

## AIRFARE COMPARISONS:

Indirect or Interrupted Itineraries: excerpt from BFB-G-28 page 13:

Obtaining advance approval is suggested when a traveler takes an indirect route or interrupts travel by a direct route, for other than University business. Any resulting additional expenses shall be borne by the traveler. The reimbursement of expenses shall be limited to the actual costs incurred or the charges that would have been incurred via a usually traveled route, whichever is less.

The cost comparison should be based on what UC would have paid, which can be obtained by a Connexus-related travel agency prior to or at the time of booking the trip. Any resulting excess travel time will not be considered work time, and will be charged to the appropriate type of leave. The employee shall be responsible for accurate reporting of such leave time.

Airfare comparisons should be obtained using same airline, same days of travel from original flight itinerary.

<https://policy.ucop.edu/doc/3420365/BFB-G-28>