

**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: _____