ETS Guide:
Travel Authorization for Unit Funded Travel

e2Solutions

MY E2   MY APPROVALS   TRAVEL FOR OTHERS   ADMINISTRATION   REPORTS

At a Glance   Trips   Local Travel   Open Authorization   Group Authorization

🌐 **Start a Travel Document**

What would you like to do today?   [Make Reservations ▾]   [Go]   ⬅

IF you need travel arrangements (Flight/Hotel/Rental Car) click the drop down to select "Make Reservations" then click "Go".

To Do List

ⓘ No to do list items found.

Bulletins

ⓘ No urgent bulletins found.

Pending Approvals

ⓘ No pending approvals found.

Additional Notices

ⓘ No additional notices found.

Make this my default page 🏠

At a Glance   Trips   Local Travel   Open Authorization   Group Authorization

🌐 Start a Travel Document

What would you like to do today?   [Create an Authorization]   [Go]

Click the drop down and select "Create an Authorization" then click "Go".

To Do List

ℹ️ No to do list items found.

Bulletins

ℹ️ No urgent bulletins found.

Pending Approvals

ℹ️ No pending approvals found.

Additional Notices

ℹ️ No additional notices found.

Make this my default page 🏠

Step 1 : Basic Information ❓

Traveler Name: **Trip ID:**   **Authorization Status:** New Authorization

Basic Information

Type of Travel:*   SITE VISIT   ▾

Specific Travel Purpose:*   EVACUATION DEPENDENT TRAVEL   ▲
                             EVACUATION TRAVEL
Document Number: INVITATIONAL (FOREIGN NATIONAL
                             INVITATIONAL (ILLNESS/DEATH)
                             INVITATIONAL (NON-CG EMPLOYEE)
                             MEDICAL ATTENDENT/ESCORT
                             MEDICAL PATIENT
                             MISSION TRAVEL
*Required   OFFICIAL MEETINGS
                             OTHER TRAVEL
                             PCS DEPENDENT TRAVEL
                             PCS/COT TRAVEL
                             PCS/EARLY RETURN OF DEPENDENTS
Travelers for this trip:**   PCS/RELOCATION
                             PCS/RETIREMENT
                             PCS/SEPARATION FULL
    Name   PCS/SEPARATION LESS THAN 90/pc   Relationship
                             PCS/STATION TO STATION
     ⓘ There are no existing PCS/STUDENT TRAVEL   t(s) for travel.
                             SITE VISIT   ▼

Select the Type of Travel from the drop down (Training, Mission Travel, Other, etc.)

Then type the Purpose of Travel (LAMS Training, Deployment, Operational Support, etc.)

[Save and Next Step]

Click "Save and Next Step"

---

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Trip Dashboard   Authorization

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allowed at this time
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Step 2 : Reservation ❷

Traveler Name: Trip ID: Authorization Status: New Authorization

✅ Basic Information has been successfully updated.

Confirmation Number:

Make New Reservation
Manage Trip Reservations

Next Step   Step 1: Basic Information

this is where you attach the reservations you made in step 1 & 2 (if applicable) if not click "Next step"

TAYLOR D STEINBACH ⌄

Trip Dashboard   Authorization

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Step 3 : Site Details ⓘ

Traveler Name: Trip ID: Authorization Status: New Authorization

collapse or expand all sections

[Site 1] Begin: San Francisco, CA, United States ⌃

Departing Date:*   [_____] 📅

Departing Time:*   Morning - 08:00 AM ⌄

Departing From: *   San Francisco, CA, United States   🌐

Going To:*   [_____] 🌐

Arrival Date:*   [_____] 📅

Mode of Transportation:*   Commercial Plane ⌄

Reason For Stop:*   Temporary Duty

[Add Site]   [Add Break]

[Site 2] End: to San Francisco, CA, United States ⌃

Returning Date:*   [_____] 📅

Returning From:

Returning To:*   San Francisco, CA, United States   🌐

Arrival Date:*   [_____] 📅

Arrival Time:**   Select ⌄

Mode of Transportation:*   Commercial Plane ⌄

*Required
**Required if trip duration is less than three days

[Save and Next Step]   [Save]   Back to Step 2: Reservation

Enter your departure and arrival information.

