**An employee travels to attend a business event for the university and leaves for vacation after the event. Does the university pay for or reimburse any airfare associated with the trip?**

* If the business destination and the vacation/personal destination are in the same location (metropolitan area), the university is prohibited from paying for or reimbursing airfare unless the entire travel (business purpose plus vacation purpose) is considered “primarily business”. In such a case, the trip must be determined to be “primarily business” based on the required calculation, which includes all business days and all vacation/personal days. See the above section for “primarily business” and “primarily personal”.
* If the business destination and the vacation/personal destination are different locations (metropolitan areas), and the traveler is leaving for their vacation from the business location, the traveler may process a Travel Request that includes only the business days. In such a case, the university will pay for or reimburse one-way airfare to the business destination only.
	+ Lesser of round-trip airfare (the lowest cost) to the business destination or actual airfare of the trip may be reimbursed only if the entire trip is considered “primarily business”. In such a case, the trip must be determined to be “primarily business” based on the calculation, including all business days and all vacation/personal days.