

Agency Trip ID	Traveler First Name	Traveler Middle Initial	Traveler Last Name	Origin	Destination	Travel Date	Exception Code	Purpose Code	Premium Fare	Coach Fare
DOI	Lxxxx		Mxxxx	Washington, DC	Beijing, China	10/20/2014	B1	MSN	5787	2943
DOI	Lxxxx		Mxxxx	Washington, DC	Beijing, China	3/15/2015	B1	MSN	7487	2264
DOI	Lxxxx		Mxxxx	Washington, DC	Windhoek, South Africa	7/21/2015	B1	CNF	7448	5970
DOI	Lxxxx		Mxxxx	Washington, DC	Sydney, Australia	9/21/2015	B1	MSN	6944	4446
DOI	Mxxxx		Gxxxx	Washington, DC	Dar Es Salaam, Tanzania	10/27/2014	B6	MSN	8662	5535
DOI	Mxxxx		Gxxxx	Washington, DC	Lusaka, Zambia	5/27/2015	B6	MSN	9856	5497
DOI	Rxxxx		Dxxxx	Washington, DC	Hangzhou, China	1/26/2015	B6	MSN	9654	6597
DOI	Kxxxx		Wxxxx	San Francisco, CA	Sydney, Australia	9/24/2015	B7	CNF	3936	4366
DOI	Fxxxx		Kxxxx	Rochester, NY	Tromso, Norway	6/29/2015	B7	MSN	2570	5159

*This page displays lists of values that are the acceptable values for certain columns on the PCTR data worksheet. For the columns identified, only the values found below highlighted in yellow will be able to be accepted for this report.*

**Exception Code**

F1	1st Class Air: No coach-class available
F2	1st Class Air: Accommodate medical disability
F3	1st Class Air: Exceptional security circumstances exist
F4	1st Class Air: Required because of agency mission
B1	Bus Class Air: Accommodate medical disability
B2	Bus Class Air: Exceptional security circumstances exist
B3	Bus Class Air: Inadequate sanitation/health standards
B4	Bus Class Air: Coach-class not scheduled regularly
B5	Bus Class Air: Non-Federal payment source
B6	Bus Class Air: OCONUS flight time exceeds 14 hours
B7	Bus Class Air: Results in overall cost savings
B8	Bus Class Air: No space available for urgent mission
B9	Bus Class Air: Required because of agency mission
T1	Other Than Coach Class Train: No coach-class available
T2	Other Than Coach Class Train: Accommodate medical disability
T3	Other Than Coach Class Train: Exceptional security circumstances exist
T4	Other Than Coach Class Train: Inadequate sanitation/health standards
T5	Other Than Coach Class Train: Required because agency mission
T6	Extra Fare Train: Advantageous to the government
T7	Extra Fare Train: Exceptional security circumstances exist
S1	Other Than Lowest Ship: Lowest first-class not available
S2	Other Than Lowest Ship: Accommodate medical disability
S3	Other Than Lowest Ship: Exceptional security circumstances exist
S4	Other Than Lowest Ship: Required because of my agency mission

**Purpose Code**

EMG	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. Examples: Traveler is incapacitated by illness or
MSN	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. Examples: Employee's day-to-day operational or managerial activities, as defined by the agency, to include, but not be limited to: hearings, site visit, information meeting, inspections, audits, investigations, and examinations.
SPC	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 normally not programmed in the agency annual funding authorization. Examples: These agency-defined special missions may include details, security missions, and agency emergency response/recovery such as civil, natural disasters, evacuation, catastrophic events, technical assistance, evaluations or assessments.

CNF	<p>Conference (Other Than Training): performed in connection with training. Consultation or exchange of information or discussion. Agencies to distinguish between conference and training attendance and use the appropriate identifier (see Training below). Examples: To participate in a planned program as a speaker/panelist or other form of presentation, host, planner, or others designated to oversee the conference or attendance with no formal role, or as an exhibitor</p>
TRN	<p>Training: Travel in conjunction with educational activities to become proficient or qualified in one or more areas of responsibility. 5 USC 4101(4) states that `` `training' means the process of providing for and making available to an employee, and placing or enrolling the employee in a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals." The term ``conference" may also apply to training activities that are considered to be conferences under 5 CFR 410.404, which states that ``agencies may sponsor an employee's attendance at a conference as a developmental assignment under section 4110 of title 5, United States Code, when: (a) The announced purpose of the conference is educational or instructional; (b) More than half of the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in section 4101 of title 5, United States Code; (c) The content of the conference is germane to improving individual and/or organizational performance, and (d) Development benefits will be derived through the employee's attendance. "Agencies have to distinguish between conference and training attendance and use the appropriate identifier (see Conference--Other Than Training above). Examples: Job required training, Internships, Intergovernmental Personnel Act, and forums.</p>
RLC	<p>Relocation: Travel performed in connection with a transfer from one official duty station to another for employees/immediate family members, as applicable. Examples: Permanent change of station (PCS) moves for domestic and international transferees/new appointees, tour renewal, temporary change of station (TCS), and last move home</p>