

Travel and Expense Management FIBF

Use Case 100.TRT.L2.02 TDY Travel to Multiple Locations

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" and revised "rail carrier ticket" to "out-of-channel rail transportation provider ticket"	MITRE

Use Case 100.TRT.L2.02 TDY Travel to Multiple Locations

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

Business Scenario(s) Covered

- L2.24 Multiple Travel Methods
- L2.25 Travel with Multiple Stops
- L2.32 Cancelled Trip with Refundable Ticket

Business Actor(s)

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

Synopsis

Travel dates and travel locations are identified for a domestic Temporary Duty (TDY) trip with multiple travel methods and stops. The Travel Management Center (TMC) is contacted to research itinerary options for air and rail transportation methods. A rail transportation provider is selected for travel to the first location, and refundable airfare is selected for travel to the second location. Reservations are made by the TMC, and the 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, and the information is checked for compliance with no issues identified. The travel authorization is submitted, routed, reviewed and approved by appropriate parties. The air transportation provider ticket is issued on the ticketing date established by the PNR, and the trip itinerary is generated and provided. The out-of-channel rail ticket is purchased, and the ticket is issued by the transportation provider. After the first stop of the trip is completed by rail, the second stop of the trip by air is cancelled for mission support purposes. The TMC is contacted, and reservations are changed to cancel the refundable air transportation provider ticket and lodging at the second stop and arrange to return by rail. Approval is requested, received, and documented for the changes, and a trip itinerary reflecting the change is generated and provided. A ticket refund is requested and received. A new out-of-channel rail transportation provider ticket is issued. An amended travel authorization is prepared, submitted, routed, reviewed, and approved by appropriate parties. After the trip is completed, a travel voucher is prepared, excluding the airfare expense for the unused ticket. 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.

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 Government travel card has been issued to the traveler.
8. The rail ticket is purchased using the Amtrak Government discount program.
9. A credit received on the Government travel card is recorded in a Travel Card Management process.
10. Trip documentation is maintained for record retention purposes.
11. The travel documents associated with the trip are not selected for audit.

Initiating Events

A Government employee is requested to travel to multiple domestic locations for mission support purposes.

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	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 air and rail transportation, and lodging 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 • Transportation and lodging search 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 transportation provider schedule and fare, and lodging options and pricing • Per diem rates for lodging
2	a. Receive available Government-negotiated and non-Government-negotiated transportation provider schedule and fare, and lodging options and pricing b. Select transportation provider and lodging 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)		<ul style="list-style-type: none"> • Available Government-negotiated and non-Government-negotiated transportation provider schedule and fare, and lodging options and pricing • Per diem rates for lodging • Government-wide and approved agency-specific travel policy and associated compliance checks • PNR documentary guidelines 	<ul style="list-style-type: none"> • Validated reservation/ PNR information with ticketing date • Traveler reservation information

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
3	<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, funding agency/organization, 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 lodging expenses</p> <p>f. Document estimated transportation provider fare</p> <p>g. Determine and document miscellaneous and other expenses, including taxi fares to and from the rail station</p> <p>h. Document Government travel card as payment method for expenses</p> <p>i. 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>j. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>k. Document travel signature, and submit and route travel authorization for review by appropriate parties</p> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> • Traveler reservation information • 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 	<ul style="list-style-type: none"> • Submitted travel authorization with supporting documentation

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
4	a. Receive submitted travel authorization 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
5		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
6	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 • 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 • Travel arranger notification of approval • Funds obligation request for travel authorization

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
7		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
8	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"> • Updated travel authorization with obligation confirmation
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; and record results with no issues identified c. Issue air transportation provider traveler ticket d. Generate and provide trip itinerary (TRT.010.040 Travel Ticketing)		<ul style="list-style-type: none"> • Approved travel authorization with supporting documentation • Validated reservation/PNR information with ticketing date • Ticketing documentary guidelines 	<ul style="list-style-type: none"> • Issued air transportation provider traveler ticket • Trip itinerary
10	a. Purchase out-of-channel rail transportation provider ticket b. Receive issued out-of-channel rail transportation provider ticket (TRT.010.040 Travel Ticketing)		<ul style="list-style-type: none"> • Traveler reservation information 	<ul style="list-style-type: none"> • Issued out-of-channel rail transportation provider ticket

