


**COMPTROLLER TRAVEL POLICY MANUAL**

	<b>POLICY: TRV 560-02</b>
	Section: 500 Travel
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Avoiding Appearance of Personal Benefit</b>	Effective date: 01/01/2000
Source: University Policy <a href="#">State of Arizona Travel Policy</a> <a href="#">State of Arizona Travel Policy Supplements I - V</a> <a href="#">A.R.S. §38-621 through A.R.S. §38-627</a>	Revision date: 08/10/2009

**PURPOSE**

To provide policy on the treatment of travel reimbursements that have the potential of the appearance of personal benefit.

**POLICY**

**TRV 560-02: Business and Personal Travel Combined**

1. Department leadership may authorize a traveler to extend a business trip using vacation time.
2. The traveler will only be reimbursed for lodging expenses and M&IE for the days the traveler is doing business for the university, to include the initial travel to and from the temporary duty post.
3. If any travel costs, including transportation expenses, are increased due to personal extension, the traveler will be responsible for the difference.
4. If the travel is to a destination located outside the U.S., the cost of transportation may also need to be prorated for personal use.
5. All additional costs will be the responsibility of the traveler.
6. The University may authorize a traveler to combine business and personal travel.
  - a. Only expenses incurred on the days the traveler is doing University business will be reimbursed.
  - b. If personal travel occurs during time normally scheduled for work, the traveler must charge the time to annual leave.
  - c. If transportation costs are increased due to a lengthened trip, the traveler is responsible for the increase and, rather than the University using its P-card, the traveler must pay for the transportation and lodging using a personal credit card or other means of prepayment and be reimbursed by the University for the business portion of the fare after completion of the trip.
  - d. To determine the amount of reimbursement, determine what the cost of the business portion of the fare, independent of the personal portion would have been. The cost of the business portion of the fare is the lowest fare that would have been or would be available for the business portion of the trip if the business travel were booked at least two weeks in advance of departure and neither the departure or the return were to fall on a holiday weekend.
  - e. You must get at least two quotes showing the business portion only versus adding personal time to the fare.