

## PAY ADMINISTRATION

- 1. REASON FOR ISSUE:** To implement provisions of the “Federal Workforce Flexibility Act of 2004” (Public Law 108-411) related to compensatory time off for travel.
- 2. SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on pay administration. This revision establishes procedures for the request, approval and administration of compensatory time off for travel. These changes will be incorporated into the electronic version of VA Handbook 5007 that is maintained on the [Office of Human Resources Management and Labor Relations Web site](#).
- 3. RESPONSIBLE OFFICE:** The Compensation and Classification Service (055), Office of the Deputy Assistant Secretary for Human Resources Management and Labor Relations.
- 4. RELATED DIRECTIVE:** VA Directive 5007, “Pay Administration.”
- 5. RESCISSIONS:** None.

**CERTIFIED BY:**

/s/  
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**BY DIRECTION OF THE SECRETARY  
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**[CHAPTER 15. COMPENSATORY TIME OFF FOR TRAVEL**

**1. GENERAL.** This chapter establishes Department of Veterans Affairs (VA) policy and procedures for the credit and use of compensatory time off for travel.

**2. COVERAGE****a. Eligibility**

(1) Full-time and part-time Title 5 employees who are eligible to receive overtime under 5 U.S.C. 5542 are also eligible to receive compensatory time off for travel.

(2) Under the authority of 38 U.S.C. 7421(a), the Secretary has extended provisions of 5 U.S.C. 5550b, Compensatory Time Off for Travel, to nurses, physician assistants, expanded function dental auxiliaries and title 38 hybrid employees entitled to overtime under 38 U.S.C. 7453 and to part-time physicians, dentists, podiatrists, chiropractors and optometrists appointed under 38 U.S.C 7306, 7401 or 7405.

**b. Exclusions.** Full-time physicians, dentists, podiatrists, chiropractors and optometrists appointed under 38 USC 7306, 7401 or 7405, employees in the Senior Executive Service, Federal Wage System, intermittent employees, and the Secretary of Veterans Affairs are ineligible to receive compensatory time off for travel.

**3. ENTITLEMENT.** Effective January 28, 2005, and subject to the provisions of this chapter, 5 U.S.C 5542(b)(2) and 5 CFR, part 550, subpart N, employees may earn compensatory time off for time in a travel status away from the official duty station when the travel time is not otherwise compensable as hours of work. Employees may earn and use compensatory time for travel in 15-minute increments and there is no maximum that may be accumulated. Compensatory time earned under this provision must be used within 26 pay periods after the pay period that it is credited and cannot be restored if forfeited. Employees may not receive compensation for forfeited hours.

**4. COMPUTATION**

**a. General.** The actual time spent traveling outside of working hours between the employee's official duty station and a temporary duty station or between two temporary duty stations is creditable for compensatory time off for travel subject to the exclusion of excess waiting times, bona fide meal periods, and commuting times, if applicable. In computing the amount of creditable travel time, minutes will be rounded to the nearest quarter hour.

**b. Hours of Work**

(1) Hours for which an employee is entitled to receive compensation are not creditable for compensatory time off for travel. For example, employees may not receive credit for compensatory time off for travel for regular work hours, overtime or regular compensatory time hours, credit hours, unscheduled hours (part-time employees), availability pay hours (law enforcement officers), standby hours, on-call hours and hours of work for travel.

(2) Hours of work are not creditable for compensatory time off for travel even if the employee is prohibited from actually receiving compensation due to the biweekly limitation on premium pay (see part V, chapter 2, paragraph 6 of this handbook) or the aggregate limitation on pay (see part VII, chapter 2 of this handbook) . However, compensatory time off for travel earned under this chapter is not considered in applying these pay limitations.

(3) For title 38 and FLSA-exempt title 5 employees, (Ref. 38 U.S.C. 7453(e)(5) and 5 U.S.C. 5542(b)(2)), travel away from the official duty station is considered hours of work if the travel:

- (a) is performed during normal duty hours; or
- (b) involves the performance of authorized work while traveling (e.g., escorting a patient); or
- (c) is incident to travel that involves the performance of authorized work while traveling (e.g., a return trip from escorting a patient); or
- (d) is carried out under arduous conditions; or
- (e) results from an event which could not be scheduled or controlled administratively.

(4) For title 5 FLSA non-exempt employees (Ref. 5 CFR 551.422), travel away from the official duty station is considered hours of work if the travel:

- (a) is performed during normal duty hours; or
- (b) requires an employee to drive a vehicle or perform other work while traveling; or
- (c) requires an employee to travel as a passenger on a one-day assignment away from the official duty station; or
- (d) requires an employee to travel as a passenger on an overnight assignment away from the official duty station during hours on nonworkdays that correspond to the employee's regular working hours.

(5) Hours of work for travel as well as other hours of work must be authorized by the appropriate approving official and recorded on the employee's time and attendance record as required.

(6) When an employee travels between different time zones, the time zone of departure must be used to determine if an employee traveled during regular duty hours. (See Appendix H, Example 3) In determining the amount of travel time, use the actual number of hours and minutes traveled, rounded to the nearest quarter hour.

**c. Waiting Time**

(1) Up to one hour waiting time is creditable for compensatory time off for travel. This includes time in which the employee is required to wait prior to the departure of a flight or other mode of transportation or while waiting for intervening transportation (e.g., a connecting flight) en route to or from a temporary

duty station. Excess waiting time, i.e., waiting time in excess of one hour, is not creditable if the employee was free to rest, sleep, or otherwise use the excess time for his or her own personal use.

(2) Employees may request credit of excess waiting time by providing a written explanation in the Remarks sections of VA Form 0861. The explanation must include the amount of excess waiting time requested, the reason for the excess waiting time, an explanation why the employee was unable to use the time for personal use and any additional information or documents that supports the request.

d. **Bona Fide Meal Period.** Bona fide meal periods during actual travel time or waiting time are not creditable for compensatory time off for travel. Bona fide meals periods must be excluded from actual travel time and from waiting time. Typically 30 minutes or more, a bona fide meal period is time set aside by the employee for the purpose of eating a regular meal. For example, an employee who spends an uninterrupted hour eating at an airport restaurant while waiting for a flight, must exclude one hour as a bona fide meal period from his or her waiting time.

e. **Commuting Time**

(1) An employee's normal home-to-work or work-to-home commuting time must be deducted when employees travel outside of regular work hours between home and a temporary duty location or transportation terminal outside the limits of the official duty station.

(2) Travel between an employee's home and a transportation terminal within the limits of the official duty station is considered normal commuting time and must be deducted from travel time. In some cases, commuting time to a transportation terminal within the limits of the official duty station is greater than the employee's normal home-to-work or work-to-home commuting time. Travel to a temporary duty location within the limits of the official duty station is considered local travel and is not creditable for compensatory time off for travel even if it occurs outside of the employee's regular work hours.

