

# Fact Sheet: Compensatory Time Off for Travel - Examples

## Examples of Creditable Travel Time

### Example 1: Travel to a temporary duty station on a workday

From home to business meeting

**6:00 - 7:00 a.m.**

**7:00 - 8:00 a.m.**

**8:00 - 8:30 a.m.**

**8:30 - 11:30 a.m.**

**11:30 a.m. - 12:30 p.m.**

Drive to airport

Wait at airport

Wait at airport

Plane departs/lands

Drive to worksite

*Noncreditable travel time* *Creditable travel time* *Regular working hours* *Regular working hours* *Regular working hours*

From business meeting to home

**4:30 - 5:30 p.m.**

**5:30 - 7:00 p.m.**

**7:00 - 10:00 p.m.**

**10:00 - 11:00 p.m.**

Drive to airport

Wait at airport

Plane departs/lands

Drive home

*Creditable travel time* *Creditable travel time* *Creditable travel time* *Noncreditable travel time*

On a workday, an employee is required to travel from home to a temporary duty station for an afternoon meeting. The employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 13 hours (6:00 a.m. to 12:30 p.m. and 4:30 p.m. to 11:00 p.m.) traveling to and from the worksite. However, the time between 8:00 a.m. and 12:30 p.m. is compensable as part of the employee's regular working hours. Also, an employee's time spent traveling outside of regular working hours to or from a transportation terminal (e.g., an airport or train station) within the limits of his or her official duty station is considered to be equivalent to commuting time and is not creditable travel time. (See 5 CFR 550.1404(d).) In this case, the employee spends 2 hours traveling to and from an airport within the limits of his official duty station.

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time: 13 hours

*minus*

Travel time within regular working hours: 4.5 hours

Travel to/from airport within limits of official duty station: 2 hours

**Compensatory time off for travel: 6.5 hours**

[Back to Top](#)

### Example 2: Travel to a temporary duty station on a nonworkday

Travel from home to a hotel on a Sunday

**5:00 - 6:00 p.m.**

**6:00 - 7:30 p.m.**

**7:30 - 10:00 p.m.**

**10:00 - 10:30 p.m.**

Drive to airport

Wait at airport

Plane departs/lands

Drive to hotel

*Noncreditable travel time* *Creditable travel time* *Creditable travel time* *Creditable travel time*

Travel from a hotel to home on the following Saturday

**6:30 - 7:00 a.m.**

**7:00 - 10:30 a.m.**

**10:30 a.m. - 1:00 p.m.**

**1:00 - 2:00 p.m.**

Drive to airport

Wait at airport-2 hour delay

Plane departs/lands

Drive home

*Creditable travel time* *Partially creditable travel time\** *Creditable travel time* *Noncreditable travel time*

An employee is required to travel to a temporary duty station for a week-long conference. The employee's regular working hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Because the conference begins early Monday morning, the employee travels to a hotel at the temporary duty station the Sunday evening before the conference. The conference is scheduled to continue into the evening on Friday, so the employee returns home on Saturday morning.

In total, the employee spends 13 hours (5:00 p.m. to 10:30 p.m. on Sunday and 6:30 a.m. to 2:00 p.m. on the following Saturday) traveling to and from the conference. However, the hour the employee spends on Sunday traveling to the airport and the hour the

employee spends on Saturday traveling from the airport within the limits of her official duty station is considered equivalent to commuting time and is not creditable time in a travel status.

\*The agency's compensatory time off for travel policy allows up to 90 minutes of creditable waiting time at a transportation terminal. Therefore, only the time from 7:00 to 8:30 a.m. is creditable as "usual waiting time." (See 5 CFR 550.1404(b)(1).) The time from 8:30 to 10:30 a.m. is considered "extended waiting time" and is not creditable. (See 5 CFR 550.1404(b)(2).)

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time: 13 hours  
*minus*  
Travel to/from airport within limits of official duty station: 2 hours  
Extended waiting time: 2 hours  
**Compensatory time off for travel: 9 hours**

[Back to Top](#)

### **Example 3: Travel from a temporary duty station on a workday (with cancelled connecting flight)**

From temporary duty station to intervening airport for connecting flight on a Friday

5:30 - 6:30 a.m.	6:30 - 8:00 a.m.	8:00 - 11:00 a.m.	11:00 - 4:30 p.m.
Drive to airport	Wait at airport	Plane departs/lands	Connecting flight delayed due to severe weather. Flights are cancelled.
<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Regular working hours</i>	<i>Regular working hours</i>

Employee checks into hotel near airport. No creditable travel time. Employee returns to airport on Saturday morning.

6:30 - 7:00 a.m.	7:00 - 8:30 a.m.	8:30 a.m. - 12:00 noon	12:00 noon - 1:00 p.m.
Drive to airport	Wait at airport	Plane departs/lands	Drive home
<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Noncreditable travel time</i>

On a Friday (workday), an employee is required to travel from a temporary duty station to home. However, due to severe weather, the employee's connecting flight is cancelled until Saturday morning (nonworkday). On Friday, the employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 17.5 hours (5:30 a.m. to 4:30 p.m. on Friday and 6:30 a.m. to 1:00 p.m. on Saturday) traveling from the temporary duty station. However, the time between 8:00 a.m. and 4:30 p.m. is compensable as part of the employee's regular working hours. (For the purpose of this example, we are assuming the employee has a 30-minute meal period during his regular working hours.) The extended waiting period from 4:30 p.m. until the employee departs for the airport on Saturday morning is not creditable travel time, since the employee is free to use the time for his own purposes. (See 5 CFR 550.1404(b)(2).) Also, an employee's time spent traveling outside of regular working hours to or from a transportation terminal (e.g., an airport or train station) within the limits of his or her official duty station is considered to be equivalent to commuting time and is not creditable travel time. (See 5 CFR 550.1404(d).) In this case, the employee spent 1 hour traveling from an airport within the limits of his official duty station.

In this example, the employee's compensatory time off for travel entitlement is as follows:

Total travel time: 17.5 hours  
*minus*  
Travel time within regular working hours: 8.5 hours  
Travel from airport within limits of official duty station: 1 hour  
**Compensatory time off for travel: 8 hours**

[Back to Top](#)

### **Example 4: Driving to and from a temporary duty station on a workday**

Travel to and from a training session

6:00 - 7:00 a.m.	7:00 - 8:00 a.m.	8:00 a.m. - 4:30 p.m.	4:30 - 5:30 p.m.	5:30 - 6:30 p.m.
------------------	------------------	-----------------------	------------------	------------------

