

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

INSTRUCTIONS:

Who should complete a Travel Questionnaire?

All **overtime eligible** classified or partially exempt employees who are in travel status must complete a Travel Questionnaire and attach it to their timesheet. Travel time reported need only to include actual time spent traveling.

Some exempt or excluded employees may also be required to complete this form. Exempt or excluded employees who are unsure if they must use this form, should contact Technical Services.

What hours do I claim on my timesheet?

All hours worked and all hours spent traveling during an employee's regular schedule should be included on the timesheet. (For instance an employee, who normally works 8:00 to 4:30, travels from 8:00 a.m. to 10:00 a.m. then reports to work at the destination location and completes the rest of his workday, the start and stop times on the timesheet should be 0800 to 1200, then 1300 to 1630.) No time should be reported on timesheet for an employee's days off regardless of the time of travel (ie. Saturday and Sunday). Any time that is compensable outside an employee's regular schedule are added to the timesheet by Technical Services.

Section 1: Employees must provide their name and social security number, check one box indicating the type of travel, note their duty station and provide their regular work schedule, normal work days, and regular meal break. If an employee works an irregular work assignment (ie. one week on/one week off), the last assignment worked must be provided. For those departments who require special coding, if special accounts should be charged, be sure to note them. Use the comment section if additional room is needed. If unsure if this applies to you, please contact your agency's finance staff.

Section 2: Employees must note if the travel includes escort or transport time. Escort or transport is when an employee must escort or transport a prisoner, patient, or child in custody of the State. If so, the date and time of pick up and drop off must be noted.

Section 3: If the travel involves transporting State equipment/baggage, the pick-up and drop off times must be noted. This section is not to be used for personal baggage.

Section 4: This section is to be completed only if a State vehicle, rental car, or private vehicle was used to travel to their destination. If so, the employee must indicate whether they were a passenger or driver and the type of vehicle.

Section 5: This section is used to report travel times for both departures and returns in a single trip for all modes of transportation. The employee must complete only the applicable fields. For those employees who are driving or who are passengers of vehicles, report only the departure and arrival times for the beginning and end of trips, as there are no check in times nor actual arrival times. All times must be in the time zone of the departure city. Baggage in this section refers only to personal baggage. If State equipment is transported, please use section 3 above. Meal break taken is your normal meal break during your work day.

Section 6: This section is used to report additional items or to add comments. Employees are to use this section to report weather delays, including the time and length of the delay and if the employee was required to remain at the airport and wait for additional departure information. If an employee was pre-approved to work while traveling, comments should include the start time, stop time and nature of work. This section should also be used in cases where multiple travelers take turns driving.

Section 7: Both the employee's and the supervisor's signature are required.