Business travel

Definition

- Business travel is where an employee temporarily performs their professional duties outside their usual place of work in connection with their job.

In the event of an accident during a business trip, remember to report it to your employer, as it is considered a workplace accident.



Method of calculating compensation

- Excess travel time, that of regular working time, can only be compensated with time off.
- **These rules apply to employees, both managerial and non-managerial, hour based contract or fixed days contract, including work-study students**, but not to interns, itinerant technical employees, regular on-site workers, or employees without fixed working hours (VP and above).

Working-time arrangement		Hourly package	Daily package
Method of calculating compensation time	For travel during the **week** For **travel time exceeding 13 hours**, on-site accommodation is mandatory.	• Employees must declare their usual working hours, including their commute between home and their usual place of work and their meal break. • They must then calculate: their total travel time minus 1 hour allowance, minus their usual working time: - if the result is less than one hour: no time off in lieu, - above this, they may take 75% of the calculated time off in lieu, up to a maximum of 3 hours, i.e. 2 hours 15 minutes off in lieu per day. See examples below	• No compensation
	For travel **on a day that is not normally a working day** (except for personal reasons)	• Start of travel: - before 2 p.m.: 1 day - after 2 p.m.: 1/2 day • Return : - before 12 noon: 1/2 day - after 12 noon: 1 day **If the journey time is > 6 hours = 1 day**	
Procedure & tool to make time off claim		• Time off in lieu in hours, half days or full days	• Time off in lieu in half days or full days
		• Time off in lieu to be taken no later than 3 months after the journey • Monitoring using a dedicated tool (Paylink)	

Examples:

- If an employee whose working day usually consists of: 2 x 30 minutes' travel **+** 7½ hours' work **+** 1 hour's meal break, **i.e.** 9½ hours, goes on a business trip involving: 2 x 2 hours' travel **+** 8 hours' work **+** 1 hour's meal break, **i.e.** 13 hours, they will be entitled to 75% of 2 hours 30 minutes (3 hours 30 minutes difference **–** 1 hour allowance), **i.e.** approximately 1 hour 50 minutes.
- If an employee leaves on a Sunday afternoon to be at their business trip destination on Monday morning, they are entitled to ½ day's leave, to be taken within 3 months of their trip.