**COMPENSATION FOR OVERNIGHT TRAVEL**

**QUESTION:** Sarah, an admissions recruiter, is a nonexempt employee whose normal work hours are from 8-5, M-F. Sarah must travel to Texas to meet with potential students. She leaves on a 5pm flight on Friday and prepares her notes while on the plane. She arrives in Texas that evening and continues her file review in her hotel room in order to feel prepared for her meetings. At 8am on Saturday, Sarah meets with the prospective students. At 3pm that afternoon she leaves the airport to go home. How is Sarah compensated?

While in flight, Sarah finished her presentation for her morning meeting. According to the FLSA, if an employee performs work related duties while traveling, the employer must compensate the person for this work time.

All overnight travel time is not necessarily compensable. Any non-business meal periods or times when an employee is permitted to sleep, such as in a hotel, would not be considered hours worked and therefore, are non-compensable.

According to the FLSA, since Sarah’s flight was scheduled during her normal work hours, even though she was flying on a day she would normally not work (Saturday), the employer is still required to pay her for her travel time until 3pm. Such time would count towards hours worked for the purpose of calculating overtime.

Sarah took a taxi at 7:30am to her 8am meeting. Since the travel time was outside of her normal work hours, she was not compensated for her time until she arrived at the meeting place. However, when she left the meeting at 1:30pm, her travel time was within her normal work hours and she would be compensated for her travel time back to the airport.

Even though Sarah finished her presentation outside of normal work hours, the employer is required to compensate her for hours worked.

Contact HR for questions or more information at ohr@ou.edu