

<b>Non-Exempt Employee Travel Approval Form</b>	
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<b>Employee Name:</b>	
<b>Supervisors Name:</b>	
<b>Pay Period Date(s):</b>	

**In order to comply with the Federal and State Laws, Non-Exempt employees are eligible for compensation for the time they spend traveling to attend an offsite business event (e.g. a conference). All Non-Exempt employees must complete this Travel Form immediately after the business travel.**

Please contact Payroll to ensure that the ADP timecard is filled out in accordance with the information on this form. The Non-Exempt employee is required to complete and sign this form by the Payroll Due Date of the pay period in which the travel occurred.

The Supervisor is required to sign this form and ensure that there is sufficient budget to cover both the travel and related additional payroll expenses. The Employee or Supervisor must submit the completed form to Payroll no later than the pay period end date of the pay period in which travel occurred.

Please attach a copy of your Travel Itinerary and a copy of the Event/Conference program.

What is your normal commute time to/from work on any given day (total in minutes)?	
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**Travel from Home → Offsite Business Event/Conference**

Please keep all times for travel to the offsite business event in Pacific Standard Time.

Description	Date	Time
Date of travel:		
What time did you depart to the airport from home?		
What time did you arrive at the airport?		
What time did your initial flight depart?		
What time did your final flight arrive?		
When did you arrive at your destination (e.g. hotel or conference)?		
	<b>Hours</b>	<b>Minutes</b>
<b>Total Travel Time</b>		
<b>Subtract a meal break of 30 mins when travel is between 5 hours to less than 10 hours</b>	<b>NA</b>	<b>30</b>
<b>Subtract additional meal break of 30 mins when travel is 10 hours or more</b>	<b>NA</b>	<b>30</b>
<b>Less normal commute time</b>		
<b>TOTAL Travel Time</b>		

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### Offsite Business Event or Conference Day 1

Please keep all times listed during the offsite business event in the time zone of the event.

Description	Date	Time
Date of event or conference:		
What time did you depart for the event or conference from your hotel?		
What time did you arrive at the event or conference?		
What time did your event or conference begin for the day?		
What time did the event or conference end for the day?		
Add any additional work / travel time after the end of event. Please explain:		
	<b>Hours</b>	<b>Minutes</b>
<b>Total Travel Time on Event Day 1</b>		
<b>Total work hours on Event Day 1</b>		
<b>Subtract a meal break of 30 mins when travel is between 5 hours to less than 10 hours</b>	NA	<b>30</b>
<b>Subtract additional meal break of 30 mins when travel is 10 hours or more</b>	NA	<b>30</b>
<b>TOTAL PAID HOURS FOR THE DAY (to be calculated by Payroll)</b>		

### Offsite Business Event or Conference Day 2

Description	Date	Time
Date of conference:		
What time did you depart for the event or conference from your hotel?		
What time did you arrive at the event or conference?		
What time did your event or conference begin for the day?		
What time did the event or conference end for the day?		
Add any additional work / travel time after the end of event. Please explain:		
	<b>Hours</b>	<b>Minutes</b>
<b>Total Travel Time on Event Day 2</b>		
<b>Total work hours on Event Day 2</b>		
<b>Subtract a meal break of 30 mins when travel is between 5 hours to less than 10 hours</b>	NA	<b>30</b>
<b>Subtract additional meal break of 30 mins when travel is 10 hours or more</b>	NA	<b>30</b>
<b>TOTAL PAID HOURS FOR THE DAY (to be calculated by Payroll)</b>		

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### Offsite Business Event or Conference Day 3

Description	Date	Time
Date of Event:		
What time did you depart for the Event from your hotel?		
What time did you arrive at the event ?		
What time did your event begin for the day?		
What time did event end for the day?		
Add any additional work / travel time after the end of event. Please explain:		
	<b>Hours</b>	<b>Minutes</b>
<b>Total Travel Time on Day 3</b>		
<b>Total work hours on Day 3</b>		
<b>Subtract a meal break of 30 mins when travel is between 5 hours to less than 10 hours</b>	NA	<b>30</b>
<b>Subtract additional meal break of 30 mins when travel is 10 hours or more</b>	NA	<b>30</b>
<b>TOTAL PAID HOURS FOR THE DAY (to be calculated by Payroll)</b>		

### Offsite Business Event or Conference Day 4

Description	Date	Time
Date of event:		
What time did you depart for the event from your hotel?		
What time did you arrive at the event?		
What time did your event begin for the day?		
What time did the event end for the day?		
Add any additional work / travel time after the end of event. Please explain:		
	<b>Hours</b>	<b>Minutes</b>
<b>Total Travel Time on day 4</b>		
<b>Total work hours on day 4</b>		
<b>Subtract a meal break of 30 mins when travel is between 5 hours to less than 10 hours</b>	NA	<b>30</b>
<b>Subtract additional meal break of 30 mins when travel is 10 hours or more</b>	NA	<b>30</b>
<b>TOTAL PAID HOURS FOR THE DAY (to be calculated by Payroll)</b>		

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**Travel from Offsite Business Event/Conference → Home**

Please keep all times, for travel from the conference to your home, in the local time zone of your conference.

	Date	Time
Date of travel:		
What time did you depart?		
What time did you arrive at the airport?		
What time did your initial flight depart?		
What time did your final flight arrive?		
When did you arrive at your home?		
	<b>Hours</b>	<b>Minutes</b>
<b>Total Travel Time</b>		
<b>Less normal commute time:</b>		
<b>Subtract a meal break of 30 mins when travel is between 5 hours to less than 10 hours</b>	NA	<b>30</b>
<b>Subtract additional meal break of 30 mins when travel is 10 hours or more</b>	NA	<b>30</b>
<b>TOTAL PAID HOURS FOR THE DAY (to be calculated by Payroll)</b>		

I, as the traveler, attest that the above information is complete and accurate:

\_\_\_\_\_

Traveler's (Non-Exempt employee) signature

\_\_\_\_\_

Date Signed

\_\_\_\_\_

Supervisor's approval signature

\_\_\_\_\_

Date Signed