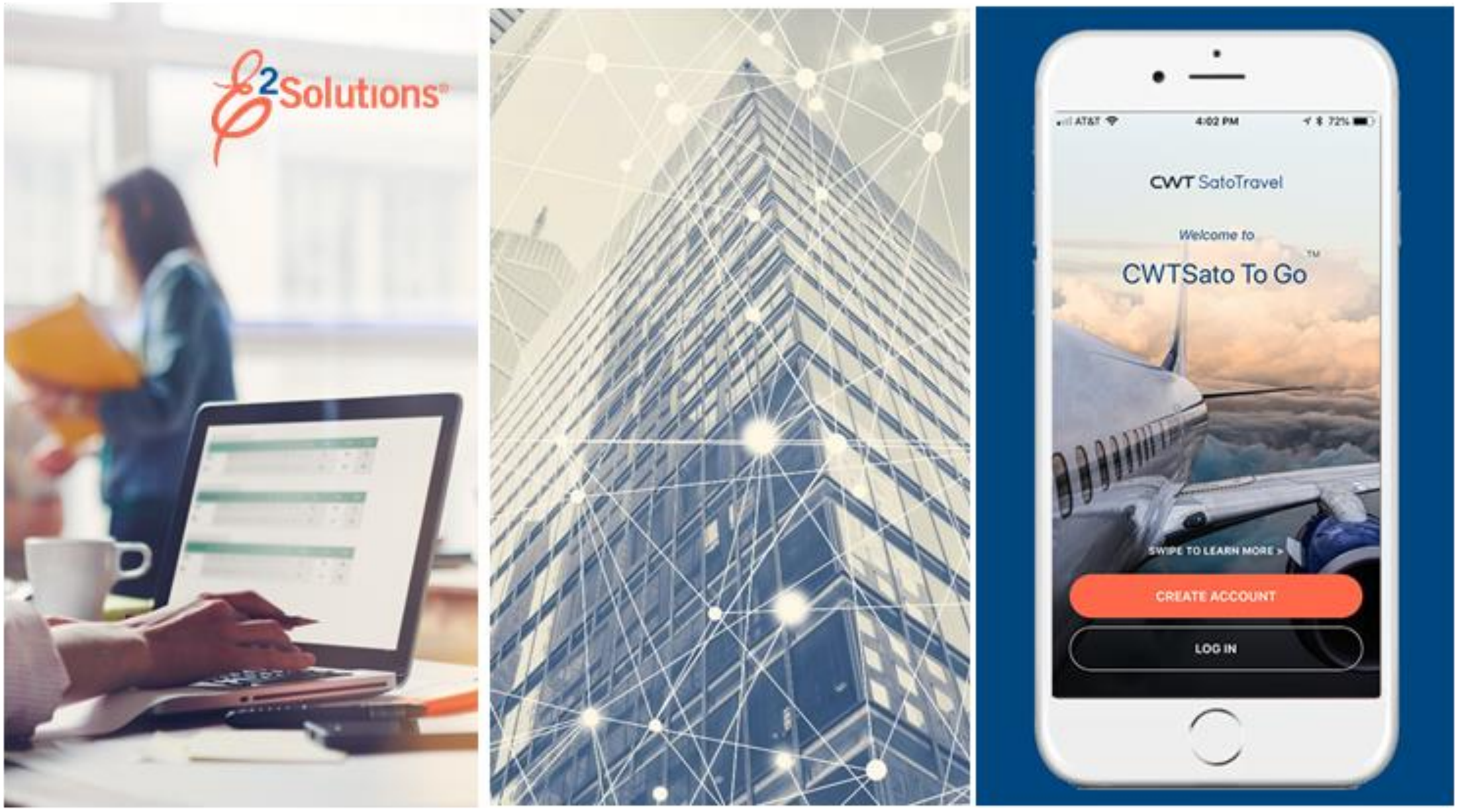

UG91: Specialty Travel

Dependent Travel, Relocation, and More
Release 24.1 | January 2024

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1 Introduction

The purpose of this document is to highlight and illustrate those rare trips in E2 Solutions that fall outside of the standard authorization and voucher workflows.

This document contains information regarding trip processes for 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 Dependent Travel

The Dependent Travel feature allows you to create travel authorizations for your dependents.

2.1 Before You Begin

Before you can add your dependents into E2 Solutions and create trips for them, verify the Dependent Travel feature is enabled for your agency. At least one travel type in your office or workgroup must also have dependent travel rules associated with it. Contact your E2 help desk, travel policy manager, or other agency personnel for further assistance.

2.1.1 Terms

The following terms pertain to the Dependent Travel feature.

2.1.1.1 Dependent

A dependent is any person who meets one of the following criteria:

- A child of the employee, employee's spouse, or employee's domestic partner, who is unmarried and under 21 years of age or who, regardless of age, is physically or mentally incapable of self-support

  NOTE*: The term "child" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards, or other dependent children who are under legal guardianship of the employee, employee's spouse, or employee's domestic partner; and any unborn child(ren) born and moved after the employee's effective date of transfer.*

- A dependent parent (including step and legally adoptive parents) of the employee, employee's spouse, or employee's domestic partner
- A dependent brother or sister (including step and legally adoptive brothers and sisters) of the employee, employee's spouse, or employee's domestic partner, who is unmarried and under 21 years of age of who, regardless of age, is physically or mentally incapable of self-support

2.1.1.2 Domestic Partner

A domestic partnership is two individuals who are each other's sole domestic partner and remain so indefinitely. These individuals are willing to promptly disclose, if required, any dissolution or change in the status of the partnership and would marry, but for the failure of their state or other jurisdiction of residence to permit same-sex marriage.

2.1.1.3 Safe Haven

A safe haven is a temporary location to which the employee and their dependents are sent in the event of an evacuation.

2.1.1.4 Spouse

A spouse, husband, or wife; all words to describe that the employee and another individual are lawfully married to each other where that marriage is legally recognized.

2.2 Managing Your Dependents

You can manage the dependents that will travel with you on the Manage Dependents page. Any dependents listed on this page will be available for selection when creating a new authorization.

Click your name in the E2 task bar to display the User Options menu, and then select *Manage Dependents* from the drop-down list to display the Manage Dependents page.

Figure 1: User Options Menu — Manage Dependents option

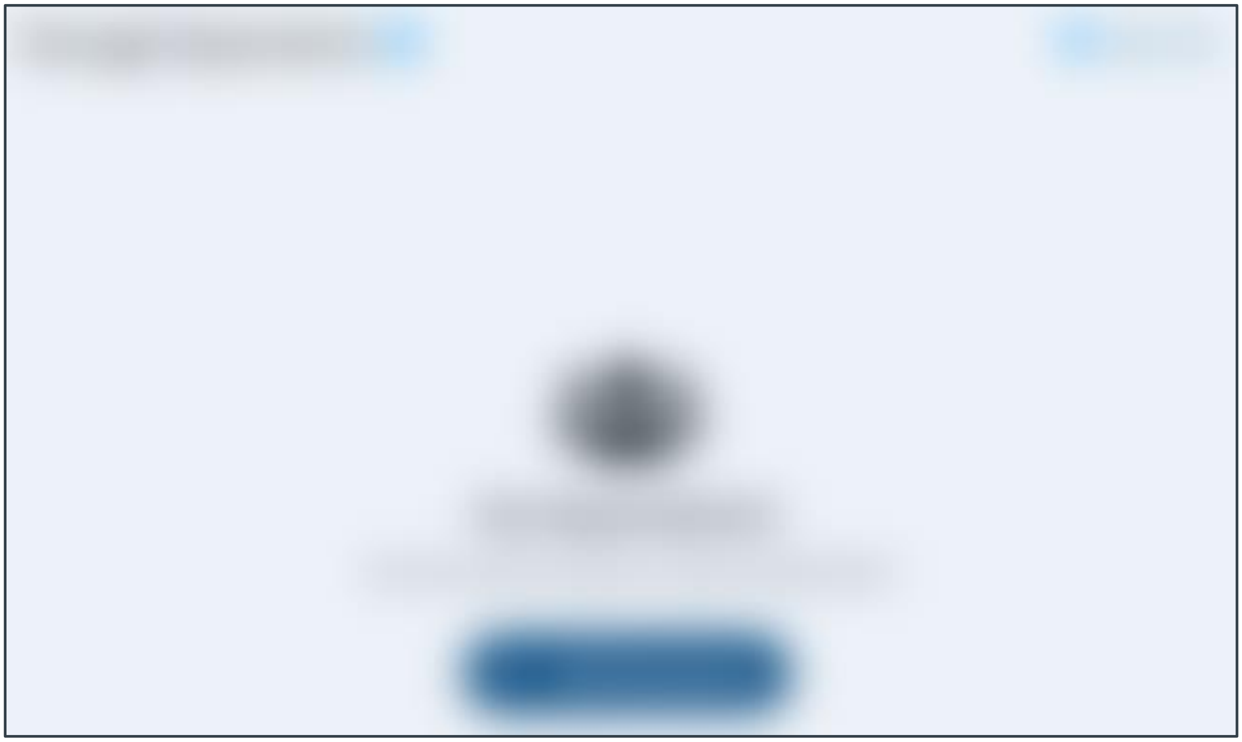

Figure 2: Manage Dependents — No Dependents

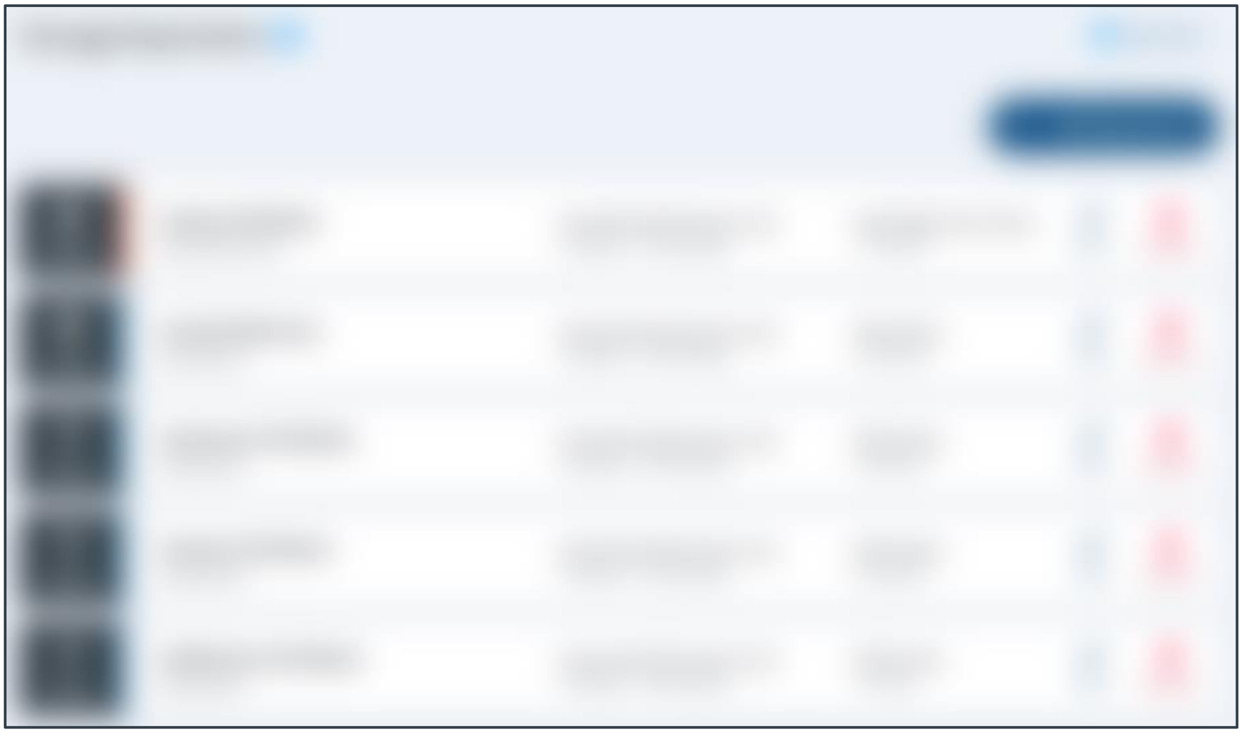

Figure 3: Manage Dependents — Existing Dependents

The page lists every dependent currently associated with your E2 user account, including their name, age, relationship to you, home site / safe haven location, and birth or marriage/union date. Records are sorted by relationship, with any spouse/partner listed first. These records are sorted by your date of marriage/union, with the record with the longest marriage/union listed first. "Dependent" records are then sorted by date of birth, with the oldest dependent listed first. For any dependents with the same date of birth, these records will be listed in alphabetical order based on last name and then first name.

Select from the following options to maintain your dependent information.

- Click the **Add Dependent** button to display the Add Dependent page, which allows you to add a new dependent.
- Click an **Edit** icon ( ) to open the Edit Dependent page, which allows you to maintain the details of that particular record.
- Click a **Delete** icon ( ) to delete that particular record.

2.2.1 Add a Dependent

With the Manage Dependents page displayed, complete the following steps to add a new dependent.

1. Click the **Add Dependent** button. This displays the Add Dependent page.

Figure 4: Add Dependent page

2. Enter the dependent's information in the available fields. An asterisk (*) next to a field label indicates that field is required to save the record.
    - **First Name *** – Enter up to 35 alpha-numeric characters for the dependent's first name.
    - **Middle Name** – Enter up to 35 alpha-numeric characters for the dependent's middle name.
    - **Last Name *** – Enter up to 35 alpha-numeric characters for the dependent's last name.
    - **Relationship *** – Select one of the following options from the drop-down list to indicate the dependent's relationship to you.
        - **Dependent** – Select this option if the individual is your dependent child, parent, or sibling.
        - **Spouse/Partner** – Select this option if the individual is your spouse or domestic partner.
    - **Date Field *** – The label for this field changes based on the option selected from the **Relationship** drop-down list.
        - **Birth Date** – If you selected *Dependent*, enter the dependent's birth date in the field (formatted MM/DD/YYYY), or click the calendar icon to select the date from the drop-down calendar.
        - **Marriage/Union Date** – If you selected *Spouse/Partner*, enter the date of your marriage/union in the field (formatted MM/DD/YYYY), or click the calendar icon to select the date from the drop-down calendar.
    - **Homesite / Safe Haven City *** – Enter the first three or more characters from the name of your home site or safe haven city in the field, pause, and then select the city from the drop-down list.

      ***NOTE**: The safe haven location is the CONUS or OCONUS city to which the dependent is temporarily sent in the event of an evacuation.*

3. Click the **Add** button when you are finished to add a record for the dependent to E2 Solutions and return to the Manage Dependents page.

   ***TIP**: Click the **Cancel** button at any time before clicking the **Add** button to clear your entries and return to the Manage Dependents page*.

2.2.2 Edit a Dependent

With the Manage Dependents page displayed, complete the following steps to edit a dependent's record.

1. Locate the dependent you want to change and click the corresponding **Edit** () icon. This displays the Edit Dependent page.

Figure 5: Edit Dependent page

2. Make your changes.
   - All fields are enabled and may be edited.
   - If you need to make changes to a field that is already populated, clear the entry from the field and enter or select the new value.
3. Click the **Save** button when you are finished to save your changes and return to the Manage Dependents page.

   TIP*: Click the* ***Cancel*** *button at any time before clicking the* ***Save*** *button to void your entries and return to the Manage Dependents page, leaving the record unchanged.*

2.2.2.1 Existing Authorizations

If the dependent you wish to change has already been added to one or more trips, the following informational message displays when you access the Edit Dependent page for that dependent: *This dependent has been added to [NUMBER] trips. Any changes made here will not update this dependent on your existing trips*.

You can continue to modify the details of the dependent's record, but those changes will only be present on future trips to which the dependent is added and will not be carried over to any existing trips for the dependent.

TIP*: Refer to the* ERR15: Profile, Travel for Others, & My E2 *errors and warnings guide for more information on the errors and warning messages that may display on the Add Dependent, Edit Dependent, and Manage Dependents pages.*

2.2.3 Delete a Dependent

With the Manage Dependents page displayed, complete the following steps to delete a dependent's record.

1. Locate the dependent you want to delete and click the corresponding **Delete** ( ) icon. This displays "Delete dependent" confirmation window.

Figure 6: "Delete dependent" confirmation window

2. Click the **Delete** button to delete the dependent, or click the **Cancel** button to cancel the request and leave the dependent unchanged.

When you delete a dependent, the record will be removed from your Manage Dependents list and you will no longer be able to add that individual as a dependent on a new trip.

- If the dependent was not associated with any trips, they will be removed completely from the system.
- If the dependent was associated with existing trips, the record will be archived to ensure the dependent is still visible on those trips.

2.3 *Creating Dependent Travel*

Once your dependents have been entered into E2, they can be added to trips when necessary. The process, for the most part, is the same as creating a simple travel authorization. Those differences specific to dependent travel are listed below.

TIP*: Refer to the* UG25: Creating Authorizations *user guide for more information on the TDY authorization workflow*.

2.3.1 Authorization Basic Information

Dependents are added to a trip on the authorization's Basic Information page.

