

Civilian Time (12-hour clock) to Military Time (24-hour clock) Conversion

Process: SAP is a global software product that is utilized in many countries that operate on military time or a 24-hour clock. See the chart below to enter the correct start and end times for each travel document.

PROCEDURES

All travel documents require start and end times for each trip.

SAP does operate on Military/24-hour clock times and this conversion chart should be used to assist the travel preparer on converting the start and end times correctly.

Civilian Time	Military Time (24-hour clock)	Civilian Time	Military Time (24-hour clock)
12 MIDNIGHT	24:00	12 NOON	12:00
12:05 AM	00:05	12:05 PM	12:05
12:15 AM	00:15	12:15 PM	12:15
1:00 AM	01:00	1:00 PM	13:00
2:00 AM	02:00	2:00 PM	14:00
3:00 AM	03:00	3:00 PM	15:00
4:00 AM	04:00	4:00 PM	16:00
5:00 AM	05:00	5:00 PM	17:00
6:00 AM	06:00	6:00 PM	18:00
7:00 AM	07:00	7:00 PM	19:00
8:00 AM	08:00	8:00 PM	20:00
9:00 AM	09:00	9:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00

TIP: When entering the military time into the travel document, the colon does not need to be entered. For example, if the trip begins at 1PM, enter 1300 into the start time field and the system will automatically change it to 13:00.