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

January 12, 2018

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PURPOSE

Treasury's Office of Financial Innovation and Transformation (FIT) is the Line of Business (LoB) Managing Partner for the Federal Financial Management (FFM) service area. FIT has developed a library of FFM Business Use Cases which reflect the business needs of the financial management community. The library consists of the ***Federal Financial Management Business Use Case Library Overview***, that provides the framework for understanding and using the business use cases, and a series of documents containing the business use cases organized within end-to-end business processes. A list of the available documents can be found in Appendix A.

This document contains the FFM business use cases associated with the Book-to-Reimburse Business Process and should be used in conjunction with the ***Federal Financial Management Business Use Case Library Overview***.

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 shown below.

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.

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

FFMSR ID Reference(s): includes a list of the Federal Financial Management System Requirements (FFMSR) that apply for the 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.

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

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	• Split Disbursement
• Travel Card	

Business Actor(s)
Travel Office; Finance Office; Program Offices
Synopsis
An employee is directed to travel to a customer site to complete an assignment. A TDY travel authorization is submitted by the employee and approved by their supervisor. Appropriate TDY expenses are paid using the employee's travel card. A split disbursement is issued paying the travel card company directly for authorized TDY charges made by the employee and paying the employee for part of the TDY travel expenses.
Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
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.
8. Travel has been requested by the Program Office financing the trip and approved by the employee's manager.
9. The employee has a travel card and is in good standing with the card company.
10. The travel authorization has been approved by the Program Office.
11. The Program Office does not require funds be committed prior to or for the travel authorization.
12. The obligation amount is sufficient to cover the TDY travel expenses.
13. The payee record for the travel card company and the employee are already established in the system.
14. Any necessary local travel expenses are included in the TDY travel authorization and subsequent TDY travel voucher.

FFMSR ID Reference(s)	1.1.2; 2.1.2; 2.2.1; 2.2.2

100.FFM.L1.01 Temporary Duty (TDY) Travel	
Initiating Event	Traveler submits a TDY travel authorization.

USE CASE 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 validate TDY travel authorization b. Request funds availability check (TRT.010.030 Temporary Duty (TDY) and Local Travel Authorization Processing)	• TDY travel authorization	• Validated TDY travel authorization • 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 TDY travel authorization (TRT.010.030 Temporary Duty (TDY) and Local Travel Authorization Processing) b. Event requiring an obligation occurs (Program Mission Activity)	• Funds availability response • Validated TDY travel authorization	• Approved TDY travel authorization

	USE CASE 100.FFM.L1.01 TEMPORARY DUTY (TDY) TRAVEL			
	Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
4	Receive approved TDY travel authorization and obligate funds (FFM.030.020 Obligation Management)		• Approved TDY travel authorization • Funds availability response	• Appropriate obligation entry 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
6		a. Receive, process, and audit TDY travel expense vouchers b. Request funds availability check (TRT.010.060 Temporary Duty (TDY) and Local Travel Voucher Processing and Audit)	• TDY travel expense vouchers	• Audited TDY travel voucher • 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

	Budget Formulation-to-Execution	Acquire-to-Dispose	Request-to-Procure	Procure-to-Pay	Bill-to-Collect	Record-to-Report	Agree-to-Reimburse	Apply-to-Perform	Hire-to-Retire	Book-to-Reimburse	Apply-to-Repay

USE CASE 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. Approve TDY travel voucher b. Determine disbursement split between credit card company and employee c. Request processing for TDY voucher payables (TRT.010.060 Temporary Duty (TDY) and Local Travel Voucher Processing and Audit)	• Funds availability response • Audited TDY travel voucher	• Approved TDY travel voucher • Request for processing of TDY voucher payables

USE CASE 100.FFM.L1.01 TEMPORARY DUTY (TDY) TRAVEL				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
9	a. Receive and process disbursement request to credit card company (FFM.030.070 Payment Processing - Commercial Payments) b. Receive and process disbursement request to employee (FFM.030.050 Payment Processing - Travel TDY and Local Payments) c. Initiate payment to credit card company (FFM.030.070 Payment Processing - Commercial Payments) d. Initiate payment to employee (FFM.030.050 Payment Processing - Travel TDY and Local Payments) e. Generate disbursement schedule (FFM.030.110 Payment Disbursement) f. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) g. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement to credit card company • Request for disbursement to employee	• Appropriate payable liquidation entries created with reference to source information • Certified disbursement schedule • Appropriate disbursement-in-transit entry created with reference to source information • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entries created with reference to source information • Credit card company receives payment • Employee receives payment

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

Use Case 100.FFM.L1.01 Temporary Duty (TDY) Travel			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
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

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. 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 and a supplemental PCS voucher is filed to recover them.

Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
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.
8. The PCS has been approved by receiving agency and funds have been committed for the amount of the expected expenses and gross-up to cover employee tax withholdings.
9. The PCS authorization and PCS advance are received at the same time and processed independently, but are obligated simultaneously.
10. The PCS advance requested by the employee is within allowable limits.
11. 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.

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

100.FFM.L2.01 Permanent Change of Station	
12. Funding and other information on the supplemental PCS voucher is valid and comprehensive. 13. The supplemental PCS voucher does not include items subject to tax withholding. 14. The activities within this use case occur within a single fiscal year. 15. The employee has a government charge card and is in good standing with the card company. 16. PCS expenses exceed amount of PCS advance.	
FFMSR ID Reference(s)	1.1.2; 1.1.5; 2.1.1; 2.1.2; 2.2.1; 2.2.2; 2.2.4
Initiating Event	The Travel Office receives a PCS authorization request, including a request for a PCS advance.

USE CASE 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 request	• Funds availability response

Budget Formulation-to-Execution	Acquire-to-Dispose	Request-to-Procure	Procure-to-Pay	Bill-to-Collect	Record-to-Report	Agree-to-Reimburse	Apply-to-Perform	Hire-to-Retire	Book-to-Reimburse	Apply-to-Repay

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
3		a. Approve PCS authorization b. Approve PCS advance request c. Request PCS advance disbursement (TRT.020.020 Relocation Authorization Processing)	• Funds availability response • Verified PCS authorization • Verified PCS advance request	• Approved PCS authorization • Approved PCS advance request • Request for PCS advance disbursement
4	a. Receive and process the approved PCS authorization and the advance authorization, and obligate funds for the total expected expense (FFM.030.020 Obligation Management) b. Establish PCS advance payable (FFM.030.060 Payment Processing - Travel PCS Payments)		• Approved PCS authorization • Approved PCS advance request	• Appropriate obligation entry created with reference to source information • Appropriate PCS advance payable entry created with reference to source information • Appropriate prepaid expense entry created with reference to source information

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
5	a. Receive and process PCS advance disbursement request (FFM.030.060 Payment Processing - Travel PCS Payments) b. Initiate PCS advance payment (FFM.030.060 Payment Processing - Travel PCS Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for advance disbursement	• Appropriate payable entry liquidated with reference to source information • Certified disbursement schedule • Appropriate disbursement-in-transit entry created with reference to source information • Disbursement confirmation information • Appropriate disbursement-in-transit liquidation entry created with reference to source information • Appropriate disbursement entry created with reference to source information • Employee receives payment
6	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

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
7		a. Receive, audit and validate 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 disbursement by advance amount and withholding amounts d. Request funds availability check (TRT.020.030 Relocation Voucher Processing and Audit)	• Approved PCS authorization request • PCS voucher and receipts • PCS advance information	• Validated employee PCS voucher • Gross-up and tax withholding amounts • Disbursement amount offset by advance and withholding amounts • Request for funds availability check
8	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
9		a. Approve the PCS voucher b. Request accrual of tax withholding liability c. Request processing of approved PCS voucher (TRT.020.030 Relocation Voucher Processing and Audit)	• Funds availability response • Validated employee PCS voucher • Gross up and tax withholding amounts • Disbursement amount offset by withholding amounts	• Approved PCS voucher • Request to accrue tax withholding liability • Request for processing of approved PCS voucher
10	Receive and process request to accrue tax withholding liability (FFM.090.030 Accrual and Liability Processing)		• Request to accrue tax withholding liability • Gross-up and tax withholding amounts	• Appropriate accrual entry created with reference to source information
11	a. Receive and process approved PCS voucher (FFM.030.060 Payment Processing – Travel PCS Payments) b. Liquidate obligation and deobligate unused PCS authorization funds (FFM.030.020 Obligation Management) c. Liquidate advance (FFM.090.030 Accrual and Liability Processing)		• Approved PCS voucher • Request for processing of approved PCS voucher	• Appropriate payable entry created with reference to source information • Appropriate obligation liquidation entry created with reference to source information • Appropriate deobligation entry created with reference to source information • Appropriate prepaid expense liquidation entry created with reference to source information

