

Travel Time for Overtime Eligible Employees



**Division of Personnel
Technical Services**

Outline

- I. Travel Status vs Compensable Travel Time
- II. The Travel Questionnaire
- III. Reporting Travel Time
- IV. Compensable Travel Time
- V. Responsibilities

I. TRAVEL STATUS VS COMPENSABLE TRAVEL TIME

Travel Status vs Compensable Travel Time

- What is Travel Status?
 - Per AAM 60.020, “Travelers shall be considered in travel status from the time an authorized trip begins until it ends. An “authorized trip” is a trip approved in accordance with administrative manual guidelines and where a traveler travels outside the boundaries of the duty station...”

Travel Status vs Compensable Travel Time

- What is a duty station?
 - Per AAM 60.020, "...city, town, or village within 50 miles of where the traveler spends the major portion of their working time, or the place to which the traveler returns to duty on completion of special assignments..."

Travel Status vs Compensable Travel Time

- Local Travel or Day Trips
 - Per AAM 60.020, a traveler is not in travel status for local travel or day trips.

Travel Status vs Compensable Travel Time

□ Local Travel or Day Trip Examples

- A state trooper while on patrol in his/her assigned territory
- A safety inspector whose normal duties include driving from his/her duty station to a construction site for the purposes of conducting an inspection
- A health inspector whose normal duties include driving from his/her normal duty station to various communities to inspect facilities.

Travel Status vs Compensable Travel Time

□ Compensable Travel Time

- The Division of Personnel's Standard Operating Procedure, Travel as Time Worked, sets the policy for compensating overtime eligible employees in travel status. Overtime eligible employees must be paid in accordance with the Fair Labor Standards Act (FLSA), except where a collective bargaining agreement provides a greater benefit.

Travel Status vs Compensable Travel Time

□ Compensable Travel Time

- According to the FLSA, only certain travel time is compensable. The FLSA's definition of travel is independent of the definition of "travel" or "travel status" as it relates to per diem, meal allowances, or employer liability for workers' compensation purposes.
- Section IV, further explains what time is compensable when traveling.

Travel Status vs Compensable Travel Time

□ Summary

- Travel Status = Defined by the Administrative Manual, the time a trip begins to the time you return to your duty station.
- Compensable Travel Time = Certain time spent traveling when in travel status, as defined by the FLSA.

II. THE TRAVEL QUESTIONNAIRE

The Travel Questionnaire

- Purpose
- Who should submit a Travel Questionnaire?
- Where can I find the Travel Questionnaire form?
- How do I complete the Travel Questionnaire?

The Travel Questionnaire

□ Purpose:

- The purpose of the Travel Questionnaire is to document all time spent traveling. This documentation is used to ensure that an employee is accurately compensated for time spent traveling in accordance with the FLSA and any applicable collective bargaining agreements.

The Travel Questionnaire

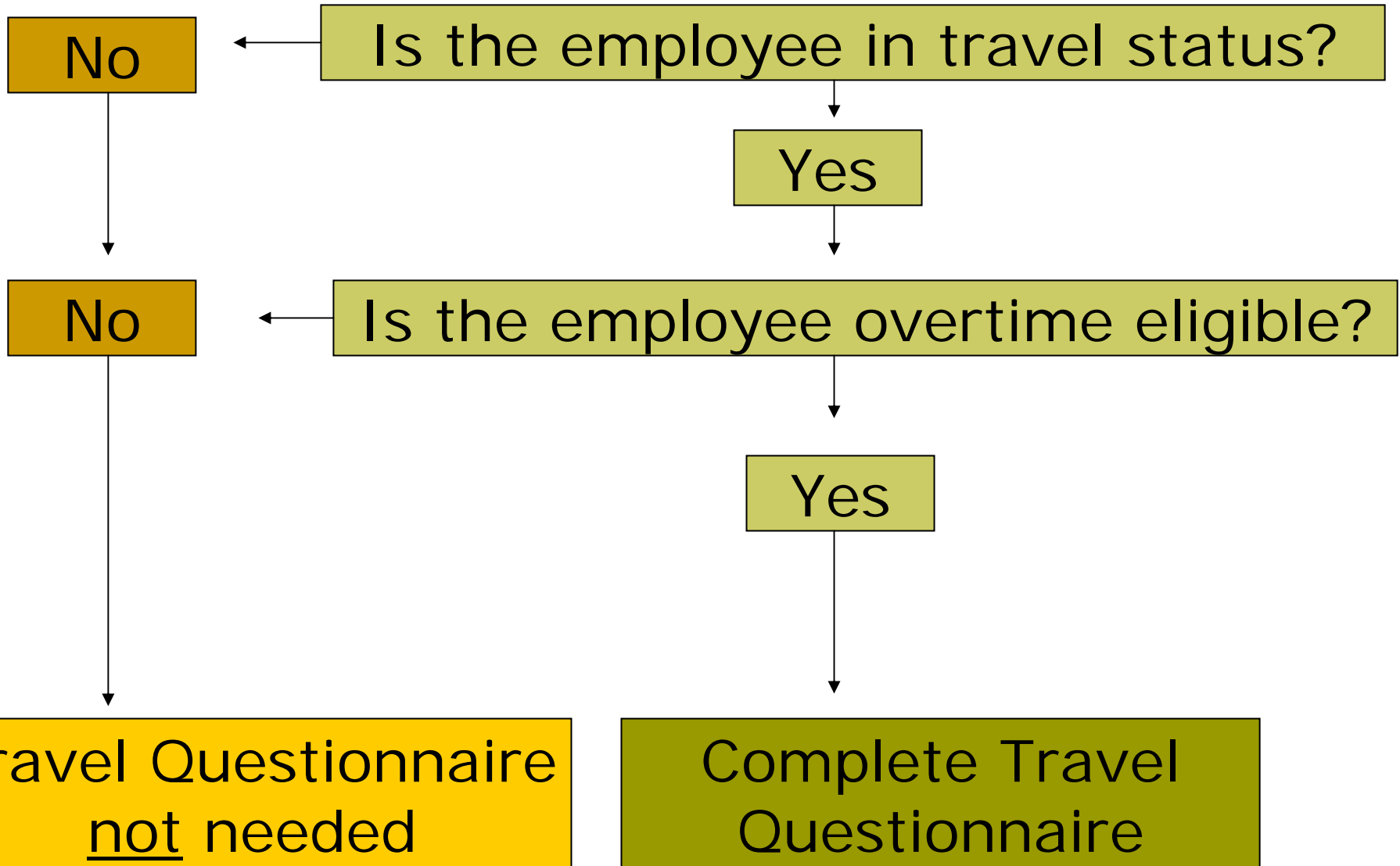
- Time Spent Traveling:
 - Time spent traveling is that time in which you commute from your duty station to another duty station.

