

**Compensatory Time Off for Travel: Examples of
Creditable Travel Time**
www.opm.gov/oca/compmemo/2005/2005-03-att2.asp

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
<i>Noncreditable travel time</i>	<i>Creditable travel time</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>

From business meeting to home

5:00 - 6:00 p.m.	6:00 - 6:30 p.m.	6:30 - 7:30 p.m.	7:30 - 10:30 p.m.	10:30 - 11:30 p.m.
Drive to airport	Dinner at airport	Wait at airport	Plane departs/lands	Drive home
<i>Creditable travel time</i>	<i>Noncreditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Noncreditable travel time</i>

On a workday, an employee is required to travel 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 5:00 p.m. to 11:30 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. Finally, bona fide meal periods during actual travel or waiting time are not considered to be creditable travel time. (See 5 CFR 550.1404(b)(2).) Therefore, the 30 minutes the employee spends having dinner while waiting at the airport on the return trip home is not creditable travel time.

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

Total travel time	13 hours
<i>minus</i>	
Travel time within regular working hours	4.5 hours
Travel to/from airport within limits of official duty station	2 hours
Bona fide meal period	0.5 hour
Compensatory time off for travel	6 hours

Example 2: Travel to a temporary duty station on a non-workday

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
<i>Noncreditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>

Travel from a hotel to home on the following Saturday

6:30 - 7:00 a.m.	7:00 - 7:30 a.m.	7:30 - 10:30 a.m.	10:30 a.m. - 1:00 p.m.	1:00 - 2:00 p.m.
Drive to airport	Breakfast at airport	Wait at airport—2 hour delay	Plane departs/lands	Drive home
<i>Creditable travel time</i>	<i>Noncreditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Noncreditable travel time</i>

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. Also, the 30 minutes the employee spends having breakfast while waiting at the airport on the return home is considered a bona fide meal period and is not creditable travel time.

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

Total travel time	13 hours
<i>minus</i>	
Travel to/from airport within limits of official duty station	2 hours
Bona fide meal period	0.5 hour
Compensatory time off for travel	10.5 hours

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 - 3:00 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. - 12:00noon	12:00noon - 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 16 hours (5:30 a.m. to 3:00 p.m. and 6:30 a.m. to 1:00 p.m.) traveling from the worksite. However, the time between 8:00 a.m. and 3:00 p.m. is compensable as part of the employee's regular working hours. The extended waiting period from 3:00 p.m. until the employee departs for the airport on Saturday morning is not creditable travel time, since the employee was free to use the time for his or her own

purposes. (See 5 CFR 550.1404(b)(3).) 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	16 hours
<i>minus</i>	
Travel time within regular working hours	7 hours
Travel from airport within limits of official duty station	1 hour
Compensatory time off for travel	8 hours

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.
Drive to training session	Drive to training session	Training	Drive home	Drive home
<i>Noncreditable travel time</i>	<i>Creditable travel time</i>	<i>Regular working hours</i>	<i>Creditable travel time</i>	<i>Noncreditable travel time</i>

An employee is required to travel to a temporary duty station on a workday for a 1-day training session. The training location is a 2-hour drive from the employee's home. The employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 4 hours (6:00 a.m. to 8:00 a.m. and 4:30 p.m. to 6:30 p.m.) driving to and from the training session.

If an employee travels directly between home and a temporary duty station outside the limits of his or her official duty station, the time spent traveling outside regular working hours is creditable travel time. However, the agency must deduct the time the employee would have spent in normal home-to-work/work-to-home commuting. (See 5 CFR 550.1404(c).) In this case, the employee's normal daily commuting time is 2 hours (1 hour each way). Therefore, 2 hours must be deducted from the employee's creditable travel time.

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

Total travel time	4 hours
<i>minus</i>	
Normal commuting time	2 hours
Compensatory time off for travel	2 hours

Example 5: Travel to multiple temporary duty stations on a workday

Travel from home to first presentation site

6:00 - 7:00 a.m.	7:00 - 8:00 a.m.	8:00 - 8:30 a.m.	8:30 - 10:00 a.m.	10:00 - 10:30 a.m.	10:30 - 12:00noon
Drive to airport	Wait at airport	Wait at airport	Plane departs/lands	Drive to site	Presentation
<i>Noncreditable travel time</i>	<i>Creditable travel time</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>

Travel from first presentation site to second presentation site

12:00noon to 12:30 p.m.	12:30 - 1:30 p.m.	1:30 - 2:30 p.m.	2:30 - 3:00 p.m.	3:00 - 4:30 p.m.
Drive to airport	Wait at airport	Plane departs/ lands	Drive to site	Presentation
<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>	<i>Regular working hours</i>

Travel from second presentation site to home

4:30 - 5:00 p.m.	5:00 - 5:30 p.m.	5:30 - 6:30 p.m.	6:30 - 9:30 p.m.	9:30 - 10:30 p.m.
Drive to airport	Dinner at airport	Wait at airport	Plane departs/lands	Drive home
<i>Creditable travel time</i>	<i>Noncreditable travel time</i>	<i>Creditable travel time</i>	<i>Creditable travel time</i>	<i>Noncreditable travel time</i>

An employee is required to travel on a workday to two temporary duty stations to make presentations to stakeholders. The employee's regular working hours are 8:00 a.m. to 4:30 p.m. In total, the employee spends 13.5 hours traveling (6:00 a.m. to 10:30 a.m., 12:00 noon to 3:00 p.m., and 4:30 p.m. to 10:30 p.m.) between home and the two presentation sites. However, the time between 8:00 a.m. and 4:30 p.m. is compensable as the employee's regular working hours. Also, the 2 hours the employee spends traveling outside of regular working hours to and from the airport within the limits of the official duty station is not creditable travel time. Finally, the 30 minutes the employee spends having dinner while waiting at the airport on the return home is considered a bona fide meal period and is not creditable travel time.

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

Total travel time	13.5 hours
<i>minus</i>	
Travel time within regular working hours	5.5 hours
Travel to/from airport within limits of official duty station	2 hours
Bona fide meal period	0.5 hour
Compensatory time off for travel	5.5 hours