



## Book a Trip with Personal Travel

Travelers may coordinate personal travel arrangements in conjunction with their UA business travel. This includes personal extended stays at the business location and personal deviations to a non-business location. The user has the option of booking some or all portions in the booking tool depending on the type of personal travel.

Personal travel not associated with a UA business trip is not bookable through Concur, CTM, or UA personnel.

### Cost Comparisons

When a traveler includes personal time on their UA business trip, a cost comparison representing the business itinerary in the Concur booking tool is required.

Any costs that exceed the business-only comparison are deducted from the out-of-pocket reimbursable expenses.

### Extended Stay

When a traveler extends their stay at the UA business destination(s) for personal reasons, it is a personal deviation with an extended stay. (R05.02.060(8)(a))

Since UA receives State of Alaska contract rates when booking travel through Concur or CTM, travel that includes personal days is only bookable through Concur if it is an extended stay at the business or intermediate location.

Business-only dates of travel are entered in the Request Expected Expenses. The user can change the dates of travel to accommodate the extended stay during booking.

### Personal Deviation

When a traveler goes to an additional destination outside of the UA business routing or destination(s), it is considered a personal deviation with a routing change. (R05.02.060(8)(b))

Our contract rates are not applicable on travel to a non-business location. Additionally, it is not appropriate to ask UA personnel to help with personal travel arrangements.

Business portion is entered in the Request Expected Expenses. Airfare costs in Expected Expenses reflect cost of business-only itinerary.

**Business Portion:** Booked through the booking tool or by calling CTM

**Personal Portion:** Booked separately by the traveler