

WORKSHEET for COMP TIME FOR TRAVEL

Departure from:

Day and Date of departure:

Regular Tour of Duty: Start time _____ to Stop time _____

Exempt employee or Non Exempt (circle one)

Normal workday commute time: ____ minutes

NOTE: Keep same time zone as departure location when leaving. Keep same time zone as return trip location when coming back.

	Start Time	Stop Time	Total # Hours <i>Outside normal commute time or outside TOD</i>	Notes
Drive to TDY or Airport (minus normal commute)				(If >50 miles from duty station)
Wait at Airport				2 hr domestic 3 hrs international.
Flight time 1st flight				All creditable time.
Wait at Airport				2 hr domestic 3 hrs international
Flight time 2nd flight				All creditable time.
Wait at Airport				2 hr domestic 3 hr international
Flight time 3rd flight				All creditable time.
Drive to hotel				From arrival at airport to arrival at hotel
Drive between temporary duty stations).				All creditable time.
Subtract Meal times				No credit for Comp/Travel
Total comp/travel Time				Must be used within 26 ppds

