



This flow chart is applicable to most travel situations, but refer to the HR Desk Guide for more information.

**Definitions**

**Administratively Controllable Event** = An event that requires travel and is scheduled or controlled by a person or organization within the Executive Branch of Government where an immediate official necessity for travel exists. Events controlled by the judicial or legislative branches of the Government are considered uncontrollable.

**FLSA** = Fair Labor Standards Act. Nonexempt employees are covered under the Fair Labor Standards Act regulations governing overtime. Exempt employees are covered under Title 5 regulations governing overtime. The FLSA status is found in block 35 of the employee's SF-50B.

**References**

- Human Resources Desk Guide:  
[https://www.aphis.usda.gov/aphis/ourfocus/business-services/forms\\_publications/hr\\_desk\\_guide/hrdg](https://www.aphis.usda.gov/aphis/ourfocus/business-services/forms_publications/hr_desk_guide/hrdg)
- Compensatory Time for Travel - Subchapter 4550, Section E, Subsection a
  - Travel on a Holiday - Subchapter 4550, Section F
  - Travel under the Fair Labor Standards Act - Subchapter 4550, Section H
  - For FLSA Employees to Travel outside of the official duty station - Subchapter 4550, Section I
  - Travel under Title 5 - Subchapter 4550, Section J

OPM information on the new compensatory time for travel regulations: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/compensatory-time-off-for-travel/>