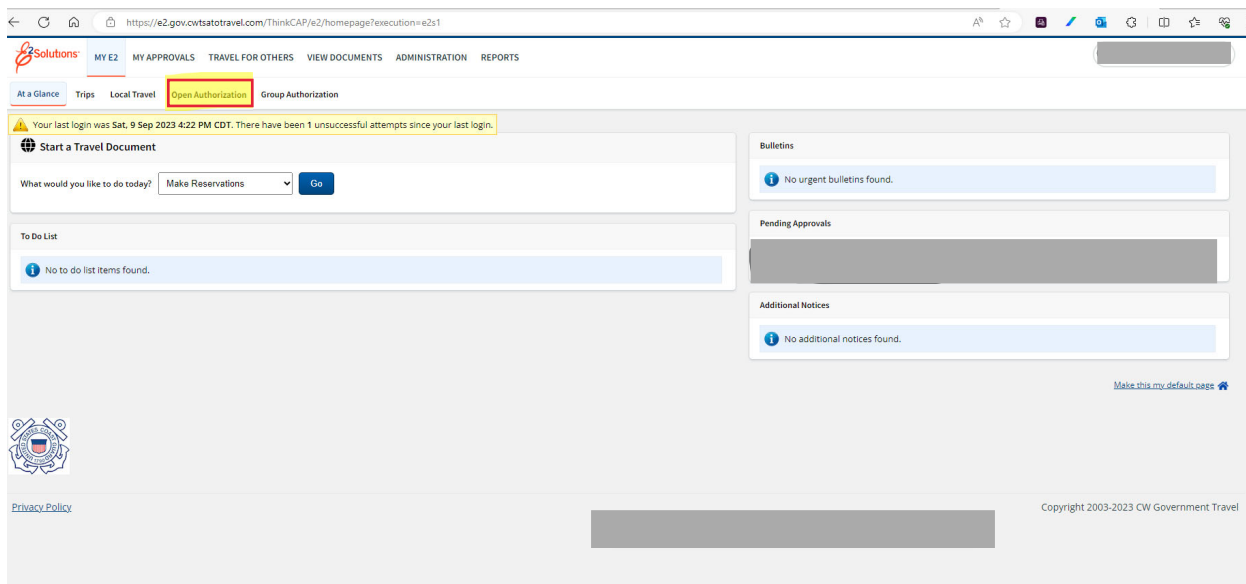


ETS Reserve Orders Travel Guide for PPC



Go to **OPEN AUTHORIZATION**, your Orders are auto-populated by Direct Access once they are Funded by DXR.

Select “Create a Trip” under the orders that correspond with your dates.

The screenshot shows the e2.gov website interface. At the top, there is a navigation bar with the following menu items: MY E2, MY APPROVALS, TRAVEL FOR OTHERS, VIEW DOCUMENTS, ADMINISTRATION, and REPORTS. Below this is a sub-navigation bar with tabs for At a Glance, Trips, Local Travel, Open Authorization (which is selected), and Group Authorization. The main content area features a table of Open Authorizations. The table has columns for OA#, Destinations, Start Date, End Date, Purpose, Status, Approver, and actions (Create a Trip, Show, Copy, Archive). Two rows are visible, both with a status of 'Open'. The 'Create a Trip' button for the second row is highlighted with a yellow box. Below the table, there is a button labeled 'Start a New Open Authorization' and a link to 'Make this my default page'. The footer includes a Privacy Policy link and a copyright notice for 2003-2023 CW Government Travel.

| OA# | Destinations | Start Date | End Date | Purpose | Status | Approver | Create a Trip | Show | Copy | Archive |
|-------------|------------------|-------------|-------------|---------|--------|----------|---------------|------|------|---------|
| OA1499803 | CONUS and OCONUS | 19-Sep-2023 | 22-Sep-2023 | RSV | Open | | Create a Trip | Show | Copy | |
| OA1477766-2 | CONUS and OCONUS | 12-Mar-2023 | 25-Mar-2023 | RSV | Open | | Create a Trip | Show | Copy | |

Begin filling out based on your Order notes

The screenshot shows the 'Step 1: Basic Information' form in the CW Government Travel system. The form is titled 'Step 1: Basic Information' and includes the following fields:

- Traveler Name: [Redacted]
- Open Authorization ID: [Redacted]
- Trip ID: New
- Authorization Status: New

The 'Basic Information' section contains the following fields:

- Type of Travel*: Select Type of Travel... (highlighted with a red box)
- Specific Travel Purpose*: [Redacted]
- Document Number: (System Assigned)

Below the basic information section, there is a table for 'Travelers for this trip':

| Name | Relationship |
|------------|--------------|
| [Redacted] | [Redacted] |

At the bottom of the form, there are two buttons: 'Save and Next Step' and 'Save'. A note at the bottom of the table states: '**At least one traveler must be selected'.

Type of Travel : **Training**

Specific Travel Purpose: “ADT-AT at Base Seattle”; or “ADT-AT ISO CGC POLAR STAR Vallejo”; or “ADT-AT for C-School”, etc

https://e2.govcwtstotravel.com/ThinkCAP/e2/authorization?execution=e3e1

Solutions MY E2 MY APPROVALS TRAVEL FOR OTHERS VIEW DOCUMENTS ADMINISTRATION REPORTS

1 Basic Information
2 Reservation
3 Site Details
4 Expenses
5 Accounting
6 Travel Policy
7 Summary

Extras
Trips List
Delete Authorization not allowed at this time
Cancel/Delete Advance not allowed at this time
Printable Profile

Step 1 : Basic Information

Traveler Name: [REDACTED] Open Authorization ID: [REDACTED] Trip ID: New Authorization Status: New

Basic Information

Type of Travel:* TRAINING
Specific Travel Purpose:* MFSAWCD Exercise
Document Number: (System Assigned)

*Required

Travelers for this trip:**

| Name | Relationship |
|------------|--------------|
| [REDACTED] | [REDACTED] |

**At least one traveler must be selected

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

[Privacy Policy](#) Copyright 2003-2023 CW Government Travel

Reservations must be made through SATO. ***If you are authorized in your Order Notes to travel before or after the ADT-AT Order dates to complete IDT, you MUST NOT make your FLIGHT Reservations in the system. You will need to call SATO directly to make those Flight reservations and they MUST have a copy of your Orders detailing in the Order notes your authorization to travel outside of Order dates.***

The screenshot shows the SATO system interface for 'Step 2: Reservation'. The page includes a navigation menu on the left with steps 1 through 7. The main content area displays 'Step 2: Reservation' with fields for Traveler Name, Open Authorization ID, Trip ID, and Authorization Status. A green success message states 'Basic Information has been successfully updated.' Below this is a 'Confirmation Number' field and links for 'Make New Reservation' and 'Manage Trip Reservations'. A 'Next Step' button is visible. The footer includes a 'Privacy Policy' link and 'Copyright 2003-20'.