Click on the globe to add the locations.

If you have added travel reservations this will automatically be completed IAW your reservations.

① Basic Information
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Step 3 : Site Details ❓

Traveler Name: Trip ID: Authorization Status: New Authorization

collapse or expand all sections

[Site 1] Begin: on 16-Dec-2021 ⌃

Departing Date:* 16-Dec-2021 📅

Depar

Depar

Going

Arrival

Mode

Reaso

Search Location ❓

⌃ Search for Location

Country:	United States ⌄
State:**	California ⌄
Site:**	ventura
Rate valid on:	16-Dec-2021 📅

**State or site required if country is United States.

Search

1. Choose the "State" from the drop down and enter the City in the "Site" box and click "Search".

2. Select the appropriate location for Per Diem rate purposes.

					ging
○	Ventura	Ventura County	CA	74.00	168.00
○	Ventura County	Ventura County	CA	74.00	168.00
○	Standard Conus Rate	Standard Conus Rate		59.00	96.00

Save And Close   ⟵   **3. Click "Save and Close"**

[Site 2] ⌃

Retur

Retur

Retur

Arrival

Arrival

Mode

*Require

**Required if trip duration is less than three days

Step 3 : Site Details ⓘ

Traveler Name: Trip ID: Authorization Status: New Authorization

collapse or expand all sections

[Site 1] Begin: Ventura, CA, United States on 16-Dec-2021 to San Francisco, CA, United States ⌃

Departing Date:*   16-Dec-2021

Departing Time:*   08:00 AM

Departing From: *   Ventura, CA, United States

Going To:*   San Francisco, CA, United States

Arrival Date:*   16-Dec-2021

Mode of Transportation:*   Commercial Plane

Reason For Stop:*   Temporary Duty

Add

Select the "Mode of Transportation" from the drop down.
POV is only authorized with written approval from XO.

[Site 2] ⌃

Returning Date:*   17-Dec-2021

Returning From: San Francisco, CA, United States

Returning To:*   Ventura, CA, United States

Arrival Date:*   17-Dec-2021

Arrival Time:**   04:00 PM

Mode of Transportation:*   Commercial Plane

*Required
**Required if trip duration is less than three days

Save and Next Step   ⇐   **Click "Save and Next Step"**

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Cancel/Delete Advance not allowed at this time

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Step 4 : Expenses ?

Traveler Name: Trip ID: Authorization Status: New Authorization

✅ Site details information has been saved successfully.

Expense Information

Travel Charge Card: 16.05
Traveler: 406.50
Unassigned: 0.00
Amount: 422.55

Verify all entitlements are accurate.

If you added your travel reservations in Step 2 your airfare and lodging will automatically populate in your expenses.

▼ Filter Options

Order by: [Date ▾]   Sort Ascending   Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
16-Dec-2021	Lodging	288.00	Lodging expense in San Francisco, CA, United States including lodging taxes	Traveler		Modify		
16-Dec-2021	Meals and Incidentals	118.50	M&IE expense in San Francisco, CA, United States	Traveler		Modify		
17-Dec-2021	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

This expense is automatically added to every auth/claim don't worry about it.

Showing 1 - 3 of 3

Remark:📒   Reduced:💲

Add New Expense

If auth POV by ADMIN/XO click "Add New Expense"

Next Step   Back to Step 3: Site Details

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Step 4 : Expenses ❓

Traveler Name: Trip ID: Authorization Status: New Authorization

✅ Expense has been added successfully.

