

Exhibit 550-3A: Sample Request for Compensatory Time Off For Travel

REQUEST TO EARN COMPENSATORY TIME OFF FOR TRAVEL (CTT)		
NAME:	DIVISION:	BRANCH:
<p>For the pay period ending _____, I am requesting approval to earn no more than _____ hours of CTT.</p> <p>Please provide the following information and a copy of your travel orders.</p>		
<p>1. Date of Departure:</p>		
<p>2. Name and Location of the Mode of Transportation (MOT) selected to begin your TDY travel:</p>		
<p>3. Where are you leaving from to begin the TDY travel: _____ Home (you may only claim this time if the MOT you depart from is outside your official duty station)</p>		
<p>4. Time of Departure and Estimated travel time on MOT:</p>		
<p>5. Explain any unusual delays in which you are claiming compensable travel time:</p>		
<p>6. _____ Indicate the total number of hours of compensatory time in which you are claiming.</p>		
EMPLOYEE'S SIGNATURE		DATE
REQUESTING OFFICIAL'S SIGNATURE		DATE
APPROVING OFFICIAL'S SIGNATURE		DATE
JUSTIFICATION:		

REPORT OF COMPENSATORY TIME FOR TRAVEL WORKED							
1ST WEEK	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
From							
To							
Daily Total							
2ND WEEK	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
From							
To							
Daily Total							
SUPERVISOR'S SIGNATURE					DATE		
EMPLOYEE'S SIGNATURE					DATE		