

# Travel and Expense Management FIBF

Use Case 100.TRT.L2.03 Sponsored Travel to Conference During Special Events

## 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.L2.03 Sponsored Travel to Conference During Special Events

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

### Business Scenario(s) Covered

- L2.29 Trip to Special Event Location
- L2.30 Sponsored Travel

### Business Actor(s)

Traveler, Approver(s), Travel Management Center (TMC), Finance Office, Non-Federal Entity

### Synopsis

A Government employee receives an unsolicited offer from a non-Federal source to pay for the employee's airfare and conference registration fee to speak at a conference. A request is prepared to accept payment-in-kind for the airfare and registration fee. The value of the airfare and conference registration fee expenses are estimated and included in the request. The request is submitted, routed, reviewed, and approved by appropriate ethics officials. A travel authorization is prepared, noting the payment-in-kind of the estimated airfare and conference fees by the non-Federal source. Due to a special event at the travel location, no lodging is available within per diem rates. A lodging rate above per diem is selected, and an exception/justification is provided. Reservations are made using a Government travel card, and the information is checked for compliance with no additional issues identified. The travel authorization is submitted, routed, reviewed, and approved by appropriate officials. The reservation information is provided to the Government employee. Air transportation reservation and fare information is received from the non-Federal source. The trip itinerary is generated and provided to the traveler. After the trip is completed, a voucher is prepared for travel expenses, documenting payment-in-kind by the non-Federal source for airfare and conference fees. 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.

### 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 travel card has been issued to the traveler.
- 2.4 Transportation provider reservations are coordinated with the traveler and booked by the non-Federal source.
- 2.5 Agency reporting of travel expenses paid by non-Federal sources is conducted at the next reporting cycle.
- 2.6 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

A Government employee receives an offer from a non-Federal source to pay for some expenses to speak at a conference.

#### USE CASE 100.TRT.L2.03. SPONSORED TRAVEL TO CONFERENCE DURING SPECIAL EVENTS

##### Typical Flow of Events

| # | TRT Event   | Non-TRT Event | Input(s)   | Output(s) / Outcome(s)   |
|---|---|---------------|--|--|
| 1 | a. Receive offer for payment-in-kind from a non-Federal source with supporting documentation<br>b. Prepare request to accept payment for travel expenses from a non-Federal source<br>c. Submit and route request to accept payment-in-kind from a non-Federal source and supporting documentation for review by appropriate officials<br>d. Evaluate request to accept payment-in-kind from a non-Federal source and record results<br>e. Provide notification of approval to accept payment in-kind from non-Federal source<br>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing) |               | <ul style="list-style-type: none"> <li>Offer from non-Federal source to pay for travel expenses to speak at a conference</li> <li>Submitted request to accept payment-in-kind from a non-Federal source with supporting documentation</li> <li>Government-wide and approved agency-specific travel policies</li> </ul> | <ul style="list-style-type: none"> <li>Notification of approval to accept payment in-kind from non-Federal source</li> </ul> |
| 2 | a. Identify trip dates, official station/residence location, Temporary Duty (TDY) location, and trip purpose  |               | <ul style="list-style-type: none"> <li>Traveler profile information</li> <li>Trip date, location, and trip purpose information</li> </ul>  | <ul style="list-style-type: none"> <li>Available Government-negotiated and non-Government-negotiated</li> </ul>              |

|          |   |  |   |  |
|----------|---|--|---|--|
|          | <ul style="list-style-type: none"> <li>b. Document demographic information and preferences from traveler profile</li> <li>c. Search for information on available lodging options at or below per diem</li> <li>d. Search for information on available lodging options above per diem</li> </ul> <p>(TRT.010.020 Travel Reservation Assistance and Processing)</p>   |  | <ul style="list-style-type: none"> <li>• Lodging information</li> <li>• Government-wide and approved agency-specific travel policies</li> <li>• Government-wide travel programs</li> </ul>  | <p>lodging options and pricing</p> <ul style="list-style-type: none"> <li>• Per diem rates for lodging</li> </ul>                      |
| <b>3</b> | <ul style="list-style-type: none"> <li>a. Receive available Government-negotiated and non-Government-negotiated lodging options and pricing</li> <li>b. Select lodging rate above per diem because of special event and provide exception/justification information</li> <li>c. 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</li> <li>d. Establish and provide validated reservation and PNR information</li> <li>e. Provide traveler reservation information</li> </ul> <p>(TRT.010.020 Travel Reservation Assistance and Processing)</p> |  | <ul style="list-style-type: none"> <li>• Available Government-negotiated and non-Government-negotiated lodging options and pricing</li> <li>• Per diem rates for lodging</li> <li>• Government-wide and approved agency-specific travel policy and associated compliance checks</li> </ul>  | <ul style="list-style-type: none"> <li>• Validated reservation/ PNR information</li> <li>• Traveler reservation information</li> </ul> |
| <b>4</b> | <ul style="list-style-type: none"> <li>a. Receive and document validated reservation/PNR information for travel authorization</li> <li>b. Document trip purpose, official station/residence location, TDY location, and expected departure and return dates</li> <li>c. Document demographic, agency, contact, and payment information from traveler profile</li> <li>d. Determine and document estimated meals and incidental expenses (M&amp;IE) per diem</li> <li>e. Document estimated lodging expense and verify exception/justification information</li> </ul>  |  | <ul style="list-style-type: none"> <li>• Validated reservation/ PNR information</li> <li>• Traveler profile information</li> <li>• Per diem rates</li> <li>• Historical/default miscellaneous and other expense information</li> <li>• Available LOA code(s)</li> <li>• Government-wide and approved agency-specific travel policy and</li> </ul> | <ul style="list-style-type: none"> <li>• Submitted travel authorization with supporting documentation<sup>(FR)</sup></li> </ul>        |

