

Bureau of the Fiscal Service

Federal Financial Management Business Use Cases for Book-to-Reimburse

Release FY2027

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Purpose

The Federal Financial Management (FFM) Business Use Cases reflect the business needs, or requirements that an agency must follow in the financial management community. This document is part of the FFM Business Use Case Library and contains the business use cases associated with the Book-to-Reimburse Business Process. The Federal Financial Management Business Use Case Library Overview should be referenced in conjunction with this document for guidance on understanding and applying the FFM Business Use Cases to agency financial operations.

Business Use Case Structure

The sections of the FFM business use cases are described below.

Business Use Case Identifier: includes information about the key underlying components. The notation for a business use case identifier is as shown.

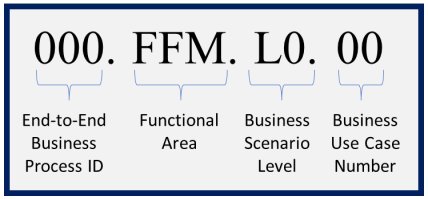


Figure 1: The notation for a business use case identifier.

Business Scenario(s) Covered: identifies differing situations or conditions that occur when executing an end-to-end business process and reflect the scope and complexity of federal government agency missions.

Business Actor(s): identifies the typical offices or roles performing events in the business use case.

Synopsis: provides a summary of the events that take place within the business use case.

Assumptions and Dependencies: includes context information about events that have occurred prior to the first event identified in the business use case or outside of the business use case and dependencies on events accomplished in other business use cases. There are

several common assumptions that are established for all business use cases. Additional assumptions or dependencies are included if needed for the specific business use case.

Initiating Event: identifies the event that triggers the initiation of the business use case.

Typical Flow of Events: includes the Federal Financial Management (FFM) and non-FFM events that may occur to complete the business scenario(s) included in the business use case. The non-FFM events are provided for business context. Also included are the inputs and outputs or outcomes that one would expect to occur during or as a result of the event.

Change Log

Item Changed	Summary of Change	Rationale
All Business Use Cases	• Removed FFMSR ID	Realign FFMSR scope with Financial Management Capability Framework (FMCF)
100.FFM.L1.01 Temporary Duty (TDY) Travel	• Modified Assumptions and Dependencies 2.2 and 2.3	Incorporate agency feedback and align with Travel and Transportation (TRT) Business Standards for amending Travel Authorizations and vouchering lagging expenses
100.FFM.L2.01 Permanent Change of Station	• Modified Synopsis • Modified Assumptions and Dependencies 2.1 and 2.2 • Added Non-FFM Events 16 and 18 • Added FFM Events 17, 19, and 20 • Modified Non-FFM Event 21 Input(s)	Incorporate agency feedback and align with Travel and Transportation (TRT) Business Standards for lagging expenses
100.FFM.L3.01 Travel Sponsored by Non-Federal Source	• Modified Assumptions and Dependencies 2.3 and 2.4	Incorporate agency feedback and align with Travel and Transportation (TRT) Business Standards for amending Travel Authorizations and vouchering lagging expenses

Book-to-Reimburse Business Use Cases

100.FFM.L1.01 Temporary Duty (TDY) Travel

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

Business Scenario(s) Covered

- TDY Travel with Travel Advance
- Individually Billed Account (IBA) Government-Issued Travel Card
- Split Disbursement
- De Minimis Receivable Write-off

Business Actor(s)

Travel Office; Finance Office; Program Offices

Synopsis

An Individual Trip-by-Trip Travel Authorization is submitted by the employee and approved by their supervisor. Because the employee's Individually Billed Account (IBA) government-issued travel card has not yet been received, a travel advance is requested and used by the employee for pre-trip expenses. Before leaving for the trip, the employee's IBA charge card is received. During the trip, appropriate travel expenses are paid using the employee's IBA government-issued travel card.

After the trip is complete, a TDY Travel Voucher is submitted and approved, indicating most but not all of the travel advance was expensed by the employee. The TDY Travel Voucher also indicates which additional expenses were paid for using the IBA government-issued travel card and paid by the employee. A disbursement is issued paying the charge card issuer company directly for approved travel expenses paid using the IBA government-issued travel card. A receivable is established for the amount due from the employee. The receivable amount is below the agency's write-off threshold and is written off.

Assumptions and Dependencies

General

1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.

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1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.

1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.

1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.

1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.

1.6 All predecessor activities required to trigger the Initiating Event have been completed.

1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

Business Use Case Specific

2.1 The Program Office does not require funds be committed prior to or for a travel authorization.

2.2 Once a Group or Individual Travel Authorization is approved, if subsequent changes are required, the Travel Authorization would be amended instead of updated, and the amendment will generate an FFM funds obligation with either a negative amount to de-obligate funds or a positive amount to increase obligated funds. In either case, the Travel, Relocation, and Transportation (TRT) solution/service will store documentation of both the original document and amendment for traceability and auditing purposes. If due to a TRT solution/service limitation an approved Group or Individual Travel Authorization cannot be amended, then an additional Travel Authorization will be submitted and approved to obligate additional funds, and TDY Travel Vouchers associated with the increase in obligated funds will reference the additional Travel Authorization.

