

# Travel and Expense Management FIBF

Use Case 100.TRT.L3.02 Group Employee Travel Attending a Conference

## Version History

Version	Date	Change Description	Author of Change
2022.1.0	10/3/2022	Developed business standards to submit to BSC	GSA
2024.1.0	6/25/2024	Updated business standards for annual review	GSA
2024.1.1	9/27/2024	Updated business standards for OMB concurrence	GSA
2024.1.2	10/9/2024	Updated to reflect changes to TRT-FFM Business Information Exchange (BIE) assumptions	GSA

<b>Use Case 100.TRT.L3.02 Group Employee Travel Attending a Conference</b>
<b>End-to-End Business Process:</b> 100. Book to Reimburse
<b>Business Scenario(s) Covered</b>
<ul style="list-style-type: none"> <li>L1.5 Conference Travel</li> </ul>
<b>Business Actor(s):</b>
Traveler, Approver(s), Travel Management Center (TMC), Finance Office
<b>Synopsis</b>
<p>Travel dates and the conference location are identified, and itinerary options are researched for the trip. Except for the en route travel days, breakfast and lunch are confirmed to be provided by the conference host. A group trip-by-trip travel authorization is prepared, reviewed, and approved with no compliance issues identified. Conference participants are selected, and government traveler profiles are established for three employees traveling to the conference. The intended travelers are provided the group travel authorization information, including the group travel authorization identifier. Reservations are made for the three travelers using a Government contractor-issued centrally billed charge card (CBA) for airfare. A primary traveler is designated for rental car reimbursement. Reservation information is checked for compliance with no issues identified, the reservation and each traveler's passenger name record (PNR) information are provided with the ticketing date. Individual trip-by-trip travel authorizations are prepared, noting the airfare expense charged to the CBA for each traveler. Each traveler's lodging, meals, and miscellaneous expenses are billed on their Government contractor-issued individually billed charge card (IBA). Per diem expenses, based on established rates, are estimated for the trip. The individual trip-by-trip travel authorization information is checked for compliance with no issues identified. The individual trip-by-trip travel authorizations are submitted, routed, reviewed, and approved by appropriate officials. The tickets are issued on the ticketing date established by the PNR, and the trip itineraries are generated and provided. After the trip is completed, each traveler prepares a travel voucher to include per diem calculation with conference meal deductions. Expenses such as POV mileage meals, and other miscellaneous expenses charged to each traveler's Government contractor-issued individually billed charge card (IBA) are noted. The travel vouchers' information is checked for compliance. The travel vouchers are submitted, routed, reviewed, and approved by appropriate officials. Payment requests are submitted, identifying amounts to be paid to each traveler and travel charge card issuer company.</p>
<b>Assumptions and Dependencies</b>
<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 Travel budget has been established.</p> <p>2.2 The traveler has an exception to using a Government contractor-issued individually billed charge card (IBA) in the travel personnel profile.</p> <p>2.3 Agency allows use of a traveler's personal credit card for travel expenses.</p> <p>2.4 The reconciliation of the travel charge card account statement and travel vouchers is conducted at a later time.</p> <p>2.5 The travel charge card account statement cost is paid in the travel and fleet card reconciliation process.</p> <p>2.6 The travel documents associated with the trip are not selected for audit.</p> <p>2.7 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.</p>

#### Federal Records Management

- 3.1. 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). TRT Federal records are managed as temporary Federal records unless agency personnel designate a specific TRT federal record as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.
- 3.2. TRT Federal records are retained for a period of 7 years from the TRT event date if the retention period for a specific type of TRT Federal record has not been established in the National Archives General Records Schedules (GRS) (ERM.010.030). If special circumstances occur such as an order, law, or business justification, the temporary Federal record's retention period is changed (ERM.030.040) or the permanent Federal record's retention period is extended (ERM.040.040).
- 3.3. During the retention period of an 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 records hold is placed, the Federal record is locked down until the records 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 converted to an acceptable format and/or migrated to another repository to serve out its retention period (ERM.020.050).
- 3.4. Once an TRT Federal record has met its records retention period, it is approved for disposal and disposed (ERM.030.010, ERM.030.020, ERM.030.030) or prepared for transfer, transferred to NARA, and removed from the TRT solution (ERM.040.010, ERM.040.020, ERM.040.030).