(3) A commuting time deduction does not apply to travel during regular work hours between home and a temporary duty station or a transportation terminal since travel during regular work hours is not creditable for compensatory time off for travel.

(4) A commuting time deduction does not apply to travel outside of regular work hours between an employee's worksite and a temporary duty location or transportation terminal. All such time is creditable for compensatory time off for travel.

## 5. REQUEST AND APPROVAL

a. In order to request credit of compensatory time off for travel, employees must complete and submit VA Form 0861, Request for Credit of Compensatory Time Off for Travel, to the appropriate certifying official within 15 calendar days after completion of authorized travel. Requests after 15 calendar days may not be accepted unless the employee is prevented from submitting the form in a timely manner. VA Form 0861 will be used only for the request and approval of compensatory time off for travel. This form may not be used to compute any other employee benefit or entitlement.

b. Certifying officials may request additional information or documents from the employee or other sources as needed in order to validate and approve an employee's request. Any information or documents used to change the amount requested by the employee should be attached to VA Form 0861 and maintained as part of the official record. Any disagreement or dispute in the amount of compensatory time approved should be referred to the next level above the certifying official. Unless otherwise delegated, the final approval authority in all matters involving credit of compensatory time off for travel is the facility Director. For Central Office, the Deputy Assistant Secretary level or equivalent has final approval authority. For the Office of Inspector General, the Inspector General has final approval authority. Compensatory time for travel will not be credited to the employee's time and attendance record until approved by the appropriate certifying/approving official(s).

c. Certifying officials may not approve time in travel status that is different from the authorized mode of transportation and/or travel dates unless it is cost effective to the government. If it is not cost effective, the employee must be credited with the lesser of an estimated amount of travel time (based on the mode of transportation and date(s) of travel authorized) or the actual travel time.

d. Upon final approval, timekeepers must document the employee's time and attendance records and maintain VA Form 0861 in accordance with payroll office procedures. Compensatory time for travel will not be commingled with regular or other forms of compensatory time.

## **6. USE OF COMPENSATORY TIME OFF**

a. Compensatory time off for travel must be used within 26 pay periods after the pay period in which it is credited. Unused balances after 26 pay periods will be forfeited and there are no provisions for restoration. Employees may not receive compensation under any circumstances for forfeited balances. Compensatory time off for travel must be earned and used in 15-minute increments.

b. Employees must request permission to use compensatory time in accordance with normal leave procedures established in the employee's work unit. Compensatory time for travel may only be used for absences from an employee's scheduled tour of duty for leave purposes.

## **7. TRANSFERS, SEPARATIONS AND NON-COVERED POSITIONS**

a. Upon separation from the federal government (retirement, resignations, etc) or upon transfer to another government agency, an employee's unused balance of compensatory time off for travel will be forfeited. Employees may not receive compensation under any circumstances for forfeited balances.

b. Upon transfer to another VA facility (intra-agency), an employee's unused balance of compensatory time off for travel will transfer to the new VA facility. Unless the process is automated, the local payroll office will be responsible for providing the new facility payroll office with information required for credit of the transferred balance.

c. Subject to the provisions of 5 CFR 550.1407, employees who separate or are placed in a leave without pay status to perform service in the uniformed services (as defined in 38 U.S.C. 4303 and 5 CFR 353.102) or due to an on-the-job injury with an entitlement of injury compensation under 5 U.S.C. chapter 81 may have unused balances of compensatory time off for travel recredited upon reemployment

or return to duty. Recredited compensatory time will be available for use for 26 pay periods after the pay period that it is recredited with no provision for restoration after it is forfeited.

d. Employees who move to a position that is not covered by the compensatory time off for travel provisions will have unused balances of compensatory time forfeited.

## 8. RESPONSIBILITIES

a. Under Secretaries, Assistant Secretaries, Other Key Officials, Deputy Assistant Secretaries, and facility directors are responsible for the fair and equitable administration of this policy and for ensuring that compensatory time off for travel is administered in accordance with the procedures in this chapter.

b. The Deputy Assistant Secretary for Human Resources Management and Labor Relations is responsible for advising management officials on the governing regulations and the procedures in this chapter.

c. The Deputy Assistant Secretary for Finance is responsible for payroll office procedures and the administration of VA Form 0861, Request and Authorization for Compensatory Time Off for Travel.

d. Facility Human Resources Management officials are responsible for advising local management officials and employees on the procedures in this chapter.

e. Payroll officials are responsible for timekeeping instructions to properly document time and attendance records and in the maintenance of VA Form 0861. Payroll officials must monitor timekeeper input and correct employees' records when needed.

f. Certifying officials (first-line supervisor or higher level supervisor as determined locally) are responsible for reviewing and approving requests for compensatory time off for travel and for requesting additional documentation from the employee or other sources when deemed necessary to validate travel time.

g. Employees are responsible for submitting timely and accurate requests for compensatory time off for travel and for managing leave balances.

## 9. DEFINITIONS

a. **Compensable.** Periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement, even when that work time may not actually generate additional compensation because of applicable pay limitations.

b. **Compensatory Time Off.** Compensatory time off for travel that is credited under this chapter and applicable law.

c. **Official Duty Station.** The geographic area surrounding an employee's regular work site that is the same as the area designated by the employing agency for the purpose of determining whether travel time is compensable for the purpose of determining overtime pay. Limits of the official duty station is determined by each local facility.

d. **Regular Working Hours.** The days and hours of an employee's regularly scheduled administrative workweek.

e. **Travel.** Officially authorized travel, i.e., travel for work purposes that is approved by an authorized official.

f. **Travel Status.** Travel time that is creditable in accruing compensatory time off for travel under this chapter and applicable law, excluding travel time that is otherwise compensable under other authorities. Once an employee arrives at the temporary duty station, he or she is no longer considered to be in a travel status. Any time spent at a temporary duty station between arrival and departure is not creditable travel time for the purpose of earning compensatory time off.

## **10. REFERENCES**

- a. 5 CFR 550, part N
- b. 5 U.S.C. 5550b
- c. 38 U.S.C. 7421(a)]

[APPENDIX H  
INSTRUCTIONS AND EXAMPLES FOR VA FORM 0861,  
REQUEST FOR CREDIT OF COMPENSATORY TIME FOR TRAVEL

This appendix provides instructions and examples for VA Form 0861, Request for Credit of Compensatory Time for Travel. In addition to policy and procedures contained in this handbook, employees must also adhere to any local requirements and procedures governing a request for and use of compensatory time off for travel.

### General

The amount of compensatory time for travel requested is subject to approval by the appropriate certifying official(s). To ensure accurate completion of VA Form 0861, employees are encouraged to record and maintain information regarding their travel itinerary. This is especially true when employees claim credit for excess waiting time.

All totals will be shown in hours:minutes and rounded to the nearest quarter hour. For example, if an employee departs their home at 7:05 AM and arrive at their temporary duty (TDY) location at 10:30 AM, the total time elapsed is 3 hours 25 minutes. When rounded to the nearest quarter hour, the total hours:minutes should be recorded as “3:30” in Block 1G. Acceptable values for total minutes are :00, :15, :30 and :45.

