

UC ANR Human Resources: Guidelines for Travel and Time Reporting

Same Day Travel	
Regular Work Hours	<ul style="list-style-type: none"> • Assigned travel during an employee’s regular working hours on work days is counted as time worked. • Traveling from work site to work site during the workday counts as time worked. • Travel time during scheduled days off is counted as time worked. • Travel time between home and the work place is not time worked, unless the alternate work site is outside the normal commuting area of the employee’s home location.
Overtime	<ul style="list-style-type: none"> • Time spent traveling from job site to job site outside of regular work hours is considered overtime. • Travel from job site to home is not counted as overtime or time worked. • Time spent traveling by plane outside of the commute area is considered time worked. • Hours worked outside of the regular work hours (including travel) must be approved in advance.
Overnight Travel	
Regular Work Hours	<ul style="list-style-type: none"> • Travel that keeps an employee away from home overnight counts as hours worked when it cuts across the employee's workday, both on regular working days and during those corresponding hours on nonworking days (weekends). <ul style="list-style-type: none"> ○ <i>Time spent on an airplane or as a passenger in a vehicle does not count as time worked if it is outside of regular work hours.</i> • The time spent traveling from home to the airport and the airport to home shall not be time worked.
Overtime	<ul style="list-style-type: none"> • Travel that keeps an employee away from home overnight and that occurs outside the employee’s normal working hours is not considered as hours of work. • If an employee is a passenger while traveling outside of regular work hours but is working during those hours; this is considered time worked/overtime. • Hours worked outside of the regular work hours must be approved in advance.