#### **Initiating Events**

A conference to be attended by agency personnel has been identified.

**USE CASE 100.TRT.L3.02 GROUP EMPLOYEE TRAVEL ATTENDING A CONFERENCE**
**Typical Flow of Events**

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	a. Identify conference trip dates, Temporary Duty (TDY) location, number of travelers, and trip purpose b. Search for information on available common carrier, lodging, and rental car options (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> <li>• Trip dates, location, and trip purpose information</li> <li>• Common carrier, lodging, and rental car search information</li> <li>• Government-wide and approved agency-specific travel policies</li> <li>• Government-wide travel programs</li> </ul>	<ul style="list-style-type: none"> <li>• Available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging and rental car options and pricing</li> <li>• Per diem rates for lodging</li> </ul>
2	a. Document trip purpose, TDY location, and expected departure from and return dates for the conference b. Determine and document estimated meals and incidental expenses (M&IE) per diem c. Document estimated lodging expenses d. Document estimated common carrier fare and rental car expense e. Determine and document planned LOA code(s), document allocation, and determine dollar amounts for each code f. Evaluate group trip-by-trip travel authorization information for completeness, errors, and compliance with policy, and record results with no issues identified g. Submit and route group trip-by-trip travel authorizations for review by appropriate officials (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> <li>• Trip dates, location, and trip purpose information</li> <li>• Available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging and rental car options and pricing</li> <li>• Per diem rates for lodging</li> <li>• Government-wide and approved agency-specific travel policies</li> <li>• Government-wide travel programs</li> </ul>	<ul style="list-style-type: none"> <li>• Submitted group trip-by-trip travel authorization</li> </ul>

3	<ul style="list-style-type: none"> <li>a. Receive submitted group trip-by-trip travel authorization</li> <li>b. Evaluate group trip-by-trip travel authorization information to verify travel is necessary/mission essential, compliant with applicable regulations and policies, including documentation requirements, and references appropriate budget resources; and record results with no issues identified</li> <li>c. Request funds availability check for commitment of funds</li> </ul> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> <li>• Submitted group trip-by-trip travel authorization</li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>• Request for funds availability check for commitment of funds</li> </ul>
4		<ul style="list-style-type: none"> <li>a. Receive and process request for funds availability check for commitment of funds</li> <li>b. Provide response to funds availability check for commitment of funds</li> </ul> <p>(FFM.010.020 Fund Allocation and Control)</p>	<ul style="list-style-type: none"> <li>• Request for funds availability check for commitment of funds</li> </ul>	<ul style="list-style-type: none"> <li>• Funds availability response for commitment of funds</li> </ul>
5	<ul style="list-style-type: none"> <li>a. Receive funds availability response for commitment of funds</li> <li>b. Approve and sign group trip-by-trip travel authorization</li> <li>c. Request funds commitment for group trip-by-trip travel authorization</li> </ul> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> <li>• Submitted group trip-by-trip travel authorization</li> <li>• Funds availability response for commitment of funds</li> </ul>	<ul style="list-style-type: none"> <li>• Approved group trip-by-trip travel authorization<sup>(FR)</sup></li> <li>• Funds commitment request for group trip-by-trip travel authorization</li> </ul>

