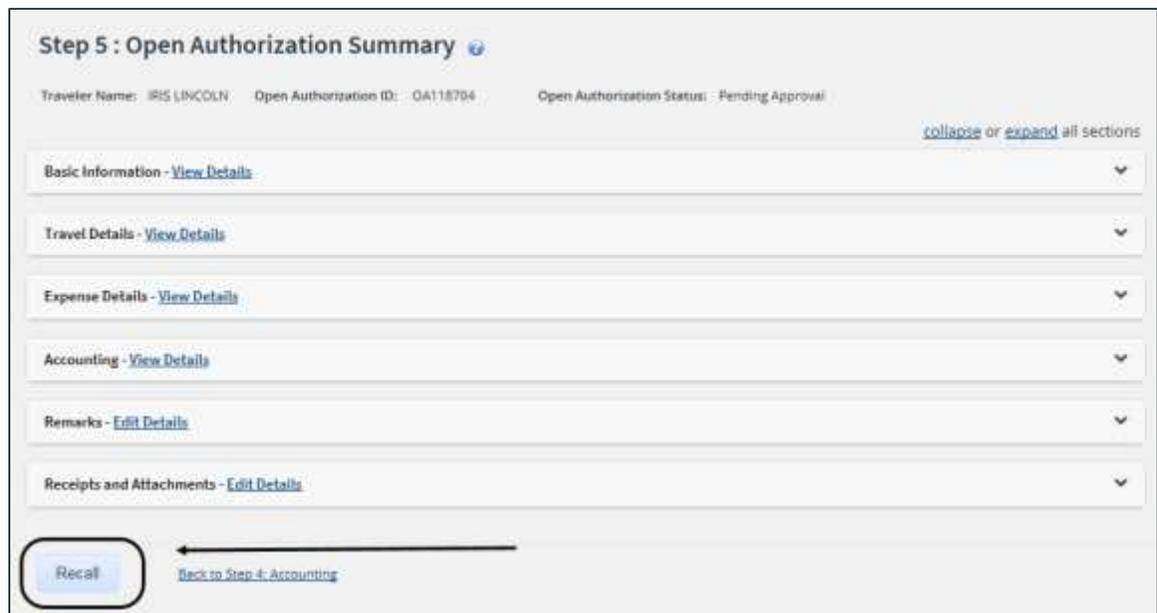


Figure 27: Open Authorization Summary — Recall button

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

11 Amending an Open Authorization

You can amend an open authorization that was manually created in E2 at any time when it has a status of *Open*.

- If no trips have been created under the OA, you can change all information on all pages (i.e., Basic Information, Travel Details, Expense Details, Accounting, and Summary).
- If trips exist under the OA:
 - [Basic Information](#) – You can select an earlier first date of travel, a later last date of travel, and additional allowable types of travel.
 - [Travel Details](#) – You can change the allowed destinations from CONUS or OCONUS to Worldwide (CONUS and OCONUS), but not from CONUS to OCONUS or OCONUS to CONUS, or from Worldwide to CONUS or OCONUS. You also cannot add any additional restrictions to travel sites. You can, however, select additional allowed transportation types.
 - [Expense Details](#) – You can change the per trip and total OA expenses limits, but you cannot change them to values below the limits needed to cover trips that currently exist under the OA. You can also allow additional travel advances and reimbursement types.
 - [Summary](#) – You can add remarks.

Complete the following steps.

1. Locate the open authorization you want to amend on the My E2 **Open Authorization** tab.
2. Click the **Show** link. This displays the Open Authorization Dashboard page for that OA.