2.3 Under an Individual Trip-by-Trip Travel Authorization, individuals can submit multiple Travel Advance Vouchers and TDY Travel Vouchers. Once a final TDY Travel Voucher has been approved, a new Individual Trip-by-Trip Travel Authorization will be required for reimbursement of any additional expenses incurred but not included in the final TDY Travel Voucher.

2.4 An FFM accrual is not recorded at the time a traveler incurs expenses; however, an FFM payable is recorded once a TDY Travel Voucher or Local Voucher is approved.

2.5 The agency has Treasury's approval to check for entity adverse information using the Treasury Do Not Pay (DNP) Portal data sources. Prior to processing a payment request, the agency's FM system provides entity matching information and the Treasury DNP Portal returns entity match results information indicating data source was not searched, no entity match was found, or an entity match was found. If an entity match is found, a manual hold is placed on the payment request in the agency's FM system. Finance personnel review each data source's entity match detail information, contact the appropriate agency office to perform

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additional entity information research, and determine whether the payee should be whitelisted or not in the Treasury DNP Portal and the payment request should be released for processing or canceled in the agency's FM system.

2.6 Tolerance percentages or amounts between expenditure and obligation amounts have been established.

2.7 Payee information for the traveler is provided from the TRT solution/service at the time of travel authorization and voucher approval to ensure FFM has the most current entity identification, mailing address, and banking information for the traveler prior to processing a request for obligation or disbursement.

2.8 When the government established the contract with the charge card issuer company, the company established and keeps up-to-date its entity and payment information in the GSA System for Award Management (SAM). The FFM solution/service retrieves the most current company information from GSA SAM using the charge card issuer company's Unique Entity Identifier (UEI) maintained by the TRT solution/service with the traveler's charge card information and provided by the TRT solution/service to the FFM solution/service at the time the travel voucher is approved.

2.9 Local Vouchers are used to reimburse federal employees for expenses such as telephone, local transportation, office supplies, or professional liability insurance and result in a FFM payable that does not have an associated travel authorization or obligation (similar to an acquisition micro-purchase). If the Program Office wants to reserve funds for Local Vouchers, it is executed using the FFM solution/service.

2.10 Treasury performs disbursing functions for the agency. The agency provides payment disbursement schedule information to the Treasury Payment Automation Manager (PAM) for domestic mailed check and ACH payments, to the International Treasury Service (ITS.gov) for international mailed check, ACH, and wire transfer payments, and to the Treasury Secure Payment System (SPS) for domestic wire transfer (same day) and instant (FedNow) payments.

2.11 The agency receives summary disbursement schedule acceptance information from Treasury PAM. The agency provides summary disbursement schedule certification information to Treasury SPS, and the Disbursing Officer certifies the disbursement schedule using Treasury SPS.

2.12 The agency's de-minimis receivable amount has been established.

2.13 The excess travel advance receivable information is reported on the Treasury Report on Receivables (TROR) in a Record-to-Report business process prior to write-off.

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Federal Records Management

3.1 The types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless agency personnel designate a specific FFM federal record as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.

3.2 FFM Federal records are retained for a period of 7 years from the FFM event date if the retention period for a specific type of FFM Federal record has not been established in the National Archives General Records Schedules (GRS) (ERM.010.030). If special circumstances occur such as an order, law, or business justification, the temporary Federal record's retention period is changed (ERM.030.040) or the permanent Federal record's retention period is extended (ERM.040.040).

3.3 During the retention period of an FFM 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 records hold is placed, the Federal record is locked down until the records 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 converted to an acceptable format and/or migrated to another repository to serve out its retention period (ERM.020.050).

3.4 Once an FFM Federal record has met its records retention period, it is approved for disposal and disposed (ERM.030.010, ERM.030.020, ERM.030.030) or prepared for transfer, transferred to NARA, and removed from the FFM solution (ERM.040.010, ERM.040.020, ERM.040.030).

Initiating Event: Traveler submits an Individual Trip-by-Trip Travel Authorization.

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		a. Receive and evaluate Individual Trip-by-Trip Travel Authorization b. Request funds availability check for obligation (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)	• Submitted Individual Trip-by-Trip Travel Authorization	• Request for funds availability check for obligation
2	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check for obligation	• Funds availability response
3		a. Approve Individual Trip-by-Trip Travel Authorization b. Provide employee payee information c. Request funds obligation for travel authorization (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)	• Funds availability response • Submitted Individual Trip-by-Trip Travel Authorization	• Approved Individual Trip-by-Trip Travel Authorization • Employee payee information • Request to record funds obligation for travel authorization

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Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
4	a. Receive and establish employee payee information (FFM.030.010 Payee Setup and Maintenance) b. Receive and process request to record funds obligation for travel authorization (FFM.030.020 Obligation Management)		• Employee payee information • Request to record funds obligation for travel authorization	• Established employee payee information • Appropriate obligation GL entries created with reference to source information
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
6		a. Retrieve travel authorization information to include in travel advance voucher with supporting documentation b. Evaluate travel advance voucher and supporting documentation, and record results with no issues identified c. Document traveler signature, and submit and route travel advance voucher with supporting documentation for review by appropriate parties d. Request funds availability check for travel advance voucher payment (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)	• Approved travel authorization • Travel personnel profile • List of approvers • Travel advance voucher	• Submitted travel advance voucher with supporting documentation • Request for funds availability check for travel advance voucher payment

