

### Travel Pay Time Sheet For Non-Exempt Employees

Employee Name and EssilorLuxottica ID: \_\_\_\_\_

Week Ending Date: \_\_\_\_\_

|   | Example <sup>6</sup> | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|----------------------|--------|--------|---------|-----------|----------|--------|----------|
| <b>Date</b>   | 4/2/17               |        |        |         |           |          |        |          |
| <b>Meeting/Work Hours (A)</b><br><small><sup>1 2</sup></small>  | 4                    |        |        |         |           |          |        |          |
| <b>Travel Hours (B)<sup>3</sup></b>                             | 4                    |        |        |         |           |          |        |          |
| <b>Normal Commute (C)<sup>4</sup></b>                           | (-) .5               | (-)    | (-)    | (-)     | (-)       | (-)      | (-)    | (-)      |
| <b>Total Hours Worked<sup>5</sup></b><br><b>(A) + (B) - (C)</b> | 7.5                  |        |        |         |           |          |        |          |
| <b>Other Hours (e.g., PTO)</b>                                  | 0                    |        |        |         |           |          |        |          |

Employee Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Regional Manager Signature \_\_\_\_\_

Date Entered: \_\_\_\_\_

<sup>1</sup>Includes all hours spent attending meetings/trainings or performing work for the Company.

<sup>2</sup>Meal periods must be taken in accordance with Company policy and state laws. Do not include time taken for meal periods during that day's travel or at brand events where meal is optional and no work is performed.

<sup>3</sup>Includes all hours spent traveling for Company business. (Note: Driving employees should be reimbursed for all mileage exceeding normal commute).

<sup>4</sup>Normal Commute =Average time spent traveling from home to work and from work to home. Enter employee's normal commute time (one-way or round-trip) that corresponds with day's business travel. Do **not** enter commute time for any overnight travel or for **CA, UT, or ND** employees traveling for one-day assignments.

<sup>5</sup>Total Hours Worked = (A) + (B) - (C). Complete calculation and enter Total Hours Worked into POS as that day's total "Meeting Hours."

<sup>6</sup>Example is based on the following facts: Employee, whose normal commute is 15 min. each way, drives 2 hours to training, attends training for 5 hours (4 hours training; 1 hr. lunch), and drives 2.5 hours home (includes ½ hr. stop for dinner).

### Travel Pay Reference Chart

| Type of Travel   | Exclude normal commute time from total travel time?  | Exclude meal period from total <u>travel</u> time?     | Does the time of day that an employee travels impact calculation of travel time?   | Exclude time spent at meals occurring before, during, or after brand event from <u>work</u> time? | Reimburse for meal and travel-related expenses (e.g. mileage, parking, ticket cost)? |
|--|--|--|--|---|--|
| Commute to/from alternative work site (e.g., alternate store, bank, brand event) | Yes  | Yes, if meal period is taken and no work is performed. | No   | Yes, provided meal is optional and no work is performed during the meal.                          | Travel - Yes<br>Meal - No  |
| Travel between work sites (e.g., store to store, store to brand event)           | No   | Yes, if meal period is taken and no work is performed. | No   | Yes, provided meal is optional and no work is performed during the meal.                          | Travel - Yes<br>Meal - No  |
| Travel for one-day meeting or training in another city                           | Yes, unless Employee: <b>1.) Travels by Airplane or Train</b> - Exclude travel time from home to airport/station instead of normal commute time; or <b>2.) Works in CA, ND, or UT</b> - pay for <u>all</u> travel time, including normal commute | Yes, if meal period is taken and no work is performed. | No   | Yes, provided meal is optional and no work is performed during the meal.                          | Travel - Yes<br>Meal - Yes, unless meal is provided by brand.                        |
| Overnight travel by car (driver)   | No   | Yes, if meal period is taken and no work is performed. | No, unless employee chooses to drive instead of taking airplane or train as offered, and travel time is calculated using the airplane/train - normal work schedule option below.   | Yes, provided meal is optional and no worked is performed during the meal.                        | Travel- Yes<br>Meal - Yes, unless meal is provided by brand.                         |
| Overnight travel by airplane, train, or car (passenger) - normal work schedule   | No   | Yes, if meal period is taken and no work is performed. | Yes, pay only for travel that occurs during normal work schedule. (For practical purposes, if travel substantially aligns with employee's normal work schedule, record all time from home to hotel & vice versa). <b>Exception: CA, CT, DC, and UT</b> employees must be paid for all travel time, regardless of when travel occurs. | Yes, provided meal is optional and no worked is performed during the meal.                        | Travel- Yes<br>Meal - Yes, unless meal is provided by brand.                         |
| Overnight travel by airplane, train, or car (passenger) - varying work schedule  | No   | Yes, if meal period is taken and no work is performed. | No. Record all time from home to hotel, and vice versa, up to a max of 8 hours per day. <b>Exception: CA, CT, DC, and UT</b> employees must be paid for all travel time; do not limit to 8 hours.  | Yes, provided meal is optional and no worked is performed during the meal.                        | Travel- Yes<br>Meal - Yes, unless meal is provided by brand.                         |