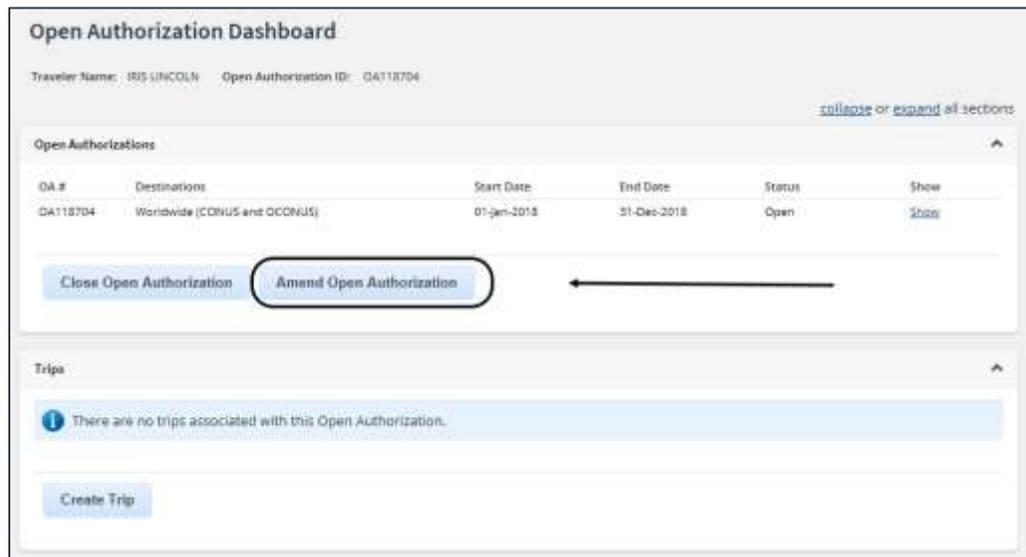


Figure 28: Open Authorization Dashboard — Amend Open Authorization button

3. Click **Amend Open Authorization**. A Confirm Action window displays to alert you that you are attempting to create an amendment to an existing open authorization, and that you will be required to resubmit the OA to your approver.
4. Click **Confirm**. This displays the Open Authorization Basic Information page.
5. Make your changes.
6. Click **Send to Approver** to resubmit the open authorization.

NOTE: While your OA amendment is pending approval, you can continue to create trips under the existing approved version of the open authorization.

12 Closing an Open Authorization

You can close an open authorization that was manually created in E2 at any time. Trips already created under the OA can be completed, but you cannot create any new trips under the OA. Complete the following steps.

1. Locate the open authorization you want to close on the My E2 **Open Authorization** tab.
2. Click the **Show** link. This displays the Open Authorization Dashboard page for that OA.

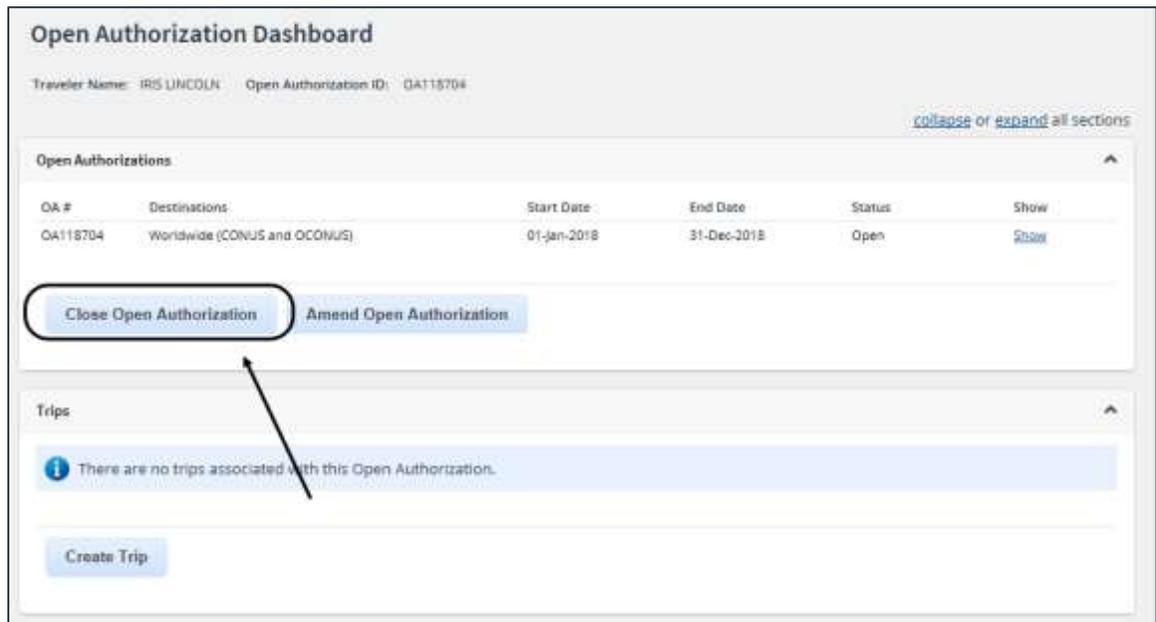


Figure 29: Open Authorization Dashboard — Close Open Authorization button

3. Click **Close Open Authorization**. A Confirm Action window displays to alert you that you are about to close the open authorization. Once closed, you will be unable to create new trips associated with this open authorization; this action cannot be undone.
4. Click **Confirm**. A success message displays to confirm the document has been closed.

13 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:

- Displaying the Open Authorization list
- Deleting the open authorization
- Viewing or printing profile information

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

13.1 Open Authorization List

Click the **Open Authorization List** link in the Extras section to go to the My E2 **Open Authorization** tab. Use this page to show, copy, or archive all OAs.