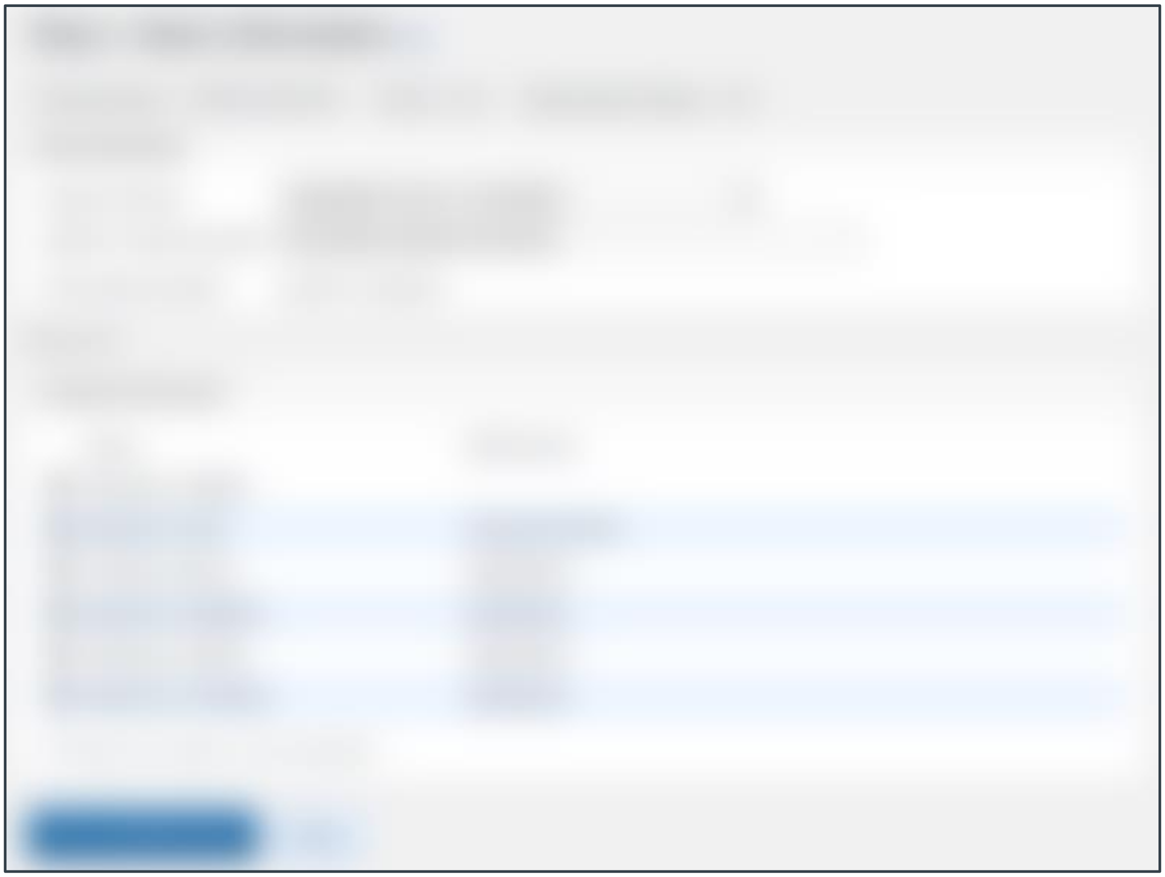

Figure 7: Authorization Basic Information — Dependent Travel trip

2.3.1.1 *Travel Type*

Select a travel type that allows for dependent travel from the **Type of Travel** drop-down list. The check boxes in the “Travelers for this trip” data grid are only enabled when the selected travel type can be used for dependent travel.

TIP*: Contact your E2 help desk, travel policy manager, or other agency personnel if you cannot locate a particular travel type or are unsure of the travel type to use for your trip.*

2.3.1.2 *Travelers for This Trip*

In the “Travelers for this trip” data grid, select the check box next to each traveler you want to include on the trip.

- The authorization’s owner (i.e., the logged-in user or the traveler for whom you are arranging travel) is the first entry in the data grid and their check box is selected by default. If the owner is not traveling on this trip with their dependent(s), the check box may be cleared.
- At least one check box must be checked to continue.

TIP*: Trip travelers may be added and/or removed on the original authorization or an amendment until a voucher for the trip is created and approved.*

2.3.2 Authorization Reservation

You cannot make or retrieve reservations, or request reservation assistance from your TMC, for dependent travel within the E2 Solutions application. Travelers and travel arrangers are advised to contact their TMC directly for assistance with dependent travel reservations.

An informational message – *Reservations are not allowed for Dependent Travel* – displays on the authorization's Reservation page when the check box for at least one dependent is checked in the "Travelers for this trip" data grid on the Basic Information page.

Figure 8: Authorization Reservation — Dependent Travel message

2.3.3 Authorization Expenses: Dependent Lodging, Meals, & Incidental Expenses

Expense amounts allowed for dependent travel are based on the travel regulations under which the trip is created (i.e., FTR or JTR), the trip owner's hierarchy, the selected dependent travel type, and the dependents included on the trip. E2 considers all these factors to determine the percentage of per diem allowed for each traveler for each day of lodging and meals and incidental expenses (M&IE). The following table outlines the current guidelines for the dependent travel rules.

Regulations	Dependent Travel Type	Traveler	Lodging	M&IE
FTR	Emergency	First Traveler	100%	100%
		Dependent – Age 12 or over	0%	75%
		Dependent – Under age 12	0%	50%
FTR	Evacuation	First Traveler	100%	100%
		Dependent – Age 12 or over	0%	75%
		Dependent – Under age 12	0%	50%
FTR	Medical	First Traveler	100%	100%
		Dependent – Age 12 or over	0%	75%
		Dependent – Under age 12	0%	50%
JTR	Emergency	First Traveler	100%	100%
		Dependent – Age 12 or over	0%	0%
		Dependent – Under age 12	0%	0%
JTR	Evacuation	First Traveler	100%	100%
		Dependent – Age 12 or over	100%	100%

Regulations	Dependent Travel Type	Traveler	Lodging	M&IE
		Dependent – Under age 12	50%	50%
JTR	Medical	All traveler	100%	100%

2.3.3.1 Conditions

The following conditions apply to the dependent travel rules.

- If nothing is defined for the dependent travel rules, lodging and M&IE will be set to 100% for each day of the trip.
- "First Traveler" is defined as the owner of the trip, if the owner is traveling.
  - If the owner is not traveling, the "First Traveler" is the owner's spouse.
  - If the owner and their spouse are not traveling, the "First Traveler" is the oldest dependent.
- The spouse, if not the "First Traveler," will always be considered as above the age threshold.
- If a child's age goes above the threshold during the trip (i.e., an 11-year-old turns 12), the percentages and amounts will be automatically adjusted for their birthday and any subsequent days.
- In addition to dependent travel percentages, lodging and M&IE amounts may also be subject to any variable per diem rates that may apply to the trip.

2.3.3.2 Lodging Expenses & Meals and Incidental Expenses Windows

When you access the authorization or voucher Lodging Expenses or Meals and Incidental Expenses window from the Expenses page, the per diem rate for each row will be automatically calculated based on the site's per diem rate multiplied by the appropriate dependent percentage(s) for the day.

Click the **Per Diem Rate** link in the Lodging Expenses window, or the **Per Diem Meals** or **Per Diem Incidentals** link in the Meals and Incidental Expenses window, to display the Dependent Travel Calculations window. This window indicates the percentage allowed for each traveler on the corresponding day of the trip.

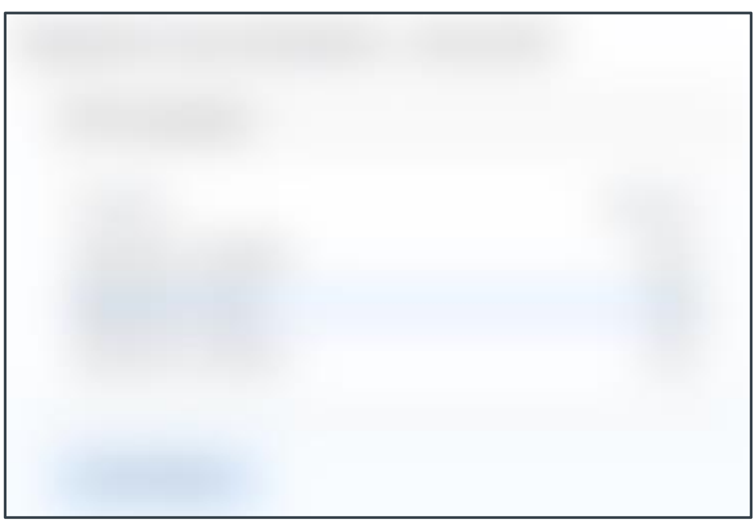

Figure 9: Dependent Travel Calculations window

Example 1

You are an FTR traveler and you create a trip using an “Emergency”-flagged dependent travel type for your spouse and a 14-year-old dependent child. The two travelers are going to Springfield, Illinois, where the daily lodging per diem rate for the dates of the trip is $107, the per diem meal rate is $54, and the per diem incidental rate is $5.

Based on the dependent travel rules:

- Your spouse (i.e., the First Traveler) is entitled to 100% of the per diem for lodging and M&IE.
- The dependent child, being over the age of 12, is entitled to 0% of the lodging per diem rate and 75% of the per diem rate for M&IE.

Lodging First Traveler	Lodging Dependent Child (Age 12 or over)	Total Lodging per Day
100% = $107	0% = $0	100% = $107

Figure 10: Dependent Travel Rules — Lodging Expenses, First Example

Meals First Traveler	Meals Dependent Child (Age 12 or over)	Total Meals per Day
100% = $54	75% = $40.50	175% = $94.50
Incidentals First Traveler	**Incidentals Dependent Child (Age 12 or over)**	**Total Incidentals per Day**
100% = $5	75% = $3.75	175% = $8.75
		Total M&IE Amount
		$103.25

Figure 11: Dependent Travel Rules — Meals and Incidental Expenses, First Example

Example 2

You are an FTR traveler and you create a trip using an “Evacuation”-flagged dependent travel type for you, your spouse, and an 11-year-old dependent child, who will turn 12 midway through the trip. You are traveling to Chicago, Illinois, where the daily lodging rate for the dates of the trip is $146, the per diem meal rate is $74, and the per diem incidentals rate is $5.

Based on the dependent travel rules:

- You (i.e., the First Traveler) are entitled to 100% of the per diem for lodging and M&IE.
- Your spouse is entitled to 0% of the per diem lodging rate, but 75% of the M&IE per diem rate.
- The child is entitled to 0% of the per diem lodging rate and 50% of the M&IE per diem rate, until they turn 12 on December 13, at which point they are entitled to 75%.

Lodging First Traveler	Lodging Dependent (Spouse)	Lodging Dependent (Child)	Total Lodging per Day
100% = $146	0% = $0	0% = $0	100% = $146

Figure 12: Dependent Travel Rules — Lodging Expenses, Second Example

Meals First Traveler	Meals Dependent (Spouse)	Meals Dependent (Child)	Total Meals per Day
100% = $74	75% = $55.50	12/11–12: 50% = $37	12/11–12: 225% = $166.50
		12/13–15: 75% = $55.50	12/13–15: 250% = $185
Incidentals First Traveler	**Incidentals Dependent (Spouse)**	**Incidentals Dependent (Child)**	**Total Incidentals per Day**
100% = $5	75% = $3.75	6/21–22: 50% = $2.50	6/21–22: 225% = $11.25
		6/23–25: 75% = $3.75	6/23–25: 250% = $12.50
			Total M&IE Amount
			6/21–22: $177.75
			6/23–25: $197.50

Figure 13: Dependent Travel Rules — Meals and Incidental Expenses, Second Example

Example 3

You are a JTR traveler and you create a trip using an "Evacuation"-flagged dependent travel type for you, your spouse, and a nine-year-old dependent child. You are traveling to Chicago, Illinois, where the daily lodging per diem rate for the dates of the trip is $146, the per diem meal rate is $74, and the per diem incidentals rate is $5.

Based on the dependent travel rules:

- You (i.e., the First Traveler) and your spouse are each entitled to 100% of the per diem rate for lodging and M&IE.
- The dependent child, being under the age of 12, is entitled to 50% of the per diem lodging and M&IE rates.

Lodging First Traveler	Lodging Dependent (Spouse)	Lodging Dependent (Child)	Total Lodging per Day
100% = $146	100% = $146	50% = $73	250% = $365

Figure 14: Dependent Travel Rules — Lodging Expenses, Third Example

Meals First Traveler	Meals Dependent (Spouse)	Meals Dependent (Child)	Total Meals per Day
100% = $74	100% = $74	50% = $37	250% = $185
Incidentals First Traveler	**Incidentals Dependent (Spouse)**	**Incidentals Dependent (Child)**	**Total Incidentals per Day**
100% = $5	100% = $5	50% = $2.50	250% = $12.50
			Total M&IE Amount
			$197.50

Figure 15: Dependent Travel Rules — Meals and Incidental Expenses, Third Example

<u>Example 4</u>

You are a JTR traveler and you create a trip using a "Medical"-flagged dependent travel type for your spouse, a 14-year-old dependent child, and a two-year-old dependent child. You are traveling to Cincinnati, Ohio, where the daily lodging per diem rate for the dates of the trip is $156, the per diem meal rate is $69, and the per diem incidentals rate is $5.

Based on the dependent travel rules, all three travelers would be entitled to 100% of the per diem rates for lodging, meals, and incidental expenses.

Lodging First Traveler	Lodging Dependent (Child, 12 and over)	Lodging Dependent (Child, Under 12)	Total Lodging per Day
100% = $156	100% = $156	100% = $156	300% = $468

Figure 16: Dependent Travel Rules — Lodging Expenses, Fourth Example

Meals First Traveler	Meals Dependent (Child, 12 and over)	Meals Dependent (Child, Under 12)	Total Meals per Day
100% = $69	100% = $69	100% = $69	300% = $207
Incidentals First Traveler	**Incidentals Dependent (Child, 12 and over)**	**Incidentals Dependent (Child, Under 12)**	**Total Incidentals per Day**
100% = $5	100% = $5	100% = $5	300% = $15
			Total M&IE Amount
			$222

Figure 17: Dependent Travel Rules — Meals and Incidental Expenses, Fourth Example

2.3.4 Authorization Expenses: Other Estimated Expenses

When adding a new estimated expense, the *Rental Car* expense option is not available. Dependent travel is not eligible for a rental car at any destination site.

2.3.5 Authorization Summary

On the authorization's Summary page, a "Travelers for this trip" section is added below the Basic Information section. The "Travelers for this trip" section displays the name and relationship to the E2 user for those travelers included on the authorization.

NOTE*: The "Travelers for this trip" section will only include the actual travelers on the trip. This means that if the owner of the authorization is not traveling with their dependents on this trip and their check box was not checked, the owner will not be listed in the "Travelers for this trip" section. The same is true for other locations (e.g., Voucher Summary page) and documents (e.g., printable authorization) where a list of travelers is displayed.*

Figure 18: Authorization Summary — Dependent Information

2.3.5.1 Voucher Summary

Similarly, when a travel voucher is created, the dependents included on the trip will be listed on the Voucher Summary page just as they are on the authorization's Summary page — in a "Travelers for this trip" section directly below the Basic Information section.

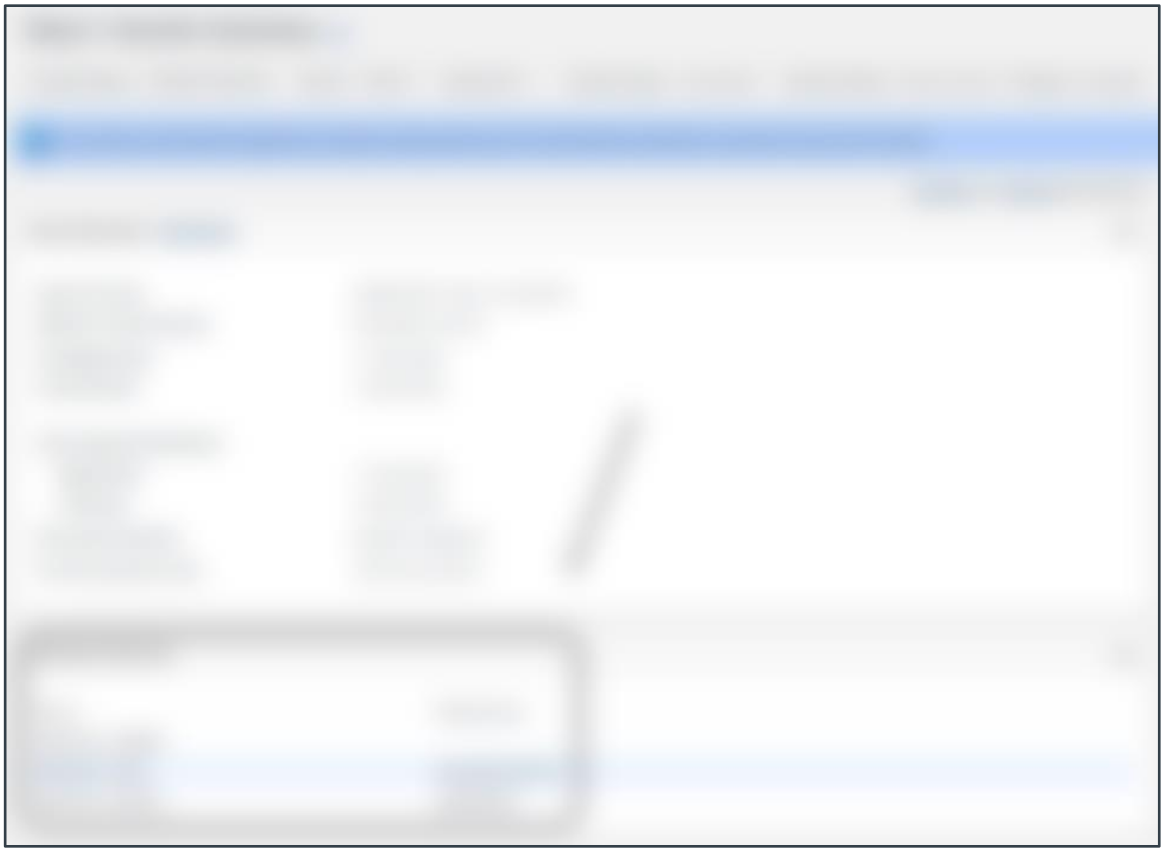

Figure 19: Voucher Summary — Dependent Information

2.3.6 Other E2 Applications & Documents

Dependent travel will also be recorded in the following applications and documents that are ancillary to the authorization and voucher workflows.

