

## 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.

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

