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

No

Is the employee in travel status?

Yes

No

Is the employee overtime eligible?

Yes

Travel Questionnaire not needed

Complete 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: ____________________________

Check one: [ ] Same Day Travel [ ] Overnight Travel

Normal work hours: ____________________________ to ____________________________

Normal meal break: ____________________________ to ____________________________

Last assignment worked: ____________________________

Accounts to be charged: ____________________________

SSN: ____________________________

Duty Station:

Normal Work Days: M T W Th F Sa Su

[ ] Yes [ ] No

ESCORT/TRANSPORT TRAVEL? 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 [ ] Passenger

[ ] State vehicle [ ] Private vehicle

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.)

WE CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT

Employee Signature ____________________________ Date ____________________________

Supervisor Signature ____________________________ 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.

Employee Name: ________________________________

Check one:  □ Same Day Travel  □ Overnight Travel

Normal work hours: _________ to _________

Normal meal break: _________ to _________

Last assignment worked: __________________________

Accounts to be charged

cc

pgm

*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.

The employee’s name must be provided.

SSN: __________________________

Duty Station: __________________

Normal Work Days:  M  T  W  Th  F  Sa  Su

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

The employee’s social security number must also be provided.
The Travel Questionnaire

Enter the normally scheduled work hours.

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

**Check one:**  □ Same Day Travel  □ Overnight Travel

**Normal work hours:** ___________ to ___________

**Normal meal break:** ___________ to ___________

**Last assignment worked:** ______________________

**Accounts to be charged**

__________________________  __________

cc pgm

*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.

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

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

**Duty Station:** ______________________

**Normal Work Days:**

M  T  W  Th  F  Sa  Su

□ □ □ □ □ □ □

**Mark the normal work days.**

Rev: 7/26/07

Page 21
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
Date & Time of Pick-up __________________________
Date & Time of Pick-up __________________________

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.

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.
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 |

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.
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.
The Travel Questionnaire

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

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

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

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

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

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

List the time of arrival at the destination.

<table>
<thead>
<tr>
<th>DEPARTURE/RETURN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: City _________ State _____</td>
</tr>
<tr>
<td>To: City ___________ State _____</td>
</tr>
<tr>
<td>Date ___________ Day of week: ______</td>
</tr>
<tr>
<td>__________ Required check-in time</td>
</tr>
<tr>
<td>__________ Actual arrival at airport, etc.</td>
</tr>
<tr>
<td>__________ Time of departure</td>
</tr>
<tr>
<td>__________ Arrival at destination</td>
</tr>
<tr>
<td>__________ Pickup of personal baggage</td>
</tr>
<tr>
<td>__________ Meal break start &amp; stop times</td>
</tr>
</tbody>
</table>
The Travel Questionnaire

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

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

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

---

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

Rev. 7/20/07
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.)

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.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

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
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.

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.
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.
Employee Name: MINNIE MOUSE

SSN: 123-45-6789

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

Accounts to be charged

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

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

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

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

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:
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.)
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

Check one: Same Day Travel  Overnight Travel
Duty Station: Anchorage
Normal work hours: 0800 to 1630
Normal Work Days: M T W Th F Sa Su

Last assignment worked:

Accounts to be charged: % % %
Note if accounts to be charged are for travel time resulting in overtime or other reason

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

VEHICLE USE: Driver  Passenger State vehicle  Private vehicle

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:
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.)
**Driving / Taking Turns**

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

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

**Accounts to be charged:**

<table>
<thead>
<tr>
<th>cc</th>
<th>pgm</th>
<th>%</th>
<th>ic</th>
<th>%</th>
</tr>
</thead>
</table>

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

**ESCORT/TRANSPORT TRAVEL?** □ Yes  ☑ No
- **Date & Time of Pick-up**
- **Date & Time of Pick-up**

**Transporting State Equipment?** □ Yes  ☑ No
- **Date & Time of Pick-up**
- **Date & Time of Pick-up**

**VEHICLE USE:** ☑ Driver  or □ Passenger  
- ☑ State vehicle  or □ Private vehicle

**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**

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

Took turns driving with a co-worker – drove 9/11/06 0800-1130.
Employee Name: **MINNIE MOUSE**  SSN: 123-45-6789

Check one:  [ ] Same Day Travel  [x] Overnight Travel  
Normal work hours: 0900 to 1630  
Normal meal break: 1200 to 1300  
Last assignment worked:  

Accounts to be charged:  

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

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

Transporting State Equipment?  [ ] Yes  [x] No  
Date & Time of Pick-up  
Date & Time of drop off  

VEHICLE USE:  [ ] Driver  or  [ ] Passenger  
[ ] State vehicle  or  [ ] Private vehicle  

**DEPARTURE/RETURN:**  
From: City  Juneau  State  AK  To: City  Anchorage  State  AK  
Date: 09/06/06  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:**  
From: City  Anchorage  State  AK  To: City  Juneau  State  AK  
Date: 09/07/06  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  Juneau  State  AK  To: City  State  
Date:  
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:  
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.)  