2.3.6.1 View Daily Expenses Summary

The View Daily Expenses Summary window for both authorizations and vouchers will reflect the total amounts allowed, based on entitlements, when dependents are traveling.

In the authorization's View Daily Expenses Summary window, the Meals and Incidentals columns in the Daily Expenses data grid will display the total amounts allowed for the travelers on each day of the trip. The Per Diem Rate Information For Sites On This Trip section breaks out the total amounts for each meal (i.e., Breakfast, Lunch, and Dinner), based on the site's actual per diem rate.

Figure 20: Authorization View Daily Expenses Summary — Dependent Expense Entitlements

In the voucher's View Daily Expenses Summary window, the Breakfast, Lunch, Dinner, and Incidentals columns in the Daily Expenses data grid display the total amounts allocated to each meal and incidentals for all travelers on each day of the trip.

Figure 21: Voucher View Daily Expenses Summary — Dependent Expense Entitlements

2.3.6.2 *Trip History*

An entry is added to the trip history for each dependent included on the authorization. An entry (e.g., *Traveler JOHN DOE is traveling on this trip*) will also be added for the owner if they are traveling with their dependents. (The owner's entry is not included if they are traveling on their own, without dependents.)

If you later remove a dependent from the authorization, an entry (e.g., *Traveler [TRAVELER NAME] was removed by [USER NAME]*) will be added to the trip history to reference the removal.

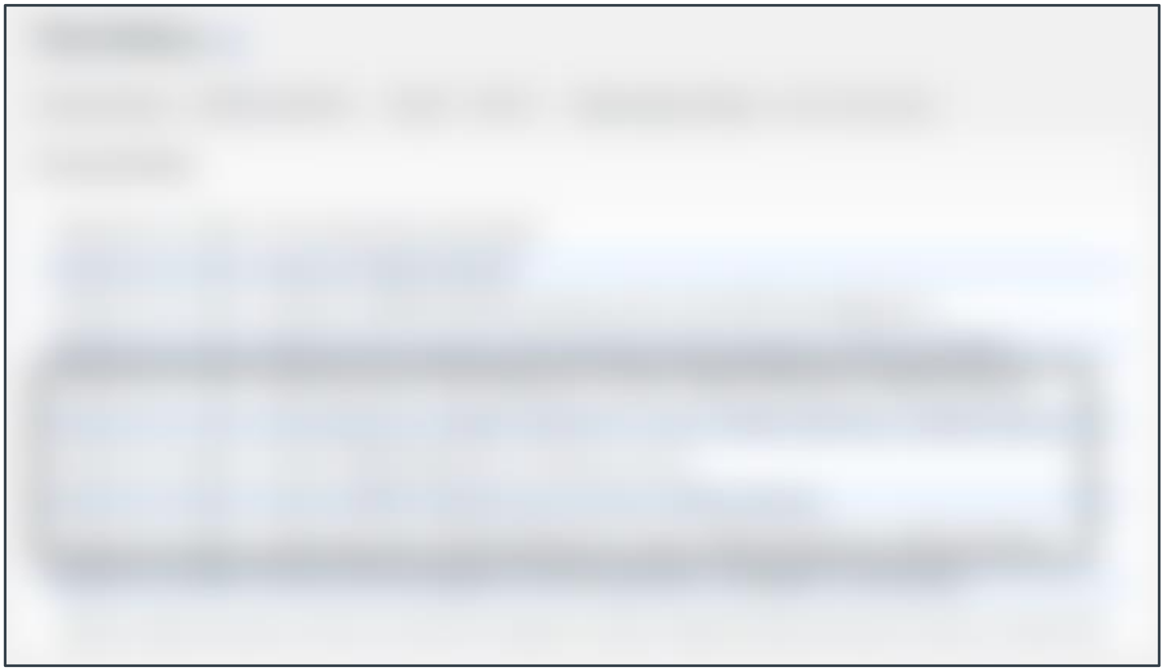

Figure 22: Trip History — Dependent Entries

2.3.6.3 *Authorization Printables*

A "Travelers for this Authorization" section will be included on the printable authorization if dependents have been selected. This section will list only those people traveling; the trip's owner will not be included if they are not traveling.

Figure 23: Printable Authorization — Travelers for this Authorization section

The compact printable authorization will not list the travelers, but if any dependents are included, the Dependents Traveling? section will be set to *Yes*.

Figure 24: Compact Printable Authorization — Dependents Traveling? section

3 One-Way Travel (Including PCS/Relocation)

The only major difference between a typical TDY trip and a one-way trip involves the selections made for the final site on the authorization's Site Details page. The **Returning Date** field for your final site should be set to the last day you are traveling (e.g., the value in the **Departing Date** field plus one day), while the **Mode of Transportation** field for that final site should be set to *Not Applicable / No Cost*. (Relocation, or travel for a permanent change of station (PCS), is treated as a one-way trip in E2 Solutions.)

If your trip includes a reservation, the necessary selections are made for you when the reservation is associated with the trip. If your trip does not include a reservation, however, you can make those selections as you proceed through the authorization workflow.

TIP*: Always follow your agency's guidance for specific policies or processes related to PCS or relocation travel*.

3.1 *Trip Without a Reservation*

Complete the following steps to create a one-way trip without including a reservation.

1. Select *Create an Authorization* from the **Start a Travel Document** drop-down list on the My E2 **At a Glance** tab.
2. Click the **Go** button. This displays the authorization's Basic Information page.

   NOTE*: If you have open authorizations (OAs) available, the Authorizations Exist window displays as you start a new authorization. If your one-way trip is part of an open authorization, select that OA from the* ***OA or GA selection*** *drop-down list, and then click the* ***Create Trip*** *button. Otherwise, verify* Do not use an available authorization *is selected in the* ***OA or GA selection*** *drop-down list and click the* ***Create Trip*** *button.*

   

   Figure 25: Authorizations Exist — "OA or GA selection" field

3. Select the appropriate travel type from the **Type of Travel** drop-down list. For PCS or relocation travel, select the PCS or relocation-related travel type.

   TIP*: The selections available in the* ***Type of Travel*** *drop-down list are controlled by your agency's travel policy. Contact your E2 help desk, travel policy manager, or other agency personnel if you cannot locate a particular travel type or are unsure of the travel type to use for your trip.*

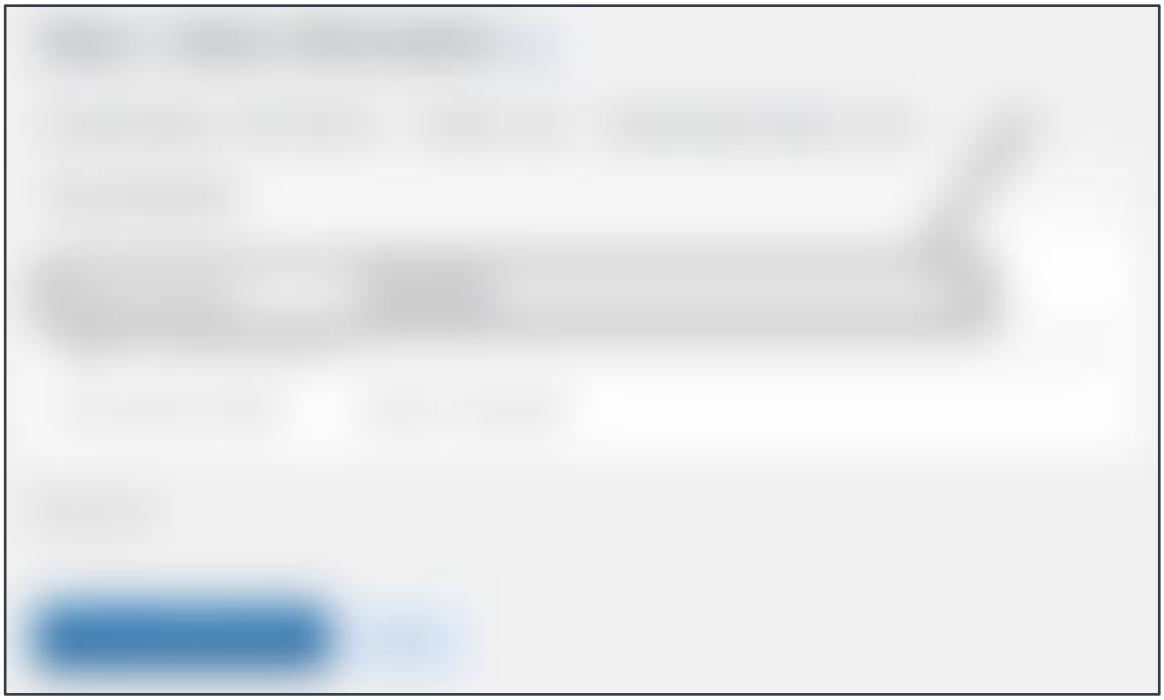

Figure 26: Authorization Basic Information — Type of Travel field

4. Complete all other required fields on the Basic Information page, and then click the **Save and Next Step** button to continue.

   NOTE*: If dependent travel is enabled for your agency and your selected travel type allows for dependent travel, the "Travelers for this trip" data grid is visible and enabled, allowing you to select any dependents to be included on the trip. Refer to* PCS/Relocation Travel With Dependents *for more information on that form of travel.*

5. As your trip does not include a reservation, click the **Next Step** button on the authorization's Reservation page to continue.
6. The authorization's Site Details page is structured for TDY trips and does not automatically reconfigure itself for one-way travel. Various entries and selections, however, can be made on the page to ensure the trip is regarded as one way. Enter the following information for your trip in the available fields.
   a. Enter or select the date and time you will be departing from your home site in the **Departing Date** and **Departing Time** fields for site 1.
   b. Select the location to which you are traveling in the **Going To** field for site 1.
   c. Select the mode of transportation to be used for your trip from the **Mode of Transportation** drop-down list for site 1.
   d. Enter your last day of travel in the **Returning Date** field for site 2.
      - If you are entitled to lodging, meals, and incidental expenses for your one-way trip, enter the date in the **Departing Date** field plus one day. For example, if your departing date is January 15 and travel will only take one day, enter January 16.
      - If you are not entitled to lodging and M&IE for this trip, enter the same date as that in the **Departing Date** field, and ensure the **Arrival Time** drop-down list for site 2 is later than the value selected in the **Departing Time** field for site 1.
   e. The **Returning To** field for site 2 defaults to the same location as the **Departing From** field for site 1. No change is necessary (E2 will still recognize the authorization applies to

a one-way trip, despite the location), but you can enter your arrival location in the field, if it makes you feel more comfortable.

f. Select the time you will arrive at the new location from the **Arrival Time** drop-down list for site 2.
g. Select *Not Applicable / No Cost* from the **Mode of Transportation** drop-down list for site 2.

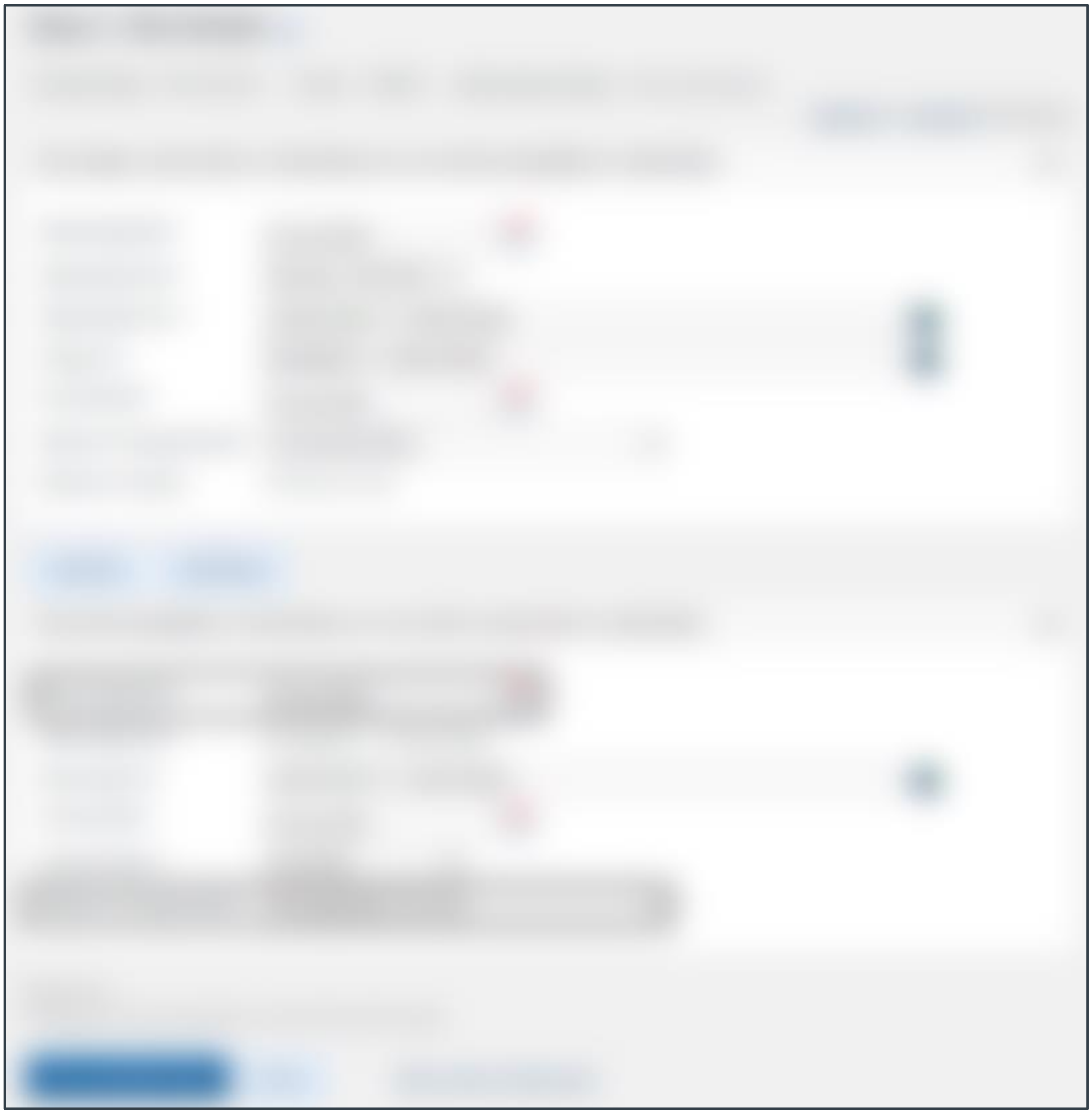

Figure 27: Authorization Site Details — Returning Date & Mode of Transportation fields

7. Click the **Save and Next Step** button to save your entries.
8. Complete the authorization as you would a TDY authorization and submit it for approval.

TIP*: Refer to the* UG25: Creating Authorizations *user guide for more information on the TDY authorization workflow*.

3.2 Trip With a Reservation

The steps required to create a one-way trip in E2 Solutions that includes a reservation are very similar to those for trips without a reservation. Instead of bypassing the authorization's Reservation page and entering all information on the Site Details page, a reservation is added to the trip and the Site Details page is automatically populated.

3.2.1 Reservation

When you reach the authorization's Reservation page, select one of the following options:

- Click the **Make New Reservation** link to make your online reservations for the trip and associate them with the current authorization.
- Click the **Manage Trip Reservations** link to locate an existing held reservation or retrieve a reservation made for you by the TMC and associate it with the trip.

When the reservation information displays on the Reservation page, you can click the **Next Step** button to continue with the authorization.

