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SUBJECT: Travel Policy (Addendum to DNR-FLSA Policy)		
Ted Stewart, Executive Director		

I. PURPOSE

To supplement the Department of Natural Resources FLSA Policy in order to address applicability to situations arising from specific and/or unique circumstances.

II. INTRODUCTION

"The principles which apply in determining whether or not time spent in travel is working time depends upon the kind of travel involved."

III. POLICY

- A. Under the Portal-to-Portal Act, travel time from the employee's home to the actual place of performance of the principal activity(ies) and back home at the cessation of those activities is not compensable time.
- B. Travel by an employee from one job site to another job site during normal working hours is compensable time under normal working schedules. This is considered travel that is "all in the day's work;" thus, **the employee does not receive extra pay for travel during normal working hours.**
- C. If the employee is called to come back to work after going home, the employee will not be compensated for the travel time, but will require compensation for the actual time worked. The exception is department law enforcement officers and firefighters who go out on a call. The response time that is compensated begins as soon as the law enforcement officer/firefighter steps out the door.
- D. An employee must be compensated for time spent traveling to and from another city or work site to start work and return home, if that travel time exceeds the employee's normal home-to-work commuting time.
- E. When traveling outside of normal work hours in an automobile, the driver shall be compensated for the travel time, and any state employees traveling as passenger (s).

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- F. Anyone traveling on a plane outside of normal working hours will not be compensated UNLESS the employee is actually performing business-related duties on the airplane. The work MUST BE APPROVED IN WRITING by the division director (or designee) prior to the actual flight. If work is performed during the flight travel **without written authorization**, the individual will be paid, but may be issued a letter of warning or disciplinary intent letter for working unauthorized overtime.