

## Training and Travel Pay

UCF employees who are traveling for an approved work related conference or training are to record their Timesheet and/or Leave and Pay Exception Report by using the follow guidelines:

Description	Non-exempt Employees (hourly paid)	Exempt Employees (exception paid)
Going to the conference or training: time spent in the airport*, in flight, until arrival at the hotel (commute time to the airport does not count)	Counted as time worked	Counted as time worked
Attendance in the conference or training	Counted as time worked	Counted as time worked
Meal periods	Do not count as time worked (*unless mandated, ex: lunch served while required to be in attendance to listen to a guest speaker)	Do not count as time worked (*unless mandated, ex: lunch served while required to be in attendance to listen to a guest speaker)
Returning from the conference or training: time spent in the airport, in flight, until arrival at the airport* (commute time home does not count)	Counted as time worked	Counted as time worked
Travel days lasting less than one workday	Employee should use compensatory or annual leave, or return to work	Employee should use annual leave or return to work
In situations where travel, attendance at a conference or training, in addition to regular hours worked for the department are <b>greater than</b> > 40 hours in the work week, is the employee eligible for overtime pay?	Yes	No
In situations where travel, attendance at a conference or training, in addition to regular hours worked for the department are <b>greater than</b> > 40 hours in the work week, is the employee eligible for flex time?	No (should be overtime pay)	Maybe. Depends on the department's policy with regard to flex time.
If the hours counted for travel and attendance at the conference or training are <b>less than</b> < 40 hours, can additional hours be worked to bring the employee up to a 40 hour workweek?	Yes, however, the additional hours must be within the same <u>work week</u> (Friday through Thursday).	Yes, however, the additional hours must be within the same <u>work period</u> (biweekly pay period).
Home to Work on a Special One Day Assignment in Another City	Time spent traveling to and returning from the other city <b>in excess of the employee's normal commute time</b> is counted as work time.	Time spent traveling to and returning from the other city <b>in excess of the employee's normal commute time</b> is counted as work time.

Any questions regarding this information can be directed to [payroll@ucf.edu](mailto:payroll@ucf.edu) or (407) 823-2771.

\*Per the Finance & Accounting Travel Manual, a traveler is allowed up to three hours before a flight as travel time to the airport and up to two hours after a flight as travel time home for both domestic and foreign travel.  
[http://fa.ucf.edu/Travel\\_Payables/Publications/Travel\\_Manual.pdf](http://fa.ucf.edu/Travel_Payables/Publications/Travel_Manual.pdf)

Further information can be found on the Department of Labor's Fact Sheet #22:  
[Hours Worked Under the Fair Labor Standards Act \(FLSA\)](#)