



USCG UG10: Application Overview

What is E2?
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1 Introduction

This document contains overview information for E2 Solutions users utilizing both Federal Travel Regulations (FTR) and Joint Travel Regulations (JTR). Features and options specific to JTR functionality will be indicated when possible.

2 Welcome to E2

E2 Solutions (E2) is a web-based, end-to-end travel and expense management tool. It offers you a convenient and user-friendly way to create and track your travel authorizations, get approvals, submit vouchers, receive reimbursements, and book travel reservations. E2 simplifies and streamlines the entire travel authorization and approval process.

When combined with E2's common data exchange and application integration environment (E2i), it allows implementation of an end-to-end solution with USCG's FSMS financial system and other business systems through the use of a broad set of integration standards. E2 treats the client's systems as an integrated component using a common message format with translation and transformation services provided by E2i.

Originally designed to meet the requirements of the federal government's eTravel initiative, E2 continues to innovate and improve capabilities to meet continually evolving agency travel needs.

3 Fundamental Concepts

E2 integrates user actions with request types (documents) to provide an integrated workflow for travel planning and reservations, official travel requests, approvals, vouchers, final reimbursement, and payment.

3.1 About User Types and Roles

3.1.1 Types

Each user has access to features and functions appropriate to a specific user type:

- Traveler
- Approver
- Auditor

Users are assigned a user type during the initial user configuration process. All users have access to traveler features and functions; users assigned a user type of *Traveler* are limited to those features and functions only.

The following table outlines the actions available to each user type:

User Type	Actions
Traveler	Create, modify, delete, route, and print travel documents for yourself and for any other travelers who have given you permission to arrange their travel. Any user, regardless of user type, can perform traveler or designated travel arranger actions.
Approver	Approve, route, and print travel documents and vouchers (including local travel claims, partial payments, and travel advances).
Auditor	Approve travel vouchers (with comments). If the audit is performed before payment, an auditor can also revise the voucher.

3.1.2 Roles

User roles provide users of any type with access to additional features and functions. Available roles in E2 include *Arranger* and *System administrator*. User roles are assigned to a user of any type during the initial user configuration process. For example, a user with the user type of *Approver* can also have the role of *System administrator*.

The USCG Travel Assist Team has the administration permissions necessary to update user and system settings as needed. USCG has also provided approvers with some system administration permissions, including unlocking user accounts and modifying routing pools. The following table outlines the actions available to each user role:

User Type	Actions
Arranger	Arrange travel for any other user to whom you have access without having to be a designated travel arranger for that user.
System Administrator	Modify a wide variety of settings at the system level. This role may include the ability to: <ul style="list-style-type: none"> • Create, delete, and manage user accounts and profiles

User Type	Actions
	<ul style="list-style-type: none"> • Define office and work group settings, as well as settings at other hierarchical levels • Manage agency hierarchy • Manage document approval routing via routing pools, template, and rules • Manage overdue advances, documents pending approval, and documents rejected by a financial system • Manage financial systems, accounting codes, and funds to pay for travel • Manage customized messaging, email templates, bulletins, and news links

3.2 About Document Types

Documents are the primary objects in E2. Users take action on documents, such as create, open, cancel, or change (amend). In general terms, pre-travel documents are *authorizations*, while post-travel documents are *vouchers*.

3.2.1 Pre-travel Documents

The following table lists the various pre-travel documents utilized in E2.

Document Type	Description	Available Actions
Authorization	A request to travel. An authorization may be for a specific trip (TDY), or a request to travel under a group or blanket (open) authorization.	Traveler or arranger: <ul style="list-style-type: none"> • Create • Make reservations • Submit for approval • Recall document pending approval • Change (amend) approved authorization • Cancel or delete (based on document status) Approver: <ul style="list-style-type: none"> • Approve • Return for revision
Group Authorization (GA)	Request for multiple people to travel on one event, such as to a conference or work site.	Owner (i.e., traveler or arranger): <ul style="list-style-type: none"> • Create • Submit for approval • Recall document pending approval • Cancel or delete (based on document status) Approver: <ul style="list-style-type: none"> • Approve • Return for revision
Open Authorization (OA)	A blanket request to travel for up to 365 days. An open authorization includes specific or general site selections, as well	Traveler or arranger: <ul style="list-style-type: none"> • Create • Submit for approval

Document Type	Description	Available Actions
	as total expense limitations. A user may create multiple authorizations under an OA.	<ul style="list-style-type: none"> Recall document pending approval Change (amend) approved OA Cancel or delete (based on document status) Approver: <ul style="list-style-type: none"> Approve Return for revision
Travel Advance	Request for funds in advance of travel. An advance may can be created as a separate request once the authorization is approved, either before or during travel.	Traveler or arranger: <ul style="list-style-type: none"> Create Submit for approval Recall document pending approval Change Cancel or delete (based on document status) Approver: <ul style="list-style-type: none"> Approve Return for revision

3.2.2 Post-travel Documents

The following table lists the various post-travel documents utilized in E2.

