

Travel and Expense Management FIBF

Use Case 100.TRT.L1.03 U.S. Government Funded Foreign 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

Use Case 100.TRT.L1.03 U.S. Government Funded Foreign Travel

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

Business Scenario(s) Covered

- L1.2 Foreign Travel
- L1.9 Travel Arrangements by Arranger
- L1.10 Invitational Traveler
- L1.12 Non-Standard Transportation Fare

Business Actor(s):

Invitational Traveler, Arranger, Approver(s), Agency/Organization Program Coordinator (AOPC), Travel Management Center (TMC), Finance Office

Synopsis

An invitational traveler, who will be speaking at a government conference in the U.S., is contacted to obtain travel preferences and other information, and information is received. The traveler profile is established. Travel dates are identified for the trip, and reservation options are searched. A business class fare is selected because the length of the flight time exceeds 14 hours. The trip information is confirmed with the traveler, and reservations are made by a travel arranger who is authorized to use the centrally billed account (CBA) travel card for airfare. The reservation information is checked for compliance with no issues identified. The reservation and passenger name record (PNR) information are provided with the ticketing date. A travel authorization is prepared, including an exception/justification information for the business class fare and the costs associated with the CBA travel card. 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 established by the PNR, and a trip itinerary is generated and provided. After the trip is completed, the invitational traveler's other incurred expense information is received, and a travel voucher is prepared. The traveler is notified of the total expenses to be reimbursed for the trip, and acknowledgement of the amount is received. The voucher information is checked for compliance with no issues identified. The voucher is submitted, routed, reviewed, and approved by appropriate parties. A payment request is submitted, identifying amounts to be paid to the invitational traveler and CBA travel card company. Disbursement of the payment is made, and the voucher is marked paid. The CBA travel card statement is received and reconciled with the appropriate voucher(s) without discrepancies, and the reconciliation information is provided to appropriate parties.

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 traveler arranger has been identified.
- 2.3 The required passport and visa, if applicable, have been obtained and applicable foreign travel security requirements have been met.
- 2.4 The CBA travel card account statement cost is paid in the Travel and Fleet Card Reconciliation Process.
- 2.5 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 Event

Request is received to arrange invitational travel.

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	a. Request and receive invitational traveler travel preferences, preferred travel dates and times, and other information b. Identify demographic, funding agency/organization, and contact information for traveler profile c. Document passport and visa information, if applicable d. Document travel preferences and frequent traveler information e. Document lines of accounting (LOA) codes f. Identify designated approvers g. Establish and document traveler profile for invitational traveler (TRT.010.010 Travel Personnel Profile Set-up and Maintenance)		<ul style="list-style-type: none"> • Invitational traveler contact information • Invitational traveler travel preferences, frequent traveler, and other information • Passport and visa information • Payment and billing information • Available LOA codes List of approvers 	<ul style="list-style-type: none"> • Request for invitational traveler travel preferences and other information • Invitational traveler travel personnel profile

2	<ul style="list-style-type: none"> a. Identify trip dates, residence location, Temporary Duty (TDY) location, and trip purpose b. Document demographic information and preferences from invitational traveler traveler profile c. Search for information on available common carrier with business class fare, lodging, and rental car options <p>(TRT.010.020 Travel Reservation Assistance and Processing)</p>		<ul style="list-style-type: none"> ● Invitational traveler traveler profile ● Trip date, location, and trip purpose information ● Common carrier with business class fare, lodging, and rental car search information ● Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> ● 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
3	<ul style="list-style-type: none"> a. Receive available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging and rental car options and pricing b. Select common carrier with lowest business class fare, lodging, and rental car reservations from available options c. Request and receive acknowledgement of reservation information from invitational traveler 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 e. Establish and provide validated reservation and PNR information with ticketing date f. Provide invitational traveler reservation information <p>(TRT.010.020 Travel Reservation Assistance and Processing)</p>		<ul style="list-style-type: none"> ● 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 ● Invitational traveler acknowledgement of reservation information ● Government-wide and approved agency-specific travel policy and associated compliance checks ● PNR documentary guidelines 	<ul style="list-style-type: none"> ● Request for invitational traveler acknowledgement of reservation information ● Validated reservation/ PNR information with ticketing date ● Invitational traveler reservation information

