



# UG70: Creating Advances

Requesting Advance Payment for Travel Expenses  
Release 21.1 | April 2021

## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2</b>	<b>UNDERSTANDING TRAVEL ADVANCES .....</b>	<b>4</b>
2.1	Requesting an Advance.....	4
2.2	Rules .....	4
<b>3</b>	<b>GETTING STARTED.....</b>	<b>5</b>
<b>4</b>	<b>COMPLETING THE BASIC INFORMATION STEP .....</b>	<b>8</b>
<b>5</b>	<b>COMPLETING THE ACCOUNTING STEP .....</b>	<b>9</b>
5.1	Select Account Codes from a Favorites List.....	9
5.2	Search for Account Codes.....	11
5.3	Add a Dimensional Account Code.....	12
<b>6</b>	<b>COMPLETING THE SUMMARY STEP .....</b>	<b>14</b>
<b>7</b>	<b>ADDING AN OUTSIDE ADVANCE.....</b>	<b>15</b>
<b>8</b>	<b>OTHER ACTIONS AVAILABLE.....</b>	<b>17</b>
8.1	Add Remarks .....	17
8.2	Print the Advance .....	18
8.3	View Routing History .....	20
8.4	View Advance Details.....	20
8.5	View History.....	21
8.6	View Routing Path .....	21
<b>9</b>	<b>EXTRAS.....</b>	<b>23</b>
9.1	Return to the My E2 Trips tab. ....	23
9.2	Delete the Advance.....	23
<b>10</b>	<b>RECALLING AN ADVANCE FROM THE APPROVAL PROCESS.....</b>	<b>24</b>
<b>11</b>	<b>REVISION HISTORY.....</b>	<b>25</b>
<b>12</b>	<b>TRADEMARK AND COPYRIGHT .....</b>	<b>25</b>

# 1 Introduction

This document contains information regarding the travel advance 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. Additionally, many FTR and JTR features and functionality may be subject to your agency's configurations.

## 2 Understanding Travel Advances

In E2 Solutions (E2), travel advances are pre-payments for estimated expenses paid to a traveler. This document describes the process of requesting a travel advance after an authorization has been approved. Refer to *UG25 – Creating Authorizations* for more information on requesting an advance during the authorization process.

### 2.1 Requesting an Advance

You can request a travel advance for additional funds for your trip (beyond those already authorized by your approver) prior to your first day of travel. You can ask for travel advances until the maximum travel advance amount for your trip has been reached, after which no funds will be available for additional advances.

If advances are allowed, E2 calculates the maximum amount allowed for a trip by totaling estimated meals and incidental expenses, as well as any other non-excluded expenses, and multiplying that amount by a value specific to your office or workgroup's travel policy. You may be limited to a percentage of the maximum amount (typically 80%), or you may be allowed to override the limitation and request up to the maximum amount allowed.

**NOTE:** *If your workgroup requires "Pay To" selection for estimated expenses, advance calculations are performed using "Pay to Traveler" expenses only. Any expense that is not flagged as "Pay to Traveler" is automatically considered an excluded expense.*

All advances received for a trip must be liquidated against voucher expenses that would normally be reimbursed to the traveler.

### 2.2 Rules

Travel advances are not available if:

- Applicable travel policy does not allow travel advances.
- The travel authorization has a status of *New*, *Pending Approval*, *Agent Intervention*, or *Closed*.
- The date of the travel authorization has passed and the authorization is considered a verbal authorization to travel (VATT).

### 3 Getting Started

Complete the following steps to start the process for creating a travel advance.

**TIP:** Refer to the [Adding an Outside Advance](#) section if you are creating an outside advance.

1. Click the My E2 Trips tab.

Trip Id	OA/GA#	Destination	Departure Date	Purpose	Approver	Auth	Voucher	Advance	Show	Copy Trip	Archive
288313		Toronto, Canada	24-May-2018	Canada Site Visit					<a href="#">Show</a>	<a href="#">Copy</a>	
287787		Christchurch, New Zealand	01-Mar-2018	NZ Site Visit	LOPES, INGRID				<a href="#">Show</a>	<a href="#">Copy</a>	
287723-1		London, United Kingdom	01-Feb-2018	Cardiff Site Visit					<a href="#">Show</a>	<a href="#">Copy</a>	
287909		Dakar, Senegal	29-Jan-2018	TW Conference					<a href="#">Show</a>	<a href="#">Copy</a>	<a href="#">Archive</a>
288426		Zaragoza, Spain	08-Jan-2018	Zaragoza Site Visit					<a href="#">Show</a>	<a href="#">Copy</a>	

Showing 1 - 5 of 5

In Progress | Revised | Pending | Complete | Canceled

[Start a New Authorization](#) [Make Reservations](#) [Show Held Reservation](#) [Copy From Another Trip](#)

[Make this my default page](#)

Figure 1: My E2 — Trips tab

2. Locate the trip for which you are creating an advance in the list.
3. Click the **Show** link. This displays the Trip Dashboard.
  - If the **Create Travel Advance** button is not enabled, the authorization, trip status, or your group's travel policy does not allow you to request an advance at this time.
  - If the **Add Outside Advance** button is not enabled, you cannot add information about an advance received outside of E2 at this time.

