* **COMMUTING TIME (Ex. 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** considered paid work time.
* **ALTERNATE SITE (Ex. Home to work on a special one-day assignment in another city):** An employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day. The time spent traveling to and returning from the other city (except for normal commuting time) is considered paid work time.
* **DURING WORK (Ex. Travel that is within the regular work schedule):** Time spent by an employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, is considered paid work time and is counted as hours worked.
* **AFTER HOURS/WEEKEND TRAVEL TIME** Travel during normal work hours (even on a day when an employee does not work, such as a weekend) is always paid; however traveling as a passenger (not driver) outside of normal working hours does not have to be considered work time.

**Scenarios:**

1. You are traveling to a business-related event (career fair, training, meeting, etc.) during normal scheduled work hours from your work location for a couple of hours and then back to work once the meeting is complete.
**TIME:** The time traveling is considered paid work time. Personal mealtime should be deducted.
2. An event is required as a part of your job, but is after hours. You leave from your work location.

**TIME:** The travel time to the event and the time spent at the event is considered paid work time. Time returning from the event (beyond your normal commuting time) is considered paid work time.

1. You are traveling to an all-day required work meeting at a different location than your regular work site and you are leaving from home.

**TIME:** The travel time (beyond normal commuting time) and event is considered paid work time.

1. You are traveling from work to multiple work sites during your normal scheduled workday.

**TIME:** The time traveling is considered paid work time. Personal mealtime should be deducted.

1. You are traveling from your work location to multiple work sites during your normal scheduled work day and do not return to your work location at the end of the work day.

**TIME:** The time spent traveling between work sites is considered paid work time. Personal meal time will be deducted. The travel time from the final work site (beyond your normal commuting time) is considered paid work time.

1. **Overnight travel**: You are flying to a work-related conference in another state on a Saturday. Your flight is scheduled to depart at 7:00am. You must leave your house at 5:30am in order to get to the airport to check-in at 6:00am and wait for your flight.

**TIME:** The time required to drive to reach your destination (5:30am – 6:00am) is considered paid work time. Travel by air as a passenger when it is outside of normal work hours is not considered paid work time. In this case, you would not be paid for the flight from 6:00 to 8:00, but you would be paid for the travel starting at 8:00 since this would be during your normal working hours (even on a Aaturnday). Required events related to the conference outside of your normal scheduled hours are considered paid work time. If these events are optional, then the time is not considered paid work time.

1. **Overnight travel**: You are driving to a conference. You leave your house at 6:30am and arrive at your destination at 2:45pm. The conference begins at 6pm that evening and runs for two (2) scheduled work days. You leave the conference at 12pm on the final day to return home, arriving home at 9:00pm.

**TIME:** The time required to reach your destination (6:30am – 2:45pm) and to return home (12pm – 9:00pm) is considered paid work time, unless you are traveling as a passenger outside of normal work hours (in this case normal work hours include similar hours on the weekend). Time you are free from work-related activities is not considered paid work time. Required events related to the conference outside of your normal scheduled hours are considered paid work time. If these events are optional, then the time is not considered paid work time.