

## **Cost Comparison Policy Update FAQ's**

1. Does this policy update only affect future travel or prior travel as well that has not been submitted for reimbursement?
  - a. This policy update is effective for all travel starting on or after 7/1/25.
2. Can the seven personal days added be split before and after the business portion?
  - a. Yes, the total days either before, after or split just cannot exceed seven days
3. What is considered a detour?
  - a. A detour is any stop(s) added to the travel itinerary that deviates from the business location. Examples of detours would be flying to a conference in Los Angeles and stopping in Phoenix on the way to visit family or flying to a conference in Los Angeles and then flying back from San Diego because you drove down after the conference for personal travel.
4. If a traveler has a detour, originating/returning airport other than workstation, or purchased international airfare through an alternate vendor in addition to adding 7 personal days or less at the business location, would a cost comparison be required and what days should the cost comparison be completed for?
  - a. Yes, a cost comparison is required. In the instance that another personal travel choice is made in addition to the seven or less personal days at the business location, the cost comparison should then be run for the business only dates of travel and not include the added personal days.
5. What if the traveler adds personal time after the airfare is already booked, are they required to pay if less than seven days?
  - a. Yes, if the traveler originally books business only airfare and then decides to change the itinerary to include personal travel, they would be responsible for any costs associated with changing the itinerary to include personal travel.
6. If someone is utilizing the seven additional days and their flight gets delayed, cancelled, re-routed, etc., will they be responsible for paying the difference? Will it count against the seven days?
  - a. If the delay or cancellation happens during their personal time, they will be responsible for any additional charges. If the delay or cancellation happens during the business portion of the trip, the university can cover the costs, and the days will not count against the seven-day limit.
7. How will this policy affect those who are traveling to multiple destinations for business? For example, someone flies to Miami for a conference, then is expected to fly directly to New York for another conference. Can they add the personal days at the beginning, middle, or end?
  - a. If the business events are back-to-back that is considered one trip, and they are allowed to add 7 or less personal days at either location or split between the two locations.