

Travel and Expense Management FIBF

Use Case 100.TRT.L1.01 Domestic Trip with Date Change

Version History

Version	Date	Change Description	Author of Change
2021.3.0	11/20/2020	Published baseline business standards (OMB Concurrence)	GSA
2022.1.0	10/3/2022	Updated business standards to submit to BSC and public review	GSA

Use Case 100.TRT.L1.01 Domestic Trip with Date Change

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

Business Scenario(s) Covered

- L1.1 Domestic Travel
- L1.17 Trip Date Change
- L1.19 Traveler with Government contractor-issued individually billed charge card (IBA)

Business Actor(s):

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

Synopsis

Travel dates and the travel location are identified for a domestic Temporary Duty (TDY) trip, and itinerary options are searched. Reservations are made using a Government contractor-issued charge card and Government-wide travel program (e.g., City-Pair Program), 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, and the information is checked for compliance with no issues identified. The travel authorization is submitted, routed, reviewed, and approved by appropriate officials. Before the ticket is issued, the traveler is informed that the event was postponed by a week. Trip date changes are identified, and reservations are revised. The revised reservation and PNR information is provided, including the updated ticketing date. An amended travel authorization reflecting the new travel dates and reservation information is prepared. The amended travel authorization information is checked for compliance with no issues identified. The amended travel authorization is submitted, routed, reviewed, and approved by appropriate officials. The ticket is issued on the updated ticketing date established by the PNR, and the trip itinerary is generated and provided. After the trip is completed, a travel voucher is prepared, and the 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 the voucher is marked paid. Trip documentation is maintained for record retention purposes.

Assumptions and Dependencies

General FIBF

- 1.1 There is no presumption as to which events are executed by which business actor.
- 1.2 There is no presumption as to which events are automated, semi-automated, or manual.
- 1.3 There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities and between provider solutions/systems.
- 1.4 All predecessor events required to trigger the Initiating Event have been completed.

Business Use Case Specific

- 2.1 Travel budget has been established.
- 2.2 A travel personnel profile has been set up for the traveler.
- 2.3 A Government contractor-issued individually billed charge card (IBA) has been issued to the traveler.
- 2.4 The travel documents associated with the trip are not selected for audit.

Federal Records Management

- 3.1 In accordance with National Archives General Records Schedules (GRS) and other Federal records management standards, the types of digital objects received or created during TRT events (Business Use Case Inputs or Outputs) that are considered TRT Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR).
- 3.2 For each type of TRT Federal record, a retention period is established (ERM.010.030) and, if special circumstances occur such as an order, law, or business justification, a temporary Federal record retention period is changed (ERM.030.040) or a permanent Federal record retention period is extended (ERM.040.040).
- 3.3 During the retention period of a TRT Federal record: appropriate access levels are maintained (ERM.020.010); associated metadata (e.g., record identifier, creator, creation date, security classification, access rights) and an audit trail of changes to Federal record content, metadata, and access level are maintained (ERM.020.020); if a litigation hold is placed, the Federal record is locked down until the litigation hold is lifted to ensure no changes can be made (ERM.020.030); if needed to satisfy a Freedom of Information Act, Congressional, or e-discovery request, the Federal record is made available (ERM.020.040); and if needed because of technology obsolescence, the Federal record is migrated to another repository to serve out its retention period (ERM.020.050).
- 3.4 Once a TRT Federal record has met its record retention period, it is disposed (ERM.030.010, ERM.030.020, ERM.030.030) or transferred to NARA (ERM.040.010, ERM.040.020, ERM.040.030).

Initiating Event

A Government employee is requested to travel to a domestic location for mission support purposes.

