Compensable time decision tree for nonexempt employee travel

1. Travel is required for work
   - Yes: Is the employee performing work while in the plane/airport?
     - Yes: Travel time is compensable for corresponding work time.
     - No: Time during regular work hours is compensable; time outside of the regular work hours is not compensable.
   - No: Is the employee the driver?
     - Yes: Is the Employee a designated assistant or helper in the vehicle?
       - Yes: Travel time is compensable for corresponding driving time, regardless of normal schedule.
       - No: Is the employee performing work while in the vehicle?
         - Yes: Travel time is compensable.
         - No: Is the employee who is not performing work traveling during regular work hours?
           - Yes: Travel time is compensable.
           - No: No time is compensable.

2. Will travel be by Car or Plane?
   - Yes: During the meeting, conference, event, etc time is compensable as follows:
     - Required meetings, sessions, meal events, socials, mixers, etc.
     - Optional meetings, sessions, meal breaks, social, mixers, etc.
   - No: Travel time is compensable for corresponding driving time, regardless of normal schedule.

3. Is the employee performing work while in the plane/airport?
   - Yes: Travel time is compensable for corresponding work time.
   - No: Time during regular work hours is compensable; time outside of the regular work hours is not compensable.

4. Is the employee the driver?
   - Yes: Is the Employee a designated assistant or helper in the vehicle?
     - Yes: Travel time is compensable for corresponding driving time, regardless of normal schedule.
     - No: Is the employee performing work while in the vehicle?
       - Yes: Travel time is compensable.
       - No: Is the employee who is not performing work traveling during regular work hours?
         - Yes: Travel time is compensable.
         - No: No time is compensable.

5. Is the travel time in the plane/airport during regular work hours?
   - Yes: Travel time is compensable.
   - No: No time is compensable.

6. Will travel be by Car or Plane?
   - Yes: During the meeting, conference, event, etc time is compensable as follows:
     - Required meetings, sessions, meal events, socials, mixers, etc.
     - Optional meetings, sessions, meal breaks, social, mixers, etc.
   - No: Travel time is compensable for corresponding driving time, regardless of normal schedule.