

CBT25C: Expenses

CBT25: Creating Authorizations

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Welcome to “CBT25: Creating Authorizations.” This series of courses is designed to explore the process of creating trip-by-trip authorizations in E2 Solutions.

This tutorial – “CBT25C: Expenses” – is the third in the series, and will discuss the authorization’s Expenses page.

Authorization Workflow

1. Basic Information – Establish basic authorization information
2. Reservation – Make online flight, rail, hotel, and rental car reservations; associate existing reservations with the authorization; or retrieve reservations made by a TMC
3. Site Details – Select trip per diem locations and provide travel details
4. **Expenses – Review, add, and update estimated expenses for the trip**
5. Accounting – Select the accounts to fund the trip
6. Travel Policy – Select justifications for any out-of-policy details
7. Summary – Review authorization details

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Let's review the authorization workflow defined within the first tutorial.

Once your travel details have been established and/or verified, E2 Solutions continues through the workflow to the Expenses page. This tutorial covers that step:

4. Using the Expenses page to review, add, and update estimated expenses for the trip.

Step 1 in the workflow was covered in the *CBT25A: Introduction & Getting Started* tutorial, while steps 2 and 3 were covered in *CBT25B: Reservations & Site Details*. All remaining steps will be covered in subsequent tutorials for the Creating Authorizations course.

Estimated Expenses

Step 4: Expenses

Traveler Name: 955 LONDON Trip ID: 287723 Authorization Status: Reservations Booked

Expense Information

Lodging: 648.35
Meals: 1222.00
Other: 1555.41
Amount: 3485.76

Filter Options

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Alerts	Modify	Copy	Delete
24 Jun 2018	Airfare	1181.15	Commercial Plane expense generated from Confirmation Number: B23GAM		Modify	Copy	Delete
24 Jun 2018	Lodging	648.35	Lodging expense in London, United Kingdom including lodging taxes		Modify		
24 Jun 2018	Meals and Incidentals	1222.00	Meals expense in London, United Kingdom		Modify		
25 Jun 2018	Rental Car	376.30	Commercial Auto expense generated from Confirmation Number: B23GAM and vendor Party		Modify	Copy	Delete
28 Jun 2018	Fuel	75.00	Fuel for rental car		Modify	Copy	Delete
30 Jun 2018	Voucher Transaction Fee	0.00	Voucher Transaction Fee				

Add New Expense

Next Step Back to Step 3: Site Details

Based on reservation/
per diem site location

- Review expense details
- Verify reimbursement type selection
- Modify as needed
- Add additional expenses

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Estimated expenses, including airfare, rail, lodging, and rental car expenses, may be automatically generated on the Expenses page, based on your associated reservation. If you do not have a reservation, the Expenses page will still populate with estimated lodging, meals, and incidental expenses, based on the per diem rates for the sites selected for the trip.

When the Expenses page displays:

1. Review the details of the estimated expenses already displayed on the page, specifically verifying the reimbursement type for lodging and meals and incidentals (M&IE), and making any changes as needed.
2. Add any additional estimated expenses you anticipate incurring for the trip.

Reimbursement Types - Standard

Per Diem

Actual

Reduced

No Expenses

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You can specify the type of reimbursement to receive for lodging, meals, and incidental expenses during the Expenses step of the authorization workflow. The selected reimbursement type controls the maximum amount that can be entered for these expenses.

The reimbursement types available to you are controlled by your agency's travel policy. Click through the buttons to learn more about the standard reimbursement types you may encounter.

Reimbursement Types: Per Diem

- Daily payment, up to a specific limit
- Based on TDY location
- Variable per diem

Per diem is a daily payment used to reimburse the traveler. When the *Per Diem* reimbursement type is selected, the lodging and meals and incidental expenses (M&IE) amounts allowed are based on per diem rate tables for the corresponding day and TDY site location. Typically, your expense may not exceed the per diem rate, unless allowed by your travel policy up to a set percentage.

