



Compensatory Time Off for Travel

A separate type of compensatory time off. An employee is entitled to earn, on an hour-for-hour basis, compensatory time off for time in a travel status away from the employee's official duty station when the travel time is not otherwise compensable

Definitions

Accrued compensatory time off means the compensatory time off earned by an employee that has not been used or forfeited.

Agency means an Executive agency as defined in 5 U.S.C. 105.

Authorized agency official means the head of the agency or an official who is authorized to act for the head of the agency in the matter concerned.

Compensable refers to periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement, even when that work time may not actually generate additional compensation because of applicable pay limitations.

Compensatory time off means compensatory time off for travel that is credited under the authority of this subpart.

Official duty station means the geographic area surrounding an employee's regular work site that is the same as the area designated by the employing agency for the purpose of determining whether travel time is compensable for the purpose of determining overtime pay, consistent with the regulations in 5 CFR 550.112(j) and 551.422(d).

Regular working hours means the days and hours of an employee's regularly scheduled administrative workweek established under 5 CFR part 610.

Scheduled tour of duty for leave purposes means an employee's regular hours for which he or she may be charged leave under 5 CFR part 630 when absent. For full-time employees, it is the 40-hour basic workweek as defined in 5 CFR 610.102. For employees with an uncommon tour of duty as defined in 5 CFR 630.201, it is the uncommon tour of duty.

Travel means officially authorized travel—i.e., travel for work purposes that is approved by an authorized agency official or otherwise authorized under established agency policies.

Travel status means travel time as described in §550.1404 that is creditable in accruing compensatory time off for travel under this subpart, excluding travel time that is otherwise compensable under other legal authority.

COMPENSATORY TIME FOR TRAVEL



0 hours

Determinations regarding what is creditable as "usual waiting time" are within the sole and exclusive discretion of the employing agency.

- 0.0 total travel time
- 0.0 less tour of duty and HTW travel
- 0.0 CB earned for 05 Apr

Saturday, April 05, 2014		Confirmation
	Flight AMERICAN AIRLINES 71	
DEPARTURE FRANKFURT, GERMANY 10:30 AM, Apr 05, 2014		ARRIVAL DALLAS/F.WORTH, TX 2:25 PM, Apr 05, 2014
Status	Confirmed	
Class	Coach Class - Y	
Duration	10:55 (Non-stop)	
Equipment	Boeing 777 Jet	
Meal Service	Lunch, Snack	
Reserved Seats	24C (Aisle)	
Notes	DEP-TERMINAL 2 ARR-TERMINAL D ONEWORLD	
Saturday, April 05, 2014		Confirmation
	Flight AMERICAN AIRLINES 1535	
DEPARTURE DALLAS/F.WORTH, TX 5:30 PM, Apr 05, 2014		ARRIVAL KANSAS CITY, MO 7:00 PM, Apr 05, 2014
Status	Confirmed	
Class	Coach Class - Y	
Duration	01:30 (Non-stop)	
Equipment	McDonnell Douglas MD-80	
Meal Service	None	
Reserved Seats	7B (Aisle)	
Notes	ARR-TERMINAL BUILDING C	





Travel Status

Subject to the conditions specified in the regulation, an agency must credit an employee with compensatory time off for time in a travel status if—

- (1) The employee is required to travel away from the official duty station; and
- (2) The travel time is not otherwise compensable hours of work under other legal authority.

(b)(1) *Travel status.* Time in a travel status includes the time an employee actually spends traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel, subject to the exclusion specified in paragraph (b)(2) of this section and the requirements in paragraph (c), (d) and (e) of the regulation.

Time spent at a temporary duty station between arrival and departure is not time in a travel status.

Time in a travel status ends when the employee arrives at the temporary duty worksite or his or her lodging in the temporary duty station, wherever the employee arrives first.

Time in a travel status resumes when an employee departs from the temporary duty worksite or his or her lodging in the temporary duty station, from whichever the employee departs last.

Travel time in connection with an employee's permanent change of station 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.

“Usual waiting time” at a transportation terminal is creditable

On a case-by-case basis

At the exclusive discretion of the employing agency

Usually 2 hrs domestic, 3 hrs international

Delay is authorized and approved by Accountable Official

An **“extended”** waiting period is **not** considered time in a travel status, i.e. an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his/her own purposes

Cost comparison is required when extended delay for personal reasons is authorized.

Bona fide meal periods are now considered travel time

Return trip with delay enroute



"In the case of an employee who is offered one mode of transportation and who is permitted to use an alternative mode of transportation, or who travels at a time or by a route other than that 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 used the mode of transportation offered by the agency or traveled at the time or by the route selected by the agency. In determining time in a travel status under this subpart, the agency must credit the employee with the lesser of the estimated time in a travel status or the actual time in a travel status."

