

Travel and Expense Management FIBF

Use Case 100.TRT.L2.03 Sponsored Travel to Conference During Special Events

Version History

Version	Date	Change Description	Author of Change
1.1	3/16/2018	Revised to address GSA feedback	MITRE
1.2	4/6/2018	Revised to address GSA feedback and incorporate revised business capabilities	MITRE
1.3	2/21/2020	Changed “transportation carrier” to “transportation provider”	MITRE

Use Case 100.TRT.L2.03 Sponsored Travel to Conference During Special Events	
End-to-End Business Process: 100. Book to Reimburse	
Business Scenario(s) Covered	
<ul style="list-style-type: none"> • L2.29 Trip to Special Event Location • L2.30 Sponsored Travel 	
Business Actor(s)	
Traveler, Approver(s), Travel Management Center (TMC), Finance Office, Non-Federal Entity	
Synopsis	
<p>A request is prepared to accept payment-in-kind from a non-Federal source for sponsored travel to speak at a conference. The value of the airfare and conference registration fee expenses are estimated and included in the request. The request is submitted, routed, reviewed, and approved by appropriate parties. Travel dates and the travel location are identified. Lodging and rental car options are searched. Due to a special event at the travel location, no lodging is available within per diem rates. A lodging rate above per diem is selected, and an exception/justification is provided. Reservations are made using a Government travel card, and the information is checked for compliance with no additional issues identified. The reservation information is provided. Air transportation provider reservation and fare information is received from the non-Federal source. A travel authorization is prepared, documenting payment-in-kind of the estimated airfare and conference fees by the non-Federal source and the exception/justification information for the non-standard lodging expense. The travel authorization is submitted, routed, reviewed, and approved by appropriate parties. The trip itinerary is generated and provided. After the trip is completed, a voucher is prepared for travel expenses, documenting payment-in-kind by the non-Federal source for airfare and conference fees. 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 Government travel card company and the traveler. Disbursement of the payment is made and confirmed, and the voucher is marked paid.</p>	
Assumptions and Dependencies	
<ol style="list-style-type: none"> 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 Government travel card has been issued to the traveler. 8. Transportation provider reservations are coordinated with the traveler and booked by the non-Federal source. 9. Agency reporting of travel expenses paid by non-Federal sources is conducted at the next reporting cycle. 10. Trip documentation is maintained for record retention purposes 11. The travel documents associated with the trip are not selected for audit. 	
Initiating Events	An offer is received by a Government employee from a non-Federal entity for payment-in-kind for some expenses for speaking at a conference.

USE CASE 100.TRT.L2.03. SPONSORED TRAVEL TO CONFERENCE DURING SPECIAL EVENTS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	a. Prepare request to accept payment-in-kind from a non-Federal source b. Research and estimate value of airfare and conference registration fees c. Submit and route request to accept payment-in-kind from a non-Federal source and supporting documentation for review by appropriate parties (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> • Non-Federal source offer information • Estimated value of airfare and conference registration fees • List of approvers 	<ul style="list-style-type: none"> • Submitted request to accept payment-in-kind from a non-Federal source with supporting documentation
2	a. Receive request to accept payment-in-kind from a non-Federal source with supporting documentation b. Evaluate request to accept payment-in-kind from a non-Federal source and record results c. Provide notification of approval to accept payment-in-kind from non-Federal source (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> • Submitted request to accept payment-in-kind from a non-Federal source with supporting documentation • Government-wide and approved agency-specific travel policies 	<ul style="list-style-type: none"> • Notification of approval to accept payment-in-kind from non-Federal source
3	a. Identify trip dates, official station/residence location, Temporary Duty (TDY) location, and trip purpose b. Document demographic information and preferences from travel personnel profile c. Search for information on available lodging and rental car options (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> • Travel personnel profile information • Trip date, location, and trip purpose information • Lodging and rental car information • Government-wide and approved agency-specific travel policies • Government-wide travel programs 	<ul style="list-style-type: none"> • Available Government-negotiated and non-Government-negotiated lodging and rental car options and pricing • Per diem rates for lodging

