



## Combining Business and Personal Travel

Travelers may combine University travel and personal travel with the approval of their administrative head of unit. Prior to travelers' scheduling indirect routes (interrupting business portions of a trip for personal travel or vice versa), the administrative head and the traveler must agree on a fair allocation of expenses for the trip. In no event will the University's portion of expenses exceed what would have been charged had the personal travel interruption not occurred.

***To be completed by the traveler and submitted to the Finance Specialist three weeks before the travel date.***

1. Please indicate the dates of your travel for the entire trip: \_\_\_\_\_

• Date/s of UBC work-related travel: \_\_\_\_\_

• Purpose of trip (conference/workshop event):  
\_\_\_\_\_

• Date/s and itinerary of personal travel:

Dates: \_\_\_\_\_

Itinerary: \_\_\_\_\_

2. Please indicate the airfare for your combined business and personal trip: \_\_\_\_\_

3. Please provide a flight itinerary quote for the UBC work-only travel based on the shortest route to the work-related destination: \_\_\_\_\_

4. Total airfare approved for UBC work-related travel (to be completed by the Finance Manager):

\_\_\_\_\_

5. WorkTag: \_\_\_\_\_