

U.S. Army Corps of Engineers  
**COMPENSATORY TIME OFF FOR TRAVEL COMPUTATION AND APPROVAL FORM**

The proponent agency is CEFC-ZP.

|                     |                      |                        |
|---------------------|----------------------|------------------------|
| 1. NAME OF TRAVELER | 2. NORMAL DUTY HOURS | 3. NORMAL COMMUTE TIME |
| 4. DESTINATION      | 5. DEPARTURE DATE    | 6. RETURN DATE         |

| Outbound Travel |  | Time Zone Departed: |              | Time Credited in 15 minute increments |   |                         |   |                   |   |              |   |                    |   |                   |
|-----------------|--|---------------------|--------------|---------------------------------------|---|-------------------------|---|-------------------|---|--------------|---|--------------------|---|-------------------|
| Line No.        | Travel Segment   | Depart Time         | Arrival Time | Total Hours                           | - | Paid Hours <sup>5</sup> | - | Unusual Wait Time | - | Commute Time | - | Lunch <sup>6</sup> | = | Travel Comp Hours |
| Line 1          | Home/Worksite to Transportation Terminal or TDYworksite/hotel <sup>1</sup> |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 2          | Waiting Time <sup>2</sup>  |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 3          | Time in Travel <sup>3</sup>  |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 4          | Waiting Time between legs <sup>4</sup>                                     |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 5          | Time in Travel <sup>3</sup>  |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 6          | Waiting Time between legs <sup>4</sup>                                     |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 7          | Time in Travel <sup>3</sup>  |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 8          | Waiting Time <sup>2</sup>  |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 9          | Transportation Terminal to TDY Work Site/Hotel <sup>1</sup>                |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |

|  |                           |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  | <b>Total Travel Hours</b> |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|

| Return Travel |   | Time Zone Departed: |              | Time Credited in 15 minute increments |   |                         |   |                   |   |              |   |                    |   |                   |
|---------------|---|---------------------|--------------|---------------------------------------|---|-------------------------|---|-------------------|---|--------------|---|--------------------|---|-------------------|
| Line No.      | Travel Segment  | Depart Time         | Arrival Time | Total Hours                           | - | Paid Hours <sup>5</sup> | - | Unusual Wait Time | - | Commute Time | - | Lunch <sup>6</sup> | = | Travel Comp Hours |
| Line 1        | TDY Hotel/Work Site to Transportation Terminal <sup>1</sup> |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 2        | Waiting Time <sup>2</sup>                                   |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 3        | Time in Travel <sup>3</sup>                                 |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 4        | Waiting Time between legs <sup>4</sup>                      |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 5        | Time in Travel <sup>3</sup>                                 |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 6        | Waiting Time between legs <sup>4</sup>                      |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 7        | Time in Travel <sup>3</sup>                                 |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 8        | Waiting Time <sup>2</sup>                                   |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |
| Line 9        | Transportation Terminal to Home/Worksite <sup>1</sup>       |                     |              |                                       | - |                         | - |                   | - |              | - |                    | = |                   |

|                         |         |                                  |
|-------------------------|---------|----------------------------------|
| 7. TRAVELER'S SIGNATURE | 8. DATE | 9. Total Travel Comp Time Earned |
|-------------------------|---------|----------------------------------|

|                                  |          |   |
|----------------------------------|----------|---|
| 10. APPROVING OFFICIAL SIGNATURE | 11. DATE | 1. Attach Travel Agency's (e.g. <i>Carlson Wagonlit</i> ) itinerary<br>2. Submit to your approving official<br>3. After approval, submit to Timekeeper for processing/retention |
|----------------------------------|----------|---|

## INSTRUCTIONS

Leave blank any of the travel segments that do not apply to your trip.

Note 1: Deduct commute, if applicable

**Commuting Time:** (1) Commuting outside an employee's regular work hours between an employee's home and a temporary duty station or transportation terminal outside the limits of the official duty station is considered creditable travel time. Though the employee's normal home-to-work/work-to-home commuting time will be deducted from the creditable travel time. (2) Commuting outside of regular working hours between home and a transportation terminal within the limits of the employee's official duty station is considered equivalent to commuting time and is not creditable travel time. (3) Travel outside of regular working hours between a worksite and a transportation terminal is creditable travel time, and no commuting time offset applies.

Note 2: Anything exceeding 2 hours must be recording as unusual wait time.

**Usual waiting time:** This pertains to travel outside of regular work hours only. It is time spent waiting at the transportation terminal to include early arrival for check-in purposes. If the connecting transportation is delayed or cancelled, i.e., the flight is cancelled and the employee arrives at a local hotel, the time between arriving at the local hotel until his/her departure from the local hotel to return to the transportation terminal to resume travel is not considered usual waiting time and is not creditable for compensatory time off. The maximum, creditable time allowed for usual waiting time at a transportation terminal for one leg on a domestic flight is two (2) hours. International flights must be handled on a case by case basis, as stated in QMS document ES-11147, Section 7.5.

Note 3: Compensatory time for travel cannot be credited during an employee's regular working hours.

**Travel Status:** Time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the unusual waiting time that precedes or interrupts such travel. Time spent at a temporary duty station between arrival and departure is not time in a travel status. Determinations regarding what is creditable as "usual waiting time" are within the sole and exclusive discretion of the employing agency.

Note 4: Leg: A portion of a route between segments.

**Usual waiting time:** This pertains to travel outside of regular work hours only. It is time spent waiting at the transportation terminal to include early arrival for check-in purposes. If the connecting transportation is delayed or cancelled, i.e., the flight is cancelled and the employee arrives at a local hotel, the time between arriving at the local hotel until his/her departure from the local hotel to return to the transportation terminal to resume travel is not considered usual waiting time and is not creditable for compensatory time off. The maximum, creditable time allowed for usual waiting time at a transportation terminal for one leg on a domestic flight is two (2) hours. International flights must be handled on a case by case basis, as stated in QMS document ES-11147, Section 7.5.

Note 5: **Paid Hours:** Regular hours worked **and** any hours that fit under hours of work conditions described in QMS document ES -11147, Section 7.3.

Note 6: **Lunch** is to be deducted if you are traveling during regular work hours and your tour of duty requires a lunch period.