6		<ul style="list-style-type: none"> <li>a. Receive funds commitment request for group trip-by-trip travel authorization</li> <li>b. Commit funds for group trip-by-trip travel authorization</li> </ul> (FFM.030.020 Obligation Management)	<ul style="list-style-type: none"> <li>• Funds commitment request for group trip-by-trip travel authorization</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate general ledger entries created with reference to source information</li> </ul>
7	<ul style="list-style-type: none"> <li>a. Select and notify travelers participating in the conference</li> <li>b. Identify demographic, agency, and contact information for traveler profiles</li> <li>c. Identify designated approver(s)</li> <li>d. Document travel preferences and frequent traveler information</li> <li>e. Establish Government traveler profiles</li> </ul> (TRT.010.010 Travel Personnel Profile Set-up and Maintenance)		<ul style="list-style-type: none"> <li>• Traveler Human Resources (HR) and other information</li> <li>• List of approvers</li> <li>• Travel preferences and frequent traveler information</li> <li>• Payment and billing information</li> </ul>	<ul style="list-style-type: none"> <li>• Traveler notification of conference participation</li> <li>• Travel personnel profiles</li> </ul>
8	<ul style="list-style-type: none"> <li>a. Receive group trip-by-trip travel authorization information</li> <li>b. Receive available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging and rental car options and pricing</li> <li>c. Select common carrier, lodging and rental car reservations from available options</li> <li>d. Evaluate travel reservation information for completeness, errors, and compliance with passenger name record (PNR) documentary guidelines and policy; and record results with no issues identified</li> <li>e. Establish and provide validated reservation and PNR information with ticketing date</li> <li>f. Provide traveler reservation information</li> </ul> (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> <li>• Approved group trip-by-trip travel authorization</li> <li>• Available Government-negotiated and non-Government-negotiated transportation provider schedule and fare, and lodging and rental car options and pricing</li> <li>• Per diem rates for lodging</li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> <li>• PNR documentary guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Validated reservation/ PNR information with ticketing date</li> <li>• Traveler reservation information</li> </ul>

9	<ul style="list-style-type: none"> <li>a. Receive and document validated reservation/PNR information</li> <li>b. Document group travel authorization identifier, trip purpose, official station/residence location, TDY location, and expected departure from and return dates</li> <li>c. Document demographic, agency, contact, and payment information from traveler profiles</li> <li>d. Determine and document estimated meals and incidental expenses (M&amp;IE) per diem</li> <li>e. Document estimated lodging expenses</li> <li>f. Document estimated common carrier fare and rental car expense</li> <li>g. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport</li> <li>h. Determine and document planned LOA code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code</li> <li>i. Evaluate individual trip-by-trip travel authorization information for completeness, errors, and compliance with policy, and record results with no issues identified</li> <li>j. Document, submit, and route individual trip-by-trip travel authorizations for review by appropriate officials</li> </ul> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> <li>● Validated reservation/PNR information</li> <li>● Approved group trip-by-trip travel authorization</li> <li>● Traveler profile information</li> <li>● Per diem rates</li> <li>● Historical/default miscellaneous and other expense information</li> <li>● CBA travel card information</li> <li>● Available LOA code(s)</li> <li>● Government-wide and approved agency-specific travel policy and associated compliance checks</li> <li>● List of approvers</li> </ul>	<ul style="list-style-type: none"> <li>● Submitted individual trip-by-trip travel authorizations</li> </ul>
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10	<ul style="list-style-type: none"> <li>a. Receive submitted individual trip-by-trip travel authorizations</li> <li>b. Evaluate individual trip-by-trip travel authorization information to verify travel is necessary/mission essential, compliant with applicable regulations and policies, including documentation requirements, and references appropriate budget resources; and record results with no issues identified</li> <li>c. Request funds availability check for obligation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</li> </ul>		<ul style="list-style-type: none"> <li>• Submitted individual trip-by-trip travel authorizations</li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>• Request for funds availability check for obligation</li> </ul>
11		<ul style="list-style-type: none"> <li>a. Receive and process request for funds availability check for obligation</li> <li>b. Provide response to funds availability check for obligation (FFM.010.020 Fund Allocation and Control)</li> </ul>	<ul style="list-style-type: none"> <li>• Request for funds availability check for obligation</li> </ul>	<ul style="list-style-type: none"> <li>• Funds availability response for obligation</li> </ul>
12	<ul style="list-style-type: none"> <li>a. Receive funds availability response for obligation</li> <li>Approve and sign individual trip-by-trip travel authorization</li> <li>b. Notify traveler of individual trip-by-trip travel authorization approval</li> <li>a. Request funds obligation for individual trip-by-trip travel authorization</li> </ul> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> <li>• Submitted individual trip-by-trip travel authorization</li> <li>• Funds availability response for obligation</li> </ul>	<ul style="list-style-type: none"> <li>• Approved individual trip-by-trip travel authorizations<sup>(FR)</sup></li> <li>• Traveler notification of approval</li> <li>• Funds obligation request for individual trip-by-trip travel authorization</li> </ul>



