

Travel and Expense Management FIBF

Use Case 100.TRT.L1.05 Visit to Department Field Office

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.L1.05 Visit to Department Field Office

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

Business Scenario(s) Covered

- L1.4 Short Distance Travel
- L1.11 Approver on Leave
- L1.18 Additional Expense After Payment
- L1.19 Traveler with Travel Card

Business Actor(s):

Traveler, Approver(s), Finance Office

Synopsis

Costs of trip itineraries using Privately Owned Vehicle (POV) or rail are compared for short distance travel to a field office. POV is selected as advantageous. A travel authorization is prepared, and the information is checked for compliance. Errors indicating missing information are identified, and a notification is issued. The travel authorization is revised to resolve the errors. The travel authorization is submitted and routed for approval. Because the traveler's approver is on leave, approval responsibilities are delegated. The travel authorization is reviewed and approved by appropriate officials. After the trip is completed, a travel voucher is prepared, including determining POV and other expenses. 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 the voucher is marked paid. After payment, an additional expense for parking is identified. An amended voucher is prepared and submitted, including the parking expense. The amended voucher information is checked for compliance with no issues identified. The amended voucher is routed, reviewed, and approved by appropriate parties. A payment request is submitted for the amount to be paid to the traveler. Disbursement of the payment is made, and the amended voucher is marked paid.

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 Approver delegation authority has been set up.
- 2.4 A Government travel card has been issued to the traveler.
- 2.5 Travel location is greater than 50 miles from traveler's official station/residence location.
- 2.6 Travel is accomplished within the same business day and trip duration is greater than 12 hours.
- 2.7 Prior to voucher submission, the traveler's designated approver has returned.
- 2.8 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 Events

Government employee schedules a visit to a department regional field office.

USE CASE 100.TRT.L1.05 VISIT TO DEPARTMENT FIELD OFFICE

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 rail transportation options d. Develop and document cost comparison information for two itineraries, one traveling via rail and the other traveling via Privately Owned Vehicle (POV) e. Select POV as transportation method based on comparative cost information (TRT.010.020 Travel Reservation Assistance and Processing)		<ul style="list-style-type: none"> Traveler profile information Trip date, location, and trip purpose information Available Government-negotiated and non-Government-negotiated rail transportation provider schedule and fare and pricing Government-wide and approved agency-specific travel policies Government-wide travel programs Mileage rates 	<ul style="list-style-type: none"> Cost comparison information for rail and POV itineraries

2	<ul style="list-style-type: none"> a. Document trip purpose, official station/residence location, TDY location, and expected departure and return dates b. Document demographic, agency, contact, and payment information from traveler profile c. Determine and document estimated meals and incidental expenses (M&IE) per diem and POV expenses d. Identify and develop exception/justification information for transportation method (i.e., POV) e. Determine and document miscellaneous and other expenses f. 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 g. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results h. Notify traveler of travel authorization compliance check errors i. Revise travel authorization information to correct errors and document changes j. Document, submit, and route travel authorization with supporting documentation for review <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> • Traveler profile information • Cost comparison information for rail and POV itineraries • Per diem rates for M&IE • Historical/default miscellaneous and other expense information • Mileage rates • Estimated mileage • 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"> • Traveler notification of travel authorization compliance check errors • Submitted travel authorization with supporting documentation^(FR)
3	<p>Determine delegated approver for travel authorization</p> <p>(TRT.010.010 Travel Personnel Profile Set-up and Maintenance)</p>		<ul style="list-style-type: none"> • Submitted travel authorization with supporting documentation • Travel personnel profile information 	<ul style="list-style-type: none"> • Delegated approver information
4	<ul style="list-style-type: none"> a. Receive submitted travel authorization b. Evaluate travel authorization information to verify travel is necessary/mission essential, compliant 		<ul style="list-style-type: none"> • Submitted travel authorization with 	<ul style="list-style-type: none"> • Request for funds availability check for obligation

