



# United States Department of the Interior

OFFICE OF THE SECRETARY  
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FINANCIAL MANAGEMENT MEMORANDUM 2013-009 (Vol. X.M.)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D. A. Glenn*  
Deputy Chief Financial Officer and Director  
Office of Financial Management

Subject: GovTrip Trip Purpose Code Modifications and Eliminations

Effective December 8, 2012, GovTrip Release 2.0.5, will modify the list of trip purpose codes available for identifying the general reason for Interior employee official travel. The codes will be reduced from 12 to 6 codes, which are required for reporting to the General Services Administration. The U.S. Geological Survey (USGS), Bureau of Safety and Environmental Enforcement (BSEE), and Bureau of Ocean Energy Management (BOEM) will have one additional code for internal travel management reporting.

Department of the Interior (Interior) bureaus and offices shall ensure that all employees are notified of the changes. USGS, BSEE and BOEM will be responsible for informing their users of the definition of the one additional trip purpose code that is used by their bureau. The new Interior trip purpose codes and their definitions are listed below.

- 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.
- 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.
- 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.
- Conference Attendance - Travel performed in connection with a prearranged meeting, retreat, convention, seminar, or symposium for consultation or exchange of information or discussion.
- Training Attendance - Travel in conjunction with educational activities to become more proficient or qualified in one of more areas of responsibility.

- Relocation - Generally for travel related to a return to home of record in the Continental United States for performance of tour renewal travel when assigned to a duty station outside of the Continental United States.

If you have questions concerning these changes to GovTrip, please contact Robert Smith, Financial Specialist in the Office of Financial Management, at (202) 208-5684 or via e-mail at [Robert\\_Smith@ios.doi.gov](mailto:Robert_Smith@ios.doi.gov).

cc: Finance Officers Partnership

Cancelled FMMs: None

Additional FMMs on the Subject: None