



U.S. Department of Justice

Environment and Natural Resources Division

Executive Office
P.O. Box 7611
Washington, DC 20044

Telephone (202) 616-3100
Facsimile (202) 616-3531

Thursday, January 29, 2015

MEMORANDUM

To: New Employees
Environment and Natural Resources Division

From: Juan Calvo
Comptroller

Re: Important Information Regarding Travel for ENRD

Welcome to the Department of Justice's Environment and Natural Resources Division! If your job requires you to travel, the Office of the Comptroller (OC) is here to assist you. Our staff has expertise with both the federal regulations as well as DOJ policies that regulate all travel. We know that business travel can be challenging and can impact your work as well as home life. OC staff coordinate with travel liaisons within each Section as well as individual travelers to ensure that you have the support you need. To get started, here are a few things you need for your travels with ENRD:

Government Travel Card

All potential travelers should complete the attached JP Morgan Chase government travel card application and cardholder agreement. Your travel card is to be used to pay for all business travel related expenses including airfare, lodging, meals and incidentals. Once your application has been processed, your new card will be sent to your permanent duty station address and can be used immediately. Please note that the JP Morgan Chase government travel card is only available for expenses for approved government business travel conducted away from your permanent (official) duty station. In addition, your travel card should never be used for personal expenditures, local business expenses, or to pay for the travel expenses of another employee. We recommend that all employees read through the Travel Charge Card Reference Guide for Cardholders, available on the ENRD website.

E2 Solutions

Travelers also need to complete the attached E2 Solutions Travel Management System (E2) Access Request Form. E2, the Department's web-based, end-to-end travel management system provides an on-line booking engine for making airfare and hotel accommodations. E2 is also the means by which all authorizations to travel and reimbursements for travel expenses are generated and processed. Because E2 is web-based, your travel can be managed from anywhere you have internet access. All travel is routed electronically and approval handled digitally through the E2 application. You should submit authorizations in advance of your departure so approving

officials have an opportunity to review and approve documents. The Federal Travel Regulations (FTR), which govern official government travel, require all travelers to "have written or electronic authorization prior to incurring any travel expense." To comply with the FTR and avoid potential personal liability, please make certain that a travel authorization has been completed and fully executed in E2 prior to your departure. Emergency travel may be authorized via email from your travel authorizing official when obtaining an approved authorization prior to travel is "not practical or possible" (FTR). The travel authorization must be completed in E2 as soon as possible once travel has commenced or shortly after its conclusion. Travelers are also able to submit travel vouchers to be reimbursed for business travel expenses through E2.

A number of travel resources are available on the ENRDnet, by clicking on the "Find Answers" link in E2, contacting your E2 Section travel liaison or contacting Michael Osoba (202) 616-3334 of my staff. Please forward the completed documents to Michael Osoba via email (michael.osoba@usdoj.gov) or drop them off in room 2436 at the Patrick Henry Building.

E2 Solutions Travel Management System Access Request Form

Traveler's First Name:

Traveler's Middle Name:

Traveler's Last Name:

Social Security Number:

ENRD Section:

ENRD Approving Official's Name:

If you have transferred from another Department of Justice component, please provide the name of the component and the name of at least one E2 system administrator:

Do you already have a government-issued travel credit card, issued by JP Morgan Chase?

Will your official job responsibilities require you to travel?

Will you be traveling within the next two weeks?