

GovTrip Guide – CHOOSING TRIP PURPOSE CODES

There are six trip purpose codes in GovTrip; each has a certain function and should be chosen appropriately:

- ✦ Conference/Not Training
- ✦ Training
- ✦ Mission (Operational)
- ✦ Special Agency Mission
- ✦ Employee Emergency
- ✦ Entitlement

Only three should be used regularly – **Conference/Not Training, Training, and Mission (Operational)**. The other three codes should only be used after consultation with and approval from your GovTrip Federal Agency Travel Administrator (FATA).

CONFERENCE/NOT TRAINING:

Definition: a meeting for consultation, discussion, or the exchange of information on a specific topic

- Make a speech or presentation
- Deliver a paper
- Attend a meeting, seminar, symposium, event, or retreat
- Communicate information about USDA programs to external partners/stakeholders
- Provide training
- Receive an award

TRAINING:

Definition: Planned, prepared and coordinated program, course, curriculum, or subject which will improve performance and assist in achieving the agency's mission.

- Announced purpose is educational or instructional
- More than half of the time scheduled is for a planned, organized exchange of information
- Content is germane to improving individual or organizational performance

MISSION (OPERATIONAL):

Definition: Travel to a particular site in order to:

- support the agency's strategic plan and performance objectives.
- 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.
- appear in court.
- provide technical assistance.
- discuss general agency operations.
- review status reports.
- discuss topics of general interest.
- participate in a pre-employment interview.

MISSION (OPERATIONAL) also includes travel performed for purposes which are not included in one of the other purpose codes. The travel authorization and voucher must include a detailed, specific purpose.

GovTrip Guide – ENTERING TRIP DETAILS INFORMATION

The trip details field is available in two places – right after the trip purpose section in Step 1 of creating an authorization, and on the trip preview screen:

Information entered in the trip details section should correspond with the trip purpose, it should NOT be blank:

“CONFERENCE/NOT TRAINING” AND “TRAINING” REQUIRED INFORMATION:

Enter the name of the event exactly as it appears on the event registration form. Enter the information into the Trip Details field as follows:

- If the event is being held solely at a USDA facility enter “USDA”
- Enter the full official name of the event.
 - Do not abbreviate words. Example, “International” instead of using “intl” or “association” instead of using “assn”
 - Do not use acronyms for the name of the country or organization. Example, “California Department of Food and Agriculture” instead of “CDFA”, “America Veterinary Medical Association” instead of “AVMA”
- Enter the official start and end date of event as shown on official training/conference registration, do not include travel or leave dates
- Enter the name of the organizer. Example, “Entomological Society of America”, “Office of Personnel Management”
- Enter the total amount of non-appropriated funds (i.e. soft funds, trust funds, grants) preceded by ‘NAF’. Example, “NAF \$476”
- Enter the value of in-kind services provided (purchased/prepaid air, lodging, etc) and type preceded by ‘IK’. Example, IK \$651-airfare, “IK \$297-airfare, \$342-lodging”
- Enter the Grade/Step of the traveler. For invitational/non-government travelers enter ‘Non-Gov’. Example, “GS-12/8”, “GS-9/3”, “Non-Gov”

MISSION (OPERATIONAL) REQUIRED INFORMATION:

- Enter a description summary of the purpose

EXAMPLES:

Conference/
Not Training

World Cotton Congress*02/18/2012-02/19/2012*United States Association of Cotton Ginners*NAF \$436*GS-9/3
 USDA*Biodiversity for Biofuels and Biodiesel in Arid Lands International Workshop*10/18/2011-10/19/2011*
 National Institute of Advanced Industrial Science and Technology* NAF \$1,492* IK \$219-lodging* Non-Gov

Training

USDA*Resiliency Advantage*09/13/2011-09/15/2011*Office of Personnel Management*GS-5/6
 Managerial Cost Accounting*06/06/2011-06/07/2011*Management Concepts*GS-12/4

