



6.2.18 Business and Personal Combination Trips

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.2 Travel Policies and Procedures	Date Last Reviewed: September 2008
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: September 2008

I. Purpose

The purpose of this policy is to provide guidelines for employees engaging in business and personal combination trips in a manner that ensures compliance, accountability, and effective use of resources while respecting work-life balances.

II. Scope

This policy applies to any employees of UT Health San Antonio who engages in business travel and wishes to combine personal activities with their work-related trips.

III. Policy

A. Airfare Same Routing

Airfare, same routing, occurs when the departure point, destination point, and return point of a trip are the same for both personal days and business days. The airfare may be reimbursed or paid through University Paid Travel (UPT), if the inclusion of the personal days before, during, or after the business portion of the trip results in no higher airfare than the contract airfare.

B. Airfare Different Routing

Airfare, different routing, occurs when the departure point, destination point, or return point of a trip are not the same for both personal days and business days. Reimbursement may not exceed the least of the following three comparisons:

1. State contract airfare to business site
2. Business portion of ticket x 2 plus applicable taxes
3. Actual cost of ticket

For example, the meeting site is Washington D.C., and the vacation site is San Francisco, California. The airfare “ladder” on the passenger receipt is:

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/FCSATAAX/DFW58.18YCATXAAWAS150.91YCATXCOX/HOUCOSFO29
0.91K21X8VIPCO X/HOU CO SAT156.

This airfare “ladder” shows that the travel originated from San Antonio International Airport (SAT) to Dallas/Fort Worth (DFW) on American Airlines (AA) for \$58.18 and from DFW to Washington’s National Airport (DCA) on AA for \$150.91; thus, the total for SAT to DCA was \$209.09.

The remainder of the trip from DCA to San Francisco (SFO) via Houston (IAH) was \$290.91 and from SFO to SAT via IAH was \$156.36; this portion of the trip was personal and is not reimbursable.

1. The contract airfare to the business site is \$460.00.
2. Multiply the business portion of the ladder airfare (\$209.09 X 2) plus \$3.00 tax from ticket lower left for a total of \$421.18.
3. Actual cost of ticket: \$659.36

In this example, \$421.18 is the maximum that can be claimed by the traveler for reimbursement.

NOTE: UPT cannot be used in conjunction with airfare different routing.

C. Meals and Lodging

Meals and lodging for extra days are permitted if the reason is to qualify for a discount airfare. The additional travel expenses plus the airfare must be less than or equal to the contract airfare rate or the coach rate if a contract airfare rate does not exist.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination	Executive Committee	05/2000
09/2008	Policy Review	Executive Committee	09/2008