



TRAVEL TIME

I. PURPOSE

To establish guidelines for compensable travel time and to adhere to all applicable laws.

II. SCOPE

This policy applies to all non-exempt employees.

III. POLICY

The City will compensate travel time based on the rules outlined by the FLSA (Fair Labor Standards Act). And where previously agreed in writing, employees may be compensated beyond FLSA guidelines with supervisor approval.

IV. DEFINITIONS

A. FLSA states:

1. Travel must be job related.
2. On one-day assignments out of town (outside the Georgetown/Austin area) where an employee does not spend the night, all travel is compensable.
3. With travel overnight away from home, travel as a passenger is only compensable to the extent that it cuts across the employee's normal work schedule, unless the employee (passenger) is engaged in productive work.

B. Training

In order to request compensation for travel time to attend training, the training must be part of the employee's current job.

Employees may be reimbursed for personal items that are stolen while they are on City authorized travel up to a maximum total value of \$500. Request for



reimbursement must be accompanied by an itemized list and an official Police report from the City in which the theft occurred.

NOTE: Professional development training is not considered part of the employee's current job, but rather a development tool for future consideration regarding promotions and/or future responsibilities.

V. PROCEDURES

- A. Fill out a pre-approval travel request form prior to travel.
- B. Indicate why the travel is necessary.
- C. If travel is needed to attend training, indicate how the training will improve job performance.
- D. Sign, date, and have your supervisor review the request prior to the date of travel.