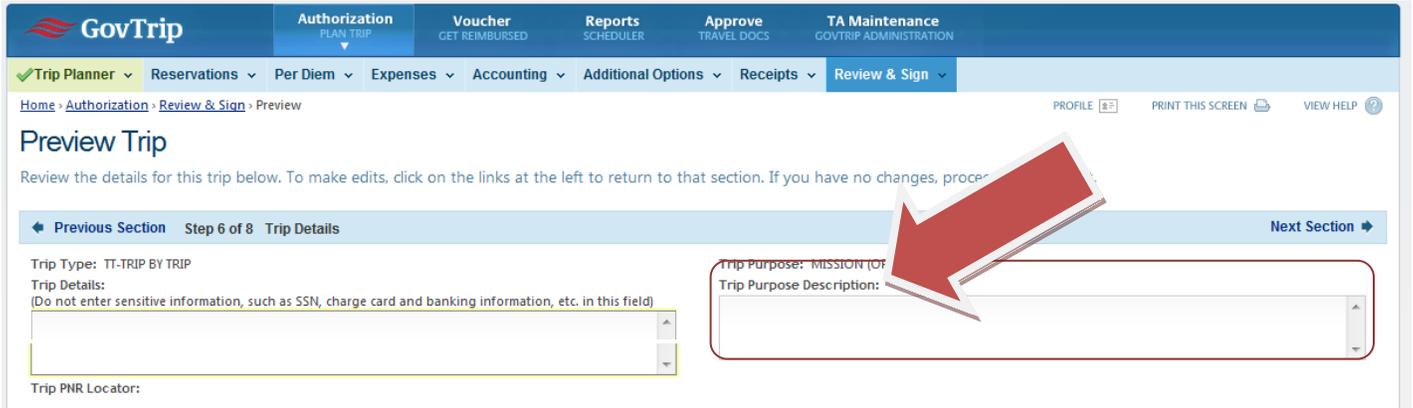
Mission
(Operational)

Pre-employment interview – research leader position
 Site visit – review status reports
 Site visit – harvest corn at winter nursery
 Technical assistant – laboratory equipment upgrade and installation

GovTrip Guide – Trip Purpose Description

The Trip Purpose Description field is available only on the trip preview screen:

Go to the Preview Trip screen and enter the required information in the **Trip Purpose Description** box (right hand side).



REQUIRED INFORMATION FOR CONFERENCE ATTENDANCE AND ALL FOREIGN TRAVEL:

- Conferences:
 - Enter the official title of the traveler. Please do not enter the name of the traveler, TDY location, dates, or comments concerning leave – that is already in GovTrip. Be short but specific.
 - Enter the Name of Presentation, Poster, or Session (if chairing/ moderating), if applicable. If not participating in an official capacity, enter “Attending Only”
 - Enter a brief statement explaining how conference attendance relates to professional development and/or meets performance goals. Be short but specific.
 - Enter the actual number of conference days attending. Do NOT include leave or travel only days.
 - Remember to spell check the text.
- Foreign Travel:
 - Enter the official title of the traveler. Please do not enter the name of the traveler, TDY location, dates, or comments concerning leave – that is already in GovTrip. Be short but specific.
 - Enter a brief description (e.g. one-three sentences) of the benefit to USDA of the trip, and why this traveler’s expertise is needed.
 - *If the trip is being submitted less than six weeks prior to departure, enter the reason for late submission.*
 - Remember to spell check the text.

EXAMPLES:

Conference

Soil Scientist* "Wildfire as a Mechanism to Reverse Ecohydrologic Thresholds in Juniper-Encroached Shrublands." Co-presenter on 3 other presentations.*Attendance required to meet performance goals.*5 days

Research Physical Scientist*Attending Only*Attendance required for professional development.*3 days

Foreign Travel

Research Plant Physiologist* Will chair panel discussion on emerging cotton diseases in the Middle East to foster collaborations between researchers.*Such collaboration will lead to cooperative, productive research that will result in increased cotton yields for American growers.*Late submission: invitation received on MM/DD/YYYY.

Foreign Conference

Research Entomologist* “Moderator-Weathering and chemical degradation of Static Spinosad ME for fruit fly (Diptera: Tephritidae) control under California weather conditions, Behavioral evidence for the exploitation of a novel host plant on the basis of vision in the melon fly.”*Attendance required for both professional development and to meet performance goals*Such collaboration will lead to cooperative, productive research that will result in decreased fruit fly populations.*4 days* Late submission: invitation received on MM/DD/YYYY.