

General Services Administration  
Washington, DC 20405

August 17, 2009

FEDERAL TRAVEL REGULATION  
Amendment 2009-05

TO: Heads of Federal agencies

Subject: Amendment 2009-05, Federal Travel Regulation (FTR)  
Case 2009-305, Travel Purpose Identifier

1. Purpose. This final rule amends the provisions of Appendix C to Chapter 301 of the Federal Travel Regulation (FTR) that pertain to the use of the travel purpose identifiers. This final rule updates the list of travel purpose identifiers and incorporates new descriptive language for each identifier to enhance how travel costs are indentified by Federal agencies.

2. Effective date: August 20, 2009.

Applicability date: This final rule is applicable to travel performed on, or after August 20, 2009.

3. Background. The Federal Government began using travel purpose identifiers in the mid-1970s as a result of Congressional interest in the types of travel 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.

This FTR rule was published in the *Federal Register* at 74 FR 35807, July 21, 2009.

4. Explanation of changes. This final rule amends the travel purpose identifiers used today and listed in Appendix C to Chapter 301 of FTR are as follows: (1) Site Visit, (2) Information Meeting, (3) Training Attendance, (4) Speech or Presentation, (5) Conference Attendance, (6) Relocation, and (7) Entitlement Travel. As the Government's missions have changed over time, it has become questionable as to whether or not the current identifiers adequately capture the complexity of modern Federal travel.

5. Filing instructions. Remove and insert the following pages to the FTR:

Remove pages

301-C-1 and 301-C-2

Insert pages

301-C-1 thru 301-C-4

A handwritten signature in black ink, appearing to read 'CRAIG FLYNN', is written over a horizontal line.

CRAIG FLYNN,  
Director, Travel Management Policy  
Office of Travel, Transportation &  
Asset Management.

**AMENDMENT 2009–05 AUGUST 20, 2009**

**Appendix C to Chapter 301—Standard Data Elements for Federal Travel**

**[TRAVELER IDENTIFICATION]**

<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Travel Authorization	Authorization Number	Assigned by the appropriate office.
Employee name	First Name, Middle Initial, Last Name	Agency guidelines may specify the order, e.g., last name first.
Employee Identification	Employee Number	Must use a number, e.g., SSN, vendor number, or other number that identifies the employee.
Travel Purpose Identifier	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. <i>Examples:</i> Traveler is incapacitated by illness or injury, death or serious illness of a family member (as defined in <a href="#">§300-3.1</a> or <a href="#">§301-30.2</a> ), 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 ( <a href="#">Part 301-30</a> ), death of an employee/immediate family member when performing official duties away from the official duty station or home of record ( <a href="#">Part 303-70</a> ), medical attendant transportation ( <a href="#">Part 301-30</a> ), assistance travel for an employee with special needs ( <a href="#">Part 301-13</a> ), as well as travel for threatened law enforcement/investigative employees ( <a href="#">Part 301-31</a> ).
	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. <i>Examples:</i> 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 are normally not programmed in the agency annual funding authorization. <i>Examples:</i> 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). <i>Examples:</i> 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

**AMENDMENT 2009-05 AUGUST 20, 2009**

FEDERAL TRAVEL REGULATION

**[TRAVELER IDENTIFICATION] (CONTINUED)**

<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
		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). <i>Examples:</i> 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. <i>Examples:</i> Permanent change of station (PCS) moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home.
Travel Period	Start Date, End Date	Month, Day, Year according to agency guidelines.
Travel Type	CONUS/Domestic	Travel within continental United States.
	OCONUS/Domestic	Travel outside continental United States.
	Foreign	Travel to other countries.
Leave Indicator	Annual, Sick, Other	Identifies leave type as the reason for an interruption of per diem entitlement.
Official Duty Station	City, State, Zip	Either the corporate limits of city/town or the reservation, station, established area where stationed.
Residence	City, State, Zip	The geographical location where employee resides, if different from official duty station.
Payment Method	EFT	Direct deposit via electronic funds transfer.
	Treasury Check	Payment made by Treasury check.
	Imprest Fund	Payment made by Imprest Fund.
Mailing Address	Street Address, City, State, Zip	The location designated by the traveler based on agency guidelines.