(This does not include time spent driving around within a duty station or what would be considered local travel or a day trip.)

The Travel Questionnaire

- Who should submit a Travel Questionnaire?
 - All overtime eligible employees who are in travel status must complete a Travel Questionnaire to document the time spent traveling and attach it to their timesheet.
 - Exceptions, employees covered by the Public Safety Employees Association (PSEA) contract, marine employees and correctional officer prisoner transport.
 - If you are unsure if you must complete a Travel Questionnaire, contact Technical Services.

When to Complete a Travel Questionnaire



The Travel Questionnaire

- Where can I find the Travel Questionnaire form?
 - The Travel Questionnaire is located on the Division of Personnel's website under "HR Forms".
 - <http://dop.state.ak.us/index.php?id=164>

The Travel Questionnaire

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION, DIVISION OF PERSONNEL
TRAVEL QUESTIONNAIRE FOR OVERTIME ELIGIBLE EMPLOYEES**

Employee Name: _____		SSN: _____		1
Check one: <input type="checkbox"/> Same Day Travel <input type="checkbox"/> Overnight Travel		Duty Station: _____		
Normal work hours: _____ to _____		Normal Work Days: M T W Th F Sa Su		
Normal meal break: _____ to _____		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Last assignment worked: _____				
Accounts to be charged _____ %				
_____ cc _____ pgm _____ lc _____ %				
*Note if accounts to be charged are for travel time resulting in overtime or other reason _____				
ESCORT/TRANSPORT TRAVEL? <input type="checkbox"/> Yes <input type="checkbox"/> No		2		
Date & Time of Pick-up _____		Date & Time of drop off _____		
Date & Time of Pick-up _____		Date & Time of drop off _____		
Transporting State Equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No		3		
Date & Time of Pick-up _____		Date & Time of drop off _____		
Date & Time of Pick-up _____		Date & Time of drop off _____		
VEHICLE USE: <input type="checkbox"/> Driver or <input type="checkbox"/> Passenger		<input type="checkbox"/> State vehicle or <input type="checkbox"/> Private vehicle		
4		5		
DEPARTURE/RETURN: From: City _____ State _____ To: City _____ State _____ Date: _____ Day of week: _____ _____ Required check-in time _____ Actual arrival at airport, etc. _____ Time of departure _____ Arrival at destination _____ Pickup of personal baggage _____ Meal break start & stop times		DEPARTURE/RETURN: From: City _____ State _____ To: City _____ State _____ Date: _____ Day of week: _____ _____ Required check-in time _____ Actual arrival at airport, etc. _____ Time of departure _____ Arrival at destination _____ Pickup of personal baggage _____ Meal break start & stop times		
DEPARTURE/RETURN: From: City _____ State _____ To: City _____ State _____ Date: _____ Day of week: _____ _____ Required check-in time _____ Actual arrival at airport, etc. _____ Time of departure _____ Arrival at destination _____ Pickup of personal baggage _____ Meal break start & stop times		DEPARTURE/RETURN: From: City _____ State _____ To: City _____ State _____ Date: _____ Day of week: _____ _____ Required check-in time _____ Actual arrival at airport, etc. _____ Time of departure _____ Arrival at destination _____ Pickup of personal baggage _____ Meal break start & stop times		
ADDITIONAL INFORMATION: Include specific information regarding weather delays, work performed while in travel status, etc. (Attach an additional sheet if necessary.)				
6				
WE CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT				
7				
Employee Signature _____		Supervisor Signature _____		Date _____
Date _____		Date _____		

The Travel Questionnaire

- How do I complete the form?
 - Page 2 of the Travel Questionnaire provides some guidance.
 - Follow the link on the Technical Services page to Travel under “Quick Links” for the Travel Time for Overtime Eligible Employees powerpoint presentation:
<http://dop.state.ak.us/index.php?id=9>
 - Contact Technical Services if you need assistance.

The Travel Questionnaire

Section 1 must always be completed.

The employee's name must be provided.

The employee's social security number must also be provided.

Employee Name: _____

SSN: _____

1

Check one: Same Day Travel Overnight Travel

Normal work hours: _____ to _____

Normal meal break: _____ to _____

Last assignment worked: _____

Duty Station: _____

Normal Work Days: M T W Th F Sa Su

Accounts to be charged	_____	_____	_____	_____%
	_____	_____	_____	_____%
	cc	pgm	lc	

*Note if accounts to be charged are for travel time resulting in overtime or other reason _____

The employee must check either same day travel or overnight travel.

Enter the normal duty station, this should be the location, ie. Juneau, Anchorage.

The Travel Questionnaire

Enter the normally scheduled work hours.

Provide the time the normal meal/lunch break begins and ends.

Employee Name: _____ SSN: _____ 1

Check one: Same Day Travel Overnight Travel

Duty Station: _____

Normal work hours: _____ to _____

Normal meal break: _____ to _____

Normal Work Days: M T W Th F Sa Su

Last assignment worked: _____

Accounts to be charged	_____	_____	_____	_____	_____	_____	_____	____%
	_____	_____	_____	_____	_____	_____	_____	____%
	cc	pgm	lc					

*Note if accounts to be charged are for travel time resulting in overtime or other reason _____

*Some employees may need to report special accounts to be charged for travel time.