Variable per diem rates may be configured by your workgroup based on the trip days or the type of travel. For example, E2 calculates M&IE per diem for your first and last days of travel at 75% of the full amount, as required by the FTR.

Reimbursement Types: Actual

- Actual trip expenses
- Cannot exceed travel policy limitations

The *Actual* reimbursement type allows you to claim actual trip expenses, rather than be limited to per diem rates. When selected, you may enter the actual lodging and meals and incidental expenses (M&IE) you estimate incurring for the corresponding day. The allowed amount may exceed the per diem rate, but may not exceed any limitations defined by your travel policy.

Reimbursement Types: Reduced

Lower than the standard per diem rate

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The *Reduced* reimbursement type allows you to reduce the reimbursement amount to a specific rate. When selected, the allowed amount must be less than the per diem rate.

Reimbursement Types: No Expenses

No incurred expenses for the day

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The *No Expenses* reimbursement type allows you to indicate no lodging and/or meals and incidental expenses (M&IE) will be incurred for the corresponding day. When selected, E2 Solutions automatically updates any allowed amounts to \$0.00.

Reimbursement Types - JTR

EUM

GMR/PMR

Occasional Meals

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Additional reimbursement types may be available for JTR travelers for meals and incidental expenses (M&IE). Click through the buttons to learn more about these reimbursement types.

Reimbursement Types: EUM

- Essential unit messing (EUM)
- Meals provided
- Amount reduced to incidentals

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When essential unit messing (EUM) has been established, the government provides meals to the traveler, and meals and incidental expenses (M&IE) should be reduced to only the applicable incidental expenses.

When *EUM* is selected as the reimbursement type, the allowed amount defaults to the incidental per diem rate for the corresponding day, and the **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes are checked.

Reimbursement Types: GMR/PMR

- Government meal rate (GMR)
 - Standard meal rate
 - Meals provided
- Proportional meal rate (PMR)
 - Only some meals provided; itemize unprovided
 - Average of GMR and locality rate
 - From GMR or EUM

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The government meal rate (GMR) is a standard meal rate charged to JTR travelers receiving an allowance for subsistence, the subsistence portion of per diem, or permission to eat in DoD dining facilities.

When the *GMR/PMR* reimbursement type is selected, the allowed amount defaults to the GMR amount plus the incidental per diem rate for the corresponding day, and the **Breakfast Provided**, **Lunch Provided**, and **Dinner Provided** check boxes are checked.

The proportional meal rate (PMR) is the rate used when only one or two government meals are available or provided at no cost to the traveler. The PMR is the average of the GMR and the site's per diem meal rate, rounded up to the nearest whole dollar.

PMR may be utilized for reimbursement when either *EUM* or *GMR/PMR* is selected as the reimbursement type. If one or more of the **Meal Provided** check boxes are cleared, the allowed amount for the corresponding day defaults to the PMR plus the incidental per diem rate. You will need to itemize any unprovided meal expenses on the voucher to be properly reimbursed.

Reimbursement Types: Occasional Meals

- Itemized expenses
- Cannot exceed PMR
- No incidentals allowed

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Occasional meals are itemized meal expenses that cannot exceed the proportional meal rate (PMR) for the corresponding date and travel site. When the *Occasional Meals* reimbursement type is selected, the allowed amount is automatically calculated by E2, based on the PMR, and the **No Incidentals** check box is checked and disabled.

Lodging Expenses

The screenshot shows the 'Lodging Expenses' window for 'Lodging Site: Toronto, Canada'. It includes a table with columns: Date, Reimbursement Type, Per Diem Rate, Amount, Allowed, Day Off, Shared, Notes, and Alerts. The table lists expenses for dates from 24-May-2018 to 30-May-2018. At the bottom, there is a 'Running Totals' section showing a total of 1267.00 and 1143.82. Buttons for 'Save and Close', 'Save', and 'Exit Window' are visible at the bottom left.

Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Day Off	Shared	Notes	Alerts
24-May-2018	Per Diem	181.00	181.00	181.00	<input type="checkbox"/>	<input type="checkbox"/>		
25-May-2018	Per Diem	181.00	181.00	181.00	<input type="checkbox"/>	<input type="checkbox"/>		
26-May-2018	Per Diem	181.00	181.00	152.25	<input type="checkbox"/>	<input type="checkbox"/>	Variable B3	
27-May-2018	Per Diem	181.00	181.00	181.00	<input type="checkbox"/>	<input type="checkbox"/>	Variable 100, Override	
28-May-2018	Per Diem	181.00	181.00	152.25	<input type="checkbox"/>	<input type="checkbox"/>	Variable B3	
29-May-2018	Per Diem	181.00	181.00	152.25	<input type="checkbox"/>	<input type="checkbox"/>	Variable B3	
30-May-2018	Per Diem	181.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Variable B	
Running Totals:			1267.00	1143.82				

Lodging Expenses window

- Site
- Reimbursement type
- Amount, Allowed, Estimated Tax
- Day Off
- Shared

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Click the **Modify** link for a *Lodging* expense on the Expenses page to display the Lodging Expenses window.

The following information in the Lodging Expenses window should be reviewed and, if necessary, modified for each day of lodging.

- If your trip includes multiple locations, a **Site** field displays near the top of the window. Select the site for which you want to view or maintain lodging expenses from the drop-down list.
- Select the appropriate reimbursement type for the corresponding day from the **Reimbursement Type** drop-down list.
- Review the **Amount** and **Allowed** fields for each line item, making changes as needed.
- Enter your estimated lodging tax in the **Estimated Tax** field. It is important to note, lodging tax is authorized for reimbursement for CONUS travel only. Lodging taxes are considered a separate expense and are not included in the lodging rates for sites within the continental U.S., as well as U.S. areas outside the continental U.S. Alternatively, per diem lodging rates for foreign sites include lodging taxes, and therefore the **Estimated Tax** field is unnecessary and will not display.
- Select the **Day Off** check box, if applicable, for any day that should be identified as an official day off. Official days off do not qualify for lodging or meals and incidental expenses, and your estimated expenses will be reduced accordingly.
- Select the **Shared** check box, if applicable, for any day where you will be sharing lodging. If checked, verify the estimated lodging amount for that day is for your portion only.

Be sure to click the **Save** or **Save and Close** button when you are finished to save any changes you might have made and update the corresponding *Lodging* expense on the Expenses page.

Meals & Incidental Expenses

Date	Reimbursement Type	Per Diem Meals	Per Diem Incidentals	M&IE Amount	Breakfast Provided	Lunch Provided	Dinner Provided	No Incidentals	Official Day Off	Notes
29-Jan-2018	Per Diem	106.00	26.00	80.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30-Jan-2018	Per Diem	106.00	26.00	132.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total Estimated M&IE:				231.00						

Meals and Incidental Expenses window

- Site
- Reimbursement type
- Breakfast, Lunch, Dinner Provided
- No Incidentals
- Official Day Off

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Click the **Modify** link for a *Meals and Incidentals* expense on the Expenses page to display the Meals and Incidental Expenses window.

The following information in the Meals and Incidental Expenses window should be reviewed and, if necessary, modified for each day of M&IE.

- If your trip includes multiple locations, a **Site** field displays near the top of the window. Select the site for which you want to view or maintain meals and incidental expenses (M&IE) from the drop-down list.
- Select the appropriate reimbursement type for the corresponding day from the **Reimbursement Type** drop-down list.
- If applicable, select the **Breakfast**, **Lunch**, or **Dinner Provided** check box for any meal that will be provided on a particular day. Identifying a meal as provided will deduct the amount for that meal from the day's allowed M&IE amount.
- Select the **No Incidentals** check box, if applicable, to indicate no incidental expenses are required for the corresponding day. When checked, the daily incidental amount will be deducted from the day's allowed M&IE amount.
- Select the **Official Day Off** check box, if applicable, for any day that should be identified as an official day off. Official days off do not qualify for lodging or M&IE, and your estimated expenses will be reduced accordingly.

