



## Hourly Employee Travel Time Pay Guidelines Angelo State University

The following chart should be used to determine whether travel time during the workday is paid time for hourly employees. Supervisors must identify whether the employee is engaged in travel as part of the employee's principle activity or for the convenience of the employer. Travel time that is work time is subject to the overtime pay requirements of OP 52.28 Hours of Work, Overtime, and Compensatory Time.

Commuting Time	
Paid Time	Unpaid Time
Performing authorized work-related errands while commuting from home-to-work or from work-to-home	Ordinary Travel from home-to-work and from work-to-home (commuting time)
Transporting or delivering materials or equipment to a job site prior to the start of the workday and/or returning materials or equipment at the end of the workday.	
Transporting other employees to work sites, to the office, or to their homes either before the workday or after the workday at management's request.	
Travel During the Workday	
Paid Time	Unpaid Time
Time spent in travel as a driver or a passenger as part of the employee's principle job activity (i.e. travel between job sites)	Ordinary Travel from home-to-work and from work-to-home (commuting time)
One-Day Assignment in Another City	
Paid Time	Unpaid Time
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 and regardless of whether the travel cuts across the normal work schedule.	Time not worked even if it cuts across the employee's regular work schedule (i.e. conference sessions are only from 9 am to 3 pm).
Time spent at required conference, meeting, event, etc.	Normal commuting time from home-to-work or departure from meeting site will be subtracted.
	Meal periods and social activities where attendance is not required and work is not performed.
Overnight Travel Away From Home	
Paid Time	Unpaid Time
Any portion of authorized travel, including time spent waiting at an airport, bus station, etc., that cuts across an employee's normal work schedule, including non-workdays.	If an employee drives a car as a matter of personal preference when an authorized flight is available and more economical, only the estimated time associated with the authorized travel mode will be counted as hours worked. <i>(This excludes instances of alternate travel modes approved for ADA accommodation)</i>
If an employee travels between two or more time zones, the time zone associated with the point of departure determines whether the travel falls within normal work hours.	If the university authorizes hotel accommodations for overnight travel, but the employee prefers to drive home each evening.
Driving a vehicle for work purposes, regardless of whether the travel takes place within or outside of normal work hours.	Travel between hotel and conference, meeting, or event site.
Time spent attending authorized conferences, meetings, events, etc.	Time spent sleeping unless the employee has the primary responsibility for the safety and welfare of students.
Required attendance at meals or meal breaks where work is being performed.	Regular meal periods where work is not performed and attendance is not required.
Required attendance at social functions.	Voluntary attendance at social functions.
	Time spent outside of the conference or meeting. For example, employee goes sightseeing instead of attending conference.