

QUESTIONNAIRE FOR COMPENSATORY TIME

Employee Name: _____
Employee Duty Station: _____
Employee FLSA Status: _____ Exempt _____ Non-exempt
Employee's Normal Tour of Duty: _____
Purpose of Travel: _____
Was travel controlled by the government: _____ Yes _____ No
Was travel during a normal tour of duty day? _____ Yes _____ No
What day(s) of the week did you travel? _____
Exact time and date travel began: _____
Exact time and date travel ended: _____

If traveling by air, answer ALL the following questions. If travel is by vehicle, *do not* answer the questions concerning the airport or flights. Include time, *using the time zone in which you began your travel* and day of week.

OUTBOUND:

- What time did you leave home? _____
- What time did you arrive at the airport? _____
 - Is airport within your official duty station? (35 mile radius): _____ Yes _____ No
 - What is your normal commuting time to work? _____
 - What time did the flight take off? _____
 - If you had a layover or connecting flight:
 - What time did the flight land? _____
 - What time did the connecting flight take off? _____
 - What time did you arrive at your destination airport? _____

What time did you arrive at the hotel? _____

RETURN:

- What time did you leave the hotel? _____
- What time did you arrive at the airport? _____
 - What time did the flight take off? _____
- If you had a layover or connecting flight:
- What time did the flight land? _____
 - What time did the connecting flight take off? _____
 - What time did you arrive at the destination airport? _____

What time did you arrive home? _____

Was traveling outside your normal tour of duty voluntary? (Explain) _____

Were overtime and/or compensatory time estimates authorized in advance? _____ Yes _____ No

This is mandatory in all situations. If the answer to this question is no, please provide an explanation: _____