**Trip Dashboard**

Traveler Name: IRIS LINCOLN Trip ID: 287787

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

**Authorizations**

Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete
01-Mar-2018	09-Mar-2018	287787	\$2308.50	Approved - Obligation Accepted	✓	<a href="#">Show</a>	

[Amend Authorization](#)

**Comparative Trips**

**Vouchers**

**Advances**

Request Date	Advance ID	Type	Payment Type	Amount	Status	State	Show	Delete
30-Jan-2018	135223	Travel	Cash	\$1500.00	Pending Approval	⌚	<a href="#">Show</a>	
				Total:	\$1500.00			

[Create Travel Advance](#) [Add Outside Advance](#)

**Reservations**

[In Progress](#) | [Revised](#) | [Pending](#) | [Complete](#) | [Canceled](#)

Figure 2: Trip Dashboard — Create Travel Advance and Add Outside Advance buttons

4. Click the **Create Travel Advance** button. This displays the Advance Basic Information page.

**Step 1 : Advance Basic Information**

Traveler Name: IRIS LINCOLN Trip ID: 287787 Advance ID: New Advance Status: New

**Advance Request**

Amount  
 Already 0.00  
 Requested:

Advance Amount:\*

Document Number: (System Assigned)

\*Required

[Save and Next Step](#) [Save](#)

Recommended amount of (100.0%) is 2308 USD  
 Maximum amount of (100.0%) is 2308 USD

Figure 3: Advance Basic Information page

**NOTE:** If retained advances are enabled, the **Retained Advance Amount** field on the Advance Basic Information page shows the total amount of all retained advances. A retained advance is that portion of an advance that was not completely liquidated on the final voucher for a trip. Retained advances are available for liquidation on any future vouchers for any trip.

### Step 1 : Advance Basic Information

Traveler Name: IMANI LOGAN   Trip ID: 291476   Advance ID: New   Advance Status: New

---

**Advance Request**

Amount  
Already   0.00 US Dollar Equivalent

**Requested:**

Retained  
Advance   500.00 US Dollar Equivalent   ←

Amount:  
Advance  

Document  
Number:   (System Assigned)

Recommended amount of (80.0%) is 279 USD  
Maximum amount of (80.0%) is 279 USD

\*Required

Figure 4: Advance Basic Information — Retained Advance Amount field

## 4 Completing the Basic Information Step

With the Advance Basic Information page displayed, complete the following steps.

1. Enter the whole dollar (USD) amount you are requesting for the advance in the **Advance Amount** field. If you are using another currency as a payment option, enter the amount in that currency.
2. If you have more than one payment option, select an option from the **Payment Options** drop-down list to indicate how you want to be paid. The options available in this list are controlled by the payment options in your profile.

**Step 1 : Advance Basic Information**

Traveler Name: IMANI LOGAN   Trip ID: 290216   Advance ID: New   Advance Status: New

**Advance Request**

Amount  
 Already Requested: 75.00 US Dollar Equivalent

Requested:  
 Advance Amount:\*

Payment Options:\*

Currency: US Dollar (001)

Exchange Rate: 1

US Dollar Equivalent:

Document Number: (System Assigned)

Recommended amount of (80.0%) is 689 USD  
 Maximum amount of (100.0%) is 880 USD

\*Required

**Figure 5: Advance Basic Information — Payment Options field**

**NOTE:** The **Currency**, **Exchange Rate**, and **US Dollar Equivalent** fields are updated based on the selection made for the **Payment Options** field.

3. If enabled, enter the document number for the advance in the **Document Number** field.

**TIP:** Float your cursor over the field to display format information in the hover text.

- If the field displays *(System Assigned)* and is disabled, E2 automatically assigns a document number.
  - Adding a manual document number is an optional feature that may not be available to you. Even if this field is enabled, you may not need to add the information. Consult your workgroup's travel policies for appropriate actions.
4. Click **Save and Next Step** to move to the next step in the advance process.



## 5 Completing the Accounting Step

Use the Advance Accounting page to select the accounts to fund your travel advance request. By default, this page shows the accounts selected to fund your authorization. Depending on your group's travel policy, you may not be able to select other accounts.

**TIP:** If you do not normally select funding sources for your travels, click the **Save and Next Step** button to skip this step and move to the next step in the advance process.