Once approved by the certifying official, VA Form 0861 will be used to support entries on the employee’s time and attendance record.

### Instructions for Completion of VA Form 0861

#### Identifying Information

**Block 1. Name of Employee:** Enter first name, middle initial (if applicable), last name.

**Block 2. T&L Unit:** The Time and Leave (T&L) Unit number is located on the Earnings and Leave Statement and can also be obtained from the timekeeper.

**Block 3. Travel Authorization No.:** This number is located on the employee’s travel orders and is the same number used to complete travel vouchers.

**Block 4. FLSA Status:** The Fair Labor Standards Act (FLSA) status is located on the Earnings and Leave Statement. “E” means “exempt” from the FLSA; “N” means “non-exempt” or covered under FLSA. **Note:** For FLSA “N”, if Block 1B (Part I or Part II) is “Day Off”, show “N” and work schedule, e.g. “8:00 – 4:30”, in Block 4. This information may be needed to determine travel hours that are compensable as hours of work under FLSA. See VA Handbook 5007, Chapter 15, paragraph 4b(4)(d).

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APPENDIX H****Part I (Outgoing Travel) Part II (Return Travel)**

VA Form 0861 was designed to cover typical travel assignments to one TDY location. For example, Part 1 (Outgoing Travel) will normally contain travel information from an employee's home (or worksite) to their TDY location and Part II (Return Travel) will normally contain travel information from an employee's TDY location to home (or worksite).

**Multiple Assignments**

When authorized travel consists of multiple TDY locations, employees must complete more than one form. When more than one form is used, Part I may reflect the travel information from a second TDY location back to home (or worksite) or it may reflect the travel information from a second TDY location to another TDY location. Likewise for Part II, the travel information may not necessarily reflect "Return Travel". When using VA Form 0861 for multiple TDY assignments, disregard the titles "Outgoing Travel" and "Return Travel" but rather use the form to record each segment of travel as they occur regardless of whether it falls in Part I or Part II. For each form used, show only the compensatory time for travel requested for that form. Do not combine the totals from multiple forms.

**Block 1A. Date of Travel:** Enter the date you departed home or worksite to begin travel. If you traveled to multiple TDY locations during this assignment, this may be the date you departed your second (or any subsequent) TDY location.

**Block 1B. Work Schedule on Date of Travel:** If you traveled on a work day, you must enter your work schedule for this travel date even if you did not actually travel during your work schedule. For example, if your work schedule is 8:00 AM to 4:30 PM, and you traveled from 5:00 PM to 8:00 PM, you must enter 8:00 AM to 4:30 PM as your work schedule. This information will be used to determine your entitlement to overtime and other hours of work.. If you did not travel on a workday, you may enter "Day Off".

**Block 1C. Place of Departure:** Enter the place you departed on the travel date shown in Block 1A. In Part 1, you would normally enter "Home" or "Worksite" depending on where you began your TDY travel. In Part II, you would normally enter the name of your TDY location, such as "Washington, DC." However when you travel to multiple TDY locations, this could be the name of your first or subsequent TDY location.

**Block 1D. Place of Arrival:** Enter the place you arrived on the travel date shown in Block 1A. In Part I, you would normally enter the name of your TDY location, such as "Washington, DC". In Part II, you would normally enter "Home" or "Worksite" depending on where you arrived upon return from TDY. However, when you travel to multiple TDY locations, this could be "Home", "Worksite" or a subsequent TDY location.

**Block 1E. Time of Departure:** Enter the local time you departed the location in Block 1C.

**Block 1F. Time of Arrival:** Enter the local time you arrived at the location in Block 1D.

Note: When travel involves different time zones, employees should specify the time zone for which the time is based. For example, employee note Eastern, Central, Mountain, Pacific, etc following the times. This specification will aid in future review of completed claim forms.

**Block 1G. Total Time from Departure to Arrival:** Enter the actual time (hours:minutes) elapsed from Block 1C (Place of Departure) to block 1D (Place of Arrival). When traveling between different time zones, you can not subtract Block 1E (Time of Departure) from Block 1F (Time of Arrival) to determine the actual total time. Total Time from Departure to Arrival should be rounded to the nearest quarter hour.

Example: If Time of Departure is 7:05 AM and Time of Arrival is 10:30 AM, the actual time elapsed from Departure to Arrival is 3 hours 25 minutes. When rounded to the nearest quarter hour, enter “3:30” in Block 1G.

### Hours of Work

**Blocks 2A.** Hours for which you have received or are entitled to receive pay or other compensation are not creditable for compensatory time for travel. This is true even if you are prohibited from receiving pay for such hours due to the biweekly limitation on premium pay or the aggregate limitation on pay. (See VA Handbook 5007, Part VIII, Chapter 15, paragraph 4b(2)) Hours of work that are not creditable for compensatory time for travel include regular hours, overtime hours, unscheduled hours (part-time), availability pay hours (law enforcement officers), standby or on-call hours. If the total time in Block 1G include such hours, answer “YES” in Block 2A. For example, if you departed your worksite at 3:00 PM (Block 1E) and arrived at your TDY location at 8:00 PM (Block 1F), and your work schedule for the travel date is 8:00 AM to 4:30 PM (Block 1B), you must check “Yes” in Block 2A and enter 1:30 (hours:minutes) in Block 2B since you are entitled to your regular pay from 3:00 PM to 4:30 PM. If the total time in Block 1G does not include hours for which you received or are entitled to receive compensation, check “No” and go to Block 3A.

Under certain conditions, actual travel time may qualify as hours of work. (See VA Handbook 5007, Part VIII, Chapter 15, paragraph 4b(3) and (4)) For example, travel time by an employee who must escort a patient aboard a flight may qualify as hours of work.. For FLSA Status N (non-exempt) employees, travel on a non-workday during times which corresponds to their normal tour of duty may qualify as hours of work.. Generally, travel time that qualify as hours of work will result in an employee receiving additional regular or overtime pay and must be entered on the time and attendance records. If you need additional information on travel time that may qualify as hours of work, contact your supervisor or local human resources office for more information. Note: Performing *unapproved* work while traveling, such as working on your laptop or reviewing presentation material aboard a flight is not considered hours of work.

**Block 2B.** If Block 2A is “Yes”, enter the total time (hours:minutes) for which you received or are entitled to receive compensation.

### Excess Waiting Time

**Block 3A.** Up to one hour waiting time is creditable for compensatory time off for travel. This includes time in which you are required to wait prior to actual travel time, such as waiting for departure of a flight or connecting flight. If the total time in 1G includes excess waiting time, i.e., waiting time in excess of

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APPENDIX H**

one hour, check “Yes” and complete Block 3B. If the total time in 1G does not include excess waiting time, check “No”.