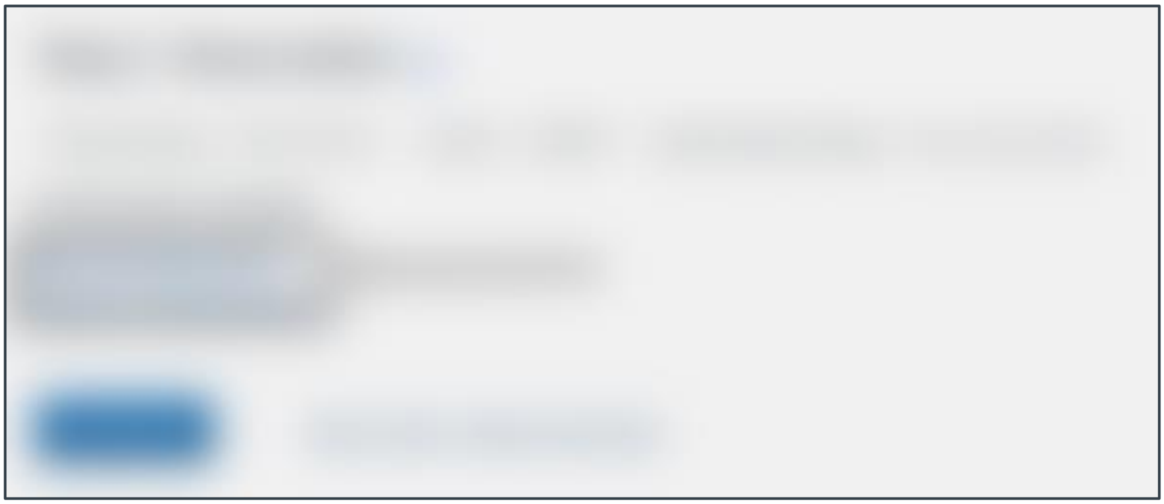

Figure 28: Authorization Reservation — Make New Reservation & Manage Trip Reservations links

3.2.2 Site Details

The fields on the authorization's Site Details page populate based on the reservation information now tied to the trip. Review the locations and travel dates carefully, making changes as needed. The details for the final site on the page should be as follows:

- The **Returning Date** field should default to the date in the **Departing Date** field plus one day.

  NOTE*: If you are not entitled to lodging and M&IE for this trip, change the* ***Returning Date*** *field value to be the same as that in the* ***Departing Date*** *field, and then ensure the* ***Arrival Time*** *drop-down list for the final site is later than the value selected in the* ***Departing Time*** *field.*

- The **Mode of Transportation** drop-down list should default to *Not Applicable / No Cost*.

When the information on the Site Details page is correct, click the **Save and Next Step** button to save your entries. You can then complete the authorization as you would a TDY authorization and submit it for approval.

***TIP**: Refer to the* UG25: Creating Authorizations *user guide for more information on the TDY authorization workflow*.

3.3 Site Details Example Scenarios

The following scenarios imagine a relocation from a current home site of Springfield, Illinois, to Phoenix, Arizona. The traveler is entitled to lodging and M&IE the first night after they reach their final destination, as well as any nights spent on the road. These examples indicate how the fields on the authorization's Site Details page should be set to accommodate each scenario.

3.3.1 Scenario #1: Flying

In this example, the traveler is flying from their current home site in Springfield to relocate to Phoenix. Travel will take no more than one day. The fields on the Site Details page are set as follows:

- **[Site 1] Begin**
  - **Departing Date** = 01-Dec-2023
  - **Departing Time** = 08:00 AM
  - **Departing From** = Springfield, IL, United States
  - **Going To** = Phoenix, AZ, United States
  - **Arrival Date** = 01-Dec-2023
  - **Mode of Transportation** = Commercial Plane
  - **Reason For Stop** = Temporary Duty
- **[Site 2] End**
  - **Returning Date** = 02-Dec-2023
  - **Returning From** = Phoenix, AZ, United States
  - **Returning To** = Phoenix, AZ, United States
  - **Arrival Date** = 02-Dec-2023
  - **Arrival Time** = 12:00 AM
  - **Mode of Transportation** = Not Applicable / No Cost

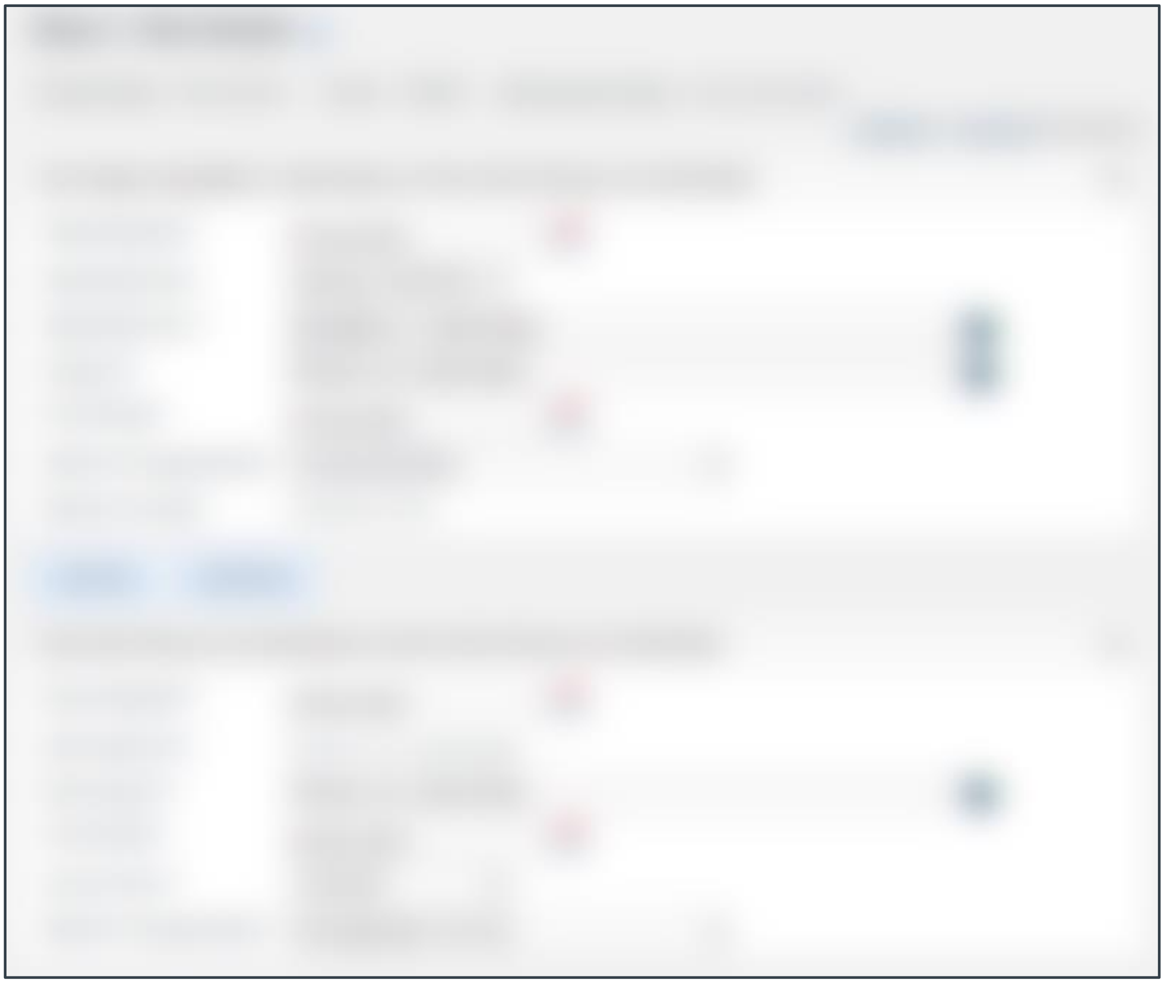

Figure 29: Authorization Site Details — Scenario 1

3.3.2 Scenario #2: Driving

In this example, the traveler is driving their personal automobile cross country as they relocate from Springfield to Phoenix. The traveler intends to take three days for their trip, stopping the first and second nights at a hotel along the route. Additional sites must be added to the Site Details page for each stop; the fields on the Site Details page are set as follows:

- **[Site 1] Begin**
  - **Departing Date** = 01-Dec-2023
  - **Departing Time** = 06:00 AM
  - **Departing From** = Springfield, IL, United States
  - **Going To** = Elk City, OK, United States
  - **Arrival Date** = 01-Dec-2023
  - **Mode of Transportation** = Private Auto
  - **Reason For Stop** = Rest Stop
- **[Site 2]**
  - **Departing Date** = 02-Dec-2023
  - **Departing Time** = 06:00 AM
  - **Departing From** = Elk City, OK, United States
  - **Going To** = Gallup, NM, United States
  - **Arrival Date** = 02-Dec-2023

  - **Mode of Transportation** = Private Auto
  - **Reason For Stop** = Rest Stop
- **[Site 3]**
  - **Departing Date** = 03-Dec-2023
  - **Departing Time** = 06:00 AM
  - **Departing From** = Gallup, NM, United States
  - **Going To** = Phoenix, AZ, United States
  - **Arrival Date** = 03-Dec-2022
  - **Mode of Transportation** = Private Auto
  - **Reason For Stop** = Rest Stop
- **[Site 4] End**
  - **Returning Date** = 04-Dec-2023
  - **Returning From** = Phoenix, AZ, United States
  - **Returning To** = Phoenix, AZ, United States
  - **Arrival Date** = 04-Dec-2023
  - **Arrival Time** = 12:00 AM
  - **Mode of Transportation** = Not Applicable / No Cost

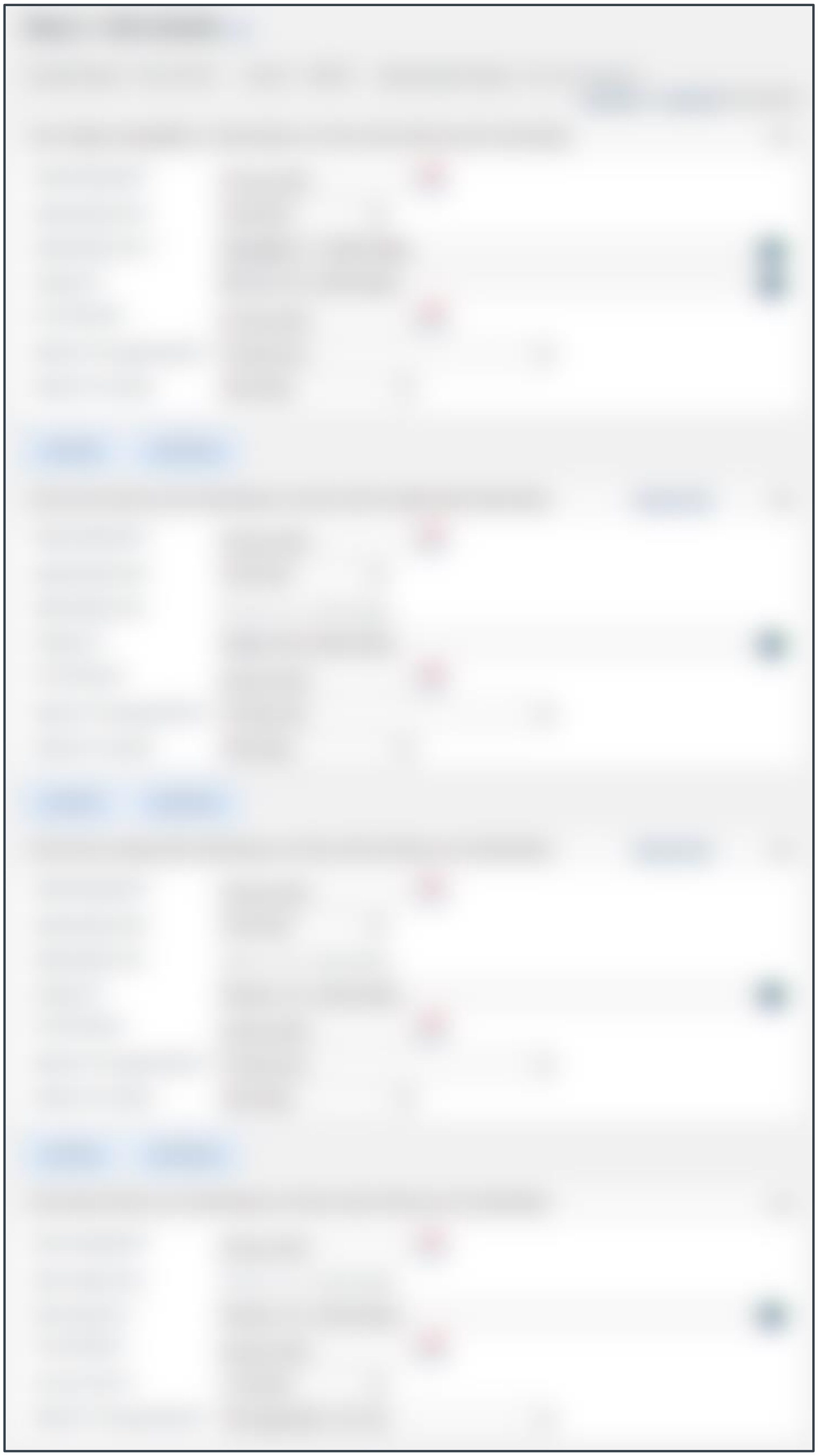

Figure 30: Authorization Site Details — Scenario 2

4 PCS/Relocation Travel With Dependents

This section covers the information to be considered when planning PCS/relocation travel with your dependents.

- Refer to the [Dependent Travel] section for more detailed information on that feature.
- Refer to to the [One-Way Travel (Including PCS/Relocation)] section for more detailed information on PCS/relocation (i.e., one way) travel.

***TIP**: Always follow your agency's guidance for specific policies or processes related to PCS or relocation travel*.

4.1 Verify Dependents Exist in E2

Before creating your trip, verify the dependents traveling as part of the PCS/relocation exist in E2.

1. Click your name in the E2 task bar to display the User Options menu.
2. Select *Manage Dependents* from the drop-down list. This displays the Manage Dependents page.
3. Verify the dependents that will be traveling are listed on the page; add any dependents that may not be displayed.

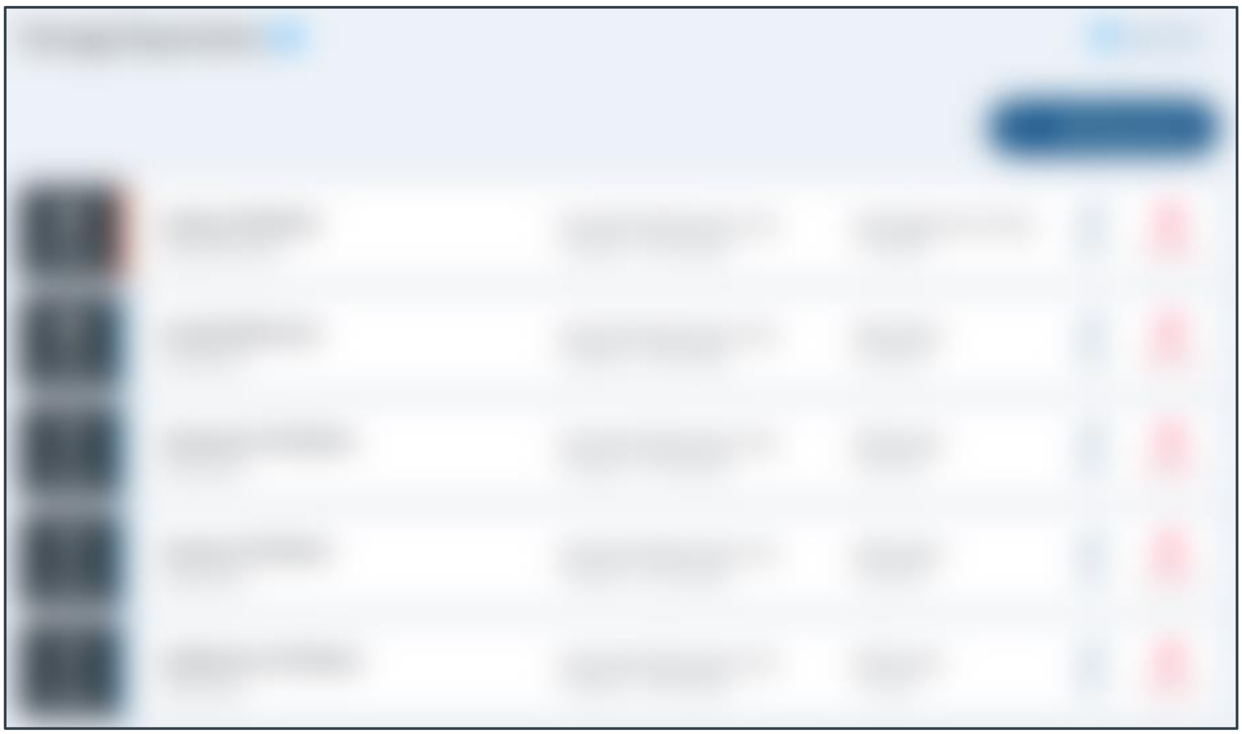

Figure 31: Manage Dependents — Existing dependents

4.2 Authorization Basic Information

Create one or more new authorizations, based on whether your dependents are traveling with you or separately. Complete the following steps on the authorization's Basic Information page.

