

COMPENSATORY TIME OFF FOR TRAVEL

NAME: _____ Normal Work Schedule _____

Purpose of Travel: _____

Dates of Travel: _____

NOTE: Use HOME time zone for traveling to TDY. Use TDY time zone for returning home.

	Time Start and Stop Driving, Waiting, or Flying	Total Hours Driving, Waiting or Flying	Hours to Subtract	
DRIVE - Depart to airport from home – only if outside 50 mile radius of normal duty station			NA	
DRIVE - Depart to TDY from home or from one TDY to another				
Subtract normal commute to work	NA	NA		
Waiting at Terminal, prior and/or between flights (Max 1 hrs per flight, domestic 2 hrs. per flight, international)			NA	
MEALS: Subtract Bona Fide Meal Time(s) if take during compensable waiting time	NA	NA		
Flight #1 TO TDY			NA	
Return FROM TDY				
Change Planes				
Flight #2 TO TDY			NA	
Return FROM TDY				
DRIVE to Home from Airport – only if outside 50 miles radius from normal duty station				
DRIVE to Home From TDY – Subtract normal commute to work				
Employee Signature: _____ Date: _____		Total hours driving, waiting or flying	Total Deducted	TOTAL CREDIBLE COMP TIME OFF FOR TRAV
Supervisor Signature: _____ Date: _____				