

Travel and Expense Management FIBF

Use Case 100.TRT.L2.05 TDY with Long-Term Lodging

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
2022.2.0	3/6/2023	Incorporated feedback to submit to OMB	GSA

Use Case 100.TRT.L2.05 TDY with Long-Term Lodging

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

Business Scenario(s) Covered

- L2.26 Trip Within a Trip
- L2.31 Advance Lodging Deposit
- L2.35 Overpayment of Travel Expenses
- L2.36 Periodic Travel Reimbursement

Business Actor(s):

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

Synopsis

A traveler is authorized to use a long-term lodging solution for an upcoming Temporary Duty (TDY) travel assignment. An advance lodging deposit is paid with a Government travel card. A TDY voucher to reimburse the advance lodging deposit is submitted, routed, reviewed, and approved by appropriate officials before the TDY begins. The TDY voucher information is checked for compliance with no issues identified. A payment request is submitted, identifying the amount to be paid to the Government travel card. Disbursement of the payment is made and the TDY voucher is marked paid. The traveler's airline ticket is issued on the ticketing date established by the passenger name record (PNR), and the trip itinerary is generated and provided. The traveler begins the TDY assignment and occupies the long-term lodging accommodation.

At the end of the month, an interim TDY voucher is prepared for reimbursement of TDY expenses incurred. The interim TDY 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.

While on TDY travel, the traveler is notified of the requirement to attend a conference before completing their TDY assignment and returning to the official station. Rather than vacating the long-term lodging, the traveler will retain the long-term lodging accommodation for storage of their personal belongings. The traveler obtains lodging while at the conference location. The travel authorization is amended to include the travel to the conference and return to the TDY assignment. The information is checked for compliance with no issues identified. The amended travel authorization is submitted, routed, reviewed, and approved by appropriate officials.

After attending the conference, the traveler returns to the original TDY location where long-term lodging was obtained. Upon completion of the TDY assignment, the traveler returns to their official station and submits an amended TDY voucher for reimbursement of remaining expenses incurred. This TDY trip, which includes both TDY locations, is identified for audit. The TDY documentation is evaluated, and it is discovered that on the day of departure to the conference TDY, the employee received the per diem rate for the location where long-term lodging was obtained rather than the conference location, which resulted in an overpayment to the traveler. The overpayment to the traveler is documented in the audit results and a notification is sent informing the traveler of the overpayment amount and requesting reimbursement to the Government. A request to establish a receivable for the traveler overpayment amount is submitted and processed. The agency waives the debt and the record is closed.

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 Traveler has an approved travel authorization before submitting the TDY voucher for the advance lodging deposit.	
2.5 The travel documents associated with the trip are 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 authorized to use long-term lodging for upcoming TDY.

USE CASE 100.TRT.L2.05 TDY WITH LONG-TERM LODGING				
Typical Flow of Events				
#	TRT Event	Non-TRT Event	Input(s)	Output(s) / Outcome(s)
1	a. Retrieve travel authorization information to include in travel voucher b. Document receipts for advance lodging deposit c. Verify and update appropriate LOA code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code		<ul style="list-style-type: none"> Approved travel authorization^(FR) Per diem rates Receipts for expenses Available LOA code(s) Government-wide and approved agency-specific 	<ul style="list-style-type: none"> Submitted voucher with supporting documentation^(FR)

	<p>d. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified</p> <p>e. Document traveler signature, and submit and route voucher with supporting documentation for review by appropriate parties (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<p>travel policy and associated compliance checks</p> <ul style="list-style-type: none"> • Travel personnel profile information • List of approvers 	
2	<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 (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
3		<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 (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
4	<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 and document payment method(s) for expense(s)</p>		<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

