Travel and Expense Management FIBF

Use Case 100.TRT.L2.05 Trip During Long-Term TDY

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.L2.05 Trip During Extended TDY

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

Business Scenario(s) Covered

- L2.26 Trip Within a Trip
- L2.31 Conference Fee Prepayment
- L2.35 Receipt of Improper Travel Payment
- L2.36 Extended Travel Reimbursement

Business Actor(s):

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

Synopsis

A travel authorization is prepared for a Temporary Duty (TDY) trip to a conference while on extended TDY over 30 lodging nights. The information is checked for compliance with no issues identified. The travel authorization for the conference trip is submitted, routed, reviewed, and approved by appropriate parties. The conference registration fee is prepaid with a Government travel card. A travel voucher is prepared to reimburse the conference fee prepayment, and the information is checked for compliance with no issues identified. The voucher for the conference fee is submitted, routed, reviewed, and approved by appropriate parties. A payment request is submitted, identifying the amount to be paid to the Government travel card. Disbursement of the payment is made and confirmed, and the voucher is marked paid. The ticket is issued on the ticketing date established by the passenger name record (PNR), and the trip itinerary is generated and provided. After return to the extended TDY location, the conference trip voucher is prepared. The information is checked for compliance with no issues identified. The conference trip 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. At the end of the month, a voucher is prepared for periodic reimbursement of extended TDY expenses. The periodic reimbursement 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. The conference trip and extended TDY vouchers are identified for audit. The trip documentation is evaluated, and it is discovered that meal and incidental expenses (M&IE) per diem for the conference trip dates was included on the periodic reimbursement voucher. The improper payment to the traveler is documented in the audit results, and a notification is sent informing the traveler of the overpayment amount and requesting reimbursement to the Government. An amended periodic reimbursement voucher is prepared and submitted, including the corrected per diem. The amended voucher information is checked for compliance with no issues identified. The amended voucher is routed, reviewed, and approved by appropriate parties. A request to establish a receivable for the traveler overpayment amount is submitted, processed, and a confirmation is provided. The improper payment is reported to the appropriate party.

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 authorization for extended TDY assignment has previously been approved with reduced per diem.
9. Reimbursement of the overpayment amount and processing of the collection/deposit is handled in a subsequent Bill to Collect (Financial Management) process.
10. Trip documentation is maintained for record retention purposes.

Initiating Event	Travel reservations have been completed for a conference trip while on extended TDY.

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	a. Receive and document validated reservation/PNR information for travel authorization for conference trip (trip within a trip) b. Document trip purpose, official station/residence location, TDY location, and expected departure and return dates c. Document demographic, agency, contact, and payment information from travel personnel profile d. Document estimated conference fees e. Determine and document estimated meals and incidental expenses (M&IE) per diem f. Document estimated lodging expenses g. Document estimated transportation provider fare and rental car expense h. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport i. Document payment method(s) for expenses j. 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 k. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified l. Document traveler signature, and submit and route travel authorization for conference trip for review by appropriate parties (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		• 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	• Submitted travel authorization for conference trip

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
2	a. Receive submitted travel authorization for conference trip 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)		• Submitted travel authorization for conference trip • Government-wide and approved agency-specific travel policy and associated compliance checks	• Request for funds availability check for obligation
3		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)	• Request for funds availability check for obligation	• Funds availability response for obligation
4	a. Receive funds availability response for obligation b. Approve and sign travel authorization for conference trip 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)		• Submitted travel authorization for conference trip • Funds availability response for obligation	• Approved travel authorization for conference trip • Traveler notification of approval • Funds obligation request for travel authorization

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY			
Typical Flow of Events			

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
5		a. Receive funds obligation request for travel authorization b. Obligate funds for travel authorization c. Provide funds obligation confirmation (FFM.030.020 Obligation Management)	• Funds obligation request for travel authorization	• Appropriate general ledger entries created with reference to source information • Funds obligation confirmation
6	a. Receive funds obligation confirmation b. Update travel authorization with obligation confirmation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		• Funds obligation confirmation	• Updated travel authorization with obligation confirmation

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
7	a. Retrieve travel authorization information to include in travel voucher for prepayment of conference fee b. Verify and update conference registration fee expenses c. Verify Government travel card as payment method d. Document receipts for expense e. 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 f. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified g. Document traveler signature, and submit and route voucher with supporting documentation for review by appropriate parties (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Approved travel authorization for conference trip • Receipt for expense • Available LOA code(s) • Government-wide and approved agency-specific travel policy and associated compliance checks • Travel personnel profile information • List of approvers	• Submitted conference fee voucher with supporting documentation
8	a. Receive submitted conference fee voucher for with supporting documentation b. Evaluate conference fee 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)		• Submitted conference fee voucher with supporting documentation • Government-wide and approved agency-specific travel policy and associated compliance checks	• Request for funds availability check for conference fee voucher payment

