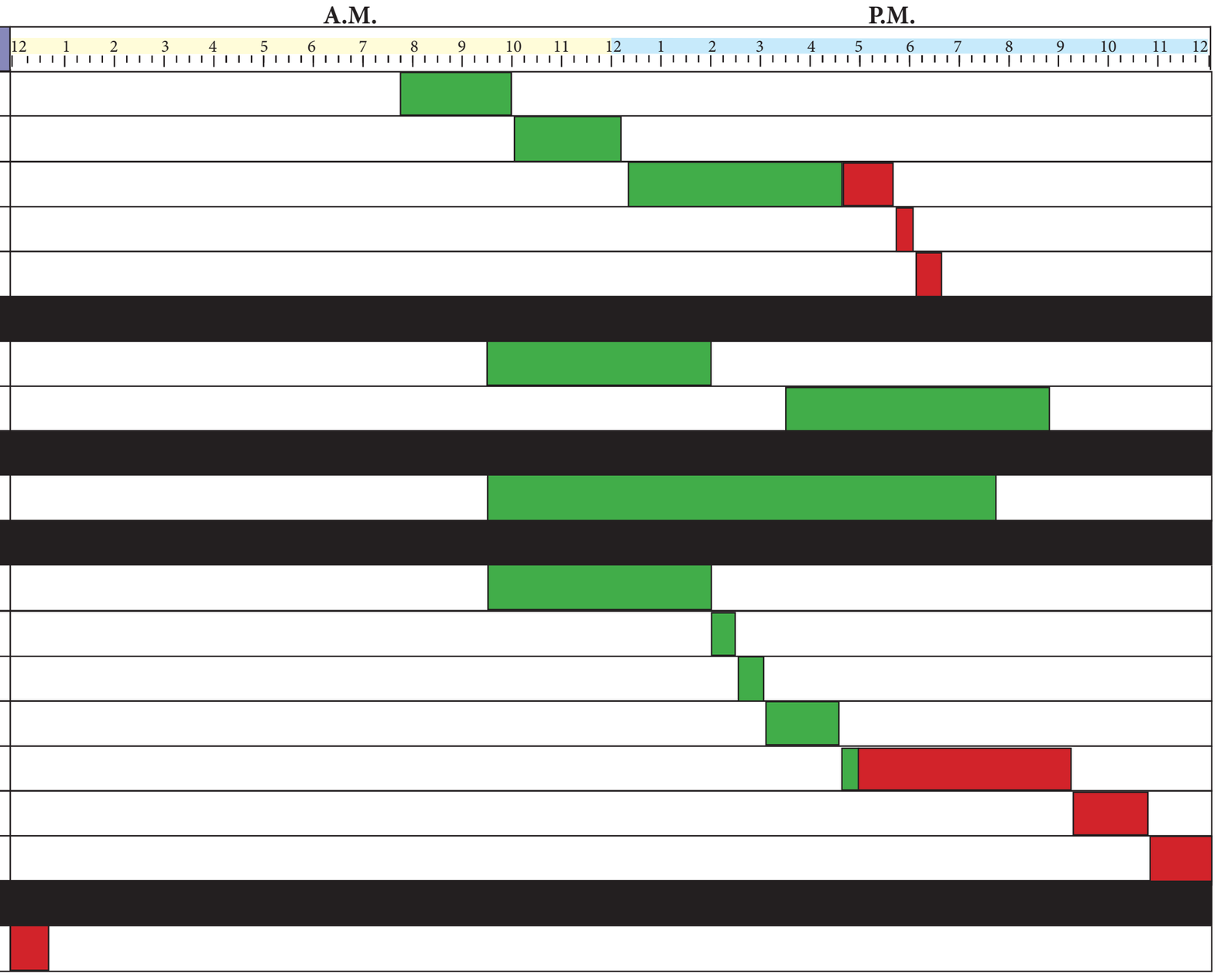
# NONEXEMPT BUSINESS TRAVEL EXAMPLE GRAPHIC

AUBURN UNIVERSITY
HUMAN RESOURCES

**Green: Time which is compensable** **Red: Time which is not compensable**

| DATE AND TIME | TRAVEL ACTIVITY DESCRIPTION |
|---|---|
| Sunday, Nov. 11<br>7:45 a.m.-10 a.m. | Shuttle from Opelika to Atlanta airport<br>(Occurring during employee's normal working hours) |
| Sunday, Nov. 11<br>10 a.m.-12:15 p.m. | Waiting for flight at Atlanta<br>(Occurring during employee's normal working hours) |
| Sunday, Nov. 11<br>12:15 p.m.-5:45 p.m. | Flight from Atlanta to Seattle<br>(Employee's normal working hours end at 4:45 p.m.) |
| Sunday, Nov. 11<br>5:45 p.m.-6 p.m. | Waiting for shuttle to hotel<br>(Not during normal working hours; no work occurring) |
| Sunday, Nov. 11<br>6 p.m.-6:30 p.m. | Shuttle from aiport to hotel<br>(Not during normal working hours; no work occurring) |
| Monday, Nov. 12<br>9:30 a.m.-2 p.m. | Day 1 of conference -- Session 1 |
| Monday, Nov. 12<br>3:30 p.m.-9:30 p.m. | Day 1 of conference -- Session 2<br>(Note: Work is occurring outside of normal working hours) |
| Tuesday, Nov. 13<br>9:30 a.m.-7:30 p.m. | Day 2 of conference<br>(Note: Work is occurring outside of normal working hours) |
| Wednesday, Nov. 14<br>9:30 a.m.-2 p.m. | Day 3 of conference |
| Wednesday, Nov. 14<br>2 p.m.-2:30 p.m. | Waiting for shuttle from hotel to airport<br>(Occurring during normal working hours) |
| Wednesday, Nov. 14<br>2:30 p.m.-3 p.m. | Shuttle to airport<br>(Occurring during normal working hours) |
| Wednesday, Nov. 14<br>3 p.m.-4:30 p.m. | Waiting for flight to Atlanta<br>(Occurring during normal working hours) |
| Wednesday, Nov. 14<br>4:30 p.m.-9:15 p.m. | Flight from Seattle to Atlanta<br>(Only 15 min. of flight occur during normal working hours) |
| Wednesday, Nov. 14<br>9:15 p.m.-10:45 p.m. | Waiting for shuttle from airport to Auburn<br>(Not during normal working hours; no work occurring) |
| Wednesday, Nov. 14<br>10:45 p.m.-midnight | Shuttle from Atlanta airport to Auburn<br>(Not during normal working hours; no work occurring) |
| Thursday, Nov. 15<br>midnight-12:45 a.m. | Shuttle from Atlanta airport to Auburn<br>(Not during normal working hours; no work occurring) |




*For more information on Nonexempt Business Travel visit http://www.auburn.edu/administration/human_resources/good2know/good2know14-11-17.pdf*