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
7	a. Receive and process request for funds availability check for travel advance voucher payment b. Provide response to funds availability check for travel advance voucher payment (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check for travel advance voucher payment	• Funds availability response for travel advance voucher payment

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
8		a. Receive funds availability response for travel advance voucher payment b. Verify travel advance amount requested does not exceed travel advance amount authorized c. Approve and sign travel advance voucher with supporting documentation d. Notify employee of travel advance voucher approval e. Provide updated employee payee information f. Request payment of travel advance voucher to employee (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)	• Submitted travel advance voucher with supporting documentation • Funds availability response for travel advance voucher payment	• Approved travel advance voucher with supporting documentation • Employee notification of travel advance approval • Employee payee information • Request for payment of travel advance voucher to employee
9	a. Receive and update employee payee information (FFM.030.010 Payee Setup and Maintenance)		• Employee payee information • Treasury entity match results information	• Updated employee payee information • Treasury entity matching information

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	b. Provide employee payee entity matching information to Treasury (FFM.030.010 Payee Setup and Maintenance) c. Use Treasury entity match results information to determine whether employee payee adverse information exists and execute appropriate actions (FFM.030.010 Payee Setup and Maintenance) d. Process approved request for payment of travel advance voucher to employee (FFM.030.050 Travel Temporary Duty (TDY) and Local Payments) e. Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount		• Request for payment of travel advance voucher to employee	• Appropriate travel advance payment GL entries created with reference to source information • Payment transaction

100.FFM.L1.01 Temporary Duty (TDY) Travel				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
	(FFM.030.020 Obligation Management) f. Establish payable and generate payment transaction (FFM.030.050 Travel Temporary Duty (TDY) and Local Payments) g. Liquidate obligation (FFM.030.020 Obligation Management)			
10	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
11	a. If appropriate, warehouse payment transaction until time for disbursement b. Generate and provide payment disbursement schedule information to Treasury c. Receive summary disbursement schedule acceptance information from Treasury d. Certify disbursement schedule (FFM.030.110 Payment Disbursement)		• Payment transaction • Summary disbursement schedule acceptance information	• Payment disbursement schedule information (FR) • Appropriate disbursement-in-transit GL entries created with reference to source information • Appropriate disbursement confirmation GL entries created with reference to source information • Summary disbursement schedule certification information (FR) • Employee receives travel advance payment
12	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)
13		a. Receive and evaluate TDY Travel Voucher that indicates travel expenses paid using the IBA	• Submitted TDY Travel Voucher indicating travel expenses paid using the IBA government-issued travel	• Approved TDY travel voucher with supporting documentation

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
		government-issued travel card and paid using travel advance funds b. Approve and sign TDY travel voucher with supporting documentation c. Determine and document amount due from the employee for travel advance in excess of expenses d. Request receivable be established for amount of excess travel advance due from employee e. Provide employee payer information f. Request funds availability check for expenses paid using IBA government-issued travel card (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)	card and paid using the travel advance funds	• Request to establish receivable for excess travel advance • Employee payer information • Request for funds availability check for expenses paid using IBA government-issued travel card

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
14	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check for expenses paid using IBA government-issued travel card	• Funds availability response
15		Request payment to charge card issuer company (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)	• Funds availability response	• Request for payment to charge card issuer company, including company UEI
16	a. Receive request to pay charge card issuer company, retrieve company information from GSA, and update company payee information (FFM.030.010 Payee Setup and Maintenance) b. Receive and process request to pay charge card issuer company (FFM.030.070 Payment Processing - Commercial Payments) c. Confirm difference between expenditure amounts and		• Request for payment to charge card issuer company, including company UEI	• Updated charge card issuer company payee information • Appropriate obligation liquidation and payable GL entries created with reference to source information • Payment transaction

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management) d. Establish payable and generate payment transaction to charge card issuer company (FFM.030.070 Payment Processing - Commercial Payments) e. Liquidate obligation (FFM.030.020 Obligation Management)			
17	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
18	a. If appropriate, warehouse payment transactions until time for disbursement b. Generate and provide payment disbursement schedule information to Treasury c. Receive summary disbursement schedule acceptance information from Treasury d. Generate and provide summary disbursement schedule certification information to Treasury e. Certify disbursement schedule (FFM.030.110 Payment Disbursement)		• Payment transactions • Summary disbursement schedule acceptance information	• Payment disbursement schedule information (FR) • Appropriate disbursement-in-transit GL entries created with reference to source information • Appropriate disbursement confirmation GL entries created with reference to source information • Summary disbursement schedule certification information (FR) • Charge card issuer company receives payment
19	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
20	a. Receive and update employee payer information b. Receive and process request to establish receivable for excess travel advance (FFM.060.020 Public Receivable Setup and Billing Invoicing)		• Employee payer information • Request to establish receivable for excess travel advance	• Updated employee payer information • Appropriate excess travel advance receivable GL entries created with reference to source information
21	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
22	a. Periodically analyze receivables and determine the excess travel advance receivable amount is below the agency's de-minimis receivable amount (FFM.060.050 Public Receivable Monitoring and Maintenance) b. Execute receivable write-off process (FFM.060.040 Public Receivable Credit Memo and Adjustment Processing)		• Receivables information	• Appropriate receivable write-off GL entries created with reference to source information
23	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L1.01 Temporary Duty (TDY) Travel

