

Travel and Expense Management FIBF

Use Case 100.TRT.L1.04 Investigator Local Interviews

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.L1.04 Investigator Conducting Local Interviews
End-to-End Business Process: 100. Book to Reimburse
Business Scenario(s) Covered
<ul style="list-style-type: none"> • L1.3 Local Transportation • L1.16 Disallowed Expense
Business Actor(s):
Traveler, Approver(s), Finance Office
Synopsis
A voucher is prepared for local trips, including Privately Owned Vehicle (POV) mileage and other expenses. The voucher is prepared, and the information is checked for compliance. The voucher is submitted, routed, and reviewed. A disallowed expense is identified, and a notification is sent of the unapproved voucher. The voucher is updated to eliminate the disallowed expense. The voucher is re-submitted, routed, reviewed, and approved by appropriate parties. A payment request is submitted for the amount to be paid to the traveler.
Assumptions and Dependencies
<u>General FIBF</u> <ol style="list-style-type: none"> 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. <u>Business Use Case Specific</u> <ol style="list-style-type: none"> 2.1 Travel budget has been established. 2.2 A travel personnel profile has been set up for the traveler. 2.3 A travel authorization is not required because the travel location is within 50 miles of the duty station. 2.4 Traveler's personal funds are used for local travel expenses. 2.5 The travel documents associated with the trip are not selected for audit. 2.6 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. <u>Federal Records Management</u> <ol style="list-style-type: none"> 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

Multiple local trips for background investigations have been completed.

USE CASE 100.TRT.L1.04 INVESTIGATOR CONDUCTING LOCAL INTERVIEWS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	<ul style="list-style-type: none"> a. Document demographic, agency, and payment information from travel personnel profile b. Document trip purpose, official station/residence location, local travel location, and trip date for each local trip c. Determine and document Privately Owned Vehicle (POV) expense information for each local trip d. Document other expenses for each local trip e. Document receipts for expenses for each local trip f. Determine and document appropriate LOA code(s) from travel personnel profile and/or other available codes, document allocation, and determine dollar amounts for each code, for each local trip g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified h. Document traveler payee signature, and submit and route voucher with supporting documentation for review by appropriate parties 		<ul style="list-style-type: none"> • Travel personnel profile information • Mileage rate • Mileage • Receipts for expenses • 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 voucher with supporting documentation^(FR)

	(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)			
2	<p>a. Receive submitted voucher with supporting documentation</p> <p>b. Evaluate voucher information to verify travel expenses are necessary, compliant with applicable regulations and policies, including documentation requirements, and references appropriate budget resource; and record results with no issues identified</p> <p>c. Identify disallowed expense</p> <p>d. Notify traveler of disallowed travel expense information and return unapproved voucher</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) Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> Traveler notification of disallowed travel expense Unapproved voucher with supporting documentation
3	<p>a. Receive unapproved voucher with supporting documentation</p> <p>b. Update voucher, removing disallowed travel expense</p> <p>c. Evaluate updated voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>d. Document traveler payee signature, and submit and route updated voucher with supporting documentation for review by appropriate parties</p> <p>(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<ul style="list-style-type: none"> Unapproved voucher with supporting documentation Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> Submitted updated voucher with supporting documentation^(FR)
4	<p>a. Receive submitted updated voucher with supporting documentation</p> <p>b. Evaluate updated voucher information to verify changes and record results with no issues identified</p> <p>c. Request funds availability check for voucher payment</p>		<ul style="list-style-type: none"> Submitted updated voucher with supporting documentation Government-wide and approved agency-specific travel policy and 	<ul style="list-style-type: none"> Request for funds availability check for voucher payment

	(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		associated compliance checks	
5		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)	<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
6	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 to traveler e. Request voucher payment to traveler (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<ul style="list-style-type: none"> Submitted updated voucher with supporting documentation Funds availability response for voucher payment 	<ul style="list-style-type: none"> Approved voucher with supporting documentation^(FR) Traveler notification of approval Request voucher payment to traveler
7		a. Receive and process voucher payment to traveler (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)	<ul style="list-style-type: none"> Request for voucher payment to traveler 	<ul style="list-style-type: none"> Appropriate general ledger entries created with reference to source information Payment to traveler
8	a. Match voucher payment to voucher (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<ul style="list-style-type: none"> Approved voucher with supporting documentation 	