

Juniata College
TRAVEL POLICY

Policy Summary: Payment for travel time will be paid to non-exempt employees traveling away from home on College related business. Employees will be paid for all time while engaged in travel, work or training.

Details: Time should be entered as hours worked into Kronos on the day of travel/training. Only hours considered time worked would be entered into the timecard. Non-paid/non-worked hours include: time when not actively training, working, or in transit to/from training and time spent eating meals.

Any overtime due per Wage and Hour law and the College's current overtime policies will be paid accordingly.