

REQUEST FOR COMPENSATORY TIME FOR NON-LOCAL TRAVEL –AIR/TRAIN/BUS

Traveler’s Name & Work Hours: _____ **TDY Station:** _____ **Date(s):** _____

PART I – TRAVEL TO TDY STATION	ACTUAL TIME*	NET TIME**
Travel from home to a terminal that is <u>more than 50 miles</u> from office <i>(must reduce time by the amount of employee’s regular commute time to his/her office)</i> or Travel from office to terminal		
Time waiting at terminal <i>(include all time waiting at the terminal but not in parking lot nor traveling from parking lot to terminal; total time at terminal not to exceed 2 hours for domestic travel or 3 hours for international flight for any reason)***</i>		
Travel from first terminal to next		
Time between flights/trains/buses, if applicable <i>(total time at terminal not to exceed 2 hours for domestic travel or 3 hours for international flight; if flight is canceled may include travel time to and from hotel for overnight stay)***</i>		
Travel time from second terminal to next, if applicable		
Time at final terminal and travel from terminal to final destination <i>(picking up baggage, making transportation arrangements, and travel time to hotel or worksite)</i>		
PART II – TRAVEL FROM TDY STATION		
Travel from hotel or worksite to terminal <i>(include time to drop off vehicle, if applicable)</i>		
Time waiting at terminal <i>(include all time waiting at the terminal; if flight is canceled may include travel time to and from hotel for overnight stay; total time at terminal not to exceed 2 hours for domestic travel or 3 hours for international flight for any reason)***</i>		
Travel from first terminal to next		
Time between flights/trains/buses, if applicable <i>(total time at terminal not to exceed 2 hours for domestic travel or 3 hours for international flight; if flight is canceled may include travel time to and from hotel for overnight stay)***</i>		
Travel time from second terminal to next, if applicable		
Time at final terminal <i>(picking up baggage, include time waiting in line but not in parking lot nor traveling from terminal to parking lot)</i>		
Travel to home from terminal that is <u>more than 50 miles</u> from office <i>(must reduce time by the amount of employee’s regular commute time to his/her office)</i> or Travel to office from terminal		
TOTAL HOURS****		

*All hours are to be recorded in 15-minute increments and should be same times used for completing the associated travel voucher.
 **Reduce time by the amount that overlaps regular duty hours; record creditable time after any adjustments in 15-minute increments.
 ***Waiting time for delayed or canceled flight/train/bus is credited up to the time the employee is notified of the cancellation; in addition per HQ, the maximum creditable waiting time at the terminal, for whatever reason, is 2 hours for domestic travel or 3 hours for an international flight.
 **** Per OPM, when an employee travels at a time other than the time selected by the agency, the agency must determine the estimated amount of time in a travel status the employee would have had if the employee had traveled at the time selected by the agency. The agency must credit the employee with the lesser of (1) the estimated time in a travel status the employee would have had if the employee had traveled at the time selected by the agency, or (2) the employee’s actual time in a travel status at a time other than that selected by the agency.

Supervisor’s Signature

REQUEST FOR COMPENSATORY TIME FOR NON-LOCAL TRAVEL –CAR

Traveler’s Name & Work Hours: _____ **TDY Station:** _____ **Date(s):** _____

PART I – TRAVEL TO TDY STATION	ACTUAL TIME*	NET TIME**
Travel from home to TDY Station that is <u>more than 50 miles</u> from office <i>(must reduce time by the amount of employee’s regular commute time to his/her office)</i> or Travel from office to TDY Station that is <u>more than 50 miles</u> from office		
PART II – TRAVEL FROM TDY STATION		
Travel to home from TDY Station that is <u>more than 50 miles</u> from office <i>(must reduce time by the amount of employee’s regular commute time to his/her office)</i> or Travel to office from TDY Station that is <u>more than 50 miles</u> from office		
TOTAL HOURS***		

*All hours are to be recorded in 15-minute increments and should be same times used for completing the associated travel voucher.

**Reduce time by the amount that overlaps regular duty hours; record creditable time after any adjustments in 15-minute increments.

***Per OPM, when an employee travels at a time other than the time selected by the agency, the agency must determine the estimated amount of time in a travel status the employee would have had if the employee had traveled at the time selected by the agency. The agency must credit the employee with the lesser of (1) the estimated time in a travel status the employee would have had if the employee had traveled at the time selected by the agency, or (2) the employee’s actual time in a travel status at a time other than that selected by the agency.

