

Paying Overtime when on Travel

Type and General Information	Nonexempt Employees	Exempt Employees
<p>A. Travel Outside of Duty Hours within the Limits of the Official Duty Station (The official duty station is the geographic area surrounding a 50-mile radius of an employee's regular work site.)</p>	<ul style="list-style-type: none"> • May receive overtime pay for travel if the travel directly relates to a specific job assignment and extends the employee's normal tour of duty. • For example, an employee's normal work day is from 8 a.m. to 4:30 p.m. and the employee must attend a meeting 20 miles from the office from 3 p.m. to 5 p.m. The employee will receive overtime pay for the time spent in the meeting from 4:30 p.m. to 5 p.m. and compensation for travel time back to the office. 	<ul style="list-style-type: none"> • May be eligible for overtime pay for overtime work, but not eligible for overtime pay for the travel time. • For example, an employee's normal work day is 8 a.m. to 4:30 p.m. and the employee must attend a meeting 20 miles from the office from 3 p.m. to 5 p.m. The employee may receive overtime pay for the time in the meeting between 4:30 p.m. to 5 p.m., but she will not receive compensation for travel time back to the office.
<p>B. Temporary Duty Travel (TDY) Outside of Duty Hours Away from the Official Duty Station*</p>	<ul style="list-style-type: none"> • May receive overtime pay for officially ordered travel (TDY) during non-duty hours if they: <ul style="list-style-type: none"> -Must work during travel (e.g., driving a Government vehicle as part of a work assignment); -Travel as a passenger on a 1-day assignment away from the official duty station; or -Travel as a passenger on an overnight assignment on a day(s) that is not a regularly scheduled workday that corresponds to the employee's regular working hours. 	<p>May receive overtime pay for officially ordered travel (TDY) during non-duty hours under any one of the following conditions:</p> <ul style="list-style-type: none"> • The travel involves working while traveling or is incident to the work (e.g., driving a loaded truck, driving an empty truck back to the point of origin); • The employee travels under arduous or unusual conditions (e.g., travel on rough terrain or under extremely severe weather conditions); or • The travel results from an event that management could not schedule or control administratively (e.g., training offered by a private firm, a job-related court appearance required by a court subpoena).
<p>C. Requirements and Benefits that Pertain to All Employees</p>	<p>(1) When a manager offers an employee one mode of transportation but allows him or her to use an alternative mode, or when an employee travels at a time or route other than the one the manager selected, the employee receives credit for the lesser of either:</p> <ul style="list-style-type: none"> (a) The actual travel time, or (b) The estimated travel time that the employee would have used if he/she had taken the transportation the manager selected. 	

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	<p>(2) When an employee's travel involves two or more time zones, the employee must use the time zone from the point of first departure for the workday to determine whether he/she gets paid overtime for travel.</p> <p>(3) We do not pay employees for normal commuting time between their residences and duty stations, even if it's for an employee assigned to a temporary duty station. (See 225 FW 7, section 7.19 for information about compensatory time when traveling.)</p> <p>(a) During a temporary assignment, the temporary lodgings are the employee's residence.</p> <p>(b) If an employee chooses not to stay in temporary lodgings for personal reasons, daily commuting is not hours of work.</p>	

*Supervisors should consider scheduling events in the middle of the week so that an employee may travel to and from the event during duty hours. A supervisor may not adjust an employee's regularly scheduled administrative workweek solely to include travel hours that would not otherwise be considered hours of work.