**Step 2 : Advance Accounting**

Traveler Name: IRIS LINCOLN Trip ID: 287787 Advance ID: 135223 Advance Status: New - Obligation Accepted

**Accounting**

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available	Add to Favorites	Delete
DOED Account Code	<a href="#">0202M2017.A.2017.EPYEE000.6N1.21010.0.YEE.000.N.00...</a>	\$2308.50	\$ 1500.00	100.00%	42691.50	<a href="#">Add</a>	<a href="#">Delete</a>
		Total:	\$1500.00	100.00%			
		Remaining amount to be allocated:	\$0.00				
		Total claim amount:	\$1500.00				

[Select Account Codes](#)

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

Figure 6: Advance Accounting page

Complete the following steps.

- Review the accounts selected to fund your travel advance request.
  - Click the **Account Code** link to view segment details for the selected account code. (Click **Exit Window** to close the segment details window.)
  - If you need to adjust allocations between multiple accounts, enter the appropriate amounts in the **Amount Allocated** or **Percent Allocated** field for each account.
  - Click an [Add link](#) to save the corresponding account code as a favorite.
  - Click a **Delete** link to remove the corresponding account from the advance.
  - If you need to select accounts to fund expenses, click the **Select Account Codes** link to [find new accounts](#) or [select accounts from favorites](#).
- Click **Save and Next Step** to move to the next step in the advance process.

### 5.1 Select Account Codes from a Favorites List

Complete the following steps to select accounts for the advance that have been saved to a favorites list.

- Click the **Select Account Codes** link. This displays the Account Code Selection window.

**NOTE:** If favorites are available to you, the window defaults to the **Select Account Codes** tab. This tab displays any time favorite accounts are available, even if you do not have a personal favorites list within your profile.

Select	Source	Description	Account Code	Delete
<input type="checkbox"/>	Traveler Profile	DOED Account Code	0013X2007.B.2007.E5000000.DKX.21010.0.000.938.N.0000.000000.000000	<a href="#">Delete</a>
<input type="checkbox"/>	Traveler Profile	DOED Account Code	0013X2007.B.2008.E5000000.DKX.21010.0.000.938.N.0000.000000.000000	<a href="#">Delete</a>
<input type="checkbox"/>	Major Customer	Major-LT	0013X2007.B.2007.E5000000.DKX.21010.0.000.938.N.0000.000000.000000	
<input type="checkbox"/>	Major Customer	Major	0201M2007.B.2008.EP000000.IMB.21010.0.000.170.N.0000.000000.000000	
<input type="checkbox"/>	Organization	Org	0013X2007.B.2007.E5000000.DKX.21010.0.000.938.N.0000.000000.000000	
<input type="checkbox"/>	Organization	Org again	0201M2007.B.2007.EP000000.IMB.21010.0.000.170.N.0000.000000.000000	
<input type="checkbox"/>	Organization	RT-LT-ORG	0201M2007.B.2008.EP000000.IMB.21010.0.000.170.N.0000.000000.000000	

Figure 7: Account Code Selection — Select Account Codes tab

2. Click the **Select** check box to the left of each code you want to use to fund the advance.
3. Click **Select and Close** to save your selection(s), close the Account Code Selection window, and return to the Advance Accounting page.

### 5.1.1 Add a Favorite Account

You can add standard accounting codes to a favorites list while assigning account codes to a trip, advance, local travel claim, or open authorization. These favorites are then readily available when you create your advance. If a code is not added as a favorite, you have to search for it each time you want to use it.

**NOTE:** The ability to add accounting codes to a favorites list is a controlled feature and may not be available to all users. Contact your travel policy manager if you require additional assistance with accounting codes.

From the Advance Accounting page, complete the following steps to add an account code to your favorites list.

1. Locate the account code in the list displayed on the page.
2. Click the **Add** link. This displays the Add to Favorites window.

Figure 8: Accounting — Add to Favorites window

3. Select the **Local Travel** check box to make the account available as a favorite for local travel claims.
4. Enter a name for the favorite in the **Description** field. Naming a favorite account code can make it easier for you to determine the account you want to use.
5. Select the level at which you want to share the favorite from the **Save to** drop-down list. (Travel policy limits the options available to you.)
  - If you select *My Profile*, the account code is added to your personal favorites and is only available to you or your travel arranger.
  - If you are allowed to share the favorite with other users in your office or workgroup, select the appropriate group from the drop-down list.
6. Click **Add and Close** to add the account code to your favorites and close the window.

## 5.2 Search for Account Codes

Complete the following steps to search for specific account codes.

1. Click the **Select Account Codes** link. This displays the Account Code Selection window.
2. Click the **Search Account Codes** tab.

