

REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL

(Employee completes all non-italicized items; Review and Approving Officials complete italicized items.)

Employee Name _____ FLSA Status _____ Exempt _____ Nonexempt _____
 Tour of Duty _____
 Normal Commute Time _____ Travel Destination _____ Within ODS _____ Outside ODS _____
 Travel Occurred PP _____ **NOTE:** Travel within ODS limits does not qualify for travel compensatory time off.
 Request Submitted PP _____ Common Carrier _____
 Travel Purpose _____ Terminal _____ Within ODS _____ Outside ODS _____

First Date of Travel _____ Starting Point of Travel _____ Ending Point of Travel _____

Times of Travel* _____
 Travel Activity _____
Type of Credit _____

Next Date of Travel _____ Starting Point of Travel _____ Ending Point of Travel _____

Times of Travel* _____
 Travel Activity _____
Type of Credit _____

Last Date of Travel _____ Starting Point of Travel _____ Ending Point of Travel _____

Times of Travel* _____
 Travel Activity _____
Type of Credit _____

*Convert all travel times to the time zone at the starting point of travel.

TOTAL TRAVEL TIME _____
minus _____
Travel Time Within Regular Working Hours _____
Normal Commuting Time _____
Travel time To/From Airport Within ODS Limits _____
Bona Fide Meal Period _____
Travel Time Otherwise Compensable _____
Other _____
TOTAL COMPENSATORY TIME OFF FOR TRAVEL _____

Reviewed By _____

Date _____

Approved By _____

Date _____

EXAMPLE - REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL

(Employee completes all non-italicized items; Review and Approving Officials complete italicized items.)

Employee Name George Brown FLSA Status X Exempt Nonexempt
 Tour of Duty 7:00 to 4:30 with ½ hour lunch
 Normal Commute Time 30 minutes Travel Destination Within ODS X Outside ODS
 Travel Occurred PP 5 **NOTE:** Travel within ODS limits does not qualify for travel compensatory time off.
 Request Submitted PP 6 Common Carrier
 Travel Purpose Attend Rural Development Meeting Terminal X Within ODS Outside ODS

First Date of Travel Wed 3/16/2005 Starting Point of Travel Denver, CO Ending Point of Travel St. Louis, MO
 Times of Travel* 2:00 – 2:45 MST 2:45 – 4:00 MST 4:00 – 7:00 MST 7:00 – 7:45 MST
 Travel Activity Drive to Airport Wait at Airport Plane departs/lands Taxi to Hotel
Type of Credit Regular Working Hours (2:00 – 4:30) Creditable Travel Time

Next Date of Travel Starting Point of Travel Ending Point of Travel

Times of Travel*
 Travel Activity
Type of Credit

Last Date of Travel Fri 3/18/2005 Starting Point of Travel St. Louis, MO Ending Point of Travel Denver, CO
 Times of Travel* 4:30 – 5:30 CST 5:30 – 6:15 6:15 – 7:00 CST 7:00 – 10:15 CST 10:15 – 11:15 CST
 Travel Activity Taxi to Airport Dinner Wait at Airport Plane departs/lands Drive Home
Type of Credit Creditable Travel Time Meal Period Creditable Travel Time Noncreditable Travel Time

*Convert all travel times to the time zone at the starting point of travel.

<i>TOTAL TRAVEL TIME</i>	12.5	<i>Reviewed By</i>	Human Resources Manager
<i>minus</i>			
<i>Travel Time Within Regular Working Hours</i>	2.5	<i>Date</i>	3/31/2005
<i>Normal Commuting Time</i>			
<i>Travel time To/From Airport Within ODS Limits</i>	1	<i>Approved By</i>	State Director
<i>Bona Fide Meal Period</i>	0.75		
<i>Travel Time Otherwise Compensable</i>		<i>Date</i>	4/1/2005
<i>Other</i>			
TOTAL COMPENSATORY TIME OFF FOR TRAVEL	<u>8.25</u>		

REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL

(Employee completes all non-italicized items; Review and Approving Officials complete italicized items.)

Employee Name Michelle Easter FLSA Status _____ Exempt ___X___ Nonexempt
 Tour of Duty 6:30 to 4:00 with ½ hour lunch
 Normal Commute Time 15 minutes Travel Destination _____ Within ODS ___X___ Outside ODS
 Travel Occurred PP___7___ **NOTE:** Travel within ODS limits does not qualify for travel compensatory time off.
 Request Submitted PP___7___ Common Carrier
 Travel Purpose Attend USDA Training Terminal _____ Within ODS ___X___ Outside ODS

First Date of Travel SU 4/3/2005 Starting Point of Travel Paris, TX Ending Point of Travel Washington, DC

Times of Travel* 9:00 – 10:30 CDT 10:30 – 12:00 CDT 12:00 – 1:00 CDT 1:00 – 1:30 1:30 – 4:30 CDT 4:30 – 5:00 CDT
 Travel Activity Drive to Airport Wait at Airport Flight Delay Lunch Plane depart/lands Taxi to Hotel
Type of Credit Travel Time Compensable under FLSA Overtime 9:00 – 1:00 Meal FLSA O/T 1:30 – 4:00; Travel Comp 4 - 5

Next Date of Travel _____ Starting Point of Travel _____ Ending Point of Travel _____

Times of Travel* _____
 Travel Activity _____
Type of Credit _____

Last Date of Travel Th 4/7/2005 Starting Point of Travel Washington, DC Ending Point of Travel Paris, TX

Times of Travel* 11:00 – 12:00 EDT 12 – 12:30 12:30 – 1:15 EDT 1:15 – 4:00 EDT 4:00 – 6:00 EDT
 Travel Activity Taxi to Airport Lunch Wait at Airport Plane departs/lands Drive Home
Type of Credit Regular Working Hours 11-12 Meal Regular Working Hours 12:30-4:00; Deduct Commute/FLSA O/T 4:15-6:00

*Convert all travel times to the time zone at the starting point of travel.

<i>TOTAL TRAVEL TIME</i>	15	<i>Reviewed By</i>	Human Resources Assistant
<i>minus</i>			
<i>Travel Time Within Regular Working Hours</i>	4.5	<i>Date</i>	4/15/2005
<i>Normal Commuting Time</i>	0.25		
<i>Travel time To/From Airport Within ODS Limits</i>		<i>Approved By</i>	Area Director
<i>Bona Fide Meal Period</i>	1		
<i>Travel Time Otherwise Compensable</i>	8.25	<i>Date</i>	4/18/2005
<i>Other</i>	_____		
TOTAL COMPENSATORY TIME OFF FOR TRAVEL	1		