



Travel Policy Handbook

Travel Purpose Identifier and Codes

Appendix C to Chapter 301 – Standard Data Elements for Federal Travel [Traveler Identification]

Purpose Code	Purpose Identifier	Definition
1	<p>Employee Emergency</p> <ul style="list-style-type: none"> • Incapacitated • Death • Catastrophic • Medical Care • Threatened Law Enforcement 	<p>Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • Traveler is incapacitated by illness or injury, death or serious illness of a family member (as defined in FTR §300-3.1 or FTR §301-30.2), or catastrophic occurrence or impending disaster that directly affects the employee’s home. • Emergency travel also includes travel for medical care while employee is TDY away from the official station (FTR Part 301-30), death of an employee/immediate family member when performing official duties away from the official station or home of record (FTR Part 303-70), medical attendant transportation (FTR Part 301-30), assistance travel for an employee with special needs (FTR Part 301- 13), as well as travel for threatened law enforcement/investigative employees (FTR Part 301-31).
2	<p>Mission (Operational)</p> <ul style="list-style-type: none"> • Site Visit • Information Meeting • Invitational Travel • Speech/Presentation • Hearings • Inspections • Audits • Investigations • Examinations • Pre-employment • Home Leave • Visitation • Rest and Recuperation 	<p>Travel to a particular site in order to perform operational or managerial activities. Travel to attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest.</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> • Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: <ul style="list-style-type: none"> ○ hearings ○ site visit ○ information meeting ○ inspections ○ audits ○ investigations ○ examinations <p>Employees participating in such operational or managerial events should record the trip purpose identifier as MISSION.</p>



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3	<p>Special Agency Mission</p> <ul style="list-style-type: none"> • Evacuation • COOP 	<p>Travel to carry out a special agency mission or perform a task outside the agency's normal course of day-to-day business activities that is unique or distinctive. These special missions are defined by the head of agency and are normally not programmed in the agency annual funding authorization.</p> <p><u>Examples:</u> These agency-defined special missions may include details, security missions, and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.</p>
4	<p>Conference-Other Than Training</p> <ul style="list-style-type: none"> • Award Ceremony • Instructor/Panelist • Exchange of information • Outreach 	<p>Travel in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion. Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see <i>Training</i> below).</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • To participate in a planned program as a speaker/ panelist or another form of presentation • Host • Planner • Or others designated to oversee the conference or attendance with no formal role or as an exhibitor.
5	<p>Training</p>	<p>Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 U.S.C. 4101(4) states that training means the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals.</p> <p>The term “conference” may also apply to training activities that are considered to be conferences under 5 CFR 410.404, which states that agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when:</p> <ul style="list-style-type: none"> ▪ The announced purpose of the conference is educational or instructional ▪ More than half of the time is scheduled for a planned, organized



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		<p>exchange of information between presenters and audience which meets the definition of training in section 4101 of title 5, United States Code</p> <ul style="list-style-type: none"> ▪ The content of the conference is germane to improving individual and/or organizational performance, ▪ and Developmental benefits will be derived through the employee's attendance. <p>Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see <i>Conference-- Other Than Training</i> above).</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • Job required training • Internships • Intergovernmental Personnel Act • Forums
6	Relocation	<p>Travel performed in connection with a transfer from one official duty station to another for employees/immediate family members, as applicable.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> • Permanent change of station (PCS) moves for domestic and international transferees/new appointees • Tour renewal • Temporary change of station (TCS) • Last move home