Document Type	Description	Available Actions
Incremental Voucher	Request for travel expense reimbursement for a specific trip. This voucher is typically used during long-term travel where the traveler will file a claim for reimbursement every 30 days. A trip can have multiple incremental vouchers.	Traveler or arranger: <ul style="list-style-type: none"> Create Submit for approval Recall document pending approval Cancel or delete (based on document status) Approver or auditor: <ul style="list-style-type: none"> Approve Return for revision
Final Voucher	Final request for travel expense reimbursement for a specific trip.	Traveler or arranger: <ul style="list-style-type: none"> Create Submit for approval Recall document pending approval Cancel or delete (based on document status) Approver or auditor: <ul style="list-style-type: none"> Approve Return for revision (only available to auditors if pre-payment audit is enabled)

Document Type	Description	Available Actions
Supplemental Voucher	Request for additional travel expense reimbursement after a final voucher for the trip has been submitted.	Traveler or arranger: <ul style="list-style-type: none"> • Create • Submit for approval • Recall document pending approval • Change • Cancel or delete (based on document status) Approver or auditor: <ul style="list-style-type: none"> • Approve • Return for revision (only available to auditors if pre-payment audit is enabled)
Local Travel Claim	Submit local travel expenses for reimbursement. May include expenses for up to 60 consecutive days.	Traveler or arranger: <ul style="list-style-type: none"> • Create • Submit for approval • Recall document pending approval • Delete • Archive closed local travel claims Approver: <ul style="list-style-type: none"> • Approve • Return for revision

3.3 About the E2 Workflow

E2 business processes cover the complete travel lifecycle, from pre-trip planning and shopping for reservations, through final reimbursement and auditing. For the traveler, the application appears to be split into two major phases: pre-travel (including approval) and post-travel (including approval and audit).

3.3.1 Pre-travel

In the pre-travel phase, travelers (or travel arrangers) plan trips, make reservations, and submit official requests to travel (authorizations) for approval. Authorizations are assigned a trip identification (trip ID) number. The trip ID is the key identifier for the traveler's trip and spans all associated documents.

During authorization approval, the unit's Funds Manager and AO review the authorization based on dynamic document routing functions, and either approve the request to travel or return the authorization for revision. After an authorization to travel has been approved, other pre-trip functions become available, such as creating a standalone advance request.

3.3.2 Post-travel

In the post-travel phase, travelers (or travel arrangers) submit vouchers for reimbursement of travel expenses.

During voucher approval, the unit's AO reviews the voucher based on customized rules and dynamic document routing functions, and either approve the request for reimbursement or return

the voucher for revision. After a voucher has been approved, it is processed for payment. A voucher is closed after payment is made.

Vouchers can also be audited, based on USCG-defined rules.

3.3.3 Quick Reference

The following table provides a quick look at the different phases, their documents, and corresponding actions.

Phase	Documents	Actions
Pre-travel	Authorization Travel advance	<ul style="list-style-type: none"> • Shop for reservations online (includes purchase) • Create authorization (request to travel) • Associate existing reservations with an authorization, or make reservations online or via the travel management center (TMC) • Estimate anticipated expenses • Submit for approval • Amend approved authorization to reflect changes to travel plans • Create standalone advance request and submit for approval (after authorization approval)
Post-travel	Incremental voucher Final voucher Supplemental voucher Local travel claim	<ul style="list-style-type: none"> • Create voucher (request for reimbursement) • Enter or update final expenses • Identify who is to be repaid for travel expenses; indicate whether disbursements are to be made to either the traveler, GTCC or the agency • Submit incremental and final vouchers for approval and payment • Submit supplemental voucher to cover items missed on original vouchers • Create and submit local travel claims for reimbursement of actual expenses involved with local travel activities

4 Revision History

Date	Description	Release
01/2022	Document creation	22.1

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