



# NOAA CBS INTEGRATED TRAVEL MANAGER DISPATCH #9 Travel Purpose Identifiers August 2009



## What are Travel Purpose Identifiers?

The Federal Government began using travel purpose identifiers in the mid-1970s as a result of Congressional interest in the types of travel being funded by the Government. Travel purpose identifiers categorize the various types of travel that occur in support of an agency's mission and help classify associated costs for that mission.

In support of the Federal Travel Regulations (FTR), travel purpose identifiers were implemented in Travel Manager in the form of Purpose Codes. Initially, the Purpose Codes were limited to those identifiers defined in Appendix C to Chapter 301 - Standard Data Elements for Federal Travel [Travel Identification] and over the course of time expanded to include Agency specific codes such as Reportable and Non-Reportable Conference, Award Ceremony w/ Guest, Award Ceremony Employee Only and Evacuation. As a result, utilizing both standard and Agency specific Purpose Codes provided the ability to comply with:

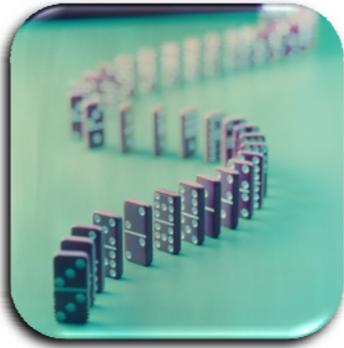
1. Congressional inquiries
2. Office of Management and Budget (OMB) requests
3. Routing Delegations

## New Ruling!

On July 21, 2009, the General Services Administration (GSA) amended the provisions of the FTR that pertain to the use of travel purpose identifiers. This final rule, effective August 20, 2009, updates the list of travel purpose identifiers in Appendix C to Chapter 301 as follows:

- Employee Emergency
- Mission (Operational)
- Special Agency Mission
- Conference - Other Than Training
- Training
- Relocation





### How will this impact document processing in Travel Manager?

With concurrence from NOAA Travel Policy, we have chosen to take the route having the least amount of impact on Travel Manager users. The new travel purpose identifiers issued through GSA's new ruling will not be utilized within Travel Manager, with one exception. Users will continue to use the historical Purpose Codes currently available in Travel

Manager in addition to the newly added Purpose Code "13 - Employee Emergency". Per guidance issued under the amendment to Appendix C to Chapter 301, the new Purpose Code "13 - Employee Emergency" will be utilized for travel assignments meeting the following conditions:

Travel related to an unexpected occurrence/event or injury/illness that affects the employee personally and/or directly that requires immediate action/attention.

Examples: Traveler is incapacitated by illness or injury, death or serious illness of a family member (as defined in § 300-3.1 or § 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 duty station (Part 301-30), death of an employee/immediate family member when performing official duties away from the official duty station or home of record (Part 303-70), medical attendant transportation (Part 301-30), assistance travel for an employee with special needs (Part 301-13), as well as travel for threatened law enforcement/investigative employees (Part 301-31).

In the event Congressional inquiries are received, the Travel Manager Purpose Codes will be aggregated up into the new Travel Purpose Identifiers as defined in Appendix C to Chapter 301. The data aggregation will occur outside of Travel Manager and will have no impact on the data values (i.e., Purpose Codes) selected on documents within Travel Manager.

### Lessons Learned

- Travel Manager users will continue to use historical Purpose Codes.
- A new Purpose Code, "13-Employee Emergency" will be implemented in Travel Manager, effective August 20, 2009.
- Purpose Codes are used for reporting purposes and therefore should be applied as accurately as possible.

