

TRAVEL AND EXPENSE MANAGEMENT FIBF

Use Case 100.TRT.L1.02 Year End Foreign Trip

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 corrected formatting.	MITRE

Use Case 100.TRT.L1.02 Year End Foreign Trip

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

Business Scenario(s) Covered

- L1.2 Foreign Travel
- L1.7 Travel Across IDL
- L1.13 Travel Spanning Fiscal Years
- L1.19 Traveler with Travel Card
- L1.23 Random Sampling for Compliance

Business Actor(s):

Traveler, Approver(s), Auditor, Finance Office, Travel Management Center (TMC), Department of State

Synopsis

A travel authorization is prepared for foreign travel, which includes travel across the international date line (IDL) and across two fiscal years (FY). Per diem expenses that reflect travel across the IDL are estimated and included on the authorization. The travel expenses anticipated to be incurred in the current FY (“n”) and subsequent FY (“n+1”) are identified and the appropriate FY “n” lines of accounting (LOA) code(s) are documented in the authorization. Approval to travel abroad on official business is received. The travel authorization, including supporting documentation, 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 ticket is issued on the ticketing date established by the passenger name record (PNR), and a trip itinerary is generated and provided. After the trip is completed, a travel voucher is prepared, including per diem expenses that reflect travel crossing the IDL twice during the departure and return flights. The voucher expenses for FY “n” and FY “n+1” are allocated to FY “n” LOA code(s). 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. During a travel audit, the trip documentation is identified as part of a random sampling for compliance assessment. The trip documentation is evaluated, expenses are validated, and audit results are documented with no issues identified.

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. The required government passport and visa, if applicable, have been obtained and applicable foreign travel security requirements have been met.
7. A rest stop while in route is not included in the trip because of mission purposes.
8. A travel personnel profile has been set up for the traveler.
9. A Government travel card has been issued to the traveler and is used for all expenses.
10. Agency travel funds are not multi-year travel funds.
11. Foreign currency is not used to pay miscellaneous or other expenses.
12. Trip documentation is maintained for record retention purposes.

Initiating Event

Travel reservations have been completed for the trip.

USE CASE 100.TRT.L1.02 YEAR END FOREIGN TRIP

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	<p>a. Receive approval concerning request for travel abroad on official business</p> <p>b. Receive and document validated reservation/passenger name record (PNR) information for travel authorization</p> <p>c. Document trip purpose, official station/residence location, temporary duty (TDY) location, and expected departure and return dates</p> <p>d. Document demographic, agency, contact, and payment information from travel personnel profile</p> <p>e. Determine and document estimated meals and incidental expenses (M&IE) per diem based on total travel time for international date line (IDL) travel</p> <p>f. Document estimated lodging expenses</p> <p>g. Document estimated transportation provider fare and rental car expense</p> <p>h. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport</p> <p>i. Document Government travel card as payment method</p> <p>j. Determine and document planned FY “n” 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>k. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>l. Document traveler signature, and submit and route travel authorization with supporting documentation for review by appropriate parties (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> • Approval for travel abroad on official business • Validated reservation/ PNR information with ticketing date • Travel personnel profile information with government passport and visa information • Per diem rates • Historical/default miscellaneous and other expense information • Government-wide and approved agency-specific travel policy and associated compliance checks • Available LOA code(s) FY “n” 	<ul style="list-style-type: none"> • Submitted travel authorization with supporting documentation

USE CASE 100.TRT.L1.02 YEAR END FOREIGN TRIP

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
2	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 of FY “n” funds (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 of FY “n” funds
3		a. Receive and process request for funds availability check for obligation of FY “n” funds 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 of FY “n” funds 	<ul style="list-style-type: none"> • Funds availability response for obligation of FY “n” funds
4	a. Receive funds availability response for obligation b. Approve and sign travel authorization with supporting documentation c. Notify traveler of travel authorization approval d. Request FY “n” 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 of FY “n” funds 	<ul style="list-style-type: none"> • Approved travel authorization with supporting documentation • Traveler notification of approval • FY “n” funds obligation request for travel authorization

USE CASE 100.TRT.L1.02 YEAR END FOREIGN TRIP				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
5		a. Receive FY “n” 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"> FY “n” 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
6	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
7	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 with supporting documentation Validated reservation/PNR information with ticketing date Ticketing documentary guidelines 	<ul style="list-style-type: none"> Issued traveler ticket Trip itinerary

USE CASE 100.TRT.L1.02 YEAR END FOREIGN TRIP

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
8	<p>a. Retrieve travel authorization information to include in travel voucher</p> <p>b. Verify and update M&IE per diem based on total travel time for IDL travel</p> <p>c. Verify and update lodging expenses, transportation provider fare, rental car, and other expenses including taxi fares to and from the airport</p> <p>d. Verify and update payment method(s)</p> <p>e. Document receipts for expenses</p> <p>f. Verify and update appropriate FY “n” LOA code(s) from travel personnel profile and/or other available codes, document allocation, and determine dollar amounts for each code</p> <p>g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>h. 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 with supporting documentation • Per diem rates • Issued ticket information • Receipts for expenses • Available FY “n” 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
9	<p>a. Receive submitted voucher with supporting documentation</p> <p>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</p> <p>c. Request funds availability check for voucher payment</p> <p>(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<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

USE CASE 100.TRT.L1.02 YEAR END FOREIGN TRIP

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
10		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
11	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 travel 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
12		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

USE CASE 100.TRT.L1.02 YEAR END FOREIGN TRIP

Typical Flow of Events

#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
13	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
14	a. Identify and retrieve trip documentation as part of a random sampling for compliance assessment b. Evaluate travel documentation and validate information and expenses c. Document and provide audit results with no issues identified (TRT.010.100 Temporary Duty [TDY] and Local Travel Policy Management and Audit)		<ul style="list-style-type: none"> • Audit sampling policy • Trip documentation • Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> • Audit results