4.2.1 Traveling Together

If you and your dependents are traveling together, create ONE authorization. On the Basic Information page:

1. Select the PCS or relocation-related travel type from the **Type of Travel** drop-down list.

   TIP*: The selected travel type should also allow for dependent travel. (The check boxes in the “Travelers for this trip” data grid will be disabled if it does not allow dependent travel.) Contact your E2 help desk, travel policy manager, or other agency personnel if you cannot locate a particular travel type or are unsure of the travel type to use for your trip.*

2. In the “Travelers for this trip” data grid, select the check box next to each traveler to be included on the trip.
3. Complete any other required fields on the page.
4. Click the **Save** or **Save and Next Step** button.

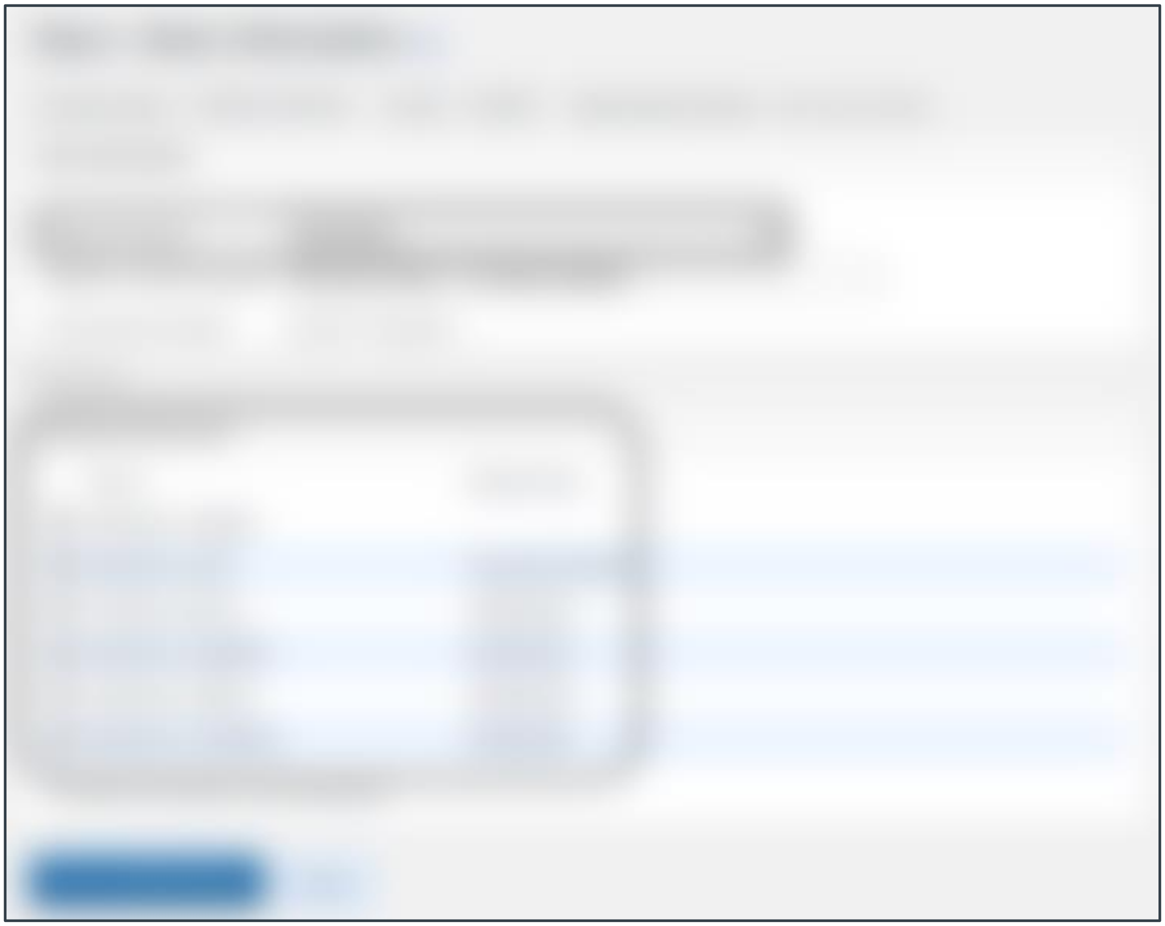

Figure 32: Authorization Basic Information — Relocation, Traveling Together

4.2.2 Traveling Separately

If you and your dependents are traveling separately, you will need to create TWO authorizations — one for you and one for them.

Select the same PCS or relocation-related travel type from the **Type of Travel** drop-down list for both authorizations.

4.2.2.1 *Travelers for This Trip – First Authorization*

In the "Travelers for this trip" data grid for the first authorization, verify the check box next to your name is checked, but DO NOT select any other check boxes.

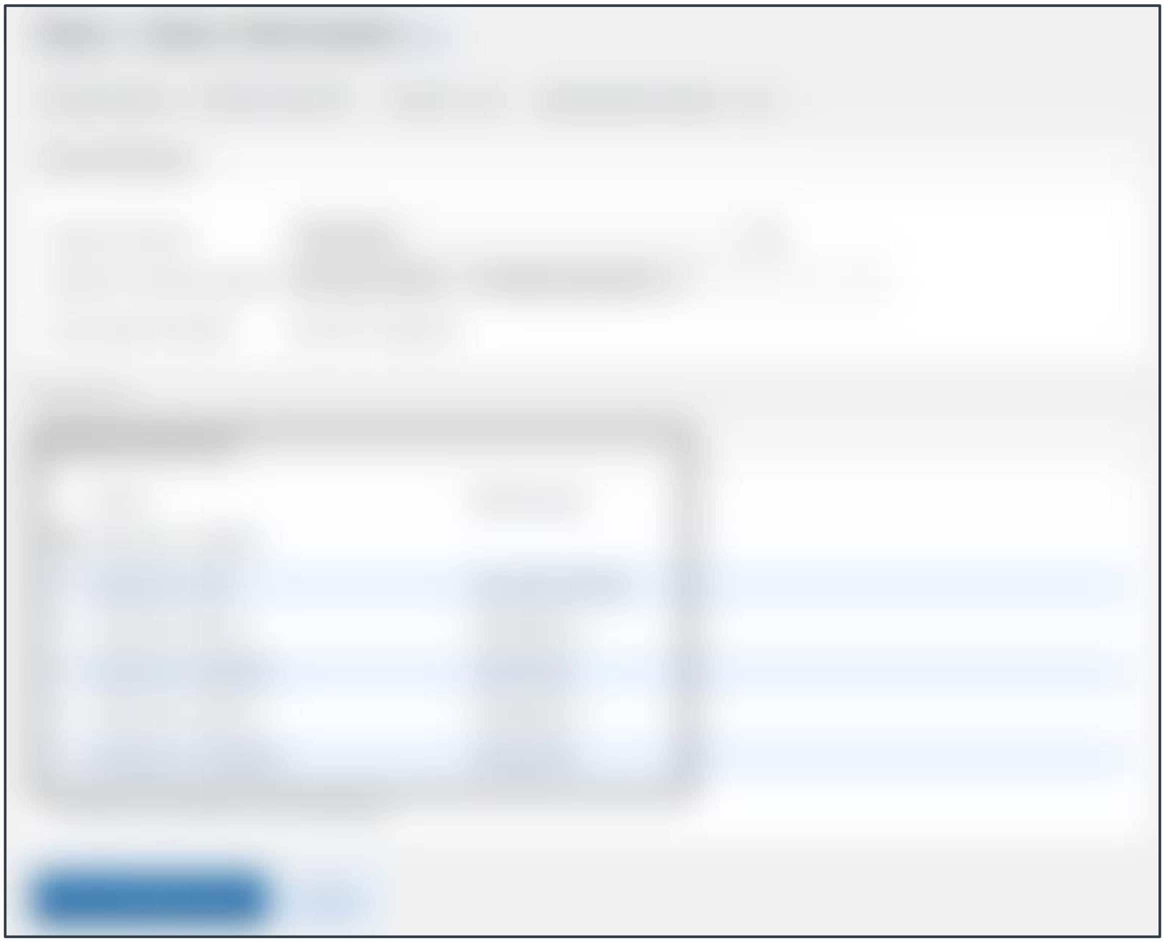

Figure 33: Authorization Basic Information — Relocation, Traveling Separately (First Authorization)

4.2.2.2 *Travelers for This Trip – Second Authorization*

In the "Travelers for this trip" data grid for the second authorization, clear the check box next to your name (the check box should not be checked), and then select the check box of every dependent who is traveling.

***NOTE**: Even though your name is not included on this authorization, as the E2 user, you are still the "owner" of the trip and it will still display on your My E2 **Trips** tab.*

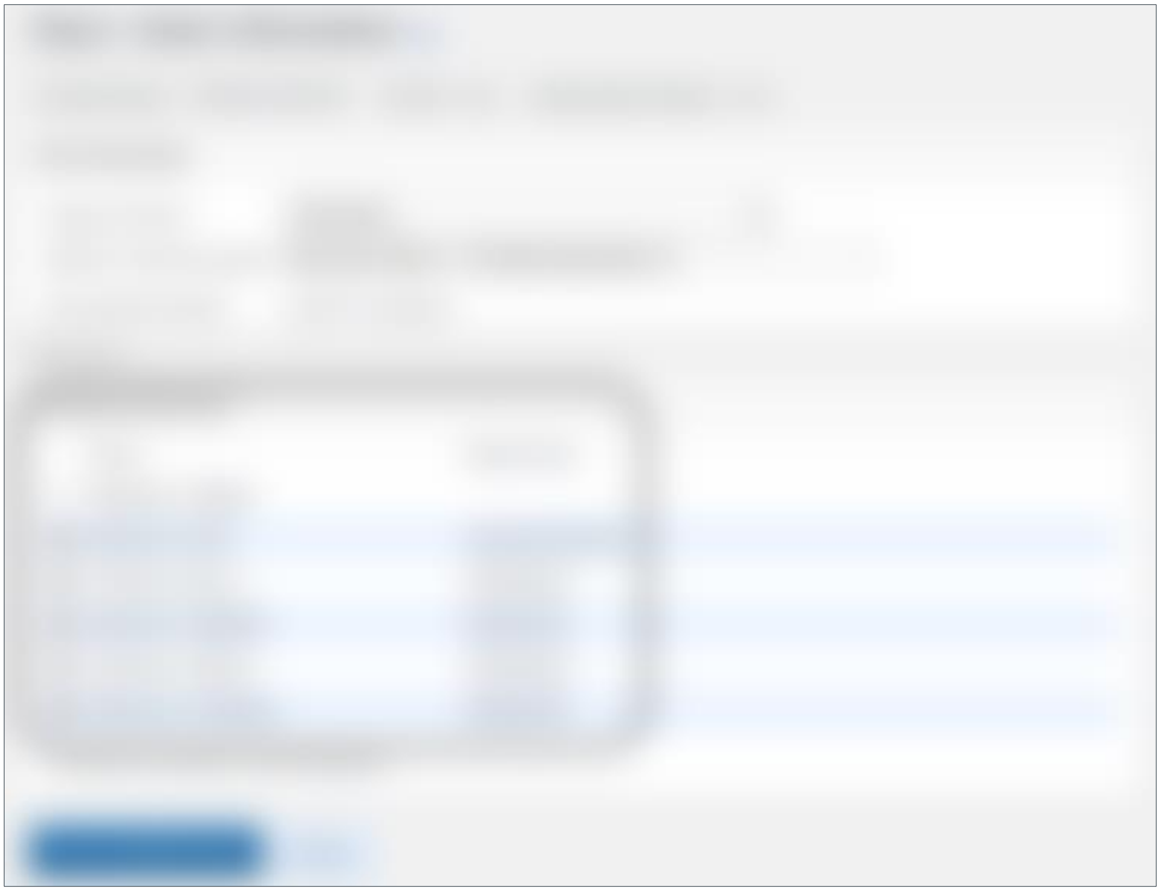

Figure 34: Authorization Basic Information — Relocation, Traveling Separately (Second Authorization)

4.3 Authorization Reservation

Reservations are not allowed for dependent travel. If you are traveling separate from your dependents and you require a reservation for your PCS/relocation, the reservation may be made or added via the authorization's Reservation page.

Figure 35: Authorization Reservation — Dependent Travel message

4.4 Authorization Site Details

The authorization's Site Details page is structured for TDY trips and does not automatically reconfigure itself when a "one-way" PCS/relocation travel type is selected. Various entries and selections, however, can be made on this page to ensure the trip is regarded as one way. Regardless of whether you are creating one authorization or two, enter the following information for your trip(s) in the available fields.

1. Enter or select the date and time you will be departing your current home site in the **Departing Date** and **Departing Time** fields for site 1. ***Separate travelers:*** If you and your dependents are traveling on different days/at different times, select the date and time you will be departing on your authorization and the date and time your dependents will be departing on their authorization.
2. Select the location to which you are traveling in the **Going To** field for site 1.
3. Select the mode of transportation to be used for your trip from the **Mode of Transportation** drop-down list for site 1. ***Separate travelers:*** If you will be using a different mode of transportation than your dependents, make sure each authorization has the correct mode of transportation for the corresponding traveling party.
4. Enter your last day of travel in the **Returning Date** field for site 2. ***Separate travelers:*** If you and your dependents are traveling on different days, select your last day of travel on your authorization and your dependents' last day of travel on their authorization.
    - If you and/or your dependents are entitled to lodging and M&IE for the PCS/relocation trip, enter the date in the **Departing Date** field plus one day. For example, if the departing date is November 12 and travel will only take one day, enter November 13 in the **Returning Date** field.
    - If you and/or your dependents are not entitled to lodging and M&IE for the PCS/relocation trip, enter the same date as that in the **Departing Date** field in the **Returning Date** field, and ensure the **Arrival Time** drop-down list for site 2 is later than the value selected in the **Departing Time** field for site 1.
5. The **Returning To** field for site 2 defaults to the same location as the **Departing From** field for site 1. No change is necessary (E2 will still recognize the authorization applies to a one-way trip, despite the location), but you can enter your arrival location in the field if it makes you feel more comfortable.
6. Select the time you will arrive at the new location from the **Arrival Time** drop-down list for site 2. ***Separate travelers:*** If you and your dependents are traveling on different days/at different times, select the time you will arrive at the new location on your authorization and the time your dependents will arrive on their authorization.
7. Select *Not Applicable / No Cost* from the **Mode of Transportation** drop-down list for site 2.
8. Click the **Save and Next Step** button to save your entries.

TIP*: Refer to the* Site Details Example Scenarios *section for examples on how the Site Details page should be configured based on different travel scenarios*.

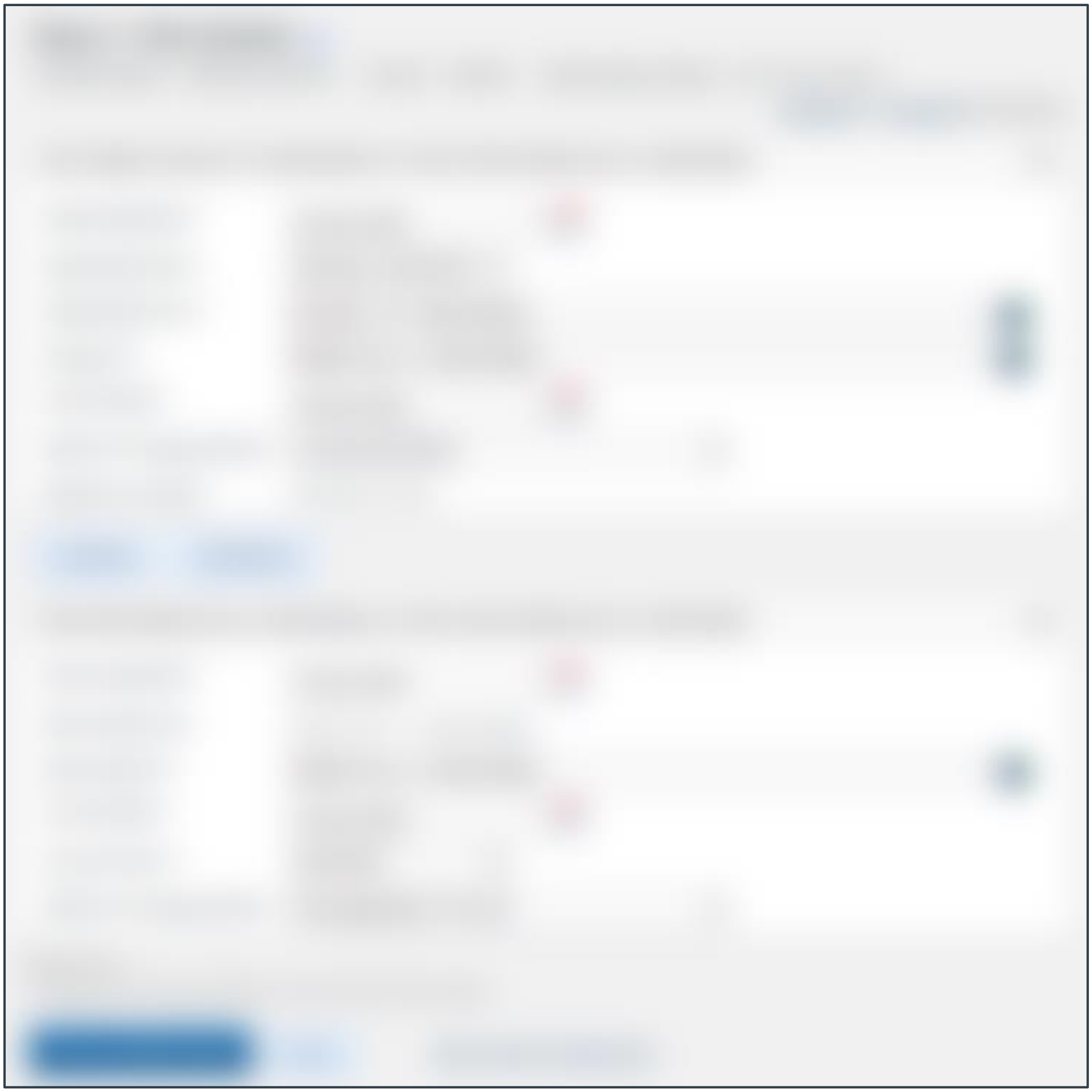

Figure 36: Authorization Site Details — PCS/Relocation Trip

4.4.1 Traveling Separately: With a Reservation

If you are traveling separate from your dependents and you have a reservation for your trip, the steps required to create a one-way trip in E2 Solutions that includes a reservation are very similar to those for trips without a reservation. Instead of bypassing the authorization's Reservation page and entering all information on the Site Details page, a reservation is added to the trip and the Site Details page is automatically populated.

