**WORKSHEET FOR COMPUTING COMPENSATORY TIME OFF**

**FOR TRAVEL (CTOT) EARNED**

Name of Technician: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Duty: \_\_\_\_\_\_\_\_\_\_\_\_

Dates of Travel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Activity** | **Amount of Time** |
| Total travel time |  |
| Minus |  |
| Travel time within regular working hours | - |
| Travel to/from airport within limits of official duty station | - |
| Bona fide meal period | - |
| Extended waiting time - Unusual waiting time during which employee was free to use the time for his or her/own purposes. (e.g. rest, recreation or sleep) | - |
| Creditable Compensatory Time for Travel | = |

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Encl 4