**Block 3B.** During the excess waiting time, if you were free to rest, sleep or otherwise use the time for your own personal use, check “Yes” and complete Block 3C. If you were not able to use the excess waiting time for your own personal use, check “No” and explain in Remarks. You may receive credit for excess waiting time only if approved by the certifying official. Include any information and documentation that supports your claim.

Example: If you arrive at the airport one hour prior to a scheduled departure and your flight is delayed two hours, you must check “Yes” if you were free to use the excess waiting time for your own personal use. However, if your flight is delayed on the runway for two hours and you must remain aboard the plane, you would likely answer “No”, and enter an explanation in the Remarks section.

**Block 3C.** Enter any waiting time in excess of one hour in which you were free to use for your own personal use; enter hours:minutes.

**Commute Time**

**Blocks 4A and 4C.** If you departed from or arrived at your home outside of your normal work schedule, check “Yes”, as appropriate and complete Blocks 4B and 4D. If you departed from or arrived at your home during your normal work schedule, check “No”, as appropriate.

**Blocks 4B and 4D.** Travel time between home and a transportation terminal within the limits of your official duty station is considered normal commute time. When you travel between home and a transportation terminal or TDY location outside the limits of the official duty station, you must deduct your normal home-to-work or work-to-home commute time. In Block 4B and 4D, enter the appropriate commute time in hours:minutes.

Example: If it takes 1 hour to travel between home and a transportation terminal within the limits of your official duty but your normal home-to-work or work-to-home commute is one-half hour, you must deduct one hour. However, if you travel between home and a transportation terminal or TDY location outside the limits of your official duty station, you would deduct your normal home-to-work or work-to-home commute time of one-half hour.

**Bona Fide Meal Period**

**Block 5A.** Employees may not receive any compensation or credit for bona fide meal periods during waiting time or during actual travel time. “Typically 30 minutes or more, a bona fide meal period, is time set aside by the employee for the purpose of eating a regular meal.” (Ref. VA Handbook 5007, Part VIII, Chapter 15, Paragraph 4D). If the total time in Block 1G include a bona fide meal, you must check “Yes” to Block 5A.

**Block 5B.** Enter the total hours:minutes for bona fide meal period(s).

Example: An employee who spends an uninterrupted hour eating at an airport restaurant while waiting for a flight, must exclude one hour as a bona fide meal period.

Note: If an employee determines that a bona fide meal period occurred while aboard a flight enroute to a TDY location, it too must be excluded.

### **Totals**

**Block 6.** Compute the total amount of compensatory time for travel requested for each segment of travel. This amount equals the Total Time (1G) minus Hours of Work (2B), minus Excess Waiting Time (3C), minus Commute Time (4A and 4B), minus Bona Fide Meal Period (5B).

**Block 7.** Add Block 6 Part I and Block 6 Part II. This is the total amount requested for the period(s) of travel identified on this form.

Note: When adding and subtracting total minutes, remember that one hour equals 60 minutes. For example, 3:45 (3 hours:45 minutes) plus 1:30 (one hour:30 minutes) equals 5:15 (5 hours:15 minutes) **not 4:75**. Likewise, 8:30 (8 hours:30 minutes) minus 6:45 (6 hours:45 minutes) equals 1:45 (1 hour:45 minutes) **not 1:85**. Acceptable values for total minutes are :00, :15, :30, and :45.

### **Certifications**

**Blocks 8 and 9.** Employee must sign and date.

**Blocks 10, 11, and 12.** Enter the certifying official's name and title in Block 10. Certifying official must sign and date Blocks 11 and 12.

### **For Timekeeper Use Only**

**Blocks 13 -17.** Timekeeper must follow guidance and instructions issued by the local payroll office.

### **Remarks**

This section will be used to enter any additional information pertaining to the employee's request. When an employee claims credit for excess waiting time, i.e., Block 3B is "No", the employee must use this section to enter the reason they were not able to use excess waiting time for personal use. This section will also be used by the certifying official to identify differences in amounts requested by the employee and the amount actually approved.

Any documentation submitted by the employee to substantiate their claim or used by the certifying official in their approval should be attached to VA Form 0861.

**Example 1:** On March 7, 2005, Elliott Alpha, an FLSA exempt employee whose duty station is Washington, DC, travels TDY to Albuquerque, NM, during regular hours of duty on a workday. He departs his home (for the airport) at 5:00 AM and arrives at his TDY location the same day at 2:15 PM.

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**APPENDIX H**

Elliott's tour of duty is 8:00 AM to 4:30 PM, Monday through Friday and his normal commuting time is 45 minutes. For his return travel, Elliott departs Albuquerque at 7AM on March 12, 2005, spends ½ hour eating a meal at an airport restaurant and arrives at his home at 5:15 PM.

You will notice that the Time of Departure and Time of Arrival are based on local times at Place of Departure and Place of Arrival. Since the times in the example reflect a two hour time difference, i.e., between Eastern time and Mountain time, you can not subtract the arrival time from the departure time in order to determine Total Time from Departure to Arrival. The Total Time From Departure to Arrival must reflect the actual amount of time (hours:minutes) between departure and arrival.

As shown in Block 7 of VA Form 0861 on the next page, Elliott requested 9:15 hours:minutes for this TDY travel.

