

* **Search Account Codes tab showing Search By Segment Search**
1. Click **Search**. A list of accounts with matching segment values appears.
2. **Select** the check box to the left of the accounts you want to add to the claim.
3. Click **Select and Close.**
* **Add a dimensional account code.** Click the Add Account Codes tab, if necessary.

a. Enter segment values or click **Search** to select from a list. You can also enter part of a value or description and then click **Search** to limit the list to values and descriptions that start with the entered data.

b. Click **Add and Close**.

c. Click **Save and Next Step**.

**5**

**Completing the Summary Step**

The Summary page displays your local travel claim information.

1. Review the claim. Click the **Edit Details** link in the section header to return to that step to make changes.
2. Click **Send to Approver**. A Confirm Action box appears.
3. Click **Confirm.**



**Visit** [**https://www.esc.gov/tsTravel.asp**](https://www.esc.gov/tsTravel.asp) **to locate agency specific TMC and E2 Help Desk information.**

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|  | **Creating a Local Travel Claim** |

**Log into E2 Solutions**

1. Navigate to the website e2.gov.cwtsatotravel.com or login with your agency specific URL.
2. Enter your **E2 User ID** and **Password** and click **Login**.
3. If you do not have an E2 User ID and Password, contact your Travel POC. They’ll assist you with initiating a travel profile by submitting an eTravel User Profile Request to the ESC eTravel office.
4. Read and select **Accept** to the “Warning and Privacy Act Statement”; you will be taken to the **My** **E2** page.

**Creating a Local Travel Claim**

*See* ***UG50 Creating Local Travel Claims*** *for more detailed information.*

Creating a local travel claim allows you to request reimbursement for local travel.

In E2 Solutions (E2), a local travel claim is generally considered to be an accounting of business expenses that you incurred while conducting official business in the area (typically, within a 50-mile radius) of your local permanent duty station (home site). A local travel claim can include expenses for up to 60 days.

**Getting Started**

 **1**

1. If you are creating a local voucher for yourself, go to the **Start a Travel Document** section. Click the dropdown and select **Create Local Travel Claim** then click **Go**.



* **Quick Links menu**
1. Click **Go**.

**2**

**Completing Basic Information**

1. Enter or select the following on the Basic Information page:
* **Specific Travel Purpose**
* **Begin Date** and **End Date**
* **Document Number** (if manual document numbering is enabled)
* **Type of Travel** (if enabled)
1. Click **Save and Next Step**.

**3**

**Completing Expenses**

Use the Expenses page to add estimated expenses to your local travel claim.

1. Click the **Add New Expense** link. The **Add New Expense** window appears.



* **Add New Expense window**
1. Complete the required ( \* ) fields. The fields vary based on the type of expense you enter. The following fields appear for all expense types:

**Completing Expenses (Cont.)**

* **Date of Expense** – The date the expense was incurred.
* **Expense Type** – Select the type of expense from the list. This list is limited to the expense types you are allowed to claim for local travel.
* If you selected an expense type of **POV**, select the **Sub-type** from the list, enter the **From** and **To** destinations, and enter the **Distance** in miles or kilometers.
* **Pay To** – Select the entity that paid for the expense (and should be repaid), such as traveler, traveler charge card or agency billed.
* **Remark** – Click **Add an Optional Remark** to add comments about this specific expense.
* **Receipt** – Attach a receipt or other documentation to this specific expense. Click **Add Receipt** to select the file and attach it to the expense.
1. Click **Save and New** to add the expense and leave the window open to add other expenses or click **Save and Close** to add the expense and close the window.
2. Click **Next Step**.

**Complete Accounting Information**

**4**

Use the Accounting page to select the accounts to cover the claimed expenses.

Select accounts to fund the claim using one or more of the following methods:



* **Select Account Codes tab on Account Code Selection window**
* **Search for an account using a drill-down search**. Click the Search Account Codes tab, if necessary.



* **Search Account Codes tab showing Drill-Down Search**
1. Select a value for the first segment from the list and click the **Refine search** link to the right of the value to narrow your search.
2. Select a value for the next segment from the list. To narrow your search further, click **Refine search** and repeat this step for additional segments.
3. Click **Search**. A list of accounts that match your specified segment values appears.
4. **Select** the check box to the left of the accounts you want to add to the claim.
5. Click **Select and Close**.
* **Search for an account using a segment search.** Click the Search Account Codes tab, if necessary. If the drill-down search appears, click **Search by Segment.**
1. Enter the segment values that you want to use as a search filter. Hover text shows the maximum length for each segment.