

COMBINED BUSINESS AND PERSONAL TRAVEL JUSTIFICATION MEMO

According to Policy 1310 (Transportation Expenses) in the Finance Division’s Policies and Procedures Manual:

Travel that would not directly benefit the University will not be reimbursed. Reimbursement of expenses for personal travel before, after, or between days of business travel, excess costs, indirect routes, and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official University business is prohibited.

Prior to a trip, the traveler should describe the breakdown of business and personal components to their management for approval. In order for the travel to be reimbursed, their management must confirm that the trip is primarily for business, *and the justification must be included in the reimbursement request.*

This form must be submitted and approved PRIOR to travel.

Traveler Name: _____

PID: _____

Start Date	End Date	Destination	Business/Personal	Purpose (if Business)

Traveler’s Signature

Date

As the chair of the department, I have determined that this trip by the above faculty member is primarily for the purpose of business.

Ellen Welch, Chair, Department of Romance Studies

Date