

## COMBINING PERSONAL TRAVEL WITH UNIVERSITY BUSINESS TRAVEL

- **Transportation Costs**

Traveler may be reimbursed for the round-trip transportation costs incurred to and from a business destination when traveler combines University business and personal travel *only when the primary purpose of the trip is to conduct University business*. Transportation costs are considered entirely for business if traveler is required or requested by the University to attend/engage in a business function, the travel would have occurred even without the personal travel component, and such travel is approved in advance by the department chair/head.

Traveler should select a mode of transportation that is cost effective and efficient. Any additional expenses incurred by traveler for deviating from the normal, direct route of travel between the point of origin and the point of University business, or for stopping at an intermediate point for personal reasons, will not be reimbursed. If additional personal days increase cost of the transportation, traveler will be responsible for paying the difference. Traveler must provide quotes to document lowest available airfare for the direct route to/from business destination occurring during business portion of the trip and include them with the [Expense Report](#).

- **Other Costs**

The University will only reimburse business expenses incurred during the trip. Reimbursements for meals, lodging, and other expenses covered by the Baylor Travel & Entertainment Policies & Procedures will be limited to expenses incurred during the meeting, conference, or other business activity attended by traveler. Any costs incurred by traveler outside of the business activities will be personal expenses. The University may reimburse for expenses incurred one day before or one day following the business functions if extending the stay results in reduced transportation costs sufficient to cover traveler's additional meals, lodging, and other expenses covered by the Baylor Travel & Entertainment Policies & Procedures. For example, if a convention starts on Sunday afternoon and traveler is able to attain an airline ticket for Saturday lower in price so that the overall cost will be less to the University, considering traveler's additional meals and night of lodging, the University will reimburse these expenses. Traveler must submit documentation with the [Expense Report](#) to justify the cost savings. Failure to submit the required documentation will result in the expenses not being reimbursed.