

QUICK Q&A

Answers to not-so-common questions

Even the most experienced HR pros have questions from time to time. Our monthly Quick Q&A series provides answers to not-so-common questions and links to helpful resources.

Q. Do I need to pay my employees for travel time related to a business event?

A. In many cases an employee's time spent traveling for work is compensable, but there are exceptions. [Regulations](#) within the Fair Labor Standards Act (FLSA) establish when employers must pay their nonexempt employees for travel time. An employee's daily commute time to the office does not need to be paid, but time spent traveling to different worksites within the workday must be compensated.

When employees travel for business during their regularly scheduled work hours, they should be compensated. However, if travel time falls outside of normal hours, employers are not required to compensate those hours, unless the employee was performing work tasks. For example, if an employee has a set schedule from 9 a.m. - 5 p.m. and has a flight to a business event that departs at 1 p.m. and lands at 6 p.m., the employee would have to be compensated from 1 p.m. to 5 p.m. However, if the employee was working on a work project for the duration of the flight until 6 p.m., the additional hour would need to be compensated.

Determining when travel time is compensable can be tricky, but it is an essential practice for employers to remain compliant with regulations and labor laws. For help establishing your travel pay obligations, call our HR consulting team.

Got an HR question? Let us know how we can help at HRconsulting@bukaty.com.