Travel time

**HOURS WORKED UNDER THE FLSA**

**General Rules**
- The normal commute to and from work does not count as time worked.
- Performing work-related functions during a normal commute does count as time worked.
- Working during travel, regardless of the time of day or length of travel, is considered time worked.

**In-Town Travel**
- Time spent traveling between different job sites during a normal work day (usually 8 AM – 5 PM) is considered hours worked.
- If required to travel to an alternate work location, the time spent travelling can be considered hours worked if the travel requires additional time, effort, or cost.
  - The additional time, effort, or cost must exceed the normal time, effort, or cost of the job’s normal commute.

**Special One Day Assignment, Out-of-Town Travel**
- Time spent traveling between different job sites, regardless of the time of day, is considered hours worked.
- Time that would normally be spent commuting to the normal work location does not count as hours worked.

**Overnight Travel**
- Travel time that occurs during the employee’s normal work hours is considered hours worked.
- Travel time that requires the employee to drive a vehicle, regardless of the time of day or week, is considered hours worked.
- Time spent sleeping does not count as time worked.
- Time spent as a passenger of a motorized vehicle (i.e. train, boat, bus, automobile, etc.) outside of the employee’s normal working hours is not considered time worked.

**Travel time FAQ Reference Chart:**

<table>
<thead>
<tr>
<th></th>
<th>Normal Work Schedule (i.e. 8 AM – 5 PM)</th>
<th>Outside Normal Work Schedule (i.e. 6 AM – 8 AM, weekends, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Same Day, In-Town</strong></td>
<td>Commute to office – No Travel between sites – Yes</td>
<td>Commute to office– No Travel between sites – Yes</td>
</tr>
<tr>
<td><strong>Same Day, Special Out-of-Town</strong></td>
<td>Commute to office – No Travel to special site – Yes</td>
<td>Commute to office – No Travel to special site – Yes</td>
</tr>
<tr>
<td><strong>Overnight Travel</strong></td>
<td>Commute to office – No Traveling to overnight location – Yes Sleeping – No</td>
<td>Passenger of vehicle – No Driving/Operating vehicle – Yes Sleeping - No</td>
</tr>
</tbody>
</table>

Related policy: Fair Labor Standards, Overtime and Additional Compensation, Compensation Plan for Exempt and Non-Exempt Staff