OA#	Destinations	Start Date	End Date	Purpose	Status	Approver	Create Trip	Show	Copy	Archive
OA118904	Unknown	01-Jun-2018	15-Nov-2018	Foreign Site Visits	New			Show	Copy	
OA118704	CONUS and OCONUS	01-Jan-2018	31-Dec-2018	US Site Visits	Open		Create a Trip	Show	Copy	

Showing 1 - 2 of 2

Start a New Open Authorization

Figure 30: My E2 — Open Authorization tab

13.2 Delete the Open Authorization

Plans change. E2 helps you manage those changing plans by allowing you to delete an OA.

- You can only delete an OA that has not been submitted for approval. If the OA has been approved, it cannot be deleted; it must be closed.
- If your OA has a status of *Pending Approval* and you want to delete it, ask the approver to return the document to you. When the OA has been returned to you for revision, you can delete it.

The **Delete Open Authorization** link is available at any point in the open authorization process, after completing the Basic Information page but before submitting the open authorization for approval. Complete the following steps.

1. Click the **Delete Open Authorization** link in the Extras section. This displays a Confirm Action window asking you to confirm whether you want to delete the OA.
2. Click **Confirm**. The OA is removed from the system, and a success message displays to confirm the OA was successfully deleted.

13.3 Printable Profile

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.

14 Creating a Travel Authorization Under an OA

The process to create trips under an approved OA is the same regardless of whether the OA was created via the automated process or if it was created and approved manually in E2. After your open authorization is approved, you can make requests to travel under that OA. A travel authorization created under an OA is very similar to a simple request to travel with a one-time itinerary (i.e., TDY travel). If, however, an authorization created under an OA conforms to the OA limitations, that authorization does not require additional approvals. It inherits the approval status of the OA when the travel request is complete.

The open authorization functions as a shell, containing travel parameters and limitations that will apply to all trips created under the OA. The process of creating a trip under an OA, however, is the same as creating a request for TDY travel. Refer to *UG25 – Creating Authorizations* for complete details on how to create a travel authorization. The steps are the same for creating an authorization under an OA, except the OA controls what options are available to you. As you move through the process, some choices may be limited or unavailable, based on the OA shell.

Complete the following steps.

1. Locate the open authorization on the My E2 **Open Authorization** tab.

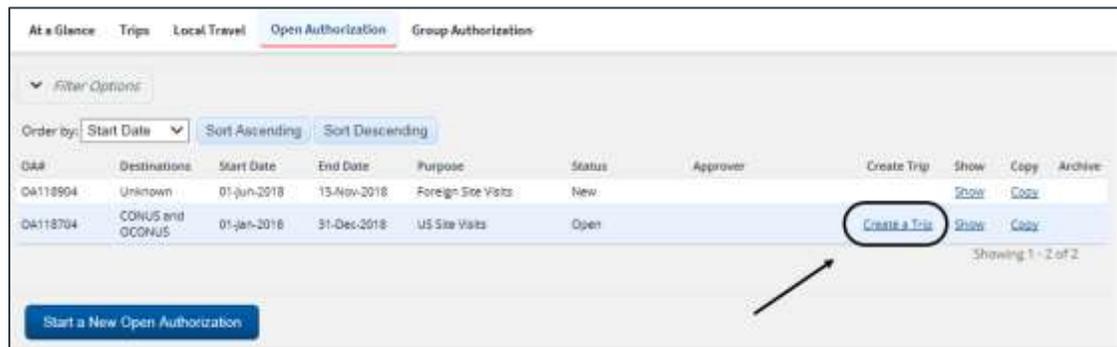


Figure 31: My E2 Open Authorization — Create a Trip link

2. Click the **Create a Trip** link. (This link is only available if the OA has been approved and has a status of *Open*.) This displays the travel authorization's Basic Information page.

The screenshot shows the 'Step 1: Basic Information' page. At the top, it displays: 'Traveler Name: IRIS LINCOLN', 'Open Authorization ID: OA118704', 'Trip ID: New', and 'Authorization Status: New'. Below this is a section titled 'Basic Information' with the following fields:

- Type of Travel:* (Dropdown menu with 'Select Type of Travel...' selected)
- Specific Travel Purpose:* (Text input field)
- Document Number: (System Assigned)

A '*Required' label is positioned below the input fields. At the bottom, there are two buttons: 'Save and Next Step' and 'Save'.

Figure 32: Authorization From an OA — Basic Information page

3. Select the type of trip you are creating from the **Type of Travel** drop-down list. The list is restricted to the types of travel allowed by the OA.
4. Enter the purpose of your trip in the **Specific Travel Purpose** field. This entry is for the trip only and may differ from the [open authorization's purpose](#).
5. Click **Save and Next Step**.

