

**SOUTHWEST FISHERIES SCIENCE CENTER  
REQUEST FOR APPROVAL FOR OFFICIAL TRAVEL**

(Rev 5/09)

Today's Date: \_\_\_\_\_

Name of Traveler: \_\_\_\_\_  
(As it appears on your license or passport)

Travel Authorization No.: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

**PURPOSE CODE:** \_\_\_\_\_ (see reverse for coding)

Complete the following if the travel is attending a Conference (if purpose code is 5):

Reportable Conference: Yes \_\_\_\_\_ No \_\_\_\_\_

"Reportable Conference" is defined as an event by using the following criteria:

- \*Provided featured or keynote speaker(s)
- \*Provided DOC staff that provided technical expertise; i.e. led or participated in panel discussions
- \*Provided direct funding and/or contributions
- \*Did not include internal DOC related workshops, training sessions titled as conference or conferences where DOC staff only attended and did not participate in an official capacity.

**DATES (TIMES) OF TRAVEL:** From: \_\_\_\_\_ To: \_\_\_\_\_  
(Include all leave to be taken during proposed travel)

**ITINERARY:** From: \_\_\_\_\_  
To: \_\_\_\_\_

**MODE OF TRAVEL:** AIR \_\_\_ GOV \_\_\_ POV \_\_\_ VESSEL \_\_\_  
Indicate estimated mileage if selecting personal vehicle \_\_\_\_\_

Hotel (arrangements needed)? \_\_\_\_\_ Provide hotel name/phone number/location: \_\_\_\_\_

Need approval for: Rental Car \_\_\_ Shuttle \_\_\_ Taxi \_\_\_ Parking \_\_\_ Tolls \_\_\_ ATM fees \_\_\_  
Hotel Tax \_\_\_ Business Calls \_\_\_ Internet \_\_\_ Baggage \_\_\_

Miscellaneous (explain): \_\_\_\_\_

Transportation : \_\_\_\_\_

Other Trans Expense - Rental Auto : \_\_\_\_\_

Taxis/Parking/Tolls/Other : \_\_\_\_\_

POV Mileage (if prime mode of travel) : \_\_\_\_\_

Subsistence Expense : \_\_\_\_\_

Other Expense - Reg Fees/Misc Exp : \_\_\_\_\_

Estimated Cost.....\$ \_\_\_\_\_

Organization Code: \_\_\_\_\_ Project Task Code: \_\_\_\_\_

**Notes:** \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

*I certify that this travel will not impact the SWFSC current program planning process or the quality and timeliness of required products, and will not impact the quality, responses and timeliness of short notice NMFS/NOAA Headquarters information and requests.*

Supervisor Approval: \_\_\_\_\_ Date \_\_\_\_\_

Director's Approval \_\_\_\_\_ Date \_\_\_\_\_

Center Director's Approval\* \_\_\_\_\_ Date \_\_\_\_\_

\*Required for domestic travel over \$10,000 and all foreign travel.

## PURPOSE OF TRAVEL DEFINITIONS

<u>CODE</u>	<u>CATEGORY</u>	<u>DEFINITION</u>
1	PROGRAM	<i>Site Visit - visit to a particular site in order to personally perform operational or managerial activities: e.g., oversee programs, grant operations or management activities for internal control purposes; carry out an audit, inspection or repair activity; conduct negotiations; provide instructions; provide technical assistance.</i>
2	ADMINISTRATIVE	<i>Information Meeting - 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 Site Visit.</i>
3	ADMINISTRATIVE	<i>Training Attendance - To receive training.</i>
4	ADMINISTRATIVE	<i>Speech or Presentation - To make speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.</i>
5	ADMINISTRATIVE	<i>Conference attendance - To attend conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.</i>
6	PROGRAM	<i>Relocation - To move from one official duty station to another (same as Permanent Change of Station or PCS move)</i>
7	ADMINISTRATIVE	<i>Entitlement travel - Travel to which an employee (or dependent) is entitled as a result of an assignment; e.g. official vacation/home leave &amp; educational travel, etc.</i>
8	PROGRAM	<i>Special Mission travel - To carry out a special mission: e.g. non-combat military unit movements; provide security to a person or a shipment (such as a diplomatic pouch); moving witnesses from residence to other locations.</i>
9	ADMINISTRATIVE	<i>Other travel - To travel for reasons (purposes) which are not shown in one of the other eight (9) categories listed.</i>
10	ADMINISTRATIVE	<i>Emergency travel -Travel to return employee from temporary assignment location at government expense to his/her designated post of duty or home or other alternate location, to take care of emergency situation.</i>

## GENERAL POLICY - CITY PAIRS

City-pair fares average 70% off the unrestricted fares available to the General public, & avoid restrictions such as, Weekend stays, overnight stays, 21 day advance purchase, blackout periods etc.

OUR TRAVEL CENTER IS REQUIRED BY GSA, TO BOOK THE CONTRACT CITY-PAIR. If the city-pair is not used, the agent MUST be provided with an exception code which becomes a permanent part of trip record. Ticket cannot be issued w/o trip exception code (Tickets can not be released w/o Travel orders either).

You are reminded that **mere convenience of the traveler is NOT** an excuse to use non-contract carriers. There are only three (3) exceptions to the mandatory use of contract carriers:

- a) Space or flights are not available to accomplish needed travel.

## JUSTIFICATION FOR NON-USE

b) Contract carrier's flight schedule is in contrast to Federal agency's policies to schedule travel during normal working hours, or

c) A NON contract carrier offers a lower **TOTAL trip cost** to the Government AND the contract carrier does not have that fare/seats. (This exception cannot be used if the non contract fare is restricted to Gov't & DOD travelers).