Rev. 7/26/07

*For those employees who work irregular assignments, the last assignment worked must be reported, ie. correctional officers or shift work.

* If required to report special accounts to be charged, enter reason.

Mark the normal work days.

The Travel Questionnaire

Section 2: The "Yes" box should be marked only if the employee is required to escort/transport someone in the care or custody of the State, otherwise the "No" box must be checked and no other documentation is needed in this section.

ESCORT/TRANSPORT TRAVEL?

Yes

No

2

Date & Time of Pick-up _____

Date & Time of drop off _____

Date & Time of Pick-up _____

Date & Time of drop off _____

If escorting/transporting the date and time of pick-up must be provided.

When escorting/transporting, you must also report the date and time the person in custody was dropped off.

The Travel Questionnaire

Section 3: Check the "Yes" box and complete the remaining fields in this section only if you are transporting State Equipment, otherwise check "No". This section is used to report the arrangement for shipping of equipment or picking up equipment, including checking equipment as baggage.

Transporting State Equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	3
Date & Time of Pick-up _____		Date & Time of drop off _____	
Date & Time of Pick-up _____		Date & Time of drop off _____	

If transporting State equipment be sure to include the date and time of pick-up....

... as well as the date and time the State equipment was dropped off.

The Travel Questionnaire

Section 4 needs to be completed in the event the travel takes place in an automobile. If the travel is not by automobile, skip this section.

VEHICLE USE: Driver or Passenger

State vehicle or Private vehicle

4

If traveling in an automobile, an employee must report if s/he is a driver or a passenger. If multiple employees take turns driving, additional information must be provided in section 6.

Also, be sure to check the box that applies, State vehicle or private vehicle.

The Travel Questionnaire

Section 5 must always be completed

There are 4 sections in which to provide travel information so that multiple segments of a trip can be reported. Another questionnaire must be used if there are more than 4 segments of a trip.

<p>DEPARTURE/RETURN: From: City _____ State _____ To: City _____ State _____</p> <p>Date _____ Day of week: _____ _____ Required check-in time _____ Actual arrival at airport, etc. _____ Time of departure _____ Arrival at destination _____ Pickup of personal baggage _____ Meal break start & stop times</p>	<p>DEPARTURE/RETURN: 5 From: City _____ State _____ To: City _____ State _____</p> <p>Date _____ Day of week: _____ _____ Required check-in time _____ Actual arrival at airport, etc. _____ Time of departure _____ Arrival at destination _____ Pickup of personal baggage _____ Meal break start & stop times</p>
<p>DEPARTURE/RETURN: From: City _____ State _____ To: City _____ State _____</p> <p>Date _____ Day of week: _____ _____ Required check-in time _____ Actual arrival at airport, etc. _____ Time of departure _____ Arrival at destination _____ Pickup of personal baggage _____ Meal break start & stop times</p>	<p>DEPARTURE/RETURN: From: City _____ State _____ To: City _____ State _____</p> <p>Date _____ Day of week: _____ _____ Required check-in time _____ Actual arrival at airport, etc. _____ Time of departure _____ Arrival at destination _____ Pickup of personal baggage _____ Meal break start & stop times</p>

The Travel Questionnaire

This area should be left blank. It is for payroll use only.

An employee must report the departure city and state as well as the destination city and state.

	DEPARTURE/RETURN:
	From: City _____ State _____
	To: City _____ State _____
	Date _____ Day of week: _____
	_____ Required check-in time
	_____ Actual arrival at airport, etc.
	_____ Time of departure
	_____ Arrival at destination
	_____ Pickup of personal baggage
	_____ Meal break start & stop times

The date the trip occurred must be entered including the day of the week.

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The Travel Questionnaire

If traveling via airplane, ferry or train, please include the time of required check-in.

The departure time must be noted for any mode of transportation, including via automobile.

DEPARTURE/RETURN:	
From: City _____	State _____
To: City _____	State _____
Date _____	Day of week: _____
_____	Required check-in time
_____	Actual arrival at airport, etc.
_____	Time of departure
_____	Arrival at destination
_____	Pickup of personal baggage
_____	Meal break start & stop times

Also, if traveling via airplane, ferry or train, please include the actual time of arrival at airport, etc.

List the time of arrival at the destination.

The Travel Questionnaire

If traveling with personal baggage other than carry on baggage, note the time the baggage was picked up here.

DEPARTURE/RETURN:	
From: City _____	State _____
To: City _____	State _____
Date _____	Day of week: _____
_____	Required check-in time
_____	Actual arrival at airport, etc.
_____	Time of departure
_____	Arrival at destination
_____	Pickup of personal baggage
_____	Meal break start & stop times

All travel time must be reported in the time zone of the departure city.

Rev. 7/20/07

Employees must take a meal break if traveling during their normal meal break.

The Travel Questionnaire

This section should be used when additional information is required or the traveler has anything unique to the travel that s/he wants to relay to Technical Services.

ADDITIONAL INFORMATION: Include specific information regarding weather delays, work performed while in travel status, etc. (Attach an additional sheet if necessary.)

6

Examples of additional required information includes, but is not limited to, weather delays, work performed while traveling, multiple drivers, etc.

The Travel Questionnaire

WE CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

7

Employee Signature

Date

Supervisor Signature

Date

Section 7 must always be completed. Both the employee and the supervisor must sign the form attesting that the information provided is true and correct.

