**REQUEST/AUTHORIZATION FOR COMPENSATORY TIME FOR TRAVEL**

**NAME/TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REQUESTING OFFICE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Comp time will be authorized in 15 minute increments. Agencies must track and manage compensatory time off for travel separately from other forms of compensatory time off.

In accordance with the 5 U.S.C. § 5550b - Compensatory time off for travel: (a) Notwithstanding any provision of section [5542](https://www.law.cornell.edu/uscode/text/5/5542)[(b)(2)](https://www.law.cornell.edu/uscode/text/5/usc_sec_05_00005542----000-#b_2) or [5544](https://www.law.cornell.edu/uscode/text/5/5544)[(a)](https://www.law.cornell.edu/uscode/text/5/usc_sec_05_00005544----000-#a), each hour spent by an employee in travel status away from the official duty station of the employee, that is not otherwise compensable, shall be treated as an hour of work or employment for purposes of calculating compensatory time off.

(b) An employee who has any hours treated as hours of work or employment for purposes of calculating compensatory time under subsection (a), shall not be entitled to payment for any such hours that are unused as compensatory time.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PAY PERIOD #** | **DATE(S) WORK/TRAVEL TO BE PERFORMED** | | **ESTIMATED HOURS** | | **ACTUAL TIME WORKED/ TRAVELED** | | **TOTAL HOURS** | **EMPLOYEE’S SIGNATURE** | | |
| SUN |  | |  | |  | |  |  | | |
| MON |  | |  | |  | |  |  | | |
| TUES |  | |  | |  | |  |  | | |
| WED |  | |  | |  | |  |  | | |
| THUR |  | |  | |  | |  |  | | |
| FRI |  | |  | |  | |  |  | | |
| SAT |  | |  | |  | |  |  | | |
| **GRAND TOTAL** |  | |  | |  | |  |  | | |

**Note: Both time spent traveling to and from the airport (within limit of official duty station) and meal periods cannot be included as official comp time for travel.**

**NORMAL TOUR OF DUTY HOURS:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JUSTIFICATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(A detailed explanation is needed

as to why the employee could not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

travel during regular working hours)

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**ACCOMPLISHMENTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **ACCOUNTING CHARGES** | | |  |
| **REGION/AGENCY** | **PROJECT/ LOCATION** | **FY ACTIVITY** | **PROGRAM ELEM/COMP** | **TOTALS** | |
|  |  |  |  |  | |
|  |  |  |  |  | |

**REQUESTOR’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**□APPROVED □DISAPPROVED**

**APPROVER’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME AND TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**