



## **PURPOSE OF TRAVEL**

### **GOVTRIP/TRAVEL SYSTEM/NEW FTR CROSSWALK**

Rev. 1/7/11

| OLD GOVTRIP CODES   | NEW GOVTRIP CODES                         |
|---|---|
| <p><b>MISSION</b> - Travel, not characterized as Mission – Special or Mission – Critical, to a particular site in order to support the agency’s strategic plan and performance objectives, or to personally perform operational or managerial activities related to the mission of the organization (e.g., grant operations, management activities for internal control purposes; carry out an audit, inspection or repair activity; conduct negotiations, court appearances, provide technical assistance or to discuss general agency operations, review status reports, or discuss topics of general interest).</p>  | <p>(2) Mission (Operational)</p>          |
| <p><b>MISSION – SPECIAL</b> - Travel to carry out a special mission for the organization (e.g., non-combat military unit movements); provide security to a person or a shipment (such as a diplomatic pouch); or moving witnesses from residence to other locations.</p>  | <p>(3) Special Agency Mission</p>         |
| <p><b>MISSION – CRITICAL</b> - Travel to accomplish critical or time sensitive observation, evaluation, or action that is critical to the mission of the organization (e.g., in the event of an epidemic or natural disaster).</p>  | <p>(3) Special Agency Mission</p>         |
| <p><b>OUTREACH</b> - Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program, other than training, to communicate information about USDA programs to external partners/stakeholders. This class of travel is for the primary purpose of explaining USDA programs or the operation of those programs to interested potential or current participants.</p>   | <p>(4) Conference—Other Than Training</p> |
| <p><b>CONFERENCE ATTENDANCE</b> - Travel to attend a meeting, retreat, seminar, symposium or event. A conference can be defined as a meeting for consultation, discussion, or the exchange of information on a specific topic. A conference is considered training when: (a) The announced purpose of the conference is educational or instructional; (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5USC4101; (c) The content of the conference is germane to improving individual and/or organizational performance, and (d) Development benefits will be derived through the employee’s attendance. Refer to Code of Federal Regulations, Title 5, Chapter 1, Part 410-Training (5CFR 410.404)</p> | <p>(4) Conference—Other Than Training</p> |
| <p><b>TRAINING ATTENDANCE</b> - Travel to receive training. 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. Refer to United States Code, Title 5, Section 4101 {5USC4101).</p>  | <p>(5) Training,</p>                      |
| <p><b>INSTRUCTOR</b> - Travel to provide training to Federal and non-Federal customers/participants/partners.</p>   | <p>(4) Conference—Other Than Training</p> |
| <p><b>AWARD</b> - Travel for the purpose of an employee and/or dependent(s) to attend an award ceremony where the employee receives the award.</p>  | <p>(4) Conference—Other Than Training</p> |