USE CASE 100.TRT.L1.01 DOMESTIC TRIP WITH DATE CHANGE

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 traveler profile c. Search for information on available common carrier, lodging, and rental car options (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> Travel personnel profile information Trip date(s) and location(s), information Transportation, lodging, and rental car search information Government-wide and approved agency-specific travel policies 	<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 common carrier schedule and fare, and lodging and rental car options and pricing b. Select common carrier, lodging, and rental car reservations from available options c. Evaluate travel reservation information for completeness, errors, and compliance with		<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 	<ul style="list-style-type: none"> Validated reservation/ PNR information with ticketing date Traveler reservation information

	<p>passenger name record (PNR) documentary guidelines and policy; and record results with no issues identified</p> <p>d. Establish and provide validated reservation and PNR information with ticketing date</p> <p>e. Provide traveler reservation information (TRT.010.020 Travel Reservation Assistance and Processing)</p>		<ul style="list-style-type: none"> • Per diem rates for lodging • Government-wide and approved agency-specific travel policy and associated compliance checks • PNR documentary guidelines 	
3	<p>a. Receive and document validated reservation/PNR information for travel authorization</p> <p>b. Document travel purpose, official station/residence location, TDY location(s), 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</p> <p>e. Document estimated lodging expenses</p> <p>f. Document estimated common carrier and rental car expense</p> <p>g. Determine and document miscellaneous and other expenses</p> <p>h. Determine and document planned lines of accounting (LOA) code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code</p> <p>i. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>j. Document, submit, and route travel authorization for review by appropriate officials (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> • Validated reservation/PNR information • Traveler 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^(FR)
4	<p>a. Receive submitted travel authorization</p> <p>b. Evaluate travel authorization information to verify travel is necessary/mission essential, compliant with applicable regulations and policies, including</p>		<ul style="list-style-type: none"> • Submitted travel authorization^(FR) • Government-wide and approved agency-specific 	<ul style="list-style-type: none"> • Request for funds availability check for obligation

	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)		travel policy and associated compliance checks	
5		a. Receive and process request for funds availability check for obligation b. Provide response to funds availability check for obligation (FFM.010.020 Fund 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^(FR) Funds availability response for obligation 	<ul style="list-style-type: none"> Approved travel authorization^(FR) Traveler notification of approval Funds obligation request for travel authorization
7		a. Receive funds obligation request for travel authorization b. Obligate funds for travel authorization (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
8	a. Identify updated trip dates to change existing reservations b. Retrieve existing reservation/PNR information c. Search based on updated trip dates and receive available Government-negotiated and non-Government-negotiated transportation provider schedule and fare, and lodging and rental car options and pricing		<ul style="list-style-type: none"> Travel personnel profile information Existing reservation/PNR information Updated trip dates Available Government-negotiated and non-Government-negotiated transportation provider 	<ul style="list-style-type: none"> Validated updated reservation/PNR information with updated ticketing date, if applicable Traveler updated reservation information

	<ul style="list-style-type: none"> d. Select updated common carrier, lodging, and rental car reservations from available options to change reservation e. Evaluate updated travel reservation information for completeness, errors, and compliance with passenger name record (PNR) documentary guidelines and policy; and record results with no issues identified f. Establish and provide validated updated reservation and PNR information with updated ticketing date, if applicable g. Provide traveler updated reservation information (TRT.010.020 Travel Reservation Assistance and Processing) 		<p>schedule and fare, and lodging and rental car reservation options and pricing</p> <ul style="list-style-type: none"> ● Per diem rates for lodging ● Government-wide and approved agency-specific travel policy and associated compliance checks 	
9	<ul style="list-style-type: none"> a. Retrieve existing travel authorization information b. Update/amend travel authorization information (e.g., travel dates, per diem) c. Update and document estimated expenses and other information based on changes d. Update dollar amounts for planned LOA code(s) based on travel authorization changes e. Evaluate amended travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified f. Document, submit, and route amended travel authorization for review by appropriate officials (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing) 		<ul style="list-style-type: none"> ● Approved travel authorization^(FR) ● Validated updated reservation/PNR information with updated ticketing date, if applicable ● 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 amended travel authorization^(FR)
10	<ul style="list-style-type: none"> a. Receive submitted amended travel authorization b. Evaluate amended travel authorization information to verify travel is necessary/mission essential, compliant with applicable regulations and policies, including documentation requirements, and 		<ul style="list-style-type: none"> ● Submitted amended travel authorization^(FR) ● Government-wide and approved agency-specific travel policy and 	<ul style="list-style-type: none"> ● Request for funds availability check for updated obligation