Ensure you check your billing information - **BILL TO** and select: **Travel Card**.

american express (ax) diners club card (dc) discover card (ds) jcb credit card (jc) master card (mc) optima (op) visa (v) visa (vs) mastercard (ca) master card (k)

| | | |
|------------------------------------|--------------------------------|-------------------|
| Estimated average nightly rate: | Estimated sum of nightly rates | \$961.40 |
| Before taxes and fees: \$320.47 | Estimated taxes and fees | \$108.87 |
| Including taxes and fees: \$356.76 | Estimated hotel total | \$1,070.27 |

▶ Traveler details

▼ Billing information

If your reservation is being charged to a centrally billed account, in lieu of an individual Government Card, approval will be necessary in order to issue the ticket.
Reserving hotel accommodations through the online tool requires a credit card to guarantee your reservation. Please select the Personal or Government Issue card to use for this purpose.

Hotel billing information

Bill to

- Travel Charge Card
- Select one
- Travel Charge Card
- Temporary card
- Name on card

Address line 1: State/province:
Address line 2: Postal code:
City: Country:




▶ Delivery information

▶ Additional information

▼ Estimated trip cost breakdown

Vancouver, WA - Hotel total † \$1,070.27

Input email address to have your itinerary sent to:

https://wx1.gov.getthere.net/buildhotelitin.act?site=e2solutions.dir%2Feuscgowgts2&watermark=3&siteID=3603244&transIndex=0%3A0.0.0.0%3A0&sid=582&token=81492142a71c79f642ba... A^h   

* City * State/Province * Postal code

* Country

* Telephone #

▼ Additional information

Send a copy of your reservation to the following e-mail address(es)

Additional e-mail address 1

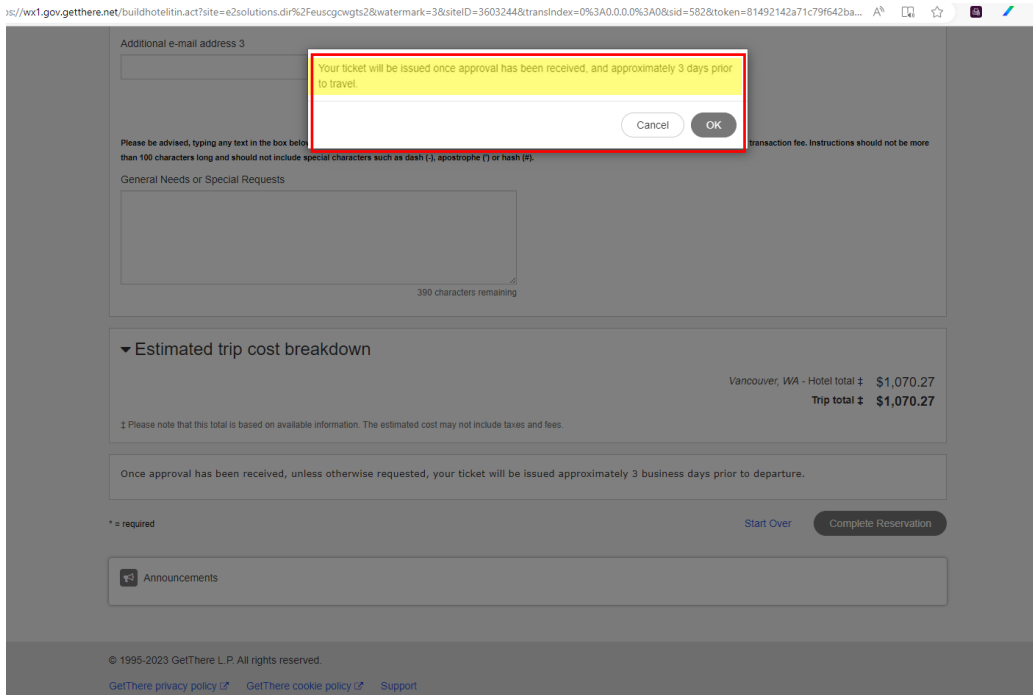
Additional e-mail address 2

Additional e-mail address 3

Please be advised, typing any text in the box below will result in agent intervention which will increase the transaction fee from the online booking fee to an agent assist transaction fee. Instructions should not be more than 100 characters long and should not include special characters such as dash (-), apostrophe (') or hash (#).

General Needs or Special Requests

390 characters remaining



This is important! **If you Open Authorization has not received approval yet, your ticket will NOT be purchased.** So be sure to check the status of your Open Authorization.

The screenshot shows the 'Step 2: Reservation' page in the e2Solutions system. The page includes a navigation menu on the left with options like 'Basic Information', 'Reservation', 'Site Details', 'Expenses', 'Accounting', 'Travel Policy', and 'Summary'. The main content area shows a confirmation message: 'Booking complete for trip - 13507935, reservation confirmation code(s): KTLMTY.' Below this is a table of hotel reservations with columns for Checkin Date, Checkout Date, Address, Vendor, Vendor Confirmation, and Change Existing Reservation. The table contains one entry for a Hilton hotel in Vancouver, Washington, with a confirmation number of 3423228568. At the bottom of the main content area, there are buttons for 'Next Step' and 'Back to Step 1: Basic Information'.

Step 2 : Reservation

Traveler Name: [REDACTED] Open Authorization ID: [REDACTED] Trip ID: [REDACTED] Authorization Status: Reservations Booked

Booking complete for trip - 13507935, reservation confirmation code(s): KTLMTY.

