



# State of Arizona Accounting Manual

Topic 50 Travel  
Section 61 Commuting

Issued 01/30/17  
Page 1 of 3

## INTRODUCTION

Whether travel is or is not commuting affects whether the cost of travel may be reimbursed and if, in the case of employees not exempt from overtime under the Fair Labor Standards Act, the travel time constitutes working hours.

See SAAM Sections 5015 and 5060 for related information.

## POLICIES

1. Commuting consists of an employee's home-to-work and work-to-home travel at the beginning and end of work days.
  - 1.1. No working time is credited and no compensation paid for commuting. This is true even when a State-owned vehicle is used to commute.
  - 1.2. No expense reimbursement is allowed for commuting.
2. With respect to travel between multiple worksites on a single day:
  - 2.1. Working time is generally counted and compensation paid for travel from one duty post to another within a single day.
  - 2.2. When an employee's duty post is his home:
    - 2.2.1. Round trips to and from a State facility are counted as and compensation paid for as time worked when such travel occurs during an employee's normally scheduled working hours. Travel before or after normally scheduled working hours are neither counted nor compensated as working time.
    - 2.2.2. While possibly counting as working time, the travel or transportation cost of one round trip daily to and from a State facility is not reimbursed unless the one-way distance between one's home and the aforementioned State facility exceeds fifty (50) miles, in which case mileage in excess of fifty (50) miles in each direction may be reimbursed.
3. When an employee has an infrequent special assignment (i.e., an assignment that does not occur at a given location more than once each calendar month), not part of one's daily working duties (such as participation in a training event):

# State of Arizona Accounting Manual

- 3.1. Round trips to and from the location of special assignments are counted as and compensation paid for working time when such travel occurs during an employee's normally scheduled working hours.
- 3.1.1. Generally, travel before or after normally scheduled working hours is counted and compensated as time worked to the extent that such time exceeds normal working hours plus normal commuting time (less any time taken for meals). In other words, normal commuting time and any time taken for meals is to be deducted from total time in determining the time for which compensation may be due.

Example: An employee's normally scheduled working hours are from 8:00 a.m. until 5:00 p.m., with an hour taken for lunch time. The employee's normal commute between home and office is a half-hour in either direction, i.e., he leaves home for the office at 7:30 a.m. and returns to his home at 5:30 p.m. He is scheduled to attend a one-day class (which has a one-hour lunch break). The venue for the class is further from his home than is his office. To arrive at his class on time, he must leave his home at 7:00 a.m. (a half hour before normal) and leaving class, he will not arrive home until 6:00 p.m. (a half hour later than normal). His work day for the day at class is nine (9) hours long, from 7:00 a.m. until 6:00 p.m., less the one-hour lunch break, less the one-hour (half-hour in either direction) of commuting time he would have experienced going to work rather than class.

	<u>Normal Schedule</u>	<u>Day of Travel</u>	
Begin Time	7:30 a.m.	7:00 a.m.	
End Time	5:30 p.m.	6:00 p.m.	
Total Hours	10	11	
Less:			
Lunch	1	1	
Normal Commute Time*	<u>1</u>	<u>1</u>	*.5 hours x 2
Compensated Hours	<u>8</u>	<u>9</u>	

- 3.1.2. Managers and supervisors, to manage personnel schedules effectively, need to be aware of how these provisions might affect compensation and overtime.
- 3.2. While possibly counting as working time, the travel or transportation cost of one round trip daily between one's home and from the location of a special assignment, using a POV, is not reimbursed except to the extent it exceeds one's normal commute.

# State of Arizona Accounting Manual

Topic 50 Travel  
Section **61 Commuting**

Issued 01/30/17  
Page 3 of 3

---

4. When an employee has multiple duty posts or no fixed duty post: the employee's mileage and travel time between his home and initial destination and between his final destination and his home each day are considered commuting and:
  - 4.1. The commuting employee's travel time is not counted as working time and compensation is not paid with respect to travel time.
  - 4.2. The travel or transportation cost of the trip from the employee's home to the duty post and from the duty post to the home is not reimbursed unless the one-way distance between one's home and the duty post exceeds fifty (50) miles, in which case mileage in excess of fifty (50) miles in each direction may be reimbursed.