

Indiana State University Guidelines

Pay for Time Not Worked

Business Travel

Travel time spent by nonexempt employees when required by Indiana State University during the employee's normal work hours is usually counted as hours worked, even if it occurs on the employee's normal day off.

Example: A nonexempt day-shift employee is required to travel to another city and return in the same work day, would be "working" from the time travel began until final return.

Example: A nonexempt day-shift employee required to make a business flight in the late evening would not be "working", but that same employee making a similar flight during day shift hours on Sunday would be "working."