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | **Book-to-Reimburse** | Apply-to-Repay |

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
12		Request disbursement of approved PCS voucher (TRT.020.030 Relocation Voucher Processing and Audit)	• Approved PCS voucher	• Request for disbursement of PCS voucher offset by advance
13	a. Receive and process PCS voucher disbursement request (FFM.030.060 Payment Processing -Travel PCS Payments) b. Initiate payment (FFM.030.060 Payment Processing - Travel PCS Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement of PCS voucher offset by advance	• Appropriate payable entry liquidated with reference to source information • Certified disbursement schedule • Appropriate disbursement-in-transit entry created with reference to source information • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Employee receives payment

	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
	USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION			
	Typical Flow of Events			
14	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
15		a. Receive, audit and validate delayed supplemental PCS voucher (TRT.020.020 Relocation Authorization Processing) b. Request funds availability check (TRT.020.030 Relocation Voucher Processing and Audit)	• PCS authorization • Previous PCS voucher • Supplemental PCS voucher	• Validated supplemental PCS voucher • Request for funds availability check
16	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
17		Approve the supplemental PCS voucher (TRT. 020.030 Relocation Voucher Processing and Audit)	• Funds availability response	• Approved supplemental PCS voucher • Request processing of approved supplemental PCS voucher

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
18	Receive and process the approved supplemental PCS voucher and authorization and establish payable for supplemental PCS voucher (FFM.030.060 Payment Processing - Travel PCS Payments)		• Funds availability response • PCS authorization • Approved supplemental PCS voucher	• Appropriate payable entry created with reference to source information
19		Request disbursement for supplemental PCS voucher (TRT.020.030 Relocation Voucher Processing and Audit)	• Approved supplemental PCS voucher	• Request for supplemental PCS voucher disbursement

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**

	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
20	a. Receive and process supplemental PCS voucher disbursement request (FFM.030.060 Payment Processing - Travel PCS Payments) b. Initiate payment (FFM.030.060 Payment Processing - Travel PCS Payments) c. Generate disbursement schedule (FFM.030.110 Payment Disbursement) d. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) e. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for supplemental PCS voucher disbursement	• Appropriate payable entry liquidated with reference to source information • Certified disbursement schedule • Appropriate disbursement-in-transit entry created with reference to source information • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entry created with reference to source information • Employee receives payment
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

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**

	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
22		a. File applicable state employer returns based on state filing status b. Reconcile state tax accruals and request payable to state revenue department c. File applicable federal employer return based on federal filing status d. Reconcile federal tax accruals request payable 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 accrual information • Request for payable to state revenue department • Federal employer tax return • Federal tax accrual information • Request for payable to federal tax authority • Request for funds availability check
23	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | **Book-to-Reimburse** | Apply-to-Repay |

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
24	a. Establish payables for state tax withholdings (FFM.030.100 Payment Processing - Other Payments (State, Foreign, and Miscellaneous Payments) b. Establish payables for federal tax withholdings (FFM.030.030 Payment Processing - Intragovernmental Payments)		• Funds availability response • State employer tax return • Request for payable to state revenue department • Federal employer tax return • Request for payable to federal tax authority	• Appropriate payable entries created with reference to source information • Appropriate obligation liquidation entries created with reference to source information • Appropriate withholding accruals reversed with reference to source information
25		a. Approve state and federal tax payments b. Request disbursement of federal and State tax payments (HCM.120.010 Payroll Processing)	• State employer tax return • Federal employer tax return	• Approved state tax payment • Approved federal tax payment • Request for state tax disbursement • Request for federal tax intragovernmental payment

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**

	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
26	a. Receive and process disbursement request for state tax payment (FFM.030.100 Payment Processing - Other Payments (State, Foreign, and Miscellaneous Payments)) b. Liquidate obligation (FFM.030.020 Obligation Management) c. Initiate state tax payment (FFM.030.030 Payment Processing - Intragovernmental Payments) d. Generate disbursement schedule (FFM.030.110 Payment Disbursement) e. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) f. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for state tax disbursement	• Appropriate payable entries liquidated with reference to source information • Certified disbursement schedule • Appropriate disbursement-in-transit entries created with reference to source information • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entries created with reference to source information • State tax authority receives payment

