

TRAVEL TIME TOOLKIT

Work hours under the Fair Labor Standards Act (FLSA) are strictly defined under guidance issued by the Department of Labor, including certain time associated with travel. Except for the normal commute to and from work, any travel during a **non-exempt employee’s** normal working hours is compensable under the FLSA. This includes travel on what would otherwise be a day off, such as a weekend or holiday, if it occurs between the start and end of the employee’s normal work day.

The following table provides details about the travel category and whether it is compensable time.

Travel Category	Compensable Time	Non-compensable Time
Commuting	<ul style="list-style-type: none"> • Performing authorized work-related errands while commuting from home to work or from work to home. • Transporting or delivering materials or equipment to a job site prior to the start of the work day and/ or returning materials or equipment after the end of the work day. • Transporting other employees to work sites, to the office, or to their homes either before or after the workday at management request. 	<ul style="list-style-type: none"> • Ordinary travel from home to work (commuting time).
Travel During the Work Day	<ul style="list-style-type: none"> • Time spent in travel as part of the members principal job activity (i.e., travel between job sites). 	
One-Day Assignment in Another Town or City	<ul style="list-style-type: none"> • Time spent traveling to and returning from a one-day required assignment in another city or town regardless of whether employee is the driver or the passenger, regardless of whether the travel cuts around the normal work schedule. • Time spent at required conference, meeting, etc. 	<ul style="list-style-type: none"> • Normal commuting time may be subtracted. • Time not worked even if it cuts across the employee’s regular work schedule (e.g., employee goes sightseeing instead of attending a conference session, the conference sessions are only from 9 a.m. to 3 p.m., etc.). • Meal periods and social activities where attendance is not required.
Travel Away From Home Community (Overnight Travel)	<ul style="list-style-type: none"> • Any portion of authorized travel, including time spent waiting at an airport, bus station, etc., that cuts across a member’s normal work schedule, not including non-work days. 	<ul style="list-style-type: none"> • Any (passive travel) portion of authorized travel, including time spent waiting at an airport, bus station, etc., that falls outside of normal work hours, including non-work days.

<p>Travel Away From Home Community (Overnight Travel)</p>	<ul style="list-style-type: none"> • If an employee travels between two or more time zones, the time zone associated with the point of departure determines whether the travel falls within normal work hours. • Riding as a passenger when the employee is required to perform work (for example, to serve as an assistant or helper, respond to email, take business-related phone calls, etc.) • Driving a vehicle, regardless of whether the travel takes place within or outside normal work hours. • Time spent attending authorized conferences, meetings, etc. • Required attendance at meals or meal breaks. • Required attendance at social functions. 	<ul style="list-style-type: none"> • Riding as a passenger outside of normal work hours where work is not required. • If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available and paying for travel by car would exceed the cost of the authorized mode, only the estimated travel time associated with the authorized mode will be counted as hours worked. • If the University authorizes hotel accommodations for overnight travel but the employee prefers to drive home each evening. • Regular meal periods where work is not performed and attendance is not required. • Voluntary attendance at social functions. • Time spent outside of the conference or meeting (e.g., employee goes sightseeing instead of attending a conference session, the conference sessions are only from 9 a.m. to 3 p.m., etc.) • Time spent sleeping unless the member has the primary responsibility for the safety and welfare of students.
---	--	--

EXAMPLES of TRAVEL AND OTHER COMPENSABLE TIME

Your non-exempt employee is approved to travel to a national conference.

Example 1 – No Adjustments to Schedules

For this example the non-exempt employee's work schedule is Monday through Friday (defined as work days) 8 a.m. to 5 p.m. (defined as work hours) with a 1 hour lunch. The conference began Sunday night at 5:15 p.m. with a business meeting and ended on Wednesday at 12:10 p.m. The employee worked his/her normal schedule the days following the conference. No time zone differences.

Sunday (not a normal scheduled work day but most of travel is within work hours)

- | | |
|-------------------------|---|
| 9:45 a.m. - 10:40 a.m. | Employee <i>drives</i> to DTW (compensated) |
| 10:40 a.m. - 11:40 a.m. | Employee at airport (compensated) |
| 11:40 a.m. - 4 p.m. | Plane flight (compensated) |
| 4 p.m. - 5:15 p.m. | Arrived & took shuttle to hotel (compensated, until 5 p.m.) |
| 5:15 p.m. - 6 p.m. | Opening Business Meeting (compensated) |
| 6 p.m. - 9 p.m. | Opening Reception (not compensated, unless required for work) |
- Total compensation for the day is 8 hours. (Hours of 9:40 a.m. - 5 p.m. and 5:15 pm - 6 p.m.)

Monday (normal scheduled work day)

- | | |
|------------------|---|
| 8:30 a.m. - noon | Conference Sessions – (compensated) |
| Noon - 4:30 p.m. | Working Lunch and Conference Sessions – (compensated) |
- Total compensation for the day is 8 hours.

Tuesday (normal scheduled work day)

- | | |
|------------------|---|
| 8:30 a.m. - noon | Conference Sessions – (compensated) |
| Noon - 4:30 p.m. | Working Lunch and Conference Sessions – (compensated) |
- Total compensation for the day is 8 hours.

Wednesday (normal scheduled work day and most of travel is within normal work hours)

- | | |
|--|--|
| 8:30 a.m. - noon | Conference Sessions (compensated) |
| Noon - 10:45 p.m.
(compensated, until 5 p.m.) | Employee leaves hotel/shuttle airport, flight, arrives |
| 10:45 p.m. -11:45 p.m. | Employee drives from DTW (compensated) |
- Total compensation for the day is 9 hours. (8 hrs of normal work day and 1 hour of driving 10:45 p.m. - 11:45 p.m.)