The trip created for your dependents, however, will need to follow the steps listed above.

4.4.1.1 Reservation

When you reach the authorization's Reservation page, select one of the following options:

- Click the **Make New Reservation** link to make your online reservations for the trip and associate them with the current authorization.
- Click the **Manage Trip Reservations** link to locate an existing held reservation or retrieve a reservation made for you by the TMC and associate it with the trip.

When the reservation information displays on the Reservation page, you can click the **Next Step** button to continue with the authorization.

4.4.1.2 Site Details

The fields on the authorization's Site Details page populate based on the reservation information now tied to the trip. Review the locations and travel dates carefully, making changes as needed. The details for the final site on the page should be as follows:

- The **Returning Date** field should default to the date in the **Departing Date** field plus one day.

  ***NOTE**: If you are not entitled to lodging and M&IE for this trip, change the **Returning Date** field value to be the same as that in the **Departing Date** field, and then ensure the **Arrival Time** drop-down list for the final site is later than the value selected in the **Departing Time** field.*

- The **Mode of Transportation** drop-down list should default to *Not Applicable / No Cost*.

When the information on the Site Details page is correct, click the **Save and Next Step** button to save your entries.

4.5 Authorization Expenses

If you, the E2 user, are entitled to lodging, meals, and incidental expenses for the PCS/relocation trip, the authorization's Expenses page looks and functions as it does for a TDY trip.

Expense amounts allowed for dependent travel, however, are based on the travel regulations under which the trip is created (i.e., FTR or JTR), the hierarchy under which your E2 account is grouped, the selected travel type, and the dependents included on the trip. E2 considers all these factors to determine the percentage of per diem allowed for each traveler for each day of lodging and meals and incidental expenses (M&IE). Refer to the *Dependent Travel* section for a complete breakdown of the guidelines and conditions for the dependent travel rules.

Either way, once the travel details have been established on your PCS/relocation authorization(s), the rest of the authorization workflow is the same as it is for non-dependent TDY travel. Complete the authorization as you would a TDY authorization and submit it for approval. When travel is complete, create and submit your voucher(s).

***TIP**: Refer to the* UG25: Creating Authorizations *and* UG40: Creating Vouchers *user guide for more information on the TDY authorization and voucher workflows.*

5 "No Expenses" Authorization & Voucher — Removing M&IE and Lodging Expenses

The situation may arise where you will not or did not incur expenses on your trip. You cannot delete lodging, meals, or incidental expenses as you would a miscellaneous (i.e., transportation or other) expense. You can, however, make selections or changes in the Lodging Expenses and Meals and Incidental Expenses windows to effectively remove lodging expenses and M&IE from the trip.

5.1 Delete Lodging

Consider the following options in the Lodging Expenses window for the authorization or voucher.

- If you will not require lodging for one or more days of your trip (e.g., lodging will be provided at a government facility) or if lodging expenses are not allowed, select *No Expenses* (if enabled) from the **Reimbursement Type** drop-down list in the authorization's Lodging Expenses window for the impacted days. (If your authorization has already been approved, amend the authorization to make this change.) The **Amount** and **Allowed** fields for any modified days will be updated to 0.00.

  NOTE: *The* No Expenses *option must be configured for your office or workgroup. If* No Expenses *is not available in the drop-down list, contact your E2 help desk, travel policy manager, or other agency personnel for further assistance.*

- If you do not need a particular day's expenses because that day is an official day off, select the corresponding **Day Off** check box to remove that day's expenses from the trip. Click the **Save and Close** or **Save** button to update the amounts listed in the window.
- When creating a voucher, if you do not need a particular day's expenses because you returned early or you were no longer traveling on that day, amend the authorization to update your travel dates, removing unnecessary expenses from the trip.

  TIP: *Refer to the* UG26: Amending Authorizations *user guide for more information on the amendment process.*

Figure 37: Authorization Lodging Expenses — Day Off & No Expenses options

5.2 Delete M&IE

Consider the following options in the Meals and Incidental Expenses window for the authorization or voucher.

- If meals and incidental expenses are not required or allowed for one or more days of the trip, select *No Expenses* (if enabled) from the **Reimbursement Type** drop-down list in the authorization's Meals and Incidental Expenses window for the impacted days. (If your authorization has already been approved, amend the authorization to make this change.) The **M&IE Amount** field will be updated to 0.00.

  NOTE*: The* No Expenses *option must be configured for your office or workgroup. If* No Expenses *is not available in the drop-down list, contact your E2 help desk, travel policy manager, or other agency personnel for further assistance.*

- If you do not need all or part of a particular day's expenses because meals are provided, select the appropriate check box(es) (i.e., **Breakfast Provided**, **Lunch Provided**, and/or **Dinner Provided**) to remove those expenses from the trip.
- If you do not need (or are not allowed) a particular day's incidental expenses, select the corresponding **No Incidentals** check box to remove that day's incidental expenses from the trip.
- If you do not need a particular day's expenses because that day is an official day off, select the corresponding **Official Day Off** check box to remove that day's expenses from the trip.
- When creating a voucher, if you do not need a particular day's expenses because you returned early or you were no longer traveling on that day, amend the authorization to update your travel dates, removing unnecessary expenses from the trip.

Figure 38: Authorization Meals and Incidental Expenses — Meals Provided, No Incidentals, Official Day Off, & No Expenses options

6 Closing a Trip With Only a Pre-Trip Voucher

The situation may arise where the expenses for your trip were fully covered by a pre-trip voucher, meaning you do not actually need a final voucher. So how do you close the trip? There are a couple of options available in this scenario. You can create and submit a final voucher with zero expenses to close the trip or you can “cancel” the trip from the Trip Dashboard, which actually closes the trip.

6.1 *“Zero Expenses” Voucher*

Create and file a “zero expenses” voucher. When that voucher is approved, your trip will be automatically closed. Complete the following steps.

1. Click the My E2 **Trips** tab.
2. Locate the trip you want to close in the list.
3. Click the corresponding **Show** link. This displays the Trip Dashboard.

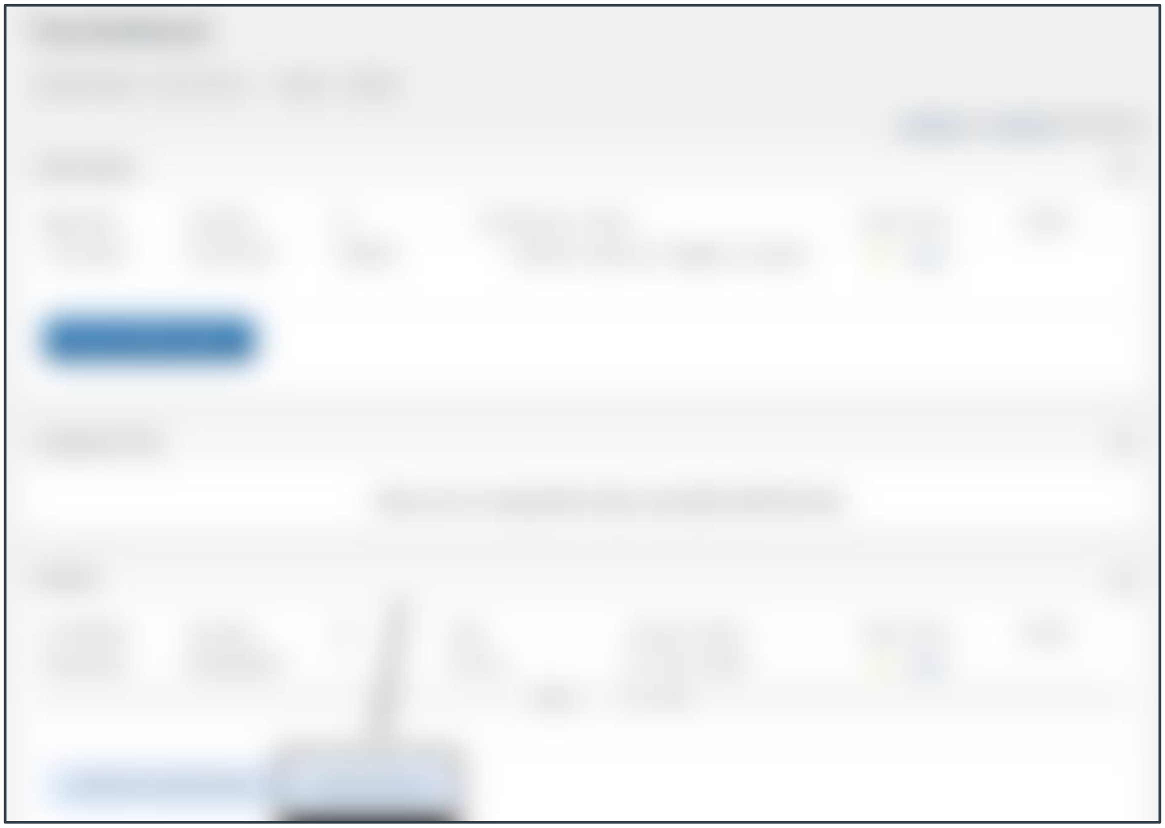

Figure 39: Trip Dashboard — Create Voucher button

4. Click the **Create Voucher** button in the Vouchers section. This displays the Voucher Basic Information page.
5. Enter/review the following information.
    a. Verify the **Claim Expenses Between End Date** field is set to the last day of the trip (i.e., matches the **Trip End Date** field).
    b. Select *Final Voucher* from the **For this trip this is the** drop-down list.

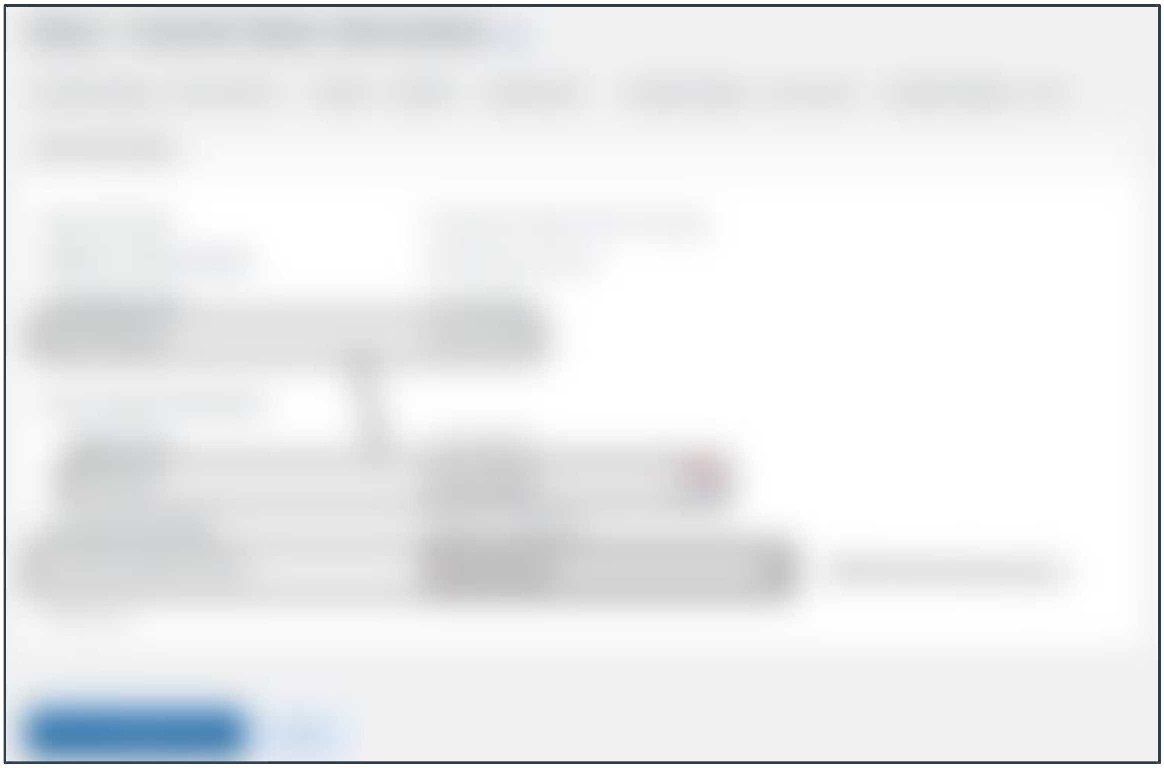

Figure 40: Voucher Basic Information — "No Expenses" Final Voucher settings

6. Click the **Save and Next Step** button to continue. This displays the Voucher Expenses page.
7. If lodging expenses were not “removed” on the authorization, complete the following steps. Otherwise (i.e., if the amount for the Lodging expense is 0.00), continue to step 8.
    a. Click the **Modify** link for the Lodging expense. This displays the Lodging Expenses window.
    b. Select the **Day Off** check box for every day of travel, except for the last day. (E2 displays an error message if you mark all days in the trip as “leave.”)
    c. Click the **Save** button to automatically update the **Amount** field to 0.00 for the selected days.
    d. Manually enter *0.00* in the **Amount** field for the last day.
    e. Verify the **Lodging Tax** field for every day is 0.00

Figure 41: Voucher Lodging Expenses — Removing expenses

f. Click the **Save and Close** button to close the Lodging Expenses window and return to the Voucher Expenses page.
g. Verify the **Amount** field for the Lodging expense is 0.00.

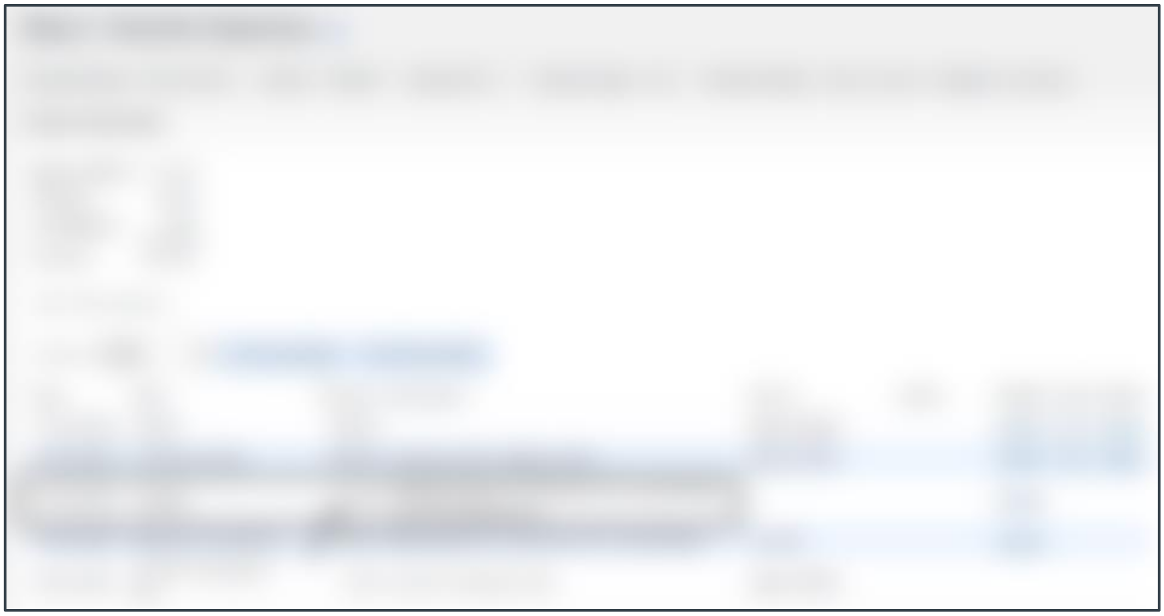

Figure 42: Voucher Expenses — 0.00 Lodging

8. If meals and incidental expenses were not "removed" on the authorization, complete the following steps. Otherwise (i.e., if the amount for the Meals and Incidentals expense is 0.00), continue to step 9.
   a. Click the **Modify** link for the Meals and Incidentals expense. This displays the Meals and Incidental Expenses window.
   b. The **Official Day Off** check box for all days of travel, except the last day, should be automatically checked based on your actions in the Lodging Expenses window (i.e., checking the **Day Off** check boxes). The **M&IE Amount** field for these days has also been set to 0.00.

