

Naval Medical Logistics Command Compensation Time for Official Travel Worksheet

Created 11/13/2006

Business Rules Per 5 CFR Part 550:

1. Compensatory Time for Travel is accrued by an employee on official travel status **only** for the time actually spent 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.
2. Driving time to/from official duty station, from residence, is not compensable travel time, regardless of day of week.
3. Travelers driving to/from a TAD site will not include the usual travel time to the official duty in the total travel time claimed.
4. Bona fide meal periods (breakfast, lunch or dinner) in the transportation terminal (airport) will not be included in travel time claimed.

Day of Departure (first TAD Site):

Hours from official duty station to TAD site (air or ground).		Zero for weekends or holidays
Less Hours of normal work day, must = 8.5 per day while on TAD (positive # or zero).		
Total Departing Uncompensated Travel Time		

Day of Departure (second TAD Site if applicable):

Hours from official duty station to TAD site (air or ground).		Zero for weekends or holidays
Less Hours of normal work day, must = 8.5 per day while on TAD (positive # or zero).		
Total Departing Uncompensated Travel Time		

Day of Departure (third TAD Site if applicable):

Hours from official duty station to TAD site (air or ground).		Zero for weekends or holidays
Less Hours of normal work day, must = 8.5 per day while on TAD (positive # or zero).		
Total Departing Uncompensated Travel Time		

Day of Return:

Hours from TAD site (air or ground) to official duty station.		Zero for weekends or holidays
Less Hours of normal work day, must = 8.5 per day while on TAD (positive # or zero).		
Total Returning Uncompensated Travel Time		

Total Uncompensated Time while on official travel: 0