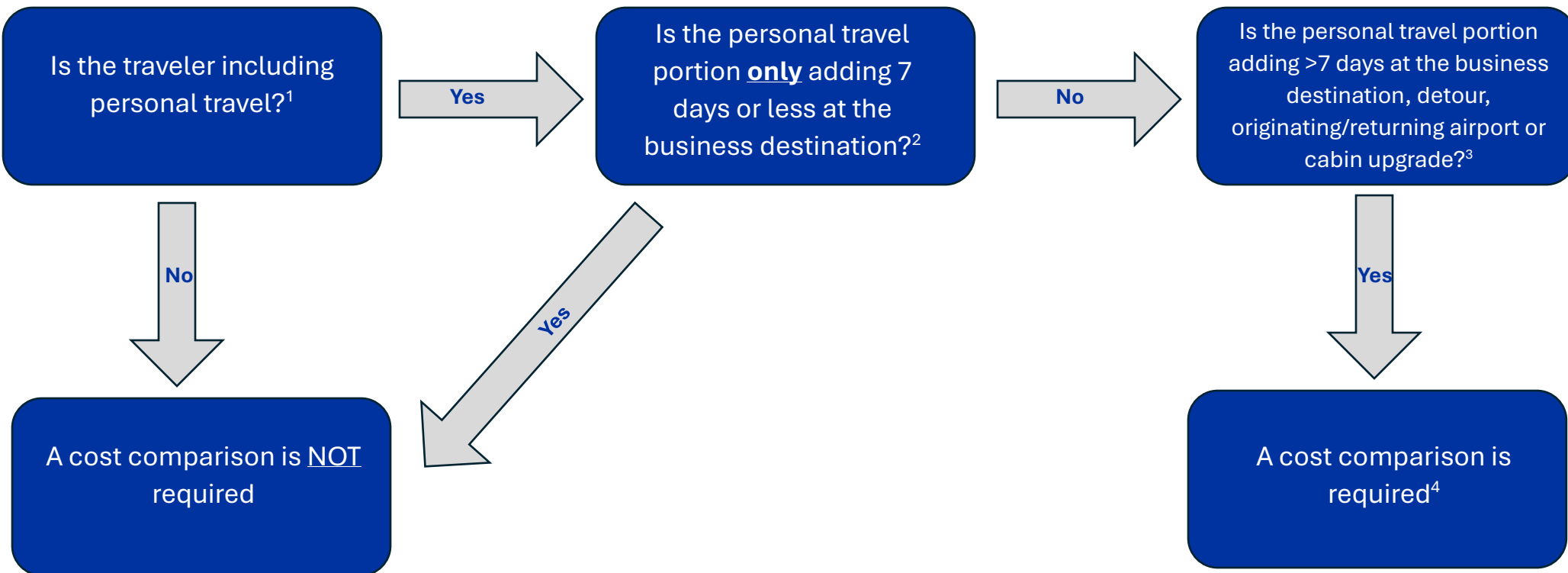


Business Combining Personal Airfare Cost Comparison Decision Flowchart



¹Personal travel includes adding extra days, detours to the business itinerary, originating/returning airports other than workstation and cabin upgrades.

² If the business combining personal portion of the trip is only adding 7 personal days or less at the business destination, a cost comparison is no longer required.

³ Cost comparisons are required if the added personal days at the business destination exceed 7 days, if detours are made, if traveler chooses an originating/returning airport other than the traveler's workstation, or if the traveler chooses upgradable fares.

⁴If a personal travel choice triggers the requirement for a cost comparison, the cost comparison should be run **using the business only dates** of travel even if the personal days added are 7 days or less.

For more information on cost comparisons, please visit the [Cost Comparisons](#) page on [Travel Services website](#).