Business travel that includes Personal Travel

1. When traveling on University business in conjunction with personal travel, the University will only reimburse for the University business related expenses.
2. Additional costs due to personal travel will not be reimburse by the University and should not be included on the Travel Expense Reports.
3. Cost comparisons created at the time of booking or making the reservations, must be provided along with the Travel Expense Report for reimbursement.
4. Rental cars, reserved on the State of Idaho contracts should not be used for personal travel.
5. Purchasing card issued by the University cannot be used for personal travel expenses and may jeopardize the cardholders privileges or have possible legal consequences.