

# Travel and Expense Management FIBF

Use Case 100.TRT.L1.06 New Employee Attending Conference

## 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.L1.06 New Employee Attending Conference

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

### Business Scenario(s) Covered

- L1.5 Conference Travel
- L1.8 New Hire
- L1.14 Change in Travel Plans During Trip
- L1.15 Additional Trip Expense

### Business Actor(s):

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

### Synopsis

A traveler profile is established for a new hire traveling to a conference. Breakfast and lunch are provided by the conference host. Travel dates and the conference location are identified, and itinerary options are researched for the trip. Reservations are made using a Government contractor-issued centrally billed charge card (CBA) for common carrier, and the traveler's personal credit card for lodging and rental car. 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, noting the airfare expense charged to the CBA and other expenses on the personal credit card. Per diem expenses, based on established rates, are estimated for the trip. The travel authorization information is checked for compliance with no issues identified. The travel authorization is submitted, routed, reviewed, and approved by appropriate officials. The ticket is issued on the ticketing date established by the PNR, and the trip itinerary is generated and provided. While on travel, a change to the return flight reservation is required to schedule a later flight on the same day. The Travel Management Center (TMC) is contacted, reservations are changed, and approval is received and documented for the changed flight time and costs. An updated ticket is issued, and an updated trip itinerary reflecting the change is generated and sent. After the trip is completed, a travel voucher is prepared, including the additional expense for the airfare amount increase and per diem calculation with conference meal deductions. Expenses charged to the personal credit card are noted. The voucher information is checked for compliance. The voucher is submitted, routed, reviewed, and approved by appropriate parties. A payment request is submitted, identifying amounts to be paid to the traveler and CBA travel card company. Disbursement of the payment is made, and the voucher is marked paid.

### 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 The traveler has an exception to using a Government travel card in the travel personnel profile.
- 2.3 Agency allows use of a traveler's personal credit card for travel expenses.
- 2.4 The reconciliation of the CBA travel card statement and travel vouchers is conducted at a later time.
- 2.5 The CBA travel card account statement cost is paid in the Travel and Fleet Card Reconciliation Process.
- 2.6 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 Events

New Government employee is requested to attend a conference.

#### USE CASE 100.TRT.L1.06 NEW EMPLOYEE ATTENDING CONFERENCE

##### Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	a. Identify demographic, agency, and contact information for traveler profile b. Identify designated approver(s) c. Document travel preferences and frequent traveler information d. Document payment and billing information e. Establish Government traveler profile (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 profile</li> </ul>
2	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, lodging, and rental car options (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> <li>Traveler profile information</li> <li>Trip date, location, and trip purpose information</li> <li>Transportation, lodging, and rental car search information</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>

			<ul style="list-style-type: none"> <li>• Government-wide and approved agency-specific travel policies</li> <li>• Government-wide travel programs</li> </ul>	
<b>3</b>	<p>a. Receive available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging and rental car options and pricing</p> <p>b. Select common carrier, lodging and rental car reservations from available options</p> <p>c. 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</p> <p>d. Establish and provide validated reservation and PNR information with ticketing date</p> <p>e. Provide traveler reservation information (TRT.010.020 Travel Reservation Assistance and Processing)</p>		<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> <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>
<b>4</b>	<p>a. Receive and document validated reservation/PNR information</p> <p>b. Document trip purpose, official station/residence location, TDY location, and expected departure from and return dates from reservation information for travel authorization</p> <p>c. Document demographic, agency, contact, and payment information from traveler profile</p> <p>d. Determine and document estimated meals and incidental expenses (M&amp;IE) per diem</p> <p>e. Document estimated lodging expenses</p> <p>f. Document estimated common carrier fare and rental car expense</p> <p>g. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport</p>		<ul style="list-style-type: none"> <li>• Validated reservation/ PNR information</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 travel authorization<sup>(FR)</sup></li> </ul>

