

DETERMINING PERSONAL DAYS ASSOCIATED WITH BUSINESS TRAVEL

Personal days are any days that the traveler is gone and is not engaged in the business activity for which the authorization was approved (with the exception of allowable travel days).

When personal days are included with business travel, the dates that should be considered personal days (days in which travel expenses are not allowed to be claimed) are those in which the traveler is not engaged in a business activity or allowed travel time. Any personal days that fall on a regular workday would be considered annual leave days. Additionally, for exempt employees, if the addition of personal days to a trip causes travel days to fall on a workday when they otherwise would not have, those days would also be considered annual leave days (even though travel expenses would be allowed on the travel day(s) as usual).

EXAMPLE 1:

John, an exempt employee, travels to Boston for a conference held 9/30/18 thru 10/4/18. John only plans to attend the last 3 days of the conference (10/2 thru 10/4). John plans to depart 10/1 and return 10/8, as he wants to remain in Boston on vacation for a couple days.

The travel dates are: Mon. 10/1 and Mon. 10/8

The event dates are: 10/2 thru 10/4 (**NOT 9/30 thru 10/4**)

Personal days (days which a) expenses may not be claimed and b) annual leave must be charged if it is a regular work day): 10/5, 10/6, 10/7

Additionally, expenses may be claimed for the return travel day (Mon. 10/8) and no annual leave would need to be charged for that day since the traveler would have returned on a regular workday, Friday, 10/5 if the trip had not included personal time.

EXAMPLE 2:

Sarah, an exempt employee, plans to travel to Florida for a conference held 7/9/18 thru 7/13/18. She wants to spend time on the beach before and after the conference. She leaves on 7/6 and returns on 7/16.

The travel dates are: Fri. 7/6 and Mon. 7/16

The event dates are: Mon. 7/9 thru Fri. 7/13

Personal days (days which a) expenses may not be claimed and b) annual leave must be charged if it is a regular work day): 7/7, 7/8, 7/14, 7/15

Additionally, while expenses may be claimed for the two travel days (Fri. 7/6 and Mon. 7/16), annual leave would need to be charged for both of those days since the traveler would have left and returned on non-work days (Sun. 7/8 and Sat. 7/14), if the trip had not included personal time.