

## **Travel Guidelines**

The regulations provided below are from the Department of Labor's Wage and Hour Division:

**Travel Time:** The principles which apply in determining whether time spent in travel is compensable time 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.

**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 clearly work time when it cuts

## Examples of How to A

## Regulations

Travel Description	Compensable or Non-Compensable
Travel during the workday, such as travel from one location to another	Compensable

**Example Event 3-Travel to one-day seminar (automobile):**

<b>Day</b>	<b>Activity</b>	<b>Regular hours during work week (Monday-Friday)</b>	<b>Activity Hours</b>	<b>Compensable Hours</b>
Monday	Travel to one-day seminar in automobile	8:00 am to 4:30pm with an hour for lunch	7:30am to 4:30pm	8

**Example Event 4- Overnight travel during the weekend (automobile and airplane):**

<b>Day</b>	<b>Activity</b>	<b>Regular hours during work week (Monday-Friday)</b>	<b>Activity Hours</b>	<b>Compensable Hours</b>
Friday	Travel to airport for a conference Waiting time at	8:00 am to 4:30pm with an hour for lunch	1:00pm to 4:00pm	3