

**Q:** When combining personal travel with Harvard business, how do you determine the portion that is allowable?

**A:** If you are booking a flight (or train, bus, etc.) with more stops or a longer duration than required for the business trip due to personal travel, then you should provide documentation of the comparable itinerary (including price, dates, and air class) based on the business portion of the travel. The comparison must be obtained within one business day of booking. Only the allocable business portion of the travel should be charged to the federal award. If you do not have the comparison itinerary, then no portion of the ticket can be charged to the sponsored award.

Source: [Appendix E: Combined Business and Personal Travel](#)