



## Expense 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.

Users must identify on the Report personal days taken in conjunction with UA business travel. For this reason, the Header includes a section for documenting the personal days. Remember to update the Header if personal time was added to or removed from the approved Request.

Expenses accrued during or because of personal days are not reimbursable. The Travel Allowance must reflect the business-only itinerary from the cost comparison/past fare quote to accurately calculate per diem allowances. Expenses paid on the agency or travel card must reflect the correct Expense Type. Out-of-pocket expenses must reflect only those incurred for the business purposes of the trip.

### Agency/Travel Card

Personal expenses paid on the agency or travel card are deducted from the total reimbursable amount. If the personal expenses exceed the reimbursable amount, a payroll deduction is used to recoup the additional amount from employees. For non-employees, the traveler must directly reimburse UA.

Personal expenses paid on the agency or travel card during travel are documented as Expense Type "Personal/Non Reimbursable," even if a different Expense Type would apply if it were a business expense. If the expense is only partially personal, use the Itemize feature to separate the business from the personal portion.

Example of business + personal airfare when the business-only cost comparison is less:

Personal/Non Reimbursable \$57.99 🗑️

\* Required field

Expense Type \*

Personal/Non Reimbursable

Transaction Date \*

07/21/2021

Amount \*

57.99

Currency

US, Dollar

Request \*

10/20/2022, \$50.00 - Sla...

Comment \*

Personal portion of ticket

← → Airfare \$857.99 🗑️

07/21/2021 | Alaska Airlines | E-Receipt, Corporate Card

Details | Itemizations

Amount	Itemized	Remaining
\$857.99	\$857.99	\$0.00

Create Itemization | More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	07/21/2021	Personal/Non Reimbursable	\$0.00 Personal
<input type="checkbox"/>	07/21/2021	Airfare	\$800.00 Allocated



Example of lodging that includes three nights of personal days:

1. Use the Itemizations tab to enter the business-only expenses
  - a. Use the business dates for Check-in and Check-out

Check-in Date *	Check-out Date *	Nights:
10/20/2022	10/25/2022	5

- b. Enter the room rate, tax, and other expenses for the business-only nights of stay

Expense Type \*  
Lodging

Entry Type: Recurring Itemization 10/20/2022 - 10/25/2022 (Nights: 5)

Your hotel room rate was:  
 The Same Every Night  Not the Same

Room Rate (per night)	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
150.00	10.00		

2. Calculate total amount of personal expenses and add a single "Personal/Non Reimbursable" itemization (there is no benefit to creating individual itemizations for each personal night of stay)

Details	Itemizations	
Amount	Itemized	Remaining
\$1,343.33	\$800.00	\$543.33
<a href="#">Create Itemization</a>	<a href="#">More Actions</a>	

Expense Type \*  
Personal/Non Reimbursable

Transaction Date \* 10/26/2022 Amount \* 543.33 Currency US, Dollar Request \* 10/20/2022, \$50.0...

Comment \*  
Additional personal nights of stay

← → Lodging \$1,343.33 🗑️

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	10/26/2022	Personal/Non Reimbursable	\$0.00 Personal
<input type="checkbox"/>	10/24/2022	Lodging	\$150.00 Allocated



## Out-of-Pocket

The Report is used to document UA paid expenses. Personal expenses paid out-of-pocket are excluded from the Report unless the expense is only partially personal. In which case, only the business portion is documented or the Itemize feature is used to separate the business from personal portion.

## Past Fare Quote

The business-only cost comparison provides the lowest logical cost for the business purpose and is used to determine the allowable reimbursable expenses on the Report including per diem. The cost comparison must come from the Concur booking tool as it applies our discounted rates.

If a cost comparison is not obtained from the booking tool prior to the trip, the traveler must work with CTM to obtain a past fare quote. A delegate may obtain this documentation on the traveler's behalf, but the traveler bears the cost of this service (documented as Expense Type "Personal/Non Reimbursable" on the Report).

Send an email to [ua@travelctm.com](mailto:ua@travelctm.com) or call CTM at 907-786-0107 to request a past fare quote for the authorized Request. Include the following information in the email:

**Subject:** PAST DATE FARE REQUEST

**Body:** Profile name (UOFA)

Name of traveler

Dates, times, and destinations of authorized business travel (NOT the personal itinerary)

Date trip was authorized (this provides the agent with any advance purchase information)

Originally approved Request ID

CTM will either charge the agency card the full touch fee of \$19.00 or the traveler's personal credit card if provided over the phone.