

U.S. DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE

## TRAVEL "TIME" INSTRUCTIONS

This form is to be completed by officials ordering travel which is to be performed by Veterinary Medical Officers and Supervisory Food Inspectors in conjunction with temporary coverage of slaughter assignments.

**DISTRIBUTION:** One copy of the form should be furnished to the traveler, one to the supervisor and a copy should be maintained in the District Office.

1. NAME OF EMPLOYEE (Last name, First name, Mi)	2. DISTRICT NAME AND NO. (City, State, and #)
3. TEMPORARY DUTY LOCATION (City, State)	4. ESTABLISHMENT NAME(S) AND NO.(S)
5. INCLUSIVE DATES OF ASSIGNMENT (mo., day, yr., expressed in numbers)  From: _____ To: _____	6. REGULARLY SCHEDULED TOUR OF DUTY FOR TEMPORARY (M, TU, W, Th, F, Sa, Su)  Work days: _____ through: _____
7. ARRIVAL TIME (indicate a.m. & p.m.)	8. DEPARTURE TIME (indicate a.m. & p.m.)
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<input type="checkbox"/> DELAYED ARRIVAL PERMITTED (You may delay your arrival at the plant so as to offset any excess travel time.) *	<input type="checkbox"/> EARLY DEPARTURE PERMITTED (You may leave the plant before the end of your scheduled tour so as to offset any excess travel time.) *
<input type="checkbox"/> YOU ARE TO REPORT FOR DUTY AT THE START OF YOUR SCHEDULED TOUR.*  <input type="checkbox"/> You are entitled to compensation for any excess travel time. Code excess travel time on your T&A using TC 24, Travel Overtime Under Title 5.  <input type="checkbox"/> You are not entitled to compensation for any excess travel time. There were no practicable alternatives to ordering the overtime travel because:	<input type="checkbox"/> YOUR ARE REQUIRED TO REMAIN AT THE PLANT THROUGH THE END OF YOUR SCHEDULED TOUR.*  <input type="checkbox"/> You are entitled to compensation for any excess travel time. Code excess travel time on your T&A using TC 24, Travel Overtime Under Title 5.  <input type="checkbox"/> You are not entitled to compensation for any excess travel time. There were no practicable alternatives to ordering the overtime travel because:
<p><i>NOTE: Under normal circumstances employees are expected to perform return travel on the last day of their detail. However, there are circumstances under which return travel may be delayed until the following day: 1) the supervisor confirms that work operations require you to remain on the job; or 2) the travel time involved, the weather and road conditions, or the anticipated time of arrival are such that it would be inadvisable to travel on the last day of the assignment.</i></p>	

**\* Examples:**

**Delayed arrival permitted:** an employee has an 8:00 to 4:30 tour of duty. The temporary assignment involves 20 minutes of excess travel time. The employee would be permitted to delay arrival by 20 minutes, arriving at the plant no later than 8:20.

**Arrival required at the start of scheduled tour :** If travel to the temporary assignment involves excess travel time, the excess travel must be performed before the beginning of your scheduled tour.

**Early departure permitted:** an employee has a 7:00 to 3:30 tour of duty. The temporary travel involves 45 minutes of excess travel time. The employee would be permitted to depart the plant no earlier than 2:45.

**Departure required following the end of scheduled tour:** If return from the temporary assignment involves excess travel, the excess travel must be performed after your scheduled tour of duty ends.

SIGNATURE OF OFFICIAL ORDERING TRAVEL	TITLE	DATE
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