

## 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 | Advance | 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      |         |

Showing 1 - 8 of 8

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**

##### Basic Information

|                                    |  |
|------------------------------------|--|
| <b>Type of Travel:</b>             | NAC  |
| <b>Specific Travel Purpose:</b>    | boot camp  |
| <b>Trip Begin Date:</b>            | 13-Jan-2014  |
| <b>Trip End Date:</b>              | 17-Jan-2014  |
| <b>Claim Expenses Between:</b>     |  |
| <b>Begin Date:</b>                 | 13-Jan-2014  |
| <b>End Date:*</b>                  | <input type="text" value="17-Jan-2014"/>   |
| <b>Document Number:</b>            | (System Assigned)  |
| <b>For this trip this is the:*</b> | <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 at off-site locations) 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 \$45.75
- Each Full Day \$31.00
- Last Day \$15.75

During two-week Trial Advocacy courses , weekend meals are provided. Breakfast and lunch is served on Saturday–M&IE should be \$31.00. Meals are not provided on Sunday, so the amount should be \$61.00.

**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, Vista, and downtown 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 (NAC).

Internet fees – OLE does not reimburse for wi-fi/internet fees.

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, Vista, and downtown areas for dinner.

TMC booking fee – (CWTSato booking fee) Please separate the fee from the airline ticket -- add as a separate expense. This is only applicable to organizations (i.e. USAOs) that have the TMC booking fee charged to the traveler’s individually billed travel card.

**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**

|                       |        |                            |        |
|-----------------------|--------|----------------------------|--------|
| <b>Agency Billed:</b> | 0.00   | <b>Travel Charge Card:</b> | 529.00 |
| <b>Traveler:</b>      | 149.50 | <b>Unassigned:</b>         | 0.00   |
| <b>Amount:</b>        | 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 |        | <a href="#">Modify</a> <a href="#">Copy</a> <a href="#">Delete</a> |
| 13-Jan-2014 | Lodging                 | 0.00   | Lodging expense in Columbia, SC, United States including lodging taxes |                    |        | <a href="#">Modify</a>   |
| 13-Jan-2014 | Meals and Incidentals   | 149.50 | M&IE expense in Columbia, SC, United States                            | Traveler           |        | <a href="#">Modify</a>   |
| 13-Jan-2014 | Taxi                    | 0.00   | home to airport and airport to home                                    | Traveler           |        | <a href="#">Modify</a> <a href="#">Copy</a> <a href="#">Delete</a> |
| 17-Jan-2014 | Voucher Transaction Fee | 0.00   | Voucher Transaction Fee  | Agency Billed      |        |  |

Showing 1 - 5 of 5

[Add New Expense](#)
Attachment: Remark: Reduced:

Select a category and click on Modify to the right.

The screenshot shows a web-based form for entering an expense. At the top, there are three tabs: 'Detail', 'Remarks', and 'Receipts', with 'Detail' selected. The form contains the following fields and values:

- Date of Expense:\***: 13-Jan-2014 (with a calendar icon)
- Expense:** Taxi
- Amount:\***: 46.00
- Description:** home to airport and airport to home
- Pay To:\***: Traveler (dropdown menu)
- Site of Expense:** 13-Jan-2014 Columbia, SC, United States (dropdown menu)

At the bottom left, there is a label '\*Required'. At the bottom right, there are three buttons: 'Save and Close', 'Save', and '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. (see screenshot on next page)

Step 3 : [Site Details](#)

Step 4 : [Expenses](#)

Step 5 : [Accounting](#)

Step 6 : [Travel Policy](#)

**Step 7 : Summary**

**OTHER ACTIONS**

[Attachments](#)

[Printable Authorization](#)

[Daily Expenses Summary](#)

[Itinerary](#)

[Trip History](#)

[View Payments](#)

[View Routing History](#)

[Travel Agent Assistance](#)

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

**QUICK LINKS**  
None available

**EXTRAS**  
[Trips List](#)  
[Cancel Trip](#)  
[Create Trip Template](#)

**Trip Dashboard**

Traveler Name: \_\_\_\_\_ Trip ID: 6048412

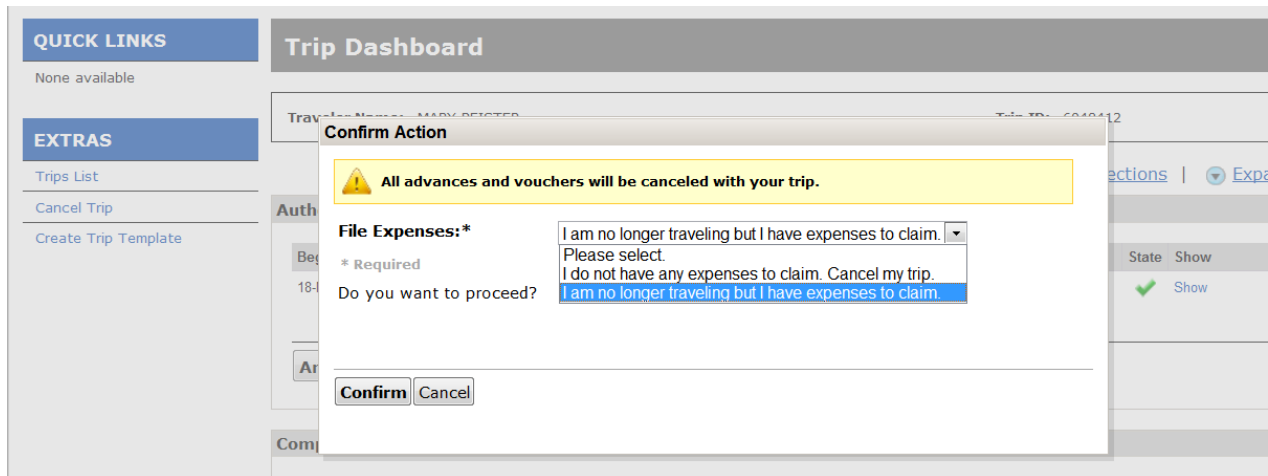
[Collapse All Sections](#) | [Expand All S](#)

**Authorizations**

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

[Amend Authorization](#)

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.



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 email or faculty letter.

For questions regarding LearnDOJ, please contact your office Training Officer or [USANAC.OLEEvents@usdoj.gov](mailto:USANAC.OLEEvents@usdoj.gov)

For travel-related questions, please contact your office Travel point of contact or:

Call the Travel Line at 803-705-2177 or email

[usanac.authorizations-vouchers@usdoj.gov](mailto:usanac.authorizations-vouchers@usdoj.gov)

[Tina.Tolbert@usdoj.gov](mailto:Tina.Tolbert@usdoj.gov)

[Justine.Richmond@usdoj.gov](mailto:Justine.Richmond@usdoj.gov)

[Linda.R.Bodrick@usdoj.gov](mailto:Linda.R.Bodrick@usdoj.gov)

E2 Solutions Login Page:

<https://e2.gov.cwtsatotravel.com/ThinkCAP/e2/login?execution=e1s1>

For more information about the NAC and OLE-sponsored courses, please visit the following website:

<http://www.justice.gov/usao/training/>

DOJ Financial Management Policy Memoranda (please review instructions on sign-in page):

<https://portal.doj.gov/jmd/Finance/DOJ%20Financial%20Policy%20Memorandums/Forms/AllItems.aspx>

USAO Travel Information:

<https://usanet.usa.doj.gov/programs/TravelManagement/default.aspx>