

UAF Travel

Friday's Tips, Tricks, & FAQ's

6 December 2019

Concur Tips & Tricks: Personal Travel Mixed with Business Travel

Extended Stay:

- When a traveler extends their stay at the university business destination(s) for personal reasons, it is a personal deviation with an extended stay.
- This can be booked through the online booking tool.

Personal Deviation:

- When a traveler goes to an additional destination outside of the university business routing or destination(s), it is considered a personal deviation with a routing change.
- **Business Portion:** Booked through the booking tool (preferred) or by calling Corporate Travel Management (CTM).
- **Personal Portion:** Booked separately by the traveler.

Cost Comparisons

- When a traveler includes personal time on their University trip, a cost comparison representing the business itinerary must be completed using the Concur Travel booking tool.
- If a cost comparison is not secured before the trip takes place, the traveler must work with Corporate Travel Management (CTM) to obtain a valid "business" comparison. The cost of this service is the traveler's personal expense.

Past Fare Quote Instructions:

Send an email to ua@travelctm.com or call CTM at 907-786-0107 to request a fare quote for the authorized travel. Include the following in the email:

- Put "PAST DATE FARE REQUEST" in the subject line
- Profile name (UOFA)
- Name of traveler
- Dates, times, and destinations of authorized business travel
- Date trip was authorized (this will provide the agent with any advance purchase information)
- Original Approved Request ID

If CTM charges the agency card the full touch fee of \$18.00, this charge will show in the traveler's Available Expenses and should be assigned to the expense report as a Personal/Non-Reimbursable expense. The traveler may also provide a personal form of payment for the full touch fee.