On 09/06/06, worked on a project from 0815 to 0945 on plane.
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

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

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.

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

<table>
<thead>
<tr>
<th>Time Beg</th>
<th>End</th>
<th>Activity</th>
<th>Compensable Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0530</td>
<td>0600</td>
<td>Home to Airport</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>0600</td>
<td>0800</td>
<td>Required Check-in/Travel</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>0800</td>
<td>1630</td>
<td>Working</td>
<td>7.5</td>
<td>8.5 - 1.0 (meal break)</td>
</tr>
<tr>
<td>1800</td>
<td>2000</td>
<td>Required Check-in/Travel</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>2030</td>
<td>Airport to Home</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

**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.

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

**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.

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

**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.

<table>
<thead>
<tr>
<th>Time Beg</th>
<th>End</th>
<th>Activity</th>
<th>Compensable Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0630</td>
<td>0800</td>
<td>Drive to Training Site</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>0800</td>
<td>1630</td>
<td>Working</td>
<td>7.5</td>
<td>8.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td>1630</td>
<td>1800</td>
<td>Drive Home</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>10.5</strong></td>
<td></td>
</tr>
</tbody>
</table>
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.

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

**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.

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

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

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

**Total Compensable Time:** 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

<table>
<thead>
<tr>
<th>Time Beg</th>
<th>End</th>
<th>Activity</th>
<th>Compensable Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>0630</td>
<td>Home to Airport</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to 0700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0700</td>
<td>to 0800</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to 1630</td>
<td>Required Check-in/Travel</td>
<td>8.5 – 1.0 (meal break)</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>0800</td>
<td>to 1630</td>
<td>7.5</td>
<td>8.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td>Wed</td>
<td>0800</td>
<td>to 1630</td>
<td>7.5</td>
<td>8.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td>Thur</td>
<td>0800</td>
<td>to 1630</td>
<td>7.5</td>
<td>8.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td>Fri</td>
<td>0800</td>
<td>to 1630</td>
<td>7.5</td>
<td>8.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td></td>
<td>1800</td>
<td>to 1900</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1900</td>
<td>to 1930</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>37.5</strong></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Time Beg</th>
<th>End</th>
<th>Activity</th>
<th>Compensable Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>1800  to 2200</td>
<td>Home to hotel at different duty station</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>0800  to 1630</td>
<td>Work at different duty station</td>
<td>7.5</td>
<td>8.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td></td>
<td>1630  to 2030</td>
<td>Work to home</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>15.5</strong></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Time Beg</th>
<th>End</th>
<th>Activity</th>
<th>Compensable Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>1800 to 2200</td>
<td>Home to hotel at different duty station</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>0800 to 1630</td>
<td>Work at different duty station</td>
<td>7.5</td>
<td>8.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td></td>
<td>1630 to 2030</td>
<td>Work to home</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>7.5</strong></td>
<td></td>
</tr>
</tbody>
</table>
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.

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

**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.

<table>
<thead>
<tr>
<th>Time Beg</th>
<th>End</th>
<th>Activity</th>
<th>Compensable Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>0430</td>
<td>to 0500</td>
<td>Home to Airport</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0500</td>
<td>to 0630</td>
<td>Required Check-in/Travel</td>
<td>1.5 1.5, per LTC Art. 15.01</td>
</tr>
<tr>
<td></td>
<td>0800</td>
<td>to 1630</td>
<td>Working</td>
<td>7.5 8.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td>Wed</td>
<td>0700</td>
<td>to 0730</td>
<td>Hotel to Airport</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>0730</td>
<td>to 0900</td>
<td>Required Check-in/Travel</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>0900</td>
<td>to 1630</td>
<td>Working</td>
<td>6.5 7.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>17.0</strong></td>
</tr>
</tbody>
</table>
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.

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

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.