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
24	Provide travel-related financial management information (e.g., status of obligations and payments) as scheduled or requested (FFM.110.040 Financial Performance and Operational Reporting)		• Financial management entries with reference to source information • GL account information	• Periodic travel-related financial management information with reference to source information

100.FFM.L2.01 Permanent Change of Station

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

Business Scenario(s) Covered

- Relocation
- Advance on Account
- Supplemental PCS Voucher

Business Actor(s)

Travel Office; Finance Office

Synopsis

An employee is moved as a permanent change of station (PCS). Taxable reimbursements to the employee are processed directly by the Finance Office instead of the Payroll Office. A PCS authorization is established and an advance is paid to the employee for expenses that will be incurred. Approximately two months after PCS is complete, receipts for expenses not included in the employee's final expense voucher are found. A new PCS authorization is established and a supplemental PCS voucher is filed by the employee to recover the additional expenses.

Assumptions and Dependencies

General

1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.

1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.

1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.

1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.

1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.

1.6 All predecessor activities required to trigger the Initiating Event have been completed.

100.FFM.L2.01 Permanent Change of Station

1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

Business Use Case Specific

2.1 The PCS has been approved by receiving agency and there is sufficient funding for the amount of the expected expenses and gross-up to cover employee tax withholdings.

2.2 The PCS authorization and PCS advance request are received and processed at the same time.

2.3 The PCS advance requested by the employee is within allowable limits.

2.4 Processing invoices from and payments to commercial companies for services related to purchasing the new home, selling the existing home, and moving household goods are handled by separate Procure-to-Pay business processes.

2.5 Funding and other information on the supplemental PCS voucher is valid and comprehensive.

2.6 The supplemental PCS voucher does not include items subject to tax withholding.

2.7 The activities within this use case occur within a single fiscal year.

2.8 The employee has an IBA government-issued travel card and is in good standing with the charge card issuer company.

2.9 PCS expenses exceed amount of PCS advance.

2.10 The agency has Treasury's approval to check for entity adverse information using the Treasury Do Not Pay (DNP) Portal data sources. Prior to processing a payment request, the agency's FM system provides entity matching information and the Treasury DNP Portal returns entity match results indicating data source was not searched, no entity match was found, or an entity match was found. If an entity match is found, a manual hold is placed on the payment request in the agency's FM system. Finance personnel review each data source's entity match detail information, contact the appropriate agency office to perform additional entity information research, and determine whether the payee should be whitelisted or not in the Treasury DNP Portal and the payment request should be released for processing or canceled in the agency's FM system.

2.11 Tolerance percentages or amounts between obligation and commitment amounts and between expenditure and obligation amounts have been established.

2.12 Treasury performs disbursing functions for the agency. The agency provides payment disbursement schedule information to the Treasury Payment Automation Manager (PAM) for domestic mailed check and ACH payments, to the International Treasury Service (ITS.gov) for international mailed check, ACH, and wire transfer payments, and to the Treasury Secure Payment System (SPS) for domestic wire transfer (same day) and instant (FedNow) payments.

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2.13 The agency receives summary disbursement schedule acceptance information from Treasury PAM. The agency provides summary disbursement schedule certification information to Treasury SPS and the Disbursing Officer certifies the disbursement schedule using Treasury SPS.

Federal Records Management

3.1 The types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless agency personnel designate a specific FFM federal record as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.

3.2 FFM Federal records are retained for a period of 7 years from the FFM event date if the retention period for a specific type of FFM Federal record has not been established in the National Archives General Records Schedules (GRS) (ERM.010.030). If special circumstances occur such as an order, law, or business justification, the temporary Federal record's retention period is changed (ERM.030.040) or the permanent Federal record's retention period is extended (ERM.040.040).

3.3 During the retention period of an FFM 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 records hold is placed, the Federal record is locked down until the records 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 converted to an acceptable format and/or migrated to another repository to serve out its retention period (ERM.020.050).

3.4 Once an FFM Federal record has met its records retention period, it is approved for disposal and disposed (ERM.030.010, ERM.030.020, ERM.030.030) or prepared for transfer, transferred to NARA, and removed from the FFM solution (ERM.040.010, ERM.040.020, ERM.040.030).

Initiating Event: The Travel Office receives a PCS authorization request, including a request for a PCS advance.

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		a. Verify PCS authorization conforms to policy and request funds availability check b. Verify PCS advance request conforms to policy and request funds availability check (TRT.020.020 Relocation Authorization Processing)	• PCS authorization request • PCS advance request	• Verified PCS authorization • Verified PCS advance request • Request for funds availability check
2	Receive and process request for funds availability check for PCS authorization and advance (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
3		a. Approve PCS authorization b. Approve PCS advance request c. Request PCS authorization obligation and advance payment (TRT.020.020 Relocation Authorization Processing)	• Funds availability response • Verified PCS authorization • Verified PCS advance request	• Approved PCS authorization • Approved PCS advance request • Employee payee information • Request to record PCS authorization obligation • Request for PCS advance payment

