

Travel and Expense Management FIBF

Use Case 100.TRT.L1.07 Trip Combined with Personal Travel

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.L1.07 Trip Combined with Personal Travel	
End-to-End Business Process: 100. Book to Reimburse	
Business Scenario(s) Covered	
<ul style="list-style-type: none"> • L1.6 Leave in Conjunction with Official Travel • L1.19 Traveler with Travel Card 	
Business Actor(s):	
Traveler, Approver(s), Travel Management Center (TMC), Finance Office	
Synopsis	
<p>An official trip is scheduled, including an extra two days of personal leave in conjunction with official travel. Travel dates and the location are identified, and itinerary options are researched. A city-pair fare is selected with departure and return from the same airport. Reservations are made using a Government travel card, and reservation 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, excluding per diem for the personal leave portion of the trip. The travel authorization information is checked for compliance with no issues identified. The travel authorization is submitted, routed, reviewed, and approved by appropriate parties. The ticket is issued on the ticketing date, and the trip itinerary is generated and provided. After the trip is completed, a travel voucher is prepared for expenses associated with official travel portion of the trip. Per diem expenses for personal leave days and personal expenses paid by the traveler are not included on the voucher. 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. Travel budget has been established. 9. Trip documentation is maintained for records retention purposes. 10. The travel documents associated with the trip are not selected for audit. 	
Initiating Event	A Government employee is requested to travel for mission support purposes.

USE CASE 100.TRT.L1.07 TRIP COMBINED WITH PERSONAL TRAVEL

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 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 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 and rental car 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

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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, agency, contact, and payment information from travel personnel profile</p> <p>d. Determine and document estimated meals and incidental expenses (M&IE) per diem, adjusting for personal portion of trip</p> <p>e. Document estimated lodging rate, adjusting for personal portion of trip</p> <p>f. Document estimated transportation provider fare and 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 for airfare and lodging, and payment method(s) for other expenses</p> <p>i. Determine and document planned 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 traveler 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"> • Validated reservation/ PNR information • Personal travel trip dates • 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

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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 • 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 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 • Funds availability response for obligation 	<ul style="list-style-type: none"> • Approved travel authorization • 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)
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 traveler ticket d. Generate and provide trip itinerary (TRT.010.040 Travel Ticketing)		<ul style="list-style-type: none"> • Approved travel authorization • Validated updated reservation/PNR information with updated ticketing date, if applicable • Ticketing documentary guidelines 	<ul style="list-style-type: none"> • Issued traveler ticket • Trip itinerary

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
10	<p>a. Retrieve travel authorization information to include in travel voucher</p> <p>b. Verify and update M&IE per diem, adjusting for personal portion of trip</p> <p>c. Verify and update lodging expenses, adjusting for personal portion of trip</p> <p>d. Verify and update transportation provider fare and other expenses, including taxi fares to and from the airport</p> <p>e. Verify and update payment method(s)</p> <p>f. Document receipts for expenses</p> <p>g. 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>h. Evaluate voucher with 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"> • Approved travel authorization • Per diem rates • Issued ticket information • 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

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
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)		<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
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 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

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
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)		<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 payment to Government travel card company and to traveler
14		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 disbursement (FFM.030.050 Payment Processing – Travel TDY and Local Payments)	<ul style="list-style-type: none"> • Request for disbursement of voucher payment 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 disbursement to Government travel card company and traveler • Confirmation of voucher payment disbursement to Government travel card company and to the traveler

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Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
15	a. Receive confirmation of voucher payment disbursement to Government travel card company and to the 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 Government travel card company and to the traveler 	<ul style="list-style-type: none"> • Paid voucher