

Compensable Travel Time while Working Remotely

December 2020

What is the definition of “workday?”

Answer: “Workday” means the time worked between your scheduled start and stop times, as approved by management.

Will I be reimbursed for mileage when I drive from home into the office for work?

Answer: Mileage reimbursement is paid according to the [Oregon Accounting Manual](#).

I need to go into the office to pick up something from the printer. My working hours are 7:00 am – 4:30 pm. If I drive into the office after I’m finished working for the day at 4:30 pm, will I be paid for my drive time to and from the office?

Answer: No, travel time that begins after your workday is not compensable.

I need to go into the office to pick up something from the printer. My working hours are 8:30 am – 5:30 pm. If I drive into the office at 8:00 am before I start working for the day, will I be paid for my time to and from the office?

Answer: Travel time that occurs prior to the start of the workday is not compensable. If the drive back home occurs after the start time of 8:30 am, you will be compensated for your time during the drive home.

I need to go into the office to pick up something from the printer. My workday begins at 7:30 am and I leave home at 8:00 am to drive in to the office. I am only there for 30 minutes before driving back home. Am I paid for my time to and from the office?

Answer: Yes, travel time which occurs during the workday is compensable and considered a part of your work day.

My working hours are 8:00 am - 5:00 pm. My manager is requiring me to come into the office for a meeting that begins at 10 am, am I paid for my time to and from the office?

Answer: Yes, provided the drive time to the meeting occurs at 8:00 am or after. Travel time which occurs during the workday is compensable.

My working hours are 8:00 am – 5:00 pm. My manager is requiring me to come into the office for a meeting that begins at 8:00 am and ends at 10:00 am. Will I be paid for the time I drive to the office and back home?

Answer: Travel time which begins prior to the workday is not compensable. However, travel time back home after the meeting is compensable, because it occurs during the workday.

My manager is requiring me to come into the office for a meeting from 4:00 pm -5:00 pm. My workday ends at 5:00 pm. Am I paid for the time I drive to the office and back home?

Answer: Travel time which begins prior to the end of the workday is compensable. However, travel home after the end of the workday is not compensable.

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Is the time I spend picking up necessary work materials in the office compensable?

Answer: Yes, time spent in the office performing work, which includes gathering of materials, is compensable.

Am I required to get permission from my manager prior to going into the office?

Answer: Yes, going into the office is at the approval of your manager. Your manager may need to adjust your work schedule or workday so no overtime is accrued.

Can my manager tell me when I can and cannot come into the office to pick up necessary work materials?

Answer: Yes, your manager can choose when to allow you to come to the office. This is especially important during the public health emergency when the number of employees in a workspace may be limited.

Can my manager require me to come to the office to pick up necessary work material at the beginning or end of my workday only?

Answer: Yes, your manager may require you to come to the office at the beginning or end of your workday in order to minimize overtime.