Travel and Expense Management FIBF

Use Case 100.TRT.L1.07 Trip Combined with Personal Travel

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
2024.1.0	6/25/2024	Updated business standards for annual review	GSA

Use Case 100.TRT.L1.07 Trip Combined with Personal Travel

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

Business Scenario(s) Covered

- L1.6 Leave in Conjunction with Official Travel
- L1.19 Traveler with Travel Card

Business Actor(s):

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

Synopsis

An official trip is scheduled, including an extra two days of personal leave in conjunction with official travel. Travel dates and the location are identified, and itinerary options are researched. A city-pair fare is selected with departure and return from the same airport. Reservations are made using a Government contractor-issued centrally billed charge card (CBA), and reservation 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. The travel authorization information is checked for compliance with no issues identified. The travel authorization is submitted, routed, reviewed, and approved by appropriate parties. The ticket is issued on the ticketing date, and the trip itinerary is generated and provided. After the trip is completed, a travel voucher is prepared for expenses associated with the official travel portion of the trip. Per diem expenses for personal leave days and personal expenses paid by the traveler are excluded from the voucher. 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 travel charge card company and the traveler.

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 contractor-issued individually billed charge card (IBA) has been issued to the traveler.
2.4 The travel documents associated with the trip are not selected for audit.
2.5 Although a Tax Advantage Card can be used for either CBA or IBA charges, when the traveler submits the TDY Travel Voucher, separate line items will be used and indicate whether each expense is a CBA or IBA expense.

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 Event	A Government employee is requested to travel for mission support purposes.

USE CASE 100.TRT.L1.07 TRIP COMBINED WITH PERSONAL TRAVEL

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 common carrier and lodging options (TRT.010.020 Travel Reservation Assistance and Processing)		• Traveler profile information • Trip date, location, and trip purpose information • Transportation and lodging information • Government-wide and approved agency-specific travel policies • Government-wide travel programs	• Available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging and rental car 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		• Available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging options and pricing • Per diem rates for lodging	• Validated reservation/PNR information with ticketing date • Traveler reservation information

	guidelines and policy; and record results with no issues identified d. Establish and provide validated reservation and PNR information with ticketing date e. Provide traveler reservation information (TRT.010.020 Travel Reservation Assistance and Processing)		● Government-wide and approved agency-specific travel policy and associated compliance checks ● PNR documentary guidelines	
3	a. Receive and document validated reservation/PNR information for travel authorization b. Document trip purpose, official station/residence location, TDY location, and expected departure and return dates c. Document demographic, agency, contact, and payment information from traveler profile d. Determine and document estimated meals and incidental expenses (M&IE) per diem e. Document estimated lodging rate f. Document estimated common carrier fare and rental car expense g. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport h. Determine and document planned lines of accounting (LOA) code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code i. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified j. Document, submit, and route travel authorization for review by appropriate officials (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		● Validated reservation/ PNR information ● Personal travel trip dates ● 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	● Submitted travel authorization[FR]
4	a. Receive submitted travel authorization b. Evaluate travel authorization information to verify travel is necessary/mission essential, compliant with applicable regulations and policies, including		● Submitted travel authorization[FR] ● Government-wide and approved agency-specific	● Request for funds availability check for obligation

	documentation requirements, and references 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)		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 Fund Allocation and Control)	● Request for funds availability check for obligation	● Funds availability response for obligation
6	a. Receive funds availability response for obligation b. Approve and sign travel authorization c. Notify traveler of travel authorization approval d. Request funds obligation for travel authorization (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		● Submitted travel authorization[(FR)] ● Funds availability response for obligation	● Approved travel authorization[(FR)] ● Traveler 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)	● Funds obligation request for travel authorization	● 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 guidelines and policy; and record results with no issues identified c. Issue traveler ticket d. Generate and provide trip itinerary		● Approved travel authorization[(FR)] ● Validated updated reservation/PNR information with updated ticketing date, if applicable ● Ticketing documentary guidelines	● Issued traveler ticket ● Trip itinerary

	(TRT.010.040 Travel Ticketing)			
9	a. Retrieve travel authorization information to include in travel voucher b. Verify and update M&IE per diem, adjusting for personal portion of trip c. Verify and update lodging expenses, adjusting for personal portion of trip d. Verify and update common carrier fare and other expenses, including taxi fares to and from the airport e. Determine and document payment method(s) for expense(s) f. Document receipts for expenses g. Verify and update appropriate LOA code(s) from travel personnel profile and/or other available codes, document allocation, and determine dollar amounts for each code h. Evaluate voucher with supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified i. Document traveler signature, and submit and route voucher with supporting documentation for review by appropriate officials (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		● Approved travel authorization[FR] ● Per diem rates ● Issued ticket information ● Receipts for expenses ● Available LOA code(s) ● Government-wide and approved agency-specific travel policy and associated compliance checks ● Traveler profile information ● List of approvers	● Submitted voucher with supporting documentation[FR]
10	a. Receive submitted voucher with supporting documentation b. Evaluate voucher information to verify travel expenses are necessary, compliant with applicable regulations and policies, including documentation requirements, and references appropriate budget resources; and record results with no issues identified c. Request funds availability check for voucher payment		● Submitted voucher with supporting documentation[FR] ● Government-wide and approved agency-specific travel policy and associated compliance checks	● Request for funds availability check for voucher payment

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	(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)			
11		a. Receive and process request for funds availability check for voucher payment b. Provide response to funds availability check for voucher payment (FFM.010.020 Fund Allocation and Control)	● Request for funds availability check for voucher payment	● Funds availability response for voucher payment
12	a. Receive funds availability response for voucher payment b. Approve and sign voucher with supporting documentation c. Notify traveler of voucher approval d. Determine voucher payment split between travel charge card company and traveler e. Request voucher payment to travel charge card company and traveler (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		● Submitted voucher with supporting documentation[FR] ● Funds availability response for voucher payment	● Approved voucher with supporting documentation[FR] ● Traveler notification of approval ● Request for voucher payment to travel charge card company and to traveler
13		a. Receive and process voucher payments to travel charge card company and to the traveler (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)	● Request voucher payment to travel charge card company and to traveler	● Appropriate general ledger entries created with reference to source information ● Payment to travel charge card company and traveler
14	a. Match voucher payment to voucher RT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		● Approved voucher with supporting documentation[FR]	