Instructions for E2 Travel Authorization – Office of Legal Education (OLE) Travel*

*Most OLE courses are held at the National Advocacy Center (NAC) in Columbia, SC, however there are a few courses each year that are held in the DC area. The authorization process is the same for OLE sponsored (funded by OLE) courses held at the NAC and in the DC area. Please note, these instructions are for Department of Justice (DOJ) components that are currently using E2 Solutions for travel, please review the list at the following link to see if E2 has been implemented in your organization and to see if there is a special process for OLE travel for your organization. http://www.justice.gov/sites/default/files/usao/legacy/2014/08/22/E2%20OLE%20Approval%20Routing%20Process.pdf

For questions regarding E2 access/issues, please contact your organization's E2 administrator.

For more information about the NAC, please visit the following website:
http://www.justice.gov/usao/training/

Before you Start:

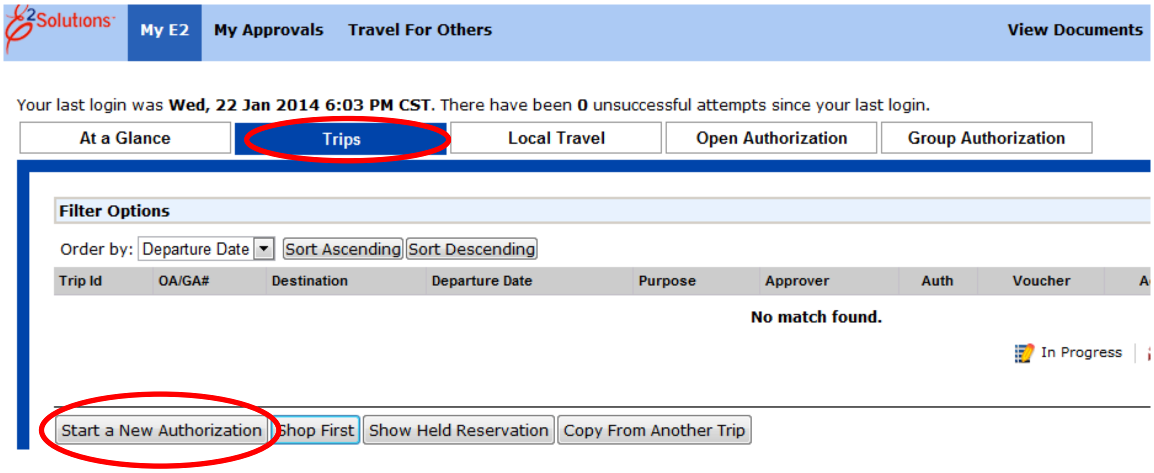
You should have received an acceptance notification via email from the LearnDOJ system that contains Travel Reservation information that you will need. If you have not received the notification or cannot locate, please contact your office's Training Officer. **Please note:** the Travel Code provided in the acceptance notification is not applicable to E2 users.

Getting Started:

From the login page (link below), enter your username (First.Last@usdoj.gov) and the password you created when you setup your profile. If you have forgotten your password or it has expired, please contact your organization's E2 administrator.
https://e2.gov.cwtsatotravel.com

To create a travel authorization, select the "Trips" tab. DO NOT select the "Open Authorization" tab.

Select the "Start a New Authorization" button at the bottom to create a travel authorization. You may choose to shop for flights, rental car and/or hotel first and retrieve it for the authorization later by selecting the "Shop First" link.



Creating the Authorization:

Step 1: Basic Information

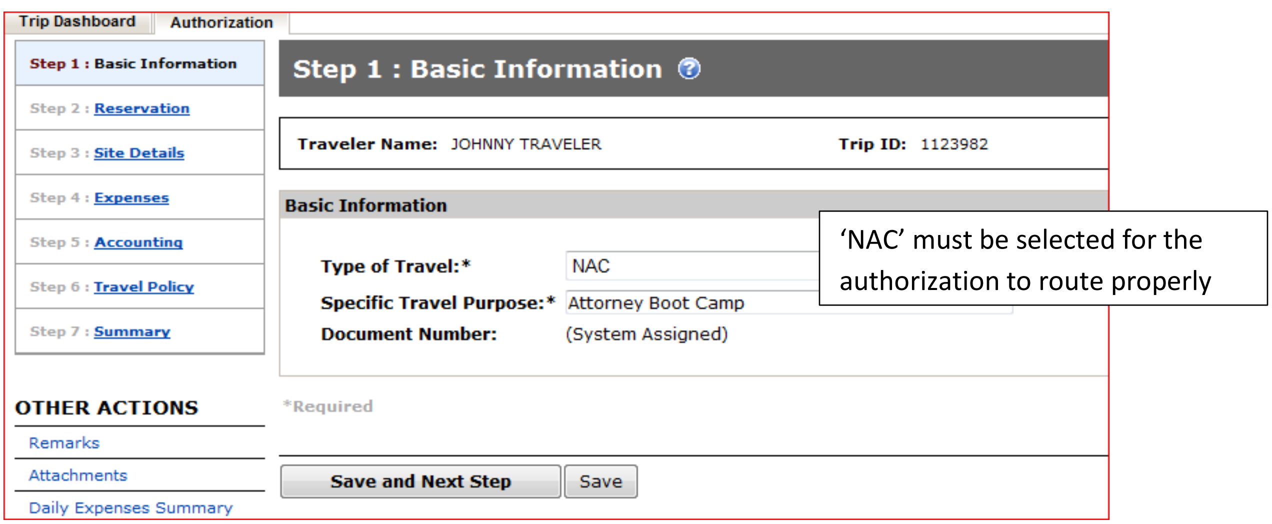
Type of Travel: Select from the dropdown: NAC

(select **NAC** for OLE-sponsored courses at the NAC <u>and</u> the few that are held in DC)

Specific Travel Purpose: Enter course name

Document Number: Leave as "System Assigned"

Select "Save and Next Step"



Step 2: Reservation (please see Shop by Price v. Shop by Schedule below)

Make your reservations by selecting "Make Reservations" or if you used "Shop First"' you can retrieve your reservations by clicking on "Manage Trip Reservations".

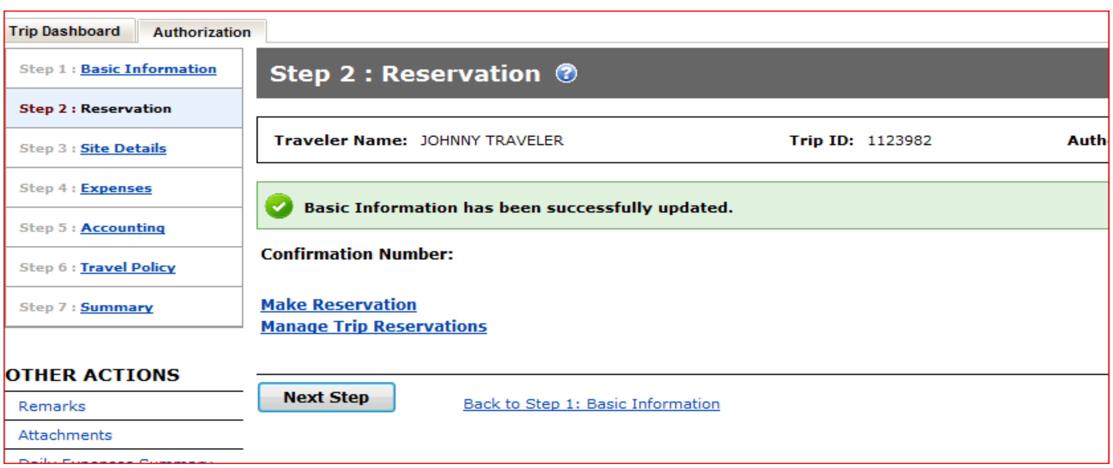
Please note -- if you were previously issued an airline credit for an OLE course that was previously postponed or cancelled you are required to use that credit and should not book a new reservation via E2. You will need to call CWTSato at 877-905-9644 and provide the agent with the Record locator/Ticket number.

OLE strongly encourages the use of non-contract airfares, which may be used if the cost is significant lower than the contract fare. Should you select a non-contract/non-refundable fare, your travel card will be charged immediately. Travelers who purchase a non-contract/non-refundable or restricted fare must know or reasonably anticipate the ticket will be used.

