TRAVEL PURPOSE CODES

Purpose codes are used to identify and collect data on transportation and relocation payments. All travel authorizations will be properly completed to include the EPA travel code that most nearly describes the purpose of the travel.

- E – Enforcement-Related Travel (Non-Superfund): Travel to a site or facility to support the activities of an organization's enforcement program. Activities can include enforcement-related inspections, sampling, judicial proceedings, investigations and negotiations. Travel to a State or local government to discuss a specific enforcement action is also included under this purpose code.

- S – State-Related Travel: Travel to meet with State, local or tribal governments to conduct the business of the Agency. This includes general discussions of State/local/tribal environmental programs, and grant negotiations, oversight and monitoring. Meetings to discuss specific enforcement actions would be included under Purpose Code "E", Enforcement-Related Travel.

- 0 – Site Visit: Travel to a particular site other than s superfund or enforcement-related 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).

- 1 – Site Related Travel: Obligations for site-related travel under Solid Waste Disposal Act, as amended, and under Superfund. For definitions and policies applicable to each program, please refer to RMDS 2550D on the Superfund program and 2550E on the LUST program.

- 2 – Information Meeting: 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. If the site visit was non-Superfund related use purpose code "0" or "E". If the site visit is to a Superfund site use purpose code "1".

- 3 – Travel for Training: Travel incident to training that is program oriented or long-term.

- 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 Travel: Travel to attend a conference.

- 6 – Entitlement Travel: Travel entitlements for which an employee (or dependent) may be eligible while serving at a duty station outside the conterminous US; e.g.: tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. (includes travel for both employee and dependent who are entitled as a result for an assignment).

- 7 – 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.

- 8 – Emergency Travel: Travel to return an employee from a temporary assignment location at Government expenses to his/her designated post of duty or home, or other alternate location, where he/she would normally be present to take care of the emergency if the Government had not directed or assigned the employee to another location to perform official business.

- 9 – Other Travel: Obligations for travel which do not fit under the other 14 purpose codes. Even though stated as "other travel," travel authorization should also detail specific purpose.

- D – Relocation Travel: Travel to a first duty station or moving from one official duty station to another.

- F – FACA Travel: To attend a meeting in which advisory committees furnish expert advice, ideas and diverse opinions to the Federal Government under the Federal Advisory committee Act (FACA), 5 USC App.2. The experts on these various issues are selected and appointed by the Deputy Administrator to serve as committee members on the basis of professional qualifications.

- T – Indefinite Temporary Duty Assignments: Travel assignments expected to exceed 12 months.