Amending Authorizations

Amending an authorization allows you to make changes to an approved authorization. The process includes three basic steps:

- Selecting the trip
- Making your changes
- Submitting the amended authorization for approval

See *UG26 – Amending Authorizations* for more detailed information on this process.

Overview of the Amendment Process
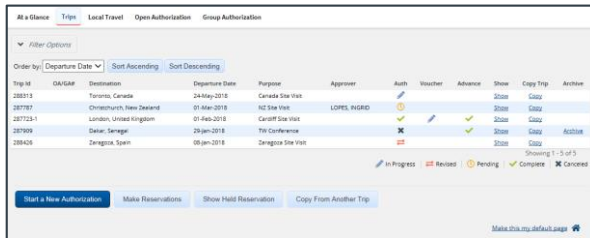
1. Click the My E2 **Trips** tab.

Figure 1: My E2 – Trips tab

2. Locate the trip you want to amend.
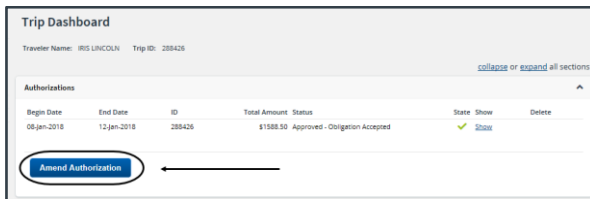3. Click the trip's **Show** link. This displays the Trip Dashboard.

Figure 2: Trip Dashboard — Amend Authorization button

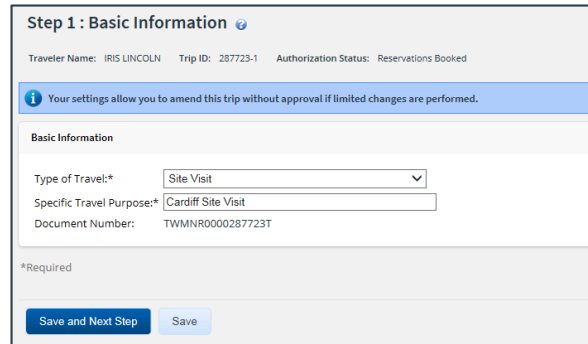4. Click **Amend Authorization**. This displays the Basic Information page.

Figure 3: Authorization Basic Information — Amendment

5. Move through the workflow and make any necessary changes. Be sure to click **Save** to save your changes before exiting a window or page.
6. When you are finished making changes, go to the authorization's Summary page, and then click **Send to Approver**.

Amending Basic Information

You can modify the following information:

- Type of Travel
- Special Travel Purpose
- Document Number (if manual numbering is enabled)

Amending Reservations

Change Reservations Online

You can make changes to your reservation online if the air reservations were booked online via E2, *AND* the reservations have not been ticketed.

1. Go to the Reservation step.
2. Locate the reservation you want to change.
3. Click the **Change Existing Reservation** link.
4. Click **Confirm**.

Retrieve an Existing Reservation

To retrieve an existing reservation that has been booked online via E2:

1. Click the **Manage Trip Reservations** link on the Reservation page.

2. Click the **Select** check box for each reservation you want to retrieve.
3. Click **Select and Close**.

Agent Assistance

If you requested agent assistance, you must retrieve your changed reservation.

1. Click the **Manage Trip Reservations** link on the Reservation page.
2. Enter your reservation number (PNR) in the **Confirmation Code** field.
3. Click **Retrieve**.

Amending Site Details

If there are associated reservations, this page reflects the reservation details.

- You cannot make changes to any dates for which you have been paid lodging or meals and incidental expenses (M&IE) on a voucher.
- Removing breaks is allowed. Removing a break from a day will enable lodging and meal expense estimates to be entered. For per diem meals, if the day going on break and the day returning from break have been paid on a voucher at per diem reimbursement rates, they will now be eligible for the additional 25% M&IE (bringing the total M&IE to 100%).

Amending Expenses

If you make changes to your travel itinerary or reservations, review your new estimated expenses and the selected reimbursement types.

- Transportation and other expenses can be added, changed, or deleted.
- Lodging and meal expenses can be changed for dates for which expenses have not been paid on a voucher.
- A day can be identified as a leave day or an official day off, provided the day has not had lodging or meals paid on a voucher. This will zero out the lodging and M&IE for that day.

- Leave can be removed from days that had been identified as a leave day or an official day off. Removing leave from a day will enable lodging of meal expenses to be entered.

Amending NFS Expenses

All NFS detail information can be added, modified, or deleted. The NFS expenses cannot exceed the total estimated expenses on the amended authorization.

Amending Accounting Information

If your estimated expenses have changed, ensure the allocations total 100% of your estimated expenses.

If the **Total claim amount** in the Accounting section of the Summary page differs from the **Amount** shown at the top of the Expenses section, you must reallocate your expenses to fund your trip.

- Accounting values can be added or changed, but cannot be removed or reduced to values below any amount already identified on paid advances or vouchers associated with the trip.
- Split funding can be changed if the values associated with each account code are greater than or equal to the values identified on any paid advances or vouchers associated with the trip.

Amending Advances and Advance Accounting Information

Advances can be added according to the advance configuration and rules for the traveler.

Advance accounting values can be added or changed, but cannot be removed or reduced to values below any amounts already identified on paid advances associated with the trip.

Amending Travel Policy Information

The Travel Policy page displays any items that may be outside your agency's travel policy. If air, car, or rail reservations are out of policy, you must select a reason for your out-of-policy choices.

Submitting the Amended Authorization for Approval

After making your changes, the amended authorization must be approved. You will receive emails as the authorization moves through the approval process.

Open or Group Authorizations

For amended trips under an open or group authorization:

1. Click **Complete Trip Authorization** on the Summary page. If the amended authorization does not exceed the OA or GA limitations, it automatically inherits approval from the OA or GA. A confirmation window displays.
2. Click **Confirm**.

Other Amended Authorizations

For other amended authorizations, the amendment may receive automatic approval if it is within your agency's travel policy tolerances. If it is outside tolerances, it will be routed through the normal approval process.

1. Click **Send to Approver**.
   - If there is a problem with the authorization, an error message describes the issue, as well as any corrective actions that may be required. Make your changes, and then click **Send to Approver** again.
   - If you additional assistance, contact your travel policy manager.
2. If no problems are detected, click **Confirm**.

Deleting an Amendment

You can delete an amendment at any point prior to approval as long as you have not made any reservation changes.

1. Click the **Delete Amendment** link in the Extras section.
2. Click **Confirm**. The authorization reverts to its previous status.