

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
DEPARTMENT OF CLASSICS
COMBINED BUSINESS AND PERSONAL TRAVEL JUSTIFICATION MEMO

According to Policy 1501 (Policy on Business Travel) in the Finance Division’s Policies and Procedures Manual:

Costs of personal travel before or after 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 are prohibited.

Travel that combines University business and personal travel could require special handling. 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. If personal time is attached to the trip, in addition to the traveler obtaining prior approval from management or a department head, you must provide a comparison quote from the same airfare provider for a direct flight on the business date and attach it to the travel reimbursement. **Documentation of cost savings and prior written approval of the department head is required.**

Dates should be entered chronologically covering the entirety of the trip. This form must be submitted and approved PRIOR to travel.

Traveler Name:

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.

Donald Haggis, Chair, Department of Classics

Date

Office Use: C# _____ T# _____ Prior Travel Authorization?

Updated 1/07/21