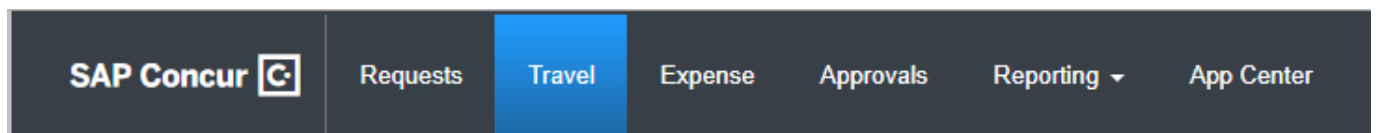


CONCUR PERSONAL TRAVEL Combined with Business Travel (DOMESTIC or INTERNATIONAL)



CAL POLY

Strategic Business Services

ADMINISTRATION & FINANCE

When traveling for the University, it is allowable to combine your business trip with personal travel. The University will only pay for the business portion of your trip, and expenses for the personal portion must be excluded on your expense report.

Department approval is required and the purchasing and documentation guidelines listed below must be followed:

Airfare

Airfare for a combined business/personal trip should be purchased through Concur or through our Travel Management Company (currently Christopherson Business Travel or CBT)

1. You will need a comparison quote from Concur (domestic) or CBT (International) to document the business-only fare
2. Compare the cost of the combined trip airfare with the cost of the business-only airfare. If the extended trip results in a higher cost, you need to reimburse the University the difference on your Expense Report (after travel)
3. To reimburse the University, submit your expenses and attach both the actual receipt and the business-only quote to your airfare expense and add Personal/Non-Reimbursable for the amount that exceeded the quote.
4. Whether you need to reimburse the University or not, **Retain a copy of the comparison quote to attach to the trip expense report.**
5. Personal Travel Companion
 - a. If you will be traveling with companion for the personal part of the trip, you will not be able to book using Concur or CBT.
 - b. Purchase your tickets using personal funds and get reimbursed for business-only travel fare OR
 - c. Purchase your ticket and pay with University funds (Concur Travel Card) and purchase your companion's ticket using personal funds and DO NOT enter this into Concur.

Car Rental

1. Book business days of trip using Concur and use your Concur Travel Card to secure the reservation and pay the bill.
2. Book personal days of trip using a personal card. Business car rental is not allowable for personal days.
3. Cal Poly employees can book personal use car rental with Enterprise here:
(Single Sign On Required)

<https://afd.calpoly.edu/travel/book-travel/travel-rental-cars>

Lodging

1. Pay for the business portion of the stay with your Concur Travel Card and the personal portion of the stay with personal funds. Hotels will work with you to split the bill accordingly.
2. OR you can pay all night with personal funds and submit for reimbursement of the business portion of the stay on your Expense Report.

Meals

1. Meal reimbursement is only available for the business portion of the trip. Do not include personal meals on your Expense Report.

Parking

1. Airport parking can be paid with Concur Travel Card or personal funds.

For payment with Concur Travel Card, you will need to itemize the parking expense. Use "Parking" for the amount that is business dates, and "Personal/Non-Reimbursable" for the personal dates.

2. Hotel and other destination parking: use your Concur Travel card for the business portion of the trip. Use a personal card during the personal portion of the trip.

The Concur Expense Report will calculate any amount owed to the University and the amount due to you. If the amount owed exceeds the amount due to you, you will need to reimburse the University. Please wait to hear from Payment Services on the steps to do that.