Expense Information

Travel Charge Card: 16.05
Traveler: 821.13
Unassigned: 0.00
Amount: 837.18

⌄ Filter Options

Order by: [Date ▾]   Sort Ascen   **Double Check all expenses have been added and verified**

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
16-Dec-2021	Lodging	288.00	Lodging expense in San Francisco, CA, United States including lodging taxes	Traveler		Modify		
16-Dec-2021	Meals and Incidentals	118.50	M&IE expense in San Francisco, CA, United States	Traveler		Modify		
16-Dec-2021	Pov: Private Auto Authorized	209.89	From Point Mugu, California 90265, USA to San Francisco, CA 94128, USA - 374.8 miles @ $0.560 per mile.	Traveler		Modify	Copy	Delete
17-Dec-2021	Pov: Private Auto Authorized	204.74	From San Francisco, CA 94128, USA to Point Mugu, California 90265, USA - 365.6 miles @ $0.560 per mile.	Traveler		Modify	Copy	Delete
17-Dec-2021	Voucher Transaction Fee	16.05	Voucher Transaction Fee	Travel Charge Card				

Showing 1 - 5 of 5

Remark:📒   Reduced:💲

Add New Expense

Next Step ⬅ **Click "Next Step"**

Step 5 : Accounting ℹ

Traveler Name: Trip ID: Authorization Status: New Authorization

⚠ No account codes selected. Click the 'Select Account Codes' link below to add an account code.

Accounting

ℹ No account codes selected.

Select Account Codes   Click "Select Account Codes" to add accounting information

[Save and Next Step]   [Save]   Back to Step 4: Expenses

If your trip includes travel from FY21 (September 2021) please refer to "ETS Guide: Account Codes for FY21 & FY22 Travel" to assist in adding your account codes

Step 5 : Accounting ❓

Traveler Name:

Accounting

ℹ️ No account cod

Select Account Codes

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Save and Next Step

Once all is complete click "Save and Next Step"

Account Code Selection

Select "Add Account Codes"

Select Account Codes | Add Account Codes |

Enter the red blocked info into the boxes, click search, then select the available option.

YOU MUST DO EACH BLOCK ONE AT A TIME IN ORDER FROM TOP TO BOTTOM OR IT WILL NOT WORK.

Add Account Code

Add an account code by entering the segme___
segment data from an existing account cod___

| Project: | UCGII10LSA | **Search** |

| Task: | 22CUTOVR | **Search** |

| Organization: | 20180 AIRSTA SAN FRANCI | **Search** |

Select the ASSF "Operations" option

| Expenditure Type: | 210080 MISSION TRAVEL/ | **Search** |

Trip Accounting Code Templates

Add and Close   **Click "Add and Close"**

Code Values	Description
20180 AIRSTA SAN FRANCISCO CMD CADRE	
20180 AIRSTA SAN FRANCISCO H-65 ENGINEERING	
20180 AIRSTA SAN FRANCISCO H-65 OPERATIONS	
20180 AIRSTA SAN FRANCISCO HSWL DEPT	
20180 AIRSTA SAN FRANCISCO RESOURCE MANAGEMENT & LOGISTICS	

Step 5 : Accounting ⊙

Traveler Name: Trip ID: Authorization Status: New Authorization

✓ Account Code created.
1 account code(s) added to page.

If your amount isn't exactly this that is okay, this amount is going to change depending on specific travel entitlements.

Accounting

Description	Account Code	Obligated Balance	Amount Allocated	Percent Allocated	Add to Favorites	Delete
	UCGII10LSA\22CUTOVR\20180 AIRSTA SAN FRANCISCO H-6...	$0.00	$ 837.18	100.00 %	Add	Delete
		Total:	$837.18	100.00%		
		Remaining amount to be allocated:	$0.00			
		Total claim amount:	$837.18			

Select Account Codes

Save and Next Step ⇦ **Click "Save and Next Step"**

Step 6 : Travel Policy ⓘ

Traveler Name:　　　　　Trip ID:　　　　Authorization Status: New Authorization

⚠ This policy item is incomplete: Hotel Booking.