Confirmation Number: KTLMTY

| Checkin Date | Checkout Date | Address | Vendor | Vendor Confirmation | Change Existing Reservation |
|-------------------------------------|------------------------------------|-----------------------------|---------------|---------------------|---|
| Tuesday, September 19, 2023 04:00pm | Friday, September 22, 2023 12:00pm | HILTON VANCOUVER WASHINGTON | Hilton Hotels | 3423228568 | Change Existing Reservation |

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

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If you created a Reservation prior to Creating a Trip under OPEN AUTHORIZATION, you can add that reservation by “**Manage Trip Reservation**”. You will enter the Confirmation Code and select the reservation to be added to your Trip.

https://e2.gov.cwtsatotravel.com/ThinkCAP/e2/dashboard?execution=e4s4

Step 3 : Site Details

Traveler Name: [REDACTED] Open Authorization ID: [REDACTED] Trip ID: [REDACTED] Authorization Status: Reservations Booked

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

[Site 1] Begin: Seattle, WA, United States on 19-Sep-2023 to Vancouver, WA, United States

Departing Date:* 19-Sep-2023
 Departing Time:* 07:00 AM
 Departing From:* Tacoma, WA, United States
 Going To:* Vancouver, WA, United States
 Arrival Date:* 19-Sep-2023
 Mode of Transportation:* Private Auto
 Reason For Stop:* Temporary Duty

[Add Site](#) [Add Break](#)

[Site 2] End: Vancouver, WA, United States on 22-Sep-2023 to Seattle, WA, United States

Returning Date:* 22-Sep-2023
 Returning From: Vancouver, WA, United States
 Returning To:* Tacoma, WA, United States
 Arrival Date:* 22-Sep-2023
 Arrival Time:** 04:00 PM
 Mode of Transportation:* Private Auto

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

[Save and Next Step](#) [Save](#) [Back to Step 2: Reservation](#)

Site Details is every leg of your trip from your Home; to Duty location; back to your Home. That includes if you took a taxi from home to airport, plane to another city; shuttle to duty location; perform DUTY; and back (Shuttle from duty location to airport; Plane to home airport; Taxi from airport to Home).

Step 4: Expenses

Expense Information

Travel Charge Card: 23.94
 Traveler: 805.00
 Unassigned: 0.00
 Amount: 828.94

Lodging Expenses

Filter Options Apply to All Displayed Expenses

Lodging Site: Vancouver, WA, United States

Order by: Date Sort Ascending Sort Descending

| Date | Reimbursement Type | Per Diem Rate | Amount | Allowed | Estimated Tax | Pay To | Day Off | Shared | Notes | Alerts |
|--------------------------|--------------------|---------------|---------|---------|---------------|--------------------|--------------------------|--------------------------|-------|--------|
| 19-Sep-2023 | Per Diem | 182.00 | 336.30 | 182.00 | 0.00 | Travel Charge Card | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 20-Sep-2023 | Per Diem | 182.00 | 336.30 | 182.00 | 0.00 | Travel Charge Card | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 21-Sep-2023 | Per Diem | 182.00 | 336.30 | 182.00 | 0.00 | Traveler | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 22-Sep-2023 | Per Diem | 182.00 | 0.00 | 0.00 | 0.00 | | <input type="checkbox"/> | <input type="checkbox"/> | | No |
| Running Totals: | | | 1008.90 | 546.00 | 0.00 | | | | | |
| Total Estimated Lodging: | | | 546.00 | | | | | | | |

Showing 1 - 4 of 4
 Remark: Reduced

Save and Close Save Exit Window

Expenses be sure to enter the estimated costs for those AUTHORIZED taxis/Lyft/Uber/Shuttle, etc. For Lodging, you will enter the amount charged (if it is over PER DIEM, you must have authorization to stay at that specific hotel or find another hotel within Per Diem). If you know the taxes, enter that as well. Be sure to select where you want the reimbursement paid to. **If you selected Bill to: TRAVEL CARD, be sure to change Pay to: TRAVEL CHARGE CARD.** Otherwise, it will pay out to you and you must pay your credit card.

https://e2.gov.cwtsatotravel.com/ThinkCAP/e2/dashboard?execution=e45

2 Solutions MY E2 MY APPROVALS TRAVEL FOR OTHERS VIEW DOCUMENTS ADMINISTRATION REPORTS

Trip Dashboard **Authorization**

Step 4: Expenses

Traveler Name: [Redacted] Open Authorization ID: [Redacted] Trip ID: [Redacted] Authorization Status: Reservations Booked

Expense Information

Travel Charge Card: 569.94
 Traveler: 259.00
 Unassigned: 0.00
 Amount: 828.94

Filter Options

Order by: **Date** Sort Ascending Sort Descending

| Date | Type | Amount | Description | Pay To | Alerts | Modify | Copy | Delete |
|-------------|--------------------------------------|--------|---|--------------------|--------|------------------------|----------------------|------------------------|
| 19-Sep-2023 | Lodging | 546.00 | Lodging expense in Vancouver, WA, United States including lodging taxes | Travel Charge Card | | Modify | | |
| 19-Sep-2023 | Meals and Incidentals | 259.00 | M&IE expense in Vancouver, WA, United States | Traveler | | Modify | | |
| 19-Sep-2023 | TMC Fee (Online without Air or Rail) | 7.44 | Estimated TMC Fee expense generated from Confirmation Number: KTLMTY | Travel Charge Card | | Modify | Copy | Delete |
| 22-Sep-2023 | Voucher Transaction Fee | 16.50 | Voucher Transaction Fee | Travel Charge Card | | | | |

Showing 1 - 4 of 4
 Remark: Reduced:

[Add New Expense](#)

[Next Step](#) [Back to Step 3: Site Details](#)

Privacy Policy Copyright 2003-2023 CW Government Travel

Verify the Amount Allocated is less than the Obligated Balance. If it is not, your Orders may be underfunded and will need to be address by Admin/DXR. Or you will need to verify your Flight/Hotel are within the Government Rates.

The screenshot shows the 'Step 5: Accounting' page in the CW Government Travel system. The page includes a navigation menu on the left with options like 'Basic Information', 'Reservation', 'Site Details', 'Expenses', 'Travel Policy', and 'Summary'. The main content area displays a table of accounting entries. A red box highlights the 'Obligated Balance' and 'Amount Allocated' columns for a specific entry.

| Description | Account Code | Obligated Balance | Amount Allocated | Percent Allocated | Add to Favorites | Delete |
|-----------------------------------|--|-------------------|------------------|-------------------|------------------|--------|
| | UCGIX13DXR133RVD13RW0131010 BASE SEA PEBS SUPPORT... | \$1200.00 | \$828.94 | 100.00% | Add | Delete |
| Total: | | | \$828.94 | 100.00% | | |
| Remaining amount to be allocated: | | | \$0.00 | | | |
| Total claim amount: | | | \$828.94 | | | |

Below the table, there are buttons for 'Save and Next Step', 'Save', and 'Back to Step 4: Expenses'. The footer of the page includes 'Copyright 2003-2023 CW Government Travel'.

If anything is outside Travel Policy, you will be asked to justify it prior to completing the Trip Authorization. Just because you listed a justification does not mean the Government will accept it and will reimburse you the full amount!

Step 6 : Travel Policy

Traveler Name: [REDACTED] Open Authorization ID: [REDACTED] Trip ID: [REDACTED] Authorization Status: Reservations Booked

Warning: This policy item is incomplete: Hotel Rate Over Per Diem.

Success: Accounting information has been saved successfully.