Be sure to click the **Save** or **Save and Close** button when you are finished to save any changes you might have made and update the corresponding *Meals and Incidentals* expense on the Expenses page.

Other Estimated Expenses

Add New Expense

Date of Expense:*

Expense:*

Amount:*

Description:

Remark: [Add an Optional Remark](#)

Site of Expense:

*Required

Add New Expense link
> Add New Expense
window

- Date of Expense
- Expense
- Amount
- Description
- Save and New
vs. Save and
Close

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Transportation and other estimated trip expenses (i.e., those that are not lodging, meals, or incidental expenses) can also be added and maintained via the authorization's Expenses page.

The Add New Expense window displays when you click the **Add New Expense** link. Select or enter information in the following fields to create a record for a new expense.

- Enter the date the expense will be incurred in the **Date of Expense** field, or click the calendar icon to select a date from the drop-down calendar.
- Select the type of expense you are adding from the **Expense** drop-down list.
- Enter the estimated amount of the expense in the **Amount** field.
- If desired, enter a description of the expense in the **Description** field.

When you are finished with your entries, click the **Save and New** button to save the expense and clear the fields in the Add New Expense window, allowing you to add another expense to the authorization. Clicking the **Save and Close** button saves the expense and closes the Add New Expense window, returning you to the Expenses page.

Edit Expenses

Edit Expense - Bus for \$5.00 on 24-May-2018

Detail Remarks

Date of Expense:* 24-May-2018

Expense: Bus

Amount:* 5.00

Description: Daily transpo

Site of Expense: 24-May-2018 Toronto, Canada

*Required

Save and Close Save Exit Window

T&O expense > **Modify** link > Edit Expense window

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Click the **Modify** link for a transportation or other (T&O) expense listed on the Expenses page to display the Edit Expense window, which allows you to edit the details of that expense. The window displays the same fields as the Add New Expense window, although some values may be read only.

Private Transportation Expense

The image displays two screenshots of the 'Add New Expense' window in the CWT SatoTravel system. The top screenshot shows the 'Calculate Distance' button being clicked, which populates the 'Distance' field with the calculated value: '19.6 miles x 0.56 = 5.34 USD'. The bottom screenshot shows the 'Use My Own Distance' button being clicked, which opens the 'Distance' field for manual entry and adds a 'Distance Reason' field.

- *Private Auto Mileage* or *Private Motorcycle Mileage*
- Auto subtype
- From, To > **Calculate Distance** button > Distance
- Manually enter > **Use My Own Distance** button
 - Distance
 - Distance Reason

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You can add an expense for the use of a privately owned vehicle (POV) — such as a car, truck, or motorcycle — in the Add New Expense window. When you select *Private Auto Mileage* or *Private Motorcycle Mileage* from the **Expense** drop-down list, additional fields and buttons are added to the window that allow you to calculate the distance traveled and the reimbursable amount.

- If you selected *Private Auto Mileage*, select an option from the **Subtype** drop-down list (i.e., *Government Auto Available* or *Private Auto Authorized*) to determine the mileage rate used for the expense.
- Enter your starting and ending locations in the **From** and **To** fields. You may enter a full address, street address, city, state or province, country, or zip or postal code; be as specific as possible. When your entries are complete, click the **Calculate Distance** button to automatically calculate the distance between your two locations. E2 displays the result, as well as the calculated expense amount, in the **Distance** field.
- You can manually enter your mileage, if necessary, by clicking the **Use My Own Distance** button. Enter the distance between your locations in the **Distance** field, and then enter the reason you chose not to use a system-calculated distance in the **Distance Reason** field.

When you are finished with your expense entries, always be sure to click one of the **Save** buttons to save your expense.

Estimate TMC Fee

- Fee charged by TMC for reservations; displays on invoice
- Add via Add New Expense
- Contact TMC or manager to estimate amount

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A TMC fee is a fee assessed by your travel management center (TMC) when processing and ticketing your reservation. The fee varies based on the complexity of the reservation and the involvement by the TMC, but it is typically included on the invoice sent to you by your TMC (based on your agency's ticketing agreement).

