

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

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

Within five days of return to your office, you will need to complete the travel voucher to claim your expenses. Log in to [E2](#) and click on Trips, then click on Show beside the authorization that was prepared prior to the trip.

Your last login was **Fri, 13 Dec 2013 9:19 AM CST**. There have been **0** unsuccessful attempts since your last login.

At a Glance **Trips** Local Travel Open Authorization Group Authorization

Filter Options

Order by: Departure Date Sort Ascending Sort Descending

Trip Id	OA/GA#	Destination	Departure Date	Purpose	Approver	Auth	Voucher	Advanced	Show	Copy Trip	Archive
1123982		Columbia, SC, United States	13-Jan-2014	boot camp		✓			Show	Copy	
1123875		Dover, DE, United States	23-Dec-2013	testing new release		✓	↻		Show	Copy	
1123429		Orlando, FL, United States	30-Oct-2013	auth for Joe to test		✓	⚠		Show	Copy	
1120471		Philadelphia, PA, United States	29-Jul-2013	close partial voucher		✓	↻		Show	Copy	
1118291		Newark, DE, United States	15-Jul-2013	testing \$0.00 auth		✓			Show	Copy	
1118275		Petersburg, VA, United States	15-Jul-2013	testing \$0.00 documents auth and vouch		✓			Show	Copy	
1118308		Petersburg, VA, United States	08-Jul-2013	testing \$0.00 authorization		✓			Show	Copy	
1120629		Roanoke, VA, United States	15-Oct-2012	Extended TDY Scenario		⚠			Show	Copy	

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In Progress Revised Pending Complete Canceled

Start a New Authorization Shop First Show Held Reservation Copy From Another Trip

[Make this my default page](#)

Please note, if you need to cancel a trip – please skip to page 6, section **How to Cancel a Trip in E2.**

Then click on Create Voucher

[Collapse All Sections](#) | [Expand All Sections](#)

Authorizations

Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete
13-Jan-2014	17-Jan-2014	1123982	\$723.50	Approved - Pending Obligation	✓	Show	

Amend Authorization

Comparative Trips

There are no comparative trips associated with this trip.

Vouchers

There are no vouchers associated with this trip.

Create Pre-Trip Voucher **Create Voucher**

Reservations

Step 1: Basic Information

You must fill in the status of the document. In virtually all instances this will be a Final Voucher.

Step 1 : Voucher Basic Information

Traveler Name: JOHNNY TRAVELER	Trip ID: 1123982	Voucher ID:	Vou
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Basic Information

Type of Travel:	NAC
Specific Travel Purpose:	boot camp
Trip Begin Date:	13-Jan-2014
Trip End Date:	17-Jan-2014
Claim Expenses Between:	
Begin Date:	13-Jan-2014
End Date:*	<input type="text" value="17-Jan-2014"/> 
Document Number:	(System Assigned)
For this trip this is the:*	<input type="text" value="Final Voucher"/> 

*Required

Click Save and Next Step.

Step 2: Expenses

Policy Reminders:

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 zero.

Meals and Incidentals: 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 or faculty information for specifics)

First Day \$38.25

Each Full Day \$31.00

Last Day \$18.25

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

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.

Updating Expenses:

All expense categories listed on the authorization will roll over to the voucher. At this time you need to update the expenses as necessary. Airfare, Lodging and M&IE will come over exactly as they were on

the authorization, so if they were correct on the authorization you do not need to do anything now. If you did not set them properly or something changed, you can edit them now. Please note, it is important to include all expenses on the original voucher – additional claims (reclaims) cost more in processing fees and should be done external to E2 if they are for less than \$100. Please contact your office travel point of contact for more information if you do need to file a reclaim.

✔ Basic Information has been successfully updated.

Expense Information

Agency Billed: 0.00
Travel Charge Card: 529.00
Traveler: 149.50
Unassigned: 0.00
Amount: 678.50

Filter Options

Order by: Date Sort Ascending Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
13-Jan-2014	Airfare	529.00	DCA to Columbia SC and back	Travel Charge Card		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	Traveler		Modify		
13-Jan-2014	Taxi	0.00	home to airport and airport to home	Traveler		Modify	Copy	Delete
17-Jan-2014	Voucher Transaction Fee	0.00	Voucher Transaction Fee	Agency Billed				

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Attachment: Remark: Reduced:

[Add New Expense](#)

Select a category and click on Modify to the right.

Detail
Remarks
Receipts

Date of Expense:* 13-Jan-2014

Expense: Taxi

Amount:* 46.00

Description: home to airport and airport to home

Pay To:* Traveler ▼

Site of Expense: 13-Jan-2014 Columbia, SC, United States ▼

*Required

Save and Close
Save
Exit Window

Enter the amount you are claiming and click Save and Close.

If you forgot to include an expense on the authorization it can be added at this time by clicking on the Add New Expense link.

When you have filled out the entire expense information, click on Next Step.

Step 3: Accounting

The accounting information carries over from the travel authorization, you should not need to edit.

Step 4: Summary

Add as attachments (under Other Actions on the left pane) all receipts for expenses that exceed \$75. Please make sure to add a copy of the CWTSato eticket receipt that you received via email from CWTSato when your flights were ticketed. The CWTSato eticket receipt is required even if the flights were booked via E2.



Please review your document and make sure you included all allowable expenses, when you are satisfied it is correct click Send to approver at the bottom of the document.

How to cancel a trip in E2 (continued from Page 1):

Select Cancel Trip

The screenshot shows the 'Trip Dashboard' interface. On the left, there are two main menu sections: 'QUICK LINKS' and 'EXTRAS'. Under 'EXTRAS', the 'Cancel Trip' link is highlighted with a red rectangle. The main content area shows the 'Trip Dashboard' header, followed by 'Traveler Name:' and 'Trip ID: 6048412'. Below this is a table of 'Authorizations' with one entry. At the bottom, there is an 'Amend Authorization' button.

Begin Date	End Date	ID	Total Amount	Status	State	Show	Delete
18-Nov-2013	19-Nov-2013	6048412	\$678.67	Approved - Obligation Accepted	✓	Show	

When Cancel Trip is selected, you will be required to select between 2 options:

I do not have any expenses to claim. Cancel my trip.

I am no longer traveling but I have expenses to claim.

The screenshot shows a 'Confirm Action' dialog box overlaid on the Trip Dashboard. The dialog has a yellow warning banner that reads 'All advances and vouchers will be canceled with your trip.' Below this, there is a section for 'File Expenses:*' with a dropdown menu. The dropdown menu is open, showing three options: 'I am no longer traveling but I have expenses to claim.' (selected), 'Please select.', and 'I do not have any expenses to claim. Cancel my trip.' Below the dropdown, there is a question 'Do you want to proceed?' and two buttons: 'Confirm' and 'Cancel'.

When "...but I have expenses to claim" is selected, the system takes you directly to the voucher – add expenses to be reimbursed (i.e. CWTSato booking fee, etc.)

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://ets.prod.carlson.com/ThinkCAP/e2/login?execution=e1s1>

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/doi.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