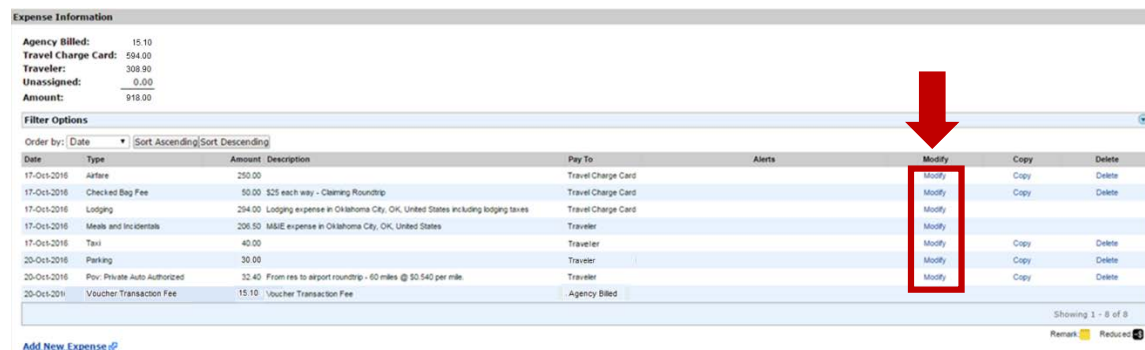


Using Split Pay to Complete Voucher Expenses

Complete the following steps to “split” expenses on a voucher within the E2 system.

Split Pay functionality allows cardholders to “split” their reimbursement between the credit card service provider (JPMorgan Chase) and the traveler’s personal bank account. This feature is available when creating and completing a voucher. The procedures for using Split Pay are provided below.

1. Navigate to **Step 2: Voucher Expenses** within the voucher. Select **Modify** for the expense you would like to use Split Pay for and reimburse to a different account.



Expense Information

Agency Billed: 15.10
Travel Charge Card: 594.00
Traveler: 308.90
Unassigned: 0.00
Amount: 918.00

Filter Options

Order by: Date | Sort Ascending | Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
17-Oct-2016	Airfare	250.00		Travel Charge Card		Modify	Copy	Delete
17-Oct-2016	Checked Bag Fee	50.00	\$25 each way - Claming Roundtrip	Travel Charge Card		Modify	Copy	Delete
17-Oct-2016	Lodging	294.00	Lodging expense in Oklahoma City, OK, United States including lodging taxes	Travel Charge Card		Modify		
17-Oct-2016	Meals and Incidentals	206.50	M&IE expense in Oklahoma City, OK, United States	Traveler		Modify		
17-Oct-2016	Taxi	40.00		Traveler		Modify	Copy	Delete
20-Oct-2016	Parking	30.00		Traveler		Modify	Copy	Delete
20-Oct-2016	Pov: Private Auto Authorized	32.40	From res to airport roundtrip - 60 miles @ \$0.540 per mile	Traveler		Modify	Copy	Delete
20-Oct-2016	Voucher Transaction Fee	15.10	Voucher Transaction Fee	Agency Billed				

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Remark Reduce

[Add New Expense](#)

Using Split Pay to Complete Voucher Expenses

Complete the following steps to “split” expenses on a voucher within the E2 system.

2. The **Edit Expense** screen appears. The **Pay To** dropdown determines where reimbursements for travel expenses will go when payment is issued. The options are:

- **Traveler** – direct reimbursement to the traveler’s bank account
- **Traveler Charge Card (TCC)** – make JPMorgan Chase credit card payments
- **Agency Billed** – infrequent, direct payment to FAA

The Pay To default settings are configured according to FAA’s expense mapping and preferred payment types. For example, lodging expenses have a default Pay To method of TCC since the TCC is the preferred payment method. If the Pay To method is changed, E2 provides a warning message.

In the example on the right, in order to “split” the \$30.00 parking expense and send the payment directly to the TCC, the user would change the drop down selection from Traveler to Travel Charge Card and click **Save and Close**.

Edit Expense

Date of Expense:* 20-Oct-2016

Expense:* Parking

Amount:* 30.00

Description:

Pay To:*
Traveler
Agency Billed
Travel Charge Card
Traveler

Remark:

Receipt:

Size Limit: 2 Megabytes - Allowed Types:
PDF,JPG,JPEG,GIF,TIFF,TIF,PNG,BMP,XLS,XLSX,DOC,DOCX,TXT

Site of Expense: Allow selection of site based on date

3. After completing the Pay To selections for all expenses, E2 allows travelers to redirect reimbursement of M&IE from Traveler to TCC. In order to do this, select **Override Pay To** under the **OTHER ACTIONS** menu.

OTHER ACTIONS

[Remarks](#)

[Attachments](#)

[Printable Voucher](#)

[View Cost Variance
Summary](#)

[Daily Expenses Summary](#)

[Trip History](#)

[View Routing History](#)

[Override Pay To](#)

Using Split Pay to Complete Voucher Expenses

Complete the following steps to “split” expenses on a voucher within the E2 system.

4. Enter the **Override Amount**. This is the amount of M&IE disbursements that you want to redirect to your TCC. Click **Save and Close**.

In the example on the right, \$100 of M&IE expenses will be reimbursed to the traveler's TCC. The maximum amount available for override is shown to the right of the Override Amount field.

Override Pay To

Override Amount: 100.00 **Maximum amount is 586.50 of the Pay To Traveler M&IE amount.**

Travel Charge Card Total: 2179.60

Save and Close **Save** **Exit Window**

5. After clicking **Save and Close**, the Pay To details and amounts charged to each Pay To option are listed. It is very important to review the totals for accuracy as your reimbursement will be split based off of the Pay To information listed.

Once you review the Voucher Expense details, complete and submit the voucher for approval. You'll receive an email notification when your voucher receives final approval and when a payment has been made to either your TCC or personal bank account.

Expense Information

Agency Billed:	15.10
Traveler Charge Card:	524.00
Traveler:	278.00
Unassigned:	0.00
Amount:	918.00

Filter Options

Order by: Date | Sort Ascending/Sort Descending

Date	Type	Amount	Description	Pay To	Alerts	Modify	Copy	Delete
17-Oct-2016	Airfare	250.00		Travel Charge Card		Modify	Copy	Delete
17-Oct-2016	Checked Bag Fee	50.00	\$25 each way - Claiming Roundtrip	Travel Charge Card		Modify	Copy	Delete
17-Oct-2016	Lodging	294.00	Lodging expense in Oklahoma City, OK, United States including lodging taxes	Travel Charge Card		Modify	Copy	Delete
17-Oct-2016	Meals and Incidentals	206.50	M&IE expense in Oklahoma City, OK, United States	Traveler		Modify	Copy	Delete
17-Oct-2016	Taxi	40.00		Traveler		Modify	Copy	Delete
20-Oct-2016	Parking	30.00		Travel Charge Card		Modify	Copy	Delete
20-Oct-2016	Pov: Private Auto Authorized	32.40	From res to airport roundtrip - 60 miles @ \$0.540 per mile	Traveler		Modify	Copy	Delete
20-Oct-2016	Voucher Transaction Fee	15.10	Voucher Transaction Fee	Agency Billed				

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