



U.S. Department of State

WORKSHEET FOR CALCULATING COMP TIME FOR TRAVEL

1. Name (Last, First, MI)		2. Purpose of Travel				
3. Dates of Travel (mm-dd-yyyy) Start Date _____ End Date _____		4. Pay Period(s)				
NOTE: Travel time and duration based on the time zone from which the travel originated. IF TRAVELING ON A USUAL WORKDAY, DURING NORMAL WORK HOURS: In the TOTAL DURING WORK HOURS columns, subtract the number of hours that occur during the time that you would normally work (e.g., 8:15 a.m. - 5:00 p.m., or 9:00 a.m. - 5:45 p.m.)						
5. Employee's Normal Work Hours: _____ to _____ and Days: _____ through _____						
DEPART OFFICIAL DUTY STATION						
EVENT	DATE (mm-dd-yyyy)	USUAL WORK- DAY (y/n)	DEPARTURE (e.g., 14:30)	ARRIVAL (In time zone of origin)	TOTAL DURING WORKING HOURS	TOTAL OUTSIDE WORKING HOURS
6. Arrival at terminal*						
7. Wait time +						
8. Departure						
a. Arrival						
b. Wait time +						
c. Departure						
d. Arrival						
e. Wait time +						
f. Departure						
9. Final arrival time						
10. Arrival at final destination (TDY post, hotel, etc., whichever reached first)						
11. TOTAL HOURS (Rounded to nearest 1/4 hour)						
ADDITIONAL LEG (IF APPLICABLE)						
EVENT	DATE (mm-dd-yyyy)	USUAL WORK- DAY (y/n)	DEPARTURE (e.g., 14:30)	ARRIVAL (In time zone of origin)	TOTAL DURING WORKING HOURS	TOTAL OUTSIDE WORKING HOURS
12. Depart from hotel or TDY location - whichever is last						
13. Arrival at terminal*						
14. Wait time +						
15. Departure						
a. Arrival						
b. Wait time +						
c. Departure						
d. Arrival						
e. Wait time +						
f. Departure						
16. Final arrival time						
17. Arrival at final destination (TDY post, hotel, etc., whichever reached first)						
18. TOTAL HOURS (Rounded to nearest 1/4 hour)						

RETURN TO OFFICIAL DUTY STATION						
EVENT	DATE (mm-dd-yyyy)	USUAL WORK-DAY (y/n)	DEPARTURE (e.g., 14:30)	ARRIVAL (In time zone of origin)	TOTAL DURING WORKING HOURS	TOTAL OUTSIDE WORKING HOURS
19. Depart from hotel or TDY location - whichever is last						
20. Arrival at terminal*						
21. Wait time +						
22. Departure						
a. Arrival						
b. Wait time +						
c. Departure						
d. Arrival						
e. Wait time +						
f. Departure						
23. Final arrival time						
24. TOTAL HOURS (Rounded to nearest 1/4 hour)						

Glossary

Arrive - Record the exact time of arrival for each relevant row.

Date - Day of the week and date of the action contained in the row.

Depart - Record the exact time of departure for each relevant row.

Total During Work Hours - Total hours within the row that occur during your regularly scheduled workday.

Total Outside Work Hours - Total hours within the row that occur outside your regularly scheduled workday.

Usual Workday - Answer yes or no to whether this travel falls during your regularly scheduled administrative work.

