

# Travel Compensatory Time Federal Employees

## Description

Compensatory time off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. See [OPM - Fact Sheet - Compensatory Time Off](#)

For the purpose of compensatory time off for travel, time in a travel status includes-

- Time spent traveling between the official duty station and a temporary duty station.
- Time spent traveling between two temporary duty stations.
- The "usual waiting time" preceding or interrupting such travel (e.g., waiting at an airport or train station prior to departure). The employing agency has the sole and exclusive discretion to determine what is creditable as "usual waiting time." An "extended" waiting period-i.e., an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes-is not considered time in a travel status.

## **Goodfellow AFB request process (No requests for Travel Comp Time will be excepted via email)**

- 1) Complete the [Travel Comp Time Request Blank](#)
- 2) When the above memo has been completed, use the "Submit Service ticket" and fill out request form. In "Reason for Request" drop down, select "Travel Comp Time". Click submit.
- 3) When a CPO representative has been assigned you will be notified via email and the status of your request will change to "Awaiting Attachments".
- 4) Send an email to your CPO Rep and attach the completed Travel Comp Time Memo, a copy of your Itinerary, and your travel orders if applicable.
- 5) Once the documents have been approved and returned to you by your CPO representative, your request will be marked "Complete".
- 6) Requesting TCT -Go into ATAAPS under premium request and submit your comp time dates to your supervisor. Additionally, go to your time card for those dates you are requesting travel comp time, InsertRow, Type Hr "CB" (Travel Comp Time Earned), and under the date(s) for travel enter hours. Click Save.

\*Note: If the pay period has already passed and timecard has been "Certified", you will have to ask the Certifier to uncertify and recertify.

- 7) Taking TCT - Go to your time card for the dates you want to use TCT and use Type Hr "CF" (Travel Comp Time Taken) for the hrs/days that you are using it.

\*You will be able to use your comp time ATAAPS code (CF) in a few pay periods.

***Comp Time hours must be used within 12 months.***