Travel Questionnaire Examples

Employee Name: MINNIE MOUSE SSN: 123-45-6789 1

Check one: Same Day Travel Overnight Travel
Normal work hours: 0800 to 1630
Normal meal break: 1200 to 1300
Last assignment worked: _____

Duty Station: Juneau
Normal Work Days: M T W Th F Sa Su

Accounts to be charged _____ %
_____ %
cc pgm lc

*Note if accounts to be charged are for travel time resulting in overtime or other reason _____

ESCORT/TRANSPORT TRAVEL? Yes No 2
Date & Time of Pick-up _____ Date & Time of drop off _____
Date & Time of Pick-up _____ Date & Time of drop off _____

Transporting State Equipment? Yes No 3
Date & Time of Pick-up 9/6/06 0630 Date & Time of drop off 9/6/06 0700
Date & Time of Pick-up 9/6/06 1045 Date & Time of drop off 9/6/06 1100

VEHICLE USE: Driver or Passenger State vehicle or Private vehicle 4

**Normal Flight /
Equipment Transport**

This employee is flying to Anchorage and must check in training material. He/she then went from the airport straight to work. On the return trip, the employee no longer has training material to check in.

DEPARTURE/RETURN:
From: City Juneau State AK
To: City Anchorage State AK
Date: 9/6/06 Day of week: Wed
0600 Required check-in time
0630 Actual arrival at airport, etc.
0800 Time of departure
1020 Arrival at destination
1045 Pickup of personal baggage
Meal break start & stop times

DEPARTURE/RETURN: 5
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____
_____ Required check-in time
_____ Actual arrival at airport, etc.
_____ Time of departure
_____ Arrival at destination
_____ Pickup of personal baggage
_____ Meal break start & stop times

When flying, use the "pick-up field to report the time you began the check-in process.

Once you have checked in the equipment, enter a drop off date and time.

DEPARTURE/RETURN:
From: City Anchorage State AK
To: City Juneau State AK
Date: 9/7/06 Day of week: Thur
1600 Required check-in time
1600 Actual arrival at airport, etc.
1700 Time of departure
1900 Arrival at destination
1915 Pickup of personal baggage
Meal break start & stop times

DEPARTURE/RETURN:
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____
_____ Required check-in time
_____ Actual arrival at airport, etc.
_____ Time of departure
_____ Arrival at destination
_____ Pickup of personal baggage
_____ Meal break start & stop times

ADDITIONAL INFORMATION: Include specific information regarding weather delays, work performed while in travel status, etc. (Attach an additional sheet if necessary.) 6
Transport of training material.

Employee Name: MINNIE MOUSE

SSN: 123-45-6789

1

Check one: Same Day Travel Overnight Travel
Normal work hours: 0800 to 1630
Normal meal break: 1200 to 1300
Last assignment worked: _____

Duty Station: Juneau
Normal Work Days: M T W Th F Sa Su

Accounts to be charged 01002038 _____ 100 %
_____ %
cc pgm lc

*Note if accounts to be charged are for travel time resulting in overtime or other reason Overtime

ESCORT/TRANSPORT TRAVEL? Yes No
Date & Time of Pick-up _____ Date & Time of drop off _____
Date & Time of Pick-up _____ Date & Time of drop off _____

Transporting State Equipment? Yes No
Date & Time of Pick-up _____ Date & Time of drop off _____
Date & Time of Pick-up _____ Date & Time of drop off _____

VEHICLE USE: Driver or Passenger State vehicle or Private vehicle

Flight Crossing Time Zones / Special Accounts Charged

When leaving Juneau, all time must be recorded in Alaska time including arrival and baggage pickup.

The times listed for the return flight including arrival at destination and pickup of personal baggage must be in Pacific Time.

DEPARTURE/RETURN:
From: City Juneau State AK
To: City Seattle State WA
Date: 9/10/06 Day of week: Sun
1500 Required check-in time
1500 Actual arrival at airport, etc.
1600 Time of departure
1830 Arrival at destination
1855 Pickup of personal baggage
Meal break start & stop times

DEPARTURE/RETURN:
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____
_____ Required check-in time
_____ Actual arrival at airport, etc.
_____ Time of departure
_____ Arrival at destination
_____ Pickup of personal baggage
_____ Meal break start & stop times

DEPARTURE/RETURN:
From: City Seattle State WA
To: City Juneau State AK
Date: 9/12/06 Day of week: Tue
1500 Required check-in time
1500 Actual arrival at airport, etc.
1700 Time of departure
1920 Arrival at destination
1940 Pickup of personal baggage
Meal break start & stop times

DEPARTURE/RETURN:
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____
_____ Required check-in time
_____ Actual arrival at airport, etc.
_____ Time of departure
_____ Arrival at destination
_____ Pickup of personal baggage
_____ Meal break start & stop times

ADDITIONAL INFORMATION: Include specific information regarding weather delays, work performed while in travel status, etc. (Attach an additional sheet if necessary.)

6

Employee Name: MINNIE MOUSE SSN: 123-45-6789 1

Check one: Same Day Travel Overnight Travel
Normal work hours: 0800 to 1630
Normal meal break: 1200 to 1300
Last assignment worked: _____

Duty Station: Juneau
Normal Work Days: M T W Th F Sa Su

**Normal Flight /
Flight Delay**

Accounts to be charged _____ %
_____ %
cc pgm lc

*Note if accounts to be charged are for travel time resulting in overtime or other reason _____

ESCORT/TRANSPORT TRAVEL? Yes No 2

Date & Time of Pick-up _____ Date & Time of drop off _____
Date & Time of Pick-up _____ Date & Time of drop off _____

Transporting State Equipment? Yes No 3

Date & Time of Pick-up _____ Date & Time of drop off _____
Date & Time of Pick-up _____ Date & Time of drop off _____

VEHICLE USE: Driver or Passenger State vehicle or Private vehicle 4

DEPARTURE/RETURN:
From: City Juneau State AK
To: City Anchorage State AK
Date: 9/6/06 Day of week: Wed
0700 Required check-in time
0700 Actual arrival at airport, etc.
0800 Time of departure
1020 Arrival at destination
1045 Pickup of personal baggage
Meal break start & stop times _____

DEPARTURE/RETURN: 5
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____
_____ Required check-in time
_____ Actual arrival at airport, etc.
_____ Time of departure
_____ Arrival at destination
_____ Pickup of personal baggage
_____ Meal break start & stop times _____

DEPARTURE/RETURN:
From: City Anchorage State AK
To: City Juneau State AK
Date: 9/7/06 Day of week: Thur
1600 Required check-in time
1600 Actual arrival at airport, etc.
1830 Time of departure
2030 Arrival at destination
2045 Pickup of personal baggage
Meal break start & stop times _____

DEPARTURE/RETURN:
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____
_____ Required check-in time
_____ Actual arrival at airport, etc.
_____ Time of departure
_____ Arrival at destination
_____ Pickup of personal baggage
_____ Meal break start & stop times _____

ADDITIONAL INFORMATION: Include specific information regarding weather delays, work performed while in travel status, etc. (Attach an additional sheet if necessary.) 6

9/7/06 – Scheduled departure was 1700, at 1700 asked to standby for new departure time due to equipment failure. At 1745 a new departure time of 1830 was announced.

