

Personal Travel: Flight Comparison

Updated April 30, 2026

Travel Application

Request

Helpful Hints

Travelers should run a flight comparison limited to *business days* when booking flights that include both business and personal travel days. The comparison should be attached to the travel request.

Procedure

Travelers are allowed to include personal days within a business trip. When booking the airfare including leisure/personal days with Concur or by contacting Fox World Travel, the traveler needs to provide a screenshot of the cost of the ticket with *just the business dates of travel*. The comparison should be attached to the travel request.

If adding leisure dates cost is higher, the traveler *may* need to reimburse NU for the difference. Campus business department managers can provide guidance on whether reimbursement to the university is required.

Note: if the comparison was not made at the time of the request, upon return from travel, the traveler will need to conduct a flight search for 30 days from the current date for just the business travel, being mindful of the travel days. If the comparison is less than the airfare booked, the traveler *may* need to issue a check back to the university to make the cost object whole. Campus business department managers can provide guidance on whether reimbursement to the university is required.