

Paying Overtime when on Travel

Type and General Information	Nonexempt Employees	Exempt Employees
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.)	<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 will not receive compensation for travel time back to the office.
B. Temporary Duty Travel (TDY) Outside of Duty Hours Away from the Official Duty Station*	<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. 	May receive overtime pay for officially ordered travel (TDY) during non-duty hours under any one of the following conditions: <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).
C. Requirements and Benefits that Pertain to All Employees	(1) When a manager offers an employee one mode of transportation but allows him/her/them 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: <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/they 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/they 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.