

# TRAVEL AND EXPENSE MANAGEMENT FIBF

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

## 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.L1.02 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 calculated 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. 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 officials. 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 officials. 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. 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

#### 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 The required government passport and visa, if applicable, have been obtained and applicable foreign travel security requirements have been met.
- 2.3 A rest stop while en route is not included in the trip because of mission purposes.
- 2.4 A travel personnel profile has been set up for the traveler.
- 2.5 A Government travel card has been issued to the traveler and is used for all expenses.
- 2.6 Agency travel funds are not multi-year travel funds.
- 2.7 Foreign currency is not used to pay miscellaneous or other expenses.

#### 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

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	<ul style="list-style-type: none"> <li>a. Receive approval concerning request for travel abroad on official business</li> <li>b. Receive and document validated reservation/passenger name record (PNR) information for travel authorization</li> <li>c. Document trip purpose, official station/residence location, temporary duty (TDY) location, and expected departure and return dates</li> <li>d. Document demographic, agency, contact, and payment information from traveler profile</li> <li>e. Determine and document estimated meals and incidental expenses (M&amp;IE) per diem based on segment travel time for international date line (IDL) travel</li> <li>f. Document estimated lodging expenses</li> <li>g. Document estimated common carrier fare and rental car expense</li> <li>h. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport</li> </ul>		<ul style="list-style-type: none"> <li>• Approval for travel abroad on official business</li> <li>• Validated reservation/ PNR information with ticketing date</li> <li>• Traveler profile information with government passport and visa information</li> <li>• Per diem rates</li> <li>• Historical/default miscellaneous and other expense information</li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>• Submitted travel authorization with supporting documentation<sup>(FR)</sup></li> </ul>

	<ul style="list-style-type: none"> <li>i. Determine and document planned FY “n” lines of accounting (LOA) code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code</li> <li>j. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified</li> <li>k. Document, submit, and route travel authorization with supporting documentation for review by appropriate officials</li> </ul> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> <li>• Available LOA code(s) FY “n”</li> </ul>	
<b>2</b>	<ul style="list-style-type: none"> <li>a. Receive submitted travel authorization with supporting documentation</li> <li>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</li> <li>c. Request funds availability check for obligation of FY “n” funds</li> </ul> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> <li>• Submitted travel authorization with supporting documentation<sup>(FR)</sup></li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>• Request for funds availability check for obligation of FY “n” funds</li> </ul>
<b>3</b>		<ul style="list-style-type: none"> <li>a. Receive and process request for funds availability check for obligation of FY “n” funds</li> <li>b. Provide response to funds availability check for obligation</li> </ul> <p>(FFM.010.020 Fund Allocation and Control)</p>	<ul style="list-style-type: none"> <li>• Request for funds availability check for obligation of FY “n” funds</li> </ul>	<ul style="list-style-type: none"> <li>• Funds availability response for obligation of FY “n” funds</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>a. Receive funds availability response for obligation</li> <li>b. Approve and sign travel authorization with supporting documentation</li> <li>c. Notify traveler of travel authorization approval</li> </ul>		<ul style="list-style-type: none"> <li>• Submitted travel authorization with supporting documentation<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Approved travel authorization with supporting documentation<sup>(FR)</sup></li> <li>• Traveler notification of approval</li> </ul>

	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"> <li>Funds availability response for obligation of FY “n” funds</li> </ul>	<ul style="list-style-type: none"> <li>FY “n” funds obligation request for travel authorization</li> </ul>
5		a. Receive FY “n” funds obligation request for travel authorization b. Obligate funds for travel authorization (FFM.030.020 Obligation Management)	<ul style="list-style-type: none"> <li>FY “n” funds obligation request for travel authorization</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate general ledger entries created with reference to source information</li> </ul>
6	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"> <li>Approved travel authorization with supporting documentation<sup>(FR)</sup></li> <li>Validated reservation/PNR information with ticketing date</li> <li>Ticketing documentary guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Issued traveler ticket</li> <li>Trip itinerary</li> </ul>
7	a. Retrieve travel authorization information to include in travel voucher b. Verify and update M&IE per diem based on segment travel time for IDL travel c. Verify and update lodging expenses, common carrier fare, rental car, and other expenses including taxi fares to and from the airport d. Determine and document payment method(s) for expense(s) e. Document receipts for expenses 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		<ul style="list-style-type: none"> <li>Approved travel authorization with supporting documentation<sup>(FR)</sup></li> <li>Per diem rates</li> <li>Issued ticket information</li> <li>Receipts for expenses</li> <li>Available FY “n” LOA code(s)</li> <li>Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>Submitted voucher with supporting documentation<sup>(FR)</sup></li> </ul>

	<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 officials</p> <p>(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<ul style="list-style-type: none"> <li>• Traveler profile information</li> <li>• List of approvers</li> </ul>	
8	<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"> <li>• Submitted voucher with supporting documentation<sup>(FR)</sup></li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>• Request for funds availability check for voucher payment</li> </ul>
9		<p>a. Receive and process request for funds availability check for voucher payment</p> <p>b. Provide response to funds availability check for voucher payment</p> <p>(FFM.010.020 Fund Allocation and Control)</p>	<ul style="list-style-type: none"> <li>• Request for funds availability check for voucher payment</li> </ul>	<ul style="list-style-type: none"> <li>• Funds availability response for voucher payment</li> </ul>
10	<p>a. Receive funds availability response for voucher payment</p> <p>b. Approve and sign voucher with supporting documentation</p> <p>c. Notify traveler of voucher approval</p> <p>d. Determine voucher payment split between Government travel card company and traveler</p> <p>e. Request disbursement of voucher payment to Government travel card company and traveler</p>		<ul style="list-style-type: none"> <li>• Submitted travel voucher with supporting documentation</li> <li>• Funds availability response for voucher payment</li> </ul>	<ul style="list-style-type: none"> <li>• Approved voucher with supporting documentation<sup>(FR)</sup></li> <li>• Traveler notification of approval</li> <li>• Request for disbursement of voucher payment to Government</li> </ul>

	(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)			travel card company and to traveler
<b>11</b>		a. Receive and process disbursement request for voucher payments to Government travel card company and to the traveler  (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)	<ul style="list-style-type: none"> <li>Request for disbursement of voucher payment to Government travel card company and to traveler</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate general ledger entries created with reference to source information</li> <li>Payment disbursement to Government travel card company and traveler</li> </ul>
<b>12</b>	a. Match voucher payment disbursement 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"> <li>Approved voucher with supporting documentation<sup>(FR)</sup></li> </ul>	<ul style="list-style-type: none"> <li>Paid voucher<sup>(FR)</sup></li> </ul>
<b>13</b>	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"> <li>Audit sampling policy</li> <li>Trip documentation</li> <li>Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>Audit results</li> </ul>