<table>
<thead>
<tr>
<th>Time Beg</th>
<th>End</th>
<th>Activity</th>
<th>Compensable Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>1800</td>
<td>to 1830</td>
<td>Home to Airport</td>
<td>0.0</td>
</tr>
<tr>
<td>1900</td>
<td>to 2200</td>
<td>Required Check-in/Travel</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>2200</td>
<td>to 2230</td>
<td>Airport to Hotel</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>0800</td>
<td>to 1630</td>
<td>Working</td>
<td>7.5</td>
</tr>
<tr>
<td>1630</td>
<td>to 1800</td>
<td>Transport Client to Airport</td>
<td>1.5</td>
<td>Escort</td>
</tr>
<tr>
<td>1800</td>
<td>to 2100</td>
<td>Required Check-in/Travel</td>
<td>3.0</td>
<td>Escort</td>
</tr>
<tr>
<td>2100</td>
<td>to 2130</td>
<td>Transport Client</td>
<td>0.5</td>
<td>Escort/drop off escort</td>
</tr>
<tr>
<td>2130</td>
<td>to 2200</td>
<td>Drive Home</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Time Beg</th>
<th>End</th>
<th>Activity</th>
<th>Compensable Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>1800</td>
<td>to 1830</td>
<td>Home to Airport</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>1900</td>
<td>to 2200</td>
<td>Required Check-in/Travel</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>2200</td>
<td>to 2230</td>
<td>Airport to Hotel</td>
<td>0.0</td>
</tr>
<tr>
<td>Wed</td>
<td>0800</td>
<td>to 1630</td>
<td>Working</td>
<td>7.5</td>
</tr>
<tr>
<td></td>
<td>1800</td>
<td>to 2100</td>
<td>Required Check-in/Travel</td>
<td>0.0</td>
</tr>
<tr>
<td></td>
<td>2130</td>
<td>to 2200</td>
<td>Airport to Home</td>
<td>0.0</td>
</tr>
</tbody>
</table>

\[7.5\]
### 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.

<table>
<thead>
<tr>
<th>Time Beg</th>
<th>End</th>
<th>Activity</th>
<th>Compensable Time</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue</td>
<td>1700  to 1730</td>
<td>Home to Airport</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1730 to 1800</td>
<td>Required Check-in</td>
<td>0.5</td>
<td>Checked in State Equipment</td>
</tr>
<tr>
<td></td>
<td>1900 to 2200</td>
<td>Travel Time</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2200 to 2230</td>
<td>Baggage Pick-up</td>
<td>0.5</td>
<td>Pick-up State Equipment</td>
</tr>
<tr>
<td></td>
<td>2230 to 2300</td>
<td>Airport to Hotel</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>0800 to 1630</td>
<td>Working</td>
<td>7.5</td>
<td>8.5 – 1.0 (meal break)</td>
</tr>
<tr>
<td></td>
<td>1630 to 1700</td>
<td>Work to Airport</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1700 to 1730</td>
<td>Required Check-in</td>
<td>0.5</td>
<td>Checked in State Equipment</td>
</tr>
<tr>
<td></td>
<td>1800 to 2100</td>
<td>Travel Time</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2100 to 2130</td>
<td>Baggage Pick-up</td>
<td>0.5</td>
<td>Baggage/Equipment pick-up</td>
</tr>
<tr>
<td>Rev. 7/29/07</td>
<td>2130 to 2200</td>
<td>Drive Home</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>9.5</strong></td>
<td></td>
</tr>
</tbody>
</table>
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
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?

<table>
<thead>
<tr>
<th>Name</th>
<th>Team</th>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shanna Kato</td>
<td>Transportation &amp; Public Facilities Team</td>
<td>Department of Transportation &amp; Public Facilities</td>
<td>465-8845</td>
</tr>
<tr>
<td>Miki Cole</td>
<td>Health &amp; Social Services Team</td>
<td>Department of Health &amp; Social Services</td>
<td>465-3972</td>
</tr>
<tr>
<td>Deanna Lewis</td>
<td>Resources Team</td>
<td>Department of Fish &amp; Game</td>
<td>465-6173</td>
</tr>
<tr>
<td>Deanna Lewis</td>
<td>Resources Team</td>
<td>Department of Natural Resources</td>
<td></td>
</tr>
<tr>
<td>Rachel Atkinson</td>
<td>General Team</td>
<td>Department of Administration</td>
<td>465-2782</td>
</tr>
<tr>
<td>Monica Burke</td>
<td>Public Protection Team</td>
<td>Department of Corrections</td>
<td>465-3300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Public Safety</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Department of Military &amp; Veterans Affairs</td>
<td></td>
</tr>
</tbody>
</table>