Business Justification for
Business Trips that Included Personal Travel

Lawrence Hall of Science Travel Policies

• If your trip includes personal travel, your entire trip CANNOT be paid with UC funds. It will need to be paid personally. Be sure to obtain a comparable airfare at the time of booking using the dates you would have traveled if strictly on business.

• Economy-class, nonrefundable/nontransferable tickets only.

• Traveler pays for any incremental fees due to ticket upgrades over the normal economy class fare. After the ticket is purchased, any ticket changes or upgrades will be paid by traveler.

• To reimburse other travel expenses (baggage fee, taxi/shuttle/train, meals in transit, etc.), all receipts must be attach to the completed Travel Reimbursement Request Form

Was personal travel involved in this trip? ☐ Yes ☐ No

If yes, please complete the form below and include with your Travel Reimbursement Packet in lieu of a Justification Memo.* ***If no, completing this form is not required.*

Business Destination:

Business Purpose:

Dates of Entire Trip:

Dates of personal travel: Dates of travel for business:

Note: Expenses incurred during personal travel WILL NOT be reimbursed

Was this trip paid for with personal funds? ☐ Yes ☐ No

Note: A comparable airfare must be secured at the time of booking the trip. If the trip was booked less than 10 days prior to travel, traveler must provide a comparable with at least 3 flight options.

Check all that are applicable:

☐ Employee was already on vacation when they were advised of the immediate need to for the business trip

☐ Time for personal travel was already approved and plans secured prior to knowledge of work trip

☐ Personal time scheduled and plans secured in between multiple business trips

☐ It was more cost-effective to travel from location of personal trip than to return to LHS prior to travel for next business trip

☐ Other:

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Give a brief bulleted explanation further detailing scenario:

Optional: Attach a diagram of trip taken with personal time vs. trip that would have been taken had traveler returned to LHS.

Note: This has been proven to be helpful in more complicated scenario. Consult with Deborah Martinez regarding questions.

Traveler Name Traveler Signature Date