

# Timekeeping Travel Time

Presented by Human Resources



# WHAT IS CONSIDERED PAID TIME IN LOBOTIME?

## Document in LoboTime:

- Travel during the workday (between job sites or for work purposes).
- Travel to and from a one-day, required assignment in another city or town.
- Time spent at a required conference, meeting, or training.
- Travel time that occurs during normal work hours (any day of the week, including weekends).
- Riding as a passenger when required to perform work (e.g., answering emails, calls, or other tasks).
- Driving a vehicle for work purposes, even if travel occurs outside normal work hours.

# WHAT IS NOT DOCUMENTED IN THE TIME SYSTEM(NOT PAID TIME)

## Do NOT document in LoboTime:

- Time before or after a required conference or meeting (free time between sessions).
- Meal breaks during travel when work is not performed.
- Travel that occurs **outside normal work hours** when the employee is **not driving and not required to work**.
- Riding as a passenger outside normal work hours when no work is required.
- Voluntary social functions such as receptions, dinners, or optional events.
- Time spent outside required conference or meeting sessions (e.g., personal activities).
- Sleep or rest periods during overnight travel.

# TIME ENTRY

- For a complete list of what is considered paid time and what is not paid time, refer to UAP 3300: Paid Time, Section 10 – Travel Time for Nonexempt Employees.

## [Viewing UAP 3300: Paid Time](#)

- While most of the Union Agreements follow UAP 3300 for time paid during travel please refer to the respective Union Agreement or contact Client Services or Labor and Employee Relations with questions regarding bargaining unit employees.

## [Staff Unions Overview :: Human Resources | The University of New Mexico](#)

# EXAMPLE SCENARIO

## Scenario: Jordan's Business Trip

- Employee Type: **Non-exempt**
- Home base: **Albuquerque, NM (Mountain Time)**
- Destination: **Atlanta, GA (Eastern Time – two hours ahead)**
- Purpose: **Required three-day leadership training**
- Normal work hours: **8:00 AM – 5:00 PM MT**
  
- Policy note: *Departure time zone (MT) determines normal work hours for the trip.*

# DAY 1: TRAVEL TO CONFERENCE (MONDAY)

**Normal hours:** 8 AM – 5 PM MT

**Paid time** 

- 8:00 – 9:00 AM MT – Waiting at airport (within normal hours)
- 9:00 AM – 2:00 PM MT – Flight time (passenger during normal hours)
- 2:00 – 3:00 PM MT – Ground travel to hotel (within normal hours)
- 5:00 – 7:00 PM MT – Required welcome dinner

**Unpaid time** 

- 7:00 – 8:00 AM MT – Commute to airport
- 7:00 – 9:00 PM MT – Personal time / unpacking
- 3:00 – 4:00 PM MT – Use hotel gym
- 4:00 – 5:00 PM MT – Nap

# DAY 2: CONFERENCE DAY (TUESDAY, EASTERN TIME)

*(Normal MT hours = 10 AM – 7 PM ET)*

## Paid time

- 9:30 AM – 3:30 PM ET – Required training sessions
- 4:30 – 5:30 PM ET – Breakout discussion
- 7:00 – 8:00 PM ET – Checks work email (performing work)

## Unpaid time

- 8:30 – 9:30 AM ET – Optional breakfast event
- 3:30 – 4:30 PM ET – Lunch w/ no work or training performed (unpaid break)
- 5:30 – 7:00 PM ET – Personal time

# DAY 3: RETURN TRAVEL (WEDNESDAY, EASTERN TIME)

**Normal hours (based on departure time zone): 10 AM – 7 PM ET**

**Paid time** 

- 10:00 AM – 2:00 PM ET – Flight home (portion within 10–2 ET)
- 2:00 – 3:00 PM ET – Travel from airport to home office

**Unpaid time** 

- 7:00 – 10:00 AM ET – Travel to airport (outside normal hours)
- After 3:00 PM ET – Personal time / home commute

# KEY TAKEAWAYS

## **Paid travel time** includes:

- Travel during normal work hours, based on the departure time zone.
- Driving for work purposes, even if it's outside normal hours.
- Required conference sessions or meals that are part of the event.
- Performing work while you're a passenger, such as responding to emails or completing assignments.

## **Not paid travel time** includes:

- Passenger time outside normal work hours when no work is performed.
- Travel time outside normal work hours, including waiting at airports.
- Meals or breaks where no work is done.
- Voluntary social events or personal activities.
- Sleep or rest periods, unless you're responsible for student safety and welfare.
- Ordinary commuting time, such as travel from home to work or between a hotel and meeting site.

# TRAVEL REIMBURSEMENT REMINDERS FROM UAP 4030

- Review policy 4030: Travel Expenses and Per Diem for additional travel information

[Viewing UAP 4030: Travel Expenses and Per Diem](#)

- Mileage Tracking Requirements

Employees are responsible for tracking and documenting mileage.

- Receipt Submission and Compliance

Itemized receipts are required for lodging, airfare, rental cars, and meals to ensure proper documentation and auditing.

- Lodging and Meal Rate Adherence

Meals and lodging must follow GSA locality-based rates, ensuring expenses are reasonable and compliant with UNM policies.

- New Mexico Tax Exemption

Employees traveling within New Mexico should apply the NM hotel tax exemption form to avoid unnecessary charges.

# REMINDER ON SUBMITTING REIMBURSEMENTS

- Submission Deadline: Reimbursement requests must be submitted within 60 days after completing travel.
- Include Receipts and Approvals: all receipts and necessary approvals must be included.
- Document Travel Issues: any travel issues like cancellations or delays must be documented and explained in the request.
- Use of Chrome River Platform: Chrome River is the platform used at UNM for submitting and processing travel.



# Questions?

Contact [clientsv@unm.edu](mailto:clientsv@unm.edu)