| Department of Veterans Affairs  |  | REQUEST FOR CREDIT OF COMPENSATORY TIME FOR TRAVEL  |   |  |   |
|---|--|---|---|--|---|
| 1. NAME OF EMPLOYEE<br>Elliott Alpha  |  | 2. T&L UNIT<br>437  | 3. TRAVEL AUTHORIZATION NO.<br>(If Applicable)<br>T-58791   |  | 4. FLSA STATUS<br>(Exempt = E; Non-Exempt = N)<br>E |
| PART I - OUTGOING TRAVEL  |  |   | PART II - RETURN TRAVEL   |  |   |
| 1A. DATE OF TRAVEL (MM/DD/YYYY)<br>03/07/2005   |  | 1B. WORK SCHEDULE ON DATE OF TRAVEL (Ex: Day Off; 8:00 - 4:30 p.m)<br>8:00 AM - 4:30 PM   |   | 1A. DATE OF TRAVEL (MM/DD/YYYY)<br>03/12/2005  |   |
| 1C. PLACE OF DEPARTURE<br>(Home, Worksite, TDY Location)<br>Home  |  | 1D. PLACE OF ARRIVAL<br>(Worksite, TDY Location)<br>Albuquerque, NM   |   | 1B. WORK SCHEDULE ON DATE OF TRAVEL (Ex: Day Off; 8:00 - 4:30 p.m)<br>Day off  |   |
| 1E. TIME OF DEPARTURE<br>5:00 AM (Eastern)  |  | 1F. TIME OF ARRIVAL<br>10:45 AM (Mountain)  |   | 1C. PLACE OF DEPARTURE<br>(Home, Worksite, TDY Location)<br>Albuquerque, NM  |   |
| 1G. TOTAL TIME FROM DEPARTURE TO ARRIVAL ▶  |  | HOURS:MINUTES<br>7:45   |   | 1D. PLACE OF ARRIVAL<br>(Worksite, TDY Location)<br>Home   |   |
| 2A. DOES TOTAL TIME INCLUDE ANY HOURS FOR WHICH YOU RECEIVED OR ARE ENTITLED TO RECEIVE PAY? (For example, if you traveled during your normal tour of duty, you must show the time traveled during normal tour of duty)<br><input checked="" type="checkbox"/> YES (Complete Item 2B) <input type="checkbox"/> NO (Skip to Item 3A) |  |   | 2A. DOES TOTAL TIME INCLUDE ANY HOURS FOR WHICH YOU RECEIVED OR ARE ENTITLED TO RECEIVE PAY? (For example, if you traveled during your normal tour of duty, you must show the time traveled during normal tour of duty)<br><input type="checkbox"/> YES (Complete Item 2B) <input checked="" type="checkbox"/> NO (Skip to Item 3A) |  |   |
| 2B. HOW MANY HOURS AND MINUTES ▶  |  |   | 2B. HOW MANY HOURS AND MINUTES ▶  |  |   |
| HOURS:MINUTES<br>4:45   |  |   | HOURS:MINUTES<br>8:15   |  |   |
| 3A. DOES TOTAL TIME INCLUDE ANY EXCESS WAITING TIME?<br><input type="checkbox"/> YES (Complete Item 3B) <input checked="" type="checkbox"/> NO (Skip to Item 4)   |  |   | 3A. DOES TOTAL TIME INCLUDE ANY EXCESS WAITING TIME?<br><input type="checkbox"/> YES (Complete Item 3B) <input checked="" type="checkbox"/> NO (Skip to Item 4)   |  |   |
| 3B. WERE YOU FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE?<br><input type="checkbox"/> YES (Complete Item 3C) <input type="checkbox"/> NO (Explain in Remarks on Page 2)   |  |   | 3B. WERE YOU FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE?<br><input type="checkbox"/> YES (Complete Item 3C) <input type="checkbox"/> NO (Explain in Remarks on Page 2)   |  |   |
| 3C. IF YOU WERE FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE, WHAT IS THE TOTAL EXCESS WAITING TIME? (i.e., the total waiting time (hours:minutes) in excess of one hour) ▶  |  | HOURS:MINUTES<br>0:00   |   | 3C. IF YOU WERE FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE, WHAT IS THE TOTAL EXCESS WAITING TIME? (i.e., the total waiting time (hours:minutes) in excess of one hour) ▶             |   |
| HOURS:MINUTES<br>0:00   |  | HOURS:MINUTES<br>0:00   |   | 4A. DID YOU DEPART FROM HOME OUTSIDE YOUR NORMAL WORK SCHEDULE?<br><input checked="" type="checkbox"/> YES (Complete Item 4B) <input type="checkbox"/> NO (Skip to Item 4C)                              |   |
| 4A. DID YOU DEPART FROM HOME OUTSIDE YOUR NORMAL WORK SCHEDULE?<br><input checked="" type="checkbox"/> YES (Complete Item 4B) <input type="checkbox"/> NO (Skip to Item 4C)   |  | 4A. DID YOU DEPART FROM HOME OUTSIDE YOUR NORMAL WORK SCHEDULE?<br><input type="checkbox"/> YES (Complete Item 4B) <input checked="" type="checkbox"/> NO (Skip to Item 4C) |   | 4B. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶  |   |
| 4B. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶   |  | HOURS:MINUTES<br>0:45   |   | 4B. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶  |   |
| HOURS:MINUTES<br>0:45   |  | HOURS:MINUTES<br>0:00   |   | 4C. DID YOU ARRIVE AT HOME OUTSIDE OF YOUR NORMAL WORK SCHEDULE?<br><input type="checkbox"/> YES (Complete Item 4D) <input checked="" type="checkbox"/> NO (Skip to Item 5)                              |   |
| 4C. DID YOU ARRIVE AT HOME OUTSIDE OF YOUR NORMAL WORK SCHEDULE?<br><input type="checkbox"/> YES (Complete Item 4D) <input checked="" type="checkbox"/> NO (Skip to Item 5)   |  |   | 4C. DID YOU ARRIVE AT HOME OUTSIDE OF YOUR NORMAL WORK SCHEDULE?<br><input checked="" type="checkbox"/> YES (Complete Item 4D) <input type="checkbox"/> NO (Skip to Item 5)   |  |   |
| 4D. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶   |  | HOURS:MINUTES<br>0:00   |   | 4D. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶  |   |
| HOURS:MINUTES<br>0:00   |  | HOURS:MINUTES<br>0:45   |   | 5A. DOES TOTAL TIME INCLUDE ANY BONA FIDE MEAL PERIOD(S)?<br><input type="checkbox"/> YES (Complete Item 5B) <input checked="" type="checkbox"/> NO (Skip to Item 6)                                     |   |
| 5A. DOES TOTAL TIME INCLUDE ANY BONA FIDE MEAL PERIOD(S)?<br><input type="checkbox"/> YES (Complete Item 5B) <input checked="" type="checkbox"/> NO (Skip to Item 6)  |  |   | 5A. DOES TOTAL TIME INCLUDE ANY BONA FIDE MEAL PERIOD(S)?<br><input checked="" type="checkbox"/> YES (Complete Item 5B) <input type="checkbox"/> NO (Skip to Item 6)  |  |   |
| 5B. WHAT IS YOUR TOTAL BONA FIDE MEAL PERIOD/ TIME? ▶   |  | HOURS:MINUTES<br>0:00   |   | 5B. WHAT IS YOUR TOTAL BONA FIDE MEAL PERIOD/ TIME? ▶  |   |
| HOURS:MINUTES<br>0:00   |  | HOURS:MINUTES<br>0:30   |   | 6. WHAT IS THE TOTAL COMPENSATORY TIME FOR TRAVEL REQUESTED FOR PART I? (Total time (1G) minus hours of work (2B), excess waiting time(3C), commute time (4B and 4D), and bona fide meal period (5B).) ▶ |   |
| 6. WHAT IS THE TOTAL COMPENSATORY TIME FOR TRAVEL REQUESTED FOR PART I? (Total time (1G) minus hours of work (2B), excess waiting time(3C), commute time (4B and 4D), and bona fide meal period (5B).) ▶  |  |   | 6. WHAT IS THE TOTAL COMPENSATORY TIME FOR TRAVEL REQUESTED FOR PART II? (Total time (1G) minus hours of work (2B), excess waiting time(3C), commute time (4B and 4D), and Bona fide meal period (5B)) ▶  |  |   |
| HOURS:MINUTES<br>2:15   |  |   | HOURS:MINUTES<br>7:00   |  |   |
| 7. TOTAL COMPENSATORY TIME OFF FOR TRAVEL (Part I Item 6 plus Part II Item 6) ▶   |  |   | 9:15  |  |   |
| 8. SIGNATURE OF EMPLOYEE<br>//S// ELLIOTT ALPHA   |  |   | 9. DATE SIGNED<br>03/18/2005  |  |   |
| 10. NAME AND TITLE OF CERTIFYING OFFICIAL<br>A. C. Official, Director, Employee Relations   |  |   | 11. SIGNATURE OF CERTIFYING OFFICIAL<br>//s// a.c. official   |  | 12. DATE SIGNED<br>03/21/2005                       |
| FOR TIMEKEEPER USE ONLY   |  |   |   |  |   |
| 13. YEAR/PAY PERIOD INPUT<br>2005/06  | 14. YEAR/PAY PERIOD EXPIRES<br>2006/06 | 15. TIMEKEEPER INITIALS<br>aet  | 16. DATE INITIALED<br>03/22/2005  | 17. IS THIS A CORRECTION?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO   |   |