	<p>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 obligation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<p>supporting documentation</p> <ul style="list-style-type: none"> Government-wide and approved agency-specific travel policy and associated compliance checks 	
5		<p>a. Receive and process request for funds availability check for obligation</p> <p>b. Provide response to funds availability check for obligation (FFM.010.020 Fund Allocation and Control)</p>	<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	<p>a. Receive funds availability response for obligation</p> <p>b. Approve and sign travel authorization with supporting documentation</p> <p>c. Notify traveler of travel authorization approval</p> <p>d. Request funds obligation for travel authorization (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p>		<ul style="list-style-type: none"> Submitted travel authorization with supporting documentation Funds availability response for obligation 	<ul style="list-style-type: none"> Approved travel authorization with supporting documentation^(FR) Traveler notification of approval Funds obligation request for travel authorization
7		<p>a. Receive funds obligation request for travel authorization</p> <p>b. Obligate funds for travel authorization (FFM.030.020 Obligation Management)</p>	<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	<p>a. Retrieve travel authorization information to include in travel voucher</p> <p>b. Verify and update M&IE per diem, POV expense, and special conveyance expenses (e.g., tolls)</p> <p>c. Document receipts for expenses</p>		<ul style="list-style-type: none"> Approved travel authorization^(FR) Per diem rates for M&IE Mileage rates Mileage 	<ul style="list-style-type: none"> Submitted voucher with supporting documentation^(FR)

	<p>d. 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</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"> • Receipts for expense • Available LOA code(s) • Government-wide and approved agency-specific travel policy and associated compliance checks • Traveler profile information • List of approvers 	
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^(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
10		<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"> • Request for funds availability check for voucher payment 	<ul style="list-style-type: none"> • Funds availability response for voucher payment

11	<ul style="list-style-type: none"> a. Receive funds availability response for voucher payment b. Approve and sign voucher 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 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 the traveler
12		<ul style="list-style-type: none"> 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"> • Request for disbursement of voucher payment to Government travel card company and the 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
13	<ul style="list-style-type: none"> 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"> • Approved voucher with supporting documentation^(FR) 	<ul style="list-style-type: none"> • Paid voucher^(FR)
14	<ul style="list-style-type: none"> a. Retrieve voucher information to include in amended voucher b. Amend voucher to include additional miscellaneous expense (e.g., parking) c. Determine and document payment method(s) for expense(s) d. Document receipt for expense e. Verify and update appropriate LOA code(s) from travel personnel profile and/or other available 		<ul style="list-style-type: none"> • Approved voucher with supporting documentation^(FR) • Receipt for expense • Available LOA code(s) • Government-wide and approved agency-specific travel policy and associated compliance checks 	<ul style="list-style-type: none"> • Submitted amended voucher with supporting documentation^(FR)

	<p>codes, document allocation, and determine dollar amounts for each code</p> <p>f. Evaluate amended voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>g. Document traveler signature, and submit and route amended 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"> Travel personnel profile information List of approvers 	
15	<p>a. Receive submitted amended voucher with supporting documentation</p> <p>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</p> <p>c. Request funds availability check for amended 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 amended 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 amended voucher payment
16		<p>a. Receive and process request for funds availability check for amended voucher payment</p> <p>b. Provide response to funds availability check for amended voucher payment</p> <p>(FFM.010.020 Fund Allocation and Control)</p>	<ul style="list-style-type: none"> Request for funds availability check for amended voucher payment 	<ul style="list-style-type: none"> Funds availability response for amended voucher payment
17	<p>a. Receive funds availability response for amended voucher payment</p>		<ul style="list-style-type: none"> Approved amended voucher with supporting documentation 	<ul style="list-style-type: none"> Approved amended voucher with supporting documentation

	b. Approve and sign amended voucher with supporting documentation c. Notify traveler of voucher approval d. Request disbursement of amended voucher payment to traveler (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)		<ul style="list-style-type: none"> Funds availability response for amended voucher payment 	<ul style="list-style-type: none"> Traveler notification of approval Request for disbursement of amended voucher payment to traveler
18		a. Receive and process disbursement request for amended voucher payment to traveler (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)	<ul style="list-style-type: none"> Request for disbursement of amended voucher payment to traveler 	<ul style="list-style-type: none"> Appropriate general ledger entries created with reference to source information Payment disbursement to traveler
19	a. Match amended voucher payment disbursement to amended 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 amended voucher with supporting documentation 	<ul style="list-style-type: none"> Paid voucher^(FR)