

# NOTICE OF TRAVEL COMPENSATORY TIME EARNED

NRLNOTE 12550 of 22 AUG 2008

<b>Name/Code:</b>		
<b>Purpose &amp; Location of Trip:</b>		
<b>Job Order #:</b>	<b>ODS = Official Duty Station</b>	<b>TDS = Temporary Duty Station</b>

Date/Time (Zone)/Hours	Departure leg - Info (e.g., regular hours worked that day, flight info):	
	<b>1</b>	Enter the date/time travel status began (when you left home or your regular work site)
	<b>2</b>	Enter the date/time travel status ended (when you arrived at hotel or TDS)
	<b>3</b>	Compute total hours and minutes in a travel status
	<b>4</b>	Enter hours and minutes on leave status
	<b>5</b>	Enter amount of time otherwise compensable (e.g., travel during normal work hours, or that would be compensated as <i>non-travel</i> overtime/compensatory time)
	<b>6</b>	If you commuted <i>from home</i> to a transportation terminal or TDS outside your ODS, enter your normal commuting time from home to your regular work site
	<b>7</b>	Total time not creditable as travel compensatory time (add lines 4 - 6)
	<b>8</b>	Travel compensatory time earned (subtract line 7 from line 3)

Date/Time (Zone)/Hours	Intervening leg (e.g., Travel to second TDS on same trip) - Info:	
	<b>9</b>	Enter the date/time travel status began (when you left your hotel or your first TDS)
	<b>10</b>	Enter the date/time travel status ended (when you arrived at second hotel or TDS)
	<b>11</b>	Compute total hours and minutes while in a travel status
	<b>12</b>	Enter hours and minutes on leave status
	<b>13</b>	Enter amount of time otherwise compensable (e.g., travel during normal work hours, or that would be compensated as <i>non-travel</i> overtime/compensatory time)
	<b>14</b>	Total time not creditable as travel compensatory time (add lines 12 - 13)
	<b>15</b>	Travel compensatory time earned (subtract line 14 from line 11)

Date/Time (Zone)/Hours	Return leg - Info (e.g., regular hours worked that day, flight info):	
	<b>16</b>	Enter the date/time travel status began (when you left your hotel or your TDS)
	<b>17</b>	Enter the datetime travel status ended (when you arrived at home or regular work site)
	<b>18</b>	Compute total hours and minutes while in a travel status
	<b>19</b>	Enter hours and minutes on leave status
	<b>20</b>	Enter amount of time otherwise compensable (e.g., travel during normal work hours, or that would be compensated as <i>non-travel</i> overtime/compensatory time)
	<b>21</b>	If you commuted <i>to home</i> from a transportation terminal or TDS outside your ODS, enter your normal commuting time from home to your regular work site
	<b>22</b>	Total time not creditable as travel compensatory time (add lines 19 - 21)
	<b>23</b>	Travel compensatory time earned (subtract line 22 from line 18)
	<b>24</b>	Total travel compensatory time earned this worksheet (add lines 8, 15 and 23)

Attach any notes needed to explain special circumstances, extended delays, etc.

SIGNATURE ( <i>Employee</i> )	DATE
NAME/TITLE/SIGNATURE ( <i>Supervisor</i> )	DATE
NAME/TITLE/SIGNATURE ( <i>Approving Official</i> ) ( <i>Signature certifies that travel comp time claimed is creditable.</i> )	DATE