Supervisor’s Signature

**SUPPLEMENTAL GUIDANCE
REGARDING
COMPENSATORY TIME OFF FOR TRAVEL**

October 27, 2008

Following are questions and answers on issues that supplement the final regulations effective this date on compensatory time for travel issued by the Office of Personnel Management on April 17, 2007. In addition, a sample worksheet is attached to assist travelers in determining and documenting their travel time that may be credited for compensatory time for travel. This information will be incorporated in Appendix D of the DOE *Handbook on Overtime* when the handbook is updated.

Q1. Who is eligible for this benefit?

A1. All employees are eligible except the following: the Secretary, SESs, employees covered by other forms of overtime compensation, including law enforcement availability pay, and employees on intermittent work schedules. SL/STs, Schedule Cs, student employees, prevailing rate (Federal Wage System) employees, and all excepted service pay plans are eligible.

Q2. What is the Department's application of "usual waiting time?"

A2. Usual waiting time at a departing airport or train terminal is the actual waiting time up to 2 hours for a domestic flight or 3 hours for an international flight, reduced by any time during the employee's regular duty hours. The time begins when the employee is physically in the terminal, including waiting in line to check in and/or clear security, but not time in the parking lot or traveling from the parking lot to the terminal.

Q3. How is compensatory time for travel determined when a flight or train is delayed or cancelled?

A3. Waiting time for a delayed or cancelled flight or train is credited for non-duty hours up to the time that the employee is notified of the cancellation, but no more than 2 hours for a domestic flight or 3 hours for an international flight, reduced by any time for rest and/or sleep or personal use, e.g., shopping in a terminal. Since "the extended waiting time that is outside the employee's regular working hours is not creditable waiting time", the maximum creditable waiting time, for whatever reason, is 2 hours for a domestic flight or 3 hours for an international flight. If the cancellation occurs at the initial departure terminal, then the employee's travel time back home (reduced by the employee's normal commute time) or to his/her hotel may be credited for compensatory time for travel if travel occurs outside the employee's regular duty hours. If cancellation occurs at an intervening terminal, then the travel time to and from a hotel for an overnight stay is creditable time if it occurs outside the employee's regular duty hours, but the time at the hotel is not creditable because it is regarded as personal time for rest and/or sleep.

Q4. What is the Department's procedure for an employee to request that compensatory time for travel be credited?

- A4. An employee must provide adequate documentation, such as on the attached worksheet, to his/her timekeeper and/or certifying official in accordance with local procedures. Submission of the documentation presumes that credit is requested.
- Q5. How is compensatory time for travel recorded in the Automated Time Attendance And Production System (ATAAPS)?
- A5. The two ATAAPS codes for compensatory time for travel are CB for earned travel compensatory time and CF for used travel compensatory time. A time and attendance (T&A) record for each affected employee must be submitted by the timekeeper for each of the pay periods affected by the earning and using of the compensatory time for travel. Additional guidance from DFAS is posted to the payroll website at: <http://chris.inel.gov/payroll>.
- Q6. When must compensatory time for travel be reported?
- A6. Compensatory time for travel should be reported by the date that an employee's travel voucher is completed; it should be reported during the pay period in which it is earned or used to the extent possible to avoid a supplemental time record. Compensatory time for travel may be denied if not reported on time in accordance with 5 CFR 550.1405(b).
- Q7 How should an employee request to use earned time?
- Q7 It may be requested on an electronic SF-71 (use "comp time-travel") or by checking the block for "Compensatory time off" on OPF Form 71 and annotating in the Remarks section "for travel". Time will be charged on a first-in, first-out basis.
- Q8. How will exceptions to the 26 pay periods be handled for exigencies?
- A8. Exigency determinations should be documented and processed the same as an exigency for annual leave or compensatory time off that cannot be utilized within the prescribed time frames.
- Q9. What determines the limits of the employee's official duty station/worksite?
- A9. The Department has established a 50-mile limit consistent with the limits for determining per diem in the Federal Travel Regulation (FTR) and DOE O and M 552.1. The 50 miles is determined from the worksite, not the employee's residence, to a terminal. In Washington, DC, all 3 major airports are included in the 50-mile limit, so the only way that an employee would receive credit for commuting to one of those airports after regular duty hours would be to depart from his/her office.