

REQUEST FOR COMPENSATORY TIME OFF FOR TRAVEL

(USFK REG 690-1)

1. NAME	2. DATE SUBMITTED
3. ORGANIZATION AND OFFICIAL DUTY STATION	4. REGULAR WORK SCHEDULE <i>(Days & Hours, e.g., M-F 0800 to 1700)</i>
5. TRAVEL AUTHORIZATION #	6. TRAVEL DATES
7. TEMPORARY DUTY STATION (DESTINATION)	

8. ITINERARY

a. DATE	b. TIME	c. ACTIVITY DESCRIPTION <i>(e.g., Drive to Airport)</i>	d. HOURS CREDITABLE	e. HOURS NON-CREDITABLE	f. REMARKS

9. TOTAL COMPENSATORY TIME OFF FOR TRAVEL EARNED

10. EMPLOYEE SIGNATURE	11. DATE
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12. SUPERVISOR

a. NAME & TITLE	
b. SIGNATURE	c. DATE