

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2008
<b>Policy 6.2.18</b>	<b>Business and Personal Combination Trips</b>	Responsibility:	Assistant Vice President for Business Affairs

## **BUSINESS AND PERSONAL COMBINATION TRIPS**

---

### **Airfare Same Routing**

Airfare, same routing, occurs when the departure point, destination point, and return point of a trip are the same for both personal days and business days. The airfare may be reimbursed or paid through University Paid Travel (UPT), if the inclusion of the personal days before, during, or after the business portion of the trip results in no higher airfare than the contract airfare.

---

### **Airfare Different Routing**

Airfare, different routing, occurs when the departure point, destination point, or return point of a trip are not the same for both personal days and business days. Reimbursement may not exceed the least of the following three comparisons:

1. State contract airfare to business site
2. Business portion of ticket x 2 plus applicable taxes
3. Actual cost of ticket

For example, the meeting site is Washington D.C., and the vacation site is San Francisco, California. The airfare "ladder" on the passenger receipt is:

```
/FCSAT AA X/DFW58.18YCATX AA WAS150.91YCATX CO X/HOU CO SFO290.91K21X8VIP CO X/HOU CO SAT156.
```

This airfare "ladder" shows that the travel originated from San Antonio International Airport (SAT) to Dallas/Fort Worth (DFW) on American Airlines (AA) for \$58.18 and from DFW to Washington's National Airport (DCA) on AA for \$150.91; thus the total for SAT to DCA was \$209.09.

The remainder of the trip from DCA to San Francisco (SFO) via Houston (IAH) was \$290.91 and from SFO to SAT via IAH was \$156.36; this portion of the trip was personal and is not reimbursable.

1. The contract airfare to business site is \$460.00.
  2. Multiply the business portion of the ladder airfare (\$209.09 X 2)
-

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2008
<b>Policy 6.2.18</b>	<b>Business and Personal Combination Trips</b>	Responsibility:	Assistant Vice President for Business Affairs

---

plus \$3.00 tax from ticket lower left for a total of \$421.18.

3. Actual cost of ticket:           \$659.36

In this example, \$421.18 is the maximum that can be claimed by the traveler for reimbursement.

NOTE: UPT cannot be used in conjunction with airfare – different routing.

---

**Meals and  
Lodging**

Meals and lodging for extra days are permitted if the reason is to qualify for a discount airfare. The additional travel expenses plus the airfare must be less than or equal to the contract airfare rate or the coach rate, if a contract airfare rate does not exist.

---