This is a good example of what it looks like if you haven't followed policy when arranging travel. Because this isn't a real authorization I did not actually make hotel reservations. If you neglect to make your travel reservations in ETS and attach it to your authorization, or you pick a flight/hotel/rental car that is out of policy you will have to give a policy justification and possibly an amendment from admin.

If you book everything according to policy there will be nothing to do on this page.

✅ Accounting information has been saved successful

Travel Policy Justifications

Policy Item

| Hotel Booking ▾ | No Reservation | Select one ▾ |

*Required

Travel Policy Warnings ⌃

ⓘ No travel policy warnings found.

City Pair Information ⌃

All fares listed are one way fares per GSA City Pair Program.

City Pair	YCA Fare	-CA Fare
Santa Barbara (SBA) > San Francisco International Airport (SFO)	710.00	639.00

Save and Next Step ⬅ **Click "Save and Next Step"**

② Reservation

③ Site Details

④ Expenses

⑤ Accounting

⑥ Travel Policy

❼ Summary

Traveler Name:

Trip ID:

Authorization Status: New Authorization

collapse or expand all sections

Basic Information - **Edit Details** ⌃

Type of Travel: SITE VISIT
Specific Travel Purpose: Safety Stand Down

Other Actions

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> **If you have any documents to attach to your authorization click "attachments" to add.**
>
> **Examples of attachments for an authorization are a TDY Request (CG-2070) or an approved conference request form.**

⌃

⌃

[Site 1] Begin: Ventura, CA, United States on 16-Dec-2021 to San Francisco, CA, United States   ⌄

[Site 2] End: San Francisco, CA, United States on 17-Dec-2021 to Ventura, CA, United States   ⌄

Expenses - **Edit Details** ⌃

Travel Charge Card: 16.05
Traveler: 821.13
Unassigned: 0.00
Amount: 837.18

Order by: | Date ⌄ | Sort Ascending   Sort Descending

Date   Type   Amount Description   Pay To   Alerts   Show

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③ Site Details
④ Expenses
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Step 7 : Summary ⓘ

Traveler Name: Trip ID: Authorization Status: New Authorization

collapse or expand all sections

Basic Information - Edit Details

ⓦ

Trip-Level Attachments

Type of Travel: SITE   ⓘ Never include private or sensitive information, such as social security, credit card or bank account number in fax.

Specific Travel Purpose: Safet

Document Number: (Syste

Add New Attachment

Add Attachment

Click "Add Attachment" and choose the documents you want to upload

Size Limit: 10 Megal
PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,BMP,XLS,XLSX,DOC,DOCX,TXT

Reservation - Edit Details

ⓘ No reservations found.

File Name	Date Attached	Attached By	Show	Delete

Site Details - Edit Details

[Site 1] Begin: Ventura, CA, Uni   ⌄

[Site 2] End: San Francisco, CA,   ⌄

Exit Window   Attach Fax

Expenses - Edit Details

Travel Charge Card: 16.05
Traveler: 821.13
Unassigned: 0.00
Amount: 837.18

Order by: Date ⌄   Sort Ascending   Sort Descending

Step 7 : Summary ⓘ

Traveler Name:　　　　　　Trip ID:　　　　　Authorization Status:　New Authorization

collapse or expand all sections

Basic Information - E...

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Type of Travel:
Specific Travel Pur...
Document Number

Reservation - Edit De...

No reservatio...

Site Details - Edit Det...

[Site 1] Begin: Vent...

[Site 2] End: San Fr...

Expenses - Edit Detail...

Travel Charge Card
Traveler:
Unassigned:　　0.00
Amount:　　　837.18

Order by: Date ▾ | Sort Ascending | Sort Descending

Date　Type　　　　Amount Description　　　　　　　　Pay To　　　Alerts　　Show

Trip-Level Attachments

ⓘ Never include private or sensitive information, such as social security, credit card or bank account number in fax.

