

Travel Comp Off Request Email

Subject: Compensatory Leave Request - Business Travel

Dear [Manager's Name],

I am requesting compensatory time off for the extended business trip I undertook from [Date] to [Date] for [Purpose/Client Name].

The trip involved working beyond regular business hours, including:

- Travel time during weekends: [X hours]
- Client meetings during non-business hours: [X hours]
- Time zone adjustments requiring extended availability: [X hours]

Total compensatory hours earned: [X hours]

I would like to take [X days] of comp off starting from [Date]. I have briefed [Colleague's Name] on ongoing projects and ensured all deliverables are on track.

Please approve this request at your earliest convenience.

Best regards,

[Your Name]

[Contact Information]

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