13		a. Receive funds obligation request for individual trip-by-trip travel authorization b. Obligate funds for individual trip-by-trip travel authorization (FFM.030.020 Obligation Management)	<ul style="list-style-type: none"> <li>Funds obligation request for individual trip-by-trip travel authorization</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate general ledger entries created with reference to source information</li> </ul>
14	a. Receive individual trip-by-trip travel authorization approval and notification to issue traveler ticket b. Evaluate ticket information for completeness, errors, and compliance with ticketing documentary guidelines and policy with no issues identified c. Issue traveler ticket d. Generate and provide trip itinerary (TRT.010.040 Travel Ticketing)		<ul style="list-style-type: none"> <li>Approved individual trip-by-trip travel authorizations</li> <li>Validated reservation/PNR information with ticketing date</li> <li>Ticketing documentary guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Issued traveler tickets</li> <li>Trip itinerary</li> </ul>

15	<ul style="list-style-type: none"> <li>a. Retrieve individual trip-by-trip travel authorization information and group travel authorization identification number to include in travel voucher</li> <li>b. Verify and update M&amp;IE per diem, lodging expenses, common carrier fare, rental car, and other expenses</li> <li>c. Determine and document payment method(s) for expense(s)</li> <li>d. Receive and document expense receipts from travelers</li> <li>e. Verify and update appropriate LOA code(s) from traveler profiles and/or other available codes, document allocation, and determine dollar amounts for each code</li> <li>f. Provide notification of the total expenses to be reimbursed for the trip, and receive acknowledgement</li> <li>g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</li> <li>h. 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)</li> </ul>		<ul style="list-style-type: none"> <li>• Approved individual trip-by-trip travel authorization</li> <li>• Per diem rates</li> <li>• Issued ticket information</li> <li>• Receipts for expenses</li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> <li>• Available LOA code(s)</li> <li>• Traveler profile information</li> <li>• List of approvers</li> </ul>	<ul style="list-style-type: none"> <li>• Provide notification of the total expenses to be reimbursed for the trip</li> <li>• Submitted voucher with supporting documentation</li> </ul>
16	<ul style="list-style-type: none"> <li>a. Receive submitted voucher with supporting documentation</li> <li>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</li> <li>c. Request funds availability check for voucher payment (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</li> </ul>		<ul style="list-style-type: none"> <li>• Submitted voucher with supporting documentation</li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>• Request for funds availability check for voucher payment</li> </ul>

17		<ul style="list-style-type: none"> <li>a. Receive and process request for funds availability check for voucher payment</li> <li>b. Provide response to funds availability check for voucher payment</li> </ul> (FFM.010.020 Fund Allocation and Control)	<ul style="list-style-type: none"> <li>● Request for funds availability check for voucher payment</li> </ul>	<ul style="list-style-type: none"> <li>● Funds availability response for voucher payment</li> </ul>
18	<ul style="list-style-type: none"> <li>a. Receive funds availability response for voucher payment</li> <li>b. Approve and sign voucher with supporting documentation</li> <li>c. Notify traveler of voucher approval</li> <li>d. Determine voucher payment split between travel charge card company and traveler</li> <li>e. Request voucher payment to travel charge card issuer company and traveler</li> </ul> (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<ul style="list-style-type: none"> <li>● Submitted voucher with supporting documentation</li> <li>● Funds availability response for voucher payment</li> </ul>	<ul style="list-style-type: none"> <li>● Approved voucher with supporting documentation<sup>(FR)</sup></li> <li>● Traveler notification of approval</li> <li>● Request voucher payment to travel charge card issuer company</li> <li>● Request voucher payment to traveler</li> </ul>
19		Receive and process voucher payments to travel charge card issuer company and to the traveler (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)	<ul style="list-style-type: none"> <li>● Request voucher payment to travel charge card issuer company</li> <li>● Request voucher payment to traveler</li> </ul>	<ul style="list-style-type: none"> <li>● Appropriate general ledger entries created with reference to source information</li> <li>● Payment to travel charge card issuer company</li> <li>● Payment to traveler</li> </ul>