In an effort to streamline processes, the Department of Transportation (DOT) is implementing a new travel advance process within the e-travel system, E2. The new process is effective 6 December 2021.

**CURRENT PROCESS**

When a traveler needs to travel, but does not have a Government Travel Card, they may request a travel advance provided they meet the criteria within their agency’s travel guidance. Currently, travelers must send their travel advance (Form SF1038) to the Enterprise Services Center (ESC) via email. ESC then processes the advance manually in the accounting system, Delphi. When the travel trip is complete, the traveler processes a final voucher in E2. The advance is fully applied and the remaining amount is reimbursed to the employee.

**NEW PROCESS**

When a traveler needs to travel, but does not have a Government Travel Card, they may request a travel advance provided they meet the criteria within their agency’s travel guidance. The traveler will log into E2 and complete the following actions:

**Create a Travel Authorization**

1. Select *Create an Authorization* from the **Start a Travel Document** drop-down list on the My E2 **At a Glance** tab and **Click Go**.

***TIP****: If you are an arranger for another user, begin an arranger session by selecting****Travel For Others****from the E2 taskbar, and then follow these steps to create an authorization for that user.* ***Select Trips and Start a new authorization***

1. **Step 1** **Basic Information** - Enter the required information on the Basic Information page, and then click **Save and Next Step**.
2. Proceed through the authorization workflow, steps are shown below.
   * **Step 2 Reservation** — Use the Reservation page to make online flight, rail, rental car, and hotel reservations; associate reservations with the authorization; or retrieve reservations made for you by the TMC.
   * **Step 3 Site Details** — Use the Site Details page to select your trip per diem locations or if you do not have associated reservations to provide travel details.
   * **Step 4 Expenses** — Use the Expenses page to review and update estimated expenses for the trip.
   * **Step 5 Accounting** — Use the Accounting page to select the accounts to fund your trip.  *If creating an advance, the account code(s) used for the authorization must be used for the advance as well.*
   * **Step 6 Travel Policy** — Use the Travel Policy page to select justifications for any details of your trip that may be considered out of policy, as well as review travel policy warnings and city pair information.
   * **Step 7 Summary** — Review the details of the authorization on the Summary page and make any needed changes.
3. Click the **Send to Approver** button when you are finished. The Confirm Action window displays.
4. Click **Confirm**.

**Create a Travel Advance**

1. Access the Trip Dashboard. For example, locate the trip on the My E2 **Trips** tab and then click **Show**. If necessary, click the **Trip Dashboard** tab.
2. Click **Create Travel Advance** in the Advances section of the Trip Dashboard.

***NOTE****: If the button is not enabled or available, you cannot create an advance at this time. For example, if the authorization's status is not*Authorization Approved*or if the trip end date has passed, you cannot request a travel advance.*

1. Enter the amount you are requesting in the **Advance Amount** field, and make any other required selections. An amount up to 100% of the Lodging and M&IE can be requested.
2. Click **Save and Next Step**. This displays the Advance Accounting page.
3. Select an account code to fund the advance, and then click **Save and Next Step**. The account code must be the same as the account code on the obligated authorization
4. Review the details on the Advance Summary page, and then click **Send to Approver**.

**Liquidating a travel advance**

If a travel advance was received for a trip, the traveler must repay that advance from trip expenses that are reimbursed to the traveler. This process is called advance liquidation. When an advance is liquidated, you allot some or all of the voucher expenses that are to be reimbursed to you (Pay to Traveler) to repay the advance.

Advances are automatically liquidated against expenses reimbursed to the traveler during the voucher process. The traveler can liquidate all or part of an advance on any non-final voucher for the trip. All outstanding advance amounts, however, it must be liquidated on the final voucher for a trip, if possible.

Each time a voucher is created and submitted, E2 automatically calculates the advance amount that has not yet been liquidated (**Advance Amount Outstanding** field), as well as the total "pay to traveler" expenses that can be used to liquidate the advance (**Pay to Traveler Expenses** field). To liquidate a travel advance the traveler will login to E2 and complete the following actions.

1. Access the Trip Dashboard. For example, locate the trip on the My E2 **Trips** tab, and then click **Show**. If necessary, click the **Trip Dashboard** tab.
2. Select **Create Voucher** Link
3. **Step 1 Basic Information** - Select the type of voucher Final, Final Voucher and Update Site Details or Not Final Voucher.

Click **Save and Next Step**

1. **Step 2** **Expenses** - Verify expenses pulled in from the authorization, add or remove expenses as needed and upload receipts required for expenses in **Attachments**.

Click **Next Step**

1. **Step 3** **Voucher Accounting** - Verify accounting – account code to liquidate advance must be the same as the account code used to obligate the authorization. Additional account codes can be added to this step, but you should not remove the obligated account code.

Click **Save and Next Step**

1. **Step 4** **Voucher Liquidations** – The following rules apply to advance liquidations

* The total amount of each approved advance must be liquidated, regardless of the amount that was actually disbursed to you as a traveler.
* If the voucher is **NOT a final voucher**, you must enter the advance amount to liquidate. The maximum amount to liquidate is the lesser of the **Advance Amount Outstanding** and the **Pay to Traveler Expenses** fields. You can, however, liquidate a smaller amount, if necessary.
* For a **final or supplemental voucher**, E2 applies the maximum amount available to liquidate the advance and does not allow any changes.

***NOTE:*** *If a Final Voucher is filed and your expenses do not cover the* ***Advance Amount Outstanding,*** *E2 will force the traveler/arranger to create an incremental voucher. The trip will be closed once the amount outstanding is paid back to the agency.*

Click **Next Step** to automatically move to the next step in the voucher workflow

1. **Step 5** **Voucher Summary -** Verify all Voucher information and edit, if needed.

Click **Send to Approver**

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