

From: [Boyd, Michelyn](#)
To: [Hughes, Karen - ARS](#)
Subject: RE: Travel Comp Time
Date: Thursday, May 5, 2022 1:18:42 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Karen,

Travel Comp time is only for time spent in transit, i.e., traveling to the location, conference, TDY via car, flights, wait time at airport, etc.. Once they reach the TDY, i.e., hotel or location, travel comp time is over.

The time that an employee spends working on Saturday or Sunday will depend on whether it was required travel, whether they are presenting or attending and if the employee traveling is exempt or non-exempt. It's definitely not travel comp but could be comp time, overtime, etc.

This is the policy that covers premium pay (overtime/compensatory time, holiday pay) and attending conferences. [402.3.v4.pdf \(usda.gov\)](#)

You can refer these types of questions to my team at webTA-PL@usda.gov.

See excerpt below regarding how employees are compensated.

3.12 Conferences, Lectures, and Presentations 3.12.1 FLSA covered employees (Non-exempt):

Time spent attending a lecture, presentation, meeting, or conference outside the employees' regular working hours will be considered hours of work if: ● the agency directs the employee to attend the event (e.g., mandatory attendance for all employees or remedial required attendance for a specific employee), or ● while attending the event, the employee performs work that will benefit the agency.

3.12.2 Employees not covered by FLSA (Exempt): Time spent outside the employees' regular working hours at professional society meetings delivering papers, making presentations, or further advancing the programs of the agency would be considered hours of work (e.g., overtime, comp time or regular time) when it is evaluated through the performance appraisal process. The creditable time would be limited to the actual time used to make the presentation or to meet with other participants in order to advance the programs of the agency. If an employee attends a specific event of the professional society, it would rest with the supervisors as to whether they would count their attendance as overtime, comp time, credit hours, or donated time. An employee whose primary purpose at a conference is to work (not attend) and is directed to be at the conference by their supervisor would be entitled to either overtime or comp time.

Hope this helps.

Michelyn



Michelyn P. Boyd

Branch Chief

United States Department of Agriculture
Research, Education, and Economics Mission Area
Agricultural Research Service, Administrative and Financial Management
Human Resources Division, **Compensation, OWCP, Retirement & Benefits**
5601 Sunnyside Ave Rm 3-1126 | Beltsville MD 20705-5103

Office: 301-504-1466

Fax: 301-504-1493

michelyn.boyd@usda.gov

"Do Right and Feed Everyone"

Please let us know how we're doing by taking our [short survey](#)

Send all **WEBTA inquires/issues** for the Pay & Leave Staff to webTA-PL@usda.gov (**Please do not also cc individuals.**) Thank you.

Pay&Leave for REE employees | <https://axon.ars.usda.gov/HRD/Pages/Pay-and-Leave.aspx>

Retirement&Benefits for REE employees | <https://axon.ars.usda.gov/HRD/Pages/Retirement-and-Benefits.aspx>

OWCP information/forms for REE employees | <https://axon.ars.usda.gov/HRD/Pages/OWCP.aspx>

From: Hughes, Karen - ARS <karen.hughes@usda.gov>

Sent: Thursday, May 5, 2022 12:42 PM

To: Boyd, Michelyn <michelyn.boyd@usda.gov>

Subject: Travel Comp Time

Hi Michelyn,

I have the attached Travel Comp Time sheet for reference, But I have a question that is not addressed.

If a traveler attends a conference that is scheduled for Saturday and Sunday, they attend both days (for 8 hours) BUT only present on Saturday for 2 hours. The traveler will only get travel comp time for the 2 hours that they are presenting? Correct?

Your guidance is appreciated.

Thanks, Karen

Karen Hughes

Travel Specialist

309/681-6611 | FAX 309/681-6648

Karen.Hughes@usda.gov



Agricultural Research Service,
Financial Management, Travel and Agreements
MidWest Area Administrative Office
1815 N. University Street, Peoria, Illinois 61604