

Travel Time Guidelines for Supervisors

The principles which apply in determining whether time spent in travel is compensable time for non-exempt employees depends upon the kind of travel involved.

Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time and not compensable.

Home to Work on a Special One Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.

Travel that is all in a Day's Work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. Thus, if an employee regularly works from 8:00 a.m. to 4:30 p.m. from Monday through Friday the travel time during these hours is worktime on Saturday and Sunday as well as on the other days. Regular meal period time is not counted.

Work performed while traveling:

Any work which an employee is required to perform while traveling must be counted as hours worked. This includes an employee who drives a truck, bus, automobile, etc.; or an employee who is required to perform work (answering emails, telephone calls, etc.) while riding.

Time spent in travel away from home outside of regular working hours as a passenger where work is not required is not compensable.

For additional information see the *Non-Exempt Employee Travel Time Chart*.