

Non-Exempt Employee Travel Time Guidelines

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 	<p>Ordinary travel from home to work (commuting time)</p>
Travel During the Work Day	<ul style="list-style-type: none"> Time spent in travel as part of the member's 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 across the normal work schedule. Time spent at required conference, meeting, etc. 	<ul style="list-style-type: none"> Normal commuting time will 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 9a.m. to 3 p.m., etc.). Meal periods and social activities where attendance is not required and work is not performed
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, including non-work days. 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 member 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 where work is performed. Required attendance at social functions. 	<ul style="list-style-type: none"> Any portion of authorized travel, including time spent waiting at an airport, bus station, etc., that falls outside of normal work hours. Riding as a passenger outside of normal work hours where work is not required. Travel between hotel and meeting site. 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 9a.m. to 3 p.m., etc.) Time spent sleeping unless the member has the primary responsibility for the safety and welfare of students.

(Credit: University of Massachusetts Amherst)