



DO I HAVE TO PAY THAT?

UNDERSTANDING FEDERAL TRAVEL TIME PAY RULES FOR EMPLOYERS

HOME-TO-WORK AND WORK-TO-HOME

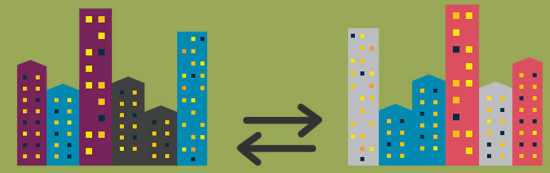
nope.



EMPLOYERS ARE NOT OBLIGATED TO PAY FOR COMMUTE TIME NO MATTER HOW FAR AWAY AN EMPLOYEE LIVES.

WORKSITE-TO-WORKSITE TRAVEL

yep.



IF AN EMPLOYEE MUST TRAVEL TO ACCOMPLISH THE DAY'S WORK, IT COUNTS AS PAID TIME. THIS IS COMMON FOR SERVICE AND MAINTENANCE EMPLOYEES.

SAME-DAY TRAVEL TO ANOTHER CITY

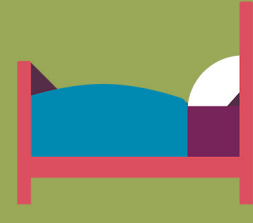
yep.



TRAVEL TO AND FROM ANOTHER CITY WITHIN ONE WORK DAY SHOULD BE COUNTED AS HOURS WORKED. BUT THE EMPLOYER MAY DEDUCT THE TIME THAT AN EMPLOYEE WOULD NORMALLY SPEND COMMUTING TO WORK.

OVERNIGHT TRAVEL

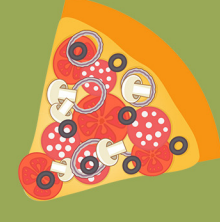
yep.



TRAVEL OVER MULTIPLE DAYS THAT OCCURS DURING AN EMPLOYEE'S NORMAL WORK HOURS SHOULD BE COMPENSATED AS TIME WORKED — NO MATTER THE DAY OF WEEK. COMPENSATION ALSO APPLIES IF THE EMPLOYEE IS DRIVING TO A DESTINATION DURING NON-WORK HOURS, *UNLESS THE EMPLOYEE IS TRAVELING AS A PASSENGER.*

PER DIEM

depends.



PER DIEMS ARE GENERALLY OPTIONAL FOR EMPLOYERS. TRAVEL TIME PAY STILL APPLIES WHEN A PER DIEM IS PROVIDED.

EXAMPLE: \$15 FOR BREAKFAST
\$25 FOR LUNCH
\$40 FOR DINNER

MILEAGE REIMBURSEMENT

depends.



MILEAGE REIMBURSEMENT IS OPTIONAL, ALTHOUGH GENERALLY RECOMMENDED. THE STANDARD IRS RATE IS CURRENTLY 58¢ PER BUSINESS MILE. EMPLOYERS THAT PROVIDE A MILEAGE REIMBURSEMENT MUST ALSO PAY THE EMPLOYEE FOR TRAVEL TIME.

DIFFERENT TRAVEL TIME PAY RATE

depends.



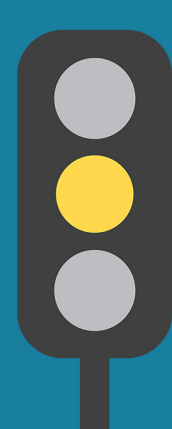
A DIFFERENT RATE OF PAY FOR TRAVEL IS ALLOWED SO LONG AS THE RATE IS NOT LESS THAN MINIMUM WAGE. THIS SHOULD BE CLEARLY COMMUNICATED IN WRITING PRIOR TO THE BEGINNING OF TRAVEL.

OVERTIME PAY FOR TRAVEL

yep.



AN EMPLOYER MUST COUNT PAID TRAVEL HOURS WHEN CALCULATING OVERTIME PAY FOR A WORKWEEK.



KNOW BEFORE YOU GO

SOME STATES HAVE TRAVEL REIMBURSEMENT RULES THAT DIFFER FROM THE FEDERAL RULES, SO CHECK YOUR STATE LAWS BEFORE FINALIZING YOUR POLICY. IF THERE'S A DIFFERENCE BETWEEN THE FEDERAL AND STATE RULES, YOU MUST APPLY THE MORE EMPLOYEE-FRIENDLY RULE. FOR EXAMPLE, UNDER CALIFORNIA LAW, EMPLOYERS MUST COMPENSATE EMPLOYEES TRAVELING FOR AN OVERNIGHT BUSINESS TRIP FOR ALL TIME SPENT ON AUTHORIZED TRAVEL WHETHER OR NOT IT IS DURING THE EMPLOYEE'S "NORMAL WORK HOURS."

SET THE RIGHT COURSE

YOUR EMPLOYEE HANDBOOK IS THE PERFECT PLACE TO OUTLINE YOUR TRAVEL GUIDELINES AND EXPECTATIONS. BE SURE TO DO SO IN ADVANCE SO THAT EMPLOYEES WHO ARE ON THE ROAD KNOW WHAT TO EXPECT. ENSURING THAT EVERYONE KNOWS THE POLICIES PRIOR TO TRAVEL WILL HELP YOU AVOID ISSUES BEFORE THEY ARISE.



HR SUPPORT CENTER

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