Figure 9: Account Code Selection — Search Account Codes tab

3. Locate the account code.
  - **Drill-down method** (default) – This option allows you to search for account codes by drilling down through the segments of each code.
    - i. Select a value from the drop-down list.
    - ii. Click the **Refine search** link. A list displays for the next segment.
    - iii. Repeat steps i–ii until you have selected the necessary search criteria.
    - iv. Click **Search** to display the list of account codes matching your search criteria.
  - **Segment method** – This option allows you to search for a segment with specific information, such as a department, program, or funding year.
    - i. Click the **Search by Segment** link.
    - ii. Enter the segment information to use as search criteria in the appropriate field(s).
    - iii. Click **Search** to display the list of account codes matching your search criteria.
4. Click the **Select** check box to the left of each code you want to use to fund the advance.
5. Click **Select and Close** to save your selection(s), close the Account Code Selection window, and return to the Advance Accounting page.

### 5.3 Add a Dimensional Account Code.

Complete the following steps to add a dimensional account code to the advance.

**NOTE:** Dimensional account codes are not supported by all financial systems. If the **Add Account Codes** tab is not available, your agency financial system does not support this feature.

1. Click the **Select Account Codes** link. This displays the Account Code Selection window.
2. Click the **Add Account Codes** tab.
3. Enter segment values in each field, or click the **Search** button next to a field to select from a list of values in the Dimensional Accounting Code Search window. You can also enter one or more characters of the segment value or description in a field, and then click **Search** to limit the list to segment values and descriptions that start with the entered data.

**TIP:** To see information about a segment, including the maximum length, float the pointer over the segment field to view the associated hover text.

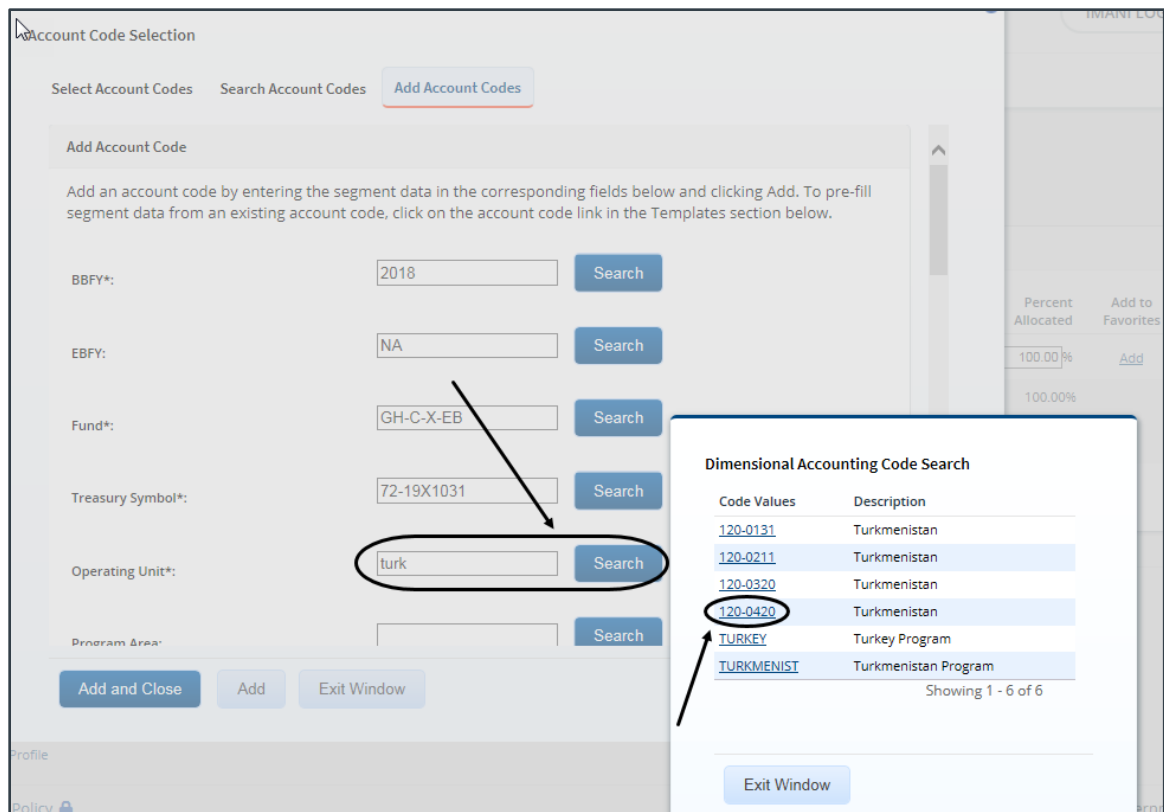


Figure 10: Dimensional Accounting Code Search

4. Click **Add and Close** to add the newly created dimensional account code to the advance, close the Account Code Selection window, and return to the Advance Accounting page.

