

INTERIM GUIDANCE

COMPENSATORY TIME OFF FOR TRAVEL

Time spent in official travel (transit) status by an employee away from the employee's official duty station when such time is not otherwise compensable.

Eligibility	SES, Intermittent and Wage Grade employees are not eligible
Credible Time	<ul style="list-style-type: none">• From home to the terminal or temporary duty station (if either one is outside a 50 mile radius), minus commuting time.• Any duty station to and from terminal• Official duty station to and from temporary duty station (if outside 50 mile radius)• Usual waiting time: pre-departure or connecting flight(s) Up to 1 hour domestic, up to 2 hours international flight• Traveling between two temporary duty stations• The time stops when the employee reaches the temporary duty station or hotel
Non-creditable Time	<ul style="list-style-type: none">• Extended waiting period: time beyond 1 hour domestic, 2 hours international flight for pre-departure or connecting flight(s)• Meal periods• Time spent commuting home to and from work• Holiday – hours during their tour of duty
Limitation	Unlimited hours can be earned
Approval	Supervisor approves T&A's
Recording time earned and used	<ul style="list-style-type: none">• Recorded in 15 minute increments• Record on T&A worksheet (REE 331) • STAR Web User• Time earned - code prefix 78 transaction code 32• Time used - code prefix 78 transaction code 64
Forfeiture	<ul style="list-style-type: none">• If not recorded before 2 pay periods after return to permanent duty station• 26 pay periods after the hours were earned.• Voluntary transfer to another agency• Movement to a non-covered position• Separation from the Federal Government
26 pay periods start over	<ul style="list-style-type: none">• Return from Military Reserve (active duty)• Return from OWCP (on the job injury)

NOTE: There is no monetary value. It is solely for the purpose of taking leave. Compensatory Time Off for Travel earned cannot be paid out, i.e. lump sum.

Comp-chart-trvl.doc 7/12/2005