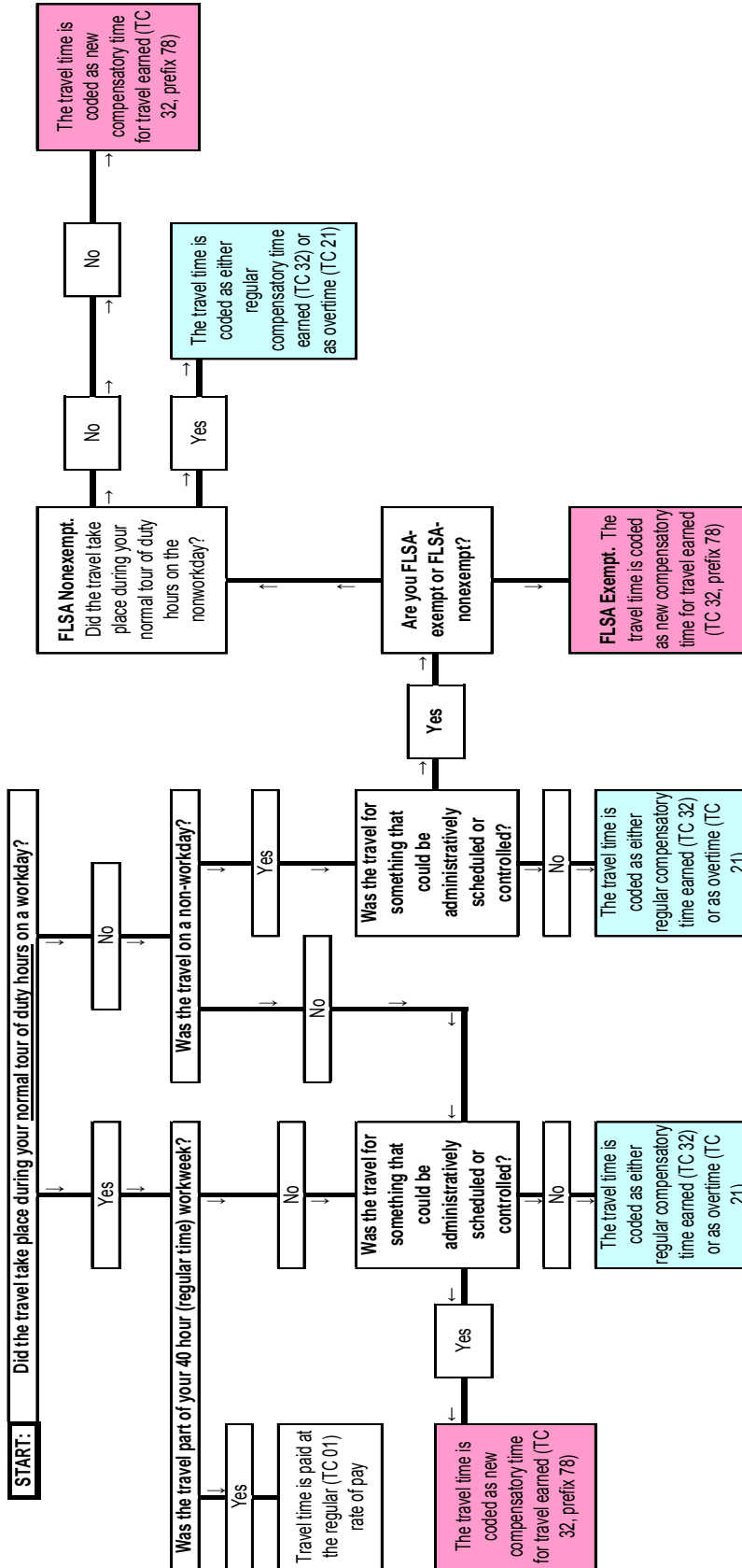


This flow chart is applicable to most travel situations, but refer to the HR Desk Guide for more information.



**Definitions**

**Administratively Controllable Event** = An event that requires travel and is scheduled or controlled by a person or organization within the Executive Branch of Government where an immediate official necessity for travel exists. Events controlled by the judicial or legislative branches of the Government are considered uncontrollable.

**FLSA** = Fair Labor Standards Act. Nonexempt employees are covered under the Fair Labor Standards Act regulations governing overtime. Exempt employees are covered under Title 5 regulations governing overtime. The FLSA status is found in block 35 of the employee's SF-50B.

**References**

- Human Resources Desk Guide: [http://www.aphis.usda.gov/mpbs/hr\\_desk\\_guide/hr\\_desk\\_guide.html](http://www.aphis.usda.gov/mpbs/hr_desk_guide/hr_desk_guide.html)
- New Compensatory Time for Travel
- Travel on a Holiday
- Travel under the Fair Labor Standards Act
- Travel outside of the official duty station
- Travel under Title 5
- OPM information on the new compensatory time for travel regulations: <http://www.opm.gov/oca/compmemo/2005/2005-03.asp>

- Subchapter 4550, Section E, Subsection a
- Subchapter 4550, Section F
- Subchapter 4550, Section H
- Subchapter 4550, Section I
- Subchapter 4550, Section J