✓ MUGU.pdf was successfully uploaded.

Add New Attachment

Add Attachment
Size Limit: 10 Megabytes - Allowed Types:
PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,BMP,XLS,XLSX,DOC,DOCX,TXT

File Name	Date Attached	Attached By	Show	Delete
MUGU.pdf	07-Jan-2022 12:49:19 PM CST		Show	Delete

Exit Window

Click "Exit window" after the attachment is successfully uploaded

Policy Item	Information	Explanation
Hotel Booking	No Reservation	No response

Travel Policy Warnings ⌃

ℹ No travel policy warnings found.

City Pair Information ⌃

All fares listed are one way fares per GSA City Pair Program.

City Pair		YCA Fare	-CA Fare
Santa Barbara (SBA) > San Francisco International Airport (SFO)		710.00	639.00

Remarks - Edit Details ⌃

Scroll down and click "Send to Approver"

This will send your authorization to the Funds Approvers, once they review and approve it will be forwarded to the Authorizing Official for approval.

⌃

	File Name	Show
07-Jan-2022 12:49:19 PM CST	MUGU.pdf	Show
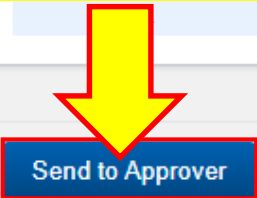
Send to Approver   Back to Step 6: Travel Policy

AUTHORIZATION HAS BEEN **APPROVED BY AN AUTH. OFFICIAL** WILL YOU BE ABLE TO PRINT OFF YOUR TRAVEL AUTHORIZATION ("ORDERS")

SEE THE NEXT SLIDES FOR A GUIDE TO PRINT A COPY OF YOUR E2 TRAVEL AUTH

e2Solutions™

MY E2   MY APPROVALS   TRAVEL FOR OTHERS   ADMINISTRATION   REPORTS

At a Glance   Trips   **After you log into E2 click "Trips"**

🌐 Start a Travel Document

What would you like to do today?   Make Reservations ▾   Go

To Do List

Complete Travel Authorization   for Mugu Deployment to Point Mugu, CA 93042, CA, US (Ventura County) departing 14-Dec-2021.

Bulletins

ℹ No urgent bulletins found.

Pending Approvals

ℹ No pending approvals found.

Additional Notices

ℹ No additional notices found.

Make this my default page 🏠

This example authorization has not been approved by an AO. Once it is approved there will be a green check mark in the "Auth" column

YOUR AUTHORIZATION MUST BE APPROVED FOR YOUR PRINTED TRAVEL AUTHORIZATION TO BE VALID

MY E2   MY APPROVALS   TRAVEL

At a Glance   Trips   Local Travel   Open Authorizatio

Filter Options

Order by: Departure Date   Sort Ascending   Sort Descending

Trip Id	OA/GA#	Destination	Departure Date	Purpose	Approver	Auth	Voucher	Advance	Show	Copy Trip	Archive
		Point Mugu, CA 93042, CA, US (Ventura County)	14-Dec-2021	Mugu Deployment		✏️			Show	Copy	

Showing 1 - 1 of 1

✏️ In Progress   ⇄ Revised   🕐 Pending   ✔ Complete   ✖ Canceled

Click "Show"

Start a New Authorization   Make Reservations   Show Held Reservation   Copy From Another Trip

Make this my default page 🏠

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Step 1 : Basic Information ⓘ

Traveler Name: Trip ID: Authorization Status: ~~New Authorization~~ **Approved**

Basic Information

Type of Travel:*   MISSION TRAVEL ▾

Specific Travel Purpose:*   Mugu Deployment

Document Number: (System Assigned)

*Required

Click "Print Authorization"

Travelers for this trip:

Name	Relationship
ⓘ There are no existing dependents. Go to Manage Dependents to add dependent(s) for travel.	

Save and Next Step   Save