**PART VIII  
APPENDIX H**

**Example 2:** On April 10, 2005, Sam Beta, an FLSA non-exempt employee, departs home at 6:00 AM and arrives at Lexington, KY at 9:00 AM. On April 11, 2005, a non work day, he departs Lexington at 5:00 PM and arrives home at 8:00 PM. Sam's regular tour of duty is 9:00 AM to 5:30 PM and his normal home-to-work/work-to-home commute time is 1 hour.

For FLSA non-exempt employees, time in a travel status on a non-workday that corresponds to normal hours of duty is considered *hours of work for travel*. Employees may not receive compensatory time for travel for such hours. Since Sam departed Lexington at 5:00 PM, (Part II, Block 1E), the time traveled from 5:00 PM to 5:30 PM must be deducted as hours of work (see Part II, Block 2B) and posted on the employee's time and attendance record. Certifying officials must ensure all hours of work are correctly identified and recorded so employees may receive proper compensation and credit.

As shown in Block 7 of VA Form 0861 on the next page, Sam requested 3:30 hours:minutes for this TDY travel.

| Department of Veterans Affairs   |   | REQUEST FOR CREDIT OF COMPENSATORY TIME FOR TRAVEL |   |  |                               |
|--|---|--|---|--|-------------------------------|
| 1. NAME OF EMPLOYEE<br>Samuel Beta   |   | 2. T&L UNIT<br>477                                 | 3. TRAVEL AUTHORIZATION NO.<br>(If Applicable)<br>T-89671   | 4. FLSA STATUS<br>(Exempt = E; Non-Exempt = N)<br>N  |                               |
| PART I - OUTGOING TRAVEL   |   |  | PART II - RETURN TRAVEL   |  |                               |
| 1A. DATE OF TRAVEL (MM/DD/YYYY)<br>04/10/2005  | 1B. WORK SCHEDULE ON DATE OF TRAVEL (Ex: Day Off; 8:00 - 4:30 p.m)<br>9:00 AM - 5:30 PM |  | 1A. DATE OF TRAVEL (MM/DD/YYYY)<br>04/11/2005   | 1B. WORK SCHEDULE ON DATE OF TRAVEL (Ex: Day Off; 8:00 - 4:30 p.m)<br>Day Off                    |                               |
| 1C. PLACE OF DEPARTURE<br>(Home, Worksite, TDY Location)<br>Home   | 1D. PLACE OF ARRIVAL<br>(Worksite, TDY Location)<br>Lexington, KY                       |  | 1C. PLACE OF DEPARTURE<br>(Home, Worksite, TDY Location)<br>Lexington, KY   | 1D. PLACE OF ARRIVAL<br>(Worksite, TDY Location)<br>Home   |                               |
| 1E. TIME OF DEPARTURE<br>6:00 AM   | 1F. TIME OF ARRIVAL<br>9:00 AM  |  | 1E. TIME OF DEPARTURE<br>5:00 PM  | 1F. TIME OF ARRIVAL<br>8:00 PM   |                               |
| 1G. TOTAL TIME FROM DEPARTURE TO ARRIVAL ▶   |   | HOURS:MINUTES<br>3:00                              | 1G. TOTAL TIME FROM DEPARTURE TO ARRIVAL ▶  |  | HOURS:MINUTES<br>3:00         |
| 2A. DOES TOTAL TIME INCLUDE ANY HOURS FOR WHICH YOU RECEIVED OR ARE ENTITLED TO RECEIVE PAY? (For example, if you traveled during your normal tour of duty, you must show the time traveled during normal tour of duty)<br><input checked="" type="checkbox"/> YES (Complete Item 2B) <input checked="" type="checkbox"/> NO (Skip to Item 3A) |   |  | 2A. DOES TOTAL TIME INCLUDE ANY HOURS FOR WHICH YOU RECEIVED OR ARE ENTITLED TO RECEIVE PAY? (For example, if you traveled during your normal tour of duty, you must show the time traveled during normal tour of duty)<br><input checked="" type="checkbox"/> YES (Complete Item 2B) <input type="checkbox"/> NO (Skip to Item 3A) |  |                               |
| 2B. HOW MANY HOURS AND MINUTES ▶   |   | HOURS:MINUTES<br>0:00                              | 2B. HOW MANY HOURS AND MINUTES ▶  |  | HOURS:MINUTES<br>:30          |
| 3A. DOES TOTAL TIME INCLUDE ANY EXCESS WAITING TIME?<br><input type="checkbox"/> YES (Complete Item 3B) <input checked="" type="checkbox"/> NO (Skip to Item 4)  |   |  | 3A. DOES TOTAL TIME INCLUDE ANY EXCESS WAITING TIME?<br><input type="checkbox"/> YES (Complete Item 3B) <input checked="" type="checkbox"/> NO (Skip to Item 4)   |  |                               |
| 3B. WERE YOU FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE?<br><input type="checkbox"/> YES (Complete Item 3C) <input type="checkbox"/> NO (Explain in Remarks on Page 2)  |   |  | 3B. WERE YOU FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE?<br><input type="checkbox"/> YES (Complete Item 3C) <input type="checkbox"/> NO (Explain in Remarks on Page 2)   |  |                               |
| 3C. IF YOU WERE FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE, WHAT IS THE TOTAL EXCESS WAITING TIME? (i.e., the total waiting time (hours:minutes) in excess of one hour) ▶   |   | HOURS:MINUTES<br>0:00                              | 3C. IF YOU WERE FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE, WHAT IS THE TOTAL EXCESS WAITING TIME? (i.e., the total waiting time (hours:minutes) in excess of one hour) ▶  |  | HOURS:MINUTES<br>0:00         |
| 4A. DID YOU DEPART FROM HOME OUTSIDE YOUR NORMAL WORK SCHEDULE?<br><input checked="" type="checkbox"/> YES (Complete Item 4B) <input type="checkbox"/> NO (Skip to Item 4C)  |   |  | 4A. DID YOU DEPART FROM HOME OUTSIDE YOUR NORMAL WORK SCHEDULE?<br><input type="checkbox"/> YES (Complete Item 4B) <input checked="" type="checkbox"/> NO (Skip to Item 4C)   |  |                               |
| 4B. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶  |   | HOURS:MINUTES<br>1:00                              | 4B. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶   |  | HOURS:MINUTES<br>0:00         |
| 4C. DID YOU ARRIVE AT HOME OUTSIDE OF YOUR NORMAL WORK SCHEDULE?<br><input type="checkbox"/> YES (Complete Item 4D) <input checked="" type="checkbox"/> NO (Skip to Item 5)  |   |  | 4C. DID YOU ARRIVE AT HOME OUTSIDE OF YOUR NORMAL WORK SCHEDULE?<br><input checked="" type="checkbox"/> YES (Complete Item 4D) <input type="checkbox"/> NO (Skip to Item 5)   |  |                               |
| 4D. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶  |   | HOURS:MINUTES<br>0:00                              | 4D. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶   |  | HOURS:MINUTES<br>1:00         |
| 5A. DOES TOTAL TIME INCLUDE ANY BONA FIDE MEAL PERIOD(S)?<br><input type="checkbox"/> YES (Complete Item 5B) <input checked="" type="checkbox"/> NO (Skip to Item 6)   |   |  | 5A. DOES TOTAL TIME INCLUDE ANY BONA FIDE MEAL PERIOD(S)?<br><input type="checkbox"/> YES (Complete Item 5B) <input checked="" type="checkbox"/> NO (Skip to Item 6)  |  |                               |
| 5B. WHAT IS YOUR TOTAL BONA FIDE MEAL PERIOD/ TIME? ▶  |   | HOURS:MINUTES<br>0:00                              | 5B. WHAT IS YOUR TOTAL BONA FIDE MEAL PERIOD/ TIME? ▶   |  | HOURS:MINUTES<br>0:00         |
| 6. WHAT IS THE TOTAL COMPENSATORY TIME FOR TRAVEL REQUESTED FOR PART I? (Total time (1G) minus hours of work (2B), excess waiting time(3C), commute time (4B and 4D), and bona fide meal period (5B).) ▶   |   | HOURS:MINUTES<br>2:00                              | 6. WHAT IS THE TOTAL COMPENSATORY TIME FOR TRAVEL REQUESTED FOR PART II? (Total time (1G) minus hours of work (2B), excess waiting time(3C), commute time (4B and 4D), and Bona fide meal period (5B)) ▶  |  | HOURS:MINUTES<br>1:30         |
| 7. TOTAL COMPENSATORY TIME OFF FOR TRAVEL (Part I Item 6 plus Part II Item 6) ▶  |   |  | 3:30  |  |                               |
| 8. SIGNATURE OF EMPLOYEE<br>//s// sam beta   |   |  | 9. DATE SIGNED<br>04/15/2005  |  |                               |
| 10. NAME AND TITLE OF CERTIFYING OFFICIAL<br>A.C. Official, Director, Employee Relations   |   |  | 11. SIGNATURE OF CERTIFYING OFFICIAL<br>//s// a.c. official   |  | 12. DATE SIGNED<br>04/18/2005 |
| FOR TIMEKEEPER USE ONLY  |   |  |   |  |                               |
| 13. YEAR/PAY PERIOD INPUT<br>2005/08   | 14. YEAR/PAY PERIOD EXPIRES<br>2006/08  | 15. TIMEKEEPER INITIALS<br>aae                     | 16. DATE INITIALED<br>04/19/2005  | 17. IS THIS A CORRECTION?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |                               |

