



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
Office of the Chief Financial Officer  
Finance Office

MEMORANDUM FOR: All NOAA/BIS Employees

FROM: Kim A. Darling *Kim A Darling*  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 17-2  
Transition to E2 Solutions Travel Management System

DATE: December 23, 2016

The purpose of this travel advisory is to provide guidance on planning travel as the National Oceanic and Atmospheric Administration (NOAA) transitions to CWTsatoTravel's E2 Solutions (E2) travel system on May 22, 2017 and NOAA's Integrated Travel Manager (ITM) system is retired on July 31, 2017.

E2 is a web-based end-to-end travel and expense management tool that offers a convenient way to book travel reservations, create travel authorizations (TAs), receive approvals, submit receipts and other supporting documentation, and submit travel vouchers (TVs) for reimbursement.

Some E2 highlights include:

- Online Booking Engine (similar to Travelocity or Expedia) for domestic and international airline, rail, hotel and car reservations;
- "Travel for Others" feature, allows designated travel arrangers/preparers to make travel plans for other users;
- Paperless Travel Authorization (TA) and Travel Voucher (TV) process, including automated approval routing with email notifications;
- The ability to scan, route and attach receipts to the voucher electronically;
- Faster travel reimbursement; and
- Enhanced, agency-wide reporting.

### **E2 Transition Approach**

The transition from ITM to the new E2 travel system is as follows:

#### **1. Domestic TAs**

- a. **For domestic travel with a start date prior to June 05, 2017**, employees will continue to contact CWTsatoTravel for travel reservations and the TA **must** be approved **and** data linked in ITM by 11pm Eastern Time (ET) May 21, 2017. After 11pm ET May 21, 2017, only amendments to pre-existing TAs will be allowed to be processed in ITM. Users will **not** be allowed to create any "new" TAs in ITM. TAs that are "in process" and not

approved and data linked during this transition phase will need to be deleted from ITM and re-entered in E2.

- b. **For domestic travel with a start date on or after June 05, 2017**, employees will need to hold off making travel arrangements until E2 is implemented on May 22, 2017. Effective May 22, 2017, employees will begin utilizing E2 for all end to end travel processing (e.g. online reservation booking, TA and TV processing) for all travel with a start date on or after June 05, 2017. In addition, any TAs that do not get approved **and** data linked in ITM before 11pm ET May 21, 2017 will also need to be created in E2.

To help ensure a smooth and seamless transition to E2, we are encouraging employees to ensure domestic TAs with a start date between now and June 05, 2017 are approved **and** data linked in ITM by 11pm ET May 21, 2017.

## **2. Foreign TAs**

- a. **For foreign travel with a start date prior to June 30, 2017**, employees will continue to contact CWTsatoTravel for travel reservations and the TA **must** be approved **and** data linked in ITM by 11pm ET May 21, 2017. After 11pm ET May 21, 2017, only amendments to pre-existing TAs will be allowed to be processed in ITM. Users will **not** be allowed to create any “new” TAs in ITM. TAs that are “in process” and not approved and data linked during this transition phase will need to be deleted from ITM and re-entered in E2.
- b. **For foreign travel with a start date on or after June 30, 2017**, employees will need to hold off making travel arrangements until E2 is implemented on May 22, 2017. Effective May 22, 2017, employees will begin utilizing E2 for all end to end travel processing (e.g. online reservation booking, TA and TV processing) for all travel occurring on or after June 30, 2017. In addition, any TAs that do not get approved **and** data linked in Travel Manager before 11pm ET May 21, 2017 will also need to be created in E2.

To help ensure a smooth and seamless transition to E2, we are encouraging employees to ensure foreign TAs with a start date between now and June 30, 2017 are approved **and** data linked in ITM by 11pm ET May 21, 2017.

## **3. Long – Term Travel Assignments**

Long-Term TAs cannot extend beyond June 30, 2017 in ITM. Employees who are expected to be on long term travel beyond June 30, 2017 will need to end the TA prepared in ITM with a June 30, 2017 end date and process a new TA in E2 to cover the remaining travel dates.

## **4. Travel Vouchers**

Employees will have until 11pm ET July 31, 2017, to process TVs for TAs that were approved **and** data linked in ITM. Reports will be provided to Line/Staff Offices to assist with identifying un-submitted TVs in ITM. Employees are strongly encouraged to abide by Federal Travel Regulation §301-52.7, which requires travel claims to be submitted within five (5) working days after travel is completed; or every 30 days if you are on continuous travel status.

## **5. Local Travel Vouchers**

Employees will have until 11pm ET May 21, 2017 to process local voucher claims in ITM. Users will not be allowed to create any “new” local vouchers in ITM after May 21, 2017.

Due to E2 functionality (claim date duration cannot exceed 60 consecutive calendar days), users are highly encouraged to submit local travel claims in Travel Manager for any local expenses which have been incurred prior to May 22, 2017.

Effective May 22, 2017, employees will begin utilizing E2 for all local voucher claims.

