

# University of Kentucky Business Combining Personal Travel Guide



**Travel Services**  
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This guide provides an overview of policies for employees combining business with personal travel. For the complete travel policy, please see [BPM E-5-1](#). For more information on Travel Services, please visit the [Travel Services website](#).

Revised 12/18/2024

## OVERVIEW

**The traveler is required to disclose plans for combining business with personal travel to the travel approver prior to incurring travel expenses.** Personal travel is considered any choice the traveler makes when not purchasing a roundtrip ticket only for official University business travel. This includes but is not limited to:

- Adding travel dates
- Originating/returning airport other than their workstation
  - For Lexington based employees, Lexington, Cincinnati, and Louisville are acceptable
- Detours
- Upgradable fares (i.e. business or first class)

The University will not reimburse any personal travel expenses for other costs incurred not necessary to fulfill the business purpose of travel.

## AIRFARE

When personal travel is combined with business travel airfare a cost comparison must be obtained to price the hypothetical airfare for business only travel. Cost comparisons:

- Must be obtained within three days (either before or after) that the business combining personal airfare is purchased and timestamped
- Must be done for what the hypothetical business only travel would have been

- Must show the hypothetical itinerary/airfare the traveler would have chosen for official University business travel
- Can be obtained via the Concur Online Booking Tool or through a AAA or Avant agent

Visit [here](#) for more information on cost comparisons.

A quick reference card for obtaining a cost comparison through Concur is available [here](#).

A procard can be used for business combining personal airfare only if the resulting airfare is equal to or less than the cost comparison airfare for business only travel.

If the resulting actual ticketed airfare is higher than the cost comparison for hypothetical business only travel, a personal credit card must be used to purchase a combined business and personal airline ticket. After travel is complete, the traveler will be reimbursed the hypothetical cost comparison airfare amount.

## LODGING

The University will only pay for lodging for the business days of the trip. If the hotel can split the bill, the procard can be used to pay for the business portion of the lodging.

If the hotel cannot split the bill between business and personal dates, the traveler will need to pay for the lodging on their personal credit card and seek reimbursement for the business only lodging days.

Personal hotel charges such as fees for extra guests, mini bar, movies, etc. will not be reimbursable to the employee.

## PER DIEM: MEALS & INCIDENTALS

Meals and incidental expenses are reimbursed as fixed amounts using per diem rates established by the US Federal Government based upon the traveler's destination.

Per diem will be reimbursed on the first and last days of travel at 75% of the standard per diem rate regardless of the time of day the travel begins or ends.

Per diem cannot be claimed on personal days of travel.

## RENTAL CARS

The University will only pay for rental cars for the business days of the trip.

Some rental car companies can split the invoice into business and personal days. If they can do that, the procard can be used to pay for the business portion of the rental car. If not, a personal credit card will need to be used and the traveler will need to seek reimbursement for the business portion of the rental car.

Charges for an extra driver that are not required for business are considered a personal expense and cannot be reimbursed.

## BUSINESS COMBINING PERSONAL TRAVEL FAQ'S

### **I am bringing my partner or family with me; can I book their airfare through Concur on the same reservation?**

- Yes, Concur can be used to book your guests' airfare as well. If you want to be on the same reservation as your guests, you will need to pay with your personal credit card and then seek reimbursement for your ticket only. You cannot have multiple payment methods for one reservation.

### **Is it allowable to arrive the day before business starts and leave the day after?**

- Travel dates are based on when University business starts and ends, the actual business location, and transportation schedules. For example, if you are attending a conference in California that begins at 8am and ends at 5pm, it would be allowable to arrive the day before and leave the day after.

If you have a dinner meeting in Chicago that does not start until 7pm, it would not be considered allowable to arrive the day before as there are flights that would arrive in Chicago in time for the meeting.

### **I am a hybrid/remote employee, is it allowable to fly out of an airport that is closest to my hybrid/remote location?**

- Yes, if LEX/CIN/LOU are not the closest airports to your hybrid/remote address, you can fly out of another airport closer to your location.

- Your HR record in SAP must have your hybrid/remote address listed for this to be allowable.

### **I am combining business with personal travel for an international trip, am I still required to book that airfare through a UK travel vendor?**

- Yes, all international travel and travel to US territories must be registered in the University's [International Travel Registry](#) before departure. This includes business combining personal international travel is required to be booked through a UK travel vendor.

### **Is my family covered under insurance if they are traveling with me on same international trip and if we all register in the [International Travel Registry](#) ?**

- Yes, All UK faculty and staff traveling abroad in the course and scope of UK employment or representation, and all UK students traveling abroad for academic reasons, are eligible for coverage under the University's blanket international travel medical insurance and evacuation policy.
- This coverage extends to dependent children, spouses and domestic partners of UK employees or students who are traveling on the same trips. Coverage is not available for employees or students who are traveling solely for personal reasons (e.g., vacations)

*For the complete travel policy, please see [BPM E-5-1](#). For any travel questions please contact Travel Services at [travelservices@uky.edu](mailto:travelservices@uky.edu) or (859) 257-4758*