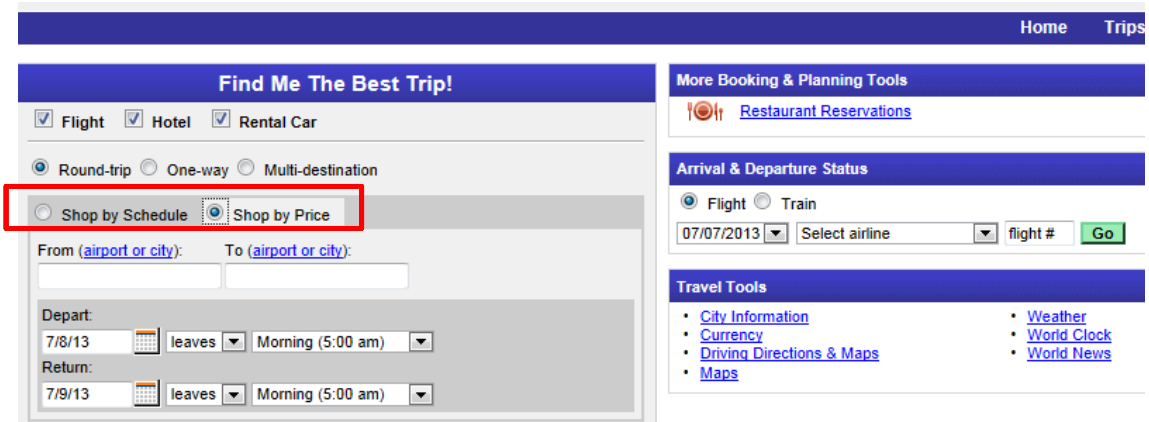
Cost comparisons (must use lowest cost option that is in line with the course timeframe) for route deviations (personal travel) must be documented by the traveler (add as an attachment in E2) and approved in advance of booking flights and the deadline provided on the course acceptance memo. (USAO approving officials can approve in district offices – for all other travelers please contact Michael.Austin2@usdoj.gov or Justine.Wells@usdoj.gov). If not approved in advance, travelers may not be reimbursed.

For more information regarding combining personal travel with official travel please review the travel policy at the following website location: http://www.justice.gov/sites/default/files/usao/legacy/2014/03/14/combiningofficialandpersonaltravel.pdf

For route deviations for official travel, please have your office's budget official contact Justine.Wells@usdoj.gov to coordinate each office's funding responsibility.



Shop by Price v. Shop by Schedule: The system default is set to "Shop by Schedule". To search for lowest cost airfare and to view availability at the same time (recommended) select "Shop by Price". Timeframes can still be selected when the "Shop by Price" search is used.



Step 3: Site Details

If you made reservations and included them in the authorization, the site details will populate based on the information in the reservation.

If you do not have reservations associated with this trip fill the information in manually.

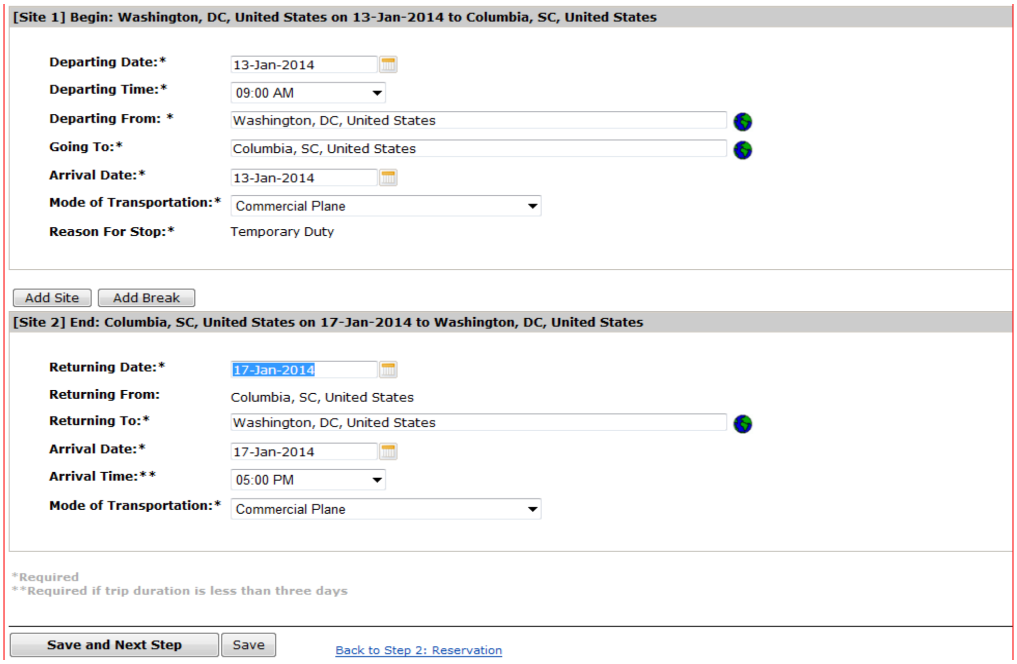
Select the mode of transportation.
If you are flying, select "Commercial Plane"
If you plan on using your own car to drive to the NAC, select "Private Auto"**
If you plan on renting a car to drive to the NAC from your home, select "Commercial Auto"**

