EAST CAROLINA UNIVERSITY
COMBINED BUSINESS AND PERSONAL TRAVEL MEMO

Instructions: Print and complete this form if personal travel is combined with business travel. The form should be signed by the traveler, supervisor and the department head. The completed form should be scanned and submitted with appropriate expense report in Chrome River. Documentation (ex. analysis of personal and business costs) should **not** be submitted but must remain on file in the department.

If extending the trip for personal reasons costs more, the ProCard cannot be used. The traveler must pay out of pocket and request reimbursement for only the amount the business portion of the trip would have cost had the trip not been extended.

Dates of Travel:

Traveler Name:

Supervisor Name:

Department Head Name:

To: The ECU Chrome River Office

I, the undersigned, certify that I combined personal and business travel on the above dates. No additional costs were incurred by the University for the personal portion of the trip and I am not seeking reimbursement for any nonbusiness expenses. I have provided to my supervisor written documentation supporting that no additional costs were incurred by the University because of the extension of the trip for personal reasons.

_____ _____

(Traveler Signature) (Date)

I, the undersigned, certify that I have reviewed the written documentation provided and it supports that no additional costs were incurred by the University because of the employee's extension of the trip for personal reasons. The documentation provided will remain on file in the department in accordance with the University's retention policy and will be available upon request to the Office of Internal Audit and Management Advisory Services, external auditors, and the Financial Services office.

_____ _____

(Supervisor Signature) (Date)

_____ _____

(Department Head Signature) (Date)

Please refer to the Travel Procedures Manual, Extended Stay/Combining Personal and Business Travel Section.

last revised: August 20, 2021