



Compensatory Time Off for Travel Form



Employee Name _____ Tour of Duty _____

CIO _____ Division/Branch _____

Description of Creditable Travel Time	Date of Travel	Time of Travel	Comp Hours Earned

Total Hours Earned _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Compensatory time off must be requested and approved by the supervisor before entering into the T&A system.
The approved request and supporting documentation must be retained with the travel records for the trip.