0 hours

0.0
0.0
0.0

Authorized Travel
total travel time
less tour of duty and
HTW travel
CB earned for 05 Apr

0.0
0.0
0.0

Actual Travel
total travel time
less tour of duty and
HTW travel
CB earned for 05 Apr

Friday, April 25, 2014		Confirmation
	Flight AMERICAN AIRLINES 1132	
DEPARTURE	KANSAS CITY, MO	ARRIVAL
	5:20 PM, Apr 25, 2014	DALLAS/F.WORTH, TX
		7:00 PM, Apr 25, 2014
Status	Confirmed	
Class	Coach Class - Y	
Duration	01:40 (Non-stop)	
Equipment	McDonnell Douglas MD-80	
Meal Service	None	
Reserved Seats	7B (Aisle)	
Notes	DEP-TERMINAL BUILDING C ONEWORLD	
Monday, April 28, 2014		Confirmation
	Flight AMERICAN AIRLINES 70	
DEPARTURE	DALLAS/F.WORTH, TX	ARRIVAL
	3:45 PM, Apr 28, 2014	FRANKFURT, GERMANY
		8:30 AM, Apr 29, 2014
Status	Confirmed	
Class	Coach Class - Y	
Duration	09:45 (Non-stop)	
Equipment	Boeing 777 Jet	
Meal Service	Dinner, Breakfast	
Reserved Seats	22H (Aisle)	

25 Apr
0.0???





Crediting Time – “CB”

- Compensatory time off for travel is credited and used in 15 minute increments.
- Agency procedures for requesting credit:
 - Supervisor provides verbal or written approval prior to travel.
 - Employee is required to submit itinerary, TDY orders, local travel voucher and/or worksheet within 5 working days of return.
 - Organization worksheet should provide snapshot of trip and hours earned and personal or normal commuting time deducted, etc.
 - Approved documents will be the supporting documentation and are to be maintained for 6 years 3 months.
 - Timesheet will reflect the code CB for hours earned and approved.



Commuting Travel Time

- Travel is creditable travel time when it is:
 - Between an employee's home and a temporary duty station
 - However, the agency must deduct the employee's normal home-to-work/work-to-home commuting time from the creditable travel time

- Travel is creditable travel time when it is:
 - Between a worksite and a temporary duty station
 - No commuting time offset applies



Documentation: Crediting Time

Provide chronological record (in same time zone) of specific travel information including:

- Duration of normal home-to-work commute
- Regular tour of duty
- Date/time/place of departure
- Actual time spent traveling to/from transportation terminal
- Time spent waiting at the transportation terminal
- Time spent in travel
- Other time spent waiting for connector flights, etc., and how time was spent (eating/sleeping/shopping, and duration of each activity)
- Time of arrival at/departure from temporary duty station



Deductions: Crediting Time

Provide exceptions deductions for computing time:

- Normal compute times (beginning and end of trip) if departure is home (not duty station)
- Personal time spent – deviations – side trips
- Hours otherwise paid (normal hours of work/holiday paid hours etc)

Travel on a federal holiday

When an employee is travelling on a federal holiday **Compensatory Time (CB)** for travel earned will only be for the travel in excess of the employees scheduled tour of duty.

Pay Period Work Schedule															
May	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			9.00	9.00	9.00	9.00			9.00	9.00	9.00	9.00	8.00		80.00

Example: Scheduled work hours for Monday May 26, is from 0800 – 1700

1. Commenced travel on May 26 at 0800 and total travel was 12 hours. **CB** for May 26 will be 3 hours only since **9 hours was travel during scheduled working hours and was paid holiday pay**. No other compensation is granted. i.e..... Another day off, Premium Pay
2. Commenced travel at 1300 and total travel was 12 hours. **CB** for May 26 will be 4 hours since **5 hours of travel was within the scheduled work hours**
3. Commenced travel at 1700 and total travel was 12 hours. **CB** for May 26 will be 7 hours and compensatory time for travel for May 27 will be 5 hours.



Using Comp Time for Travel – “CF”

- Request use of earned time:
 - OPM 71 will be used to document requested and approved use of compensatory time for travel hours taken (CF)
- Kept with timekeeping records for 6 years 3 months
- Employees (and their managers) must judiciously manage/plan use of:
 - Annual leave
 - Compensatory time
 - Compensatory time-off for travel
 - Credit hours
 - For example, using compensatory time-off for travel to avoid forfeiture and then not using excess annual leave is not an “exigency of business” for restoration purpose



Forfeiture

- Compensatory time-off for travel is forfeited:
 - If not used within 26 pay periods after it is credited
 - Upon voluntary transfer to another agency
 - Upon movement to non-covered position (e.g., SES)
 - Upon separation from the Federal Government
- Exception:
 - If employee goes on LWOP in middle of 26 pay periods, the 26 pay-period waiting time starts over upon their return.
- Under no circumstances may an employee receive payment for unused compensatory time-off for travel



UNCLASSIFIED

Additional Information:

Office of Personnel Management
5 CFR Part 550 part 1401 – 1409
Pay Administration – General
Agency OPM

Section 203 of the Federal Workforce flexibility Act of 2004
(Public Law 108-411, October 30, 2004) authorized CTT

<http://www.ecfr.gov/cgi-bin/text-idx?SID=4043da47b758c22364a160d4fa376720&node=5:1.0.1.2.72.14&rgn=div6>