



## Travel Time and Hours Worked

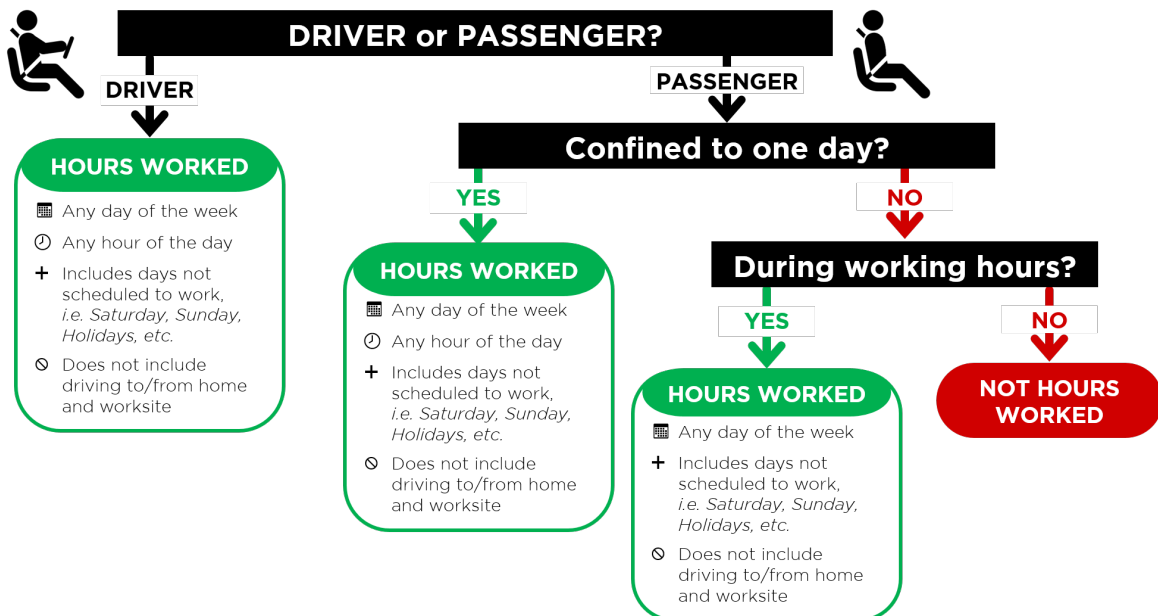
Travel time is sometimes paid. When an employee travels, the employee may or may not be paid, depending on several circumstances. The university complies with state and federal regulations when paying employees who travel.

There are many examples of detailed scenarios. This chart will help review common travel circumstances.

| Type of Travel                                                                        | Is It Hours Worked? |
|---------------------------------------------------------------------------------------|---------------------|
| <b>HOME TO WORK</b><br>Before and after regular workday                               | ✗                   |
| <b>ALL IN A DAY'S WORK</b><br>Part of principal activity (as in job site to job site) | ✓                   |
| <b>CONFINED TO ONE DAY</b><br>Any time of day, any day of the week                    | ✓                   |
| <b>DRIVING</b><br>Any time of day, any day of the week                                | ✓                   |
| <b>PASSENGER—One Day</b><br>Any time of day, any day of the week                      | ✓                   |
| <b>PASSENGER—Over night</b><br>During usual working hours                             | ✓                   |
| <b>PASSENGER—Over night</b><br>Outside of usual working hours                         | ✗                   |

The following flowchart will help you understand what counts as hours worked when an employee travels.

Example is for a regular hourly employee working Monday-Friday from 8:00 a.m. to 5:00 p.m.



# Examples

If an employee normally works Monday through Friday from 8:00 a.m. to 5:00 p.m. and the employee is traveling on Saturday, the employer would be required to count as hours worked the time spent traveling by the employee between 8:00 a.m. and 5:00 p.m. on that Saturday. If the employee's travel spans that entire normal workday hours, the employer would be required to include all that time, minus time usually given for lunch breaks, as hours worked.

If the employee *actually* performs work on a non-workday while they are traveling, the employer will need to count that time as hours worked regardless of what time the work is performed.

