**­­­Office of Security Travel Basics**

**Do an Authorization before traveling and a Voucher after return, both online in E2 system.**

**E2 training is available on E2 website (go to Online Help under your name at top right of E2 web page and search for “training”). If you don’t have E2 access email Dave Anderson. If you have E2 access but are locked out, you have to call the E2 Help Desk 301-975-5375.**

**Create an Authorization** Start at least a week in advance. Get budget accounting code from your supervisor.

**Make reservations:**

* Air ticket: **Must use Govt. Contract Carrier** and preferably least expensive air fare (Class CA then YCA then Y) that meets mission requirements. If from DC, compare all available airports. If you need to change your air ticket after departure, it must be done through SATO, it should never be paid for with your government Travel Card.
* Hotel: Must use hotels in E2, cost can’t exceed GSA rate.

Hotel tax (use 20% as estimate, add amount on Lodging line). The following states are tax free for Feds: AK, DE, FL, KS, LA, NY, OR, PA, PR, TX & WI. See below link for required tax free documents <https://smartpay.gsa.gov/content/state-tax-information>.

* Rental car: Only if less expensive than taxis or public transport; must be compact size, unless more than 3 people traveling.

**Add estimated expenses:**

* If needed, add checked bag $30 each way. Doublecheck with airline to confirm costs as some charge more. Only one allowed, unless staying long term.
* Home to airport roundtrip transportation (POV or taxi) and, if needed, least expensive airport parking.
* Transportation at destination, if rental car not used, add taxis (Uber Black not allowed).
* If rental car used, add gas (not allowable from rental car company), tolls, and least expensive parking. Valet parking is only allowed if no other option is available.
* Laundry, only if staying 4 nights or more, add $5 per day.

**After completing the above, send to approver. Please note, until status shows Approved in E2 you are not authorized to travel.**

**Do not go to the airport until you get an email from SATO (the DoC Travel Agent) confirming your electronic air ticket has been issued. Keep a copy of your SATO reservations to show to airline, car or hotel, if you have problems. If you don’t get an email from SATO 24 hrs. before departure, check to make sure your Travel Authorization has been approved and call SATO 855-813-2844.**

**After departure, all air, hotel, or rental car changes must be made by calling SATO. (See tel. # on reservation)**

**Miscellaneous**

* **For local travel using your POV, you don’t need to do an Authorization but you do have to deduct the cost of your normal daily commute from your mileage.**
* **Rental car gas must be bought at a gas station, the DoC does not reimburse Refueling Service from the rental car company.**
* Always choose travel options most advantageous to Government.
* Food and miscellaneous expenses are paid, without receipts, as per diem; based on the cities/locations listed on your Authorization.
* If you’re attending a FLETC course that includes food and lodging, use $5 per day for M&IE, except first and last travel days.
* All expenses, except airfare and cash only purchases, must be paid with your Government Travel Card, if you have one.
* If you prefer to drive your POV rather than fly, you must do a cost comparison and attach it to your Authorization. You will be reimbursed the lower of the two costs. Please contract Dave Anderson danderson1@doc.gov for forms.
* Tips are only allowed for taxis and work-related baggage and are limited to max. 20%.
* If you drive a GOV instead of using a common carrier, you can’t take the GOV home the night before departure.

**Authorization Checklist before Submitting**

* Is airfare Government Contract Fare?
* If one checked bag is not included with ticket, add one each way.
* Is hotel in a tax-free state? (If not, add estimated taxes in hotel line)
* Is ground transportation at destination (taxis or rental car) required?
* Is rental car Compact size?
* If car rented, add estimated expense for gas.
* If driving rented car or POV, unless you’re sure you won’t need them, add 10$/day each for parking and tolls.
* Is R/T home to airport transport added? (And, if needed, airport parking)
* Is funding on Authorization 100% Allocated, if not re-save all expenses until funds show 100% allocated.

**Voucher** (Must be done within 5 workdays after return)

* If your travel dates change, you must amend your Authorization with the new dates before doing Voucher.
* OSY policy is receipts are required for all expenses. Hotel and rental car receipts must show paid or zero balance.
* Rental car amount claimed can’t be more than reservation amount. If rental company upgrades you, it must be at no charge.
* Do not take rental car insurance, the U.S. Government self-insures.
* If you anticipate having additional expenses later (e.g., tolls not yet billed) for this same trip do not do an Interim voucher. Do a Final voucher and a Supplemental voucher later.

**Voucher Checklist before Submitting**

* Is Voucher marked Final? (Always check Final, even if more expenses coming later)
* Did travel dates change? (If so, Authorization must be amended before doing Voucher)
* Are receipts attached for all expenses? (OSY policy is receipts for everything)
* Do hotel and rental car receipts show paid? (Zero balance due)
* Does voucher total cost exceed Authorization cost by $200 or more? (If so, Authorization must be amended to add funds first.