



**Area:** Human Resources

**Policy Name:** Travel and Training Payment (Non-Exempt)

**Policy Statement:** When non-exempt personnel are required by the College to travel and/or attend training sessions or conferences for business-related purposes, they will be paid as outlined below and as required by the Fair Labor Standards Act, Wage and Hour Division, Hours Worked, (29 C.F.R. § 785.33-785.41) and the Portal to Portal Act (29 C.F.R. § 790.1-790.12)

**Procedures:** **Overnight Travel**

If an employee is required to travel for College business that includes an overnight stay away from home, the employee will be paid per travel day for actual hours spent in travel, up to a maximum equal to the number of hours the employee would normally have worked that day, as long as the travel occurs during what would be the employees normal work hours.

If an employee is required to travel on a day they would not normally work (Saturday, Sunday), the employee will be paid for the actual time spent traveling, up to a maximum equal to the number of hours the employee is normally scheduled to work each day, as long as the travel occurs during what would be the employee's normal work hours.

In addition, all time spent performing authorized College related work at the destination will be compensated based on actual hours worked. Meal period and sleeping time are excluded as paid time.

**One-day Travel**

If an employee is required to work away from the College for a day, and no overnight travel is involved, the employee will be paid for all hours spent in travel and at work at the destination. Meal periods are excluded as paid time.

**Driving**

Driving a vehicle, regardless of whether the travel takes place within or outside the normal work hours, counts as hours worked. In other words, the act of driving is considered a compensable act which must be counted as hours worked if it is for the benefit of the College.

Mileage reimbursement is made with prior approval of supervisor at a rate that aligns with the IRS Reimbursement Rate.

**Attendance at Training Sessions or Conferences**

If an employee attends a business-related training session or conference, the employee will be paid per day for the actual hours spent in training or attending work-related conference sessions. Mealtimes are normally not included as paid time; mealtimes are paid only if the meal is served at the employee's conference seat. Employees will not receive pay for optional training/conference events, such as receptions and social activities. Time spent in training is unpaid only if all the following criteria are met:



- Training session is held outside employee's normal working hours.
- Attendance at training is voluntary
- Training session is not related to the employee's job
- Employee does not perform any College-related work during the training session.
- For travel and training, the pay rate shall be the employee's normal hourly rate. Paid travel time and paid time spent at a training session/conference shall count as hours worked when calculating eligibility for overtime pay.

Meal allowance rates are as follows (includes all tips associated with meals):  
Breakfast: \$9.00 Lunch: \$12.00 Dinner: \$25.00

**All business-related travel and attendance at seminars/conferences must be approved in advance by the employee's supervisor.**

**Contact:** Human Resources Coordinator

**Related:** 2 C.F.R. § 200.474

**Adopted:** July 1, 2009

**Updated:** September 22, 2014; August 8, 2018