***NOTE**: Just like in the Lodging Expenses window, the Meals and Incidental Expenses window will not allow you to mark every day in the trip as "leave."*

c. Select the **Breakfast Provided**, **Lunch Provided**, **Dinner Provided**, and **No Incidentals** check boxes for the last day. The **M&IE Amount** field for that day automatically updates to 0.00.

Figure 43: Voucher Meals and Incidental Expenses — Removing expenses

d. Click the **Save and Close** button to close the Meals and Incidental Expenses window and return to the Voucher Expenses page.

e. Verify the **Amount** field for the Meals and Incidentals expense is 0.00.

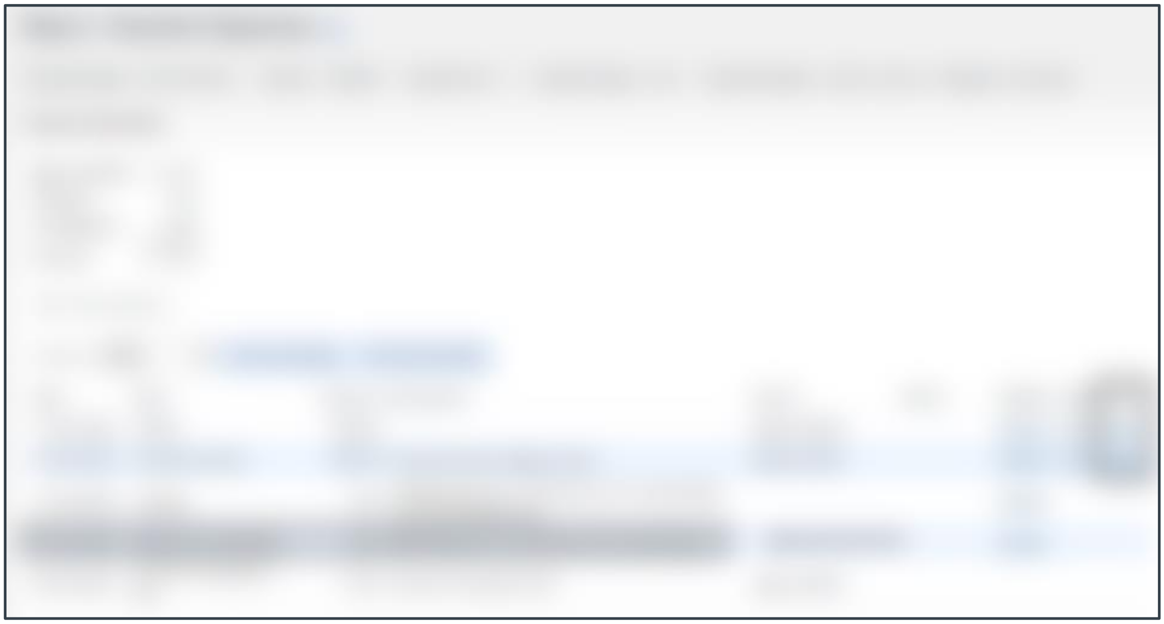

Figure 44: Voucher Expenses — 0.00 Meals and Incidentals

9. Delete any other travel expenses that may have carried over from the authorization to the voucher. Click the **Delete** link to the far right of an expense to remove it from the voucher.
10. Click the **Next Step** button to continue. This displays the Voucher Accounting page.
11. Complete the remaining voucher steps and submit the voucher for approval. Once this final voucher is approved, the trip is automatically closed.

    TIP*: Refer to the* UG40: Creating Vouchers *user guide for more information on the voucher workflow*.

6.2 "Cancel" a Trip to Close It

If your office or workgroup does not allow vouchers with zero expenses, you can also cancel the trip from the Trip Dashboard in order to close it. Complete the following steps.

1. Click the My E2 **Trips** tab.
2. Locate the trip you want to close in the list.
3. Click the corresponding **Show** link. This displays the Trip Dashboard.

Figure 45: Trip Dashboard — Cancel Trip link

4. Click the **Cancel Trip** link in the Extras section on the left side of the page. This displays a Confirm Action window.
5. Select *I do not have any expenses to claim. Cancel my trip.* from the **File Expenses** drop-down list.

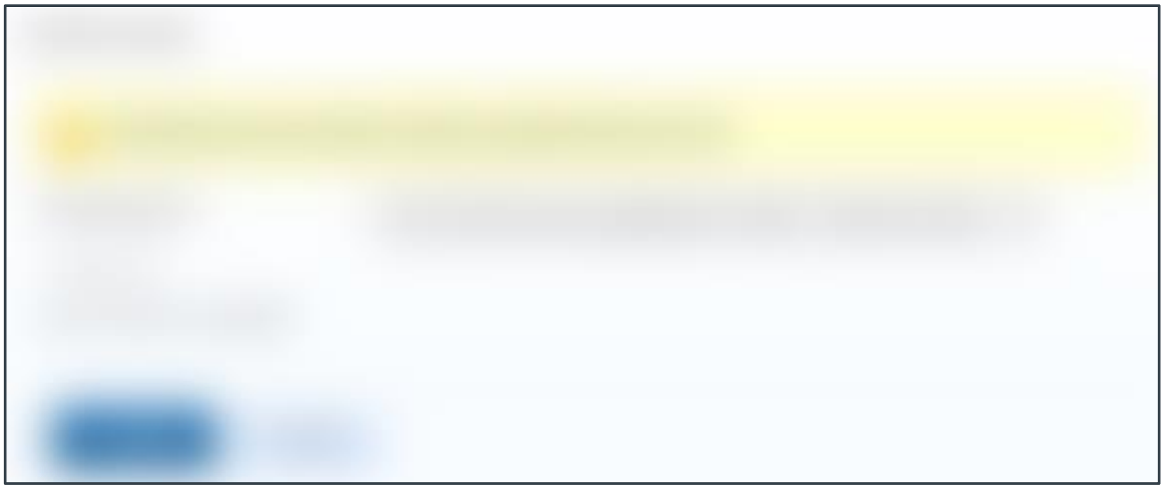

Figure 46: Cancel Trip — Confirm Action window

6. Click the **Confirm** button. Since a pre-trip voucher was added for the trip, E2 actually closes the trip, rather than cancels it, and returns you to the My E2 **Trips** tab.

6.2.1 Verifying Closure

If necessary, you can easily verify the trip was closed (rather than cancelled) in the following locations.

6.2.1.1 My E2 Trips List

The list displays a check mark in the Auth and Voucher columns. (A cancelled trip would display a bold **X** in the Auth column.)

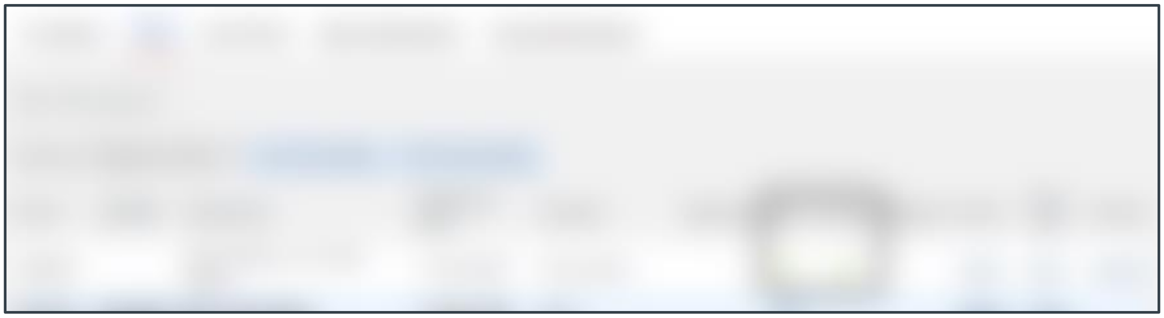

Figure 47: Trips List — Closed Trip

6.2.1.2 Trip Dashboard

The status of the authorization and voucher both is *Closed*.

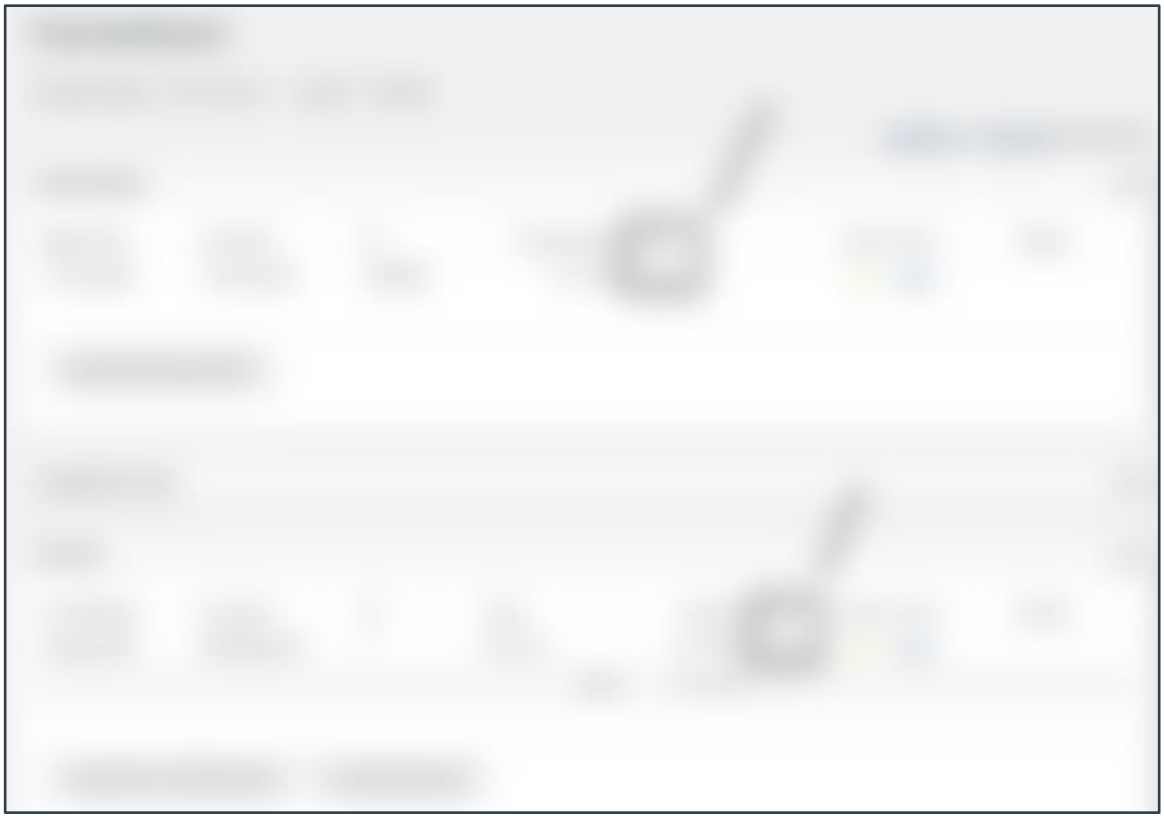

Figure 48: Trip Dashboard — Closed Trip

6.2.1.3 Trip History

The **Authorization Status** field on the Trip History page is set to *Closed Voucher*, while entries in the data grid indicate the trip has been closed.

Figure 49: Trip History — Closed Voucher

7 Single Trip Overlaps Two Fiscal Years

If your trip happens to cross two fiscal years, you have two options for addressing the overlap in E2, based on whether the situation is allowed by your agency. Simply put, you can apply account codes for both fiscal years to the authorization or you can split the trip into multiple authorizations.

***TIP**: Consult your internal agency help desk, travel policy manager, or other agency personnel for more information on the method preferred by your agency.*

7.1 Multiple Account Codes

If your agency allows an authorization to cross fiscal years, you can create a single authorization that includes account codes for both fiscal years. A specific percentage or amount of expenses may be assigned to each account code, or you can use split funding to assign specific expense amounts to each account code.

Complete the following steps on the authorization's Accounting page.

1. Click the **Select Account Codes** link. This displays the Account Code Selection window.
2. Select the applicable account code for each fiscal year, and then click the **Select and Close** or **Select** button to add them to the authorization.
    - Account codes and their formats are specific to each agency. As such, given the fact E2 Solutions is utilized by multiple agencies, E2 online help and PDF documentation **<u>CANNOT</u>** advise you on which account codes to use. If you do not know the correct account code for your authorization, or cannot find the correct account code, contact your internal help desk, manager, or other agency personnel for assistance with account code selection.
    - Refer to the *UG25: Creating Authorization* user guide for more detailed information on using the Account Code Selection window, including screen shots.
3. When you return to the Accounting page, if appropriate, enter the total expense amount to be allocated to each account code in the **Amount Allocated** fields, or the percentage to be allocated in the **Percent Allocated** fields. The **Remaining amount to be allocated** field should be $0.00 before continuing. (If you prefer to allow the system to divide your expenses via the Split Funding feature, you can skip this step.)

Figure 50: Authorization Accounting — Manually Allocated Expenses

4. The Split Funding feature allows you to designate each account code for specific expenses or a range of dates. Click the **Split Funding** link on the Accounting page. This displays the Split Funding window with the Split Funding by Expense Type panel.

Figure 51: Split Funding — Split Funding by Expense Type panel

5. To split your expenses based on the fiscal year dates, click the **Split By Expense Date** link at the bottom of the window. This displays the Split Funding by Expense Date panel in the Split Funding window.

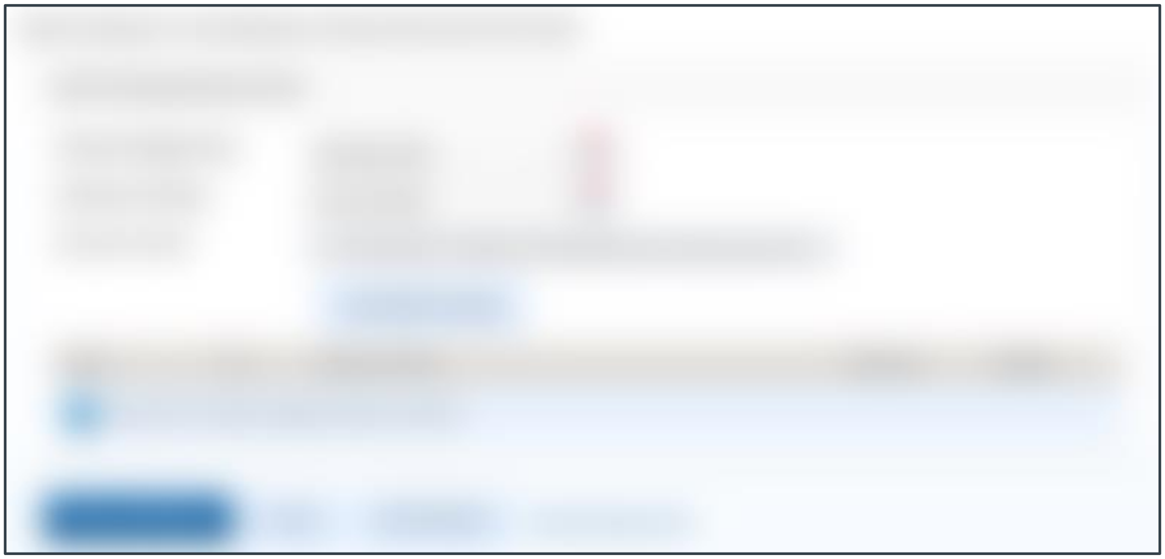

Figure 52: Split Funding — Split Funding by Expense Date panel

6. Establish your funding for expenses that will be incurred in the "old" fiscal year.

   a. The **Expense Beginning** field is set to the first day of your trip. Enter the last day of the "old" fiscal year in the **Expense Ending** field, or click the calendar icon to select the date from the drop-down calendar.
   b. Select the account code to use to fund expenses in that date range from the **Account Code** drop-down list.
   c. Click the **Add Split Funding** button. The details for the date range are added to the data grid.
7. Establish your funding for expenses that will be incurred in the "new" fiscal year.
   a. Enter the first day of the "new" fiscal year in the **Expense Beginning** field, or click the calendar icon to select the date from the drop-down calendar.
   b. Enter the last day of your trip in the **Expense Ending** field, or click the calendar icon to select the date from the drop-down calendar.
   c. Select the account code to use to fund expenses in that date range from the **Account Code** drop-down list.
   d. Click the **Add Split Funding** button. The details for the date range are added to the data grid.

