TRAVEL PAY CHECKLIST

FOR HOURLY EMPLOYEES

YOU CAN BE COMPENSATED:

☐ When your travel is necessary to the work role (ex. from job site to job site).

☐ When your travel (including overnight) occurs within your normal work hours. This applies to workdays and non-workdays, such as weekends.

EXAMPLE: An employee drives to the airport to attend training with three co-workers as passengers. If the trip is made before or after normal work hours, only the driver is working. If the trip occurs during normal business hours, all four employees are compensated for the travel time.

☐ When your trip takes place in a single day.

EXAMPLE: An employee has to travel to a meeting in a town 60 miles from campus, all of the time spent traveling would be included in the hours worked by the employee.

☐ Any work you do while traveling (ex. preparing notes for a presentation while on an early flight).

☐ While on call for emergencies overnight as long as you can’t leave the building or hotel, or are required to stay within a certain distance and be accessible by phone or pager.

☐ When participation at an evening event is mandatory.

YOU CANNOT BE COMPENSATED:

☐ When you travel on a plane, train, boat, bus or vehicle as a passenger, outside of regular work hours on regular workdays and non-workdays.

EXAMPLE: An employee’s normal work hours are from 8-5. If the travel begins at 1pm and ends at 7pm, the employee would only be compensated from 1-5pm. If the employee spends 2 hours unloading all the luggage off the bus for everyone once they get home Sunday night, that time would be compensable.

☐ If you are on call but can leave a phone number where you can be reached, and you’ll be able to respond by phone. If you are called in for work, that time is payable.

☐ Rest and meal breaks where you are completely relieved of work.

☐ You are sleeping, unless on call.

EXAMPLE: Assuming an 8-5 work schedule, if an employee is out of town on a Saturday, resting in his room and is not required to report for work until 11am, then compensable hours do not begin until 11am and last until he is off work again. He does not get compensated for sleeping away from home unless he is on call at night.

☐ When you attend voluntary, non-work related lectures, meetings or trainings outside of normal work hours.

☐ Regular travel to and from home and work or home and the airport.


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