**NOTE TO TRAVELERS
Privately-owned Vehicle (POV) mileage costs will only be reimbursed up to the cost of the common carrier (lowest cost ticket that is in line with the course timeframes) + $ estimate for miscellaneous travel + $50 estimate for baggage. Travelers should prepare the constructive cost with these assumptions for any trips exceeding 800 miles (roundtrip) and attach the documentation in E2.

Rental cars may be authorized (USAO approval) to <u>travel to the NAC</u> if the following criteria are met;

- GOV is not available.
- A determination has been made that it is more cost effective (include all costs; parking, etc.) & documented.
- Rental car is booked via the DTMO rental car program (automatic if booked thru E2/SATO).
  - o This program provides negotiated rates and insurance coverage - travelers should not opt for additional insurance (cannot be reimbursed)
- Rental car selected is the lowest cost vehicle.
  - o Approving official may approve a larger vehicle when the number of employees expected to be transported in the vehicle warrants a larger vehicle.
- Rental car is used for official use only. In accordance with 41 CFR 301-2.2, offices may only reimburse for expenses which are essential to the transaction of official business.

- Carpooling is encouraged.
  - When carpooling, please designate one person to claim all rental car-related expenses (gas, tolls, rental, parking, etc.)


[Site 1] Begin: Washington, DC, United States on 13-Jan-2014 to Columbia, SC, United States

Departing Date:* 13-Jan-2014
Departing Time:* 09:00 AM
Departing From: * Washington, DC, United States
Going To:* Columbia, SC, United States
Arrival Date:* 13-Jan-2014
Mode of Transportation:* Commercial Plane
Reason For Stop:* Temporary Duty

Add Site | Add Break

[Site 2] End: Columbia, SC, United States on 17-Jan-2014 to Washington, DC, United States

Returning Date:* 17-Jan-2014
Returning From: Columbia, SC, United States
Returning To:* Washington, DC, United States
Arrival Date:* 17-Jan-2014
Arrival Time:** 05:00 PM
Mode of Transportation:* Commercial Plane

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

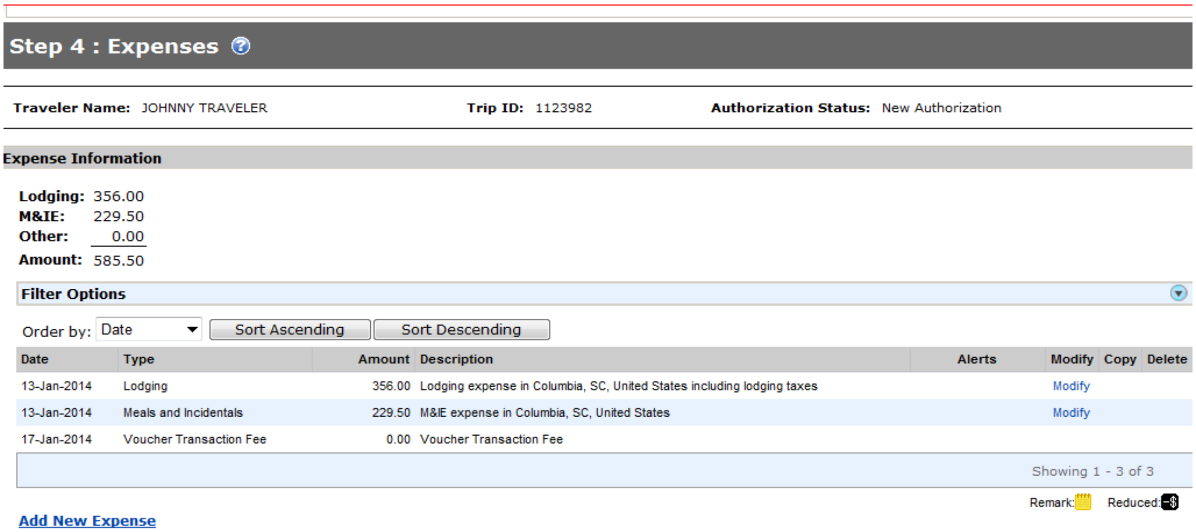
Save and Next Step | Save | Back to Step 2: Reservation