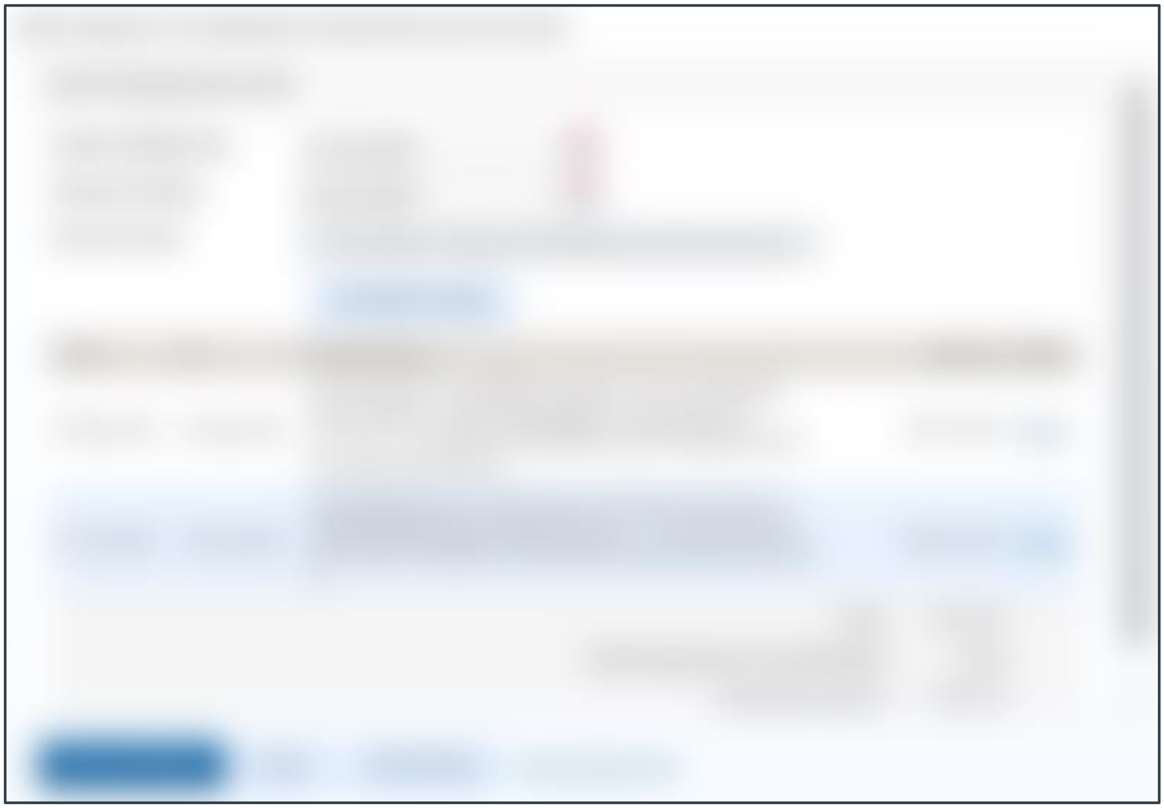

Figure 53: Split Funding — Selected Funding for Different Date Ranges

8. Click the **Save and Close** button at the bottom of the Split Funding window to save your selections and close the window. The fields in the data grid on the Accounting page are updated to show how funding was automatically split by E2 between the account codes.

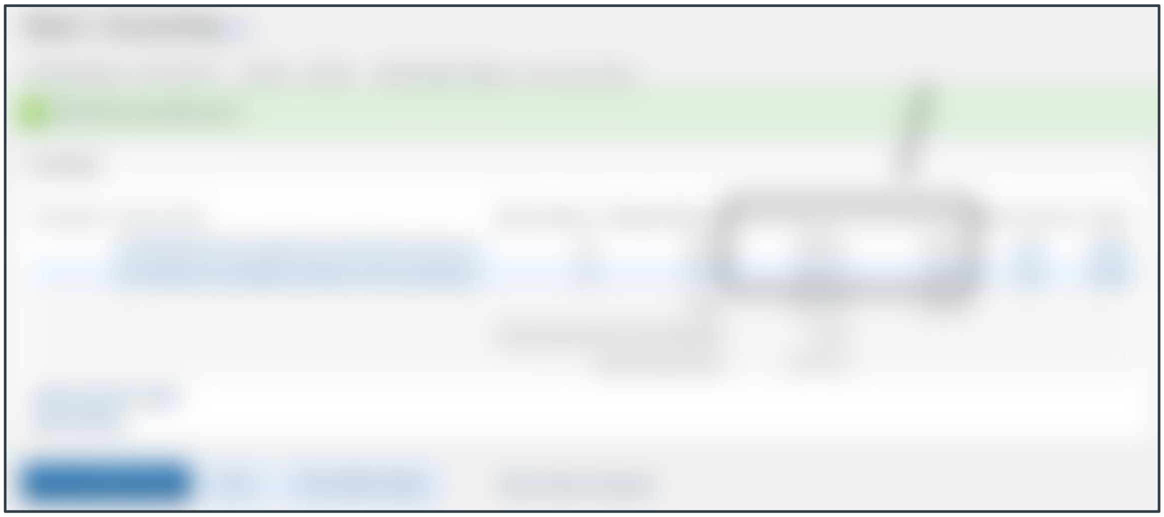

Figure 54: Authorization Accounting — Split Funding Applied

9. Click the **Save and Next Step** button and continue with the authorization workflow.

7.2 Multiple Authorizations

If your agency does not allow an authorization to cross fiscal years, you will need to split your single trip into two authorizations. The following sections explain how the split should be addressed on both authorizations.

NOTE*: If the original authorization was created under an open authorization (OA), verify the OA is valid across the fiscal years before you begin*.

7.2.1 Authorization Site Details

The **Departing Date**, **Returning Date**, and **Mode of Transportation** fields in the Begin and End segments on the authorization's Site Details page should be configured as follows for each authorization. (Additional sites can be added, if necessary, between the Begin and End segments.)

7.2.1.1 First Authorization: Trip Start Date to End of the "Old" Fiscal Year

The first authorization should start with the trip start date and end on the last day of the "old" fiscal year. With the Site Details page for that authorization displayed, enter your travel details, setting the following fields as indicated.

- Enter your trip start date in the **Departing Date** field in the Begin segment, or click the calendar icon to select the date from the drop-down calendar.
- Select the mode of transportation you will be using to travel to the per diem location from the **Mode of Transportation** drop-down list in the Begin segment.
- Enter the last day of the fiscal year in the **Returning Date** field in the End segment, or click the calendar icon to select the date from the drop-down calendar.
- Select *Not Applicable / No Cost* from the **Mode of Transportation** drop-down list in the End segment.

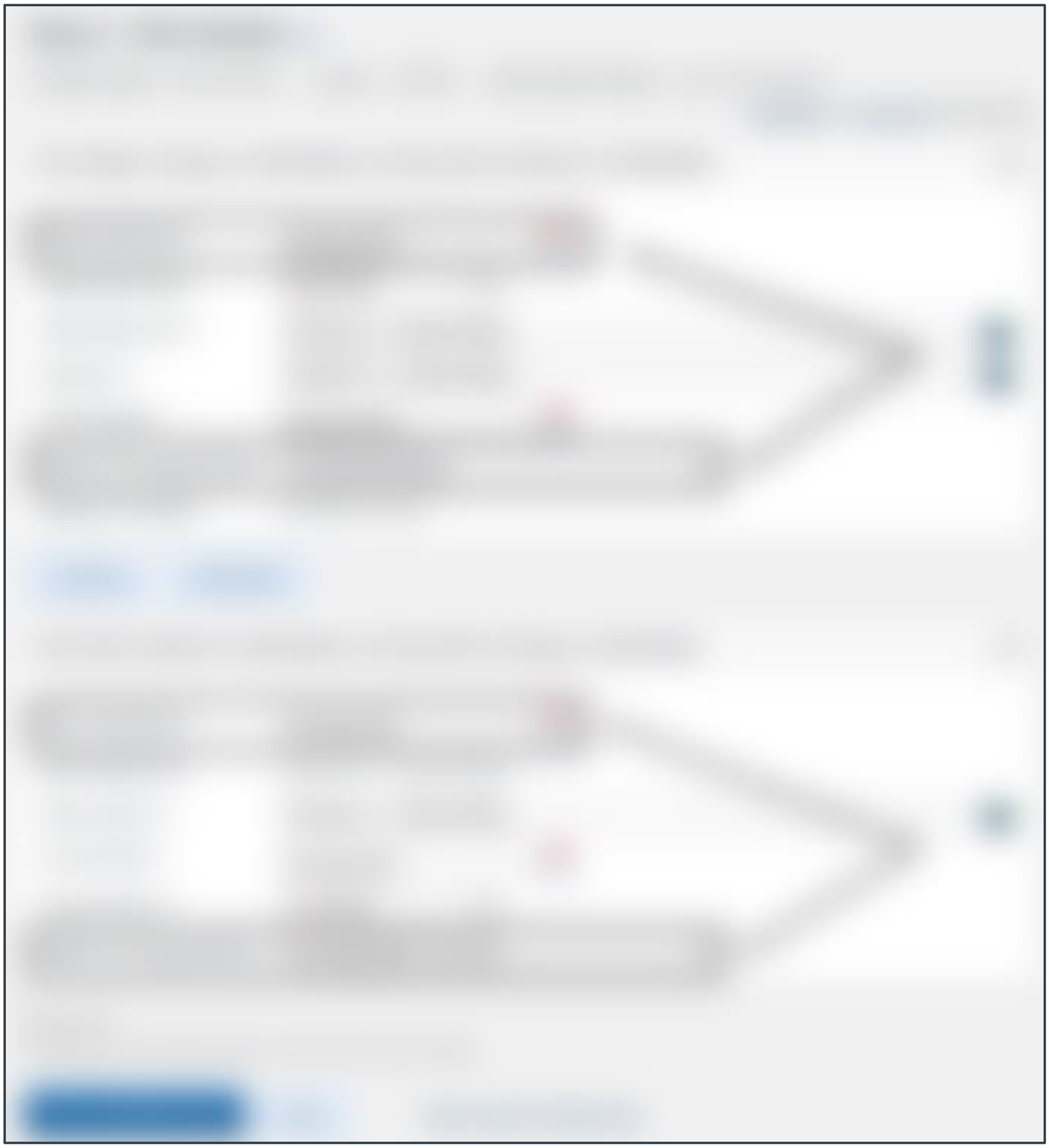

Figure 55: Authorization Site Details — End of Fiscal Year Configuration

7.2.1.2 *Second Authorization: Start of the "New" Fiscal Year to Trip End Date*

The second authorization should start with the first day of the new fiscal year and end on the trip end date. With the Site Details page for that authorization displayed, enter your travel details, setting the following fields as indicated.

- Enter the first day of the new fiscal year in the **Departing Date** field in the Begin segment, or click the calendar icon to select the date from the drop-down calendar.
- Select *Not Applicable / No Cost* from the **Mode of Transportation** drop-down list in the Begin segment.
- Enter your trip end date in the **Returning Date** field in the End segment, or click the calendar icon to select the date from the drop-down calendar.

- Select the mode of transportation you will be using to return to your home site from the **Mode of Transportation** drop-down list in the End section.

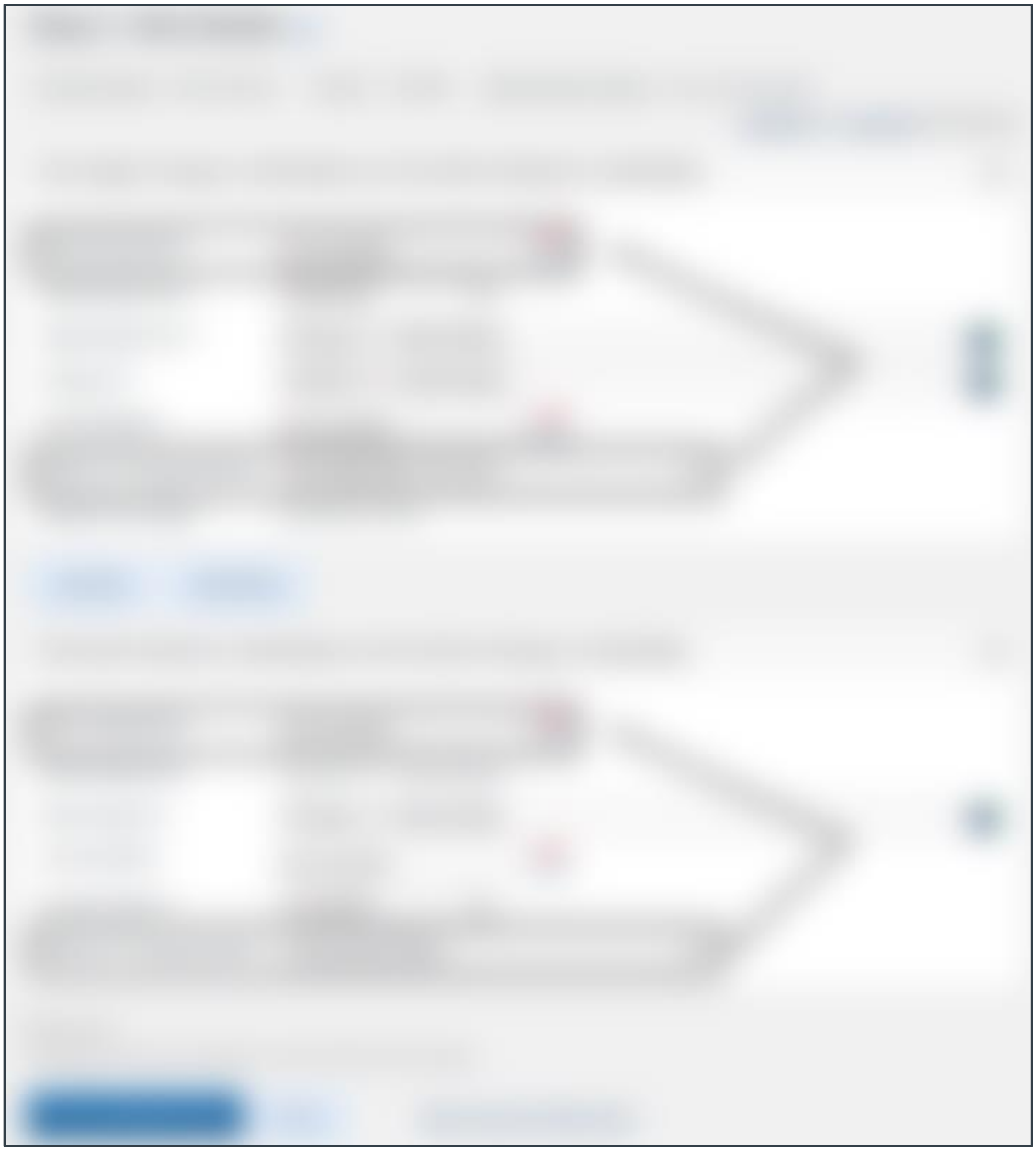

Figure 56: Authorization Site Details — Start of Fiscal Year Configuration

7.2.2 Authorization Expenses

Select the *Actual* reimbursement type for the lodging and meals and incidental expenses (M&IE) for the site that crosses the fiscal year on both authorizations. This setting allows you to manually adjust per diem entries, ensuring you can claim the full per diem for the last day on the first authorization (i.e., the end of the fiscal year) and the first day on the second authorization (i.e., the start of the fiscal year).

Figure 57: Lodging Expenses — First Authorization, End of Fiscal Year Configuration

Figure 58: Meals and Incidental Expenses — First Authorization, End of Fiscal Year Configuration

Figure 59: Lodging Expenses — Second Authorization, Start of Fiscal Year Configuration

Figure 60: Meals and Incidental Expenses — Second Authorization, Start of Fiscal Year Configuration

7.2.2.1 Additional Lodging Expense

You may be required to add lodging for the final day of the first authorization (i.e., the last day of the fiscal year) as a separate expense. As indicated in the *Lodging Expenses — First Authorization, End of Fiscal Year Configuration* figure, E2 assumes that day is a travel day and prohibits lodging for that day in the Lodging Expenses window.

You can click the **Add New Expense** link on the authorization's Expenses page and use the Add New Expense window to manually add an expense for that day's lodging.

***NOTE**: The options available in the **Expense** drop-down list in the Add New Expense window are controlled by your agency's travel policy. If you do not see the necessary expense type, or do not know the correct expense type to use for the expense, contact your internal E2 help desk, manager, or other agency personnel for assistance*.

7.2.3 Authorization Accounting

When establishing funding for both authorizations, be sure to select the account code for the "old" fiscal year on the first authorization (i.e., the end of the old fiscal year) and the account code for the "new" fiscal year on the second authorization (i.e., the start of the new fiscal year).

***TIP**: Account codes and their formats are specific to each agency. As such, given the fact E2 Solutions is utilized by multiple agencies, E2 online help and PDF documentation **CANNOT** advise you on which account codes to use. If you do not know the correct account code for your authorization, or cannot find the correct account code, contact your internal help desk, manager, or other agency personnel for assistance with account code selection*.

8 Revision History

Date	Description	Release
01/2024	Document creation	24.1

9 Trademark and Copyright

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