

Determining Personal vs Business Days when extending Official Business Travel for Personal Reasons

Accounting Division

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There are instances when a traveler chooses to add personal days to a business trip, either at the beginning of the trip, at the end of the trip, or in the middle. The following is a guide to assist you in determining business vs personal days when adding personal travel to official business travel.

- Scenario 1: No personal days added, business days only* *Slide 4*
- Scenario 2: Remaining at a business trip location after the business has ended* *Slide 5*
- Scenario 3: Leaving the business trip location after the business has ended to continue personal travel prior to returning to Princeton/Work location* *Slide 6*
- Scenario 4: Traveling to the business trip location days in advance of the official business need for personal reasons* *Slide 7*
- Scenario 5: Traveling to a personal location before going to the business trip location days in advance of the official business need* *Slide 8*
- Scenario 6: Choosing to remain at a business location (or travel to a personal location) between two business trips* *Slide 9*

Scenario 1:

No personal days added, business days only

- Attending a conference in Madison, WI
- Conference dates – Monday, the 6th through Thursday, the 9th (full day meeting)
- Outbound - Leave Princeton area on Sunday, the 5th to arrive in Madison on the 5th
- Return - Leave Madison on the 10th to arrive in Princeton on the 10th

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Business Days are in Green*

- **Business Days** – the 5th through the 10th
- **M&IE Reimbursement:**
 - 75% on the 5th
 - 100% on the 6th through the 9th
 - 75% on the 10th
- **Hotel Reimbursement:**
 - 5 nights (Check-in on the 5th, Check-out on the 10th)
- Roundtrip Airfare from Princeton area airport to Madison, WI on the 5th and the 10th

Scenario 2:

Remaining at a business trip location after the business has ended

- Attending a conference in Madison, WI
- Conference dates – Monday, the 6th through Thursday, the 9th (full day meeting)
- Outbound - Leave Princeton area on Sunday, the 5th to arrive in Madison on the 5th
- Return - Leave Madison on the 12th to arrive in Princeton on the 12th
 - Continue to stay at the same business location (hotel)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Business Days are in Green*

**Personal Days are in Red*

- **Business Days** – the 5th through the 10th / **Personal Days** – 11th & 12th
- **M&IE Reimbursement:**
 - 75% on the 5th
 - 100% on the 6th through the 9th
 - 75% on the 10th
- **Hotel Reimbursement:**
 - 5 nights (Check-in on the 5th, Check-out on the 10th)
- **Roundtrip Airfare from Princeton area airport to Madison, WI on the 5th and the 12th**
 - Cost comparison for Airfare required for business days only (5th to 10th)
 - Airfare reimbursement not to exceed business only portion per the cost comparison

Scenario 3:

Leaving the business trip location after the business has ended to continue personal travel prior to returning to Princeton/Work location

- Attending a conference in Madison, WI
- Conference dates – Monday, the 6th through Thursday, the 9th (full day meeting)
- Outbound - Leave Princeton area on Sunday, the 5th to arrive in Madison on the 5th
 - Leaving Madison business location on the 9th (following the conference)
 - Either going to another city or another hotel
- Return – Leave Personal Travel Location on the 12th to arrive in Princeton on the 12th

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Business Days are in Green*

**Personal Days are in Red*

- **Business Days** – the 5th through the 9th / **Personal Days** – 10th through the 12th
- **M&IE Reimbursement:**
 - 75% on the 5th
 - 100% on the 6th through the 8th
 - 75% on the 9th
- **Hotel Reimbursement:**
 - 4 nights (Check-in on the 5th , Check-out on the 9th)
- **Airfare from Princeton area airport to Madison, WI on the 5th, and return trip from Madison, WI (or the city where personal travel concludes) to Princeton area airport on the 12th**
 - Cost comparison for Airfare required for business days only (5th to 10th)
 - Airfare reimbursement not to exceed business only portion per the cost comparison (to business location and to return to Princeton)
 - Travel (airfare, train, etc.,) from business location to personal location is a personal cost and not reimbursable

Scenario 4:

Traveling to the business trip location days in advance of the official business need for personal reasons

- Attending a conference in Madison, WI
- Conference dates – Monday, the 6th through Thursday, the 9th (full day meeting)
- Outbound - Leave Princeton area on Saturday, the 4th to arrive in Madison on the 4th
- Return - Leave Madison on the 10th to arrive in Princeton on the 10th

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- **Business Days** – the 5th through the 10th / **Personal Days** – the 4th