Employee Name: MINNIE MOUSE

SSN: 123-45-6789

1

Check one: Same Day Travel Overnight Travel
Normal work hours: 0800 to 1630
Normal meal break: 1200 to 1300
Last assignment worked: _____

Duty Station: Anchorage
Normal Work Days: M T W Th F Sa Su

**Driving /
Escort/Transport**

Accounts to be charged _____ %
_____ %
cc pgm lc

*Note if accounts to be charged are for travel time resulting in overtime or other reason _____

ESCORT/TRANSPORT TRAVEL? Yes No 2
Date & Time of Pick-up 9/11/06 0730 Date & Time of drop off 9/11/06 1200
Date & Time of Pick-up _____ Date & Time of drop off _____

Transporting State Equipment? Yes No 3
Date & Time of Pick-up _____ Date & Time of drop off _____
Date & Time of Pick-up _____ Date & Time of drop off _____

VEHICLE USE: Driver or Passenger State vehicle or Private vehicle 4

DEPARTURE/RETURN:
From: City Anchorage State AK
To: City Seward State AK
Date: 9/11/06 Day of week: Mon

Required check-in time

Actual arrival at airport, etc.
0800 Time of departure
1130 Arrival at destination

Pickup of personal baggage

Meal break start & stop times

DEPARTURE/RETURN: 5
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____

Required check-in time

Actual arrival at airport, etc.

Time of departure

Arrival at destination

Pickup of personal baggage

Meal break start & stop times

DEPARTURE/RETURN:
From: City Seward State AK
To: City Anchorage State AK
Date: 9/12/06 Day of week: Tue

Required check-in time

Actual arrival at airport, etc.
1600 Time of departure
1930 Arrival at destination

Pickup of personal baggage

Meal break start & stop times

DEPARTURE/RETURN:
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____

Required check-in time

Actual arrival at airport, etc.

Time of departure

Arrival at destination

Pickup of personal baggage

Meal break start & stop times

ADDITIONAL INFORMATION: Include specific information regarding weather delays, work performed while in travel status, etc. (Attach an additional sheet if necessary.) 6

Employee Name: MINNIE MOUSE

SSN: 123-45-6789

1

Check one: Same Day Travel Overnight Travel

Normal work hours: 0800 to 1630

Normal meal break: 1200 to 1300

Last assignment worked: _____

Duty Station: Anchorage

Normal Work Days: M T W Th F Sa Su

Accounts to be charged _____ %
_____ %
cc pgm ic

*Note if accounts to be charged are for travel time resulting in overtime or other reason _____

ESCORT/TRANSPORT TRAVEL? Yes No 2

Date & Time of Pick-up _____ Date & Time of drop off _____

Date & Time of Pick-up _____ Date & Time of drop off _____

Transporting State Equipment? Yes No 3

Date & Time of Pick-up _____ Date & Time of drop off _____

Date & Time of Pick-up _____ Date & Time of drop off _____

VEHICLE USE: Driver or Passenger State vehicle or Private vehicle 4

DEPARTURE/RETURN:
From: City Anchorage State AK
To: City Seward State AK
Date: 9/11/06 Day of week: Mon

Required check-in time

Actual arrival at airport, etc.
0800 Time of departure
1130 Arrival at destination

Pickup of personal baggage

Meal break start & stop times

DEPARTURE/RETURN: 5
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____

Required check-in time

Actual arrival at airport, etc.

Time of departure

Arrival at destination

Pickup of personal baggage

Meal break start & stop times

DEPARTURE/RETURN:
From: City Seward State AK
To: City Anchorage State AK
Date: 9/12/06 Day of week: Tue

Required check-in time

Actual arrival at airport, etc.
1600 Time of departure
1930 Arrival at destination

Pickup of personal baggage

Meal break start & stop times

DEPARTURE/RETURN:
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____

Required check-in time

Actual arrival at airport, etc.

Time of departure

Arrival at destination

Pickup of personal baggage

Meal break start & stop times

ADDITIONAL INFORMATION: Include specific information regarding weather delays, work performed while in travel status, etc. (Attach an additional sheet if necessary.) 6

Took turns driving with a co-worker – drove 9/11/06 0800-1130.

Driving / Taking Turns

Employee Name: MINNIE MOUSE

SSN: 123-45-6789

1

Check one: Same Day Travel Overnight Travel

Duty Station: Juneau

Normal work hours: 0800 to 1630

Normal Work Days: M T W Th F Sa Su

Normal meal break: 1200 to 1300

Last assignment worked: _____

Accounts to be charged _____ %
_____ %
cc pgm lc

*Note if accounts to be charged are for travel time resulting in overtime or other reason _____

ESCORT/TRANSPORT TRAVEL? Yes No 2

Date & Time of Pick-up _____ Date & Time of drop off _____

Date & Time of Pick-up _____ Date & Time of drop off _____

Transporting State Equipment? Yes No 3

Date & Time of Pick-up _____ Date & Time of drop off _____

Date & Time of Pick-up _____ Date & Time of drop off _____

VEHICLE USE: Driver or Passenger State vehicle or Private vehicle 4

DEPARTURE/RETURN:
From: City Juneau State AK
To: City Anchorage State AK
Date: 9/6/06 Day of week: Wed
0600 Required check-in time
0630 Actual arrival at airport, etc.
0800 Time of departure
1020 Arrival at destination
1045 Pickup of personal baggage
Meal break start & stop times