Step 4: Expenses

Expenses should be estimated as close as possible. Not including all anticipated expenses could result in a delay when processing the voucher (i.e. may require an amended authorization).

- Airfare

Flight reservations associated with the authorization (booked via E2) will automatically populate in the expense section under Airfare. If you used an existing airline credit by contacting CWTSato via phone and need to add additional airfare costs (i.e. additional fare, change fee), you will need to select "Add New Expense".



Step 4 : Expenses

Traveler Name: JOHNNY TRAVELER **Trip ID:** 1123982 **Authorization Status:** New Authorization

Expense Information

Lodging: 356.00
M&IE: 229.50
Other: 0.00
Amount: 585.50

Filter Options

Order by: Date | Sort Ascending | Sort Descending

Date	Type	Amount	Description	Alerts	Modify	Copy	Delete
13-Jan-2014	Lodging	356.00	Lodging expense in Columbia, SC, United States including lodging taxes		Modify		
13-Jan-2014	Meals and Incidentals	229.50	M&IE expense in Columbia, SC, United States		Modify		
17-Jan-2014	Voucher Transaction Fee	0.00	Voucher Transaction Fee				

Showing 1 - 3 of 3

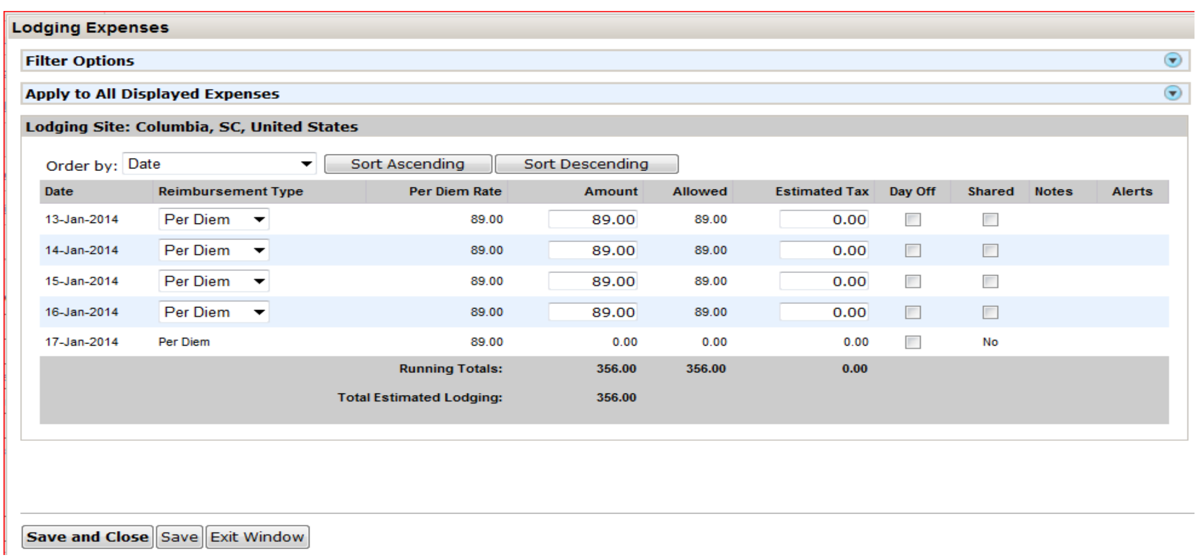
Remark: Reduced:

Add New Expense

- Lodging

The Lodging and M&IE will populate at the maximum “Allowed” rate for the given dates. Lodging in most instances is provided by OLE at no expense to the traveler (exception are courses held in the DC area) and lodging will need to be adjusted to zero.