Travel Policy Justifications

| Policy Item | Information | Explanation |
|--------------------------|----------------------------|-------------|
| Hotel Rate Over Per Diem | See Travel Policy Warnings | Select one |

Travel Policy Warnings

| Policy Item | Information |
|--------------------------|---|
| Hotel Rate Over Per Diem | Lodging per diem exceeded on one or more days in - Vancouver, WA, United States (19-Sep-2023) |

City Pair Information

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

| City Pair | Contract Airline | YCA Fare | -CA Fare | -CP Fare | -CB Fare |
|---|------------------|----------|----------|----------|----------|
| Seattle/Tacoma International Airport (SEA) > Portland (PDX) | Delta Airlines | 115.00 | 75.00 | 0.00 | 0.00 |

Buttons: Save and Next Step, Save, Back to Step 5: Accounting

https://e2.gov.cwtstatotravel.com/ThinkCAP/e2/dashboard?execution=e4s7

MY E2 MY APPROVALS TRAVEL FOR OTHERS VIEW DOCUMENTS ADMINISTRATION REPORTS

Trip Dashboard **Authorization**

Step 6 : Travel Policy

Traveler Name: [REDACTED] Open Authorization ID: [REDACTED] Trip ID: [REDACTED] Authorization Status: Reservations Booked

Warning: This policy item is incomplete: Hotel Rate Over Per Diem.

Success: Accounting information has been saved successfully.

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

Travel Policy Justifications

| Policy Item | Information | Explanation |
|--------------------------|----------------------------|--|
| Hotel Rate Over Per Diem | See Travel Policy Warnings | <input type="text" value="No response"/> |

***Required**

Travel Policy Warnings

| Policy Item | Information |
|--------------------------|---|
| Hotel Rate Over Per Diem | Lodging per diem exceeded on one or more days in: - Vancouver, WA, United States (19-Sep-2023) |

City Pair Information

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

| City Pair | Contract Airline | YCA Fare | -CA Fare | -CP Fare | -CB Fare |
|---|------------------|----------|----------|----------|----------|
| Seattle/Tacoma International Airport (SEA) > Portland (PDX) | Delta Airlines | 115.00 | 75.00 | 0.00 | 0.00 |

[Save and Next Step](#) [Save](#) [Back to Step 5: Accounting](#)

Review Summary before submission.

The screenshot shows a web application interface for a travel authorization system. The browser address bar displays the URL: <https://e2.gov.civtsatotravel.com/ThinkCAP/e2/dashboard?execution=e458>. The top navigation bar includes links for MY E2, MY APPROVALS, TRAVEL FOR OTHERS, VIEW DOCUMENTS, ADMINISTRATION, and REPORTS. The main content area is titled "Step 7: Summary" and displays the following information:

Traveler Name: [REDACTED] Open Authorization ID: [REDACTED] Trip ID: [REDACTED] Authorization Status: Reservations Booked

Basic Information - Edit Details

- Type of Travel: TRAINING
- Specific Travel Purpose: MESA WCD Exercise
- Document Number: (System Assigned)

Reservation - Edit Details

Confirmation Number: KTLMTY

Hotel

| Checkin Date | Checkout Date | Address | Vendor | Vendor Confirmation |
|-----------------------------|----------------------------|--|--------|---------------------|
| Tuesday, September 19, 2023 | Friday, September 22, 2023 | 301 W 6TH STREET VANCOUVER WA 98660 US | Hilton | 3423228568 |

Site Details - Edit Details

- [Site 1] Begin: Tacoma, WA, United States on 19-Sep-2023 to Vancouver, WA, United States
- [Site 2] End: Vancouver, WA, United States on 22-Sep-2023 to Tacoma, WA, United States

Expenses - Edit Details

- Travel Charge Card: 569.94
- Traveler: 259.00
- Unassigned: 0.00

The left sidebar contains various navigation options under "Other Actions", including "Open Authorization Details", "Remarks", "Attachments", "Printable Authorization", "Compact Printable Authorization", "Daily Expenses Summary", "Itinerary", "Trip History", "View Routing History", "Travel Agent Assistance", "Comparative Airfare", "Extras", "Trips List", "Create Trip Template", "Cancel Authorization", and "Printable Profile".

https://e2.gov.cwtsatotravel.com/ThinkCAP/e2/dashboard?execution=e4s8

Total claim amount: \$828.94

Travel Policy Justifications - [Edit Details](#)

| Policy Item | Information | Explanation |
|--------------------------|----------------------------|-------------|
| Hotel Rate Over Per Diem | See Travel Policy Warnings | No response |

Travel Policy Warnings

| Policy Item | Information |
|--------------------------|---|
| Hotel Rate Over Per Diem | Lodging per diem exceeded on one or more days in: - Vancouver, WA, United States (19-Sep-2023) |

City Pair Information

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

| City Pair | Contract Airline | YCA Fare | -CA Fare | -CP Fare | -CB Fare |
|---|------------------|----------|----------|----------|----------|
| Seattle/Tacoma International Airport (SEA) > Portland (PDX) | Delta Airlines | 115.00 | 75.00 | 0.00 | 0.00 |

Remarks - [Edit Details](#)

i No remarks found.

Receipts and Attachments - [Edit Details](#)

Attached Documents

i No receipts or attachments found.

[Complete Trip Authorization](#) [Back to Step 6: Travel Policy](#)

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UPLOAD your Orders (ADT-AT; ADT-OTD; ADOS, etc). These will tell SATO what is authorized for your travel AND you need this for your TRAVEL VOUCHER after your travel to be reimbursed.

https://e2.gov.cvtsatotravel.com/ThinkCAP/e2/dashboard?execution=e4s8

Hotel Rate Over Per Diem See Travel Policy Warnings No response

Travel Policy Warnings

| Policy Item | Information |
|--------------------------|---|
| Hotel Rate Over Per Diem | Lodging per diem exceeded on one or more days in: - Vancouver, WA, United States (19-Sep-2023) |

City Pair Information

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

| City Pair | YCA Fare | -CA Fare | -CP Fare | -CB Fare |
|---|----------|----------|----------|----------|
| Seattle/Tacoma International Airport (SEA) > Portland (PDX) | 115.00 | 75.00 | 0.00 | 0.00 |

Remarks - Edit Details

Authorization Remarks - Trip ID: 13507935

10-Sep-2023 12:30 PM CDT
Exercise is hosted at Hilton Vancouver hotel, directed per

Receipts and Attachments - Edit Details

Attached Documents

No receipts or attachments found.

