

What hours do I need to pay my nonexempt employee when he or she goes on a business trip and attends meetings?

When traveling for a business trip, compensable travel pay is determined by various factors. For a one-day assignment, all travel time is considered compensable if the nonexempt employee travels to a location in another city. However, the employer can deduct the employee's normal commuting time to his or her regular work site from that time.

For business trips that involve overnight stays, travel time is counted when it corresponds with the employee's normal workday hours regardless of the day of the week. Time spent as a passenger on a train, boat, airplane, bus or automobile that falls *outside* regular working hours is not compensable.

Example: Robert normally works Monday through Friday, 8 a.m. to 5 p.m., and is required to travel on Sunday for business in another city, his travel time on Sunday between 8 a.m. and 5 p.m. is compensable. His flight departs at 6 a.m. and arrives at 12 p.m. Robert then rents a car and drives to the hotel, which takes one hour and 20 minutes. Robert would be entitled to five hours and 20 minutes of travel time (8 a.m. to 1:20 p.m.). Once Robert is checked into the hotel until the start of the meeting on Monday, the remaining time is not compensable.