



**Business-Related Travel Policy #1710.040**

<b>INITIAL EFFECTIVE DATE:</b>	<b>LAST REVISION DATE:</b>	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>
July 2005	May 7, 2025	Division of Human Resources Payroll Administration

**POLICY STATEMENT**

University business-related travel is considered work time, and is therefore compensable, when it cuts across the employee's workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Thus, if an employee regularly works from 8:30 a.m. to 5:00 p.m. from Monday through Friday the travel time during these days/hours is considered work time as well as during any other days.

Time worked is always compensable, regardless of whether work is performed at the work site, while traveling on University business, or if it takes place within or outside of normal work hours.

A lunch period during which an employee is relieved of all his/her assigned duties is not compensable. If an employee is required to attend a business-related function, the employee must be compensated.

If an employee requests a specific itinerary that is different from the University-recommended itinerary, only the estimated travel time associated with the University recommended itinerary will be eligible for compensation.

An employee is only compensated during administrative work hours from the time travel begins, to the time travel ends. Any portion of the employee's normal work hours that the employee spends away from the work site that is not within travel time is not compensable. If travel time ends during the employee's normal work hours, the employee must take leave or return to work, unless prior arrangements have been made, such as flexible work hours.

**SCOPE**

This policy applies to all non-exempt university employees.



#### REASON FOR POLICY

To compensate non-exempt employees traveling on University business.

#### DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

#### ROLES AND RESPONSIBILITIES

Employees will be responsible to accurately record appropriate hours while traveling on university business the same way he/she would record hours if not traveling.

Supervisors will ensure the hours recorded are accurate as when the employee is not traveling, including overtime.

#### RELATED RESOURCES

N/A

#### CONTACTS

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#### HISTORY

**Initial Effective Date:** July 2005

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): February 12, 2021; February 12, 2024; May 7, 2025.