

C. Combining University Business Travel with Other Travel – Additional Guidance:

If an LUC business trip is combined with personal travel, the University will only pay for or reimburse allowable costs (airfare, hotel, meals, etc.) for the business portion of the trip.

Combining business travel with personal travel should be reviewed in advance with a supervisor so they are aware to assess the appropriateness of the business portion of the expense when submitted for reimbursement.

Keeping business vs personal expenses separate and paying for each separately is considered best practice. Where business and personal expenses are combined on one receipt, the traveler should pay separately for the business vs personal portion of the receipt, and justify the business portion being submitted to LUC. **In no event should a ProCard be used to pay for the personal portion of the travel expense.**

Booking a single airline ticket including both business and personal travel should be avoided. However, if an airline ticket includes both business and personal travel, travelers must demonstrate that they are submitting only the airfare associated with the business travel portion (which is generally expected to be lower than the airfare including business and personal travel).

- As airfare prices fluctuate frequently, all airfare cost comparisons (business itinerary vs business + personal itinerary) **must be determined contemporaneously at the time of the booking**
- The cost comparison needs to be submitted as documentation to support the business vs personal portion of the airfare.

Example 1: LUC Traveler needs to go to Rome, Italy for LUC business. While in Europe, LUC Traveler plans to stay an extra week to visit Country A. LUC Traveler booked a flight from Chicago to Rome to Country A to Chicago at a cost of \$5,500. At the time they purchased their ticket, a flight for the business portion of the trip (Chicago to Rome to Chicago), the airfare was \$2,200.

If the airline ticket of \$5,500 was paid entirely by a LUC Traveler's personal credit card or other personal form of payment:

- LUC Traveler should submit to Accounts Payable the Expense Reimbursement Form for \$2,200 with the following supporting documentation:
 1. the receipt for the actual flight \$5,500
 2. the printout from Egencia with a cost comparison corresponding to the original travel dates for the business portion of the airfare showing \$2,200. (the printout should show the date the comparison was completed)
 3. Clear explanation describing the portion of the trip that was personal and how LUC Traveler determined the business portion to be reimbursed.

If the airline ticket of \$5,500 was inadvertently paid using an LUC ProCard:

- LUC Traveler needs to rectify this situation immediately by submitting to ProCard-Admin@luc.edu the [ProCard Personal Purchase Reimbursement Form](#) along with the supporting documentation noted above. The employee will need to reimburse LUC for the personal airfare expense (ie \$3,300).
- LUC Traveler will need to avoid this situation in the future. At the time of booking, the cost associated with the personal portion of the trip should NOT be paid using the ProCard.
 - o LUC Traveler should use their own personal payment method for the entire cost of the airline ticket and then seek reimbursement of the business portion only, OR
 - o LUC Traveler could have paid for the airline ticket by charging the LUC ProCard for \$2,200 and paid for the remaining balance separately using their personal form of payment.

Example 2: LUC Traveler is attending a conference in Denver for LUC business. The conference runs from Wednesday morning through Friday mid-day. Traveler arrives in Denver on Tuesday evening (to be there on time for the Wednesday morning sessions) and extends their stay in Denver thru Sunday. In order to have travel flexibility, upon arrival at the Denver airport LUC Traveler rents a car for return on Sunday at the airport. At the end of the trip, cost of the rental car thru Sunday is \$800. For comparison, the cost of a round trip transportation from Denver Airport to the conference location is \$100. Cost of hotel parking is \$150. Cost of hotel for 5 nights is \$1,300 of which Tuesday, Wednesday, Thursday) is \$900.

If the costs were paid entirely on a personal credit card or other personal form of payment:

- LUC Traveler should submit to Accounts Payable the Expense Reimbursement Form for the following:
 - **\$100 for transportation (between airport and conference) including the following documentation:**
 - Receipt from the car rental showing the amount paid of \$800
 - Cost comparison had LUC Traveler used an airport shuttle, taxi, or rideshare for round trip transportation between the airport and the conference
 - Clear explanation describing that a portion of the trip cost was personal and how LUC Traveler determined the business portion cost to be reimbursed.
 - **\$0 for parking, car rental fuel, mileage, car rental insurance, etc.**
 - LUC Traveler should NOT submit the cost of parking or any costs associated with the rental car for reimbursement as those costs could have been avoided had LUC Traveler used another economical means to travel between the airport and the conference.
 - **\$900 for hotel cost** (nights of Tuesday, Wednesday, and Thursday).

If the car rental (\$800), hotel parking (\$150), and hotel charges (\$1,300) were all inadvertently paid using an LUC ProCard:

- LUC Traveler will need to rectify this situation immediately by submitting to ProCard-Admin@luc.edu the [ProCard Personal Purchase Reimbursement Form](#) along with the supporting documentation noted above.
- The employee will reimburse LUC for the personal expense of \$1,250.
 - \$1,250 personal is determined as \$800 car rental + \$150 parking + \$1,300 hotel minus \$900 hotel business expense minus \$100 transportation business expense.
- LUC Traveler will need to avoid this situation in the future. At the time of booking, the cost associated with the personal portion of the trip should NOT be paid using the ProCard.
 - LUC Traveler should use their own personal payment method and then seek reimbursement of the business portion only OR
 - LUC Traveler could have paid the \$900 of hotel nights by charging the LUC ProCard and paid the balance of the hotel nights, parking, etc. using a personal form of payment.