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

USE CASE 100.FFM.L2.01 PERMANENT CHANGE OF STATION			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
27	a. Receive and process request for federal tax intragovernmental payment (FFM.030.030 Payment Processing - Intragovernmental Payments) b. Liquidate obligation (FFM.030.020 Obligation Management) c. Initiate Electronic Federal Tax Payment System (EFTPS) entry (FFM.030.030 Payment Processing - Intragovernmental Payments) d. Record EFTPS payment (FFM.030.030 Payment Processing - Intragovernmental Payments)		• Request for federal tax intragovernmental payment	• Appropriate payable entries liquidated with reference to source information • Completed EFTPS entry • Appropriate disbursement entries created with reference to source information • Federal tax authority receives payment
28	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

| Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | Book-to-Reimburse | Apply-to-Repay |

100.FFM.L3.01 Travel Sponsored by Non-Government Source
End-to-End Business Process: 100 Book-to-Reimburse
Business Scenario(s) Covered

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

Business Actor(s)
Travel Office; Finance Office; Program Office; Non-Government Sponsor

Synopsis
A request for travel has been made by a Non-Government Sponsor 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. A travel authorization with all anticipated travel expenses and a notation of which expenses will be paid in-kind by the Non-Government Sponsor is prepared and submitted. The portion to be paid in-kind is excluded from the amount obligated. Travel is completed and a travel voucher is prepared and submitted. The expenses paid in-kind are excluded from the travel voucher. A split payment is made to pay the traveler for out-of-pocket expenses and to pay the travel card company.

Assumptions and Dependencies

1. There may or may not be automated (near/real-time or batch) interfaces between service areas/functions/activities or between provider solutions/systems.
2. There is no presumption as to which activities are executed by which actor, or which activities are automated, semi-automated, or manual.
3. Supporting information for general ledger transactions includes sub-ledger entries when sub-ledgers are used.
4. Appropriate attributes (e.g., object class and project) are included as part of the accounting string.
5. Relationships between use cases are described in the Framework for Federal Financial Management Use Cases found in the related overview document.
6. All predecessor activities required to trigger the Initiating Event have been completed.
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.
8. The employee has a travel card and is in good standing with the card company.
9. The Travel Office does not require funds be committed prior to or for the travel authorization.
10. The obligation amount is sufficient to cover the government portion of the TDY travel expenses.
11. The travel card company and the employee have already been established in the financial system as a payee.
12. The Non-Government Sponsor pays the vendor (e.g., hotel operator) directly for their portion of the travel expenses.

FFMSR ID Reference(s)	1.1.2; 1.3.1; 2.1.2; 2.2.1; 2.2.2
Initiating Event	The Travel Office provides a TDY travel authorization.

| | Budget Formulation-to-Execution | Acquire-to-Dispose | Request-to-Procure | Procure-to-Pay | Bill-to-Collect | Record-to-Report | Agree-to-Reimburse | Apply-to-Perform | Hire-to-Retire | **Book-to-Reimburse** | Apply-to-Repay |

Use Case 100.FFM.L3.01 Travel Sponsored by Non-Government Source				
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
1		a. Receive and validate TDY travel authorization for travel partially paid in-kind by a Non-Government Sponsor, noting amount to be paid in-kind in the remarks section of the authorization (this amount is excluded from amount obligated) b. Request funds availability check (TRT.010.030 Temporary Duty (TDY) and Local Travel Authorization Processing)	• TDY travel authorization with notation of amount to be paid in-kind	• Validated TDY travel authorization • Request for funds availability check
2	Receive and process request for funds availability check (authorized amount less portion to be paid in-kind) (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response

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USE CASE 100.FFM.L3.01 TRAVEL SPONSORED BY NON-GOVERNMENT SOURCE			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
3		a. Approve TDY travel authorization b. An event requiring an obligation occurs (TRT.010.030 Temporary Duty (TDY) and Local Travel Authorization Processing)	• Validated TDY travel authorization • Funds availability response	• Approved TDY travel authorization
4	Receive approved TDY travel authorization and obligate funds (authorized amount less portion to be paid in-kind) (FFM.030.020 Obligation Management)		• Approved TDY travel authorization	• Appropriate obligation entry 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
6		a. Receive, process, and audit TDY travel expense voucher b. Request funds availability check (TRT.010.060 Temporary Duty (TDY) and Local Travel Voucher Processing and Audit)	• TDY travel expense voucher (not including amount paid in-kind)	• Audited TDY travel voucher • Request for funds availability check

