NIH Compensatory Time for Travel (CTT) Request and Approval Form

Traveler's Name:			
Travel Authorization #:			**Destination:**
Trip Dates:			**Tour of Duty:**
Depart from: ☐ **Residence** ☐ **Worksite (Place "x" in applicable box.)**			**Name of Timekeeper:**
Return to: ☐ **Residence** ☐ **Worksite (Place "x" in applicable box.)**			**Date posted to ITAS:**
Date Earned	**Creditable Time Claimed**	**Number of Hours (in 15 minute increments)**	**Activity Description**
Justification for submittal of this document more than 5 days after completion of travel and/or extended waiting time:			

Signature of Traveler and Date Signed

Signature of Supervisor and Date Signed

Signature of Administrative Officer and Date Signed (optional)

1. *Traveler must have advance approval to claim hours by selecting the CTT box on the Travel Request Form or having the hard copy Travel Authorization signed by the supervisor showing "other authorizations comp time for travel" has been authorized.*
2. *Travel Planner must enter the Other Authorization Comp Time for Travel in the Travel Authorization*
3. *Traveler tracks hours during the trip on this form*
4. *Traveler submits a copy of this approved form to the Travel Planner along with trip receipts*
5. *Travel Planner submits to AO with Travel Voucher*
6. Once hours are approved, AO review (optional) is completed confirming hours are in compliance with policy, the Timekeeper will enter hours into ITAS and record on the ATLR. The timekeeper will also annotate this form with the date these hours are entered into ITAS.
7. *TimeKeeper notifies employee that hours have been entered into ITAS and can be used*

NOTE: Hours are entered into ITAS closest to the date approved on the current timecard, not when occurred, and they expire in 52 weeks