



CANUTILLO ISD
AUTHORIZATION FORM
HOURS WORKED DURING TRAVEL & TRAVEL TIME CARD

Section A – To be completed and submitted with Travel

Date: _____

Employee Name: _____ Employee ID: _____

Campus/Division: _____

TRAVEL INFORMATION

Destination: _____

Conference/Training Name: _____

Departure Date/Time: _____ @ _____

Return Date/Time: _____ @ _____

ADDITIONAL HOURS WORKED WHILE ON TRAVEL WILL BE DOCUMENTED AS:

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Compensatory Time

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Overtime Pay – Use Account: _____

Supervisor Signature: _____

Date: _____

Section B – To be completed and submitted with Employee Timecard

TRAVEL TIME LOG

Note: Compensated times will be as follows: Departure date; **Start Time** indicates the time you arrive at the El Paso Airport. **End Time** indicates the time you arrive at your destination hotel. In-service/staff development dates; **Start Time** indicates your actual work time. **End Time** indicates the time your work day ends. Include your in/out for lunch times, lunch is not compensable unless it was a working lunch. On your return date; **Start Time** indicates the time you arrive at the Airport. **End Time** indicates when you arrive at the El Paso Airport.

Date	Start Time	Lunch Out	Lunch In	End Time

Employee: Submit Travel Time Card to your time card approver.

Time Card Approver: Add the time to the employee's time card in TEAMS. If overtime is to be paid please mark the "Paid" radio button for each day of the week in which the employee worked the overtime.

Employee Signature

Date

Supervisor Signature

Date