

For those of you who travel and request reimbursement from CMU regardless of funding source, if you plan to combine business and personal travel, the auditors require you to supply a price comparison for the particular item(s) you are requesting reimbursement for. These must be printouts attached to your reimbursement request and must be for the same time period.

Most cases are for airline tickets.

Price Comparisons must come from the same airline for the same proximity of time.

What is a price comparison? It is a comparison of the individual travel cost that could be different depending on whether or not you included personal travel. For flights, you would compare the flight cost of your trip with a comparison printout of a flight that included no personal layover.

For example: If your flight is for a conference on April 10 - 12. You want to add personal stay...lets say April 5 - 12...adding 5 days of personal travel before the conference, you must produce 2 things:

- A flight cost for the April 10-12 period (actual conference), AND
- A flight cost for the April 5-12 period (including personal time)

We will reimburse the lesser of the two.

From personal experience and also from some of your experiences, these comparisons cannot be produced after the fact. I cannot use averages, other time periods, etc. I need to compare apples to apples. It is your responsibility to get the price comparison; we will not get the comparisons for you. **You must do this at the time you book your flights.**

If you do not supply us with the comparisons, we cannot reimburse you.

Not supplying comparison prices has been an increasing problem in Psychology. We are audited frequently for this issue and the auditors are giving us a harder time to clear them. Ultimately, what can happen is CMU could request that you pay back your reimbursed amount.

Let me know if you have any questions about price comparisons and/or what is needed when combining personal and business travel.

Thanks, Kathy

Kathy E. Majors
Business Manager
Department of Psychology
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213