



DEPARTMENT OF GEOLOGY

Concur: Including personal travel/Cost Comparison

If you are adding personal travel to your UMD business travel, you will need to include a cost comparison to compare how much the cost of our travel would have been had you not included personal travel vs .the cost of your travel with your personal travel.

Please Note: UMD will pay for the cheaper of the two.

In Concur you would include that you are adding personal travel to your trip and include the dates of your personal travel in the appropriate box.

Create New Request

Request Type *
*UMD Travel and Hosting

Trip Name/Purpose *
Johnny Example

Business Travel Start Date *
09/18/2023

Business Travel End Date *
09/21/2023

Trip Purpose *
Conference Attendee

Final Destination City *
Syracuse, New York

Final Destination Country *
UNITED STATES (US)

Traveler Type *
Guest

Trip Type *
3. Out-of-State

Will this trip include personal travel? *
Yes

Personal Travel Dates
9/20 - 9/21

Detailed Business Purpose / Benefit to University
To see Johnny Examples science stuff.

☐ UMD Campus Visit?

☐ No Cost Trip?

Cancel Create Request

Next, you will need to provide a cost comparison and add that to your travel request. Be sure to attach a cost comparison that includes the applicable taxes and fees that you would have paid had you booked that flight.

Request Details ▾ Print/Share ▾ Attachments ▾

EXPECTED EXPENSES

Attach Documents

Add Edit Delete Allocate



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NOTE: I suggest doing a quick search in Concur for those flights since it provides the cost with applicable fees, ect. (See attached.)

Compare the cost of the two:

UMD business only travel vs. UMD travel including personal travel

As mentioned above, UMD will pay for the cheaper of the two.

At the travel expense stage, please provide documentation that proves the amount we are reimbursing you is the cheaper expense. For example, please provide a copy of your cost comparison and a copy of your confirmed flight itinerary.