Scenario 1: Travel Inside the USA with a Purely Personal Destination

Day 1: Fly to New York City for conference

Day 2: Conference

Day 3: Conference

Day 4: Conference

Day 5: Travel to Miami for personal reasons

Day 6: Personal

Day 7: Personal

Day 8: Fly to Houston

1. For travel in the USA (all 50 states and District of Columbia), the cost of traveling to/from the destination can only be reimbursed if the number of business days exceeds the number of personal days.
	1. In Scenario 1, five business days (days 1, 2, 3, 4, and 8) exceeds three personal days, so airfare associated with business travel can be reimbursed.
	2. Lodging, meals, and other expenses on personal days cannot be reimbursed.
2. When airfare includes a personal destination, airfare cannot be charged to the UH Travel Card. Calculate reimbursable airfare as the lessor of:
	1. Actual airfare
	2. Lowest round trip airfare quote from Houston to business destination (NYC) back to Houston (quote should be obtained at the same time as actual airfare is booked)

Scenario 2: Travel Inside the USA without a Purely Personal Destination

Day 1: Fly to New York City for conference

Day 2: Conference

Day 3: Conference

Day 4: Conference

Day 5: Personal (stay in NYC or surrounding area)

Day 6: Personal

Day 7: Personal

Day 8: Fly to Houston

1. Same as Scenario 1.
	1. Airfare can be reimbursed because the number of business days (5) exceeds personal days (3).
	2. Lodging, meals, and other expenses on personal days cannot be reimbursed.
2. Since there was not airfare to another (personal) destination and the number of business days exceeded the number of personal days, the actual roundtrip airfare can be reimbursed or charged to the UH Travel Card.

Scenario 3: Travel Outside the USA with a Purely Personal Destination

Day 1: Fly to London for conference

Day 2: Conference

Day 3: Conference

Day 4: Fly to Paris for personal reasons

Day 5: Personal

Day 6: Personal

Day 7: Personal

Day 8: Fly to Houston

1. If this was a trip in the USA, airfare could not be reimbursed because the number of business days (four = days 1, 2, 3, 8) do not exceed the number of personal days (four = days 4, 5, 6, 7).
	1. Since it is outside the USA, airfare can be reimbursed under IRS rules even if the number of personal days equals or exceeds the number of business days.
	2. Lodging, meals, and other expenses on personal days cannot be reimbursed.
2. However, since airfare includes a personal destination (Paris) where business was not conducted, airfare cannot be charged to a UH Travel Card. Airfare would be reimbursed based on the lessor of:
	1. Actual airfare
	2. Lowest round trip airfare quote from Houston to business destination (London) back to Houston (quote should be obtained at the same time as actual airfare is booked)

Scenario 4: Travel Outside the USA without a Purely Personal Destination

Day 1: Fly to London for conference

Day 2: Conference

Day 3: Conference

Day 4: Fly to Paris for research and personal reasons

Day 5: Conduct research

Day 6: Personal

Day 7: Personal

Day 8: Fly to Houston

1. For travel outside the USA, airfare can be reimbursed regardless of whether the number of business days exceeds the number of personal days.
	1. In this scenario, the number of business days is six (days 1, 2, 3, 4, 5, 8) and the number of personal days is two (6 and 7).
	2. Lodging, meals, and other expenses on personal days cannot be reimbursed.
2. Since airfare does not include a purely personal destination, actual airfare can be charged to a UH Travel Card.