

SMITHSONIAN ASTROPHYSICAL OBSERVATORY

Request for Credit of Compensatory Time for Travel

EXAMPLE:

Where regular tour of duty is 8:00 a.m. – 4:30 p.m.

OFFICIALLY AUTHORIZED TRAVEL		
DATE	FROM (Home, Office):	TO (Alternate Duty Station):
11/09/2005	Newton, MA	Washington, DC
DATE	FROM (Alternate Duty Station):	TO (Home, Office):
11/10/2005	Washington, DC	Newton, MA

DATE	TIME	CREDITABLE ACTIVITY (drive to/from airport outside official duty station, wait at airport- 1hour for domestic, 2 hours for foreign travel)	NON-CREDITABLE ACTIVITY (drive to/from airport within official duty station, meal/rest break, unscheduled delay, regular working hours)	CREDITABLE TIME
11/09/2005	6:00-7:00 am		Drive to airport	0.00
	7:00-8:00 am	Wait at airport		1.00
	8:00-9:30 am		Flight (regular work hrs.)	0.00
11/10/2005	5:30-6:30 pm	Drive to airport		1.00
	6:30-7:00 pm		Dinner at airport	0.00
	7:00-7:30 pm	Wait at airport		0.50
	7:30-8:30 pm		Flight delayed	0.00
	8:30-10:00 pm	Flight		1.50
	10:00-11:00 pm		Drive home	0.00
TOTAL:				4.00

TA: _____ PP Comp Time Earned: _____
 Regular Tour of Duty: _____

OFFICIALLY AUTHORIZED TRAVEL		
DATE	FROM (Home, Office):	TO (Alternate Duty Station):
DATE	FROM (Alternate Duty Station):	TO (Home, Office):

DATE <i>mm/dd/yyyy</i>	TIME <i>(Ex: 8:45-5:15)</i>	CREDITABLE ACTIVITY	NON-CREDITABLE ACTIVITY	CREDITABLE TIME
TOTAL:				

SUBMITTED BY (Employee): (Print) _____ DATE: _____
 EMPLOYEE SIGNATURE: _____
 APPROVED BY (Supervisor): _____ DATE: _____
 APPROVED BY (FM): _____ DATE: _____

Important: Submit with copy of approved TA.