



Request Dashboard

Travelers may coordinate personal travel arrangements in conjunction with their UA business travel. This includes personal extended stays at the business location and personal deviations to a non-business location. The user has the option of booking some or all portions in the booking tool depending on the type of personal travel.

Users must identify on the Request personal days taken in conjunction with UA business travel. For this reason, the Header includes a section for documenting the personal days. (R05.02.060(8)(f))

Will this trip include personal travel?	Personal Travel Dates
<input type="text" value="Yes"/>	<input type="text" value="10/26-11/2"/>

Extended Stay

When a traveler extends their stay at the UA business destination(s) for personal reasons, it is a personal deviation with an extended stay. (R05.02.060(8)(a))

The business-only dates of travel are entered in Expected Expenses. The user can change the dates of travel to accommodate the extended stay during booking. (See [Travel Components: Airfare](#))

Personal Deviation

When a traveler goes to an additional destination outside of the UA business routing or destination(s), it is considered a personal deviation with a routing change. (R05.02.060(8)(b))

If using the booking tool for the business-only portion, that portion is entered in Expected Expenses. Otherwise, “Outside Concur/CTM” is selected as the booking method, and the full business-only itinerary is entered in Expected Expenses. Airfare costs in Expected Expenses reflect total cost of business-only itinerary.

Driving vs Flying

When there is a business need for driving, reimbursement for mileage is allowed. However, when driving is not the most direct route or efficient mode and the traveler chooses to drive for personal convenience, an airfare cost comparison is required.

Example: An Anchorage employee is traveling to Fairbanks for a meeting. They opted to drive instead of fly because their family is accompanying them.

If the justification is cost, a cost comparison is required to demonstrate the cost savings for driving. Personal days are only documented in the Header if the chosen transportation method is for personal convenience and results in added days of travel. (R05.02.060(10)(f)(6))



Business-Only Cost Comparison

The business-only cost comparison provides the lowest logical transportation cost for the business purpose and is used to determine the allowable reimbursable expenses on the Report including per diem. Any costs that exceed the business-only are deducted from the out-of-pocket reimbursable expenses.

The cost comparison must come from the Concur booking tool as it applies our discounted rates. The user must attach the comparison before submitting the Request. If not attached, an Exception bars user from submission.

You have stated the trip will include Personal Travel. Please attach an airfare comparison for the business dates of travel. The comparison must be obtained from the Travel booking tool in Concur. This will also be needed when the expense report is submitted. [View](#)

The itinerary must reflect the business trip as though no personal travel is included.

Example: The business travel dates are Aug 31 – Sep 5 in Dallas and personal days are Aug 20 – 30 in Seattle. The business-only itinerary is traveling from home/duty station to Dallas on Aug 31 and returning on Sep 5. The time in Seattle is excluded entirely.

If there are delays in the approval or purchasing process beyond the traveler’s control, users can obtain new supporting documentation. The new comparison is attached to the Report.

1. Use the Trip Search to search for flights based on the business-only itinerary
2. Find and select the most appropriate business-only flights
 - a. The flights must represent the lowest logical cost for the most efficient route
 - b. The cost comparison must include the full flight and cost details on the “Review and Reserve Flight” screen

Trip Summary

Flights Selected

Round Trip
FAI - ANC
Depart: Fri, 10/20/2023
Return: Wed, 10/25/2023

Finalize Trip

Review and Reserve Flight

Review Flights

DEPART X Fri, Oct 20 - Fairbanks, AK to Anchorage, AK [Hide details](#)

FAI, Oct 20	05:40a FAI → 06:53a ANC	1h 13m	Alaska Airlines 90 Boeing 737-700 (single)
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RETURN X Wed, Oct 25 - Anchorage, AK to Fairbanks, AK [Hide details](#)

Wed, Oct 25	04:45p ANC → 05:45p FAI	1h 00m	Alaska Airlines 2025 Embraer E-175 Operated by HORIZON AIR AS ALASKAHORIZON
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Enter Traveler Information

Ensure all traveler information below is correct.

Primary Traveler

Name: Travis Miles Phone: 9075556666 Email: travis1@alaska.edu [Edit](#) [Review all](#)

Frequent Flyer Programs [Add a Program](#)

For Alaska Airlines
Alaska Airlines - ****96

Select Seats

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
AS 99 Main (1)	Select a seat
AS 2025 Main (1)	Select a seat

Review Price Summary

Description	Fare	Taxes and Fees	Charges
Airfare	\$210.34	\$44.08	\$254.42
Total Estimated Cost:		\$254.42	
Total Due Now:		\$254.42	

[Back](#) [Reserve Flight and Continue](#)

3. The flight is not booked so long as "Reserve Flight and Continue" is not selected
4. Ctrl+P or right-click on the screen and select Print
5. Choose “Save as PDF” as the Destination and Save
6. Attach the saved pdf to the Request