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
4	a. Receive and update employee payee information (FFM.030.010 Payee Setup and Maintenance) b. Provide employee payee entity matching information to Treasury (FFM.030.010 Payee Setup and Maintenance) c. Use Treasury entity match results information to determine whether employee payee adverse information exists and execute appropriate actions (FFM.030.010 Payee Setup and Maintenance) d. Receive and process the request to record PCS authorization obligation (FFM.030.020 Obligation Management) e. Receive the request for PCS advance payment and		• Employee payee information • Treasury entity match results information • Request to record PCS authorization obligation • Request for PCS advance payment	• Updated employee payee information • Treasury entity matching information • Appropriate obligation GL entries created with reference to source information • Appropriate PCS obligation liquidation and advance payable GL entries created with reference to source information • Payment transaction

100.FFM.L2.01 Permanent Change of Station				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
	confirm difference between obligation amount and commitment amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management) f. Process PCS advance payment request, establish payable and generate payment transaction (FFM.030.060 Payment Processing - Travel PCS Payments) g. Liquidate obligation (FFM.030.020 Obligation Management)			
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
6	a. If appropriate, warehouse payment transaction until time for disbursement b. Generate and provide payment disbursement schedule information to Treasury c. Receive summary disbursement schedule acceptance information from Treasury d. Generate and provide summary disbursement schedule certification information to Treasury e. Certify disbursement schedule (FFM.030.110 Payment Disbursement)		• Payment transaction • Summary disbursement schedule acceptance information	• Payment disbursement schedule information (FR) • Appropriate disbursement-in-transit GL entries created with reference to source information • Appropriate disbursement confirmation GL entries created with reference to source information • Summary disbursement schedule certification information (FR) • Employee receives payment
7	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
8		a. Receive and evaluate employee PCS voucher indicating PCS is complete and a PCS advance was applied b. Determine gross-up amount and tax withholding amounts c. Offset proposed payment by advance amount and withholding amounts d. Request funds availability check (TRT.020.030 Relocation Voucher Processing and Audit)	• Approved PCS authorization • Submitted PCS voucher and receipts • PCS advance information	• Gross-up and tax withholding amounts • Payment amount offset by advance and withholding amounts • Request for funds availability check
9	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
10		a. Approve the PCS voucher b. Request accrual of tax withholding liability c. Request payment of approved PCS voucher (TRT.020.030 Relocation Voucher Processing and Audit)	• Funds availability response • Submitted PCS voucher • Gross up and tax withholding amounts • Payment amount offset by advance and withholding amounts	• Approved PCS voucher • Request to accrue tax withholding liability • Employee payee information • Request for payment of approved PCS voucher
11	Receive and process request to accrue tax withholding liability (FFM.090.030 Accrual and Liability/Asset Processing)		• Request to accrue tax withholding liability • Gross-up and tax withholding amounts	• Appropriate liability accrual GL entries created with reference to source information
12	a. Receive and update employee payee information (FFM.030.010 Payee Setup and Maintenance) b. Receive and process request for payment of approved PCS voucher (FFM.030.060 Payment Processing – Travel PCS Payments)		• Employee payee information • Treasury entity match results information • Request for payment of approved PCS voucher	• Updated employee payee information • Treasury entity matching information • Appropriate obligation liquidation and payable GL entries created with reference to source information • Payment transaction

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	c. Provide employee payee entity matching information to Treasury (FFM.030.010 Payee Setup and Maintenance) d. Use Treasury entity match results information to determine whether employee payee adverse information exists and execute appropriate actions (FFM.030.010 Payee Setup and Maintenance) e. Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management) f. Establish payable and generate payment transaction (FFM.030.060 Payment Processing - Travel PCS Payments			

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	g. Liquidate obligation (FFM.030.020 Obligation Management)			
13	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
14	a. If appropriate, warehouse payment transaction until time for disbursement b. Generate and provide payment disbursement schedule information to Treasury c. Receive summary disbursement schedule acceptance information from Treasury d. Generate and provide summary disbursement schedule certification information to Treasury e. Certify disbursement schedule (FFM.030.110 Payment Disbursement)		• Payment transaction • Summary disbursement schedule acceptance information	• Payment disbursement schedule information (FR) • Appropriate disbursement-in-transit GL entries created with reference to source information • Appropriate disbursement confirmation GL entries created with reference to source information • Summary disbursement schedule certification information (FR) • Employee receives payment
15	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
16		a. Receive PCS authorization for additional expenses b. Verify PCS authorization conforms to policy and request funds availability check (TRT.020.020 Relocation Authorization Processing)	• PCS authorization request for additional expenses	• Verified PCS authorization for additional expenses • Request for funds availability check
17	Receive and process request for funds availability check for PCS authorization (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
18		a. Approve PCS authorization for additional expenses b. Request PCS authorization obligation (TRT.020.020 Relocation Authorization Processing)	• Funds availability response • Verified PCS authorization for additional expenses	• Approved PCS authorization for additional expenses • Employee payee information • Request to record PCS authorization obligation

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
19	a. Receive and establish employee payee information (FFM.030.010 Payee Setup and Maintenance) b. Receive and process request to record funds obligation for PCS authorization (FFM.030.020 Obligation Management)		• Approved PCS authorization for additional expenses • Employee payee information • Request to record PCS authorization obligation	• Appropriate obligation GL entries created with reference to source information
20	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)
21		a. Receive and evaluate delayed supplemental PCS voucher b. Request funds availability check (TRT.020.030 Relocation Voucher Processing and Audit)	• Approved PCS authorization for additional expenses • Previous PCS voucher • Submitted supplemental PCS voucher	• Request for funds availability check