Trip-Level Attachments

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

Add New Attachment

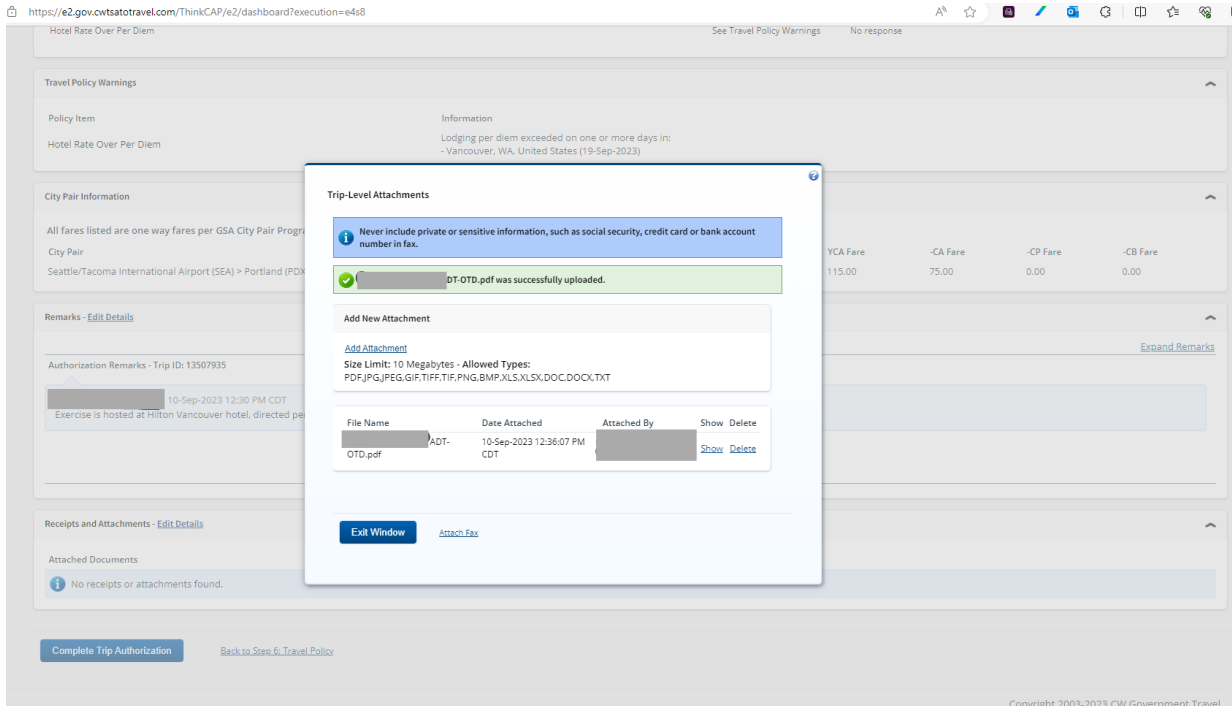
Add Attachment

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 |
|-----------|---------------|-------------|------|--------|
|-----------|---------------|-------------|------|--------|

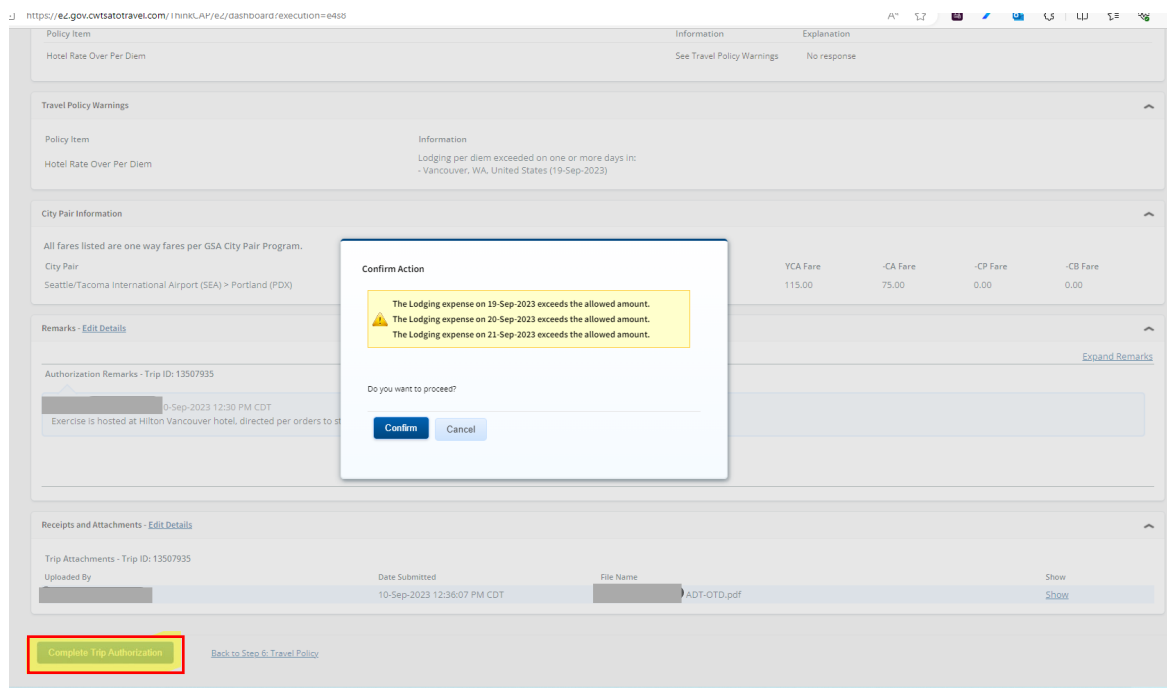
Exit Window Attach Fax

Complete Trip Authorization Back to Step 6: Travel Policy



UPLOAD your Orders (ADT-AT; ADT-OTD; ADOS, etc). These will tell SATO what is authorized for your travel AND you need this for your TRAVEL VOUCHER after your travel to be reimbursed.

Once completed, select **Complete Trip Authorization**. The system will request you confirm anything outside Travel Policy.



If you exceed the cost of Authorized PER DIEM, you may incur the cost of the difference on yourself. Be sure to make Reservations within authorized Government Rate.

This is where you verify your Authorization is Approved and your Reservations may be ticketed by SATO within 3 days of Travel.

