



*University Staff (non-bargaining unit faculty and employees)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
BUSINESS-RELATED TRAVEL	July 2005	1710.040

**POLICY STATEMENT (R\*)**

Travel is clearly work time, and is therefore compensable, when it cuts across the employee’s workday. The employee is simply substituting travel for other duties. The time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. Thus, if an employee regularly works from 8:30 a.m. to 5:00 p.m. from Monday through Friday the travel time during these days/hours is considered work time as well as during any other days.

Time worked is always compensable, regardless of whether work is performed at the work site, while traveling on University business, or if it takes place within or outside of normal work hours.

A lunch period during which an employee is relieved of all his assigned duties is not compensable.

If an employee is required to attend a business-related function, the employee must be compensated.

If an employee requests a specific itinerary that is different from the University-recommended itinerary, only the estimated travel time associated with the University’s recommended itinerary will be eligible for compensation.

An employee is only compensated during administrative work hours from the time travel begins, to the time travel ends. Any portion of the employee’s normal work hours that the employee spends away from the work site that is not within travel time is not compensated. If travel time ends during the employee’s normal work hours, the employee must take leave or return to work, unless prior arrangements have been made, such as flexible work hours.

**REASON FOR POLICY (O\*)**

To compensate non-exempt employees traveling on University business.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Human Resources  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Payroll and Employee Records  
Florida International University  
11200 S.W. Eighth Street - PC 220  
Miami, Florida 33199  
Telephone: (305) 348-2181

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**\*R = Required \*O = Optional**