

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 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. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Lectures, Meetings and Training Programs: Attendance at lectures, meetings, training programs and similar activities need not be counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.

Source: [U.S. Department of Labor, Wage and Hour Division, Fact Sheet #22](#)

Examples of How to Apply the DOL's Regulations

Travel Description	Compensable or Non-Compensable
Travel during the workday, such as travel from one location to another	Compensable
Travel to work-related meetings in the course of workday	Compensable
Out-of-town travel: travel on main transportation (air, boat, bus, train) during work hours	Compensable
Out-of-town, overnight-stay travel (air, boat, bus, train, auto) outside of regular work hours	Non-compensable unless the employee is driving the automobile or working
Out-of-town, overnight-stay travel (air, boat, bus, train, auto) during or which cuts across/includes any regular work hours	Compensable during regular work hours
Any travel time in which an employee works while being a passenger	Compensable

Example Event 1- Overnight travel during regular work week (automobile):

Day	Activity	Regular hours during work week (Monday-Friday)	Activity Hours	Compensable Hours
Tuesday	Travel to event in automobile	8:00 am to 4:30pm with an hour for lunch	8:00am to 8:30pm	11.50
Wednesday	Work at event	8:00 am to 4:30pm with an hour for lunch	8:00am to 7:00pm	10
Thursday	Work at event and travel home in automobile	8:00 am to 4:30pm with an hour for lunch	7:00am to 5:00pm	9

Example Event 2- Overnight travel during the weekend (automobile):

Day	Activity	Regular hours during work week (Monday-Friday)	Activity Hours	Compensable Hours
Friday	Travel to conference and works en route	8:00 am to 4:30pm with an hour for lunch	8:00am to 6:00pm	9
Saturday	Work at a conference	8:00 am to 4:30pm with an hour for lunch	7:00am to 3:00pm	7
Sunday	Travel home from conference and does not work en route	8:00 am to 4:30pm with an hour for lunch	8:00am to 12:00pm	4

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

Day	Activity	Regular hours during work week (Monday-Friday)	Activity Hours	Compensable Hours
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):

Day	Activity	Regular hours during work week (Monday-Friday)	Activity Hours	Compensable Hours
Friday	Travel to airport for a conference	8:00 am to 4:30pm with an hour for lunch	1:00pm to 4:00pm	3
	Waiting time at airport and flight	8:00 am to 4:30pm with an hour for lunch	4:00pm to 8:00pm	.50
	Travel to hotel as passenger in automobile	8:00 am to 4:30pm with an hour for lunch	8:00pm to 8:30pm	0
Saturday	Work at a conference	8:00 am to 4:30pm with an hour for lunch	7:00am to 3:00pm	7
Sunday	Work at a conference	8:00 am to 4:30pm with an hour for lunch	7:00am to 4:00pm	8
Monday	Travel to airport as passenger in automobile	8:00 am to 4:30pm with an hour for lunch	7:30am to 8:00am	0
	Waiting time at airport and flight	8:00 am to 4:30pm with an hour for lunch	8:00am to 12:00pm	4
	Travel home from airport	8:00 am to 4:30pm with an hour for lunch	1:00pm to 4:30pm	3.50