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.

You must identify on the Report personal days taken in conjunction with UA business travel. For this reason, the Report Header includes a section for documenting your personal days. Remember to update the Report Header if personal time was added to or removed from your 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 business-only 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 your total reimbursable amount. If your personal expenses exceed your reimbursable amount, a payroll deduction is used to recoup the additional amount from employees. (Please work with your department to directly reimburse UA if you are no longer an employee.)

Personal expenses paid on the agency or travel card during travel are documented as Expense Type “Personal/Non Reimbursable,” even if a different Expense Type would apply if it were a 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 business + personal airfare](image)

Example of lodging that includes three nights of personal days:

1. Use the Nightly Lodging Expenses tab to enter the business-only expenses
   a. Use the business dates for Check-in and Check-out

![Example of lodging](image)
b. Use the average rates of the business-only expenses

2. Calculate the total amount of your personal lodging expenses and add a single “Personal/Non Reimbursable” itemization

Out-of-Pocket

The Report is used to document UA paid expenses. Personal expenses paid out-of-pocket are excluded from your Report unless the expense is only partially personal. In which case, only the business portion is documented or the Itemize feature is used to separate the business from personal portion.