

Personal Leave During Travel Guidelines

- Do not use the UI pcard for anything involving combined business and personal travel.
- The pre-approval needs to include the entire timeframe of the trip with comments to show personal days and actual business days of travel.
- Airfare -
 - Personal funds must be used for airfare purchases. If airfare is booked more than three weeks in advance of travel, please submit your receipt and it will be reimbursed right away.
 - A cost comparison for air flights must be created at the time of booking or making reservations for the days and method you would travel if you were not taking personal leave. An example would be screenshots or PDFs of flights for the days without personal leave. Use economy class and the same airport in comparison flights. If you are taking a different mode of travel due to personal travel you will need to calculate the difference between air travel, parking, and mileage. Reimbursement will be for the smaller amount.
- Rental Cars-
 - Employees are required to utilize the U of I/State of Idaho Contracted Rental Car Agreements for all business rental car expenses regardless of price. Enterprise is the main supplier and Hertz is the secondary.
 - Best practice is to rent the car on the UI contract, using your pcard for business days only, and return it at end of business. You can choose to rent another car for personal days on personal funds or use alternate methods of transportation. Do not rent the car on the contract and pay for it with personal funds (for insurance reasons) and do not drive a rental car for UI businesses without renting on the contract.
 - Do not use your pcard and prorate the days or the entire expense will be moved to your personal account.
 - All passengers in UI Vehicles or rental cars must be an active participants in business-related travel. This includes spouses, partners, and children of employees.
- Lodging-
 - If you are using your pcard, there should be no personal stays or expenses on the itemized receipt. Have the front desk put them on different folios.
 - If you are staying with someone who is not traveling for business purposes, verify the rate does not change for the number of people in the room. A cost comparison would be ideal.
 - It would be best to put this on your personal card and ask for reimbursement.
 - Your name needs to be on the receipt, so make reservations in your name.

Feel free to contact ored-fiscalops@uidaho.edu or crtravel@uidaho.edu if you have any questions or need clarification regarding this.

Please note: The information provided in this communication is not intended nor should be considered as a replacement of the policy. The full Standards for University Owned, Rented or Leased Vehicle Use and Coverage, 05.08 – Vehicle coverage and use, updated November 9, 2022, can be found [here](#). The Administrative Procedures Manual (APM) Travel Management Policy can be found [here](#).