**PART VIII  
APPENDIX H**

**Example 3:** On January 28, 2005, Mr. Tym E. Zones, an FLSA exempt employees departs his worksite at 10:00 AM (Eastern Time) for the airport. Once he arrives at the airport, he learns that his flight is delayed 2 hours. While waiting for his flight, he spends 1 hour eating a regular meal at an airport restaurant. He finally arrives at his TDY location in Fresno, CA at 4:30 (Pacific Time).

On February 4, 2005, he departs Fresno, CA at 10:30 AM (Pacific time) and arrives at his home (Washington, DC) at 7:30 PM (Eastern time). His regular work schedule for both travel dates is 8:00 AM to 4:30 PM.

In Part I, although Mr. Zones' flight was delayed two hours and he certified that he was free to use the time for his own personal use, he only deducted one hour excess waiting time in Block 3C since the other hour of excess waiting time was deducted as a bona fide meal period in Block 5B. If Mr. Zones had not certified that his time included a bona fide meal period, he would have deducted two hours excess waiting time in Block 3C.

In this example, you will notice that Mr. Zones' travel time in Part II is not creditable for compensatory time off for travel. When employees travel between time zones, you must always use the time zone of departure to determine hours of work. In this example, although he arrived at 7:30 PM Eastern Time, his work schedule is based on Pacific time, i.e., the time zone of his departure. Mr. Zones arrived home at 4:30 PM *Pacific time* at the end of his regular work schedule for that day.

As shown in Block 7 of VA Form 0861 on the next page, Mr. Zones requested 0:30 hours: minutes for this TDY travel.