TIP: After completing the authorization's Basic Information step, click the **Open Authorization Details** link in the Other Actions section to view the Open Authorization Details window, which provides specific information regarding the parent OA.

6. Complete the Reservation step by making a new reservation or managing an existing reservation, and then click **Next Step** to continue.

Step 2 : Reservation

Traveler Name: IRIS LINCOLN Open Authorization ID: OA118704 Trip ID: 288428 Authorization Status: New Authorization

✓ Basic Information has been successfully updated.

Confirmation Number:

[Make New Reservation](#)
[Manage Trip Reservations](#)

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

Figure 33: Authorization From an OA — Reservation page

7. Complete the Site Details step, and then click **Save and Next Step** to continue.
 - If the authorization has associated reservations, the information on this page comes from reservation details. You should review this information and verify that the per diem locations are correct.
 - The dates, sites, and modes of transportation you can select are restricted to those values allowed by the OA. If you enter a value that is not allowed by the OA, an error message displays and you will need to enter a value that is valid under the OA to proceed.

Step 3 : Site Details 🔗

Traveler Name: SIS LINCOLN Open Authorization ID: OA118764 Trip ID: 285438 Authorization Status: New Authorization
 [collapse or expand all sections](#)

[Site 1] Begin: Washington, DC, United States ▲

Departing Date:*

Departing Time:* ▼

Departing From:*

Going To:*

Arrival Date:*

Mode of Transportation:* ▼

Reason For Stop:* Temporary Duty

Add Site
Add Break

[Site 2] End: to Washington, DC, United States ▲

Returning Date:*

Returning From:

Returning To:*

Arrival Date:*

Arrival Time:** ▼

Mode of Transportation:* ▼

*Required
 **Required if trip duration is less than three days

Save and Next Step
Save
Back to Step 2: Reservation

Figure 34: Authorization From an OA — Site Details page

8. Complete the authorization's Expenses step, and then click **Next Step** to continue. The following items are subject to limits established under the OA:
 - If the total amount allowed causes the total OA expense limit to be exceeded, a warning displays that the authorization exceeds OA limitations. Click **Confirm** to proceed.
 - Travel advances may be after trip creation, if that option was included on the OA.
 - Allowable reimbursement types are controlled by the OA allowable reimbursement types.

Step 4 : Expenses

Traveler Name: CARLOS GARCIA Open Authorization ID: OA43019 Trip ID: 328710 Authorization Status: New Authorization

Expense Information

Travel Charge Card: 16.05
 Traveler: 184.50
 Unassigned: 0.00
 Amount: 200.55

▼ Filter Options

Order by: **Date** Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
25-Oct-2021	Lodging	96.00	Lodging expense in Marion, IL, United States including lodging taxes	Traveler		Modify		
25-Oct-2021	Meals and Incidentals	88.50	M&IE expense in Marion, IL, United States	Traveler		Modify		
26-Oct-2021	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 3 of 3

[Add New Expense](#) Remark: Reduced:

[Next Step](#) [Back to Step 3: Site Details](#)

Figure 35: Authorization From an OA — Expenses page

- The account code (POET line) entered for the OA will automatically populate on the Accounting page for any trips created under the OA, and the accounting codes you can select are restricted to those allowed by the OA. Click **Save and Next Step** to continue.

Step 5 : Accounting

Traveler Name: CARLOS GARCIA Open Authorization ID: OA43019 Trip ID: 328710 Authorization Status: New Authorization

POET will be added by Funds Manager. Travelers and Arrangers can click Save and Next step.

Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
	UCGCH93PHCZ1DEIGDEV01000 CG STEADY STATE TRAININ	\$0.00	\$ 200.55	100.00%	Add	Delete
Total:			\$200.55	100.00%		
Remaining amount to be allocated:			\$0.00			
Total claims amount:			\$200.55			

[Select Account Codes](#)

[Save and Next Step](#) [Save](#) [Back to Step 4: Expenses](#)

Figure 36: Authorization From an OA — Accounting page

10. Review and complete the authorization's Travel Policy step.
11. Review your trip information on the authorization's Summary page, and make any needed changes.
12. Click **Complete Trip Authorization**.
 - If your trip has errors, warning and error messages display at the top of the page. Fix your errors, return to the Summary page, and then click **Complete Trip Authorization** again.
 - If your trip has no errors, a Confirm Action window displays.
13. Click **Confirm**. The My E2 **Trips** tab displays with a success message indicating your trip has been approved.

15 Revision History

Date	Description	Release
11/2021	Document creation	21.4

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