

TRAVEL AWAY FROM REGULAR WORK SITE		ONE-DAY ASSIGNMENT	OVERNIGHT TRAVEL
Travel outside of an employee's normal work schedule	COMPENSABLE	Time spent traveling to and returning from a one-day required assignment in another city or town, regardless of whether the employee is the driver or passenger. (<i>reasonable commuting distance should not be included</i>)	Driving a vehicle as part of the travel. Riding as a passenger while being required to engage in work activities (<i>e.g. responding to email or taking business-related phone calls</i>).
	NON-COMPENSABLE	Regular home-to-work commuting time can be subtracted.	Any portion of travel that falls outside of the employee's normal work schedule. Riding as a passenger when no work is being performed.
Travel during an employee's normal work schedule	COMPENSABLE	Time spent traveling to and returning from a one-day required assignment in another city or town, regardless of whether the employee is the driver or the passenger.	Any portion of authorized travel that cuts across the employee's normal work schedule, including non-work days. This includes time spent waiting at the airport, bus station, etc.
	NON-COMPENSABLE		
Time spent at required conference, meeting, event, etc.	COMPENSABLE	Time spent at conference sessions, attending meetings, etc. Meals or social functions that require the employee to attend and/or where work is performed.	Time spent at conference sessions, attending meetings, etc. Meals or social functions that require the employee to attend and/or where work is performed.
	NON-COMPENSABLE	Meal periods and social activities where attendance is not required and work is not performed. Time not worked even if it cuts across the employee's regular schedule (<i>e.g. downtime during a conference, personal activities such as sightseeing</i>).	Meal periods and social activities where attendance is not required and work is not performed. Time not worked even if it cuts across the employee's regular schedule (<i>e.g. downtime during a conference, personal activities such as sightseeing</i>). Time spent sleeping, unless the employee has the primary responsibility for the safety and welfare of students.

TRAVELING ACROSS TIME ZONES: When an employee travels across time zones, the time zone associated with the point of departure (*e.g. location of standard work assignment*) is used to determine the employee's normal work hours.

WEEKEND HOURS: The regular work day schedule extends to corresponding non-work days when an employee is traveling. For example, if an employee's normal work schedule is 8:30am – 5:00pm Monday-Friday, for the purposes of determining compensable travel time on a Saturday or Sunday, you would use 8:30 am – 5:00 pm to define the work day.

**Commuting time between home and a regular work site is not compensable time unless work is performed, such as responding to work emails while on the bus or riding as a passenger in a vehicle.*