

Trip with Personal Time

Pre-Approval:

- 1.) When completing the Pre-Approval Header, mark the checkbox, “Will there be personal time during this trip?”

Destination	<input type="text" value="Austin, TX - 73301"/>
Student(s) Traveling?	<input type="text" value="No"/>
No Cost to ASU	<input type="checkbox"/>
Will there be personal time during this trip?	<input checked="" type="checkbox"/>
<input type="checkbox"/> Is this expense for a prospective employee?	
I understand that I should keep all receipts for auditing purposes.	

- 2.) Fill out appropriate expenses for the trip excluding personal expenses.

Expense Report:

- 1.) When completing the Expense Report Header, mark the checkbox, “Will there be personal time during this trip?” and notate the dates there were used for **personal time**.
- 2.) The Travel Office will make sure there are no expenses to be reimbursed on these day(s).

Student(s) Traveling?	<input type="text" value="No"/>
Will there be personal time during this trip?	<input checked="" type="checkbox"/>
Personal Time Start Date	<input type="text" value="08/07/2019"/>
Personal Time End Date	<input type="text" value="08/08/2019"/>

- 3.) When adding/editing expenses, do **NOT** include any personal expenses.