Travel and Expense Management FIBF

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.L1.03 U.S. Government Funded Foreign Travel

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

Business Scenario(s) Covered

- L1.2 Foreign Travel
- L1.9 Travel Arrangements by Arranger
- L1.10 Invitational Traveler
- L1.12 Non-Standard Transportation Fare

Business Actor(s):

Invitational Traveler, Arranger, Approver(s), Agency/Organization Program Coordinator (AOPC), Travel Management Center (TMC), Finance Office

Synopsis

An invitational traveler, who will be speaking at a government conference in the U.S., is contacted to obtain travel preferences and other information, and information is received. The travel personnel profile is established. Travel dates are identified for the trip, and reservation options are searched. A business class fare is selected because the length of the flight time exceeds 14 hours. The trip information is confirmed with the traveler, and reservations are made by a travel arranger who is authorized to use the centrally billed account (CBA) travel card for airfare and lodging. The reservation information is checked for compliance with no issues identified. The reservation and passenger name record (PNR) information are provided with the ticketing date. A travel authorization is prepared, including an exception/justification information for the non-standard transportation fare and the costs associated with the CBA travel card. 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 established by the PNR, and a trip itinerary is generated and provided. After the trip is completed, the invitational traveler's incurred miscellaneous expense information is received, and a travel voucher is prepared. The traveler is notified of the total expenses to be reimbursed for the trip, and acknowledgement of the amount is received. 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 invitational traveler and CBA travel card company. Disbursement of the payment is made and confirmed, and the voucher is marked paid. The CBA travel card statement is received and reconciled with the appropriate voucher(s) without discrepancies, and the reconciliation information is provided to appropriate parties.

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 traveler arranger has been identified.
7. The required passport and visa, if applicable, have been obtained and applicable foreign travel security requirements have been met.
8. Trip documentation is maintained for record retention purposes.
9. The CBA travel card account statement cost is paid in the Travel and Fleet Card Reconciliation Process.
10. The travel documents associated with the trip are not selected for audit.

Initiating Event	Request is received to arrange invitational travel.

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	a. Request and receive invitational traveler travel preferences, preferred travel dates and times, and other information b. Identify demographic, funding agency/ organization, and contact information for travel personnel profile c. Document passport and visa information, if applicable d. Document travel preferences and frequent traveler information e. Document payment and billing information f. Document lines of accounting (LOA) codes g. Identify designated approvers h. Establish and document travel personnel profile for invitational traveler (TRT.010.010 Travel Personnel Profile Set-up and Maintenance)		• Invitational traveler contact information • Invitational traveler travel preferences, frequent traveler, and other information • Passport and visa information • Payment and billing information • Available LOA codes List of approvers	• Request for invitational traveler travel preferences and other information • Invitational traveler travel personnel profile

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
2	a. Identify trip dates, residence location, Temporary Duty (TDY) location, and trip purpose b. Document demographic information and preferences from invitational traveler travel personnel profile c. Search for information on available transportation with business class fare, lodging, and rental car options (TRT.010.020 Travel Reservation Assistance and Processing)		• Invitational traveler travel personnel profile • Trip date, location, and trip purpose information • Transportation with business class fare, lodging, and rental car search information • Government-wide and approved agency-specific travel policy and associated compliance checks	• 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

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL				
Typical Flow of Events				
#	**TRT Event**	**Non-TRT Event**	**Input(s)**	**Output(s) / Outcome(s)**
3	a. Receive available Government-negotiated and non-Government-negotiated transportation provider schedule and fare, and lodging and rental car options and pricing b. Select transportation provider with lowest business class fare, lodging, and rental car reservations from available options c. Request and receive acknowledgement of reservation information from invitational traveler d. 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 e. Establish and provide validated reservation and PNR information with ticketing date f. Provide invitational traveler reservation information (TRT.010.020 Travel Reservation Assistance and Processing)		• 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 • Invitational traveler acknowledgement of reservation information • Government-wide and approved agency-specific travel policy and associated compliance checks • PNR documentary guidelines	• Request for invitational traveler acknowledgement of reservation information • Validated reservation/ PNR information with ticketing date • Invitational traveler reservation information

