**Summary (Cont.)**

The Travel Policy Justifications, Travel Policy Warnings and City Pair Information sections are informational only and reflect information and selections made from the authorization.

1. When you are satisfied, click **Send to Approver**. A **Confirm Action** window appears.
2. Read the voucher acceptance policy. When you submit the voucher. This acceptance is logged and becomes part of the trip history.
3. Click **Confirm**.

****

You will receive email notifications as your voucher moves through the approval process, and when it receives final approval for payment.

**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 Voucher** |

**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 New Voucher**

*See* ***UG40 Creating a Voucher*** *for more detailed information.*

Vouchers allow you to submit your travel expenses for reimbursement.

You can create vouchers in the following situations:

* After your authorization is approved and before the first day of travel (Pre-Trip Voucher – if enabled for you. Pre-Trip vouchers are rarely used.)
* During your long-term travel, or when your travel is complete (Incremental (Interim) or Final Voucher)
* After your final voucher has been approved (Supplemental voucher will be used to claim additional expenses left off the original voucher.)

**Process Overview**

1. Click the **Create Voucher** link on your To Do List, or go to the Trip Dashboard by clicking the **Show** link for the trip on the Trips tab, and then click **Create Voucher**. The **Basic Information** page appears.
2. Complete each workflow step. Required fields are marked with an asterisk.
3. Review the voucher from the **Summary** step. When you are satisfied, click **Send to Approver.**

**Completing Workflow Steps**

**1**

**Basic Information**



* **Basic Information page**
1. Enter or select the voucher cut-off date (end date for expenses on this voucher).
2. Indicate if this is the last voucher for your trip.
3. Click **Save and Next Step**.

**Expenses**

**2**

Depending on your agency’s settings, vouchers may or may not automatically include certain estimated expenses from the authorization. Expenses may be included at a zero dollar amount (0.00)



* **Expenses page**

**Expenses (Cont.)**

The list shows expenses that occurred on or before the voucher cut-off date, and includes the following information:

* Type of expense (such as lodging, meals and incidentals, airfare, rental car, etc.)
* Amount
* Description
* Method of reimbursement for the expense (If the Pay To column is blank, there is no default disbursement for this expense; you must make a selection.) If the Pay To Method says Traveler, the traveler will receive reimbursement. If the Pay To Method says Travel Charge Card, that portion of the travel charge card will be split and be paid out directly to the credit card vendor.
* Alerts, identifying additional information available (such as remarks, attachments, foreign currency, or expenses reduced by an approver)

By default, expenses are ordered by date, and then sorted alphabetically by type. Use the **Order By** list to change the default sort order.

1. Review and make Pay To selections as necessary.
* Click the **Modify** link to make changes.
* Click the **Add New Expense** link to add an expense. (If available, click the **Add Credit Card Expense** link to select a charge card transaction as an expense.)
* Click the **Copy** link to copy to another date.
* Click the **Delete** link to delete an expense. dates/locations, the lodging and M&IE allocations for your trip will be updated.)
1. Click **Next Step.**

**Accounting**

**3**



* **Accounting page**
1. Review accounting information. Allocations should total 100% of your voucher expenses.
* To select accounts to fund expenses, click the **Select Account Codes** link.
* To split funding between multiple lines of accounting by expense type or date, click the **Split Funding** link.
1. Click **Save and Next Step.**

**4**

**Receipts**

Attach a receipt or other document to the voucher.

1. Click **Attachments** under **OTHER ACTIONS.**



1. Select **Add Attachment** to upload a scanned file or **Attach fax**





 **5**

 **Summary**

1. Review the voucher and make sure your entries are accurate. Click the **Edit Details** link in any panel header to return to that workflow step to make changes.