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
9		a. Receive and process request for funds availability check for conference fee voucher payment b. Provide response to funds availability check for conference fee voucher payment (FFM.010.020 Funds Allocation and Control)	• Request for funds availability check for conference fee voucher payment	• Funds availability response for conference fee voucher
10	a. Receive funds availability response for conference fee voucher payment b. Approve and sign conference fee voucher with supporting documentation c. Notify traveler of conference fee voucher approval d. Request disbursement of conference fee voucher payment to traveler (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Submitted conference fee voucher with supporting documentation • Funds availability response for conference fee voucher payment • Government-wide and approved agency-specific travel policy and associated compliance checks	• Approved conference fee voucher with supporting documentation • Traveler notification of approval • Request for disbursement of conference fee voucher payment to traveler

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
11		a. Receive and process disbursement request for conference fee voucher payment to the traveler b. Confirm disbursement of conference fee voucher payment c. Provide confirmation of conference fee voucher payment disbursement (FFM.030.050 Payment Processing – Travel TDY and Local Payments)	• Request for disbursement of voucher payment to traveler	• Appropriate general ledger entries created with reference to source information • Payment disbursement to traveler • Confirmation of conference fee voucher payment disbursement to the traveler
12	a. Receive confirmation of conference fee voucher payment disbursement to the traveler b. Match conference fee voucher payment disbursement confirmation to voucher and mark voucher as paid (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Approved conference fee voucher with supporting documentation • Confirmation of conference fee voucher payment disbursement to the traveler	• Paid conference fee voucher
13	a. Receive travel authorization for 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)		• Approved travel authorization for conference trip • Validated updated reservation/PNR information with updated ticketing date, if applicable • Ticketing documentary guidelines	• Issued traveler ticket • Trip itinerary

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
14	a. Retrieve approved travel authorization information for conference trip to include in voucher b. Verify and update M&IE per diem, lodging expenses, transportation provider fare, rental car, and other expenses (e.g., taxi fares to and from the airport) excluding reimbursed amount for conference fees. c. Determine and document conference meal deductions from M&IE per diem 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 conference trip voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified h. Document traveler signature, and submit and route conference trip voucher with supporting documentation for review by appropriate parties (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Approved travel authorization for conference trip • Per diem rates with conference meal deductions • 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	• Submitted conference trip voucher with supporting documentation

	USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY			
	Typical Flow of Events			
#	**TRT Event**	**Non-TRT Event**	**Input(s)**	**Output(s) / Outcome(s)**
15	a. Receive submitted conference trip 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)		• Submitted conference trip voucher with supporting documentation • Government-wide and approved agency-specific travel policy and associated compliance checks	• Request for funds availability check for payment
16		a. Receive and process request for funds availability check for conference trip voucher payment b. Provide response to funds availability check for conference trip voucher payment (FFM.010.020 Funds Allocation and Control)	• Request for funds availability check for conference trip voucher payment	• Funds availability response for conference trip voucher payment

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
17	a. Receive funds availability response for conference trip voucher payment b. Approve and sign conference trip voucher with supporting documentation c. Notify traveler of voucher approval d. Determine conference trip voucher payment split between Government travel card company and traveler e. Request disbursement of conference trip voucher payment to Government travel card company and traveler (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Submitted conference trip voucher with supporting documentation • Funds availability response for conference trip voucher payment	• Approved conference trip voucher with supporting documentation • Traveler notification of approval • Request for disbursement of conference trip voucher payment to Government travel card company and to traveler
18		a. Receive and process disbursement request for conference trip voucher payments to Government travel card company and the traveler b. Confirm disbursement of conference trip voucher payment c. Provide confirmation of conference trip voucher payment disbursement (FFM.030.050 Payment Processing – Travel TDY and Local Payments)	• Request for disbursement of conference trip voucher payment to Government travel card company and to traveler	• Appropriate general ledger entries created with reference to source information • Payment disbursement to Government travel card company and traveler • Confirmation of conference trip voucher payment disbursement to Government travel card company and the traveler

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
19	a. Receive confirmation of conference trip voucher payment disbursement to Government travel card company and to the traveler b. Match conference trip voucher payment disbursement confirmation to voucher and mark voucher as paid (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Approved conference trip voucher with supporting documentation • Confirmation of voucher payment disbursement to Government travel card company and the traveler	• Paid conference trip voucher
20	a. Retrieve extended TDY travel authorization information to include in travel voucher for periodic reimbursement b. Verify and update per diem, personally owned vehicle (POV) expense, and other expenses (e.g., tolls) during reimbursement period c. Verify and update payment method(s) d. Document receipts for expenses e. 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 f. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified g. Document traveler signature, and submit and route voucher with supporting documentation for review by appropriate parties (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Approved extended TDY travel authorization • Per diem rates • Mileage rates • Mileage • Receipts for expense • Available LOA code(s) • Government-wide and approved agency-specific travel policy and associated compliance checks • Travel personnel profile information • List of approvers	• Submitted periodic reimbursement voucher with supporting documentation

