

## Travel Time for Non-Exempt (Hourly) Employees

Non-Exempt employees who travel should use the following guidelines in completing their time sheet. As with overtime or any other time worked outside of a non-exempt employee's regular schedule, travel time should be pre-approved by the supervisor.

### What is considered compensable while traveling for ACU business?

Time spent traveling is considered "hours worked" if you are required to do any of the following:

- Travel during regular working hours
  - Time spent by an employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday or travel to and from a training event.
  - When an employee is required to report at a meeting place to perform work there, the travel time from the meeting place to the work place is part of the day's work and must be recorded as time worked.
- Travel out of town - Same day or overnight
  - If an employee is traveling as a driver or passenger (excluding international travel – see exception below), the travel time is considered time worked, regardless of whether it occurs during regular working hours or outside of regular working hours. Time spent for meals should not be counted as hours worked unless work was conducted during the meal.

### What is not considered compensable while traveling for ACU business?

- Travel time for typical "home to work" travel
- Time when you are completely relieved from duty (e.g. sleeping, shopping, meal break)
- Unusually long or extended waiting periods that occur prior to an employee's initial departure time or between actual periods of travel if the employee is free to rest, sleep, or otherwise use the time for his/her own purposes
- International travel as a passenger is not considered hours worked. Passengers on international travel should prepare in advance to not conduct any activity that would constitute as hours worked unless pre-approved by the supervisor. All hours worked while abroad must also be carefully planned and pre-approved in writing by the supervisor.