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
22	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
23		a. Approve the supplemental PCS voucher b. Request payment of supplemental PCS voucher (TRT. 020.030 Relocation Voucher Processing and Audit)	• Funds availability response • Submitted supplemental PCS voucher	• Approved supplemental PCS voucher • Employee payee information • Request for payment of approved supplemental PCS voucher
24	a. Receive and update employee payee information (FFM.030.010 Payee Setup and Maintenance) b. Provide employee payee entity matching information to Treasury (FFM.030.010 Payee Setup and Maintenance) c. Use Treasury entity match results information to determine whether employee payee adverse		• Employee payee information • Treasury entity match results information • Request for payment of approved supplemental PCS voucher	• Updated employee payee information • Treasury entity matching information • Appropriate obligation liquidation and payable GL entries created with reference to source information • Payment transaction

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	information exists and execute appropriate actions (FFM.030.010 Payee Setup and Maintenance) d. Receive and process the request for payment of the approved supplemental PCS voucher (FFM.030.060 Payment Processing - Travel PCS Payments) e. Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management) f. Establish payable and generate payment transaction (FFM.030.060 Payment Processing - Travel PCS Payments) g. Liquidate obligation			

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	(FFM.030.020 Obligation Management)			
25	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
26	a. If appropriate, warehouse payment transaction until time for disbursement b. Generate and provide payment disbursement schedule information to Treasury c. Receive summary disbursement schedule acceptance information from Treasury d. Generate and provide summary disbursement schedule certification information to Treasury e. Certify disbursement schedule (FFM.030.110 Payment Disbursement)		• Payment transaction • Summary disbursement schedule acceptance information	• Payment disbursement schedule information (FR) • Appropriate disbursement-in-transit GL entries created with reference to source information • Appropriate disbursement confirmation GL entries created with reference to source information • Summary disbursement schedule certification information (FR) • Employee receives payment
27	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L2.01 Permanent Change of Station				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
28		a. File applicable state employer returns based on state filing status b. Reconcile state tax liability accruals and determine payment amount to state revenue department c. File applicable federal employer return based on federal filing status d. Reconcile federal tax liability accruals and determine payment amount to federal tax authority e. Request funds availability check (HCM.120.010 Payroll Processing)	• PCS authorization, advance, and voucher information	• State employer tax return • State tax liability accrual and payment amount information • Federal employer tax return • Federal tax liability accrual and payment amount information • Request for funds availability check
29	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
30		a. Approve state and federal tax payments b. Request payment of federal and State tax payments (HCM.120.010 Payroll Processing)	• Funds availability response • State employer tax return • Federal employer tax return	• Approved state tax payment • Approved federal tax payment • State payee information • Request for state tax payment • Request for federal tax intragovernmental payment

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
31	a. Receive and update State payee information (FFM.030.010 Payee Setup and Maintenance) b. Receive and process request for state tax payment (FFM.030.100 Payment Processing - Other Payments) c. Establish payable and generate federal tax funds transfer payment information (FFM.030.030 Payment Processing - Intragovernmental Payments) d. Liquidate obligation (FFM.030.020 Obligation Management)		• State payee information • Request for state tax payment • Request for federal tax intragovernmental payment	• Updated State payee information • Appropriate obligation liquidation and payable GL entries created with reference to source information • Payment transaction • Federal tax funds transfer payment information (FR)
32	a. If appropriate, warehouse payment transaction until time for disbursement b. Generate and provide payment disbursement		• Payment transaction • Summary disbursement schedule acceptance information	• Payment disbursement schedule information (FR) • Appropriate disbursement-in-transit GL entries created with reference to source information

100.FFM.L2.01 Permanent Change of Station

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	schedule information to Treasury c. Receive summary disbursement schedule acceptance information from Treasury d. Generate and provide summary disbursement schedule certification information to Treasury e. Certify disbursement schedule (FFM.030.110 Payment Disbursement)			• Appropriate disbursement confirmation GL entries created with reference to source information • Summary disbursement schedule certification information (FR) • State tax authority receives payment
33	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L3.01 Travel Sponsored by Non-Federal Source

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

Business Scenario(s) Covered

- Travel Sponsored by Non-Federal Source
- Non-Federal Source Payment In-Kind

Business Actor(s)

Travel Office; Finance Office; Program Office; Non-Federal Source

Synopsis

A request for travel has been made by a Non-Federal Source with a written offer to partially pay in-kind for some travel expenses (e.g., the hotel expense). The request has been accepted by the government. An Individual Trip-by-Trip Travel Authorization with all anticipated travel expenses and an indication of which expenses are anticipated to be paid in-kind by the Non-Federal Source is prepared and submitted. Travel is completed and a TDY Travel Voucher is prepared and submitted. The expenses that were paid in-kind are indicated on the TDY Travel Voucher. A split disbursement is made to pay the traveler for cash expenses and to pay the traveler's charge card issuer company.

Assumptions and Dependencies

General

1.1 There may or may not be automated (near/real-time or batch) interfaces between functional areas/functions/activities or between provider solutions/systems.

1.2 There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.

1.3 Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.

1.4 Appropriate attributes (e.g., object class and project) are included as part of the accounting string.

1.5 Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.

1.6 All predecessor activities required to trigger the Initiating Event have been completed.

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1.7 Funds availability checks are performed against appropriations/fund accounts for obligating funds, and against obligations for disbursing funds in accordance with OMB A-11, Section 150.2.