- **M&IE Reimbursement:**

- 75% on the 5th
- 100% on the 6th through the 9th
- 75% on the 10th

- **Hotel Reimbursement:**

- 5 nights (Check-in on the 5th , Check-out on the 10th)

- **Airfare from Princeton area airport to Madison, WI on the 4th, and return trip from Madison, WI to Princeton area airport on the 10th**

- Cost comparison for Airfare required for business days only (5th to 10th)
- Airfare reimbursement not to exceed business only portion per the cost comparison (to business location and to return to Princeton)

**Business Days are in Green*

**Personal Days are in Red*

Scenario 5:

Traveling to a personal location before going to the business trip location days in advance of the official business need

- Attending a conference in Madison, WI
- Conference dates – Monday, the 6th through Thursday, the 9th (full day meeting)
- Outbound - Leave Princeton area on Friday, the 3rd to arrive at Personal Location on the 3rd
 - Arriving at business location on the 5th
- Return - Leave Madison on the 10th to arrive in Princeton on the 10th

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Business Days are in Green*

**Personal Days are in Red*

- **Business Days** – the 5th through the 10th/**Personal Days** – 3rd & 4th
- **M&IE Reimbursement:**
 - 75% on the 5th
 - 100% on the 6th through the 9th
 - 75% on the 10th
- **Hotel Reimbursement:**
 - 5 nights (Check-in on the 5th , Check-out on the 10th)
- **Airfare from Princeton area airport to Personal Location on the 3rd, and return trip from Madison, WI to Princeton area airport on the 10th**
 - Cost comparison for Airfare required for business days only (5th to 10th)
 - Airfare reimbursement not to exceed business only portion per the cost comparison (to business location and to return to Princeton)
 - Travel (airfare, train, etc.,) from personal location to business location is personal cost and not reimbursable

Scenario 6:

Choosing to remain at a business location (or travel to a personal location) between two business trips

- Attending 2 separate conferences in Madison, WI that are weeks apart
- Conference dates – Monday, the 6th through Thursday, the 9th; and Monday the 20th through Wednesday the 22nd (full day meeting)
- Outbound - Leave Princeton area on Friday, the 5rd to arrive in Madison on the 5th
 - Leave business location for personal time on the 9th, and return to business location on the 19th
- Return - Leave Madison on the 23rd to arrive in Princeton on the 23rd

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Business Days are in Green*

**Personal Days are in Red*

- **Business Days** – the 5th through the 9th, and the 19th through the 23rd
- **Personal Days** – the 10th through the 18th
- **M&IE Reimbursement:**
 - 75% on the 5th
 - 100% on the 6th through the 8th
 - 75% on the 9th
 - 75% on the 19th
 - 100% on the 20th through the 22nd
 - 75% on the 23rd
- **Hotel Reimbursement:**
 - 4 nights (Check-in on the 5th, Check-out on the 9th)
 - 4 nights (Check-in on the 19th, Check-out on the 23rd)
- **Roundtrip Airfare from Princeton area airport to Madison, WI on the 5th and the 23rd**

Accounting for Personal Days

- Whenever personal days are added to a business trip either at the beginning of the trip or at the end, an airfare (or train) cost comparison is required to be completed at the time of booking and is to be attached to the expense report.

* Absence of this cost comparison will result in Accounting performing a cost comparison at the time of the expense report review. Reimbursement will be based using Accounting's cost comparison. Traveler provided post-dated cost comparison will not be accepted.

- Should clearly state what the airfare would be if traveling on business days only, i.e., the day before the meeting starts and returning the day the meeting ends (or the next morning, if the prior day meetings ends in the evening).
- Reimbursement is limited to the airfare to get the traveler to the business location and for a return trip to Princeton area.
- When leaving for Business Travel from a location other than the Princeton Area due to personal reasons, a cost comparison is required, and the reimbursement is limited to what it would cost to leave from the Princeton area.
- When returning from Business Travel to a location other than the Princeton Area due to personal reasons, a cost comparison is required, and the reimbursement is limited to what it would cost to return to the Princeton area.
- When creating an itinerary in your Expense Report, only indicate Business Dates and the Business Location of your trip. Do not include personal days and locations on the Expense Report.
- When an invoice includes charges incurred during Business and Personal Days, make sure that the charges are prorated to exclude the costs incurred on Personal Days.
 - Ex. Car Rental, Fuel, Airport Parking, etc.