

COMPENSATORY TIME FOR TRAVEL (CTT) TRACKING FORM

Name of Employee:

1	2	3	4	5	6	7	
Travel Authorization Number	Date Hours Earned From - To	Number of Hours Earned	Date Hours Credited	Pay Period Number	Date Hours Used	Number of Hours Used	Cumulative Balance

Column 4: Date and Pay period number the supervisor approved the CTT earned.
 Column 5: Actual date(s) the employee used the approved CTT.
 Column 6: CTT hours must be used by the end of the 26th pay period after the pay period in which it was credited.
 (Reference Pay period number in column 4 above.)

A COPY OF THIS TRACKING FORM MUST BE MAINTAINED BY THE EMPLOYEE'S TIMEKEEPER.