

**Bureau of Safety and Environmental Enforcement
Interim Policy Document**

Effective Date: April 19, 2012

IPD No.: 2012-04

Series: Administrative

Title: Trip Purpose Codes on Travel Authorizations

Originating Office: Office of Administration, Finance Division

1. Purpose. This Interim Policy Document (IPD) establishes policies, responsibilities, and procedures for recording trip purpose codes in the Bureau of Safety and Environmental Enforcement's (BSEE) electronic travel system, GovTrip. These codes are also to be used when travel and relocation vouchers are manually posted into the Financial and Business Management System (FBMS).

2. Authority.

A. 41 C.F.R. Part 301—Federal Travel Regulation (FTR)

3. Policy. Travel authorizations (TA) are required for travel performed by all travelers on official BSEE business. GovTrip and FBMS are BSEE's systems of record; for that reason, it is imperative that reports produced from both are accurate, relevant, and reliable. In order to ensure that travel reports produced from these systems have these requirements, all data entering the system must be input using the same criteria. Therefore, when creating an electronic TA in GovTrip or a manual TA in FBMS, only those trip purpose codes identified and described in the table in Paragraph 5B are authorized to be used in BSEE.

4. Responsibilities.

A. The Associate Director for Administration has overall authority for managing travel policy.

B. The Chief, Finance Division has the oversight responsibility for travel policy and operations.

C. Supervisors are responsible for implementing these policies and procedures and ensuring that employees under their supervision adhere to these travel policies and procedures.

5. Procedures.

A. General.

(1) Travel policy comments or questions can be addressed to: BSEE Finance Division - Travel, 381 Elden Street, HE-2328, Herndon, VA 20170 or e-mail BSEE_Travel_Support@bsee.gov.

(2) Privacy. Government travel activity is not private and is subject to review.

B. Trip Purpose Codes.

(1) The below table depicts the trip purpose codes that are to be used to categorize travel performed by BSEE and invitational travelers. No other trip purpose codes are authorized.

Code	Title	Description
C	Conference Attendance	<p>Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion.</p> <p>Must distinguish between conference and training attendance and use the appropriate identifier (see Training below).</p> <p>Examples: To participate in a planned program as an attendee, a speaker, a panelist, a presenter, a host, a planner, an exhibitor, a designee to oversee the conference, etc.</p>
E	Entitlement Travel ¹	Employee or immediate family member travel related to outside the Continental United States (OCONUS) tour renewal, as applicable.
G	Emergency Travel	<p>Travel related to an unexpected occurrence, event, injury, or illness that affects the employee personally and directly that requires immediate action and attention.</p> <p>Examples: Traveler is incapacitated by illness, injury, or death, death or serious illness of a family member, or catastrophic occurrence or impending disaster that directly affects the employee's home. Also includes travel for medical care while employee is TDY away from the official station, medical attendant transportation, and assistance travel for an employee with special needs.</p>

Code	Title	Description
T	Training Attendance	<p>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.”</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> <p>(a) The announced purpose of the conference is educational or instructional;</p> <p>(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;</p> <p>(c) The content of the conference is germane to improving individual and/or organizational performance, and</p> <p>(d) Development benefits will be derived through the employee’s attendance.”</p> <p>Must distinguish between conference and training attendance and use the appropriate identifier (see Conference—Other Than Training above).</p> <p>Examples: Job required training, internships, and forums.</p>

Code	Title	Description
M	Mission (Operational)	<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>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.</p>
N	Special Agency Mission	<p>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 are normally not programmed in the agency annual funding authorization.</p> <p>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.</p>
R	Relocation ² /Extended	<p>Employee or immediate family member travel performed in connection with a transfer from one official station to another, as applicable.</p> <p>Examples: Permanent change of station (PCS) moves for domestic and international transferees, new appointees, and last move home.</p>

¹Entitlement travel is included with relocation travel for reporting purposes.

²Relocation travel is currently being processed manually in FBMS.

6. Cancellation. This IPD shall remain in effect until incorporated into the BSEE Manual.



Robert E. Brown
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