DEPARTURE/RETURN: 5
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____
_____ Required check-in time
_____ Actual arrival at airport, etc.
_____ Time of departure
_____ Arrival at destination
_____ Pickup of personal baggage
_____ Meal break start & stop times

DEPARTURE/RETURN:
From: City Anchorage State AK
To: City Juneau State AK
Date: 9/7/06 Day of week: Thur
1600 Required check-in time
1600 Actual arrival at airport, etc.
1700 Time of departure
1900 Arrival at destination
1915 Pickup of personal baggage
Meal break start & stop times

DEPARTURE/RETURN:
From: City _____ State _____
To: City _____ State _____
Date: _____ Day of week: _____
_____ Required check-in time
_____ Actual arrival at airport, etc.
_____ Time of departure
_____ Arrival at destination
_____ Pickup of personal baggage
_____ Meal break start & stop times

ADDITIONAL INFORMATION: Include specific information regarding weather delays, work performed while 6

in travel status, etc. (Attach an additional sheet if necessary.)

On 9/6/06, worked on a project from 0815 to 0945 on plane.

Normal Flight /
Work During Travel

III. REPORTING TRAVEL TIME

Reporting Travel Time

- ❑ A Travel Questionnaire must be completed reporting all time spent traveling regardless of when it occurs.
- ❑ The Travel Questionnaire is a supplement to the timesheet and is required by the Alaska Administrative Manual.
- ❑ Time spent traveling during normal work hours should be reported on the timesheet as regular (E100) hours worked.
- ❑ Any time spent traveling outside the normal work hours are reported only on the travel questionnaire.

Reporting Travel Time

As this travel is not on a normal working day, no hours are reported on the timesheet.

Day	Date	Start	Stop	Start	Stop	Start	Stop	Hour	Workd	E100	E120	Comments
Sat	9/16											
Sun	9/17											Travel to Anchorage, see attached.
Mon	9/18	8:00	12:00	13:00	16:30			7.50	7.50			Worked in Anchorage office
Tue	9/19	8:00	12:00	13:00	16:30			7.50	7.50			Worked in Anchorage office and returned to Juneau, see attached.
Wed	9/20	8:00	12:00	13:00	16:30			7.50	7.50			
Thu	9/21	8:00	12:00	13:00	16:30			7.50	7.50			
Fri	9/22	8:00	12:00	13:00	16:30			7.50	7.50			
Sat	9/23											
Sun	9/24											
Mon	9/25	8:00	12:00	13:00	16:30			7.50	7.50			
Tue	9/26	8:00	12:00	13:00	16:30				7.50			
Wed	9/27	8:00	12:00	13:00	16:30				7.50			
Thu	9/28	8:00	12:00	13:00	16:30			7.50	7.50			
Sat	9/30											

On Sunday the employee took a flight to Anchorage, then returned to Juneau on Tuesday on a flight departing at 15:30, required check-in was 14:30.

Time spent traveling outside normal work hours are only reported on the travel questionnaire.

IV. COMPENSABLE TRAVEL TIME

Compensable Travel Time

- ❑ The State of Alaska follows the rules for compensating travel time in accordance with the Fair Labor Standards Act (FLSA) unless a more favorable benefit is provided by a collective bargaining agreement.
- ❑ The Division of Personnel issued a Standard Operating Procedure for Travel as Time Worked, which can be found under the old S.O.P. at:

<http://dop.state.ak.us/ppdb/index/cfm>

Compensable Travel Time

- ❑ If an employee is overtime eligible, they may be due additional compensation.
- ❑ As only travel during the normal work schedule should be documented as time worked on the timesheet, a Travel Questionnaire must be completed in order to identify any other compensable travel time.

Compensable Travel Time

- There are three types of travel under the FLSA:
 - All in a Day's Work aka Same Day Travel
 - Overnight Travel
 - Home to Work and Work to Home

Compensable Travel Time

- All in a Day's Work
 - When an employee enters into travel status and returns from the travel in the same calendar day

Compensable Travel Time

- Overnight Travel
 - When an employee enters into travel status and returns from travel status on another calendar day

Compensable Travel Time

- Home to Work and Work to Home
 - Also called commute time, not normally compensable, but can be compensable under certain conditions

Compensable Travel Time

- Travel status begins:
 - Airplane/Ferry: At the required check-in time or when employee arrives at airport, etc., whichever is less.
 - Personal/State Vehicle: At the time the employee leaves home or work site to begin trip.

Compensable Travel Time

- Travel status ends:
 - Airplane/Ferry: At the time the employee arrives at the airport or ferry terminal at their duty station.
 - Personal/State Vehicle: At the time the employee returns to the duty station (work site if dropping off State Vehicle or home if using personal vehicle).

Compensable Travel Time – All in a Day's Work

- Compensable Time:
 - a. Time spent traveling as a passenger, this includes picking up State equipment and baggage claim
 - b. Flight Delay
 - c. If an employee is unable to return on the same day due to circumstances beyond his/her control (ie. weather, mechanical problems, etc.), the overnight rules apply.

Compensable Travel Time - All in a Day's Work

This Employee traveled on Friday. The normal work hours are 0800 to 1630, Monday through Friday.

Time Beg		End	Activity	Compensable Time	Explanation
0530	to	0600	Home to Airport	0.0	
0600	to	0800	Required Check-in/Travel	2.0	
0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
1800	to	2000	Required Check-in/Travel	2.0	
2000	to	2030	Airport to Home	<u>0.0</u>	
				11.5	

Compensable Travel Time - All in a Day's Work

This employee traveled on Saturday. The normal work hours are 0800 to 1630, Monday through Friday.