The screenshot shows a web application interface for travel management. At the top, there is a navigation menu with options like 'MY E2', 'MY APPROVALS', 'TRAVEL FOR OTHERS', 'VIEW DOCUMENTS', 'ADMINISTRATION', and 'REPORTS'. Below the navigation, there are tabs for 'At a Glance', 'Trips', 'Local Travel', 'Open Authorization', and 'Group Authorization'. A notification banner indicates a successful login. A green banner states 'Authorization complete. No additional approvals.' Below this, there are filter options and sorting controls. The main content is a table of travel authorizations with columns for Trip Id, OA/GA#, Destination, Departure Date, Purpose, Approver, Auth, Voucher, Advance, Show, Copy Trip, and Archive. The 'Auth' column is highlighted with a red box, showing green checkmarks for all three rows. Below the table, there are buttons for 'Start a New Authorization', 'Make Reservations', 'Show Held Reservation', and 'Copy From Another Trip'. At the bottom, there is a logo and a 'Privacy Policy' link.

| Trip Id | OA/GA# | Destination | Departure Date | Purpose | Approver | Auth | Voucher | Advance | Show | Copy Trip | Archive |
|------------|-------------|------------------------------|----------------|---|----------|------|---------|---------|------|-----------|---------|
| 13507935 | OA1499803 | Vancouver, WA, United States | 19-Sep-2023 | MPSA WCD Everdise | | ✓ | | | Show | Copy | |
| 13328084-1 | | Seatac, WA, United States | 22-Aug-2023 | FLETC Cognitive Interview Training | | ✓ | ⌚ | | Show | Copy | |
| 12847670-4 | OA1477766-2 | Seatac, WA, United States | 12-Mar-2023 | 500884 Reserve CPOA 12 March to 25 March 2023 | | ✓ | ✓ | | Show | Copy | Archive |

ONCE YOU COMPLETE TRAVEL, you will STILL need to create a VOUCHER for reimbursement of your Travel. From your homepage, you will select the **TRIPS** tab. Select **SHOW** to open the Trip.

The screenshot shows the e2.gov travel management system interface. At the top, there is a navigation bar with tabs: MY E2, MY APPROVALS, TRAVEL FOR OTHERS, VIEW DOCUMENTS, ADMINISTRATION, and REPORTS. Below this is a sub-navigation bar with tabs: At a Glance, **Trips** (highlighted with a red box), Local Travel, Open Authorization, and Group Authorization. A warning message states: "Your last login was Sat, 9 Sep 2023 4:22 PM CDT. There have been 1 unsuccessful attempts since your last login." Below this is a green notification bar: "Authorization complete. No additional approvals." There are filter options and sorting controls (Order by: Departure Date, Sort Ascending, Sort Descending). A table lists three trips with columns: Trip Id, OA/GA#, Destination, Departure Date, Purpose, Approver, Auth, Voucher, Advance, Show, Copy Trip, and Archive. The 'Show' button for the second trip is highlighted with a red box. Below the table are buttons for "Start a New Authorization", "Make Reservations", "Show Held Reservation", and "Copy From Another Trip". A legend at the bottom right shows status icons: In Progress, Revised, Pending, Complete, and Canceled. The footer includes a logo, a Privacy Policy link, and the text "Copyright 2003-2023 CW Government Travel".

| Trip Id | OA/GA# | Destination | Departure Date | Purpose | Approver | Auth | Voucher | Advance | Show | Copy Trip | Archive |
|------------|-------------|------------------------------|----------------|---|----------|------|---------|---------|------|-----------|---------|
| 13507935 | OA1499803 | Vancouver, WA, United States | 19-Sep-2023 | MPSA WCD Exercise | | ✓ | | | Show | Copy | |
| 13328084-1 | | Seatac, WA, United States | 22-Aug-2023 | FLETC Cognitive Interview Training | | ✓ | ⊙ | | Show | Copy | |
| 12847670-4 | OA1477766-2 | Seatac, WA, United States | 12-Mar-2023 | 500884 Reserve CPOA 12 March to 25 March 2023 | | ✓ | ✓ | | Show | Copy | Archive |

This will open your **Trip Dashboard**. The first section is the **Authorization** you created for your Trip. You will need to **AMEND** your Authorization for exact totals for your expenses (hotel taxes, taxi/Lyft/Uber costs, etc) and upload Receipts. Select **AMEND AUTHORIZATION**.

Trip Dashboard

Traveler Name: [Redacted] Open Authorization ID: [Redacted] Trip ID: [Redacted]

Authorizations

| Begin Date | End Date | ID | Total Amount | Status | State | Show | Delete |
|-------------|-------------|------------|--------------|---------|-------|------|--------|
| 19-Sep-2023 | 22-Sep-2023 | 13507936-2 | \$1176.02 | Closed | ✓ | Show | Delete |
| 19-Sep-2023 | 22-Sep-2023 | 13507936-1 | \$893.94 | Amended | | Show | Delete |
| 19-Sep-2023 | 22-Sep-2023 | 13507936 | \$828.94 | Amended | | Show | Delete |

Amend Authorization

Vouchers

| Cut Off Date | Doc Num | ID | Type | Amount | Status | State | Show | Delete |
|--------------|--------------------|----|-------|--------|-----------|-------|------|--------|
| 22-Sep-2023 | 70207DV23123701V01 | 1 | Final | | Closed | ✓ | Show | Delete |
| | | | | Total: | \$1176.02 | | | |

Advances

There are no advances associated with this trip.

Reservations

| Confirmation Number | Description | Status | Ticket | Request Ticket Now | Show |
|---------------------|---|---------------------|--------|--------------------|------|
| HCVHPL | 19-Sep-2023 04:00pm Hotel - HILTON VANCOUVER WASHINGTON | Reservations Booked | N/A | | Show |

Legend: In Progress, Revised, Pending, Complete, Canceled, Reduce

You will **MODIFY** the expenses that require changes, ie. add Hotel Tax.

Lodging Expenses

Filter Options

Lodging Site: Vancouver, WA, United States

Order by: **Date** | [Sort Ascending](#) | [Sort Descending](#)

| Date | Reimbursement Type | Per Diem Rate | Amount | Allowed | Estimated Tax | Pay To | Day Off | Shared | Notes |
|---------------------------------|--------------------|---------------|----------------|----------------|---------------|--------------------|---------|--------|-------|
| 19-Sep-2023 | Per Diem | 182.00 | 182.00 | 182.00 | 24.08 | Travel Charge Card | No | No | |
| 20-Sep-2023 | Per Diem | 182.00 | 182.00 | 182.00 | 24.08 | Travel Charge Card | No | No | |
| 21-Sep-2023 | Per Diem | 182.00 | 182.00 | 182.00 | 24.08 | Travel Charge Card | No | No | |
| 22-Sep-2023 | Per Diem | 182.00 | 0.00 | 0.00 | 0.00 | | No | No | |
| Running Totals: | | | \$46.00 | \$46.00 | 72.24 | | | | |
| Total Estimated Lodging: | | | 618.24 | | | | | | |

[Exit Window](#)

Or **ADD** expenses not previously listed, ie mileage to and from home to duty location.

