

Compensation for Day Travel - *In Town or Out of Town*

In Town Travel

Joe is a non-exempt employee whose normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Joe leaves his house at 7:15 a.m. and drives his car 10 miles to and from work each day arriving home at 6:45 p.m. Twice each week Joe must travel to another campus site 2 miles away. How is Joe compensated?

Out of Town Travel

Sue is a non-exempt employee whose normal work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Sue leaves her house at 7:30 a.m. each morning driving 5 miles to work. On Wednesday she will be driving to a day-long conference in another town that is 90 miles away. How is Sue compensated?



Monday through Friday



Tuesday and Thursday



Monday through Friday



Wednesday



Commuting time is excluded from the hours worked by an employee.

Joe arrives at work and leaves again at 10:00 a.m. to work at another campus site, he is there until 3:00 p.m. driving back to his office to finish his work day.

Driving to another site during work hours is included as work time.

Commuting time is excluded from the hours worked by an employee.

Sue left her house a 7:00 a.m. to drive to the conference that started at 9:00 a.m. The conference ended at 4:00 p.m. and she arrived home at 6:00 p.m.

All of the time Sue spends travelling to and from the conference will be compensated for.

Home to an alternate work location not within reasonable proximity compared to normal commute is allowed.

Home to regular place of work. - 0- Hours allowed for commuting

8 hours work includes travel

Home to regular place of work. - 0- Hours allowed for commuting

2 hours travel + 8 hours work