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
11	a. Identify need for a trip 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. Cancel existing air transportation provider ticket and lodging reservations for second stop e. Search for information on available rail transportation options for the return trip f. Receive available Government-negotiated and non-Government-negotiated rail transportation provider schedule and fare options and pricing g. Select rail transportation provider reservation from available options h. Evaluate updated travel reservation information for completeness, errors, and compliance with policy; and record results with no issues identified i. Establish and provide validated reservation and PNR information j. Provide updated traveler reservation information (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> • Travel personnel profile information • Trip reservation • Transportation option search information • Government-wide and approved agency-specific travel policy and associated compliance checks • Government-wide travel programs 	<ul style="list-style-type: none"> • Cancelled refundable air transportation provider and lodging reservations • Validated updated reservation/PNR information • Updated traveler reservation information
12	a. Request, receive, and document approval for travel changes (TRT.010.020 Travel Reservation Assistance and Processing) b. Generate and provide updated trip itinerary (TRT.010.040 Travel Ticketing) c. Request and receive refund for unused air transportation provider ticket (TRT.010.040 Travel Ticketing)		<ul style="list-style-type: none"> • Validated updated reservation/ PNR information 	<ul style="list-style-type: none"> • Documented approval for travel changes • Updated trip itinerary • Refund for unused air transportation provider ticket

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
13	a. Purchase new out-of-channel rail transportation provider ticket b. Receive new, issued out-of-channel rail transportation provider ticket (TRT.010.040 Travel Ticketing)		<ul style="list-style-type: none"> • Updated traveler reservation information 	<ul style="list-style-type: none"> • New, issued out-of-channel rail transportation provider ticket
14	a. Retrieve existing travel authorization information b. Change travel authorization information (e.g., travel dates, per diem) c. Update and document estimated expenses and other information based on changes d. Update dollar amounts for planned LOA code(s) based on travel authorization changes e. Evaluate amended travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified f. Document traveler signature, and submit and route amended travel authorization for review by appropriate parties (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> • Approved travel authorization • Validated updated reservation/PNR 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 	<ul style="list-style-type: none"> • Submitted amended travel authorization
15	a. Receive submitted amended travel authorization b. Evaluate amended 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 updated obligation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> • Submitted amended travel authorization • Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> • Request for funds availability check for updated obligation

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
16		a. Receive and process request for funds availability check for updated obligation b. Provide response to funds availability check for updated obligation (FFM.010.020 Funds Allocation and Control)	<ul style="list-style-type: none"> • Request for funds availability check for updated obligation 	<ul style="list-style-type: none"> • Response to funds availability check for updated obligation
17	a. Receive response to funds availability check for updated obligation b. Approve and sign amended travel authorization c. Notify traveler of amended travel authorization approval d. Request funds obligation update for amended travel authorization (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> • Submitted amended travel authorization • Response to funds availability check for updated obligation 	<ul style="list-style-type: none"> • Approved amended travel authorization • Traveler notification of approval • Funds obligation update request for amended travel authorization
18		a. Receive funds obligation update request for amended travel authorization b. Update funds obligation for amended travel authorization c. Provide updated funds obligation confirmation (FFM.030.020 Obligation Management)	<ul style="list-style-type: none"> • Funds obligation update request for amended travel authorization 	<ul style="list-style-type: none"> • Appropriate general ledger entries updated with reference to source information • Updated funds obligation confirmation

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
19	a. Receive updated funds obligation confirmation b. Update amended travel authorization with obligation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		<ul style="list-style-type: none"> • Updated funds obligation confirmation 	<ul style="list-style-type: none"> • Updated amended travel authorization with obligation confirmation
20	a. Retrieve travel authorization information to include in travel voucher b. Verify and update incurred transportation provider fare and other expenses (e.g., taxi fares to and from the rail station) excluding the airfare expense for unused ticket c. Verify and update incurred M&IE per diem, lodging expenses, and other expenses d. Verify and update payment method(s) e. Document receipts for expenses 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 g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified h. Document traveler signature, submit voucher, and route voucher and 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"> • Approved amended travel authorization • Per diem rates • Issued ticket information • Expense receipts • Government-wide and approved agency-specific travel policy and associated compliance checks • Available LOA code(s) • Travel personnel profile information • List of approvers 	<ul style="list-style-type: none"> • Submitted voucher with supporting documentation

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
21	a. Receive submitted voucher and 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. 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 voucher and 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
22		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
23	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 • Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> • Approved voucher with supporting documentation • Request for disbursement of voucher payments to Government travel card company and to the traveler

USE CASE 100.TRT.L2.02.TDY TRAVEL TO MULTIPLE LOCATIONS

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
24		a. Receive and process disbursement request for voucher payments to Government travel card company and to the traveler b. Confirm disbursement of voucher payments 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 the traveler • Confirmation of voucher payment disbursements to Government travel card company and to the traveler
25	a. Receive confirmation of voucher payment disbursements to Government travel card company and to the traveler b. Match voucher payment disbursements confirmation to voucher and document 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 to the traveler 	<ul style="list-style-type: none"> • Paid voucher