

**Subject:** travelnews: ConcurTips: Adding Personal Time to a Business Trip

**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.

Booking for myself | Book for a guest

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If reserving flights on Southwest, no other airlines can be included on the same reservation. If you choose a Southwest flight, all other airlines will be excluded from the options offered. If you choose an airline other than Southwest, Southwest will be excluded from the options offered. If you would like to reserve Southwest and another airline, you will need to create separate reservations.

Basic Economy fares have been removed from this travel booking site. These fares are highly restrictive and do not allow standard amenities such as seat assignments, changes or carry-on luggage. If you would like options that include Basic Economy, please contact your agent team.

### Mixed Flight/Train Search

Round Trip | One Way | Multi City

From EUG - Eugene Airport - Eugene, OR  
Find an airport | Select multiple airports

To Seattle, WA - Seattle-Tacoma Intl Airport  
Find an airport | Select multiple airports

Depart 08/11/2018 depart ▼ 09:00 am ▼ ± 8 ▼

Return 08/13/2018 depart ▼ 05:00 pm ▼ ± 8 ▼

Pick-up/Drop-off car at airport  
 Find a Hotel

Class Search by  
 Economy class ▼ Price ▼

Specify a carrier

**Search**

- o Save as pdf.

Travel Arrangers Trip Library Templates Tools

### Trip Summary

EUGENE, OR TO SEATTLE, WA  
 FRI, AUG 31 - MON, SEP 3

Getting your schedules and fares...

Select Flights or Trains

Round Trip  
 EUG - SEA  
 Depart: Fri, 08/31/2018  
 Return: Mon, 09/03/2018

Fixation Trip

Change Search

Depart - Fri, Aug 31

Depart: 08/31/2018  
 Arrive: 08/31/2018

Return - Mon, Sep 3

Depart: 09/03/2018  
 Arrive: 09/03/2018

Price

Price: \$1153 - \$1403

All 62 results	Alaska Airlines 26/67	Delta 26/67	Multiple 64/67	American Airlines
Nonstop 11 results	1/20/27 0 results	2/24/61 0 results	—	—
1 stop 46 results	2/24/61 41 results	—	2/24/61 4 results	4/20/67 2 results
2 stops 2 results	—	—	—	1/24/27 2 results

Sort by: Price - Low to High

Displaying 42 out of 62 results  
 Previous | Page 1 of 7 | Next | All

Alaska Airlines	05:55a EUG - 06:59a SEA	Nonstop	1h 04m
	11:38p SEA - 4:12:44a EUG	Nonstop	1h 06m

**\$1153.00**

- Next – use the booking tool to search for flights you want to take.

- Save as pdf

- 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

- 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?”

How will you book your trip? Does this trip include personal travel?

2-TMC (recommended for intl, personal time, group) Yes

2-TMC (recommended for intl, personal time, group)

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

Does this trip include personal travel?

Yes

- o Enter Personal Dates of Travel

Personal Dates of Travel

8/14-8/15

- o Click on the Attachments button

Attachments ▾

- o Click Attach Documents

Save Attachments ▾ Print / Email

Check Documents

Attach Documents

- o Browse and select your file(s)



- o Click the Upload button

Document Upload and Attach

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 resolution of 300 DPI or lower.  
Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading: Browse... Upload

comparison fare.pdf Remove

Close

- 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
- Click Attach button



- Continue report as usual