

<b>MISSOURI SOUTHERN STATE UNIVERSITY POLICY</b>					
Policy #:		Effective:	<b>July 2017*</b>	Category:	<b>All University Employee Policies</b>
Name:	<b>COMPENSABLE TRAVEL TIME POLICY</b>				

**1.0 PURPOSE**

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

**2.0 SCOPE**

University Employee Policy

**3.0 POLICY**

The University is committed to compensating all employees for time worked in accordance with the U.S. Department of Labor’s guidelines for payment of travel time by non-exempt employees. Employees subject to this Policy must record compensable travel time on their time sheets and in accordance with the University’s policies regarding recording time worked. The paragraphs below describe common instances when travel time will and will not be compensated.

Normal Commuting and Travel During Work Day: An employee’s normal commute from home-to-work and from work-to-home is not compensable time. But, as a general rule, once the regularly scheduled work shift begins, time spent by an employee in travel as part of his or her activities on behalf of the University is compensable time.

Special One-Day Assignments: In limited circumstances, the time spent traveling from home-to-work, or vice versa, may be compensable. For example, time spent traveling on a special one-day assignment to a location other than the University location where an employee typically reports for work, performed at the University’s request, is compensable time.

Overnight Travel to Other Locations: For overnight trips out of town (e.g., attending a conference at the University’s direction), all time spent traveling is compensable work time. This not only includes during regular working days but also includes during corresponding working hours on nonworking days.

Other guidelines related to overnight travel include:

Hours spent in travel as a passenger in a car, train, airplane, etc., are counted as compensable time. Regardless if the employee is the driver or a passenger in a car, train, airplane, etc., is counted as compensable time.

Time spent in a hotel with freedom to use time for the employee’s own purposes is not compensable.

Even if the hotel time would otherwise be considered non-compensable, an employee must be paid for the time if the employee is performing other work, e.g., preparing for a meeting, reviewing a proposal or other documents, making phone calls, checking and responding to e-mails, etc. When travel cuts across time zones, actual hours worked should be used in the calculation.

Please direct questions about the application of this policy to your supervisor or to the Human Resources Department if you have any questions or would like clarification as to whether or not your travel time is compensable.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**