



The University of Montana - Helena
COLLEGE OF TECHNOLOGY

Policy Number: 408

Policy Title: **Compensation for FLSA Non-Exempt Employee Travel**

Subject: **Section 400 Personnel**

Date Adopted:

Date(s) Revised:

Approved by: _____
Daniel J. Bingham
Dean/CEO
The University of Montana – Helena
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POLICY STATEMENT:

It is the policy of The University of Montana – Helena (UM-Helena) to compensate FLSA Non-Exempt (hourly) employees for business related travel time, under the conditions outlined within this policy. Employee travel will be authorized only in circumstances which are clearly consistent with the mission of UM-Helena.

All UM-H policies shall adhere to and be consistent with applicable federal and state laws and regulations; Board of Regents' policies and procedures; and The University of Montana's policies and procedures.

Overview:

This policy ensures that compensation to hourly employees for work related travel is consistent with the business objectives of UM-Helena and ensures fair and equitable treatment of employees by defining the procedures necessary for receiving authorization to travel on business. In general, an hourly employee should not suffer any loss or realize a gain in regular (base) earnings as a result of travel.

An hourly employee who is compensated for travel time will be paid at his/her normal wage rate. If such travel time causes the employee to work over 40 hours in a work week (or over 8 hours in a day, if required by an applicable collective bargaining agreement), the employee is entitled to overtime. Both work and travel time are considered in the calculation of overtime. All overtime must be approved in advance by the hourly employee's supervisor.

1. Travel Not Involving an Overnight Stay

All time, with the exception of meal times, spent by an hourly employee in authorized travel on official business, when an overnight stay is not required, is normally considered as time worked for pay purposes. However, travel time between the employee's home and the airport, railroad or bus station is considered commuting time; therefore no compensation is necessary for that time.

2. Travel Involving an Overnight Stay

All hourly employee travel involving an overnight stay must be approved by the supervisor in advance of any scheduling/reservations/arrangements. No travel will be authorized outside the hourly employee's regular work hours that would result in payment of overtime wages. Travel which would result in overtime wages to an hourly employee will only be approved when the overtime occurs during the hourly employee's regular hours and cannot be avoided (i.e.: return flight after a week-long conference) or during approved travel when the result of unforeseen circumstances (i.e.: weather delays at airports).

"Travel Status" encompasses the period of time between the hourly employee's departure from home or regular place of work, whichever is later, and return to home or regular place of work, whichever is earlier. "Travel status" therefore includes all time a hourly employee spends working while away from his/her regular work site, as well as all non-working time; e.g. sleeping or other personal activities, such as socializing with colleagues.

"In Transit" refers to that part of travel status during which the hourly employee is actually traveling from the point of departure to the destination and return, or between points on an itinerary. It does not include travel to and from the airport, railroad or bus station.

All time spent in "travel status", including time spent "in transit", during the hourly employee's regular working hours and in the regular work week, is considered as hours

worked for pay purposes. Time spent in "travel status" on Saturdays, Sundays and holidays, but not "in transit", is not counted as time worked for pay purposes, provided the employee is relieved of all work duties and responsibilities. Such time may include hours spent sleeping, eating, or engaged in other personal activities. All time spent "in transit", regardless of when they occur, should be counted as time worked for pay purposes.