Time Beg		End	Activity	Compensable Time	Explanation
0530	to	0600	Home to Airport	0.0	
0600	to	0800	Required Check-in/Travel	2.0	
0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
1800	to	2000	Required Check-in/Travel	2.0	
2000	to	2030	Airport to Home	<u>0.0</u>	
				11.5	

Compensable Travel Time - All in a Day's Work

This employee normally commutes between Delta Junction and Fairbanks, driving his/her personal vehicle. The normal working hours are 0800 to 1630, Monday through Friday.

Time Beg		End	Activity	Compensable Time	Explanation
0500	to	0800	Drive to Fairbanks	0.0	
0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
1630	to	1930	Drive to Delta Junction	<u>0.0</u>	
				7.5	

Compensable Travel Time - All in a Day's Work

This employee travels for training each day for two weeks. The drive would normally be considered a normal commute, but the employee is required for business purposes to drive a State vehicle and transport a passenger who is also a State employee. The normal working hours are 0800 to 1630, Monday through Friday.

Time Beg		End	Activity	Compensable Time	Explanation
0630	to	0800	Drive to Training Site	1.5	
0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
1630	to	1800	Drive Home	<u>1.5</u>	
				10.5	

Compensable Travel Time - All in a Day's Work

This employee travels for training each day for two weeks. The drive is considered a normal commute and he/she rides as a passenger in a State vehicle with a co-worker who is also a State employee. The normal working hours are 0800 to 1630, Monday through Friday.

Time Beg		End	Activity	Compensable Time	Explanation
0630	to	0800	Ride to Training Site	0.0	
0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
1630	to	1800	Ride Home	<u>0.0</u>	
				7.5	

Compensable Time – All in a Day's Work

- NOT Compensable:
 - a. Travel from the employee's residence (home, hotel, etc.) to the airport, ferry terminal, etc. or vice versa
 - b. Meal breaks (one-half hour or longer) while in travel status

Any time spent traveling that would be considered a normal commute or a part of an employee's regularly assigned duties, is not compensable.

Compensable Travel Time – Overnight Travel

□ Compensable Time:

- a. Time spent traveling as a passenger during regular working hours on any day, baggage claim is only paid if it is within normal working hours.
- b. Time spent picking up or arranging for the shipment or transportation of State Equipment
- c. Time spent traveling as a driver
- d. Flight delay which requires remaining at the airport

Compensable Travel Time – Overnight Travel

This employee traveled on Tuesday. The normal working hours are 0800 to 1630, Monday through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Tue	1800	to	1830	Home to Airport	0.0	
	1900	to	2200	Required Check-in/Travel	0.0	
	2200	to	2230	Airport to Hotel	0.0	
Wed	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
	1800	to	2100	Required Check-in/Travel	0.0	
	2100	to	2130	Airport to Home	<u>0.0</u>	
					7.5	

Compensable Travel Time – Overnight Travel

This employee travels on Saturday. The normal working hours are 0800 to 1630, Monday Through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Sat	1300	to	1330	Home to Airport	0.0	
	1330	to	1800	Required Check-in/Travel	3.0	Normal work hours only.
	1800	to	1830	Airport to Hotel	0.0	
Sun	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
	1700	to	2130	Required Check-in/Travel	0.0	
	2130	to	2200	Airport to Home	<u>0.0</u>	
					10.5	

Compensable Travel Time – Overnight Travel

In the example in the following slide, the employee departs on Monday and returns on Friday. The normal working hours are 0800 to 1630, Monday through Friday.

Compensable Travel Time – Overnight Travel

	Time Beg		End	Activity	Compensable Time	Explanation
Mon	0630	to	0700	Home to Airport	0.0	
	0700	to	0800	Required Check-in/Travel	0.0	
	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
Tue	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
Wed	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
Thur	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
Fri	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
	1800	to	1900	Required Check-in/Travel	0.0	
	1900	to	1930	Airport to Home	<u>0.0</u>	
					37.5	

Compensable Travel Time – Overnight Travel

This employee drives to a different duty station which is not a normal commute. The normal working hours are 0800 to 1630, Monday through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Tue	1800	to	2200	Home to hotel at different duty station	4.0	
Wed	0800	to	1630	Work at different duty station	7.5	8.5 – 1.0 (meal break)
	1630	to	2030	Work to home	<u>4.0</u>	
					15.5	

Compensable Travel Time – Overnight Travel

This employee rides as a passenger to a different duty station which is not a normal commute. The normal working hours are 0800 to 1630, Monday through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Tue	1800	to	2200	Home to hotel at different duty station	0.0	
Wed	0800	to	1630	Work at different duty station	7.5	8.5 – 1.0 (meal break)
	1630	to	2030	Work to home	<u>0.0</u>	
					7.5	

Compensable Travel Time – Overnight Travel - LTC

LTC Only

- **For overnight travel only**, LTC employees who travel outside normal working hours are entitled to a maximum of two hours of pay at the straight time rate (additional straight time).

Compensable Travel Time – Overnight Travel - LTC

This **LTC** employee traveled on Tuesday and returned home on Wednesday. The normal working hours are 0800 to 1630, Monday through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Tue	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
	1800	to	1830	Home to Airport	0.0	
	1900	to	2200	Required Check-in/Travel	2.0	2.0 (max) additional straight time, per LTC Art. 15.01
	2200	to	2230	Airport to Hotel	0.0	
Wed	0800	to	1530	Working	6.5	7.5 – 1.0 (meal break)
	1530	to	1930	Required Check-in/Travel	3.0	1.0 normal work day, 2.0 (max), per LTC Art. 15.01
	1830	to	1900	Airport to Home	<u>0.0</u>	
					19.0	

Compensable Travel Time – Overnight Travel - LTC

This **LTC** employee traveled on Tuesday and returned home on Wednesday. The normal working hours are 0800 to 1630, Monday through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Tue	0430	to	0500	Home to Airport	0.0	
	0500	to	0630	Required Check-in/Travel	1.5	1.5, per LTC Art. 15.01
	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
Wed	0700	to	0730	Hotel to Airport	0.0	
	0730	to	0900	Required Check-in/Travel	1.5	.5 per LTC Art. 15.01, 1.0 normal work day,
	0900	to	1630	Working	<u>6.5</u>	7.5 – 1.0 (meal break)
					17.0	