**[COMMERCIAL TRANSPORTATION INFORMATION]**

<b>Group name</b>	<b>Data elements</b>	<b>Description</b>
Transportation Payment		Method employee used to purchase transportation tickets.
Method Indicator	GTR	U.S. Government Transportation Request.
	Central Billing Account	A Contractor centrally billed account.
	Government Charge Card	In accordance with and as provided by agency guidelines.
	Cash	
Transportation Payment Identification Number	Payment ID Number	A number that identifies the payment for the transportation tickets, according to agency guidelines, e.g., GTR number, Govt. contractor-issued charge card number.
Transportation Method Indicator	Air (First-class and business-class)	Common carrier used as transportation to TDY location.
	Air (Non-first-class and Non-business-class)	
	Non-contract Air, Train, Other	
Local Transportation Indicator	POV, Car rental, Taxi, Other	Identifies local transportation used while on TDY.

**[TRAVEL EXPENSE INFORMATION]**

Group name	Data elements	Description
Per Diem	Total Number of Days	The number of days traveler claims to be on per diem status, for each official travel location.
	Total Amount Claimed	The amount of money traveler claims as per diem expense.
	Lodging, Meals & Incidentals	
Travel Advance	Advance Outstanding	The amount of travel advance outstanding, when the employee files the travel claim.
	Remaining Balance	The amount of the travel advance that remains outstanding.
Subsistence	Actual Days	Total number of days the employee charged actual subsistence expenses. The number of days must be expressed as a whole number.
	Total Actual Amount	Total amount of actual subsistence expenses claimed as authorized. Actual subsistence rate, per day, may not exceed the maximum subsistence expense rate established for official travel by the Federal Travel Regulation.
Transportation Method Cost	Air (First-class and business-class)	The amount of money the transportation actually cost the traveler, entered according to method of transportation.
	Air (Non-first-class and Non-business-class) Non-contract Air, Train	Bus or other form of transportation.
	Other	
Local Transportation	POV mileage	Total number of miles driven in POV.
	POV mileage expense	Total amount claimed as authorized based on mileage rate. Different mileage rates apply based on type and use of the POV.
	Car rental, Taxis, Other	
Constructive cost	Constructive cost	The difference between the amount authorized to spend versus the amount claimed.
Reclaim	Reclaim amount	An amount of money previously denied as reimbursement for which additional justification is now provided.
Total Claim	Total claim	The sum of the amount of money claimed for per diem, actual subsistence, mileage, transportation method cost, and other expenses.

**[ACCOUNTING AND CERTIFICATION]**

Group name	Data elements	Description
Accounting Classification	Accounting code	Agency accounting code.
Non-Federal Source Indicator	Per Diem, Subsistence, Transportation	Indicates the type of travel expense(s) paid, in part or totally, by a non-Federal source.
Non-Federal Source Payment Method	Check, EFT, Payment “in-kind”	Total payment provided by non-Federal source according to method of payment.
Signature/Date Fields	Claimant Signature	Traveler’s signature, or digital representation. The signature signifies the traveler read the “fraudulent claim/responsibility” statement.
	Date	Date traveler signed “fraudulent claim/responsibility” statement.
	Claimant Signature	Traveler’s signature, or digital representation. The signature signifies the traveler read the “Privacy Act” statement.
	Date	Date traveler signed “Privacy Act” statement.
	Approving Officer Signature	Approving Officer’s signature, or digital representation. The signature signifies the travel claim is approved for payment based on authorized travel.
	Date	Date Approving Officer approved and signed the travel claim.
	Certifying Officer Signature	Certifying Officer’s signature, or digital representation. The signature signifies the travel claim is certified correct and proper for payment.
	Date	Date Certifying Officer signed the travel claim.

**Note to Appendix C:** Agencies must ensure that a purpose code is captured for those individuals traveling under unlimited open authorizations.

This page intentionally left blank.