



**City of Albuquerque
Information Technology Services Division
Data Management**

Data.cabq.gov Core Metadata Requirements

Contact Information

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What Does this Dataset Describe?

Dataset Title	Travel Summary Report September 2015 to Present
Short Description	Employee travel summary data from September 2015 to present
Full Non-Technical Description	
Employee travel summary data from September 2015 to present Estimated and Actual Totals are composed of the following: Travel, Lodging, Per Diem, Registration Fees, and Other costs. <ul style="list-style-type: none">• Travel - Includes Airfare, Rail Travel, Employee Owned or Rented Vehicle, Baggage Fees, Airline Seat Fees, Air-in-Lieu-of Mileage• Lodging – Includes base charges and taxes for Lodging• Per Diem-Includes Per Diem charges for Daily Allowance, Breakfast, Lunch, Dinner and Incidentals• Other –Includes expenses such as Supplies, Taxi/Parking/Subway Receipts• Registration Fees – Includes Registration Fees only	

How Should this Dataset be Cited?

<http://data.cabq.gov/government/travel/TravelSept2015toPresent-en-us.csv>

<http://data.cabq.gov/government/travel/TravelSept2015toPresent-en-us.xml>

Does the Dataset Reflect a Particular Time Period?

Start Date	September 2015
End Date	Present
Dataset Refresh Interval	Nightly
Dataset Expiration Date	n/a
Dataset Review Date	As needed
Comments	

Dataset Definition/Format

Field Name	Format	Description
Department - Division	string	Department where the employee works
Traveler Name	string	Name of the employee conducting the travel
Destination	string	Where the employee traveled
Country	string	Country of where the employee traveled
Date Leaving	date	Date the employee is planning to leave
Return Date	date	Date the employee is planning to return
DESCRIPTION	string	Description of the travel
Business Purpose	string	Purpose of the travel
Estimated Total	Number	The estimated cost of the travel
Actual Total	Number	The actual cost of the travel

Dataset Technical Description

Xml format with tags for field names

Csv format with header row for field names

Dataset Assumptions

Estimated and Actual Totals are composed of the following: Travel, Lodging, Per Diem, Registration

Fees, and Other costs.

- Travel - Includes Airfare, Rail Travel, Employee Owned or Rented Vehicle, Baggage Fees, Airline Seat Fees, Air-in-Lieu-of Mileage
- Lodging – Includes base charges and taxes for Lodging
- Per Diem-Includes Per Diem charges for Daily Allowance, Breakfast, Lunch, Dinner and Incidentals
- Other –Includes expenses such as Supplies, Taxi/Parking/Subway Receipts
- Registration Fees – Includes Registration Fees only

Only employee travel expenses > \$1,000 are included.

Who Produced the Dataset?

ITSD – BI Section

Who Manages the Data?

The Department of Finance and Accounting

Why was the Dataset Created?

To track the employee travel expenses > \$1,000.

How was the Dataset Created?

Data is generated from the production accounting application and sent to BI group then extracted into xml and csv.

What Similar or Related Data Should the User be Aware of?

None

How Reliable are the Data?

Data is produced from the production Planning application that is used on a daily basis.

How Well Have the Observations Been Checked?

Data has been verified by the department

Are there Legal Restrictions on the Access or Use of the Data?

None

Legal Disclaimer

The City's standard copyright, disclaimers and legal statements may be found at <http://www.cabq.gov/abq-data/abq-data-disclaimer-1>.