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
4	a. Receive and document validated reservation/PNR information for travel authorization b. Document trip purpose, residence location, temporary duty (TDY) location, and expected departure and return dates c. Document demographic, funding agency/organization, contact, and payment information from travel personnel profile d. Determine and document estimated meals and incidental expenses (M&IE) per diem e. Document estimated lodging expenses f. Document estimated business class transportation provider fare and exception/justification information g. Document estimated rental car expenses h. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport i. Document centrally billed account (CBA) travel card as payment method for airfare and lodging j. Document payment method(s) for invitational traveler's miscellaneous and other expenses k. Determine and document appropriate LOA code(s) from travel personnel profile and/or other available codes, document allocation, and determine dollar amounts for each code l. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified m. Document travel arranger's signature, and submit and route travel authorization for review by appropriate parties (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)		• Invitational traveler acknowledgement of reservation information • Invitational traveler reservation information • Validated reservation/ PNR information with ticketing date • Per diem rates • Historical/default miscellaneous and other expense information • CBA travel card information • Invitational traveler payment method(s) • Available LOA code(s) • Government-wide and approved agency-specific travel policy and associated compliance checks • Invitational traveler travel personnel profile • List of approvers	• Submitted travel authorization with supporting documentation

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
5	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)		• Submitted travel authorization with supporting documentation • Government-wide and approved agency-specific travel policy and associated compliance checks	• Request for funds availability check for obligation
6		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
7	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)		• Submitted travel authorization with supporting documentation • Funds availability response for obligation • Government-wide and approved agency-specific travel policy and associated compliance checks	• Approved travel authorization with supporting documentation • Travel arranger notification of approval • Funds obligation request for travel authorization

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL			
Typical Flow of Events			
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
8		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
9	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
10	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)		• Approved travel authorization with supporting documentation • Validated reservation/PNR information with ticketing date • Ticketing documentary guidelines	• Issued traveler ticket • Trip itinerary

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL				
Typical Flow of Events				
#	**TRT Event**	**Non-TRT Event**	**Input(s)**	**Output(s) / Outcome(s)**
11	a. Retrieve travel authorization information to include in travel voucher b. Verify and update M&IE per diem, lodging expenses, transportation provider fare, rental car, and other expenses c. Verify and update payment method(s) d. Receive and document expense receipts from invitational traveler 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. Provide notification of the total expenses to be reimbursed for the trip, and receive acknowledgement g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified h. Attach invitational traveler acknowledgement of voucher amount, document travel arranger 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)		• Approved travel authorization with supporting documentation • Per diem rates • Issued ticket information • Invitational Traveler expense receipts • Acknowledgement of total expenses to be reimbursed for the trip • Government-wide and approved agency-specific travel policy and associated compliance checks • Available LOA code(s) • Invitational traveler travel personnel profile information • List of approvers	• Provide notification of the total expenses to be reimbursed for the trip • Submitted voucher with supporting documentation

USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
12	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 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 voucher with supporting documentation • Government-wide and approved agency-specific travel policy and associated compliance checks	• Request for funds availability check for voucher payment
13		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 voucher payment	• Funds availability response for voucher payment
14	a. Receive funds availability response for voucher payment b. Approve and sign voucher with supporting documentation c. Notify travel arranger of voucher approval d. Determine voucher payment split between invitational traveler and CBA travel card company e. Request disbursement of voucher payment to invitational traveler and CBA travel card company (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		• Submitted voucher with supporting documentation • Funds availability response for voucher payment • Government-wide and approved agency-specific travel policy and associated compliance checks	• Approved voucher with supporting documentation • Travel arranger notification of approval • Request for disbursement of voucher payment to invitational traveler and CBA travel card company

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USE CASE 100.TRT.L1.03 U.S. GOVERNMENT FUNDED FOREIGN TRAVEL				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
15		a. Receive and process disbursement request for voucher payment to the invitational traveler and CBA travel card company b. Confirm disbursement of voucher payment c. Provide confirmation of voucher payment disbursement (FFM.030.050 Payment Processing – Travel TDY and Local Payments)	• Request for disbursement of voucher payment to invitational traveler and CBA travel card company	• Appropriate general ledger entries created with reference to source information • Payment disbursement to invitational traveler and CBA travel card company • Confirmation of voucher payment disbursement to the invitational traveler and CBA travel card company
16	a. Receive confirmation of voucher payment disbursement to the invitational traveler and CBA travel card company 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)		• Approved voucher with supporting documentation • Confirmation of voucher payment disbursement to the invitational traveler and CBA travel card company	• Paid voucher
17	a. Receive CBA travel card account statement b. Generate voucher(s) and CBA reconciliation report c. Reconcile CBA travel card statement against voucher(s) d. Provide reconciliation information for voucher(s) against CBA travel statement (TRT.010.070 Temporary Duty [TDY] and Local Travel Monitoring and Reconciliation)		• CBA travel card account statement • Voucher(s)	• Reconciliation information for vouchers against CBA travel statement