#### 5.3.1 Accounting Code Templates

Account code templates allow you to prepopulate all or part of a dimensional account code, and then alter or add segment values as needed. Any account code already associated with the advance appears in the Trip Accounting Code Templates section on the **Add Account Codes** tab of the Account Code Selection window. Favorite account codes are listed in the Favorite Accounting Code Templates section.

Select a template from either section, and then scroll to the top of the tab to enter or search for the remaining segment values.

**Account Code Selection**

Select Account Codes   Search Account Codes   **Add Account Codes**

Bilateral Obl Doc No:  **Search**

Bilateral Obl Line No:  **Search**

\*Required

---

**Trip Accounting Code Templates**

Description	Account Code
	<a href="#">2012\2013\LA\7211\131264\AECC\OE-TV115-041\1800041...</a>

---

**Favorite Accounting Code Templates**

Source	Description	Account Code
Traveler Profile	fav acct	<a href="#">2017\NA\AC-X\72-19X1154\A\AID\NA\NA\NA\NA\NA\NA...</a>

**Add and Close**   **Add**   **Exit Window**

Figure 11: Account Code Selection — Accounting Code Templates

## 6 Completing the Summary Step

The Advance Summary page allows you to review the travel advance and make sure it is correct before you submit it for approval.

### Step 3 : Advance Summary 🔗

Traveler Name: IRIS LINCOLN   Trip ID: 287787   Advance ID: 135223   Advance Status: New - Obligation Accepted

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

**Basic Information - [Edit Details](#)** ^

Amount  
Already   0.00  
Requested:

Advance  
Amount:   1500.00

Document  
Number:   (System Assigned)

Recommended amount of  
(100.0%) is 2308 USD  
Maximum amount of  
(100.0%) is 2308 USD

**Accounting - [Edit Details](#)** ^

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Balance Available
DOED Account Code	<a href="#">0202M2017.A.2017.EPYEE000.6N1.21010.0.YEE.000.N.00...</a>	\$2308.50	\$1500.00	100.00%	42691.50
Total:			\$1500.00	100.00%	
Remaining amount to be allocated:			\$0.00		
Total claim amount:			\$1500.00		

**Remarks - [Edit Details](#)** ^

[Expand Remarks](#)

Travel Advance Remarks - Advance ID: 135223

LINCOLN, IRIS   30-Jan-2018 2:20 PM CST  
Advance for New Zealand visit.

[Send to Approver](#)   [Back to Step 2: Advance Accounting](#)

Figure 12: Advance Summary page

Complete the following steps to submit the advance 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**.

## 7 Adding an Outside Advance

Your travel policy may allow you to record an advance received outside of E2, making the advance available for liquidation within E2.


The steps for adding an advance received outside of E2 are the same as creating a regular advance, except for the following:

1. On the [Trip Dashboard](#), click the **Add Outside Advance** button. This displays the Advance Basic Information page.

**Step 1 : Advance Basic Information** ?

Traveler Name: IMANI LOGAN   Trip ID: 289738   Advance ID: New   Advance Status: New

**Advance Request**

Date Paid:\*  

Advance Amount:\*

Payment Options:\*  ▼

Currency:  ▼

Exchange Rate:

US Dollar Equivalent:

Document Number:\*

\*Required

**Figure 13: Outside Advance — Advance Basic Information page**

2. Enter the date (formatted DD-MMM-YYYY) the outside advance was paid in the **Date Paid** field, or click the calendar icon to select the date from the drop-down list calendar.

**TIP:** If you enter the date in another format (e.g., MM-DD-YYYY), E2 will convert it to the appropriate format. Verify the converted date is what you expect.

3. Enter the amount of the advance, in the requested currency, in the **Advance Amount** field.
4. Select an option (i.e., *Cash*, *Check*, or *EFT*) from the **Payment Options** drop-down list to indicate how the outside advance was paid.

**NOTE:** Selections are controlled by payment information in your E2 profile. If the **Payment Information** section does not appear in your profile, the **Payment Options**, **Currency**, **Exchange Rate**, and **US Dollar Equivalent** fields will not display on the Advance Basic Information page.

5. Select the currency in which the advance was paid from the **Currency** drop-down list.

6. The **Exchange Rate** field defaults to the rate for the selected currency and date paid. If necessary, enter a new rate in the field.

**NOTE:** *If you selected US Dollar for the **Currency** field, the **Exchange Rate** field defaults to 1 and is read only.*

7. Enter the document number for the advance in the **Document Number** field.
8. Click **Save and Next Step**.
9. Complete the [Advance Accounting step](#).
10. Complete the [Advance Summary step](#).