Instructions for CT4T Worksheet

1. Last name, first name, middle initial.
2. Purpose of travel (training, TDY support, conference, etc).
3. Month/day/year the travel being claimed began, to the month/day/year the travel ends (even if there are multiple legs to the trip, the travel ends when you return to your official duty station).
4. List the pay period(s) travel occurs. If more than one pay period, list each pay period.
5. Enter hours of work for traveler's regular work day and work week.
6. Enter the date of the itinerary event and whether it fell on the traveler's regular work day. Note the exact time traveler arrived to the airport at point of origin (this starts the clock). Record using military time.
7. If the date changed, include the new date and whether it fell during traveler's regular work day. Enter the total eligible wait time hours in the total during work hours vs total outside work hours.
8. If the travel occurred after midnight, enter the new date. Document flight departure time in "Depart" column.
 - a. Enter the time traveler arrived in the "Arrive" column. Calculate the hours in-flight based on the time zone at point of origin. Separate hours between work hours and outside work hours.
 - b. Enter the "Arrive" time of previous travel and the "Depart" time of the next leg of travel, then calculate the hours of wait time. Wait time may not exceed the maximum of three hours for international travel, two hours for domestic travel. Separate hours between work hours and outside work hours.
 - c. Enter exact departure time in the "Depart" column. (repeat a, b, and c for each leg of travel)
9. Enter the arrival time after all legs have been accounted for in the "Arrival" column. Calculate hours based on the time zone at point of origin. Separate hours between work hours and outside work hours.
10. Enter destination arrival time at either hotel or at TDY point in the "Arrive" column, whichever stop comes first. Calculate time between final arrival time and arrival at the hotel or TDY point. Separate hours between work hours and outside hours.
11. Add up the total number of hours outside working hours, rounded to the nearest quarter hour.

*** THIS SEPARATION BECOMES A NEW TRIP AND TIME ZONE IS CALCULATED BASED ON THIS LOCALE***

12. Enter the date of event and whether it is a usual work day, and the exact time traveler departs hotel or TDY point (whichever occurred last) in the "Depart" column.
13. Enter the exact time the traveler arrives at the terminal in the "Arrive" column. Calculate the time and separate hours between work hours and outside hours.
14. Enter the hours of wait time before travel departure. Wait time may not exceed the maximum of three hours for international travel, two hours for domestic travel. Separate hours between work hours and outside work hours.

15. Enter departure time in "Depart" column.
 - a. Enter the time in the "Arrive" column. Calculate the hours based on the time zone at point of origin.
Separate hours between work hours and outside work hours.
 - b. Enter the "Arrive" time of previous leg of travel and the "Depart" time of next leg of travel, then calculate the hours of wait time. Wait time may not exceed the maximum of three hours for international travel, two hours for domestic travel. Separate hours between work hours and outside work hours.
 - c. Enter exact departure time of next departure in the "Depart" column.
(repeat a, b, and c for each additional leg)
 16. Enter the final arrival time after all legs have been accounted for in the "Arrival" column. Calculate hours based on the time zone at point of origin. Separate hours between work hours and outside work hours.
 17. Enter destination arrival time at either hotel or at TDY point in the "Arrive" column, whichever stop comes first. Calculate time between final arrival time and arrival at the hotel or TDY point. Separate hours between work hours and outside hours.
 18. Add up the total number of hours outside working hours, rounded to the nearest quarter hour.
- *** THIS SEPARATION BECOMES A NEW TRIP AND TIME ZONE IS CALCULATED BASED ON THIS LOCALE***
19. Enter the date and whether it is a usual work day, and the exact time traveler departs hotel or TDY point (whichever is last) in the "Depart" column.
 20. Enter the exact time the traveler arrives at the terminal in the "Arrive" column. Calculate the time and separate hours between work hours and outside hours.
 21. Enter the hours of wait time before departure. Wait time may not exceed the maximum of three hours for international travel, two hours for domestic travel. Separate hours between work hours and outside work hours.
 22. Enter departure time in "Depart" column.
 - a. Enter the time after the first leg in the "Arrive" column. Calculate the hours based on the time zone at point of origin. Separate hours between work hours and outside work hours.
 - b. Enter the "Arrive" time of leg of travel and the "Depart" time of next leg of travel, then calculate the hours of wait time. Wait time may not exceed the maximum of three hours for international travel, two hours for domestic travel. Separate hours between work hours and outside work hours.
 - c. Enter exact departure time in the "Depart" column. (repeat a, b, and c for each additional leg)
 23. Enter the final arrival time after all legs have been accounted for in the "Arrival" column. Calculate hours based on the time zone at point of origin. Separate hours between work hours and outside work hours. CLOCK STOPS.
 24. Add up the total number of hours outside working hours, rounded to the nearest quarter hour.