Business Use Case Specific

2.1 The traveler has an IBA government-issued travel card and is in good standing with the charge card issuer company.

2.2 The Travel Office does not require funds be committed prior to or for a travel authorization.

2.3 Once a Group or Individual Travel Authorization is approved, if subsequent changes are required, the Travel Authorization would be amended instead of updated, and the amendment will generate an FFM funds obligation with either a negative amount to de-obligate funds or a positive amount to increase obligated funds. In either case, the Travel, Relocation, and Transportation (TRT) solution/service will store documentation of both the original document and amendment for traceability and auditing purposes. If due to a solution/service limitation an approved Group or Individual Travel Authorization cannot be amended, then an additional Travel Authorization will be submitted and approved to obligate additional funds, and TDY Travel Vouchers associated with the increase in obligated funds will reference the additional Travel Authorization.

2.4 Under an Individual Trip-by-Trip Travel Authorization, individuals can submit multiple Travel Advance Vouchers and TDY Travel Vouchers. Once a final TDY Travel Voucher has been approved, a new Individual Trip-by-Trip Travel Authorization will be required for reimbursement of any additional expenses incurred but not included in the final TDY Travel Voucher.

2.5 An FFM accrual is not recorded at the time a traveler incurs expenses; however, an FFM payable is recorded once a TDY Travel Voucher or Local Voucher is approved.

2.6 The agency has Treasury's approval to check for entity adverse information using the Treasury Do Not Pay (DNP) Portal data sources. Prior to approving the Individual Trip-by-Trip Travel Authorization the agency used the Treasury DNP Portal to check for entity adverse information. Prior to processing a payment request, the agency's FM system provides entity matching information and the Treasury DNP Portal returns entity match results information indicating data source was not searched, no entity match was found, or an entity match was found. If an entity match is found, a manual hold is placed on the payment request in the agency's FM system. Finance personnel review each data source's entity match detail information, contact the appropriate agency office to perform additional entity information research, and determine whether the payee should be whitelisted or not in the Treasury DNP Portal and the payment request should be released for processing or canceled in the agency's FM system.

2.7 Tolerance percentages or amounts between expenditure and obligation amounts have been established.

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2.8 Payee information for the traveler is provided from the TRT solution/service at the time of travel authorization and voucher approval to ensure FFM has the most current entity identification, mailing address, and banking information for the traveler prior to processing a request for obligation or payment.

2.9 When the government established the contract with the charge card issuer company, the company established and keeps up to date its entity and payment information in the GSA System for Award Management (SAM). The most current company information is retrieved from GSA SAM using the charge card issuer company's Unique Entity Identifier (UEI) maintained by the TRT solution/service with the traveler's charge card information and provided by the TRT solution/service at the time the travel voucher is approved.

2.10 Treasury performs disbursing functions for the agency. The agency provides payment disbursement schedule information to the Treasury Payment Automation Manager (PAM) for domestic mailed check and ACH payments, to the International Treasury Service (ITS.gov) for international mailed check, ACH, and wire transfer payments, and to the Treasury Secure Payment System (SPS) for domestic wire transfer (same day) and instant (FedNow) payments.

2.11 The agency receives summary disbursement schedule acceptance information from Treasury PAM. The agency provides summary disbursement schedule certification information to Treasury SPS, and the Disbursing Officer certifies the disbursement schedule using Treasury SPS.

2.12 The Non-Federal Source pays the vendor (e.g., hotel operator) directly for their portion of the travel expenses. Line items in TDY Travel Vouchers for travel expenses paid via a Non-Federal Source Payment Type of "In Kind" will not result in an FFM payable since the expense was paid directly to the vendor by the Non-Federal Source entity (e.g., hotel room expense), but will result in a de-obligation of the funds reserved using the travel authorization in case the Non-Federal Source did not pay for the expense.

Federal Records Management

3.1 The types of digital objects received or created during FFM events (Business Use Case Inputs or Outputs) that are considered FFM Federal records (ERM.010.010, ERM.010.020) are specified with a superscript (FR). FFM Federal records are managed as temporary Federal records unless agency personnel designate a specific FFM federal record as having permanent value because of high dollar value, media attention, historical value, research value, or other extenuating circumstances.

3.2 FFM Federal records are retained for a period of 7 years from the FFM event date if the retention period for a specific type of FFM Federal record has not been established in the National Archives General Records Schedules (GRS) (ERM.010.030). If special circumstances occur such as an order, law, or business justification, the temporary Federal record's retention period is changed (ERM.030.040) or the permanent Federal record's retention period is extended (ERM.040.040).

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3.3 During the retention period of an FFM 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 records hold is placed, the Federal record is locked down until the records 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 converted to an acceptable format and/or migrated to another repository to serve out its retention period (ERM.020.050).

3.4 Once an FFM Federal record has met its records retention period, it is approved for disposal and disposed (ERM.030.010, ERM.030.020, ERM.030.030) or prepared for transfer, transferred to NARA, and removed from the FFM solution (ERM.040.010, ERM.040.020, ERM.040.030).

Initiating Event: The Travel Office provides an Individual Trip-by-Trip Travel Authorization.

