Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.3 – Travel Compensation for Non-Exempt Employees

Policy Reference:	402 – Employee Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	02/25/2013
Version Number:	3
Legal Counsel Reviewed (yes/no):	Yes (Kim Blankenship, Bradley & Riley)
Scope:	College-wide

Reason for Procedure

This procedure sets forth guidelines for appropriate compensation for non-exempt employees traveling on official business.

The Procedure

Travel Not Involving an Overnight Stay

- With certain exceptions, hours spent in authorized travel on official business, is considered time worked for compensation purposes.
- Compensation is not offered for meal times and commuting time between an employee's home and the airport.

  Example: A non-exempt employee takes a flight to Chicago to attend a meeting and returns home the same day. He/she should be compensated for travel time to and from the meeting (flight time and cab rides), but not for commuting time between home and the airport.

  Example: A non-exempt employee, whose normal working hours are 8 a.m. to 5 p.m., drives to Des Moines for a conference. The employee's normal home to work commute time is 30 minutes. If the employee travels to Des Moines at 6 a.m., they should be compensated for the time between 6 a.m. and 7:30 a.m. If the employee drives back at 4:30 p.m. and arrives home at 6:30 p.m., they should be compensated for one hour.

Travel Time as the Driver vs. Passenger

Authorized time spent driving an automobile is treated as hours worked regardless of whether the travel takes place within normal work hours or outside normal work hours.

- Travel as a passenger in an automobile is not automatically treated as hours worked. Travel as a passenger in an automobile is treated the same as all other forms of travel, and compensation depends on whether the travel takes place within work hours.
- If an employee drives a car as a matter of personal preference, when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the estimated travel time associated with the authorized mode is eligible for compensation.

Travel Involving an Overnight Stay

- All time spent in "travel status," including time spent "in transit," during the employee's regular working hours and in the regular workweek, is considered hours worked for pay purposes.

  Example: A non-exempt employee, who is regularly scheduled to work Monday through Friday from 9 a.m. to 5 p.m., takes a flight to Washington, D.C. on a Tuesday on an 8 a.m. flight for a two-day conference.

  Day One: He/she is entitled to compensation for time spent traveling to the conference after 9 a.m. and all time at the conference or elsewhere until 5 p.m. Meal times at the conference are not counted as hours worked unless the employee is required to attend the meal, in which case the time is counted as hours worked.

  Day Two: He/she should be compensated for all conference-related activities between 9 a.m. and 5 p.m., but not for the time spent on the flight home after 5 p.m. or travel to and from the employee's home airport. If the conference does not end until 6 p.m., he/she should be paid until 6 p.m. but not for the time spent on the flight home in the evening or travel to and from the employee's home airport.

Travel Involving Weekends and Holidays

- Time spent "in transit" on Saturdays, Sundays and holidays during hours that correspond to the employee's regular working hours should be counted as time worked for pay purposes.

  Example: An employee who regularly works Monday through Friday, 7 a.m. to 3 p.m., takes a flight home on Saturday from a three-day business trip to Chicago. He/she should be paid for hours on the plane between 7 a.m. and 3 p.m. If the employee took the plane home on Saturday after 3 p.m., he/she would not be paid for hours on the plane. However, if the employee drove to Chicago and drove home on Saturday after 3 p.m., he/she would need to be paid for hours spent driving outside of what would be regular work hours, unless Kirkwood had offered the employee the option to use another form of transportation in which the employee could travel as a passenger and the employee chose to use a private vehicle. If the employee makes such a choice, the employee is entitled to compensation only for travel occurring during normal work hours.

- Time spent on personal activities (eating or sleeping) on Saturdays, Sundays and holidays, but not while "in transit," is not counted as time worked for compensation purposes, provided the employee has no work duties or responsibilities.

  Example: The employee takes a flight to Chicago leaving the airport at 8 a.m. on Sunday. He/she arrives at their hotel at 1 p.m. The employee would be compensated for 5 hours of pay. They are not eligible for any additional compensation until the conference begins.

Travel Time Compensation and Overtime

- Employees are responsible for accurately tracking, calculating and reporting travel time.
- A non-exempt employee who is compensated for travel time in connection with any of the scenarios noted in this procedure will be paid at his/her normal wage rate and those hours will count toward the calculation of overtime.
- If travel time causes the employee to work more than 40 hours in a workweek, the employee is entitled to overtime compensation.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	11/20/2013	Jim Choate, Vice President, Finance	New procedure
2	05/17/2017	Mick Starcevich, President	New template
3	07/08/2019	Cabinet	Procedure template
4	10/30/2026	HR Department	Reviewed, no edits