

Travel and Expense Management FIBF

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

Version History

Version	Date	Change Description	Author of Change
1.1	3/16/2018	Revised to address GSA feedback	MITRE

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

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

Business Scenario(s) Covered

- L1.3 Local Travel
- L1.16 Disallowed Expense

Business Actor(s):

Traveler, Approver(s), Finance Office

Synopsis

A travel voucher is prepared for local trips, including Privately Owned Vehicle (POV) mileage and other miscellaneous 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. Disbursement of the payment is made and confirmed, and the voucher is marked paid.

Assumptions and Dependencies

1. There is no presumption as to which events are executed by which business actor.
2. There is no presumption as to which events are automated, semi-automated, or manual.
3. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities and between provider solutions/systems.
4. All predecessor events required to trigger the Initiating Event have been completed.
5. Travel budget has been established.
6. A travel personnel profile has been set up for the traveler.
7. A travel authorization is not required because the travel location is within 50 miles of the duty station.
8. All local trips were completed in less than 12 hours.
9. Traveler's personal funds are used for local travel expenses.
10. Trip documentation is maintained for record retention purposes.
11. The travel documents associated with the trip are not selected for audit.

Initiating Event

Multiple local trips for background investigations have been completed.

USE CASE 100.TRT.L1.04 INVESTIGATOR CONDUCTING INTERVIEW

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	<p>a. Document demographic, agency, and payment information from travel personnel profile</p> <p>b. Document trip purpose, official station/residence location, local travel location, and trip date for each local trip</p> <p>c. Determine and document Privately Owned Vehicle (POV) expense information for each local trip</p> <p>d. Document other expenses for each local trip</p> <p>e. Document payment methods for each local trip</p> <p>f. Document receipts for expenses for each local trip</p> <p>g. 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</p> <p>h. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>i. Document traveler signature, and submit and route 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"> • 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

USE CASE 100.TRT.L1.04 INVESTIGATOR CONDUCTING INTERVIEW

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
2	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 resource; and record results with no issues identified c. Identify disallowed expense d. Notify traveler of disallowed travel expense information and return unapproved voucher (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<ul style="list-style-type: none"> • Submitted voucher with supporting documentation • 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	a. Receive unapproved voucher with supporting documentation b. Update voucher, removing disallowed travel expense c. Evaluate updated voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified d. Document traveler signature, and submit and route updated voucher with supporting documentation for review by appropriate parties (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<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

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
4	a. Receive submitted updated voucher with supporting documentation b. Evaluate updated voucher information to verify changes 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)		<ul style="list-style-type: none"> Submitted updated voucher with supporting documentation 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
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 Funds 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 disbursement of 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 Traveler notification of approval Request for disbursement of voucher payment to traveler

USE CASE 100.TRT.L1.04 INVESTIGATOR CONDUCTING INTERVIEW

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
7		a. Receive and process disbursement request for voucher payment to traveler b. Confirm disbursement of voucher payment c. Provide confirmation of voucher payment disbursement (FFM.030.050 Payment Processing – Travel TDY and Local Payments)	<ul style="list-style-type: none"> • Request for disbursement of voucher payment to traveler 	<ul style="list-style-type: none"> • Appropriate general ledger entries created with reference to source information • Payment disbursement to traveler • Confirmation of voucher payment disbursement to traveler
8	a. Receive confirmation of voucher payment disbursement to traveler b. Match voucher payment disbursement confirmation 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 • Confirmation of voucher payment disbursement to traveler 	<ul style="list-style-type: none"> • Paid voucher