## 8 Other Actions Available

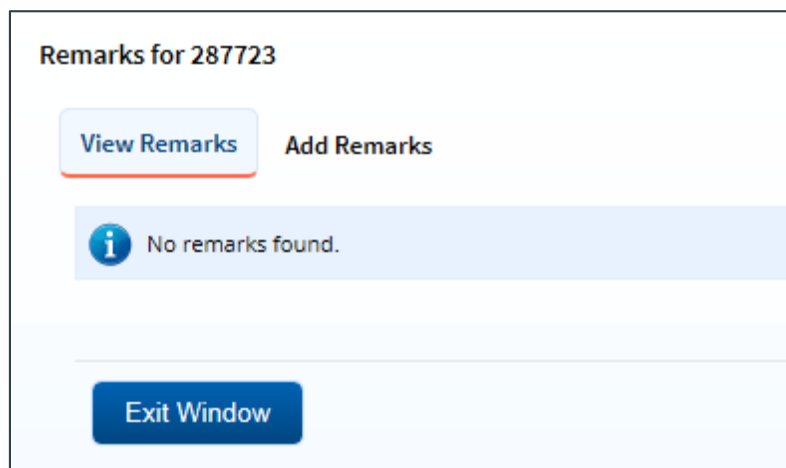
The Other Actions section on the left side of E2 provides links to actions that are commonly performed while creating an advance, including:

- [Adding remarks](#)
- [Printing the advance](#)
- [Viewing routing history](#)
- [Viewing advance details](#)
- [Viewing history](#)
- [Viewing the routing path](#)

### 8.1 Add Remarks

Complete the following steps to add remarks to the advance.

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



*Figure 14: Remarks window*

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

Remarks for 287723

View Remarks **Add Remarks**

Note: Remarks cannot be edited or deleted. Review all information before proceeding.

Allowed: Aa-Zz 0-9 \$ ( ) / : ? @ , . ' \_ -

2000 characters left.

**Save and Close** Save Exit Window

Figure 15: 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 Print the Advance

Complete the following steps to review a printable version of the advance.

1. Click the **Printable Advance** link in the Other Actions section. The advance appears as a PDF file in a new browser window.
2. Click the **Print** icon (  ) to print the document.

## E2 Travel Advance

Mon Jan 29 14:19:05 CST 2018

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.

### Travel Advance Information

Document Number	Advance Status	Authorization Id	Type of Authorization
287723C134983	Closed	287723-1	

Traveler	Advance Id	Title	Travel Charge Card
IRIS LINCOLN	135143		Yes

Mailing Address	Office Phone	Home Phone	Official Duty Station
2400 Arlington Ave. Arlington, VA 22204 US	217-747-1212	N/A	Washington, DC

CONUS/OCONUS	Travel Purpose	Agency Travel	Estimated Dates of Travel
OCONUS	Cardiff Site Visit	F	2018-02-01 thru 2018-02-03

### Travel Advance Payment Request

Document Number	Currency Code	Payment Amount (LCU)	Payment Type	Bank Name	Exchange Rate	Payment Amount (USE)
287723C134983	001 US Dollar	500.00	Cash		1	500.00

### Travel Advance Accounting Information

Accounting String	Authorized Amount
Segment Names: FUND CODE/CATEGORY/BFY/ORGANIZATION/LIMITATION/OBJECT CLASS/FCL/ACTIVITY/CFDA/SECTOR/COHORT YEAR/FUTURE USE 1/FUTURE USE 2	0.0
0201M2007/B/2008/EP000000/JMB/21010/0/000/170/N/0000/000000/000000	500.0
	500.0

Figure 16: Printable Advance

### 8.3 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 you advance, including the date and time of the event, action that triggered the event, and the event description.

**View Routing History** ?

Traveler Name: IRIS LINCOLN   Trip ID: 287909   Advance ID: 135145   Advance Status: Closed

**Routing History**

Date	Action	Routing History Details
29-Jan-2018 10:23:05	Submitted for Approval	Pool DOED MDEHART POOL added for rule All Authorizations.
29-Jan-2018 10:23:05	Submitted for Approval	Pool DOED MDEHART POOL2 added for rule All Authorizations.
29-Jan-2018 10:23:05	Submitted for Approval	Pool DOED MDEHART POOL3 added for rule All Authorizations.
29-Jan-2018 10:23:35	Locked as Approver	LAWRENCE, ISAAC locked as approver by LAWRENCE, ISAAC .
29-Jan-2018 10:27:40	Submitted for Approval	Pool DOED MDEHART POOL2 added for rule All Authorizations.
29-Jan-2018 10:27:40	Submitted for Approval	Pool DOED MDEHART POOL3 added for rule All Authorizations.
29-Jan-2018 10:27:42	Approved	By Approver ISAAC LAWRENCE
29-Jan-2018 10:27:53	Locked as Approver	LAWRENCE, ISAAC locked as approver by LAWRENCE, ISAAC .
29-Jan-2018 10:27:58	Submitted for Approval	Pool DOED MDEHART POOL3 added for rule All Authorizations.
29-Jan-2018 10:28:00	Approved	By Approver ISAAC LAWRENCE
29-Jan-2018 10:30:08	Final Approval	By Approver INGRID LOPES

Departure dates and times are shown in local time for departure location. Expiration dates and times are shown in Central Time.