## **6. Travel Record Retention**

ITM is scheduled to retire at 11pm ET July 31, 2017. Line/Staff Offices are highly encouraged to maintain oversight of, and compliance with, their respective Travel Record Retention policies. Once ITM is retired on July 31, 2017, users will no longer have access to these documents. To obtain specific Travel Record Retention policies visit the NOAA Travel Policy Office website located at <http://www.corporateservices.noaa.gov/finance/TV.html>

Please reference the E2 Transition Approach which provides guidance on how to plan travel during this transition period. The E2 Transition Approach can be found at the following link:

<http://www.corporateservices.noaa.gov/finance/e2travel.html>.

Additional advisories will be sent following this one and will include more detailed information, i.e., new phone numbers, fax numbers, hours of operation, fees, etc.

If you have any questions please contact the NOAA Finance Office Client Services Helpdesk – [clientservices@noaa.gov](mailto:clientservices@noaa.gov) or call 301-444-3400, Option 2, Monday - Friday, 7:00 am - 5:00 pm (ET). The NOAA Finance Office is developing an E2 Travel webpage, which will post additional information and updates as they become available. The webpage may be found at the following link:

<http://www.corporateservices.noaa.gov/finance/e2travel.html>.

## **Important Dates to Remember**

05/21/2017 (11pm ET): Last day employees will be able to create, approve and data link TAs in ITM.

05/21/2017 (11pm ET): Last day employees will be able to create, approve and data link Local Travel Vouchers in ITM.

05/22/2017: E2 will be implemented. Users will be required to use E2 for all new end to end travel processing.

07/31/2017 (11pm ET): ITM will retire. Users will no longer be able to use ITM.

# How should I plan for my upcoming travel?

## *Electronic Travel System (E2 Solutions)*

Effective May 22, 2017, NOAA/BIS will be implementing a new electronic travel system called E2 Solutions. As we migrate to this new system, please refer to the chart below for guidance on planning your travel.

If my Travel Type Is...	And my travel begins...	I book my travel by....	My authorization is <u>created &amp; approved...</u>	My voucher is <u>created &amp; approved...</u>	If I need assistance using E2....
↓	↓	↓	↓	↓	↓
<b>Domestic</b>	Prior to 6/5/2017	Calling CWTSatoTravel prior to 5/22/2017	Using Travel Manager by 5/21/2017	Using Travel Manager by 7/31/2017	N/A
<b>Foreign</b>	Prior to 6/30/2017	Calling CWTSatoTravel prior to 5/22/2017	Using Travel Manager by 5/21/2017	Using Travel Manager by 7/31/2017	N/A
<b>Domestic</b>	On or after 6/5/2017	Waiting until 5/22/2017 and using the online booking engine through E2 Solutions	Electronically using E2 Solutions	Electronically using E2 Solutions	Contact the NOAA Tier 1 Help Desk at <a href="mailto:clientservices@noaa.gov">clientservices@noaa.gov</a> or at 301-444-3400
<b>Foreign</b>	On or after 6/30/2017	Waiting until 5/22/2017 and using the online booking engine through E2 Solutions	Electronically using E2 Solutions	Electronically using E2 Solutions	Contact the NOAA Tier 1 Help Desk at <a href="mailto:clientservices@noaa.gov">clientservices@noaa.gov</a> or at 301-444-3400
<b>Local</b>	<ul style="list-style-type: none"> <li>Prior to 5/22/2017, Local Travel Vouchers should be created and approved in Travel Manager <ul style="list-style-type: none"> <li>NOTE: Due to E2 functionality (claim date duration cannot exceed 60 consecutive calendar days), users are highly encouraged to submit Local Travel Vouchers in Travel Manager for any expenses which have been incurred prior to 5/22/2017</li> </ul> </li> <li>On or after 5/22/2017, Local Travel Vouchers must be vouchered in E2 Solutions</li> </ul>				Contact the NOAA Tier 1 Help Desk at <a href="mailto:clientservices@noaa.gov">clientservices@noaa.gov</a> or at 301-444-3400
<b>Long Term</b>	<ul style="list-style-type: none"> <li>Long Term Travel cannot extend beyond 6/30/2017 in Travel Manager</li> <li>If Travel extends beyond 6/30/2017, a new Travel Authorization must be created in E2 Solutions on 5/22/2017 to cover the remaining travel dates</li> </ul>				Contact the NOAA Tier 1 Help Desk at <a href="mailto:clientservices@noaa.gov">clientservices@noaa.gov</a> or at 301-444-3400
<b>PCS</b>	<ul style="list-style-type: none"> <li>PCS is not impacted by the implementation of E2 Solutions</li> <li>Travelers should continue to call CWTSatoTravel and follow the existing PCS processes</li> </ul>				Contact the NOAA Tier 1 Help Desk at <a href="mailto:clientservices@noaa.gov">clientservices@noaa.gov</a> or at 301-444-3400

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