The screenshot displays a web application interface for travel authorization. The main page is titled "Step 7: Summary" and shows details for a travel authorization. A modal window titled "Edit Expense - Pov for 92.22 on 19-Sep-2023" is open, showing the following details:

- Date of Expense:** 19-Sep-2023
- Expense:** Pov
- Subtype:** Private Auto Authorized
- From:** Tacoma, WA 98406, USA
- To:** Vancouver, WA 98660, USA
- Distance:** 140.8 miles = 0.655 * 92.22 USD
- Pay To:** Traveler

The background interface includes a navigation menu with options like "MY E2", "MY APPROVALS", "TRAVEL FOR OTHERS", "VIEW DOCUMENTS", "ADMINISTRATION", and "REPORTS". The main content area shows a summary of the travel authorization, including reservation details, site details, and a table of expenses. The expense table is sorted by date and amount, showing various travel-related costs.

| Date | Type | Amount | Description | Pay To | Alerts | Show |
|-------------|------------------------------|--------|--|--------------------|--------|------|
| 19-Sep-2023 | Lodging | 618.24 | Lodging expense in Vancouver, WA, United States including lodging taxes | Travel Charge Card | | Show |
| 19-Sep-2023 | Meals and Incidentals | 259.00 | ME&I expense in Vancouver, WA, United States | Traveler | | Show |
| 19-Sep-2023 | Pov: Private Auto Authorized | 92.22 | From Tacoma, WA 98406, USA to Vancouver, WA 98660, USA - 140.8 miles @ \$0.655 per mile. | Traveler | | Show |
| 19-Sep-2023 | Pov: Private Auto Authorized | 92.62 | From Vancouver, WA 98660, USA to Tacoma, WA 98406, USA - 141.4 miles @ \$0.655 per mile. | Traveler | | Show |

Verify your Accounting. Amount Allocated should be less than the Obligated Balance.

The screenshot shows a web application interface for 'Step 5: Accounting'. The interface includes a navigation menu on the left with options like 'Basic Information', 'Reservation', 'Site Details', 'Expenses', 'Accounting', 'Travel Policy', and 'Summary'. The main content area displays 'Step 5: Accounting' with a table of accounting details. The table has columns for 'Description', 'Account Code', 'Obligated Balance', 'Amount Allocated', and 'Percent Allocated'. The 'Obligated Balance' is \$1200.00 and the 'Amount Allocated' is \$1176.02. Below the table, there are buttons for 'Need Step' and 'Back to Step 4: Expenses'. The footer of the page contains the text 'Copyright 2009-2023 CW Government Travel'.

| Description | Account Code | Obligated Balance | Amount Allocated | Percent Allocated |
|-----------------------------------|---|-------------------|------------------|-------------------|
| | UCG0130WB32RV013R00031010 BASE SEA PERG SUPPORT | \$1200.00 | \$1176.02 | 100.00% |
| Total: | | | \$1176.02 | 100.00% |
| Remaining amount to be allocated: | | | \$0.00 | |
| Total claim amount: | | | \$1176.02 | |

On Summary page, you will **UPLOAD** all receipts and any amendments. Then select **Complete Trip Authorization**.

https://e2.gov.cvtsatotravel.com/ThinkCAP/e2/dashboard?execution=e3s9

Total: \$1176.02
Remaining amount to be allocated: \$0.00
Total claim amount: \$1176.02

Travel Policy Justifications - (View Details)
Trip does not require any travel policy explanations.

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: Seattle/Tacoma International Airport (SEA) > Portland (PDX)
Contract Airline: Delta Airlines
YCA Fare: 115.00
CA Fare: 75.00
CP Fare: 0.00
CB Fare: 0.00

Remarks
Rebooked hotel at Government Rate
Voucher Remarks - Voucher ID: 13507935-2(1)
I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (41CFR 101-41.203-2). I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me.

Receipts and Attachments - (View Details)

| Uploaded By | Data Submitted | File Name | Show |
|--------------|-----------------------------|---|------|
| E2 Solutions | 10-Sep-2023 12:36:07 PM CDT | 1-COTD.pdf | Show |
| E2 Solutions | 10-Sep-2023 12:37:12 PM CDT | Authorization Financial System Transaction Record | Show |
| E2 Solutions | 14-Sep-2023 3:54:42 PM CDT | Authorization Financial System Transaction Record | Show |
| E2 Solutions | 16-Sep-2023 10:40:23 AM CDT | NCVHFL.pdf | Show |
| E2 Solutions | 20-Sep-2023 3:43:22 PM CDT | FOLIODETE_202309202070912.pdf | Show |
| E2 Solutions | 22-Sep-2023 3:44:21 PM CDT | Authorization Financial System Transaction Record | Show |
| E2 Solutions | 28-Sep-2023 1:03:56 PM CDT | Voucher Financial System Transaction Record: 1 | Show |

Once Authorization is complete, select **TRIP Dashboard** tab.

The second section is for your Reimbursement: **VOUCHER**. You will **CREATE VOUCHER**.

Trip Dashboard

Traveler Name: [Redacted] Open Authorization ID: [Redacted] Trip ID: [Redacted]

Authorizations

| Begin Date | End Date | ID | Total Amount | Status | State | Show | Delete |
|-------------|-------------|------------|--------------|---------|-------|------|--------|
| 19-Sep-2023 | 22-Sep-2023 | 13507935-2 | \$1176.02 | Closed | ✓ | Show | Delete |
| 19-Sep-2023 | 22-Sep-2023 | 13507935-1 | \$893.94 | Amended | | Show | Delete |
| 19-Sep-2023 | 22-Sep-2023 | 13507935 | \$828.94 | Amended | | Show | Delete |

Vouchers

| Cut Off Date | Doc Num | ID | Type | Amount | Status | State | Show | Delete |
|--------------|--------------------|----|-------|-----------|--------|-------|------|--------|
| 22-Sep-2023 | 70207DV23123701V01 | 1 | Final | \$1176.02 | Closed | ✓ | Show | Delete |
| Total: | | | | \$1176.02 | | | | |

Advances

There are no advances associated with this trip.

Reservations

| Confirmation Number | Description | Status | Ticket | Request Ticket Now | Show |
|---------------------|---|---------------------|--------|--------------------|------|
| 10VHPL | 19-Sep-2023 04:00pm Hotel - HILTON VANCOUVER WASHINGTON | Reservations Booked | N/A | | Show |

Legend: In Progress | Revised | Pending | Complete | Canceled | Reduce

It will open a condense version of your **Travel Authorization**, specific to Basic Information, Expenses, Accounting, and Summary. Verify the information is accurate for each.