| OLD GOVTRIP CODES  | NEW GOVTRIP CODES   |
|--|---|
| <p><b>EMERGENCY</b> - Travel to return an employee from a temporary assignment location at Government expense to his/her designated post of duty or home, or other alternate location, where he/she would normally be present to take care of the emergency. Emergency travel results from (a) the employee becoming incapacitated by illness or injury not due to your own misconduct; or (b) the death or serious illness of a member of an employee's your family; or (c) A catastrophic occurrence or impending disaster, such as fire, flood, or act of God, which directly affects the employee's home. Refer to Federal Travel Regulation §301-30.1.</p>  | <p>(1) Employee<br/>Emergency:</p>  |
| <p><b>PRE-EMPLOYMENT</b> - Travel for a pre-employment interview. This purpose code is used for temporary duty travel only.</p>  | <p>(2)Mission<br/>(Operational)</p>   |
| <p><b>ENTITLEMENT</b> - Travel entitlement for which an employee or dependent(s) may be eligible while serving at a duty station outside the continental United States. This includes Tour Renewal Agreements (for the purpose of taking leave between tours of duty); Vacation or Home Leave (travel from post to the designated home leave address and return to same post of assignment, or to another official duty station); Evacuation (travel when authorized or ordered departure of an employee and dependent(s)); Family and Child Visitation (travel from the U.S. to employee's post of assignment and return to the U.S. or travel from the employee's post of assignment to the U.S. and return); or medical (official travel and transportation authorized for U.S. citizen employees and dependent(s) from any place where presence is due to U.S. Government orders to nearest locality where suitable medical care can be obtained and thence to an official duty station.</p> | <p>Overseas tour renewal<br/>travel = (6) Entitlement</p> <p>Home Leave =<br/>(2)Mission<br/>(Operational)</p> <p>Medical travel = (1)<br/>Employee Emergency</p> <p>Evacuation travel = (3)<br/>Special Agency<br/>Mission</p> <p>Visitation travel =<br/>(2)Mission<br/>(Operational)</p> |
| <p><b>SPECIAL ENTITLEMENT</b> - Travel directly related to the death of employee while on official travel. Expense can be paid, when, at the time of death, the employee was: (a) On official travel; or (b) Performing official duties outside CONUS; or (c) Absent from duty as provided in FTR § 303-70.3; or (d) Reassigned away from his/her home of record under a mandatory mobility agreement. Refer to FTR, Chapter 303 – Payment Connected with Death.</p>   | <p>(1) Employee<br/>Emergency:</p>  |
| <p><b>DEPENDENT EDUCATION</b> - Travel for dependent children of employees on overseas assignment to attend secondary and post secondary schools in the United States.</p>   | <p>(6) Entitlement</p>  |
| <p><b>REST &amp; RECUPERATION</b> - Travel of employees and dependent(s) from their assigned post to the United States or to posts designated as rest and recuperation relief areas.</p>   | <p>(2)Mission<br/>(Operational)</p>   |
| <p><b>OTHER</b> - Travel performed for purposes, which are not included in one of the other listed Purpose Codes. Even though stated as "Other," the travel authorization and voucher must include a detailed, specific purpose.</p>   | <p>(2)Mission<br/>(Operational)</p>   |

## **MWA NOTE:** (Report run from the voucher)

The Coburn Report requires Purpose Codes & Trip Details to be completed in a specific manner & order. There is no longer a space issue in the details field, so put comments needed for the Approvers or for clarification behind the required information.

\*\*Do not use acronyms

\*\*If hosted by USDA, ARS, or MWA, note either "NOT" in or "IS" in USDA facility

\*\*Provide website for Meetings if available, if not available state NO WEBSITE

\*\* Provide lecture title, if no lecture state NO LECTURE

\*\*Upload the Brochure or Program to the authorization

### **PURPOSE CODE: Conference/Meeting**

Eastern Nutrition Conference 7/10-15/10 Host: Animal Nutrition Association of Canada [WWW.XXXXXX](#) Lecture, "xxxxxx"

### **PURPOSE CODE: Outreach (Conference)**

OUTREACH: Lecture to faculty and students 7/1/10 Host: University of Illinois [WWW.XXXXXX](#) Lecture, "xxxxxx"

### **PURPOSE CODE: Instructor (Conference)**

INSTRUCTOR: Leadership Conference 3/1-4/10 Host: ARS/Midwest Area [WWW.XXXXXX](#) Lecture, "xxxxxx"

### **PURPOSE CODE: Award (Conference)**

AWARD: xxx meeting name xxxxxxx 3/1-2/10 Host: USDA (IS/is NOT in USDA facility) [WWW.XXXXXX](#)

### **PURPOSE CODE: Training Attendance**

MSWord Workshop 5/1/10 Host: Illinois Central College [WWW.XXXXXX](#)

### **PURPOSE CODE: Mission (do NOT make the remarks "look" like a conference, be very simple)**

Pre-employment interview

Visit field plots at.....

Managerial meeting with.....

Collaboration with.....of.....