Travel and Expense Management (TEM) Definitions

Purpose
- **Conference**: Attendance at venues to enhance professional development, present research findings or academic work, or to participate in panel discussions and presentations.
- **Fundraising-Alumni**: Travel activity which involves fundraising or alumni development.
- **Instructional**: Provide instruction to individuals and groups.
- **Lobbying**: Promote the university and request support from legislative groups and other agencies.
- **Meeting**: Collaborate with colleagues, business and community partners, other universities, or other individuals and groups.
- **Multi Purpose**: A trip that involves more than one objective, and may include travel to more than one location, such as attendance at an orientation meeting prior to the start of field work at a research site.
- **Program/Field Work**: Working or performing a task or assignment, such as research work done on behalf of a sponsored project.
- **Recruiting**: Includes university personnel traveling to other locations to interview and recruit potential candidates, students and student athletes.
- **Student Competition**: Student travel to participate in academic, athletic or other competitive individual and team events.
- **Training**: Provide or receive training for academic programs or projects, sponsored projects, technical courses, administrative projects, etc.
- **Workshop**: Attend venues for obtaining knowledge and skills specific to the individual’s scope of work.

Report Type
- **Canadian Travel**: For travel from or within Canadian cities.
- **Foreign Travel**: For travel from or within foreign cities; also includes travel that combines both US and foreign travel within the same trip.
- **In-State (ALASKA) Travel**: For travel within Alaska cities and villages only.
- **US Travel**: For travel from or within the United States cities, not including Alaskan cities or villages.

Affiliation
- **Board of Regent**: Members of the governing board for the University of Alaska.
- **Board of Trustee**: Members of the governing board for the University of Alaska Foundation.
- **Executive**: Executive university employee.
- **Faculty – Academic**: Tenured, term and adjunct faculty.
- **Faculty – Research**: Faculty/staff who work on sponsored-project research.
- **Mentor**: K-12 mentoring program.
- **Staff**: Exempt and non-exempt university employee (non-faculty).
- **Student**: University of Alaska student.