

## TRAVEL COMP TIME BRIEFING SHEET

June 8, 2005

### REQUESTING TRAVEL COMP TIME

1. All domestic and foreign travel orders (including sponsored travel) will have a clause added that permits you to earn travel comp time. The clause on the travel order will be added by the travel planner. The only exceptions to this are individuals who are on appointments that are not allowed to earn travel comp time (Commissioned Officers, Title 38 with Physicians' Special Pay, SES, and non-FTEs).
2. When the traveler returns from the trip they will complete a CTT Request and Approval Form for any comp time they have earned on that trip and sign and date the form. The form is then submitted to their Supervisor for approval.
3. The approved original of the CTT Request and Approval form should be kept by the traveler. A copy of the CTT Request and Approval Form and a copy of the CTT Tracking Form are submitted with the travel voucher request.

### TRACKING TRAVEL COMP TIME

4. Each traveler will track earned and expended comp time on the CTT Tracking Form so that their supervisor will know their available CTT balance.

### USING EARNED TRAVEL COMP TIME

5. The traveler should submit a written request to their supervisor when they want to use any accrued travel comp time. The written request can be an email that the Supervisor prints and then signs and dates. The request must be accompanied by a copy of the CTT Tracking Form. The supervisor then signs the request. The traveler keeps a copy of the form for their files, and then updates the tracking form.