	USE CASE 100.FFM.L3.01 TRAVEL SPONSORED BY NON-GOVERNMENT SOURCE			
Typical Flow of Events				
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
7	Receive and process request for funds availability check (FFM.010.020 Fund Allocation and Control)		• Request for funds availability check	• Funds availability response
8		a. Approve TDY travel voucher b. Determine split between credit card company and employee payables c. Request processing for TDY voucher payables (TRT.010.060 Temporary Duty (TDY) and Local Travel Voucher Processing and Audit)	• Funds availability response • Audited TDY travel voucher	• Approved TDY travel voucher • Request for processing of TDY voucher payables
9	Receive and process request for processing of TDY voucher payables (FFM.030.050 Payment Processing - Travel TDY and Local Payments)		• Request for processing of TDY voucher payables	• Appropriate TDY voucher payables created with reference to source information • Appropriate obligation liquidation entry created with reference to source information
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

USE CASE 100.FFM.L3.01 TRAVEL SPONSORED BY NON-GOVERNMENT SOURCE			
Typical Flow of Events			
	FFM Event	**Non-FFM Event**	**Input(s)**	**Output(s) / Outcome(s)**
11		Request disbursement to credit card company and employee (TRT.010.060 Temporary Duty (TDY) and Local Travel Voucher Processing and Audit)	• Approved TDY travel voucher	• Request for disbursement to credit card company • Request for disbursement to employee

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
USE CASE 100.FFM.L3.01 TRAVEL SPONSORED BY NON-GOVERNMENT SOURCE				
Typical Flow of Events				
12	a. Receive and process disbursement request to credit card company (FFM.030.070 Payment Processing - Commercial Payments) b. Receive and process disbursement request to employee (FFM.030.050 Payment Processing - Travel TDY and Local Payments) c. Initiate disbursement to credit card company (FFM.030.070 Payment Processing - Commercial Payments) d. Initiate disbursement to employee (FFM.030.050 Payment Processing - Travel TDY and Local Payments) e. Generate disbursement schedule (FFM.030.110 Payment Disbursement) f. Certify payment of disbursement schedule (FFM.030.110 Payment Disbursement) g. Receive confirmation of disbursement (FFM.030.120 Payment Confirmation)		• Request for disbursement to credit card company • Request for disbursement to employee	• Appropriate payable liquidation entries created with reference to source information • Certified disbursement schedule • Appropriate disbursement-in-transit entry created with reference to source information • Disbursement confirmation information • Appropriate disbursement-in-transit entry liquidated with reference to source information • Appropriate disbursement entries created with reference to source information • Credit card company receives payment • Employee receives payment

USE CASE 100.FFM.L3.01 TRAVEL SPONSORED BY NON-GOVERNMENT SOURCE

Typical Flow of Events

	FFM Event	Non-FFM Event	Input(s)	Output(s) / Outcome(s)
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
14	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)		• Period end • Travel transactions	• Periodic travel-related financial management information with reference to source information

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Appendix A LINKS TO FIT BUSINESS USE CASE LIBRARY DOCUMENTS

<u>Library Document Content</u>   <u>Linked Document Name</u>

Library Document Content	Linked Document Name
FFM Business Use Case Library Overview	FFM Business Use Case Library Overview
010 Budget Formulation-to-Execution	FFM Use Cases 010 Budget Formulation-to-Execution
020 Acquire-to-Dispose	FFM Use Cases 020 Acquire-to-Dispose
030 Request-to-Procure	FFM Use Cases 030 Request-to-Procure
040 Procure-to-Pay	FFM Use Cases 040 Procure-to-Pay
050 Bill-to-Collect	FFM Use Cases 050 Bill-to-Collect
060 Record-to-Report	FFM Use Cases 060 Record-to-Report
070 Agree-to-Reimburse	FFM Use Cases 070 Agree-to-Reimburse
080 Apply-to-Perform	FFM Use Cases 080 Apply-to-Perform
090 Hire-to-Retire	FFM Use Cases 090 Hire-to-Retire
100 Book-to-Reimburse	FFM Use Cases 100 Book-to-Reimburse
110 Apply-to-Repay	FFM Use Cases 110 Apply-to-Repay