



## Travel for Work Guidelines

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### One Day Travel for Non-Exempt Employee

One Day Travel for Non-Exempt Employee	Activity	Time of Travel	Designation
Driving from Home to/from <u>Regular</u> Work Site (Normal Commute)	Driving Vehicle	Before or After Work	Does not count as time worked/Not Compensable
Traveling to a Work Location (Not Regular Work Site)	Driving Vehicle or Passenger in Vehicle	During or outside of the workday as a part of the employee's primary duties	Count as time worked/compensable if the work location is of a greater distance from their home than their regular site of employment, however, the ordinary home to work travel and any meal time should be deducted. Re: 216, I.H.#.C.(3)
Traveling to an Off-Site Meeting, Conference or Event	By Plane, Train or Bus (or other form of public transportation)	During or Outside of the Workday	Counts as time worked/Compensable Re: 216, I.H.3.C.(1)
Travel due to Emergency Call	Driving Vehicle	Outside of Normal Work Day/Hours	Counts as time worked/compensable if the work location is of substantial distance Re: 216, I.H.2.d

One Day Travel for Non-Exempt Employee	Activity	Time of Travel	Designation
Employee Asked to Work One Day or for a Limited Assignment (that does not keep the employee away from home overnight)	Driving Vehicle	During or Outside of the Workday	Count as time worked/compensable if the work location is of a greater distance from their home than their regular site of employment, however, the ordinary home to work travel and any meal time should be deducted.
At Meeting, Conference or Event	Participation in Meeting, Conference or Event (must be work related)	During or Outside of Workday	Counts as time worked/Compensable
Meals	Meal Time	During Workday	<p>Meal time is not work time if at least 30 minutes long and employee is relieved of work duties/uninterrupted during that time.</p> <p>If eating with a work group is mandatory or work is being conducted at the meal, then the time qualifies as work time.</p>

### Multi-Day Travel for Non-Exempt Employee

Multi-Day Travel for Non-Exempt Employee	Activity	Time of Travel	Designation
Traveling to a Work Location (Not Regular Work Site)	Driving Vehicle or Passenger in Vehicle	During or outside of the workday as a part of the employee's primary duties	Counts as time worked/Compensable
Traveling to an Off-Site Meeting, Conference or Event	By Plane, Train or Bus (or other form of public transportation)	During Regular Work Hours and Including Weekend Days	Counts as time worked/Compensable

<b>Multi-Day Travel for Non-Exempt Employee</b>	<b>Activity</b>	<b>Time of Travel</b>	<b>Designation</b>
Traveling to an Off-Site Meeting, Conference or Event	By Plane, Train or Bus (or other form of public transportation)	Outside of Regular Work Hours	Only compensable if the employee is performing work related activities (e.g. preparing for a presentation, answering emails, supervising/counseling students, coaching athletes, etc.)
Time in a hotel or another location	No work being performed / Employee's time is own	During hours outside the employee's regular work hours	Does not count as time worked and is not compensable (unless actual work is occurring)
Evening Activities and Meals	Not considered work, if the employee has the option to decide to attend the meal or evening activity	Outside of the employee's regular work hours	Does not count as time worked/Not compensable (even if with a group)
Evening Activities and Meals	If interrupted by work demands or the employee's attendance at any event or meal is required based on the employee's job	Outside of the employee's regular work hours	Count as Time Worked/Compensable