	<p>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</p> <p>i. Evaluate travel authorization information for completeness, errors, and compliance with policy, and record results with no issues identified</p> <p>j. Document, submit, and route travel authorization for review by appropriate officials</p> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>			
5	<p>a. Receive submitted travel authorization</p> <p>b. Evaluate 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</p> <p>c. Request funds availability check for obligation</p> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> <li>Submitted travel authorization<sup>(FR)</sup></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>
6		<p>a. Receive and process request for funds availability check for obligation</p> <p>b. Provide response to funds availability check for obligation</p> <p>(FFM.010.020 Fund Allocation and Control)</p>	<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>
7	<p>a. Receive funds availability response for obligation</p> <p>b. Approve and sign travel authorization</p> <p>c. Notify traveler of travel authorization approval</p> <p>d. Request funds obligation for travel authorization</p> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> <li>Submitted travel authorization<sup>(FR)</sup></li> <li>Funds availability response for obligation</li> </ul>	<ul style="list-style-type: none"> <li>Approved travel authorization</li> <li>Traveler notification of approval</li> <li>Funds obligation request for travel authorization</li> </ul>

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"> <li>Funds obligation request for travel authorization</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate general ledger entries created with reference to source information</li> </ul>
9	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 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 travel authorization</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 ticket</li> <li>Trip itinerary</li> </ul>
10	a. Identify need for a flight change and contact Travel Management Center (TMC) for assistance b. Receive traveler request for reservation assistance in TMC c. Retrieve existing reservation/PNR information d. Search for information on available updated transportation options e. Receive available Government-negotiated and non-Government-negotiated common carrier schedule and fare, and lodging and rental car options and pricing f. Select updated common carrier reservation from available options g. Evaluate updated travel reservation information for completeness, errors, and compliance with policy; and record results with no issues identified h. Establish and provide validated updated reservation and PNR information i. Provide updated traveler reservation information (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> <li>Traveler profile information</li> <li>Trip reservation</li> <li>Transportation option search information</li> <li>Government-wide and approved agency-specific travel policy and associated compliance checks</li> <li>Government-wide travel programs</li> </ul>	<ul style="list-style-type: none"> <li>Validated updated reservation/PNR information</li> <li>Updated traveler reservation information</li> </ul>

<b>11</b>	<ul style="list-style-type: none"> <li>a. Request, receive, and document approval for travel changes (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</li> <li>b. Evaluate ticket information for completeness, errors, and compliance with documentary guidelines and policy; and record results with no issues identified (TRT.010.040 Travel Ticketing)</li> <li>c. Issue traveler updated ticket (TRT.010.040 Travel Ticketing)</li> <li>d. Generate and provide updated trip itinerary (TRT.010.040 Travel Ticketing)</li> </ul>		<ul style="list-style-type: none"> <li>• Validated updated reservation/PNR information</li> <li>• Ticketing documentary guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Documented approval for travel changes</li> <li>• Issued updated ticket</li> <li>• Update trip itinerary</li> </ul>
<b>12</b>	<ul style="list-style-type: none"> <li>a. Receive submitted voucher with supporting documentation</li> <li>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</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<sup>(FR)</sup></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>
<b>13</b>		<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 (FFM.010.020 Fund Allocation and Control)</li> </ul>	<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>
<b>14</b>	<ul style="list-style-type: none"> <li>a. Receive funds availability response for voucher payment</li> </ul>		<ul style="list-style-type: none"> <li>• Submitted voucher with supporting documentation<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approved voucher with supporting documentation<sup>(FR)</sup></li> </ul>

	<ul style="list-style-type: none"> <li>b. Approve and sign voucher with supporting documentation</li> <li>c. Notify traveler of voucher approval</li> <li>d. Determine and document payment method(s) for expense(s)</li> <li>e. Request disbursement of voucher payment to traveler and CBA travel card company</li> </ul> <p>(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<ul style="list-style-type: none"> <li>• Funds availability response for voucher payment</li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>• Traveler notification of approval</li> <li>• Request for disbursement of voucher payment to traveler and CBA travel card company</li> </ul>
<b>15</b>		<ul style="list-style-type: none"> <li>a. Receive and process disbursement request for voucher payment to the traveler and CBA travel card company</li> </ul> <p>(FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)</p>	<ul style="list-style-type: none"> <li>• Request for disbursement of voucher payment to traveler and CBA travel card company</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate general ledger entries created with reference to source information</li> <li>• Payment disbursement to traveler and CBA travel card company</li> </ul>
<b>16</b>	<ul style="list-style-type: none"> <li>a. Match voucher payment disbursement to voucher and mark voucher as paid</li> </ul> <p>(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<ul style="list-style-type: none"> <li>• Approved voucher and supporting documentation<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Paid voucher<sup>(FR)</sup></li> </ul>