

Mount St. Joseph University
Non-Exempt Employee
Compensable Travel Time Policy

September 2025

The Fair Labor Standards Act (“FLSA”) establishes minimum wage, overtime pay, and guidelines related to compensable and non-compensable time for employees. Employees classified as “exempt” from FLSA’s requirements will be paid at their regular base salary rate while travelling regardless of when, where, or how they travel. Employees classified as “non-exempt” from FLSA’s requirements will be paid only for “compensable” time while travelling. The University will comply with FLSA to determine what portion of a non-exempt employee’s travel is “compensable” and what portion is not.

The purpose of this Policy is to provide a helpful reference guide to assist in determining what is “compensable” time. This Policy is not intended to expand or supplant the FLSA’s definition or interpretation of “compensable” time—rather, it is provided for reference purposes only. In the event of a conflict or inconsistency between FLSA and this Policy, the terms of the FLSA shall control. The University reserves the right to interpret and amend this Policy at any time.

Please direct all questions to the University’s Chief Human Resources Officer, Teri Compton, at Teri.Compton@msj.edu or call (513) 244-4979.

Travel Time:

The principles which apply in determining whether time spent travelling is compensable time depends upon the kind of travel involved. Non-exempt employees are required to track their hours and activities while travelling at all times.

Home to Work Travel:

An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not compensable work time.

Home to Work on a Special One Day Assignment in Another City:

An employee who regularly works at the University who is given a special one-day assignment in another city or location and returns home the same day is compensated as follows: The time spent traveling to and returning from the other city is compensable time; however, the University may deduct/not count that time the employee would normally spend commuting to the University.

Non-compensable:

- Time not worked, even if it cuts across the employee’s regular work schedule.
- Meal periods and social activities which are not required by the University and work is not performed.

Travel That is All in a Day's Work:

Time spent by an employee in travel as part of their principal activity, such as travel from the University to a local school during the workday, is work time and must be counted as hours worked.

Non-Compensable:

- Meal periods where work is not required or performed.

Travel Away from Home Community (Overnight):

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly compensable time when it cuts across the employee's regularly scheduled workday. The compensable time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The University will not consider as compensable time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Non-Compensable:

- Riding as a passenger where work is not required or performed.
- If an employee drives a car as a matter of personal preference, when an authorized flight or other travel mode is available and paying for travel by car would exceed the cost of the authorized mode, only the estimated travel time associated with the authorized mode will be counted as hours worked.
- Regular meal periods where work is not required or performed.
- Voluntary attendance at social functions.
- Time spent sleeping.
- Time spent at a hotel while not performing work.

Non-Exempt Employee Travel Time Guidelines

Travel Category	Compensable Time	Non-compensable Time
Commuting	<ul style="list-style-type: none"> • Performing authorized work- related errands while commuting from home to work or from work to home. • Transporting or delivering materials or equipment to a job site prior to the start of the work day and/or returning materials or equipment after the end of the work day • Transporting other employees to work sites, to the office, or to their homes either before or after the workday at management request 	Ordinary travel from home to work (commuting time)
Travel During the Work Day	<ul style="list-style-type: none"> • Time spent in travel as part of the member’s principal job activity (i.e., travel between job sites). 	
One-Day Assignment in Another Town or City	<ul style="list-style-type: none"> • Time spent traveling to and returning from a one-day required assignment in another city or town regardless of whether employee is the driver or the passenger, regardless of whether the travel cuts across the normal work schedule. • Time spent at required conference, meeting, etc. 	<ul style="list-style-type: none"> • Normal commuting time will be subtracted. • Time not worked even if it cuts across the employee’s regular work schedule (e.g., employee goes sightseeing instead of attending a conference session, the conference sessions are only from 9a.m. to 3 p.m., etc.). • Meal periods and social activities where attendance is not required and work is not performed

<p>Travel Away From Home Community (Overnight Travel)</p>	<ul style="list-style-type: none"> • Any portion of authorized travel, including time spent waiting at an airport, bus station, etc., that cuts across a member's normal work schedule, including non-work days. • If an employee travels between two or more time zones, the time zone associated with the point of departure determines whether the travel falls within normal work hours. • Riding as a passenger when the member is required to perform work (for example, to serve as an assistant or helper, respond to email, take business-related phone calls, etc.). • Driving a vehicle, regardless of whether the travel takes place within or outside normal work hours. • Time spent attending authorized conferences, meetings, etc. Required attendance at meals or meal breaks where work is performed. • Required attendance at social functions. 	<ul style="list-style-type: none"> • Any portion of authorized travel, including time spent waiting at an airport, bus station, etc., that falls outside of normal work hours. • Riding as a passenger outside of normal work hours where work is not required. • Travel between hotel and meeting site. • If an employee drives a car as a matter of personal preference when an authorized flight or other travel mode is available and paying for travel by car would exceed the cost of the authorized mode, only the estimated travel time associated with the authorized mode will be counted as hours worked • If the University authorizes hotel accommodations for overnight travel but the employee prefers to drive home each evening. • Regular meal periods where work is not performed and attendance is not required. • Voluntary attendance at social functions. Time spent outside of the conference or meeting (e.g., employee goes sightseeing instead of attending a conference session, the conference sessions are only from 9a.m. to 3 p.m., etc.) • Time spent sleeping unless the member has the primary responsibility for the safety and welfare of students.
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(Credit: University of Massachusetts Amherst)