

Travel and Expense Management FIBF

Use Case 100.TRT.L2.02 TDY Travel to Multiple Locations, Segments with Multiple Modes

Version History

Version	Date	Change Description	Author of Change
2021.3.0	11/20/2020	Published baseline business standards (OMB Concurrence)	GSA
2022.1.0	10/3/2022	Updated business standards to submit to BSC and public review	GSA

Use Case 100.TRT.L2.02 TDY Travel to Multiple Locations, Segments with Multiple Modes

End-to-End Business Process: 100. Book to Reimburse

Business Scenario(s) Covered

- L2.24 Multiple Travel Modes
- L2.25 Travel with Multiple Segments

Business Actor(s)

Traveler, Approver(s), Travel Management Center (TMC), Finance Office

Synopsis

Travel dates and travel locations are identified for a domestic Temporary Duty (TDY) trip with multiple destinations, travel modes, and segments. The Travel Management Center (TMC) is contacted to research itinerary options for air and rail transportation methods. A rail transportation provider is selected for travel to the first location, and refundable airfare is selected for travel to the second location. Reservations are made by the TMC, and the information is checked for compliance with no issues identified. The reservation and passenger name record (PNR) information is provided with the ticketing date. A travel authorization is prepared, and the information is checked for compliance with no issues identified. The travel authorization is submitted, routed, reviewed and approved by appropriate officials. The air transportation provider ticket is issued on the ticketing date established by the PNR, and the trip itinerary is generated and provided. The out-of-channel rail ticket is purchased, and the ticket is issued by the transportation provider. After the first stop of the trip is completed by rail, the second stop of the trip by air begins. After the trip is completed, a travel voucher is prepared, including taxi or transportation networking company expenses used to travel to and from residence. The voucher information is checked for compliance with no issues identified. The voucher is submitted, routed, reviewed, and approved by appropriate officials. A payment request is submitted, identifying amounts to be paid to the Government travel card company and the traveler. Disbursement of the payment is made, and the voucher is marked paid.

Assumptions and Dependencies

General FIBF

- 1.1 There is no presumption as to which events are executed by which business actor.
- 1.2 There is no presumption as to which events are automated, semi-automated, or manual.
- 1.3 There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities and between provider solutions/systems.
- 1.4 All predecessor events required to trigger the Initiating Event have been completed.

Business Use Case Specific

- 2.1 Travel budget has been established.
- 2.2 A travel personnel profile has been set up for the traveler.
- 2.3 A Government travel card has been issued to the traveler.
- 2.4 The rail ticket is purchased using the Amtrak Government discount program.
- 2.5 A credit received on the Government travel card is recorded in a Travel Card Management process.
- 2.6 The travel documents associated with the trip are not selected for audit.

Federal Records Management

- 3.1 In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during TRT events (Business Use Case Inputs or Outputs) that are considered TRT Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR).

- 3.2 For each type of TRT Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal record retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- 3.3 During the retention period of a TRT Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).
- 3.4 Once a TRT Federal record has met its record retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

Initiating Events

A Government employee is requested to travel to multiple domestic locations for mission support purposes.

USE CASE 100.TRT.L2.XX.TDY MULTIPLE LOCATIONS, SEGMENTS WITH MULTIPLE MODES

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	a. Identify trip dates, official station/residence location, Temporary Duty (TDY) location, and trip purpose b. Document demographic information and preferences from traveler profile c. Search for information on available air and rail transportation, and lodging options (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> Traveler profile information Trip date, locations, and trip purpose information Transportation and lodging search information Government-wide and approved agency-specific travel policies Government-wide travel programs 	<ul style="list-style-type: none"> Available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging options and pricing Per diem rates for lodging
2	a. Receive available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging options and pricing b. Select common carrier and lodging reservations from available options c. Evaluate travel reservation information for completeness, errors, and compliance with passenger name record (PNR) documentary		<ul style="list-style-type: none"> Available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging options and pricing Per diem rates for lodging 	<ul style="list-style-type: none"> Validated reservation/ PNR information with ticketing date Traveler reservation information

	<p>guidelines and policy; and record results with no issues identified</p> <p>d. Establish and provide validated reservation and PNR information with ticketing date</p> <p>e. Provide traveler reservation information</p> <p>(TRT.010.020 Travel Reservation Assistance and Processing)</p>		<ul style="list-style-type: none"> • Government-wide and approved agency-specific travel policy and associated compliance checks • PNR documentary guidelines 	
3	<p>a. Receive and document validated reservation/PNR information for travel authorization</p> <p>b. Document trip purpose, official station/residence location, TDY location, and expected departure and return dates</p> <p>c. Document demographic, funding agency/organization, contact, and payment information from traveler profile</p> <p>d. Determine and document estimated meals and incidental expenses (M&IE) per diem</p> <p>e. Document estimated lodging expenses</p> <p>f. Document estimated common carrier fare</p> <p>g. Determine and document miscellaneous and other expenses, including transportation network company (TNC) or fares to and from the rail station</p> <p>h. Determine and document appropriate lines of accounting (LOA) code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code</p> <p>i. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>j. Document, submit, and route travel authorization for review by appropriate officials</p> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> • Traveler reservation information • Validated reservation/ PNR information • Traveler profile information • Per diem rates • Historical/default miscellaneous and other expense information • Available LOA code(s) • Government-wide and approved agency-specific travel policy and associated compliance checks • List of approvers 	<ul style="list-style-type: none"> • Submitted travel authorization with supporting documentation^(FR)
4	<p>a. Receive submitted travel authorization</p> <p>b. Evaluate travel authorization information to verify travel is necessary/mission essential, compliant with applicable regulations and policies, including documentation requirements, and references</p>		<ul style="list-style-type: none"> • Submitted travel authorization with supporting documentation^(FR) 	<ul style="list-style-type: none"> • Request for funds availability check for obligation

