End to End Travel (E2E)

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: End to End Travel

Managing Office: Travel and Transportation Division

Date PIA Completed: Jan. 29, 2018

OVERVIEW

The Bureau for Management (M), Office of Management Services (MS), Travel and Transportation Division (TTD) supports and oversees E2 Solutions in Washington, DC (Headquarters) and overseas Missions.

TTD's purpose is to manage, monitor, and track official travel for Agency personnel and to assure adherence to agency policy and governing regulations. This includes but is not limited to travel authorizations (TAs); travel management center's (TMC) travel itineraries; and electronic routing approvals and costs; as well as providing travel reports under one web-based system.

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

5 U.S.C. 301, Departmental Regulations; 5 U.S.C. Ch. 57, Travel, Transportation, and Subsistence; 22 U.S.C. Ch. 32, Foreign Assistance, Subchapter I, International Development; 22 U.S.C. 4081, Travel and Related Expenses; and implementing Federal Travel Regulations (41 CFR Chapters 300-304).

INFORMATION COLLECTION (WHAT)

The data elements collected are: name, date of birth, place of birth, home address, home phone number, personal cell phone number (optional), personal email address (optional), work phone number, work email address, passport number or Green Card number, credit card number(s), sex or gender, age, and citizenship.

INFORMATION COLLECTION (WHY)

Data collected facilitates official Agency travel, such as issuing travel tickets, approving hotels and per diem rates, and confirming that travel is official.   The PII data elements listed above in the response to 2.2.1 are collected and input into the system in support of these USAID business functions relating to USAID personnel travel.

AGENCY INTENDED USE

End to End (E2E) is an end-to-end web-based travel and expense management tool which allows for paperless travel authorization/voucher routing, calculation of per diem, obligation of funds, receipts imaging, and voucher disbursements in accordance to the Federal Travel Regulations (FTR) and Agency policies (ADS). The system is used to create and track travel authorizations (TAs), travel vouchers and reimbursements, book online travel reservations, obtain electronic approvals, and create and submit expense reports for Senior Level Officials. Part of its purpose is to allow travel program managers to effectively manage costs, integrate with core business systems (such as Phoenix Financial System), and provide agency travelers with a simplified, web-based system.

INFORMATION SHARING

Within the Privacy Act Notice, numerous Routine Uses are provided indicating how information may be shared. Routine Uses include:
- (2) "pursuant to a request of another Federal agency or a court when the Federal Government is party to a judicial proceeding";
- (5) "to a credit card company for billing purposes, including collection of past due amounts";
- (12) "to a travel services provider for billing and refund purposes";
- (14) "to a credit reporting agency or credit bureau"; and
- (15) "summary or statistical data from the system with no reference to an identifiable individual may be released publicly".

NOTICE OF OPPORTUNITIES FOR CONSENT

PII is entered by individuals or provided to arrangers by the individuals; PII is necessary to complete the travel coordination process, a requirement for individuals traveling for the purposes of performing their duties.

Users are shown a Privacy Act Notice.

SYSTEM OF RECORDS NOTICE (SORN)

E2E is covered under SORN USAID-19, Travel and Transportation Records as well as SORN GSA/GOVT4, Contracted Travel Services Program. Upon entering the system, users are presented with a Privacy Act Notice which they must accept by clicking "Accept". Within that Privacy Act Notice it indicates that the system is covered under SORN GSA/GOVT4, "Contracted Travel Services Program".