

Combining Business and Personal Travel

When combining personal travel with business trips, it is critical to document that the personal travel does not cause increased costs to UMB. The steps outlined below are required to comply with UMB Travel Policy¹ and Procedures².

Before Travel

When personal travel will be included, this must be indicated on the report header of the Travel Authorization Request (TAR) in the fields shown below:

Does this trip include personal travel? *	Personal Dates of Travel
<input type="text" value="Yes"/>	<input type="text" value="MANUALLY LIST PERSONAL DAYS HERE!"/>

Concur will then display a warning on the need to document price comparisons:

⚠ WARNING: When personal travel is included your REQUEST must document that costs are not increased by extended dates or additional guests (e.g., include screenshot of airfare cost without the personal dates, basic room/car rate vs. any upgraded bookings, etc.) [View](#)

Travel Itinerary

If the itinerary will include personal travel (e.g., extra dates, extra stops, different return city, etc.) you ***MUST*** compare the cost of your intended itinerary to what the costs would be *without* personal travel.

1. Obtain a quote from the travel agent, or a screenshot from search engine, showing the price for the intended travel dates/routing as well as the price for the “business only” dates/destinations.
2. Upload documentation of the price comparison at the header level of your TAR.
3. If the price with personal travel is higher than the “business only” itinerary, airfare cannot be charged to the UMB Ghost Card. When completing your booking in Concur/with the Travel Agent you must provide a personal credit/debit card.

Additional Travelers

If bookings are altered to accommodate non-business travelers (e.g. driving a personal vehicle or renting a car instead of flying, renting larger vehicle, upgrading lodging, etc.) you ***MUST*** compare actual costs to what the costs would be *without* the additional travelers.

1. As above, upload evidence of price comparison to the header level of your TAR.

These steps *must* be completed *before* booking. Due to the dynamic nature of pricing, it will not be possible to recreate a cost comparison at a later date.

¹ [UMB Policy on Business Travel for UMB Employees and Nonemployees](#)

² [Procedure on Business Travel for UMB Employees](#)

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Warning to University Purchasing Card Holders:

Personal expenses may **never** be charged to the University PCard. When the PCard is used for travel expenses, ensure that increased costs resulting from personal travel (such as extra hotel nights) are not included. Carefully review final receipts and promptly address errors. Violations may result in loss of PCard privileges.

After Travel

If personal travel was included, this must be indicated on the report header of the Travel Expense Report. Concur will then display a warning on necessary cost reductions:

 WARNING: You indicated this trip includes personal travel. Remember to reduce expense amounts as necessary (e.g., remove costs related to additional travelers, exclude per diem, hotel, parking costs related to personal days, etc.) [View](#)

Increased Booking Costs

If any costs were increased due to the considerations on the previous page, you may only request reimbursement for the lower amount (as documented by the cost comparison documented on the TAR).

Extended Travel Duration

If travel included personal days:

1. Reduce reimbursement requests to remove any expenses related to personal days (e.g., lodging or airport parking expenses, etc.).
2. Ensure per diems are not claimed for personal days, and that per diem amounts are calculated using only the destinations visited for business reasons.

Additional Travelers

If any costs were increased as the result of additional travelers, reimbursement requests must be adjusted accordingly. Carefully review receipts for considerations such as:

- Added fees (child car seat in rental car, rollaway bed or pet fee at hotel, etc.)
- Occupancy taxes for additional hotel guests (common in European cities)
- Upgrades such as UberXL vs. standard Uber (may need to use fare estimator to determine appropriate reduction amount)

Use Concur's comment fields to explain any reimbursement reductions.