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL
Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
4	<ul style="list-style-type: none"> a. Receive and document validated reservation/PNR information for travel authorization b. Document trip purpose, residence location, temporary duty (TDY) location, and expected departure and return dates c. Document demographic, funding agency/organization, contact, and payment information from traveler profile d. Determine and document estimated meals and incidental expenses (M&IE) per diem e. Document estimated lodging expenses f. Document estimated business class fare and exception/justification information g. Document estimated rental car expenses h. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport i. Determine and document appropriate LOA code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code j. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified k. Document, sign, date, submit, and route travel authorization for review by appropriate officials (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing) 		<ul style="list-style-type: none"> • Invitational traveler acknowledgement of reservation information • Invitational traveler reservation information • Validated reservation/ PNR information with ticketing date • Per diem rates • Historical/default miscellaneous and other expense information • CBA travel card information • Invitational traveler payment method(s) • Available LOA code(s) • Government-wide and approved agency-specific travel policy and associated compliance checks • Invitational traveler travel personnel profile • List of approvers 	<ul style="list-style-type: none"> • Submitted travel authorization with supporting documentation^(FR)
5	<ul style="list-style-type: none"> a. Receive submitted travel authorization with supporting documentation b. Evaluate travel authorization information to verify travel is necessary/mission essential, compliant with applicable regulations and policies, including documentation requirements, and references 		<ul style="list-style-type: none"> • Submitted travel authorization with supporting documentation^(FR) • Government-wide and approved agency-specific travel policy and 	<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)		associated compliance checks	
6		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)	<ul style="list-style-type: none"> Request for funds availability check for obligation 	<ul style="list-style-type: none"> Funds availability response for obligation
7	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
8		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

9	<ul style="list-style-type: none"> 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. The airfare is paid using the CBA travel card company d. Issue traveler ticket e. Generate and provide trip itinerary (TRT.010.040 Travel Ticketing) 		<ul style="list-style-type: none"> • Approved travel authorization with supporting documentation^(FR) • Validated reservation/PNR information with ticketing date • Ticketing documentary guidelines 	<ul style="list-style-type: none"> • Issued traveler ticket • Trip itinerary
10		<ul style="list-style-type: none"> a. Receive and process disbursement request for payment to CBA travel card company (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments) 	<ul style="list-style-type: none"> • Request for disbursement of payment to CBA travel card company 	<ul style="list-style-type: none"> • Appropriate general ledger entries created with reference to source information • Payment disbursement to CBA travel card company
11	<ul style="list-style-type: none"> a. Retrieve travel authorization information to include in travel voucher b. Verify and update M&IE per diem, lodging expenses, common carrier fare, rental car, and other expenses c. Determine and document payment method(s) for expense(s) d. Receive and document expense receipts from invitational traveler e. Verify and update appropriate LOA code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code f. Provide notification of the total expenses to be reimbursed for the trip, and receive acknowledgement 		<ul style="list-style-type: none"> • Approved travel authorization with supporting documentation^(FR) • Per diem rates • Issued ticket information • Invitational Traveler expense receipts • Acknowledgement of total expenses to be reimbursed for the trip • Government-wide and approved agency-specific travel policy and associated compliance checks • Available LOA code(s) 	<ul style="list-style-type: none"> • Provide notification of the total expenses to be reimbursed for the trip • Submitted voucher with supporting documentation^(FR)

	<p>g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>h. Provide invitational traveler acknowledgement of voucher amount, submit voucher, and route voucher and supporting documentation for review by appropriate officials</p> <p>(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<ul style="list-style-type: none"> • Invitational traveler traveler profile information • List of approvers 	
12	<p>a. Receive submitted voucher and supporting documentation</p> <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 resources; 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"> • Submitted voucher with supporting documentation^(FR) • Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> • Request for funds availability check for voucher payment
13		<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 Fund 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
14	<p>a. Receive funds availability response for voucher payment</p> <p>b. Approve and sign voucher with supporting documentation</p> <p>c. Notify travel arranger of voucher approval</p> <p>d. Determine voucher payment split between invitational traveler and CBA travel card company</p>		<ul style="list-style-type: none"> • Submitted voucher with supporting documentation^(FR) • Funds availability response for voucher payment 	<ul style="list-style-type: none"> • Approved voucher with supporting documentation^(FR) • Travel arranger notification of approval payment

	e. Request disbursement of voucher payment to invitational traveler. (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<ul style="list-style-type: none"> ● Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> ● Request for disbursement of voucher payment to invitational traveler
15		b. Receive and process disbursement request for voucher payment to the invitational traveler (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)	<ul style="list-style-type: none"> ● Request for disbursement of voucher payment to invitational traveler 	<ul style="list-style-type: none"> ● Appropriate general ledger entries created with reference to source information ● Payment disbursement to invitational traveler
16	a. Match voucher payment disbursement to voucher and mark 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)
17	a. Receive CBA travel card account statement b. Generate voucher(s) and CBA reconciliation report c. Reconcile CBA travel card statement against voucher(s) d. Provide reconciliation information for voucher(s) against CBA travel statement (TRT.010.070 Temporary Duty [TDY] and Local Travel Monitoring and Reconciliation)		<ul style="list-style-type: none"> ● CBA travel card account statement ● Voucher(s) 	<ul style="list-style-type: none"> ● Reconciliation information for vouchers against CBA travel statement