Lodging: Select “Modify” on the right of the category. Change the $89.00 in the amount column on each line to $0.00. Select “Save & Close”. The $89.00 in Running Total will go to zero when you do this. (see screenshot – next page)



Lodging Expenses

Filter Options

Apply to All Displayed Expenses

Lodging Site: Columbia, SC, United States

Order by: Date | Sort Ascending | Sort Descending

Date	Reimbursement Type	Per Diem Rate	Amount	Allowed	Estimated Tax	Day Off	Shared	Notes	Alerts
13-Jan-2014	Per Diem	89.00	89.00	89.00	0.00				
14-Jan-2014	Per Diem	89.00	89.00	89.00	0.00				
15-Jan-2014	Per Diem	89.00	89.00	89.00	0.00				
16-Jan-2014	Per Diem	89.00	89.00	89.00	0.00				
17-Jan-2014	Per Diem	89.00	0.00	0.00	0.00		No		
		Running Totals:	356.00	356.00	0.00				
		Total Estimated Lodging:	356.00						

Save and Close | Save | Exit Window

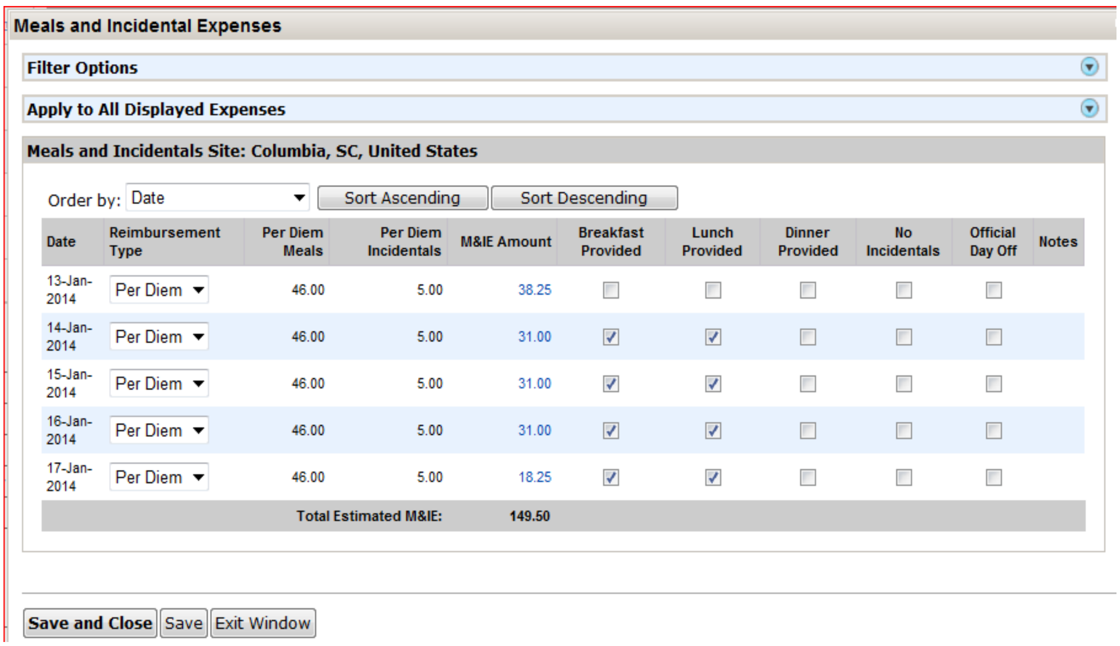
- Meals and Incidental Expenses (M&IE)

OLE will be providing breakfast and lunch during your stay at the NAC -- M&IE will need to be adjusted to reflect: (for OLE-sponsored courses not held at the NAC, please refer to the acceptance memorandum or faculty memo for specifics)

First Day $38.25
Last Day $18.25
Each Full Day $31.00

Select “Modify” next to the Meals and Incidentals category.

To adjust select the square under “Breakfast Provided” and “Lunch Provided” for all days except the travel day to the NAC.


