



The Planetary Science Institute

2.06.6.4 TRAVEL TIME – OVERNIGHT (NON-EXEMPT EMPLOYEES)

Policy No.: 2.06.6.4

Effective Date:

Last Revision Date:

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POLICY

Overnight out-of-town travel time is payable when it occurs during the employee's work hours regardless of the day of the week. For example, an employee regularly works from 10 a.m. to 3 p.m. on Monday, Wednesday, and Friday. The employee travels on business to a location that requires three hours of travel time one way and no work is performed during the travel time. The employee travels to their destination on Sunday at 10:00 a.m. and returns home on Friday, leaving at 5:00 p.m. The three hours of travel time on Sunday are payable. The travel time on Friday is not payable.

View this policy online: (<https://handbook.psi.edu/policy/2-06-6-4-travel-time-overnight-non-exempt-employees/>)