Figure 17: View Routing History — Advance

### 8.4 View Advance Details

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. If the advance was received in a foreign currency, the currency amount and ex change rate are also shown.

**View Advance Details**

Traveler Name: IRIS LINCOLN   Trip ID: 287909   Advance ID: 135145   Advance Status: Closed

**View Advance Details**

Type of Advance	Type of Payment	Date Requested	Date Approved	Status	Advance Amount
Travel	Cash	29-Jan-2018	29-Jan-2018	Closed	14.00
Total advance amount:					14.00
Total liquidated amount:					0.00
Advance amount repaid outside of E2:					0.00
Remaining to be liquidated:					14.00

Figure 18: View Advance Details

#### 8.4.1 Retained Advances

If you are allowed to retain an advance that you could not liquidate, making the retained amount available for liquidation on future vouchers, a View Retained Advance Details section displays at the bottom of the page. This section identifies the trip ID, dates requested and approved, trip status, and the amount of the advance still outstanding.

### View Advance Details

Traveler Name: IMANI LOGAN   Trip ID: 291476   Advance ID: 136423   Advance Status: Pending Approval

#### View Advance Details

Type of Advance	Type of Payment	Date Requested	Date Approved	Status	Currency Amount	Exchange Rate	Advance Amount USE
Travel	Cash	20-Feb-2018		Pending Approval	279.00 US Dollars (001)	1	279.00
Total advance amount:							279.00
Total liquidated amount:							0.00
Advance amount repaid outside of E2:							0.00
Remaining to be liquidated:							279.00

#### View Retained Advance Details

Trip ID	Type of Payment	Date Requested	Date Approved	Status	Currency Amount	Exchange Rate	Retained Amount USE
290220	EFT	13-Feb-2018	13-Feb-2018	Closed	500.00 US Dollars (001)	1	500.00
Total retained amount:							500.00
Remaining to be liquidated:							500.00

Figure 19: View Advance Details — View Retained Advance Details section

## 8.5 View History

Click the **View History** link in the Other Actions section to display the View History page. This page allows you to view a summary of actions taken on the trip.

### Trip History 🔍

Traveler Name: IRIS LINCOLN   Trip ID: 287909   Advance ID: 135145   Advance Status: Closed

#### Document History

- 26Jan18 Fri 10:20AM - Per diem rate has changed for the following location - Dakar, Senegal
- 26Jan18 Fri 10:20AM - Copied from 271544 by IRIS LINCOLN
- 26Jan18 Fri 10:20AM - Created for Minor Customer:TW-TEST MINOR CUSTOMER (TWMNR)
- 29Jan18 Mon 10:19AM - Advance 135145: Created by LINCOLN, IRIS
- 29Jan18 Mon 10:23AM - Current status: Pending Authorization Approval
- 29Jan18 Mon 10:23AM - Trip ID 287909 submitted to DOED MDEHART POOL approver IRIS LINCOLN by LINCOLN, IRIS
- 29Jan18 Mon 10:23AM - Justification code submitted by LINCOLN, IRIS - Justification for Rental Car Type: Within policy
- 29Jan18 Mon 10:23AM - Advance 135145 current status: Pending Approval
- 29Jan18 Mon 10:23AM - Advance Id 135145 14 US Dollars Sent to Approver By LINCOLN, IRIS
- 29Jan18 Mon 10:23AM - LAWRENCE, ISAAC locked document for Approval.
- 29Jan18 Mon 10:27AM - Trip ID 287909 Approved By DOED MDEHART POOL Approver LAWRENCE, ISAAC

Departure dates and times are shown in local time for departure location. Expiration dates and times are shown in Central Time.

Figure 20: Trip History — Advance

## 8.6 View Routing Path

When an advance document has been submitted for approval, the status of the document changes to *Pending 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 advance. 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 advance and, if allowed, make minor changes.

