

<p style="text-align: center;">Office of Regulatory Affairs – Job Aid Office of Management <i>Division of Management Operations</i> Add Branch Here, if applicable</p>	<p style="text-align: center;">Document #: TBD</p>	<p style="text-align: center;">Page 1 of 2</p>
<p>Title: Compensatory Time for Travel (CTT) Request and Claim Template</p>	<p style="text-align: center;">Revision: New</p>	

Purpose:

The purpose of the Compensatory Time for Travel (CTT) template is to standardized the process of ORA employees requesting and claiming compensatory time for traveling. This template provides a uniform method of accounting for the compensatory time earned while on travel for ORA business.

Background:

Currently several Programs/Offices use individualized templates to meet the organization’s needs when requesting and claiming compensatory time for traveling. This variance amongst ORA Programs/Offices makes it difficult for time keepers to maintain a consistent method for processing compensatory time for traveling.

The CTT template consists of two sections:

ORA Standard CTT Request template - The Request template is completed by the traveling employee to communicate anticipated travel dates and the timeframe the traveler anticipates earning CTT outside normal working hours. The request must be completed prior to travel.

ORA Standard CTT Claim template- The Claim template is completed by the traveling employee after travel and identifies CTT hours claimed outside normal working hours.

Procedure:

1. ORA employees submits request for travel to the 1st Line Supervisor.
2. If the travel request is approved, the employee completes and signs the ORA Standard CTT Request template. The signed template is sent to the 1st Line Supervisor for review and signature. This request identifies the anticipated CTT requested.
3. Upon the employees return from travel, the CTT Claim template must be completed and signed identifying the total CTT hours accumulated during travel. The employee submits the CTT claim to the 1st Line Supervisor for review and signature. Once signed, the 1st Line Supervisor will forward to the employee’s timekeeper for signature and processing.

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- The timekeeper will maintain the signed template in employee’s timekeeping file for the required 6-year retention period.

Supporting Documents:

N/A

Document History

Version #	Status* (D, I, R, C)	Date	Author Name and Title	Approving Official Name and Title
1	I	2/XX/2018	KESHA MUMFORD DMO POLICY TEAM	Martin Ruiz-Beltran DMO Division Director

* - D: Draft, I: Initial, R: Revision, C: Cancel