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
21	a. Receive submitted periodic reimbursement voucher with supporting documentation b. Evaluate periodic reimbursement 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 periodic reimbursement voucher payment (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Submitted periodic reimbursement voucher with supporting documentation • Government-wide and approved agency-specific travel policy and associated compliance checks	• Request for funds availability check for periodic reimbursement 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)	• Request for funds availability check for periodic reimbursement voucher payment	• Funds availability response for periodic reimbursement voucher payment

	USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY			
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
23	a. Receive funds availability response for periodic reimbursement voucher payment b. Approve and sign voucher c. Notify traveler of periodic reimbursement voucher approval d. Determine periodic reimbursement voucher payment split between Government travel card company and traveler e. Request disbursement of periodic reimbursement voucher payments to Government travel card company and traveler (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Submitted periodic reimbursement voucher with supporting documentation • Funds availability response for periodic reimbursement voucher payment	• Approved periodic reimbursement voucher with supporting documentation • Traveler notification of approval • Request for disbursement of periodic reimbursement voucher payments to Government travel card company and the traveler
24		a. Receive and process disbursement request for voucher payments to Government travel card company and to the traveler b. Confirm disbursements of periodic reimbursement voucher payment c. Provide confirmation of periodic reimbursement voucher payment disbursements (FFM.030.050 Payment Processing – Travel TDY and Local Payments)	• Request for disbursement of periodic reimbursement voucher payments to Government travel card company and the traveler	• Appropriate general ledger entries created with reference to source information • Payment disbursements to Government travel card company and traveler • Confirmation of periodic reimbursement voucher payment disbursements to Government travel card company and the traveler

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
25	a. Receive confirmation of periodic reimbursement voucher payment disbursements to Government travel card company and to the traveler b. Match voucher payment disbursements confirmation to periodic reimbursement voucher and mark voucher as paid (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Approved periodic reimbursement voucher with supporting documentation • Confirmation of periodic reimbursement voucher payment disbursements to Government travel card company and the traveler	• Paid periodic reimbursement voucher
26	a. Identify and retrieve trip documentation for conference trip and extended TDY vouchers as part of a criteria-based audit b. Evaluate travel documentation and validate information and expenses, and record results c. Identify and document improper travel payment information resulting from claiming conference trip M&IE per diem on extended TDY voucher d. Document and provide audit results with issues identified e. Provide traveler notification of improper payment f. Request reimbursement to the Government for overpayment (TRT.010.100 Temporary Duty [TDY] and Local Travel Policy Management and Audit)		• Audit policies • Trip documentation • Government-wide and approved agency-specific travel policy and associated compliance checks	• Audit results with improper payment information • Traveler notification of improper payment • Request for reimbursement to Government for overpayment

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
27	a. Retrieve periodic reimbursement voucher information to include in amended voucher b. Amend voucher to include corrected per diem c. Evaluate amended 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 amended voucher with supporting documentation for review by appropriate parties (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Paid periodic reimbursement voucher with supporting documentation • Government-wide and approved agency-specific travel policy and associated compliance checks • Travel personnel profile information • List of approvers	• Submitted amended voucher with supporting documentation
28	a. Receive submitted amended voucher with supporting documentation b. Evaluate amended voucher information to verify travel is necessary/mission essential, compliant with applicable regulations and policies, including documentation requirements, and references appropriate budget source; and record results with no issues identified c. Approve and sign amended voucher with supporting documentation d. Notify traveler of voucher approval e. Request establishment of receivable for the traveler overpayment amount (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Submitted amended voucher with supporting documentation • Government-wide and approved agency-specific travel policy and associated compliance checks	• Approved amended voucher with supporting documentation • Traveler notification of approval • Request for establishment of receivable for traveler overpayment amount

USE CASE 100.TRT.L2.05 TRIP DURING EXTENDED TDY				
Typical Flow of Events				
#	**TRT Event**	**Non-TRT Event**	**Input(s)**	**Output(s) / Outcome(s)**
29		a. Receive and process request for establishment of receivable for traveler overpayment amount b. Provide confirmation for establishment of receivable for traveler overpayment amount (FFM.060.020 Public Receivable Set up and Invoicing)	• Request for establishment of receivable for traveler overpayment amount	• Confirmation for establishment of receivable for traveler overpayment amount
30	Receive and document confirmation for establishment of receivable for traveler overpayment amount (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Approved amended voucher with supporting documentation • Confirmation for establishment of receivable for traveler overpayment amount	• Documented confirmation for establishment of receivable for traveler overpayment amount
31	a. Document improper travel payment information for agency reporting purposes b. Provide improper travel payment information for agency reporting purposes (TRT.010.100 Temporary Duty [TDY] and Local Travel Policy Management and Audit)		• Audit results with improper payment information	• Improper travel payment information for agency reporting purposes