	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)			Government travel card company and to traveler
5		a. Receive and process disbursement request for voucher payments to Government travel card company (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 	<ul style="list-style-type: none"> Appropriate general ledger entries created with reference to source information Payment disbursement to Government travel card company
6	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)
7	a. Receive 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 air transportation traveler ticket d. Generate and provide trip itinerary e. Depart for TDY assignment and occupy long-term lodging accommodation (TRT.010.040 Travel Ticketing)		<ul style="list-style-type: none"> Approved travel authorization with supporting documentation^(FR) Validated reservation/PNR information with ticketing date Ticketing documentary guidelines 	<ul style="list-style-type: none"> Issued air transportation traveler ticket Trip itinerary
8	a. Receive request to attend conference while on TDY travel (trip within a trip) b. Update/amend travel authorization information (e.g., travel dates, per diem)		<ul style="list-style-type: none"> Approved travel authorization^(FR) Per diem rates 	<ul style="list-style-type: none"> Submitted amended travel authorization^(FR)

	<ul style="list-style-type: none"> 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"> • 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 	
9	<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 references appropriate budget resource; and record results with no issues identified c. Request funds availability check for updated obligation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing) 		<ul style="list-style-type: none"> • Submitted amended travel authorization^(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 updated obligation
10		<ul style="list-style-type: none"> a. Receive and process request for funds availability check for updated obligation a. Provide response to funds availability check for updated obligation (FFM.010.020 Fund Allocation and Control) 	<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
11	<ul style="list-style-type: none"> a. Receive response to funds availability check for updated obligation b. Approve and sign amended travel authorization 		<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

	<ul style="list-style-type: none"> c. Notify traveler of amended travel authorization approval d. Request funds obligation update for amended travel authorization (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing) 			<ul style="list-style-type: none"> ● Funds obligation update request for amended travel authorization
12		<ul style="list-style-type: none"> a. Receive funds obligation update request for amended travel authorization b. Update funds obligation for amended travel authorization (FFM.030.020 Obligation Management) 	<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
13	<ul style="list-style-type: none"> a. Retrieve amended travel authorization information to include in amended travel voucher b. Verify and update M&IE per diem, lodging expenses, transportation provider fare, rental car, and other expenses c. Document receipts for expenses 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 e. Evaluate amended voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified f. Document traveler signature, and submit and route amended voucher with supporting documentation for review by appropriate parties (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit) 		<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 amended voucher with supporting documentation^(FR)

14	<ul style="list-style-type: none"> a. Receive submitted amended voucher with supporting documentation 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 resources; and record results with no issues identified c. Request funds availability check for amended voucher payment (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit) 		<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
15		<ul style="list-style-type: none"> a. Receive and process request for funds availability check for amended voucher payment b. Provide response to funds availability check for amended voucher payment (FFM.010.020 Fund Allocation and Control) 	<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
16	<ul style="list-style-type: none"> a. Receive funds availability response for amended voucher payment b. Approve and sign amended voucher with supporting documentation c. Notify traveler of amended voucher approval d. Determine and document payment method(s) for expense(s) e. Request disbursement of amended 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 amended voucher with supporting documentation^(FR) • Funds availability response for amended voucher payment 	<ul style="list-style-type: none"> • Approved amended voucher with supporting documentation^(FR) • Traveler notification of approval • Request for disbursement of amended voucher payment to Government travel card company and to traveler
17		<ul style="list-style-type: none"> a. Receive and process disbursement 	<ul style="list-style-type: none"> • Request for disbursement of amended voucher payment to 	<ul style="list-style-type: none"> • Appropriate general ledger entries created

		request for amended voucher payments to Government travel card company and the traveler (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)	Government travel card company and to traveler	with reference to source information <ul style="list-style-type: none"> • Payment disbursement to Government travel card company and traveler
18	a. Match amended voucher payment disbursement to amended voucher and mark amended 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 amended voucher and supporting documentation^(FR) 	<ul style="list-style-type: none"> • Paid amended voucher^(FR) • Trip documentation prepared for retention^(FR)
19	a. Depart TDY location with long-term lodging to attend conference with overnight lodging b. Return to TDY location with long-term lodging c. Complete TDY and return to official station d. Retrieve amended travel authorization information to include in amended travel voucher e. Verify and update M&IE per diem, lodging expenses, rental car, and other expenses f. Document receipts for expenses g. Verify and update appropriate LOA code(s) from traveler profile and/or other available codes, document allocation, and determine dollar amounts for each code h. Evaluate voucher and supporting documentation for completeness, errors, and compliance with policy; and record results with no issues identified i. Document traveler signature, and submit and route amended voucher with supporting documentation for review by appropriate parties		<ul style="list-style-type: none"> • Approved amended travel authorization^(FR) • Per diem rates • 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 amended voucher with supporting documentation^(FR)

