

**Part 427 – Special Consideration
Subpart C**

WV427.22 Compensatory Time for Travel

All requests for compensatory time must be requested in advance on [WV-360-11-Request for Compensatory Time for Travel](#).

Creditable travel time is when an employee is required to travel away from the official duty station and the travel time is not otherwise compensable hours of work. Time spent at a temporary duty station between arrival and departure is not time in a travel status.

Requests from the employee must be routed through supervisory channels and include proper justification which includes the reason, travel itinerary, and the approximate hours of compensatory time requested.

All requests for compensatory time for travel will be forwarded to the Management Team Member for final approval.

This amendment supersedes any previous amendments, bulletins, or guidance pertaining to this subject.