

Figuring Your Comp Travel Time

Name: _____

Departure City (home or TDY): _____ Arrival Destination: _____

Calendar Day and Date of Departure: _____

Calendar Day and Date of Return: _____

Regular Hrs of Tour of Duty (TOD): _____ Start Time: _____ End Time: _____

Please circle one: Exempt Non-Exempt

Normal Time Commute To Work: _____ minutes

Use Departing Time Zone	Departure Day <i>(time from/to)</i>		Total # of Hrs	Return Day <i>(time from/to)</i>		Total # of Hrs	Exceptions
Drive to TDY or Airport							(less time if home is >50 miles from duty station)
Wait at Airport <small>(less meal time)</small>							2 Hr domestic 3 Hrs foreign
1st Flight Time							All accruable
Wait at Airport <small>(less meal time)</small>							2 Hr domestic 3 Hrs foreign if outside regular work hours
2nd Flight Time							All accruable
Wait at Airport <small>(less meal time)</small>							2 Hr domestic 3 Hrs foreign
3rd Flight Time							All accruable
Wait at Airport <small>(less meal time)</small>							2 Hr domestic 3 Hrs foreign
Drive time to Lodging							All accruable
Total Travel Comp Time							Must be used within 26 PP's