Compensable Travel Time – Overnight Travel

- NOT Compensable:
 - a. Travel from the employee's residence (home, hotel, etc.) to the airport, ferry terminal, etc. or vice versa
 - b. Meal breaks (one-half hour or longer) while in travel status
 - c. Time spent traveling, as a passenger, outside of normal working hours on any day

Compensable Travel Time - Work While Traveling

- All hours worked while traveling are compensable providing:
 - prior approval is obtained for work outside normal working hours
 - documentation is maintained

Compensable Travel Time - Work While Traveling

This employee traveled on Tuesday working 1 hour on laptop. The normal working hours are 0800 to 1630, Monday through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Tue	1800	to	1830	Home to Airport	0.0	
	1900	to	2200	Required Check-in/Travel	1.0	1 hour working
	2200	to	2230	Airport to Hotel	0.0	
Wed	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
	1800	to	2100	Required Check-in/Travel	0.0	
	2100	to	2130	Airport to Home	<u>0.0</u>	
					8.5	

Compensable Travel Time – Escort/Transport

- ▣ All time spent escorting/transporting another person is compensable as it is considered time spent working.

(The person being escorted/transported must be in State care/custody.)

Compensable Travel Time – Escort/Transport

This employee traveled on Tuesday. On Wednesday, picked up client at 1600 and dropped client off at 2130. The normal working hours are 0800 to 1630, Monday through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Tue	1800	to	1830	Home to Airport	0.0	
	1900	to	2200	Required Check-in/Travel	0.0	
	2200	to	2230	Airport to Hotel	0.0	
Wed	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
	1630	to	1800	Transport Client to Airport	1.5	Escort
	1800	to	2100	Required Check-in/Travel	3.0	Escort
	2100	to	2130	Transport Client	0.5	Escort/drop off escort
	2130	to	2200	Drive Home	<u>0.0</u>	
Rev. 7/20/07					12.5	

Compensable Travel Time – Transporting State Equipment

- ❑ Time spent arranging for the shipment of State equipment, picking up State equipment, or transporting State equipment is compensable.
- ❑ Equipment carried with an employee onto commercial transportation is not considered arranging for shipment nor is it considered transporting.

Compensable Travel Time – Transporting State Equipment

This employee traveled on Tuesday with a laptop which was not checked in. The normal working hours are 0800 to 1630, Monday through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Tue	1800	to	1830	Home to Airport	0.0	
	1900	to	2200	Required Check-in/Travel	0.0	
	2200	to	2230	Airport to Hotel	0.0	
Wed	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
	1800	to	2100	Required Check-in/Travel	0.0	
	2130	to	2200	Airport to Home	<u>0.0</u>	
					7.5	

Compensable Travel Time – Transporting State Equipment

This employee traveled on Tuesday and checked in training equipment. The normal working hours are 0800 to 1630, Monday through Friday.

	Time Beg		End	Activity	Compensable Time	Explanation
Tue	1700	to	1730	Home to Airport	0.0	
	1730	to	1800	Required Check-in	0.5	Checked in State Equipment
	1900	to	2200	Travel Time	0.0	
	2200	to	2230	Baggage Pick-up	0.5	Pick-up State Equipment
	2230	to	2300	Airport to Hotel	0.0	
Wed	0800	to	1630	Working	7.5	8.5 – 1.0 (meal break)
	1630	to	1700	Work to Airport	0.0	
	1700	to	1730	Required Check-in	0.5	Checked in State Equipment
	1800	to	2100	Travel Time	0.0	
	2100	to	2130	Baggage Pick-up	0.5	Baggage/Equipment pick-up
Rev. 7/20/07	2130	to	2200	Drive Home	<u>0.0</u>	
					9.5	

Compensable Travel Time – Home to Work, Work to Home

□ Compensable Time

- a. Chauffeuring other employees to and from work, as directed by the employer
- b. Driving a State vehicle on business
- c. Traveling from one job site to another job site during the workday
- d. Traveling from an outlying job at the end of the scheduled workday to the employer's premises

Compensable Travel Time – Home to Work, Work to Home

- NOT Compensable:
 - a. Traveling to and from the principal work activity
 - b. Traveling from a town to an outlying site to get to the employer's premises, and return
 - c. Driving a State vehicle to and from home
 - d. Traveling to work when an employee is called back to work after going home for the day

V. RESPONSIBILITIES

Responsibilities

- Employees
- Supervisors
- Timekeepers
- Technical Services

Responsibilities - Employees

- If required to complete a Travel Questionnaire employees should:
 - Fill out a Travel Questionnaire documenting all time spent traveling
 - Enter travel time on their timesheet only during the time they are normally scheduled to work
 - Attest to its accuracy by signing both the timesheet and the Travel Questionnaire
 - Attach the Travel Questionnaire to the timesheet and submit to supervisor

Responsibilities - Supervisors

- When a timesheet is submitted for review and signature:
 - Ensure that if a Travel Questionnaire is required that it is attached to the timesheet
 - Review hours worked and travel time reported for accuracy and completeness
 - If accurate, sign the timesheet and the Travel Questionnaire

Responsibilities – Timekeepers

- If an overtime eligible employee travels:
 - Ensure that a Travel Questionnaire is attached to the timesheet
 - Ensure that only travel time during normally scheduled hours is reported on the timesheet
 - Ensure both documents are complete
 - Audit the timesheet/enter time & attendance for only those hours that should be reported on timesheet
 - Forward the timesheet with the Travel Questionnaire to Technical Services

Responsibilities – Technical Services

- If a timesheet comes in with a Travel Questionnaire attached:
 - Review the Travel Questionnaire and determine if additional compensation is due
 - Add any additional hours to the timesheet and the payroll batch
 - Return a revised copy of the timesheet to the Division

Questions?

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