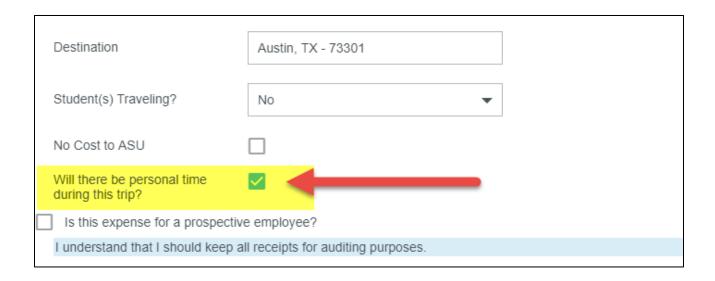
Trip with Personal Time

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.