Meals and Incidental Expenses

Filter Options

Apply to All Displayed Expenses

Meals and Incidentals Site: Columbia, SC, United States

Order by: Date | Sort Ascending | Sort Descending

Date	Reimbursement Type	Per Diem Meals	Per Diem Incidentals	M&IE Amount	Breakfast Provided	Lunch Provided	Dinner Provided	No Incidentals	Official Day Off	Notes
13-Jan-2014	Per Diem	46.00	5.00	38.25	☐	☐	☐	☐	☐	
14-Jan-2014	Per Diem	46.00	5.00	31.00	☑	☑	☐	☐	☐	
15-Jan-2014	Per Diem	46.00	5.00	31.00	☑	☑	☐	☐	☐	
16-Jan-2014	Per Diem	46.00	5.00	31.00	☑	☑	☐	☐	☐	
17-Jan-2014	Per Diem	46.00	5.00	18.25	☑	☑	☐	☐	☐	
			Total Estimated M&IE:	149.50						

Save and Close | Save | Exit Window

Then select “Save and Close”

NOTE: under no circumstances should change the Reimbursement Type from the default setting of Per Diem

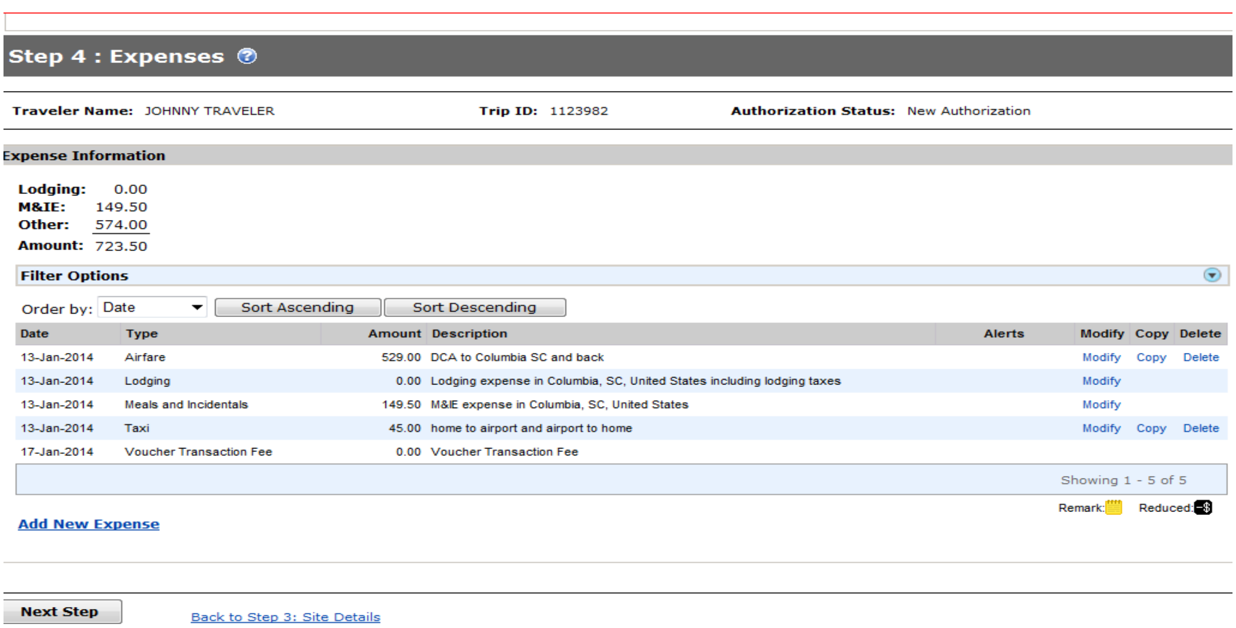
It is important for your authorization to be as accurate as possible so if you have any other anticipated expenses with this trip, Click on the Add New Expense link and fill out the information.

Example of expenses – see next page:

- Other Expenses
  - Taxi expenses to/from the Columbia airport require an explanation (i.e. flight delayed and missed last bus). Free transportation is provided to/from the Columbia airport on a frequent basis and should be used instead of paying for taxis.
  - Taxis to/from dinner will not be reimbursed. Shuttle buses run routinely between Five Points and Vista areas (NAC).
  - Baggage fees – OLE will only reimburse for one checked bag and will not reimburse for oversized/overweight baggage fees. Trial Advocacy course (2 week courses) travelers may be

reimbursed for 2 checked bags, however OLE will not reimburse for oversized/overweight baggage fees.