The View Routing Path page lists all of the steps in the approval path for the advance, 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 advance 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: IRIS LINCOLN   Trip ID: 287787   Advance ID: 135223   Advance Status: Pending Approval

**Routing Path**

Delete	Step	Approver Pool	Approval Reason	Action	Reserved By	Pool Members
<input type="checkbox"/>	1	DOED MDEHART POOL	All Travel Advances	Approval	LAWRENCE, ISAAC	LAWRENCE, ISAAC (e2null@cwtsatotravel.com) ▼
<input type="checkbox"/>	2	DOED MDEHART POOL2	All Travel Advances	Approval		Select Pool Member... ▼
<input type="checkbox"/>	3	DOED MDEHART POOL3	All Travel Advances	Approval		Select Pool Member... ▼

[Add Approval Step](#) ↗

Save

Figure 21: View Routing Path — Advance

### 8.6.1 Change the Approver

If the advance 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 advance.

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.

## 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
- Deleting the advance

***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. This tab lists all of your trips, and you can choose to show, copy, or archive trips, or create a new authorization.

### 9.2 Delete the Advance

Plans change. E2 helps you manage those changing plans by allowing you to delete a travel advance, if you have not already submitted the advance for approval.

The **Delete Advance** link is available at any point in the advance creation process, after completing the Advance Basic Information page but before submitting the advance for approval. Complete the following steps.

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

## 10 Recalling an Advance from the Approval Process

If you need to change an advance 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 advance that is pending approval at any time until it receives final approval.) You can make your changes and then resubmit the advance for approval.

Complete the following steps.

1. Locate the trip associated with the advance on the My E2 **Trips** tab.
2. Click the **Show** link. If the Advance Summary page displays, skip to step 6.
3. Click the **Trip Dashboard** tab.
4. Locate the advance in the Advances section of the Trip Dashboard.
5. Click the **Show** link. This displays the Advance Summary page.

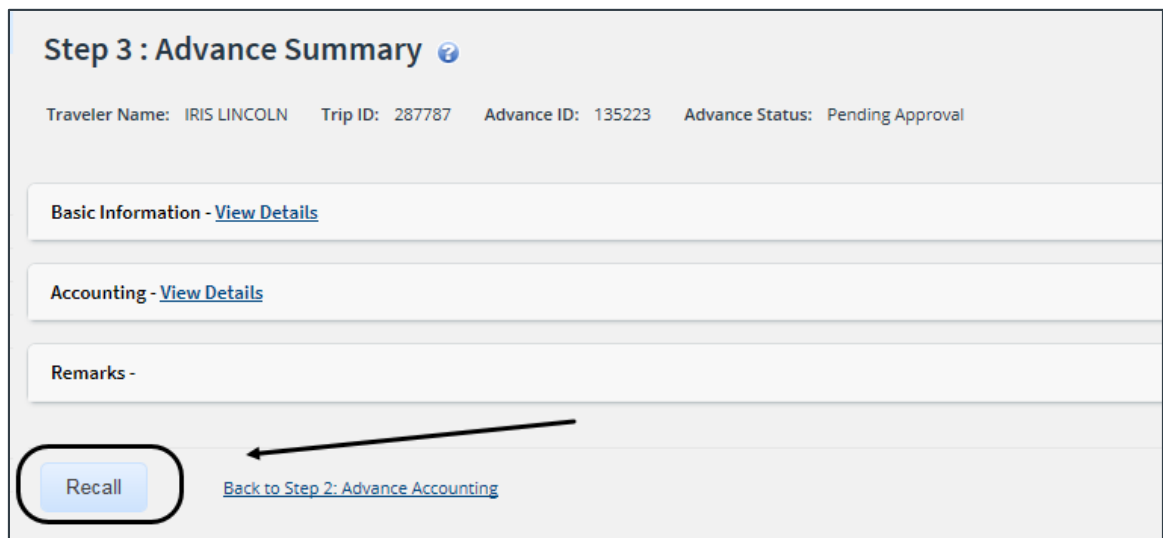


Figure 22: Advance Summary — Recall button

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 advance for approval.



## 11 Revision History

Date	Description	Release
04/2021	Added section 1 (Introduction)	21.1
07/2020	Updated screen shots	20.2
10/2019	Updated title page graphic and copyright information	19.3
03/2019	Copyright and logo updates	19.1
06/2018	Updated figure 13 (Advance Basic Information – Outside Advance)	18.2
03/2018	Updated images throughout the document	18.1
01/2018	Document formatting and layout changes	17.4
07/2015	Updated section 7, Other Actions and subsections	15.3
07/2014	Updated dimensional account code search information in section 4.3, Adding a Dimensional Account Code	ETS2/14.2
01/2013	Copyright updates	ETS2
10/2012	General availability	ETS2

## 12 Trademark and Copyright

E2 Solutions and CWTSato To Go are trademarks of CWT. All other marks are the property of their respective owners.

Copyright © 2021 CWT. All rights reserved.

CWTSatoTravel Web Site: <http://www.cwtsatotravel.com>