Question: What is Compensatory Time Off for Travel?

Compensatory time off for travel is earned for time spent in a travel status away from the official duty station when such time is not otherwise compensable.

To be creditable, travel must be officially authorized. In other words, travel must be for work purposes and must be approved by an authorized agency official or otherwise authorized under established agency policies. For the purpose of compensatory time off for travel, time in a travel status includes time spent traveling between the official duty station and a temporary duty station; time spent traveling between two temporary duty stations; and, the “usual waiting time” that precedes or interrupts such travel (e.g., waiting at an airport or train station prior to departure). The employing agency has the sole and exclusive discretion to determine what is creditable as “usual waiting time.” An “extended” waiting period, defined as an unusually long wait during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes, is not considered time in a travel status.

Travel outside of regular working hours between an employee’s home and a temporary duty station or transportation terminal outside the limits of his or her official duty station is considered creditable travel time. However, an employee’s normal home-to-work/work-to-home commuting time must be deducted from the creditable travel time. Travel outside of regular working hours between a worksite and a transportation terminal is creditable travel time, and no commuting time offset applies; however, if travel to or from a transportation terminal occurs outside of regular working hours and it takes place within the limits of an employee’s official duty station, this travel is considered equivalent to commuting time and is not creditable travel time.

Meal periods are not considered time in a travel status. For example, if an employee spends an uninterrupted 30 minutes eating a meal at an airport restaurant while waiting for a connecting flight, that time is not creditable as time in a travel status.

Compensatory time off for travel is credited and used in increments of one-tenth of an hour (6 minutes) or one-quarter of an hour (15 minutes). Employees must comply with their activity’s procedure(s) for requesting credit within the required time period as well as policies and procedures for scheduling and using earned compensatory time off for travel.

Compensatory time off for travel is forfeited if not used within 26 pay periods*; upon voluntary transfer to another agency; upon movement to a non covered position; or, upon separation from the Federal Government. There are exceptions to forfeiture conditions.
There is no limitation on the amount of compensatory time for travel an employee may earn; however, under no circumstances may an employee receive payment for unused compensatory time earned as a result of official travel.

Contact your servicing HR Specialist for additional information.

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