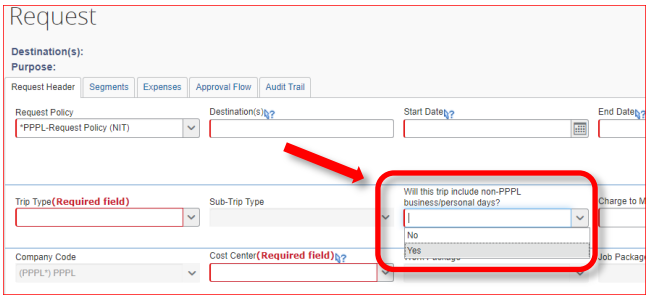
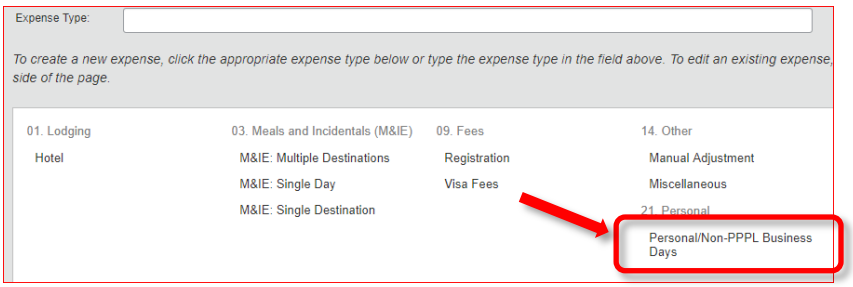
Adding Personal Days to a Travel Request

Objective: This section will go over how to include personal days in your travel request.

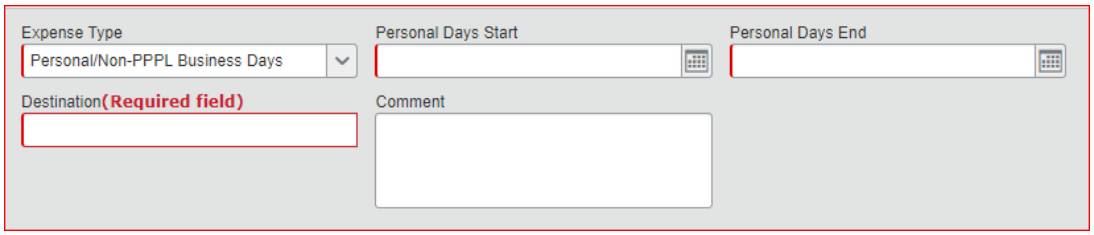
1. In the Request Header tab, select Yes under the Will this trip include non-PPPL business / personal days?



2. In the Expenses tab, click on the Personal/Non-PPPL Business Days Expense Type.



3. Fill out all information and then **click** *Save*.



4. Continue adding your other regular expenses. Adding personal days does not affect your Trip Segment Details.

Note: Add multiple "Personal/non-PPPL Business Days" Expense Type if you have multiple personal days and they are not consecutive (i.e. You are extending the trip before and after a conference).

Note: Be sure to count only business related days on other expense types: hotel, M&IE. Costs incurred on personal days are unallowable costs and will not be reimbursed.