| Department of Veterans Affairs  |   | REQUEST FOR CREDIT OF COMPENSATORY TIME FOR TRAVEL             |   |  |  |
|---|---|--|---|--|--|
| 1. NAME OF EMPLOYEE<br>Tym E. Zones   |   | 2. T&L UNIT<br>883   | 3. TRAVEL AUTHORIZATION NO.<br>(If Applicable)<br>T-05246   | 4. FLSA STATUS<br>(Exempt = E; Non-Exempt = N)<br>E  |  |
| PART I - OUTGOING TRAVEL  |   |  | PART II - RETURN TRAVEL   |  |  |
| 1A. DATE OF TRAVEL (MM/DD/YYYY)<br>01/28/2005   | 1B. WORK SCHEDULE ON DATE OF TRAVEL (Ex: Day Off; 8:00 - 4:30 p.m)<br>8:00 AM - 4:30 PM |  | 1A. DATE OF TRAVEL (MM/DD/YYYY)<br>02/04/2004   | 1B. WORK SCHEDULE ON DATE OF TRAVEL (Ex: Day Off; 8:00 - 4:30 p.m)<br>8:00 AM - 4:30 PM          |  |
| 1C. PLACE OF DEPARTURE<br>(Home, Worksite, TDY Location)<br>Worksite  |   | 1D. PLACE OF ARRIVAL<br>(Worksite, TDY Location)<br>Fresno, CA | 1C. PLACE OF DEPARTURE<br>(Home, Worksite, TDY Location)<br>Fresno, CA  |  | 1D. PLACE OF ARRIVAL<br>(Worksite, TDY Location)<br>Home |
| 1E. TIME OF DEPARTURE<br>10:00 (Eastern)  |   | 1F. TIME OF ARRIVAL<br>4:30 PM (Pacific)                       | 1E. TIME OF DEPARTURE<br>8:30 AM (Pacific)  |  | 1F. TIME OF ARRIVAL<br>7:00 PM (Eastern)                 |
| 1G. TOTAL TIME FROM DEPARTURE TO ARRIVAL ▶  |   | HOURS:MINUTES<br>9:30  | 1G. TOTAL TIME FROM DEPARTURE TO ARRIVAL ▶  |  | HOURS:MINUTES<br>7:30                                    |
| 2A. DOES TOTAL TIME INCLUDE ANY HOURS FOR WHICH YOU RECEIVED OR ARE ENTITLED TO RECEIVE PAY? (For example, if you traveled during your normal tour of duty, you must show the time traveled during normal tour of duty)<br><input checked="" type="checkbox"/> YES (Complete Item 2B) <input type="checkbox"/> NO (Skip to Item 3A) |   |  | 2A. DOES TOTAL TIME INCLUDE ANY HOURS FOR WHICH YOU RECEIVED OR ARE ENTITLED TO RECEIVE PAY? (For example, if you traveled during your normal tour of duty, you must show the time traveled during normal tour of duty)<br><input checked="" type="checkbox"/> YES (Complete Item 2B) <input type="checkbox"/> NO (Skip to Item 3A) |  |  |
| 2B. HOW MANY HOURS AND MINUTES ▶  |   | HOURS:MINUTES<br>6:30  | 2B. HOW MANY HOURS AND MINUTES ▶  |  | HOURS:MINUTES<br>7:30                                    |
| 3A. DOES TOTAL TIME INCLUDE ANY EXCESS WAITING TIME?<br><input checked="" type="checkbox"/> YES (Complete Item 3B) <input type="checkbox"/> NO (Skip to Item 4)   |   |  | 3A. DOES TOTAL TIME INCLUDE ANY EXCESS WAITING TIME?<br><input type="checkbox"/> YES (Complete Item 3B) <input checked="" type="checkbox"/> NO (Skip to Item 4)   |  |  |
| 3B. WERE YOU FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE?<br><input checked="" type="checkbox"/> YES (Complete Item 3C) <input type="checkbox"/> NO (Explain in Remarks on Page 2)  |   |  | 3B. WERE YOU FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE?<br><input type="checkbox"/> YES (Complete Item 3C) <input type="checkbox"/> NO (Explain in Remarks on Page 2)   |  |  |
| 3C. IF YOU WERE FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE, WHAT IS THE TOTAL EXCESS WAITING TIME? (i.e., the total waiting time (hours:minutes) in excess of one hour) ▶  |   | HOURS:MINUTES<br>1:00  | 3C. IF YOU WERE FREE TO USE THE EXCESS WAITING TIME FOR YOUR OWN PERSONAL USE, WHAT IS THE TOTAL EXCESS WAITING TIME? (i.e., the total waiting time (hours:minutes) in excess of one hour) ▶  |  | HOURS:MINUTES<br>0:00                                    |
| 4A. DID YOU DEPART FROM HOME OUTSIDE YOUR NORMAL WORK SCHEDULE?<br><input type="checkbox"/> YES (Complete Item 4B) <input checked="" type="checkbox"/> NO (Skip to Item 4C)   |   |  | 4A. DID YOU DEPART FROM HOME OUTSIDE YOUR NORMAL WORK SCHEDULE?<br><input type="checkbox"/> YES (Complete Item 4B) <input checked="" type="checkbox"/> NO (Skip to Item 4C)   |  |  |
| 4B. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶   |   | HOURS:MINUTES<br>0:00  | 4B. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶   |  | HOURS:MINUTES<br>0:00                                    |
| 4C. DID YOU ARRIVE AT HOME OUTSIDE OF YOUR NORMAL WORK SCHEDULE?<br><input type="checkbox"/> YES (Complete Item 4D) <input checked="" type="checkbox"/> NO (Skip to Item 5)   |   |  | 4C. DID YOU ARRIVE AT HOME OUTSIDE OF YOUR NORMAL WORK SCHEDULE?<br><input type="checkbox"/> YES (Complete Item 4D) <input checked="" type="checkbox"/> NO (Skip to Item 5)   |  |  |
| 4D. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶   |   | HOURS:MINUTES<br>0:00  | 4D. WHAT IS CONSIDERED NORMAL COMMUTE TIME? (See VA Handbook 5007 Part VIII, Chapter 15, Paragraph 4e(2)) ▶   |  | HOURS:MINUTES<br>0:00                                    |
| 5A. DOES TOTAL TIME INCLUDE ANY BONA FIDE MEAL PERIOD(S)?<br><input checked="" type="checkbox"/> YES (Complete Item 5B) <input type="checkbox"/> NO (Skip to Item 6)  |   |  | 5A. DOES TOTAL TIME INCLUDE ANY BONA FIDE MEAL PERIOD(S)?<br><input type="checkbox"/> YES (Complete Item 5B) <input checked="" type="checkbox"/> NO (Skip to Item 6)  |  |  |
| 5B. WHAT IS YOUR TOTAL BONA FIDE MEAL PERIOD/ TIME? ▶   |   | HOURS:MINUTES<br>1:00  | 5B. WHAT IS YOUR TOTAL BONA FIDE MEAL PERIOD/ TIME? ▶   |  | HOURS:MINUTES<br>0:00                                    |
| 6. WHAT IS THE TOTAL COMPENSATORY TIME FOR TRAVEL REQUESTED FOR PART I? (Total time (1G) minus hours of work (2B), excess waiting time(3C), commute time (4B and 4D), and bona fide meal period (5B)). ▶  |   | HOURS:MINUTES<br>0:30  | 6. WHAT IS THE TOTAL COMPENSATORY TIME FOR TRAVEL REQUESTED FOR PART II? (Total time (1G) minus hours of work (2B), excess waiting time(3C), commute time (4B and 4D), and Bona fide meal period (5B)) ▶  |  | HOURS:MINUTES<br>0:00                                    |
| 7. TOTAL COMPENSATORY TIME OFF FOR TRAVEL (Part I Item 6 plus Part II Item 6) ▶   |   |  | 0:30  |  |  |
| 8. SIGNATURE OF EMPLOYEE<br>//s// tym e. zones  |   |  | 9. DATE SIGNED<br>02/10/2005  |  |  |
| 10. NAME AND TITLE OF CERTIFYING OFFICIAL<br>A.C. Official, Director, Employee Relations  |   |  | 11. SIGNATURE OF CERTIFYING OFFICIAL<br>//s// a.c. official   |  | 12. DATE SIGNED<br>02/11/2005                            |
| FOR TIMEKEEPER USE ONLY   |   |  |   |  |  |
| 13. YEAR/PAY PERIOD INPUT<br>2005/03  | 14. YEAR/PAY PERIOD EXPIRES<br>2006/03  | 15. TIMEKEEPER INITIALS<br>aae                                 | 16. DATE INITIALED<br>02/14/2005  | 17. IS THIS A CORRECTION?<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |  |