

Occasionally an employee may take a trip that includes both personal and business travel, or the trip may originate/culminate at a location, other than the base location, due to personal reasons. When personal and business travel is combined, the traveler may only be reimbursed for expenses equal to or less than the cost incurred if originating/culminating at the traveler's base location (excluding personal travel). In addition, when the cost of the additional personal travel exceeds the business travel expense, travelers may not use any form of Mason payment (Mason P-Card or Travel Agency billing).

Travel Authorization

The traveler is required to add an annotation in the "comments" section that the trip includes both personal and business travel. Specific dates of personal travel must be noted.

Business Travel Reimbursement

In order to demonstrate that no additional expense was included for air fare for the personal portion of the trip, the traveler must provide a cost comparison, including two set of documents **generated at the time of booking the airfare** (due to daily changing rates). Price comparisons must have the date printed on the face of the document and must match the purchase date of the airfare ticket. **Reimbursement will be for the lower rate.**

The first document must provide that a reasonably priced flight was selected which was relatively consistent with the time necessary for the business travel. An airline website search should be used to track back from the lowest price selecting the appropriate business time constraints following the route from the traveler's base location to and from the business location for the days of business. The second document must denote the fare including the cost of personal travel. For domestic travel, travel days include the day before business begins and day after business ends. For international travel, travel days include two days before business begins and 2 days after. If two one way flights are used, the documentation must demonstrate this was more cost effective than roundtrip.

Cost comparison quotes generated after travel is complete will not be accepted.

Examples of Documentation Comparison:

1. A print out from American Airlines dated 4/1/2017 which shows the cost of the roundtrip flight from the traveler's base location for the business travel dates only. Additional document from American Airlines dated 4/1/2017, which shows the cost of the flight from the traveler's base location inclusive of the business and personal travel dates.
2. A print out from Travelocity dated 4/1/2017 which shows the cost of round trip connecting flights to/from the business destination and travelers base location. Additional document from Travelocity dated 4/1/2017, which shows the cost of a flight to the personal travel destination and a second flight from the personal travel destination to the business location on a different date.

Example of Travel Reimbursement:

A traveler is attending a conference in Chicago, IL and will be on business travel April 1 to April 5 (Saturday to Wednesday). The traveler decides to visit Denver, CO on personal leave after the conference concludes on Wednesday, April 5 and will return to Washington, D.C., the base location, on Sunday, April 9. The traveler departs from Washington D.C. on Saturday at 9:00 a.m. and returns a week later on Sunday at 9:00 p.m.

Personal Travel with Business Travel

To determine the portion of airfare that is personal, the traveler must document the cost of roundtrip airfare for the business portion of the trip between Washington and Chicago. The roundtrip airfare between Washington and Chicago, April 1 – 5 is \$350. (The traveler would return Wednesday at 9:00 p.m. for business travel.)

The total airfare to travel from Washington to Chicago, Chicago to Denver and Denver to Washington is \$750 (April 1 – 9).

Total Expenses incurred by traveler

\$750	Airfare for flight to Chicago, flight from Chicago to Denver and flight from Denver to Washington (business and personal combined)
\$400	Lodging – four nights in Chicago (assume \$100 per night)
\$600	Lodging – four nights in Denver (assume \$150 per night)
\$50	Ground transportation in Chicago to/from hotel/airport
\$60	Ground transportation in Denver to/from hotel/airport
\$180	Airport parking at Washington Reagan (assume \$20 per day for 9 days)
\$220	Meals – five days per diem (Sat – Wed), assume \$50 daily per diem and 75% on travel days
\$350	Meals - four days in Denver (no per diem)
\$2610	TOTAL (business and personal travel combined)

Business Expenses eligible for reimbursement

\$350	Airfare for roundtrip flight to Chicago departing on Saturday and returning on Wednesday (the business portion)
\$400	Lodging - four nights (Saturday, Sunday, Monday, Tuesday) (assume \$100 per night)
\$220	Meals - five days per diem (Saturday, Sunday, Monday, Tuesday, Wednesday) (assume \$50 is the daily per diem. 75% on the first and last day of travel)
\$50	Ground transport in Chicago to/from hotel/airport
\$100	Airport parking at Washington Reagan (assume \$20 per day for five days (Sat - Wed)
\$1,120	TOTAL

Personal expenses not eligible for reimbursement:

- Additional \$400 for airfare from Chicago to Denver and return to Washington, D.C. is a personal expense. Further, the cost of the flight may not be purchased with a Mason P-Card because the total cost exceeds the business travel airfare expense. The traveler will be reimbursed \$350 (business portion) upon completion of the trip.
- No lodging for Wednesday, Thursday, Friday or Saturday nights
- No meals for Thursday, Friday, Saturday or Sunday
- Ground transportation (car rental, shuttle, taxi and/or parking) in Denver - entirely personal
- No parking at Washington Reagan airport for Thursday, Friday, Saturday or Sunday
- No miscellaneous expenses (business calls, internet charges) for Thursday, Friday, Saturday or Sunday