

Travel Time Credits

Name: _____

Employee ID: _____

Department: _____

Division: _____

Home Mailing Address: _____

Headquarters Address: _____

Job Title: _____

Work Start: _____ Work End: _____

Period of Claim: From _____ **to** _____ **Schedule** _____

Purpose for Travel:

Comments: _____

Management Employees Only: Please indicate method of compensation. (Please keep in mind maximum TOIL balance that can be accrued)

Please note that other employee groups are to be compensated with pay only.

I certify that the above travel was undertaken by me on Government business and authorized by my Deputy Minister/delegate.

Employee's Signature: _____ Date: _____
I have verified that the above is correct, that the employee was on Government business and travel was properly authorized.

Supervisor's Signature: _____ Print: _____ Date: _____

Certified for payment in accordance with S.30(1) of the Financial Administration Act. I have verified that the above is correct, that the employee was on approved Government business and sufficient funds are available for payment.

Travel Time Credits (OCG-808) Instructions

To print the form on legal paper in PDF please:

Select **File**; Select **Print**; Click on **Page Set-up** (bottom left hand corner); Change **Paper Size** to Legal; Click on the **Ok** button twice

Note:

- The Travel Time Credit form (COG-808) is to be completed for all employees requesting compensation for travel time
- Employees are responsible for ensuring that requests are in accordance with their Collective Agreement or Human Resource Policies
- Employees should consult their Collective Agreement or Human Resource Policy for additional information

General

- Employees are responsible for completing the form, ensuring accuracy, signing and forwarding for approval. If more than one page is required please indicate in the comment section the page number and total number of pages. Please ensure the mode of travel is completed using the abbreviations provided on the form. A copy of the Travel Time Credit form should be retained by the employee to aid him/her in the reconciliation of his/her TOIL balance or to ensure payment received.
- Any allowed adjustments due to traveling by public transportation should be entered in "Public Transportation Adjustment" section of the form.
- Minutes must be converted to hour format when submitting time for total travel time, overlapping period and claim time. To convert the number of minutes to hours take the number of minutes worked and divide by 60 (e.g. you worked 50 minutes you would enter 0.83 minutes, take 50/60 = 0.83).
- As required by the Department, the form should be reviewed and verified by the employee's supervisor and forwarded for approval.
- The form must be approved for payment by the Deputy Minister or delegate (Authorized Signing Officer). The original approved form should not be returned to the employee instead it should be forwarded by the approver to the Compensation and Payroll Services Division for processing. Forms should be forwarded for processing by Compensation and Payroll Services cut off dates (schedule can be found (<http://www.intranet.gov.nl.ca/docs/default.asp>)). Please note that while Compensation and Payroll Services work to honour deadlines, we ask that you submit your information as early as possible to avoid high volume of submissions on deadline days. High submission volumes may lead to delays in processing. Forms received after cut off will not be processed until the following pay period. Incorrectly completed forms will be returned for correction prior to processing and could result in delays.
- Please ensure that duplicate requests are not forwarded for processing, if faxed or emailed please do not forward original. A copy of this form can be found on the Public Service Network site (<http://www.intranet.gov.nl.ca/docs/default.asp>) or by contacting the HR Service Centre. Any questions in completing this form can be directed to the HR Service Centre.

HR Service Centre

E-mail: HRServiceCentre@gov.nl.ca

Phone: 709-729-7690 or 1-888-729-7690

Mailing address:

HR Service Centre
Ground Floor, West Block,
PO Box 8700
St. John's, NL, A1B 4J6