

## Travel Policy

**Number:** Human Resources  
**Organizational Part:** Seven – Human Resources  
**Chapter:** One – University Policies  
**Policy Type:** University Wide  
**Responsible Office:** Human Resources  
**Effective Date:** 09.19.2016  
**Revision Date:** 09.19.2016

---

### **POLICY STATEMENT**

---

Butler University recognizes that there are many positions within the University which require employees to travel for business. University-approved travel is generally defined as transportation on Butler business in excess of one's normal commute. University-approved travel includes movement on official University business from home or normal place of employment to another destination, and return to home or normal place of employment. University-approved travel does not include commuting between home and normal place of employment.

---

### **REASON FOR POLICY**

---

To be compliant with various employment legislation, the Travel Policy provides guidance as to how employees will be compensated for University approved travel.

---

### **ENTITIES AFFECTED BY THIS POLICY**

---

All employees engaging in University-approved travel on behalf of Butler University.

---

### **POLICY APPROVAL**

---

Subject to approval by University Administration

---

### **CONTACTS**

---

Office of Human Resources  
Phone: 317-940-9335  
Email: [askhr@butler.edu](mailto:askhr@butler.edu)

---

### **PROCEDURES**

---

Non-exempt employees must be compensated for time spent traveling based on the following guidelines:

- Normal commute/travel time to work is not compensated.
  - Single-day out-of-town travel is considered compensable time, excluding commute home-to-work travel time (this includes an alternate work site).
  - Overnight out-of-town travel time is compensated when it is within the employee's regular workday. This is true for hours worked on regular working days during normal working hours and during the corresponding hours on nonworking days.
  - Regular meal period time is not considered compensable time while traveling.
  - If an employee must commute/travel to a location outside of their normal place of work to fulfill work requirements, that actual travel time may or may not be compensated as outlined below:
-

- a. If the travel is within normal work hours it is compensated.
- b. If the travel is outside of normal work hours and is on a common carrier, or the employee is a passenger in a vehicle other than a common carrier AND work is performed, the travel time is compensated.
- c. If the travel time is outside of normal work hours and is on a common carrier, or the employee is a passenger in a vehicle other than a common carrier and NO work is performed, the travel time is not compensated.
- d. If travel time is outside of normal working hours and the employee is required to drive, the time is compensated.

Examples:

1. An employee regularly works from 8 a.m. to 5 p.m. from Monday through Friday. The employee travels on business to a location that requires two hours of travel time. The employee leaves Friday at 8 a.m., works the remainder of Friday as well as Saturday morning, and returns on Saturday at 2 p.m. The two hours of travel time on Friday and the two hours of travel time on Saturday are compensable time. The hours worked on Friday and Saturday are also compensable time.
2. An employee regularly works from 8 a.m. to 5 p.m. from Monday through Friday. The employee travels on business to a location that requires two hours of driving to the airport and a 5 hour flight. The employee leaves Saturday at 8 a.m. and arrives at their destination at 4 p.m. but doesn't begin work until Monday at 8 a.m. The employee then works until 5 p.m. on Monday and from 8 a.m. to 5 p.m. on Tuesday. After the meeting ends at 5 p.m., the employee catches a cab to the airport, flies, and upon arrival at the airport drives two hours home. The employee arrives Wednesday morning at 1 a.m. and returns to work at the regularly scheduled time that day to work the remainder of the week. The two hours driving time on Saturday and two hours of driving time on Tuesday night/Wednesday morning are compensable time. The work hours on Monday and Tuesday are also compensable time. Meal times and other time outside the employee's normal work hours are not compensated, the flight time is not compensated since it is on a common carrier and no work was performed.

---

**APPENDICES**

NA

---

**HISTORY/REVISION DATES**

Issue Date: 09.19.2016

Amended Date: 05.10.2017