The screenshot displays a web application interface for managing travel vouchers. The main page is titled "Step 2: Voucher Expenses" and shows a list of expenses. A modal window titled "Lodging Expenses" is open, displaying a detailed table of lodging transactions.

Expense Information:

- Travel Charge Card: 732.16
- Traveler: 443.84
- Unassigned: 0.00
- Amount: 1176.02

Lodging Expenses Table:

| Date | Reimbursement Type | Per Diem Rate | Amount | Authorized | Lodging Tax | Pay To | Day Off | Shared | Notes |
|-------------|--------------------|------------------------|----------------|------------|--------------|--------------------|---------|--------|-------|
| 19-Sep-2023 | Per Diem | 182.00 | 182.00 | 182.00 | 24.08 | Travel Charge Card | No | No | |
| 20-Sep-2023 | Per Diem | 182.00 | 182.00 | 182.00 | 24.08 | Travel Charge Card | No | No | |
| 21-Sep-2023 | Per Diem | 182.00 | 182.00 | 182.00 | 24.08 | Travel Charge Card | No | No | |
| 22-Sep-2023 | Per Diem | 182.00 | 0.00 | 0.00 | 0.00 | | No | No | |
| | | Running Totals: | \$48.00 | | 72.24 | | | | |
| | | Total Lodging: | 618.24 | | | | | | |

The interface includes navigation tabs for "Basic Information", "Expenses", "Accounting", and "Summary". A sidebar on the left contains various actions like "View Cost Variance Summary", "Daily Expenses Summary", and "Trip History". The bottom of the page features a "Privacy Policy" link and a copyright notice for "CW Government Travel".

Review Summary for accuracy and ensure receipts/orders are uploaded.

Solutions MY E2 MY APPROVALS TRAVEL FOR OTHERS VIEW DOCUMENTS ADMINISTRATION REPORTS

Trip Dashboard **Voucher**

Step 4 : Voucher Summary

Traveler Name: [Redacted] Trip ID: [Redacted] Voucher ID: 1 Voucher Type: Final Voucher Status: Closed Voucher

1 Basic Information
2 Expenses
3 Accounting
4 Summary

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

Open Authorization Details
 Attachments
 Printable Voucher
 Compact Printable Voucher
 View Cost Variance Summary
 Daily Expenses Summary
 Itinerary
 Trip History
 View Payments
 View Routing History
 Extras
 Trip List
 Create Trip Template
 Delete Voucher not allowed at this time
 Printable Profile

Basic Information - View Details

Type of Travel: TRAINING
 Specific Travel Purpose: MFSM WCD Exercise
 Trip Begin Date: 19-Sep-2023
 Trip End Date: 22-Sep-2023

Claim Expenses Between:
 Begin Date: 19-Sep-2023
 End Date: 22-Sep-2023
 Document Number: 7020TDV23123701V01
 For this trip this is the: Final Voucher

Expenses - View Details

Travel Charge Card: 732.18
 Traveler: 443.84
 Unassigned: 0.00
 Amount: 1176.02

Order by: **Date** Sort Ascending Sort Descending

| Date | Type | Amount | Description | Pay To | Alerts | Show |
|-------------|--------------------------------------|--------|---|--------------------|--------|------|
| 19-Sep-2023 | Lodging | 618.24 | Lodging expense in Vancouver, WA, United States including lodging taxes | Travel Charge Card | | Show |
| 19-Sep-2023 | Meals and Incidentals | 259.00 | M&IE expense in Vancouver, WA, United States | Traveler | | Show |
| 19-Sep-2023 | Pov: Private Auto Authorized | 92.20 | From Tacoma, WA 98406, USA to Vancouver, WA 98660, USA - 140.8 miles @ \$0.655 per mile | Traveler | | Show |
| 19-Sep-2023 | Pov: Private Auto Authorized | 92.60 | From Vancouver, WA 98660, USA to Tacoma, WA 98406, USA - 141.4 miles @ \$0.655 per mile | Traveler | | Show |
| 19-Sep-2023 | TMC Fee (Online without Air or Rail) | 7.44 | TMC Fee expense generated from Confirmation Number: NCVNRL | Travel Charge Card | | Show |
| 21-Sep-2023 | Parking | 90.00 | Hotel parking | Travel Charge Card | | Show |
| 22-Sep-2023 | Voucher Transaction Fee | 16.50 | Voucher Transaction Fee | Travel Charge Card | | Show |

Showing 1-7 of 7
 Attachments Remark Reduce Credit Card

Accounting [View Details](#)

| Description | Account Code | Obligated Balance | Amount Allocated | Percent Allocated |
|-------------|--|-----------------------------------|------------------|-------------------|
| | UCQX130UB238V0138VW31010 BASE SEA PERB SUPPORT | \$0.00 | \$1176.02 | 100.00% |
| | | Total: | \$1176.02 | 100.00% |
| | | Remaining amount to be allocated: | \$0.00 | |
| | | Total claim amount: | \$1176.02 | |

Travel Policy Justifications

i Trip does not require any travel policy explanations.

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 | Contract Airline | YCA Fare | -CA Fare | -CP Fare | -CB Fare |
|---|------------------|----------|----------|----------|----------|
| Seattle/Tacoma International Airport (SEA) > Portland (PDX) | Delta Airlines | 115.00 | 75.00 | 0.00 | 0.00 |

Remarks

Authorization Remarks - Trip ID: 13507935 [Expand Remarks](#)

Exercise is hosted at Hilton Vancouver hotel. SHARERS per orders to stay at hotel outside the PER DIEM.

Authorization Remarks - Trip ID: 13507935-1

Receipts and Attachments - [Edit Details](#)

Trip Attachments - Trip ID: 13507935-2

| Uploaded By | Date Submitted | File Name | Show |
|--------------|-----------------------------|---|----------------------|
| | 10-Sep-2023 12:36:07 PM CDT | | Show |
| E2 Solutions | 10-Sep-2023 12:37:12 PM CDT | Authorization Financial System Transaction Record | Show |
| E2 Solutions | 14-Sep-2023 3:54:42 PM CDT | Authorization Financial System Transaction Record | Show |
| E2 Solutions | 15-Sep-2023 10:40:23 AM CDT | NCVHFL.pdf | Show |
| | 22-Sep-2023 3:43:22 PM CDT | FOLIODET6_2023092070912.pdf | Show |
| E2 Solutions | 22-Sep-2023 3:44:21 PM CDT | Authorization Financial System Transaction Record | Show |
| E2 Solutions | 25-Sep-2023 1:03:56 PM CDT | Voucher Financial System Transaction Record: 1 | Show |

Then **Submit Voucher.**