If you made a reservation for your trip, you should add an estimate of the TMC fee to the authorization via the Add New Expense window, just as you would when adding any other estimated miscellaneous expense.

It is important to note, however, that due to the variable nature of the TMC fee and the fact E2 Solutions is utilized by multiple agencies, the E2 application cannot provide you with an estimated amount for your TMC fee. (The same is true for the help resources created to support E2 Solutions.) If you do not have access to your invoice and/or the actual amount charged by the TMC, contact your TMC, manager, or other agency personnel for more information on the actual fees assessed or help in determining the best amount to estimate.

Estimated Expenses in Foreign Currency

Add New Expense

Date of Expense:* 01-Feb-2018

Expense:* Taxi

Amount:* 100

Currency or Currency Code:* 264

Currency Name: Polish Zloty

Exchange Rate: 3.953

US Dollar Equivalent: 25.30 USD

Description: Fare from airport

Remark: [Add an Optional Remark](#)

Site of Expense: Allow selection of site based on date

*Required

Save and New Save and Close Exit Window

Currency or Currency Code field

- Add New Expense/ Edit Expense
- Lodging Expenses
 - Apply to All Displayed Expenses

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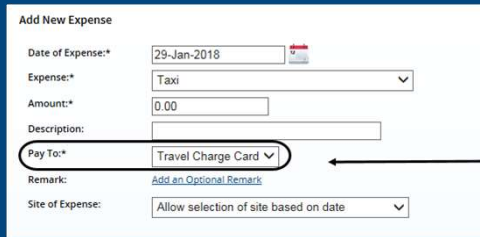
If your trip includes a site that is outside the United States, you may be allowed to enter your estimated lodging and T&O (i.e., transportation and other) expenses in the foreign currency.

A **Currency or Currency Code** field displays for the expense in the Add New Expense and Edit Expense windows. Enter the estimated expense amount, as it would be in the foreign currency, in the **Amount** field. Once the amount has been entered, enter the first few characters of the currency name, country name, or currency code in the **Currency or Currency Code** field, pause, and then select the correct currency from the list. For example, if you enter *EUR*, you will see a list of currency codes for all countries that use the Euro. The **Currency Name**, **Exchange Rate**, and **US Dollar Equivalent** fields will be automatically updated based on your selection.

In the Lodging Expenses window, click the **Apply to All Displayed Expenses** tab to access the **Currency or Currency Code** field. Enter/select the appropriate currency code, and then click the **Apply to Displayed** button to apply the currency code to each day of lodging in the Lodging Expenses data grid.

Be sure to click the **Save and Close** button in both windows to save your changes before returning to the Expenses page.

Entering “Pay To” Information



The screenshot shows a web form titled "Add New Expense". It contains several fields: "Date of Expense:" with a date picker set to "29-Jan-2018"; "Expense:" with a dropdown menu showing "Taxi"; "Amount:" with a text input set to "0.00"; "Description:" with a text input; "Pay To:" with a dropdown menu showing "Travel Charge Card" (this field is circled in red with an arrow pointing to it); "Remark:" with a link "Add an Optional Remark"; and "Site of Expense:" with a dropdown menu showing "Allow selection of site based on date".

Method of reimbursement = **Pay To** drop-down list

- Options controlled by expense type and travel policy
- Agency Billed, Travel Charge Card, Traveler

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Your workgroup may require you to select the method of reimbursement — or “pay to” — for your estimated expenses. “Pay to” selections should be reviewed for all estimated expenses, including lodging expenses for each day and site, meals and incidental expenses (M&IE) for each day and site, and all additional estimated expenses.

To change the method of reimbursement, select an option from the **Pay To** drop-down list. Depending on the expense type and your group’s travel policy, options available in the drop-down list may be *Agency Billed*, *Travel Charge Card*, and *Traveler*.