# Travel and Expense Management FIBF

## Use Case 100.TRT.L1.08 Travel Reporting

## Version History

| Version | Date | Change Description | Author of Change |
|---|---|---|---|
| 1.1 | 3/16/2018 | Revised to address GSA feedback | MITRE |
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## Use Case 100.TRT.L1.08 Travel Reporting

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

**Business Scenario(s) Covered**

- L1.20 GSA Regulatory Reporting Deadline
- L1.21 Agency Travel Monitoring
- L1.22 Travel Inquiry from Oversight Entity

**Business Actor(s):**

Agency Travel Management Office, Agency Management, Oversight Entity, General Services Administration (GSA)

**Synopsis**

As part of weekly agency travel monitoring, an outstanding travel voucher report is generated for trips completed where a voucher was not submitted within the required timeframe. Notifications are sent for outstanding vouchers awaiting submittal. As part of annual reporting, guidance concerning the Travel Reporting Information Profile [TRIP] Report is received. Travel payment information is collected for the report, and the agency TRIP report information is developed and submitted. In response to a travel oversight inquiry concerning city-pair fare usage, a trend analysis is conducted, and a report is developed, reviewed, and submitted.

**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. Agency designee for TRIP report has been identified.

| Initiating Event | Travel reports are due. |
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| USE CASE 100.TRT.L1.08 TRAVEL REPORTING | | | | |
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| **Typical Flow of Events** | | | | |
| # | TRT Event | Non-TRT Event | Input(s) | Output(s) / Outcome(s) |
| 1 | a. Generate and document weekly outstanding travel voucher report (TRT.010.090 Temporary Duty [TDY] and Local Travel Management Reporting and Analysis)<br><br>b. Provide notifications of outstanding vouchers for completed trips (TRT.010.070 Temporary Duty [TDY] and Local Travel Monitoring and Reconciliation) | | • Outstanding voucher report content | • Weekly outstanding travel voucher report<br><br>• Notifications of outstanding vouchers for completed trips |
| 2 | a. Receive guidance on annual Travel Reporting Information Profile (TRIP) Report on agency TDY travel payments<br><br>b. Update TRIP report content based on guidance, if applicable<br><br>c. Generate and document agency information for TRIP report<br><br>d. Evaluate agency TRIP report information for errors and deficiencies, and record results with no issues identified<br><br>e. Route, review, and approve agency TRIP report information<br><br>f. Submit agency TRIP report<br><br>(TRT.010.080 Temporary Duty [TDY] and Local Travel Regulatory Reporting) | | • TRIP Report guidance<br><br>• Current TRIP report content<br><br>• Travel payment information | • Updated TRIP report content, if applicable<br><br>• Submitted agency TRIP report |

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| **Typical Flow of Events** | | | | |
| # | TRT Event | Non-TRT Event | Input(s) | Output(s) / Outcome(s) |
| **3** | a. Receive request for information on city-pair fare usage<br>b. Identify content for ad hoc city-pair usage report<br>c. Generate and document city-pair usage information<br>d. Evaluate city-pair fare usage information for errors and deficiencies and record results with no issues identified<br>e. Perform and document trend analysis of city-pair fare usage<br>f. Prepare final city-pair fare usage report with trend analysis<br>g. Route, review, and approve city-pair usage report<br>h. Submit city-pair usage report<br>(TRT.010.090 Temporary Duty [TDY] and Local Travel Management Reporting and Analysis) | | • Information request on city-pair fare use<br>• Ad hoc city-pair usage report content<br>• City-pair fare usage information | • Submitted city-pair usage report |