

Expense a Trip with Personal Travel

Travelers may coordinate personal travel arrangements in conjunction with their UA business travel. This includes personal extended stays at the business location and personal deviations to a non-business location.

Users must identify on the Report personal days taken in conjunction with UA business travel. For this reason, the Header includes a section for documenting the personal days. Remember to update the Header if personal time was added to or removed from the approved Request.

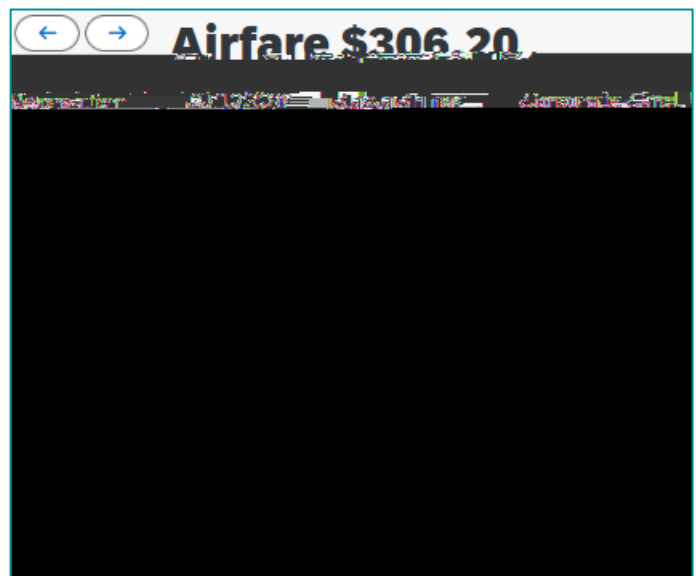
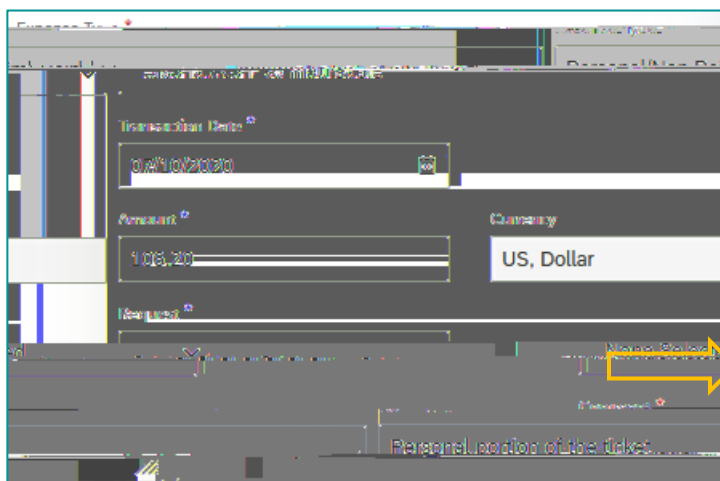
Expenses accrued during or because of personal days are not reimbursable. The Travel Allowance must reflect the business-only itinerary from the cost comparison/past fare quote to accurately calculate per diem allowances. Expenses paid on the agency or travel card must reflect the correct Expense Type. Out-of-pocket expenses must reflect only those incurred for the business purposes of the trip.

Agency/Travel Card

Personal expenses paid on the agency or travel card are deducted from the total reimbursable amount. If the personal expenses exceed the reimbursable amount, a payroll deduction is used to recoup the additional amount from employees. For non-employees, the traveler must directly reimburse UA.

business expense. If the expense is only partially personal, use the [Itemize](#) feature to separate the business from the personal portion.

Example of business + personal airfare when the business-only cost comparison is less:





Example of lodging that includes three nights of personal days:

1. Use the Itemizations tab to enter the business-only expenses

a. Use the business dates for Check-in and Check-out

b. Enter the room rate, tax, and other expenses for the business-only nights of stay

2. Calculate total