	appropriate budget resources; and record results with no issues identified c. Request funds availability check for obligation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> Government-wide and approved agency-specific travel policy and associated compliance checks 	
5		a. Receive and process request for funds availability check for obligation b. Provide response to funds availability check for obligation (FFM.010.020 Funds Allocation and Control)	<ul style="list-style-type: none"> Request for funds availability check for obligation 	<ul style="list-style-type: none"> Funds availability response for obligation
6	a. Receive funds availability response for obligation b. Approve and sign travel authorization with supporting documentation c. Notify travel arranger of travel authorization approval d. Request funds obligation for travel authorization (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> Submitted travel authorization with supporting documentation^(FR) Funds availability response for obligation Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> Approved travel authorization with supporting documentation^(FR) Travel arranger notification of approval Funds obligation request for travel authorization
7		a. Receive funds obligation request for travel authorization b. Obligate funds for travel authorization (FFM.030.020 Obligation Management)	<ul style="list-style-type: none"> Funds obligation request for travel authorization 	<ul style="list-style-type: none"> Appropriate general ledger entries created with reference to source information
8	a. Receive travel authorization approval and notification to issue traveler ticket b. Evaluate ticket information for completeness, errors, and compliance with ticketing documentary		<ul style="list-style-type: none"> Approved travel authorization with supporting documentation^(FR) 	<ul style="list-style-type: none"> Issued air transportation traveler ticket Trip itinerary

	<p>guidelines and policy; and record results with no issues identified</p> <p>c. Issue air transportation traveler ticket</p> <p>d. Generate and provide trip itinerary (TRT.010.040 Travel Ticketing)</p>		<ul style="list-style-type: none"> Validated reservation/PNR information with ticketing date Ticketing documentary guidelines 	
9	<p>a. Purchase out-of-channel rail transportation provider ticket</p> <p>b. Receive issued out-of-channel rail transportation provider ticket (TRT.010.040 Travel Ticketing)</p>		<ul style="list-style-type: none"> Traveler reservation information 	<ul style="list-style-type: none"> Issued out-of-channel rail transportation provider ticket
10	<p>a. Retrieve travel authorization information to include in travel voucher</p> <p>b. Verify and update incurred transportation provider fare and other expenses (e.g., TNC fares to and from the rail station)</p> <p>c. Verify and update incurred M&IE per diem, lodging expenses, and other expenses</p> <p>d. Determine and document payment method(s) for expense(s)</p> <p>e. Document receipts for expenses</p> <p>f. Verify and update appropriate LOA code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code</p> <p>g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>h. Document traveler signature, submit voucher, and route voucher and supporting documentation for review by appropriate parties (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<ul style="list-style-type: none"> Per diem rates Issued ticket information Expense receipts Government-wide and approved agency-specific travel policy and associated compliance checks Available LOA code(s) Travel personnel profile information List of approvers 	<ul style="list-style-type: none"> Submitted voucher with supporting documentation^(FR)
11	<p>a. Receive submitted voucher and supporting documentation</p>		<ul style="list-style-type: none"> Submitted voucher and supporting documentation^(FR) 	<ul style="list-style-type: none"> Request for funds availability check for voucher payment

	<p>b. Evaluate voucher information to verify travel is necessary/mission essential, compliant with applicable regulations and policies, including documentation requirements, and references appropriate budget resource, and record results with no issues identified</p> <p>c. Request funds availability check for voucher payment</p> <p>(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<ul style="list-style-type: none"> ● Government-wide and approved agency-specific travel policy and associated compliance checks 	
12		<p>a. Receive and process request for funds availability check for voucher payment</p> <p>b. Provide response to funds availability check for voucher payment</p> <p>(FFM.010.020 Funds Allocation and Control)</p>	<ul style="list-style-type: none"> ● Request for funds availability check for voucher payment 	<ul style="list-style-type: none"> ● Funds availability response for voucher payment
13	<p>a. Receive funds availability response for voucher payment</p> <p>b. Approve and sign voucher with supporting documentation</p> <p>c. Notify traveler of voucher approval</p> <p>d. Determine voucher payment split between Government travel card company and traveler</p> <p>e. Request disbursement of voucher payments to Government travel card company and traveler</p> <p>(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<ul style="list-style-type: none"> ● Submitted voucher with supporting documentation^(FR) ● Funds availability response for voucher payment ● Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> ● Approved voucher with supporting documentation^(FR) ● Request for disbursement of voucher payments to Government travel card company and to the traveler

14		a. Receive and process disbursement request for voucher payments to Government travel card company and to the traveler (FFM.030.050 Payment Processing – Travel TDY and Local Payments)	<ul style="list-style-type: none"> Request for disbursement of voucher payments to Government travel card company and to traveler 	<ul style="list-style-type: none"> Appropriate general ledger entries created with reference to source information Payment disbursements to Government travel card company and the traveler
15	a. Match voucher payment disbursements to voucher and document voucher as paid (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<ul style="list-style-type: none"> Approved voucher with supporting documentation^(FR) 	<ul style="list-style-type: none"> Paid voucher^(FR)