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
4	a. Receive available Government-negotiated and non-Government-negotiated lodging and rental car options and pricing b. Select lodging rate above per diem because of special event and rental car reservations from available options and provide exception/justification information 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 e. Provide traveler reservation information (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> • Available Government-negotiated and non-Government-negotiated lodging and rental car options and pricing • Per diem rates for lodging • Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> • Validated reservation/ PNR information • Traveler reservation information

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
5	<p>a. Receive and document validated reservation/PNR information for travel authorization</p> <p>b. Document trip purpose, official station/residence location, TDY location, and expected departure and return dates</p> <p>c. Document demographic, agency, contact, and payment information from travel personnel profile</p> <p>d. Determine and document estimated meals and incidental expenses (M&IE) per diem</p> <p>e. Document estimated above per diem lodging expense and verify exception/justification information</p> <p>f. Document estimated rental car expense</p> <p>g. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport</p> <p>h. Document Government travel card as payment method</p> <p>i. Document estimated value for payment-in-kind of transportation provider fare and conference fees</p> <p>j. Determine and document appropriate lines of accounting (LOA) code(s) from travel personnel profile and/or other available codes, document allocation, and determine dollar amounts for each code</p> <p>k. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>l. Document traveler signature, and submit and route travel authorization with supporting documentation for review by appropriate parties (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> • Validated reservation/ PNR information • Travel personnel profile information • Per diem rates • Historical/default miscellaneous and other expense information • Available LOA code(s) • Government-wide and approved agency-specific travel policy and associated compliance checks • List of approvers • Notification of approval to accept payment-in-kind from non-Federal source 	<ul style="list-style-type: none"> • Submitted travel authorization with supporting documentation

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
6	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 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)		<ul style="list-style-type: none"> • Submitted travel authorization 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 obligation
7		a. Receive and process request for funds availability check for obligation b. Provide response to funds availability check for obligation (FFM.010.020 Funds 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
8	a. Receive funds availability response for obligation b. Approve and sign travel authorization with supporting documentation 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)		<ul style="list-style-type: none"> • Submitted travel authorization with supporting documentation • Funds availability response for obligation 	<ul style="list-style-type: none"> • Approved travel authorization with supporting documentation • Traveler notification of approval • Funds obligation request for travel authorization

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
9		a. Receive funds obligation request for travel authorization b. Obligate funds for travel authorization c. Provide funds obligation confirmation (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 Funds obligation confirmation
10	a. Receive funds obligation confirmation b. Update travel authorization with obligation confirmation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> Funds obligation confirmation 	<ul style="list-style-type: none"> Travel authorization with obligation confirmation
11	a. Receive travel authorization approval b. Generate and provide trip itinerary (TRT.010.040 Travel Ticketing)		<ul style="list-style-type: none"> Approved travel authorization with supporting documentation 	<ul style="list-style-type: none"> Trip itinerary

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
12	<p>a. Retrieve travel authorization information to include in travel voucher</p> <p>b. Verify and update M&IE per diem, lodging, rental car, and other expenses</p> <p>c. Verify and update payment method(s)</p> <p>d. Document value for payment in kind from non-Federal source for airfare and conference fees</p> <p>e. Document receipts for expenses</p> <p>f. Verify and update appropriate LOA code(s) from travel personnel profile and/or other available codes, document allocation, and determine dollar amounts for each code</p> <p>g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>h. 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"> • Approved travel authorization with supporting documentation • Per diem rates • Receipts for expenses • Available LOA code(s) • Government-wide and approved agency-specific travel policy and associated compliance checks • Travel personnel profile information • List of approvers 	<ul style="list-style-type: none"> • Submitted voucher with supporting documentation
13	<p>a. Receive submitted voucher with 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 • 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

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#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
14		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
15	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 payments to Government travel card company and traveler (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<ul style="list-style-type: none"> • Submitted 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 payments to Government travel card company and to traveler

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