## **ConcurTips** – Watch for tips in upcoming editions of Travel News

# Adding Personal Time to a Business Trip?

Occasionally an employee may take a trip that includes both personal and business travel. Travel reimbursements are for business-related expenses only, not for personal expenses of the traveler or any traveling companions. Necessary business-related travel expenses are normally reimbursed. Personal expenses are not reimbursed. Travelers should exercise special care not to seek reimbursement for expenses that could be construed as personal.

### Obtain a comparison quote

• Use the booking tool to obtain airfare quote for flights that meet the business need of the trip.

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 Note that in this instance – adding personal time increased the airfare. You must call the TMC and provide a personal credit card for the difference in airfare between the 2 itineraries, after your Request is approved.

#### On the Request

Enter the full date range of travel Ο Request/Trip Business End Date Request/Trip Business Start Date 08/11/2018

08/15/2018

• For this request example, where personal travel increased the cost, select 2-TMC (recommended for intl, personal time, group) for "How will you book your trip?"

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 Select Yes for the question "Does this trip include personal travel?

Does this trip include personal travel?	
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- Enter Personal Dates of Travel
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- o Click on the Attachments button

Attachments •

o Click Attach Documents



Browse and select your file(s)

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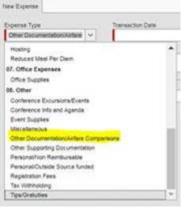
o Click the Upload button

You may attach scanned images. You may choose up to 10 files to attach to the request.		
For best results, scan images in black & white with a resol	ution of 300 DPI or lower.	
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- o Continue with request and submit when complete.
- Once trip is approved contact TMC to book your airfare.

### On the Report

 Add an expense type "Other Documentation/Airfare Comparisons



• Use Cash/Personal Credit Card as the Payment Type



- Click on "Attach Receipts"
- Click "Browse" locate the file you saved earlier
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