

 8/20/2010

Approved for Release
Mary Pleffner
Director for Administrative Services

DEPARTMENT OF COMMERCE (DOC)
CHIEF FINANCIAL OFFICER AND ASSISTANT SECRETARY FOR
ADMINISTRATION
OFFICE OF ADMINISTRATIVE SERVICES

TRAVEL BULLETIN #05, FY10

SUBJECT: GSA Guidance on the Use of Travel Purpose Identifiers

EFFECTIVE DATE: Immediately

EXPIRATION DATE: Effective until canceled or superseded

BACKGROUND: The General Services Administration amended the Federal Travel Regulation to provide travel purpose identifiers. These identifiers provide a descriptive language better tailored to government travel and agency missions. The identifiers are listed and defined below:

Employee Emergency - 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 Sec. 300-3.1 or Sec. 301-30.2), or catastrophic occurrence or impending disaster directly affects the employee's home. Emergency travel also includes travel for medical care while employee is TDY away from official duty station (Part 301-30), death employee/immediate family member when performing official duties away from the official duty station or home of record (Part 70), medical attendant transportation (Part 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).

Mission (Operational) - 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. Examples: Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.

Special Agency Mission - Travel to carry out a special agency mission and/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 normally not programmed in the agency annual funding authorization. Examples: 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.

Conference, Other Than Training – Travel performed 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 Training below). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor.

Training - Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 USC 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.” 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:

- (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 section 4101 of title 5, United States Code;
- (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.

Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Conference--Other Than Training above). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.

Relocation - Travel performed in connection with a transfer from one official duty station to another for employees/immediate family members, as applicable. Examples: Permanent change of station (PCS) moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.

PURPOSE: To remind travelers to select the appropriate travel identifier when making travel arrangements.

REFERENCES: Federal Register Vol. 74, No. 138, pp. 35807-35809.

OFFICE OF COMMERCE SERVICES: Marilyn Stoll, Associate Director, Office of Commerce Services, Mstoll@doc.gov, 202-482-4433.

PROGRAM MANAGER CONTACT INFORMATION: Trina Boyce, Acting Chief, Travel Management Division, Tboyce@doc.gov, 202-482-1818.