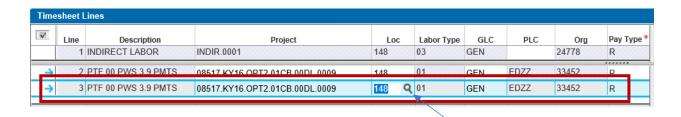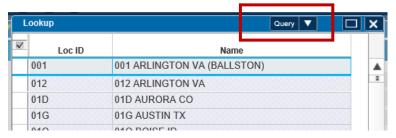**COSTPOINT Guide to Temporary Location Codes IAW**

Employees who travel for less than 30 days at a time to destinations outside the U.S. must record their time to a special Location Code set up for intermittent travel outside the U.S. (See CACI Policy 03.08.06). This document provides instructions on how to record time on your timecard.
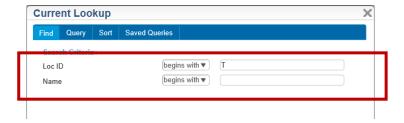
1. Begin by entering the charge point you will charge for the travel on a new line. Even if you use this same charge point when not traveling, you will need to enter a new line to charge the Temporary Location Code.

2. On the new line, your Workday location code will default into the **Loc** column. To change it, click on the magnifying glass icon to search for the code.
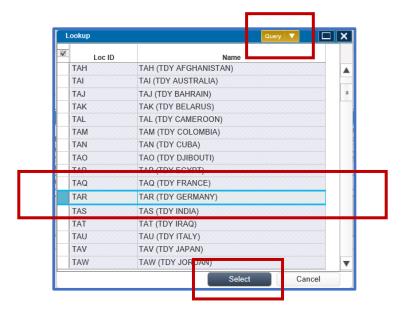

3. When the **Loc Lookup** window opens, select the **Query** drop-down menu.

4. Enter a **"T"** in the **Loc ID Text** field and click **Find**.

5. The **Lookup Window** will display all Temporary Location Codes for International travel will be displayed. **Note**: The Query Button is Yellow to advise you are reviewing a selection. **Highlight the row** and **Select** the location code with the **(TDY) discriminator** in the description associated with the country relevant to your travel. Do not select a non-TDY Loc code.

Your timecard will now have the Temporary Location Code associated with the country the work is being performed in instead of the default code:

If you worked Overtime, enter a separate charge point with the Overtime Pay Type, and then follow these instructions to select the Temporary Location Code for the overtime line. The entries will be similar to what is shown below with the OE line will be assigned the Temporary Location Code.

If traveling to multiple countries, you will need to enter a separate line on your timecard for each country you visit and/or claim expenses. To determine if you need to enter a different country code for layovers, please see guidance below and the example of a timecard with time charged to multiple countries.

- Once you leave the US, you should code your time to the destination country you are traveling to. If your layover does not require departure from airport security, you do not need to enter a different country code. However, if your layover, requires you to remain in a country awaiting a connecting flight and you will leave the airport to stay in accommodations, you should enter a temporary location code for the duration of your stay in the layover country.
- Upon leaving the Overseas Country to travel back to a CONUS location, you should code your time to the country you are leaving until you reach the United States.

	Line	Description	Project	Loc	Labor Type	GLC	PLC	Org	Pay Type *	Mon 1/18/21	Tue 1/19/21	Wed 1/20/21	Thu 1/21/21	Fri 1/22/21
	1	INDIRECT LABOR	INDIR.0001	148	03	GEN		24778	R	4.00	6.00	8.00		
	2	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	148	01	GEN	EDZZ	33452	R					
✓	3	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAR	01	GEN	EDZZ	33452	R				10.00	
✓	4	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAR	01	GEN	EDZZ	33452	OE				2.00	
→	5	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAA	01	GEN	EDZZ	33452	R					10.00
→	6	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAA	01	GEN	EDZZ	33452	OE					2.00

If you cannot find the Temporary Location Code for the country you are working in, it may need to be set up. Send email to InternationalBusOps@caci.com for additional assistance.

If you have any further questions concerning these instructions, or International Business Process and procures, please send your query to InternationalBusOps@caci.com.