4.10   Invitational Travel-Matching

The minimum standard requires an undelivered obligation (UDO)/travel order to be established in advance of receiving the voucher, but does not require receipt and acceptance documents to be recorded in the financial system. Approval of the UDO/travel order verifies funds are available to cover the payment and approval of the voucher verifies the goods/services have been received and accepted.

Bureaus may do a 3-document (undelivered obligation, receipt document, invoice) match if their business process efficiently supports it.

Program offices (PO) create and approve vouchers for payment. AP receives and enters the vouchers into the financial system, referencing the UDO/travel order previously established in the financial system. AP approves the voucher, authorizes payment, and schedules payment to Treasury for disbursing.

Examples

Example: UDO/travel order established in the financial system. AP receives the PO approved voucher and related receipts with UDO/travel order identified, logs the date/time received, and enters voucher in the financial system. AP approves voucher referencing UDO/travel order and authorizes payment. Payment is scheduled to Treasury for disbursing. Treasury disburses and provides confirmation/accomplishment information for recording in the financial system.

Sources

1. **Source:**   AP BPR Recommendation 4.3.5 Invitational Travel
   Document ID: Accounts Payable Standardization and Optimization Business Process Re-
   Engineering Analysis (Accounts Payable BPR Analysis 2007 v3.0.doc)
   Publication Date: August 28, 2007

2. **Source:**   AP BPR Phase II Recommendation 2.5.1.3 Invitational Travel
   Document ID: Department of Commerce AP BPR Phase II Results Documentation
   (AP_BPR_Results_Final_v1.5.doc)
   Publication Date: April 30, 2008

3. **Source:**   AP BPR 4.5.2.3 Standardize Invitational Travel as 2-Way Match
   Document ID: AP BPR Implementation Status as of 09-13-10.xls
   Publication Date: September 13, 2010