

Travel and Expense Management FIBF

Use Case 100.TRT.L1.08 Travel Reporting

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.L1.08 Travel Reporting
End-to-End Business Process: 100. Book to Reimburse
Business Scenario(s) Covered
<ul style="list-style-type: none"> • L1.20 GSA Regulatory Reporting Deadline • L1.21 Agency Travel Monitoring • L1.22 Travel Inquiry from Oversight Entity
Business Actor(s):
Agency Travel Management Office, Agency Management, Oversight Entity, General Services Administration (GSA)
Synopsis
As part of weekly agency travel monitoring, an outstanding travel voucher report is generated for trips completed where a voucher was not submitted within the required timeframe. Notifications are sent for outstanding vouchers awaiting submission. As part of annual reporting, guidance concerning the Travel Reporting Information Profile [TRIP] Report is received. Travel payment information is collected for the report, and the agency TRIP report information is developed and submitted. In response to a travel oversight inquiry concerning city-pair fare usage, a trend analysis is conducted, and a report is developed, reviewed, and submitted.
Assumptions and Dependencies
<p><u>General FIBF</u></p> <p>1.1 There is no presumption as to which events are executed by which business actor.</p> <p>1.2 There is no presumption as to which events are automated, semi-automated, or manual.</p> <p>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.</p> <p>1.4 All predecessor events required to trigger the Initiating Event have been completed.</p> <p><u>Business Use Case Specific</u></p> <p>2.1 Agency designee for TRIP report has been identified.</p> <p><u>Federal Records Management</u></p> <p>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).</p> <p>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).</p> <p>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).</p>

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

Travel reports are due.

USE CASE 100.TRT.L1.08 TRAVEL REPORTING

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	a. Generate and document weekly outstanding travel voucher report (TRT.010.090 Temporary Duty [TDY] and Local Travel Management Reporting and Analysis) b. Provide notifications of outstanding vouchers for completed trips (TRT.010.070 Temporary Duty [TDY] and Local Travel Monitoring and Reconciliation)		<ul style="list-style-type: none"> Outstanding voucher report content 	<ul style="list-style-type: none"> Weekly outstanding travel voucher report Notifications of outstanding vouchers for completed trips
2	a. Receive guidance on annual Travel Reporting Information Profile (TRIP) Report on agency TDY travel payments b. Update TRIP report content based on guidance, if applicable c. Generate and document agency information for TRIP report d. Evaluate agency TRIP report information for errors and deficiencies, and record results with no issues identified e. Route, review, and approve agency TRIP report information f. Submit agency TRIP report (TRT.010.080 Temporary Duty [TDY] and Local Travel Regulatory Reporting)		<ul style="list-style-type: none"> TRIP Report guidance Current TRIP report content Travel payment information 	<ul style="list-style-type: none"> Updated TRIP report content, if applicable Submitted agency TRIP report

3	<ul style="list-style-type: none"> a. Receive request for information on city-pair fare usage b. Identify content for ad hoc city-pair usage report c. Generate and document city-pair usage information d. Evaluate city-pair fare usage information for errors and deficiencies and record results with no issues identified e. Perform and document trend analysis of city-pair fare usage f. Prepare final city-pair fare usage report with trend analysis g. Route, review, and approve city-pair usage report h. Submit city-pair usage report <p>(TRT.010.090 Temporary Duty [TDY] and Local Travel Management Reporting and Analysis)</p>		<ul style="list-style-type: none"> ● Information request on city-pair fare use ● Ad hoc city-pair usage report content ● City-pair fare usage information 	<ul style="list-style-type: none"> ● Submitted city-pair usage report
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