|   |  |  |  |   |
|---|--|--|--|---|
|   | <p>f. Determine and document miscellaneous and other expenses, including taxi fares to and from the airport</p> <p>g. Determine and document appropriate 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>h. Evaluate travel authorization information for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>i. Document, submit, and route travel authorization with supporting documentation for review by appropriate parties</p> <p>(TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)</p> |  | <p>associated compliance checks</p> <ul style="list-style-type: none"> <li>List of approvers</li> <li>Notification of approval to accept payment-in-kind from non-Federal source</li> </ul>  |   |
| 5 | <p>a. Receive submitted travel authorization with supporting documentation</p> <p>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</p> <p>c. Request funds availability check for obligation</p> <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</li> </ul> |
| 6 |  | <p>a. Receive and process request for funds availability check for obligation</p> <p>b. Provide response to funds availability check for obligation</p> <p>(FFM.010.020 Fund Allocation and Control)</p> | <ul style="list-style-type: none"> <li>Request for funds availability check for obligation</li> </ul>  | <ul style="list-style-type: none"> <li>Funds availability response for obligation</li> </ul>          |
| 7 | <p>a. Receive funds availability response for obligation</p> <p>b. Approve and sign travel authorization with supporting documentation</p>   |  | <ul style="list-style-type: none"> <li>Submitted travel authorization with</li> </ul>  | <ul style="list-style-type: none"> <li>Approved travel authorization with</li> </ul>                  |

|           |   |  |  |   |
|-----------|---|--|--|---|
|           | c. Notify traveler of travel authorization approval<br>d. Request funds obligation for travel authorization (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)  |  | supporting documentation <sup>(FR)</sup> <ul style="list-style-type: none"> <li>Funds availability response for obligation</li> </ul>  | supporting documentation <sup>(FR)</sup> <ul style="list-style-type: none"> <li>Traveler notification of approval</li> <li>Funds obligation request for travel authorization</li> </ul> |
| <b>8</b>  |   | a. Receive funds obligation request for travel authorization<br>b. Obligate funds for travel authorization (FFM.030.020 Obligation Management) | <ul style="list-style-type: none"> <li>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>   |
| <b>9</b>  | a. Receive travel authorization approval<br>b. 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> </ul>   | <ul style="list-style-type: none"> <li>Trip itinerary</li> </ul>  |
| <b>10</b> | a. Retrieve travel authorization information to include in travel voucher<br>b. Verify and update M&IE per diem, lodging, and other expenses<br>c. Determine and document payment method(s) for expense(s)<br>d. Document value for payment in-kind from non-Federal source for airfare and conference fees<br>e. Document receipts for expenses<br>f. Verify and update appropriate LOA code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code<br>g. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified<br>h. Document traveler signature, and submit and route voucher with supporting documentation for review by appropriate officials |  | <ul style="list-style-type: none"> <li>Approved travel authorization with supporting documentation<sup>(FR)</sup></li> <li>Per diem rates</li> <li>Receipts for expenses</li> <li>Available LOA code(s)</li> <li>Government-wide and approved agency-specific travel policy and associated compliance checks</li> <li>Travel personnel profile information</li> <li>List of approvers</li> </ul> | <ul style="list-style-type: none"> <li>Submitted voucher with supporting documentation<sup>(FR)</sup></li> </ul>  |

|           |  |  |   |  |
|-----------|--|--|---|--|
|           | (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)   |  |   |  |
| <b>11</b> | <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>   |
| <b>12</b> |  | <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>  |
| <b>13</b> | <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 payments to Government travel card company and traveler</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>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 payments to Government travel card company and to traveler</li> </ul> |
| <b>14</b> |  | <p>a. Receive and process disbursement request for voucher payments to</p>   | <ul style="list-style-type: none"> <li>Request for disbursement of voucher payments to</li> </ul>   | <ul style="list-style-type: none"> <li>Appropriate general ledger entries created</li> </ul>   |

|           |  |  |   |  |
|-----------|--|--|---|--|
|           |  | Government travel card company and the traveler<br>(FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments) | Government travel card company and to traveler  | with reference to source information<br><ul style="list-style-type: none"> <li>• Payment disbursements to Government travel card company and traveler</li> </ul> |
| <b>15</b> | a. Match voucher payment disbursements to voucher and mark voucher as paid<br>(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>  |