## PASSENGER OVERNIGHT—DURING WORK HOURS

Arif works from 8:00 a.m. to 5:00 p.m., Monday through Friday and is traveling to an event that starts on Saturday and ends on Sunday.

| Start                   | End      | Activity  | Hours Worked |
|-------------------------|----------|-----------|--------------|
| 8:00 AM                 | 12:00 PM | Passenger | 4            |
| 1:00 PM                 | 2:00 PM  | Passenger | 1            |
| 2:00 PM                 | 6:00 PM  | Working   | 4            |
| <b>Saturday Hours</b>   |          |           | <b>9</b>     |
| 8:00 AM                 | 12:00 PM | Passenger | 4            |
| 1:00 PM                 | 2:00 PM  | Passenger | 1            |
| <b>Sunday Hours</b>     |          |           | <b>5</b>     |
| <b>Total Hours Paid</b> |          |           | <b>14</b>    |



### Saturday

- Arif leaves the worksite at 8:00 a.m. and rides as a passenger with his co-worker in a vehicle until they take a lunch break at 12:00 p.m. (4 hours)
- He and his co-worker, who is driving, get back on the road at 1:00 p.m. and arrive at the event at 2:00 p.m. (1 hour)
- Arif and his co-coworker work until 6:00 p.m. (4 hours)
- The total hours worked on Saturday are 9 hours.

### Sunday

- Arif and his co-worker leave the event at 8:00 a.m. His co-worker drives until 12:00 noon when they stop for lunch. (4 hours)
- At 1:00 pm, Arif rides with his co-worker who is driving until they return to the worksite at 2:00 p.m. (1 hour)
- The total hours worked on Sunday are 5 hours.

The trip total is 14 hours of time worked.

## PASSENGER OVERNIGHT—OUTSIDE WORK HOURS

Angela works from 8:00 a.m. to 5:00 p.m., Monday through Friday and is traveling to an event that starts on Saturday and ends on Sunday.



| Start                   | End      | Activity  | Hours Worked |
|-------------------------|----------|-----------|--------------|
| 6:00 AM                 | 8:00 AM  | Passenger | 0            |
| 8:00 AM                 | 11:00 AM | Passenger | 3            |
| 12:00 PM                | 4:00 PM  | Working   | 4            |
| <b>Saturday Hours</b>   |          |           | <b>7</b>     |
| 8:00 AM                 | 12:00 PM | Passenger | 4            |
| 1:00 PM                 | 2:00 PM  | Passenger | 1            |
| <b>Sunday Hours</b>     |          |           | <b>5</b>     |
| <b>Total Hours Paid</b> |          |           | <b>14</b>    |

### Saturday

- Angela leaves the worksite at 6:00 a.m. and rides as a passenger with her co-worker who is driving until they stop for lunch at 11:00 a.m. (2 hours not worked, 3 hours worked)
  - The time from 6:00 to 8:00 a.m. is outside of normal working hours and is unpaid. (2 hours unpaid)
  - Starting at 8:00 a.m. until 11:00 a.m. is paid. (3 hours)
- Angela and her co-worker work at the event from 12:00 p.m. until 4:00 p.m. (4 hours)
- The total hours worked on Saturday are 7 hours.

### Sunday

- Angela returns home starting at 8:00 a.m. with her co-worker driving until they stop for lunch at 12:00 p.m. (4 hours)
- They return to the vehicle at 1:00 where Angela rides as a passenger until 2:00 p.m. when they arrive back at the worksite. (1 hour)
- The total hours worked on Sunday are 5 hours.

The trip total is 12 hours of time worked.

## DRIVER & PASSENGER OVERNIGHT DURING WORK HOURS

Devonte works from 8:00 a.m. to 5:00 p.m., Monday through Friday and is traveling to an event that starts on Sunday and is returning on Tuesday.

| Start                   | End      | Activity         | Hours Worked |
|-------------------------|----------|------------------|--------------|
| 8:00 AM                 | 9:00 AM  | Driving          | 1.0          |
| 9:00 AM                 | 10:00 AM | Airport check in | 1.0          |
| 10:00 AM                | 3:00 PM  | Passenger ✈      | 5.0          |
| 3:00 PM                 | 3:30 PM  | Baggage          | 0.5          |
| 3:30 PM                 | 4:30 PM  | Driving          | 1.0          |
| <b>Sunday Hours</b>     |          |                  | <b>8.5</b>   |
| 8:00 AM                 | 5:00 PM  | Working          | 8.0          |
| <b>Monday Hours</b>     |          |                  | <b>8.0</b>   |
| 8:00 AM                 | 9:00 AM  | Driving          | 1.0          |
| 9:00 AM                 | 10:00 AM | Airport check in | 1.0          |
| 10:00 AM                | 3:00 PM  | Passenger ✈      | 5.0          |
| 3:00 PM                 | 3:30 PM  | Baggage          | 0.5          |
| 3:30 PM                 | 4:30 PM  | Driving          | 1.0          |
| <b>Tuesday Hours</b>    |          |                  | <b>8.5</b>   |
| <b>Total Hours Paid</b> |          |                  | <b>25.0</b>  |



### Sunday

- On Sunday, Devonte leaves his home in Lincoln driving at 8:00 a.m. and travels to Omaha for a flight. (1 hour)
- He checks his baggage at 9:00 and waits for his flight at 10:00 a.m. (1 hour)
- Devonte boards his flight at 10:00 a.m. and lands at his destination at 3:00 p.m. without a lunch. (5 hours)
- He collects his baggage. (0.5 hour)
- At 3:30 p.m. he drives a rental car from the airport to the hotel arriving at 4:30 p.m. (1 hour)
- The total hours worked on Sunday are 8.5 hours.

