Trip with Personal Time

Pre-Approval:

1.) When completing the Pre-Approval Header, mark the checkbox, “Will there be personal time during this trip?”

2.) Fill out appropriate expenses for the trip excluding personal expenses.

Expense Report:

1.) When completing the Expense Report Header, mark the checkbox, “Will there be personal time during this trip?” and notate the dates there were used for personal time.

2.) The Travel Office will make sure there are no expenses to be reimbursed on these day(s).

3.) When adding/editing expenses, do NOT include any personal expenses.