



## **Employee Travel, Events and Meetings Compensation Policy**

**Effective Date:** November 27<sup>th</sup>, 2018

**Purpose:** To establish a fair procedure for compensation of after hour events or meetings and travel reimbursement.

**Scope:** All Bradenton Research Center, Inc. staff excluding MDs and ARNPs

**Policy:** Employees will occasionally be required to participate in events or meetings that are out of town or not within normal working hours. Examples of these include: Investigator Meetings, recruitment events, or networking events. During travel, an employee may experience delays which are outside the control of the employer. Delays will not be compensated unless the employee is actively working during the delay.

*For Investigator Meetings requiring flight, employees will be compensated as follows:*

- 2 hours on day(s) of travel plus length of flight (as shown on airline ticket).
- Hours in attendance at meeting (according to the meeting agenda). If an employee is not present for all items listed on the meeting agenda, the employee is required to notify the employer so that hours may be adjusted to those which were actually attended.
- Reimbursement for all expenses occurred are the responsibility of the study sponsor. The employer is only responsible to compensate for hours worked.

*For Investigator meetings requiring driving, events or meetings outside of normal working hours or which require travel, employees will be compensated as follows:*

- Employees will choose (with approval) a time and day during their normal 40 hour work week to take time off to prevent greater than 40 hours being worked. If this is not possible, the employee must fill out an "Overtime Request Form" (Attachment A).
- Mileage will be reimbursed at the standard rate as determined by the IRS for the year. To be compensated for the mileage, the employee must fill out the "Mileage Reimbursement Form" (Attachment B).
- Travel time will be compensated based on the standard travel time from the starting point of either Bradenton Research Center or the employee's home, to the event. The travel time will be as determined by a travel time application such as Google Maps.

### **Attachments:**

Attachment A: [Overtime Request Form.dotx](#)

Attachment B: [Mileage Reimbursement Form.dotx](#)

### **Reference Materials:**

Fair Labor Standards Act 29 CFR Chapter V 785.3