

APPENDIX 1-B

TRAVEL PURPOSE CATEGORIES

In order to establish uniformity in the way that travel purposes are identified on the travel authorization (see 1-1.4b), agencies shall adopt travel purpose categories that conform to the extent possible with the following guidelines. (Reference OMB Bulletin No. 82-11, dated April 19, 1982)

1. Site visit - Travel to a particular site in order to personally perform operational or managerial activities (e.g., to oversee program activities, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; or provide technical assistance).
2. Information meeting - Travel to attend a meeting to discuss general agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
3. Training attendance - Travel to receive training.
4. Speech or Presentation - Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5. Conference attendance - Travel to attend a conference, convention, seminar or symposium for purposes of observation or education only, with no formal role in the proceedings.
6. Relocation - Travel performed in conjunction with a transfer from one official duty station to another (same as a permanent change of station or PCS move). This includes new appointees when they are authorized relocation allowances or reporting to their first duty station.
7. Entitlement travel - Travel entitlements for which an employee (or dependent) may be eligible while serving at a duty station outside the conterminous United States; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. (This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located outside the conterminous United States.)
8. Special mission travel - Travel to carry out a special agency mission; e.g., move noncombat military units; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; travel by Federal beneficiaries and other nonemployees.

Appendix 1-B. Travel Purpose Category Listing

9. Other travel - All travel performed for reasons (purposes) which are

not shown in one of the other eight categories listed above. Even though stated as "other travel," travel authorization and voucher should also detail specific purpose.

Appendix 1-B