100.FFM.L3.01 Travel Sponsored by Non-Federal Source

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
1		a. Receive and evaluate Individual Trip-by-Trip Travel Authorization with indication of which travel expense items are anticipated to be paid in-kind by a Non-Federal Source b. Request funds availability check (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)	• Submitted Individual Trip-by-Trip Travel Authorization with indication of which travel expenses are anticipated to be paid in-kind	• Request for funds availability check
2	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
3		a. Approve Individual Trip-by-Trip Travel Authorization b. Request obligation of funds (TRT.010.030 Temporary Duty [TDY] and Local Travel Authorization Processing)	• Submitted Individual Trip-by-Trip Travel Authorization • Funds availability response	• Approved Individual Trip-by-Trip Travel Authorization • Traveler payee information • Funds obligation request

100.FFM.L3.01 Travel Sponsored by Non-Federal Source

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
4	a. Receive and update traveler payee information (FFM.030.010 Payee Setup and Maintenance) b. Receive and process funds obligation request (FFM.030.020 Obligation Management)		• Traveler payee information • Funds obligation request	• Updated traveler payee information • Appropriate obligation GL entries created with reference to source information
5	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L3.01 Travel Sponsored by Non-Federal Source

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
6		a. Receive and evaluate TDY Travel Voucher that indicates travel expenses paid in-kind by a Non-Federal Source, paid using the IBA government-issued travel card and paid in cash b. Request funds availability check (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)	• Submitted TDY Travel Voucher with indication of travel expenses paid in-kind by a Non-Federal Source, paid using the IBA government-issued travel card, and paid in cash	• Request for funds availability check
7	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response

100.FFM.L3.01 Travel Sponsored by Non-Federal Source

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
8		a. Approve TDY travel voucher b. Request de-obligation of funds for expense items paid in-kind by Non-Federal Source c. Provide traveler payee information d. Request payment to charge card issuer company and traveler (TRT.010.060 Temporary Duty [TDY] and Local Travel Voucher Processing and Audit)	• Funds availability response • Submitted TDY Travel Voucher with indication of travel expenses paid in-kind by a Non-Federal Source, paid using the IBA government-issued travel card, and paid in cash	• Approved TDY travel voucher • Request to record de-obligation of funds • Request for payment to charge card issuer company, including company UEI • Traveler payee information • Request for payment to traveler
9	a. Receive and process request to record de-obligation of unused TDY authorization funds (FFM.030.020 Obligation Management) b. Receive payment request to charge card issuer company, retrieve company information		• Request to record de-obligation of funds • Request for payment to charge card issuer company, including company UEI • Traveler payee information • Treasury entity match results information • Request for payment to traveler	• Appropriate de-obligation GL entries created with reference to source information • Updated company payee information • Updated traveler payee information • Treasury entity matching information

100.FFM.L3.01 Travel Sponsored by Non-Federal Source

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	from GSA, and update company payee information (FFM.030.010 Payee Setup and Maintenance) c. Process payment request to charge card issuer company (FFM.030.070 Payment Processing - Commercial Payments) d. Receive and update traveler payee information (FFM.030.010 Payee Setup and Maintenance) e. Provide traveler payee entity matching information to Treasury (FFM.030.010 Payee Setup and Maintenance) f. Use Treasury entity match results information to determine whether traveler payee adverse information exists and execute appropriate actions			• Appropriate obligation liquidation and payable GL entries created with reference to source information • Payment transactions

100.FFM.L3.01 Travel Sponsored by Non-Federal Source

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
	(FFM.030.010 Payee Setup and Maintenance) g. Receive and process payment request to traveler (FFM.030.050 Payment Processing - Travel Temporary Duty (TDY) and Local Payments) h. Confirm difference between expenditure amount and obligation amount does not exceed tolerance percentage/amount (FFM.030.020 Obligation Management) i. Establish payable and generate payment transaction for charge card issuer company (FFM.030.070 Payment Processing - Commercial Payments) j. Establish payable and generate payment transaction for traveler			

100.FFM.L3.01 Travel Sponsored by Non-Federal Source				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
	(FFM.030.050 Payment Processing - Travel Temporary Duty (TDY) and Local Payments) k. Liquidate obligation of TDY authorization funds (FFM.030.020 Obligation Management)			
10	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L3.01 Travel Sponsored by Non-Federal Source

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
11	a. If appropriate, warehouse payment transaction until time for disbursement b. Generate and provide payment disbursement schedule information to Treasury c. Receive summary disbursement schedule acceptance information from Treasury d. Generate and provide summary disbursement schedule certification information to Treasury e. Certify disbursement schedule (FFM.030.110 Payment Disbursement)		• Payment transactions • Summary disbursement schedule acceptance information	• Payment disbursement schedule information (FR) • Appropriate disbursement-in-transit GL entries created with reference to source information • Appropriate disbursement confirmation GL entries created with reference to source information • Summary disbursement schedule certification information (FR) • Charge card issuer company receives payment • Traveler receives payment
12	Post appropriate budgetary, proprietary, and/or memorandum entries to the general ledger (GL) (FFM.090.020 General Ledger Posting)		• GL entries	• Appropriate GL accounts updated (FR)

100.FFM.L3.01 Travel Sponsored by Non-Federal Source

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
13	Provide travel-related financial management information (e.g., status of obligations and payments) as scheduled or requested (FFM.110.040 Financial Performance and Operational Reporting)		• Financial management entries with reference to source information • GL account information	• Periodic travel-related financial management information with reference to source information