



FINANCIAL SERVICES

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DATE: July 30, 2002
TO: UAF Community
FROM: Dale Anderson
Travel Manager
REF: Travel for Employee Convenience

When making Travel arrangements that include non-direct, personal portions, the traveler must provide, with their expense report, a detailed cost analysis (sample itinerary), which reflects the cost of the trip with the personal portion broken out.

The travel department must be able to compare the cost of the trip based upon direct meeting dates only, to the proposed trip containing a less direct personal portion. Travel agencies as well as on-line services can provide this type of documentation.

It is important to obtain the sample itinerary at the same time you book your travel, to insure your documentation is accurate. Per regulation, the University reimburses business travel by way of the most direct route and most efficient mode of travel.

University Regulation

PART V - Finance and Business Management CHAPTER II

Accounting and Fiscal Reporting

Travel and Relocation **R05.02.06**

5. Transportation Expenses

a. Travel for Employee Convenience

(1) Travel routing must be by the most direct route and efficient mode available. Any extra expenses resulting from travel by an indirect route or less efficient mode for the traveler's convenience will be borne by the traveler, and reimbursement will be based only on such charges as would have been incurred or reimbursed for traveling by the most direct route or efficient mode.