

TRAVEL MANUAL

August 9, 2001

ATTACHMENT E-6

PRIMARY PURPOSE CODES

Select the code that best reflects the primary reason for the foreign travel.

PURPOSE CATEGORY	CODE	DEFINITION
Site Visit	1	Visit to a particular site to perform experimental or operational/managerial activities; tour facility or project; conduct audit or inspection or repairs; or provide instructions or technical assistance.
Information Meeting	2	Discuss general information, review status, or plan projects/exchanges.
Speech or Presentation	3	Make a speech or presentation; deliver a paper; participate in a formal program; or chair session.
Conference Attendance	4	Attend conference, symposium, seminar, workshop, convention or similar activity that involves three or more countries. Observe and receive information without a formal role in the proceedings.
Training/Assignment	5	Receive training or perform assignment; conduct research during Sabbatical Leave; or perform or provide support to thesis work.
Policy	6	Participate in negotiations/discussions pertaining to agreements or commitments by U.S.; provide guidance on U.S. policy; or represent U.S. on policy formulation mechanisms.
Invitational	7	Non-DOE employee or contractor travel to the U.S. from a foreign destination to participate in or observe meeting, panel, workshop, symposium and other activities sponsored by U.S. programs.
Personal/Leave	8	Period not compensated for by the Department (per diem, salary, etc.) and entirely involved with unofficial activity (e.g., holidays, leave).
Other	9	Not identified by one of the other purpose categories.