### Monday

- Devonte works at the event at 8:00 a.m. to 5:00 p.m. at the hotel with a one-hour unpaid lunch, which equals 8 hours worked.

### Tuesday

- Devonte leaves the hotel at 8:00 a.m. and drives the rental car to the airport arriving at 9:00 a.m. for a flight to Omaha. (1 hours)
- He checks his baggage at 9:00 a.m. and waits for the flight at 10:00 a.m. (1 hour)
- Devonte's flight leaves at 10:00 a.m. and arrives in Omaha at 3:00 p.m. without a lunch. (5 hours)
- He collects his baggage at the airport and leaves at 3:30 p.m. (0.5 hour)
- Devonte drives to his home in Lincoln arriving at 4:30 p.m. (1 hour)
- The total hours worked on Tuesday are 8.5 hours.

The trip total is 25 hours of time worked.

## DRIVER & PASSENGER OVERNIGHT OUTSIDE WORK HOURS

Rachel normally works eight hours per day, Monday through Friday and is traveling to an event starting on Sunday and returns on Tuesday.



| Start                                  | End      | Activity         | Hours Worked |
|----------------------------------------|----------|------------------|--------------|
| 5:00 AM                                | 6:00 AM  | Driving          | 1.0          |
| 6:00 AM                                | 7:00 AM  | Airport check in | 1.0          |
| 7:00 AM                                | 12:00 PM | Passenger ✈      | 4.0          |
| 12:00 PM                               | 12:30 PM | Baggage          | 0.5          |
| 12:30 PM                               | 1:30 PM  | Driving          | 1.0          |
| <b>Sunday Hours</b>                    |          |                  | <b>7.5</b>   |
| 8:00 AM                                | 5:00 PM  | Working          | 8.0          |
| <b>Monday Hours</b>                    |          |                  | <b>8.0</b>   |
| 8:00 AM                                | 9:00 AM  | Driving          | 1.0          |
| 9:00 AM                                | 10:00 AM | Airport check in | 1.0          |
| 10:00 AM                               | 3:00 PM  | Passenger ✈      | 5.0          |
| 3:00 PM                                | 3:30 PM  | Baggage          | 0.5          |
| 3:30 PM                                | 4:30 PM  | Driving          | 1.0          |
| <b>Tuesday Hours</b>                   |          |                  | <b>8.5</b>   |
| <b>Total Hours Paid</b>                |          |                  | <b>24.0</b>  |
| 7-8 AM is OUTSIDE working hours = 0    |          |                  |              |
| 8 AM to 12 PM is during work hours = 4 |          |                  |              |

### Sunday

- Rachel leaves her home in Lincoln driving at 5:00 a.m. and travels to Omaha for a flight arriving at 6:00 a.m. (1 hour)
- She checks her baggage and waits for her flight at 7:00 a.m. (1 hour)
- Rachel's flight leaves at 7:00 a.m. and arrives at her destination at 12:00 p.m. (4 hours)
  - Rachel is *not* considered to be working when traveling as a passenger on a flight outside her normal working hours prior to 8:00 a.m.
  - She is considered to be working when a passenger on a flight during normal working hours without a lunch from 8:00 a.m. to 12:00 p.m.
- Rachel retrieves her baggage and leaves the airport at 12:30 p.m. (0.5 hour)
- She then drives a rental car from the airport to the hotel arriving at 1:30 p.m. (1 hour)
- The total hours worked on Sunday are 7.5 hours.

### Monday

- Rachel works at the event from 8:00 a.m. to 5:00 p.m. at the hotel with a one-hour unpaid lunch, which equals 8 hours worked.

### Tuesday

- Rachel leaves the hotel at 8:00 a.m. and drives the rental car to the airport arriving at 9:00 a.m. for a flight back to Omaha. (1 hour)
- She checks her baggage and waits for her flight to leave at 10:00 a.m. (1 hour)
- Rachel is a passenger on the flight during normal work hours from 10:00 a.m. to 3:00 p.m. without a lunch. (5 hours)
- Rachel collects her baggage leaves Omaha at 3:30 p.m. and drives to her home in Lincoln arriving at 4:30 p.m. (1 hour)
- The total hours worked on Tuesday are 8.5 hours.

The trip total is 24 hours of time worked.