	(TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)			
20	<ul style="list-style-type: none"> a. Receive submitted amended voucher with supporting documentation 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 resources; and record results with no issues identified c. Request funds availability check for amended voucher payment (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit) 		<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
21		<ul style="list-style-type: none"> a. Receive and process request for funds availability check for amended voucher payment b. Provide response to funds availability check for amended voucher payment (FFM.010.020 Fund Allocation and Control) 	<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
22	<ul style="list-style-type: none"> a. Receive funds availability response for amended voucher payment b. Approve and sign amended voucher with supporting documentation c. Notify traveler of amended voucher approval d. Determine and document payment method(s) for expense(s) e. Request disbursement of amended 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 amended voucher with supporting documentation^(FR) • Funds availability response for amended voucher payment 	<ul style="list-style-type: none"> • Approved amended voucher with supporting documentation^(FR) • Traveler notification of approval • Request for disbursement of amended voucher payment to Government travel card company and to traveler

23		<p>a. Receive and process disbursement request for amended voucher payments to Government travel card company and the traveler (FFM.030.050 Payment Processing – Travel Temporary Duty (TDY) and Local Payments)</p>	<ul style="list-style-type: none"> Request for disbursement of amended 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
24	<p>a. Match amended voucher payment disbursement to amended voucher and mark amended voucher as paid</p> <p>b. Prepare trip documentation for record retention purposes (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)</p>		<ul style="list-style-type: none"> Approved amended voucher and supporting documentation^(FR) 	<ul style="list-style-type: none"> Paid amended voucher^(FR) Trip documentation prepared for retention^(FR)
25	<p>a. Identify TDY trip and supporting documentation for program management/internal control review</p> <p>b. Verify per diem rate for both long-term lodging location and conference location</p> <p>c. Evaluate overpayment information due to traveler receiving the per diem rate for long-term lodging rather than the conference location on the day the traveler departed the conference location</p> <p>d. Amend voucher to correct per diem rate</p> <p>e. Send overpayment notification to traveler and request reimbursement to the Government (TRT.010.100 Temporary Duty [TDY] and Local Travel Policy Management and Audit)</p>		<ul style="list-style-type: none"> Approved amended travel authorization, approved amended voucher(s) with supporting documentation^(FR) 	<ul style="list-style-type: none"> Results of the program management/internal control review Notification of overpayment to the traveler Request for establishment of receivable for traveler overpayment amount
26		<p>a. Receive and process request for establishment of receivable for</p>	<ul style="list-style-type: none"> Request for establishment of receivable for traveler overpayment amount 	<ul style="list-style-type: none"> Appropriate general ledger entries created with reference to source information

		traveler overpayment amount (FFM.060.020 Public Receivable Set up and Invoicing)		<ul style="list-style-type: none"> Establishment of receivable for traveler overpayment amount
27		a. Receive payment from traveler (FFM.060.030 Public Receipt Processing) b. Close the receivable (FFM.060.050 Public Receivable Monitoring and Maintenance)	<ul style="list-style-type: none"> Agency receives payment DUE US or debt is waived 	<ul style="list-style-type: none"> Closed receivable
28	Retain information for agency reporting purposes (TRT.010.100 Temporary Duty [TDY] and Local Travel Policy Management and Audit)		<ul style="list-style-type: none"> Paid amended voucher^(FR) 	<ul style="list-style-type: none"> Trip documentation prepared for retention^(FR)