Thursday (normal scheduled work day)

- | | |
|-----------------|----------------------|
| 8 a.m. - noon | Worked (compensated) |
| 1 p.m. - 5 p.m. | Worked (compensated) |
- Total compensation for the day is 8 hours.

Friday (normal scheduled work day)

- | | |
|-----------------|----------------------|
| 8 a.m. - noon | Worked (compensated) |
| 1 p.m. - 5 p.m. | Worked (compensated) |
- Total compensation for the day is 8 hours.

Total compensation for the week is 49.00 hours. You must pay overtime for the 9 hours.

Example 2 - Adjusted Work Schedules

For this example the non-exempt employee's work schedule for **the work week has been adjusted**. The employer has informed the employee that any hours incurred that may result in extra compensation will be adjusted in the remaining work week. The employer determined the employee should leave early on Thursday and not work on Friday. The conference began Sunday night at 5:15 p.m. with a business meeting and ended on Wednesday at 12:10 p.m. No time zone differences.

Sunday (not a normal scheduled work day but most of travel is within work hours)

9:40 a.m. - 10:40 a.m.	Employee drives to DTW (compensated)
10:40 a.m. - 11:40 a.m.	Employee at airport (compensated)
11:40 a.m. - 4 p.m.	Plane flight (compensated)
4 p.m. - 5:15 p.m.	Arrived & took shuttle to hotel (partially compensated)
5:15 p.m. - 6 p.m.	Opening Business Meeting (compensated)
6 p.m. - 9 p.m.	Opening Reception (not compensated, unless required for work)

- Total compensation for the day is 8 hours. (Hours of 9:40 a.m. -5 p.m. and 5:15 p.m. - 6 p.m.)

Monday (normal scheduled work day)

8:30 a.m. - noon	Conference Sessions – (compensated)
Noon - 4:30 p.m.	Working Lunch and Conference Sessions – (compensated)

- Total compensation for the day is 8 hours.

Tuesday (normal scheduled work day)

8:30 a.m. - noon	Conference Sessions – (compensated)
Noon - 4:30 p.m.	Working Lunch and Conference Sessions – (compensated)

- Total compensation for the day is 8 hours.

Wednesday (normal scheduled work day and most of travel is within normal work hours)

8:30 a.m. - 11:30 a.m.	Conference Sessions (compensated)
Noon - 10:45 p.m. (compensated, until 5 p.m.)	Employee leaves hotel/shuttle airport, flight, luggage
10:45 p.m. - 11:45 p.m.	Employee drives from DTW (compensated)

- Total compensation for the day is 9 hours. (8 hrs {normal work hours & work day} and 10:45 p.m. - 11:45 p.m.)

Thursday (normal scheduled work day)

8 a.m. - noon	Worked (compensated)
1 p.m. - 4 pm	Worked (compensated)

- Total compensation for the day is 7 hours.

Friday (Off work)

Total compensation for the week is 40.00 hours.

Example 3 – Time Zone Change

For this example the employee's work schedule is Monday through Friday (defined as work days) 8 a.m. to 5 p.m. (defined as work hours) with a 1 hour lunch. The conference began Sunday night at 5:15 p.m. Pacific Standard Time (PST) with a business meeting and ended on Tuesday at noon PST. The employee worked their normal schedule the days following the conference. The conference is located in California which is in PST which is 3 hours earlier.

Sunday (not a normal scheduled work day but most of travel is within work hours) Actual times shown are Eastern Standard Time (EST) [PST is shown in brackets]

9:40 a.m. - 10:40 a.m.	Employee drives to DTW (compensated)
10:40 a.m. - 11:40 a.m.	Employee at airport, Plane flight (compensated)
4 p.m. - 5:15 p.m. [1 p.m. - 2:15 p.m.]	Arrived & took shuttle to hotel (partially compensated)
5:15 p.m. - 6 p.m. [2:15 p.m. - 3 p.m.]	Opening Business Meeting (compensated)
6 p.m. - 9 p.m. [3 p.m. - 6 p.m.]	Opening Reception (not compensated, unless required for work)

- Total compensation for the day is 8 hours. (Hours of 9:40 EST - 5:00 EST and 5:15 EST - 6:00 EST)

Monday (normal scheduled work day)

Actual times shown are PST as "local" time

8:30 - noon	Conference Sessions – (compensated)
Noon - 4:30 p.m.	Working Lunch and Conference Sessions – (compensated)

- Total compensation for the day is 8 hours.

Tuesday (normal scheduled work day)

8:30 a.m. - noon	Conference Sessions – (compensated)
Noon - 4:30 p.m.	Working Lunch and Conference Sessions – (compensated)

- Total compensation for the day is 8 hours.

Wednesday (normal scheduled work day – travel day so using EST) Actual times shown are EST [PST is shown in brackets]

6:30 a.m. - 10 a.m. [9:30 a.m. - 1 p.m.]	Conference Sessions (compensated)
10 a.m. - 10:45 p.m. [Noon - 8:45 p.m.]	Checkouts, shuttle to airport, arrives (partially compensated)
10:45 p.m. - 11:45 p.m.	Employee drives from DTW to home (compensated)

- Total compensation for the day is 9 hours. (8 hrs {normal work hours & work day} and 10:45 p.m. - 11:45 p.m.)

Thursday (normal scheduled work day)

8 a.m. - noon	Worked (compensated)
1 p.m. - 5 p.m.	Worked (compensated)

- Total compensation for the day is 8 hours.

Friday (normal scheduled work day)

8 a.m. - noon	Worked (compensated)
1 p.m. - 5 p.m.	Worked (compensated)

- Total compensation for the day is 8 hours.

Total compensation for the week is 49.00 hours. You must pay overtime for the 9 hours.