- Dry cleaning expenses -- Travelers may only be reimbursed for dry cleaning expenses when they are on official travel for six consecutive nights and receipts are required (FMPM 13-04). The only OLE courses that would require six consecutive nights are the Trial Advocacy courses.
- Personal phone calls -- Travelers may not be reimbursed for personal phone calls unless the following criteria apply (FMPM 13-01):
  - Explanation why Government provided telecommunication devices or services was not used, and
  - a receipt to prove that personal phone calls made on personal telecommunication devices caused him/her to exceed the monthly allowable minutes resulting in an additional expense to the employee (a copy of the employee's monthly telecommunication statement may be used to establish such cause). Employees with unlimited minutes on their personal telecommunication devices will not be reimbursed since an additional expense is not incurred.
- Rental cars are not authorized while staying at the NAC. OLE provides bus transportation to/from the airport and to/from Five Points and Vista areas for dinner.
- TMC booking fee – (CWTSato booking fee) Please separate the fee from the airline ticket -- add as a separate expense.



Step 4 : Expenses

Traveler Name: JOHNNY TRAVELER **Trip ID:** 1123982 **Authorization Status:** New Authorization

Expense Information

Lodging: 0.00
M&IE: 149.50
Other: 574.00
Amount: 723.50

Filter Options

Order by: Date | Sort Ascending | Sort Descending

Date	Type	Amount	Description	Alerts	Modify	Copy	Delete
13-Jan-2014	Airfare	529.00	DCA to Columbia SC and back		Modify	Copy	Delete
13-Jan-2014	Lodging	0.00	Lodging expense in Columbia, SC, United States including lodging taxes		Modify		
13-Jan-2014	Meals and Incidentals	149.50	M&IE expense in Columbia, SC, United States		Modify		
13-Jan-2014	Taxi	45.00	home to airport and airport to home		Modify	Copy	Delete
17-Jan-2014	Voucher Transaction Fee	0.00	Voucher Transaction Fee				

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Remark: Reduced:

Add New Expense

Next Step | Back to Step 3: Site Details

Step 5: Accounting

The policy for applying accounting can vary from office to office. For most organizations, this information should be left blank. Please reference the chart at the following link for notes regarding your organization. If you have questions, please contact your Travel or Financial Office for the rules pertinent to your office and NAC travel.
http://www.justice.gov/sites/default/files/usao/legacy/2014/08/22/E2%20OLE%20Approval%20Routing%20Process.pdf

Please note: the Travel Code provided in the acceptance notification is not applicable to E2 users.

Step 6: Accounting Policy

Review and select the appropriate justification for any items that appear in this this section.

Step 7: Summary

Use the blue links on the left to add necessary attachments or remarks. Please add the following attachments:

- A copy of the course acceptance notification or faculty letter (USAOs/EOUSA)
- A copy of a cost comparison for route deviations, rental car transportation, and POV mileage that exceeds 800 miles roundtrip

Review your document to ensure everything has been completed. When you have completed your review and make adjustments as necessary, scroll to the bottom and click “Send to Approver” so the document will route.

*Tip – for those offices that do add accounting (e.g. USAO/EOUSA – see Step 5) if you receive an error that states that the account codes are under allocated – it’s typically because there were expenses added after the accounting information was originally added (total expenses are greater than the total in the accounting section). This can be corrected by deleting the accounting line and adding it again (this refreshes the total in the accounting section).

Contacts and Resources:

For questions regarding E2 access/issues, please contact your organization’s E2 administrator.

For course-related questions, please contact the course point of contact listed on the course acceptance memorandum or faculty letter.

For questions regarding LearnDOJ, please contact your office Training Officer or USANAC.OLEEvents@usdoj.gov

For travel-related questions, please contact your office Travel point of contact or
Tina.Tolbert@usdoj.gov
Michael.Austin2@usdoj.gov
Justine.Wells@usdoj.gov
Linda.Bodrick@usdoj.gov

E2 Solutions Login Page:
https://e2.gov.cwtsatotravel.com

Information about the NAC:
http://www.justice.gov/usao/training/

DOJ Financial Management Policy Memoranda (User name – DOJ email address, Password – Network password):
https://portal.doj.gov/_layouts/doj.spss.authentication/VDSLogin.aspx?ReturnUrl=%2fjmd%2fFinance%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252Fjmd%252FFinance%252FDOJ%2520Financial%2520Policy%2520Memorandums%252FForms%252FAllItems%252Easpx&Source=%2Fjmd%2FFinance%2FDOJ%20Financial%20Policy%20Memorandums%2FForms%2FAllItems.aspx