

**Mixing Business and Personal Travel.**

To meet state regulations, when a traveler is mixing business and personal travel, or blending two different kinds of business travel together (e.g. conference and research), additional documentation may be required to show the cost of the specific business activity approved for payment in the Travel Authorization.

If two trips on University Time are back to back, two Travel Authorizations may be needed and will clearly delineate each trip in the comments.

In the event that one trip is not on University Time and therefore not covered by a Travel Authorization, travelers should include a description of any personal time to ensure proper auditing of the travel. Travelers should include only the business portion of the trip in the TEM itinerary.

In an instance where a traveler's flight plan is changed for their personal needs we need a written comparison flight cost estimate showing the flight WWU *would* have covered had the travel been only for specific business activity approved for payment in the Travel Authorization. In addition, if business trips are blended, Travel Services and/or the budget authority may request a flight comparison to determine the cost for each trip.

Flight costs change daily, based on the date of flight and locations, and therefore both an actual total travel flight cost and a comparable flight cost estimate should be provided in writing and dated on the same day. If the traveler's flight is being paid direct by Western, any difference in personal time must immediately be repaid online at the [Travel Expense Repayment Site](#) with electronic check or credit card, or by cash in the Student Business Office.

**For example.**

Traveler Ted is going to Washington DC for a conference from Dec 1-5<sup>th</sup>. He will stop in Philadelphia for personal reasons on his return flight and come back into SeaTac on the 7<sup>th</sup>.

(Looking at this on 9/25/14 his flight will cost \$596.20.)

Ted should print a comp flight cost estimate showing the round trip cost from SeaTac to DC from the 1<sup>st</sup> through the 5<sup>th</sup> and post it in Nolijweb under the TA. The comparison flight cost (\$419.20 in this example) would be the maximum amount we can cover for the flight. The University can cover his *actual* flight cost as long as it is the same or less than the comp flight. Otherwise, the University cannot ensure it hasn't paid for his personal stop in Philadelphia.