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

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

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

Business Scenario(s) Covered

- L1.5 Conference Travel

Business Actor(s):

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

Synopsis

Government traveler profiles are established for three employees traveling to a conference. Except for the en route travel days, 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 for the three travelers using a centrally billed account (CBA) travel card 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. A group travel authorization is prepared, noting the airfare expense charged to the CBA for each traveler. Each traveler's lodging, meals, and miscellaneous expenses are billed on their individually billed travel charge card. Per diem expenses, based on established rates, are estimated for the trip. The group travel authorization information is checked for compliance with no issues identified. The travel authorization is 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 individually billed travel charge card are noted. The vouchers' information are checked for compliance. The vouchers are submitted, routed, reviewed, and approved by appropriate officials. Payment requests are submitted, identifying amounts to be paid to each traveler and CBA travel card company. Disbursements of the payments are made, and the vouchers are 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.L3.XX GROUP EMPLOYEE TRAVEL ATTENDING A 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. Establish Government traveler profile (TRT.010.010 Travel Personnel Profile Set-up and Maintenance)		● Traveler Human Resources (HR) and other information ● List of approvers ● Travel preferences and frequent traveler information ● Payment and billing information	● Travel personnel profile
2	a. Identify trip dates, official station/residence location, Temporary Duty (TDY) location, number of travelers, 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)		● Traveler profile information ● Trip date, location, and trip purpose information ● Common carrier, lodging, and rental car search information ● Government-wide and approved agency-specific travel policies ● Government-wide travel programs	● 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	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, lodging and rental car reservations from available options 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 d. Establish and provide validated reservation and PNR information with ticketing date e. Provide traveler reservation information (TRT.010.020 Travel Reservation Assistance and Processing)		● Available Government-negotiated and non-Government-negotiated transportation provider schedule and fare, and lodging and rental car options and pricing ● Per diem rates for lodging ● Government-wide and approved agency-specific travel policy and associated compliance checks ● PNR documentary guidelines	● Validated reservation/ PNR information with ticketing date ● Traveler reservation information
4	a. Receive and document validated reservation/PNR information b. Document trip purpose, official station/residence location, TDY location, and expected departure from and return dates from reservation information for group travel authorization c. Document demographic, agency, contact, and payment information from traveler profiles d. Determine and document estimated meals and incidental expenses (M&IE) per diem e. Document estimated lodging expenses f. Document estimated common carrier fare and rental car expense g. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport 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		● Validated reservation/ PNR information ● Traveler profile information ● Per diem rates ● Historical/default miscellaneous and other expense information ● CBA travel card information ● Available LOA code(s) ● Government-wide and approved agency-specific travel policy and associated compliance checks ● List of approvers	● Submitted group travel authorization(FR)

#				
	i. Evaluate travel authorization information for completeness, errors, and compliance with policy, and record results with no issues identified j. Document, submit, and route group travel authorization for review by appropriate officials (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)			
5	a. Receive submitted group travel authorization b. Evaluate group 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 c. Request funds availability check for obligation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		● Submitted group travel authorization [FR] ● Government-wide and approved agency-specific travel policy and associated compliance checks	● Request for funds availability check for obligation
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)	● Request for funds availability check for obligation	● Funds availability response for obligation
7	a. Receive funds availability response for obligation b. Approve and sign travel authorization c. Notify traveler of travel authorization approval d. Request funds obligation for travel authorization (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		● Submitted travel authorization[FR] ● Funds availability response for obligation	● Approved travel authorization ● Traveler notification of approval ● Funds obligation request for travel authorization
8		a. Receive funds obligation request for travel authorization b. Obligate funds for travel authorization	● Funds obligation request for travel authorization	● Appropriate general ledger entries created with reference to source information

		(FFM.030.020 Obligation Management)		
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)		● Approved travel authorization ● Validated reservation/PNR information with ticketing date ● Ticketing documentary guidelines	● Issued traveler ticket ● Trip itinerary
10	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 travelers 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 f. Provide notification of the total expenses to be reimbursed for the trip, and receive acknowledgement g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified 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)		● Approved travel authorization[FR] ● Per diem rates ● Issued ticket information ● Receipts for expenses ● Government-wide and approved agency-specific travel policy and associated compliance checks ● Available LOA code(s) ● Traveler profile information ● List of approvers	● Provide notification of the total expenses to be reimbursed for the trip ● Submitted voucher with supporting documentation[FR]

11	a. Receive submitted voucher with supporting documentation 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 c. Request funds availability check for voucher payment (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		● Submitted voucher with supporting documentation[FR] ● Government-wide and approved agency-specific travel policy and associated compliance checks	● Request for funds availability check for voucher payment
12		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)	● Request for funds availability check for voucher payment	● Funds availability response for voucher payment
13	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 split between Government travel card company and traveler e. Request disbursement of voucher payment to Government travel card company and traveler (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		● Submitted voucher with supporting documentation[FR] ● Funds availability response for voucher payment	● Approved voucher with supporting documentation[FR] ● Traveler notification of approval ● Request for disbursement of voucher payment to Government travel card company and to traveler
14		a. Receive and process disbursement request for voucher payments to Government travel card	● Request for disbursement of voucher payment to Government	● Appropriate general ledger entries created with reference to source information

		company and to the traveler (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)	travel card company and to traveler	● Payment disbursement to Government travel card company and traveler
15	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)		● Approved voucher with supporting documentation[(FR)]	● Paid voucher[(FR)]