	<p>references appropriate budget resource; and record results with no issues identified</p> <p>c. Request funds availability check for updated obligation</p> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		associated compliance checks	
11		<p>a. Receive and process request for funds availability check for updated obligation</p> <p>f. Provide response to funds availability check for updated obligation</p> <p>(FFM.010.020 Fund Allocation and Control)</p>	<ul style="list-style-type: none"> Request for funds availability check for updated obligation 	<ul style="list-style-type: none"> Response to funds availability check for updated obligation
12	<p>a. Receive response to funds availability check for updated obligation</p> <p>b. Approve and sign amended travel authorization</p> <p>c. Notify traveler of amended travel authorization approval</p> <p>d. Request funds obligation update for amended travel authorization</p> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> Submitted amended travel authorization^(FR) Response to funds availability check for updated obligation 	<ul style="list-style-type: none"> Approved amended travel authorization^(FR) Traveler notification of approval Funds obligation update request for amended travel authorization
13		<p>a. Receive funds obligation update request for amended travel authorization</p> <p>b. Update funds obligation for amended travel authorization</p> <p>(FFM.030.020 Obligation Management)</p>	<ul style="list-style-type: none"> Funds obligation update request for amended travel authorization 	<ul style="list-style-type: none"> Appropriate general ledger entries updated with reference to source information
14	<p>a. Receive amended travel authorization approval and notification to issue traveler ticket</p> <p>b. Evaluate ticket information for completeness, errors, and compliance with ticketing documentary</p>		<ul style="list-style-type: none"> Approved amended travel authorization^(FR) Validated updated reservation/PNR 	<ul style="list-style-type: none"> Issued traveler ticket Trip itinerary

	<p>guidelines and policy; and record results with no issues identified</p> <p>c. Issue traveler ticket</p> <p>d. Generate and provide trip itinerary (TRT.010.040 Travel Ticketing)</p>		<p>information with updated ticketing date, if applicable</p> <ul style="list-style-type: none"> • Ticketing documentary guidelines 	
15	<p>a. Retrieve amended travel authorization information to include in travel voucher</p> <p>b. Verify and update M&IE per diem, lodging expenses, transportation provider fare, rental car, and other expenses, including taxi fares to and from the airport</p> <p>c. Document receipts for expenses</p> <p>d. Verify and update appropriate LOA code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code</p> <p>e. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>f. 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 amended travel authorization^(FR) • 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^(FR)
16	<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^(FR) • 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

17		<ul style="list-style-type: none"> 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 Fund 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
18	<ul style="list-style-type: none"> a. Receive funds availability response for voucher payment b. Approve and sign voucher with supporting documentation c. Notify traveler of voucher approval d. Determine and document payment method(s) for expense(s) 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^(FR) • Funds availability response for voucher payment 	<ul style="list-style-type: none"> • Approved voucher with supporting documentation^(FR) • Traveler notification of approval • Request for disbursement of voucher payment to Government travel card company and to traveler
19		<ul style="list-style-type: none"> a. Receive and process disbursement request for voucher payments to Government travel card company and the traveler (FFM.030.050 Payment Processing – Travel Temporary Duty (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
20	<ul style="list-style-type: none"> a. Match voucher payment disbursement to voucher and mark voucher as paid b. Prepare trip documentation for record retention purposes (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<ul style="list-style-type: none"> • Approved voucher and supporting documentation^(FR) 	<ul style="list-style-type: none"> • Paid voucher^(FR) • Trip documentation prepared for retention^(FR)

