

TRAVEL AUTHORIZATION REQUEST: Adding Personal Time

Name		Department	
Funding Speed Chart		Approver Name	

This is not a standalone form. Personal time must be notated on your travel request and report in Concur. This form, along with the required attachments, must also be added to the travel request and report.

PURPOSE OF TRIP

	Dates	Additional Notes
Business Dates		
Personal Dates		

DESTINATION:

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COST COMPARISON

	Dates	Details	Amount
Airfare without Personal Time			
Airfare including Personal Time			

REQUIRED ATTACHMENTS/FIELDS

1. Airfare comparisons (**one full page** from Concur)
2. No Airfare, other transportation being used. *Rental Car is not an option, if personal time is added (SAO Travel Policy 2.2)
3. Conference Agenda (at-a-glance, not the whole agenda)

***Please note, YOU are responsible for any expenses incurred on personal days.**

If the agenda is not available, please indicate the business purpose here:

Traveler Signature

Date

Supervisor Signature

Date

Please note that your Supervisor's signature on this form is only a pre-approval of the requested personal time. It does not constitute a review of the attached documentation, which is later performed by the assigned Business Operations Professional. Please note that the responsibility to exercise due diligence rests with the traveler and if it cannot be proven after the fact, the traveler's reimbursement may be reduced.